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- The public may also watch, listen to, or participate in the meeting live by visiting <https://us02web.zoom.us/j/89255646791> or by telephoning 1-253-215-8782 and entering Meeting ID 892 5564 6791.
- 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

December 19, 2022
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Confirmation of Reilly Wynn as City's Human Resources & Labor Relations Director (Action)
 - b. Historic Preservation Board Re-appointments for Bunny Heiner and Carolyn Suryan (Report)
 - c. Finance Committee (Report)
 - d. Public Works Committee (Report)
 - e. Housing Affordability and Community Services Committee (Report)
 - f. Economic Development Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of December 12, 2022 (Action)
 - b. Approval of claims in the amount of \$711,566.14 (Action)
 - c. Amendment #3 Interlocal Agreement IL267 for Basic Life Support (BLS) Ongoing Training and Evaluation Program (OTEP) Training Course for Anacortes Fire Department Training Hub (Action)
 - d. Contract Award: Water Treatment Plant Castilleja Bluff and Rockridge Programmable Logic Controller (PLC) Upgrade #22-286-WTR-001 (Action)
 - e. Contract Award: Water Treatment Plant Lead and Copper Rule (LCR) Sampling Plan Support and Lead and Copper Rule Revisions (LCRR) Gap Analysis #22-285-WTR-001 (Action)

Per Resolution 3051, citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment on 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.

- f. Contract Award: FortiNet Firewalls Purchase and Support Services #22-283-ITS-001 (Action)
- 6. **Other Business**
 - a. * Housing Action Plan Presentation (Discussion)
 - b. Contract Award: Roll-Off Solid Waste Truck ERR5000 Replacement #23-026-ERR-001 (Discussion/Action)
 - c. Contract Award: Frontload Solid Waste Truck ERR5001 Replacement #23-027-ERR-001 (Discussion/Action)
 - d. * Resolution 3101 Authorizing Execution of 2023 Tourism Promotion Fund Contracts (Discussion/Action)
 - e. * Ordinance 4036: Sidewalk Obstruction (Discussion/Possible Action)
 - f. * Resolution 3105: City of Anacortes 2023 Legislative Priorities (Discussion/Action)
- 7. **Adjournment**

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City Council Memorandum

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: December 19, 2022
RE: Council Confirmation of Human Resources & Labor Relations Director

On Monday, December 19, 2022, I will ask for council's confirmation of my appointment of Reilly Wynn as the City of Anacortes Human Resources & Labor Relations Director effective January 1, 2023.

Ms. Wynn has been employed at the City since September 21, 2021 as our Human Resources Manager. Prior to her work at the City, Ms. Wynn worked in Human Resources at Janicki Industries and was an employment litigation paralegal in Seattle. Ms. Wynn has a bachelor's degree in Law, Societies, and Justice from the University of Washington and a master's degree in business administration from Western Washington University.

Ms. Wynn will be responsible for directing the operations of Human Resources and Labor Relations in support of our city goals.

Should you have any questions, please do not hesitate to contact me prior to the council meeting.



City Council Memo

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: December 19, 2022
RE: Historic Preservation Board Reappointments

Summary Statement:

The following re-appointments to the Historic Preservation Board are being presented at the regular City Council meeting on December 19, 2022.

I appreciate the contributions of these volunteers and their willingness to serve our community. If you have any questions or feedback regarding these candidates, please contact me prior to the meeting.

Appointed by the Mayor Requiring Confirmation by City Council

Historic Preservation Board Re-appointments:

- Bunny Heiner, current term expiring, new 3-year term effective through December 31, 2025
- Carolyn Suryan, current term expiring, new 3-year term effective through December 31, 2025

Anacortes City Council Minutes - December 12, 2022

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of December 12, 2022 at 6:00 p.m. Councilmembers Jeremy Carter, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller announced an opening on the Civil Service Commission for an Alternate Commissioner, which is a mayor-appointed position that serves for three years. Applications can be submitted online via [Talent Bank Application](#) on the City of Anacortes website. Additionally, on December 14th from 4-6pm the Senior Center has free visits and pictures with Santa, the Anacortes Chamber of Commerce sponsored [Celtic Christmas Celebration](#) from 6:30-9:00pm at the Transit Shed, horse-drawn trolley rides on December 17th from 12-3pm, and the Depot Fine Arts Show open daily from 12-6pm until December 18th. He concluded with an update on the Tommy Thompson Trestle repair project, reporting that \$165,000 has been raised to date and, pending contractor availability, demolition work will start in early 2023 with enhanced security measures.

Housing Affordability and Community Services Committee

Ms. Moulton reported from the Housing Affordability and Community Services Committee meeting held the previous Thursday. The topics discussed included a discussion with Community Action about the contract scope of work to complement the services provided by the Family Center, the Anacortes Fire Department grant through the Association of Washington Cities expanding the Community Paramedic program for a six-month pilot program to employ a Community Navigator and Substance Use Disorder staff member to assist clients in crisis, the proposed oversized parking and sidewalk ordinances, a Poverty Simulation led by Community Action on February 7, 2023 for up to 125 participants to increase understanding and empathy for those facing poverty, a cold-weather shelter program including motel vouchers totaling \$35,000 from a Community Development Block Grant, and Christ Episcopal Church possibly creating four tiny homes on church property.

Planning Committee

Mr. Walters reported from the Planning Committee meeting held earlier in the evening. The topics discussed included holiday lighting in the central business district, a staff produced flow chart for the MJB property development that will outline all associated permitting and administrative processes, permanent regulations for parklet and sidewalk use permitting, and the Port's concept plan for the North Basin.

Public Safety Committee

Ms. Cleland-McGrath reported from the Public Safety Committee meeting held December 6th. The police topics discussed included part-time parking enforcement position duties refinement, recruitment strategies, hosting a public safety test on December 29th, the levy lid lift, and call volume from 2018-2022. On fire matters, the committee discussed the Alternate Response Team grant that provides for a mental health professional for 7.5 hours and a social worker for 20 hours per week for six months in coordination with the Anacortes Family Center, and a recruitment academy for volunteer firefighters run by Assistant Chief Joseph Burbank with sign-ups available until January 31st. The academy will be on Tuesday and Thursday evenings and some Saturdays.

Port / City Liaison Committee

Ms. Hubik reported from the Port / City Liaison Committee meeting held on December 6th. The topics discussed included the Shoreline Master Program that is in its third revision and will come back before the Council in the next month, and the north and west basin development projects.

Personnel Committee

Ms. Cleland-McGrath reported from the Personnel Committee meeting held earlier in the afternoon. The topics discussed included labor relations with the Teamsters, staffing updates, Fiber Technician recruiting, position descriptions for new positions, changes in job titles, anti-harassment training, performance reviews, and an upcoming personnel policy update.

Mr. Young expressed his thanks for all the support from the community for the sympathy and outreach he received during his family's time of bereavement.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda.

Mary Jo McArdle of Anacortes commented on the updated agenda, asking that the updated information be highlighted in the NotifyMe message so that the changed information is readily recognizable.

Consent Agenda

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

a. Minutes of December 5, 2022

b. Approval of claims in the amount of \$791,129.91

The following vouchers/checks were approved for payment:

EFT numbers: 104939 through 104892 and 105000, total \$457,592.56

Check numbers: 105001 through 105021, total \$313,960.83

Wire transfer numbers: 314305 through 314725, total \$19,576.52

c. Contract Award: Bulk Fuel #23-003-IDS-001

d. Contract Award: Purchase Police Vehicles #23-023-ERR-001

e. Contract Award: 2023 Janitorial Services #23-025-FAC-001

f. Contract Award: WWTP Annual Incinerator Emissions Testing #23-028-SEW-001

Other Business

Skagit Habitat for Humanity Proposed Project West 5th Street

Planning Community and Economic Development Director, Don Measamer, introduced the Skagit Habitat for Humanity Proposed project to construct cottages on West Fifth Street and a park on West Sixth Street, referring to a slide presentation that was included in the packet materials for the meeting. Tina Tate, Executive Director of Skagit Habitat for Humanity, presented the proposed project, referring to a slide presentation that was added to the packet materials for the meeting.

Ms. Moulton asked about the income level and funding sources. Ms. Tate responded that most funding is from government community development block grants, donations, and thrift store sales. Ms. Moulton asked how often homes turn over ownership. Ms. Tate related there has only been one instance of a change in ownership and one payment default of the 40 homes constructed by Skagit Habitat for Humanity. Mr. Young commented that this is the first organization that provides services to homeless individuals he has encountered that has a plan for sustained viability through equity accumulation, and challenged the City to consider that funds being set aside for affordable housing be put toward land acquisition. Mr. McDougall wondered if the organization could handle the nine active or planned development projects simultaneously. Ms. Tate responded affirmatively, adding that she hoped to increase the number of projects to twelve over the next 2.5 years. Ms. Hubik wondered if Skagit Habitat for Humanity partners with local banks and if the organization had built other structures than single-family homes. Ms. Tate mentioned that Habitat for Humanity works with several banks to provide favorable financing to residents, adding that they do not do rentals, but plan on focusing on multi-

family units in the future. Ms. Cleland-McGrath wondered about the homeowner's option after 20 years. Ms. Tate responded that after 20 years the property can go on the market at a market rate. Ms. Cleland-McGrath followed up by asking about a 99-year land lease to extend affordability. Ms. Tate confirmed this initiative. Ms. Cleland-McGrath expressed optimism about the proposed project, remarking that, if successful, it could serve as an example to follow in other locations in Anacortes. She then asked if there was a cost concern related to a planned two-story construction. Ms. Tate responded there is no concern. Mr. Carter wondered what the current assessed value of the property on West Fifth Street was. Mr. Walters responded that the assessed value of the parcel was \$300,000. Mr. Walters expressed appreciation for the proposal regarding the favorable conditions for those who are Anacortes residents or who work in Anacortes and want to live in Anacortes. He also pointed out that the corner lot location would be a better place for a park and expressed a desire to move the initiative forward with a lease agreement.

Mayor Miller invited the public to comment on the agenda item.

Mary Jo McArdle of Anacortes shared that she was a volunteer for Habitat for Humanity and said that this is the only equity-based affordable housing concept that has been a proven success, and would be a significant benefit to the community, adding that such a program is needed more than rental affordable housing. She further mentioned that the organization partners with Home Depot for donated floor model appliances, excess plumbing and electrical materials, and receives donated time from local contractors. She suggested that the City hold on to Tract A as a potential future equity project.

Amending the Qualifications for the Utility Discount Program and Adding to the Unified Fee Schedule

Finance Director, Steve Hoglund, re-introduced the Utility Discount Program that was previously discussed on [November 21, 2022](#). He mentioned that the item is not ready for action, as there is language in the code that will need to be addressed by ordinance. He referred to a proposed discount schedule that was included in the packet materials for the meeting.

Ms. Hubik wondered if there was a set minimum qualifying income level or if there could be a sliding scale. Mr. Hoglund responded that a sliding scale could be implemented. Mr. Walters commented that the initiative would be worth a deep dive at the committee level. Mr. Hoglund added that there are 43 accounts participating in the utility discount program, of which 6 are fiber only and living in public housing, 27 are single individuals living on social security subsidies, and 10 are low-income families. Mr. Young remarked that bringing the proposal forward to the Council prior to committee work is important for the other Councilmembers not on the committee to formulate their own questions and consider the proposal, expressing a desire that this practice be implemented in other departments. Mayor Miller reminded the Council that the current program parameters are 150% of the poverty rate and a 20% discount.

Access Anacortes Fiber Internet- Quarterly Update

Administrative Services Director, Emily Schuh, provided the Access Anacortes Fiber Internet quarterly update for the fourth quarter of 2022, referring to a slide presentation that was added to the packet materials for the meeting.

Mr. Walters reminded the Council that we are exceeding the forecast model of a 35% take rate. Mr. Young emphasized the importance of the Federal Communications Commission map in increasing the quality of broadband service to premises in Anacortes regardless of carrier.

Mayor Miller invited the public to comment on the agenda. No one present wished to address the Council on the agenda item.

Resolution 3105: City of Anacortes 2023 Legislative Priorities

Administrative Services Director, Emily Schuh, introduced Resolution 3105: City of Anacortes 2023 Legislative Priorities referring to a slide presentation that was included in the packet materials for the meeting.

Respond to the Blake Decision

Mr. Walters advocated that the drug possession statute be modified to delete the requirement for law enforcement to twice refer to treatment individuals who are arrested for drug possession, as the statute fails to fulfill the intended function of getting them into treatment. He further recommended that the City support the continued characterization of drug possession as a misdemeanor or gross misdemeanor rather than decriminalizing drug possession entirely. He then suggested that staff separate policy and budget items in the final document. Ms. Hubik mentioned that legislative staff have a strict prohibition on lobbying. She added that having both policy and budgetary priorities plainly stated is helpful for legislative staff.

Address Vehicle Pursuits for Public Safety

Mr. Walters suggested revising the statute to eliminate the restriction on vehicular pursuits by police officers and perhaps increasing the penalty for evading a police vehicle from a class C felony to something more severe in the instance of a high-speed pursuit and that the inputs be very specific. Mr. McDougall expressed agreement with Mr. Walters comments.

Ensure Basic Infrastructure Funding

Mr. Walters expressed support for streamlining public works contracting and prioritizing the re-instatement of the Anacortes to Sidney ferry route. He added that the City should advocate against specific budget provisos preventing the City from applying for grants from the Washington State Broadband Office because there is an incumbent provider.

Housing Availability and Affordability

Mr. Walters mentioned that the hotel industry opposes flexibility in lodging tax expenditures and that the Association of Washington Cities Housing Solutions Working Group platform calls for a new classification of real estate excise tax (REET) to be spent only on affordable housing, which amounts to approximately \$750,000 annually in Anacortes. Mr. McDougall wondered if opening up an additional classification of REET would be better than just diversifying the uses for the two existing classifications. Mr. Walters responded affirmatively because it would take away from the City's maintenance budget. Mayor Miller wondered if staff had reached out to the Lodging Tax Advisory Committee (LTAC) collectors for their opinion. Mr. Young expressed that it would be important for the City to have flexibility to use funds to purchase land that comes available and was supportive of a third REET category to be used for affordable housing, but felt that the lodging tax funds should remain allocated for their current purpose of attracting businesses and visitors to Anacortes. Ms. Cleland-McGrath expressed agreement with Mr. Young regarding LTAC funds and mentioned a property tax exemption for affordability based on area median income and wondered if there was a way to waive sales tax during the construction of permanently affordable housing. Mr. Walters mentioned that he has pitched Ms. Cleland-McGrath's proposal to local representatives and that it could be applied by making a few changes to an existing statute that provides a sales tax exemption for qualifying commercial office space projects to make it applicable for multi-family and low-income housing developments. Ms. Hubik mentioned that the tax structure work group is meeting December 13th and will discuss the property tax limit factor to change to 103 or 105%. The meeting agenda can be found on taxworkgroup.org and will be televised on TV W. Mr. Walters remarked that the multi-family tax exemption program that Representative Ramel proposed was not supported by builders or lenders because of its complexity, and instead supported a sales tax exemption. He asked that it be added to the legislative priorities. Ms. Cleland-McGrath mentioned that the property tax exemption must be monitored for 20-30 years, whereas the sales tax exemption is accomplished up front and asked that the latter be incorporated into the City's legislative priorities, as it would benefit the local affordable housing builders. Mr. McDougall expressed agreement with Ms. Cleland-McGrath and support for REET 3. Ms. Moulton expressed support for

including the sales tax exemption and additional REET tier.

Behavioral Health Resources

Mr. Walters pointed out that we need to use 'substantial' and 'revolutionary' when it comes to this area, as the current system is broken, and should provide substantial improvements in behavioral health service capacity, including voluntary and involuntary treatment provisions for drug addiction and mental health. He then mentioned that there should be federal action to remove the 16-bed limit for Medicaid funded behavioral health treatment centers, adding that perhaps this area should be the City's top priority. Mr. Young remarked that mental health is a priority, but there should be a broad-brush approach to maintain the quality of life while providing services that can begin to address community needs and identify the corresponding funding sources. Ms. Cleland-McGrath mentioned that funding for inpatient treatment following the initial intervention must come from the State and should be included in this area. Ms. Moulton mentioned that there should be a provision for improving the labor pipeline for behavioral health and law enforcement professionals. Ms. Hubik pointed out that the City should consider joining with the County on some of these proposals.

Mayor Miller invited the public to comment on the agenda item.

Ward MacKenzie of Anacortes recounted the situation related to the wholesale dissolution of state-funded behavioral health services during the 1980s, asserting that there was an empty promise that services would be available. He continued, remarking that in his experience, behavioral health services were generally funded for no more than 60% of the actual need and to keep this in mind when considering funding priorities so that resources are put where they are needed. He also expressed support for tax exemptions and reductions in support of low income housing, though if there is a tax increase associated with the third category of REET, to spend the money on capital expenditures rather than operations to realize tangible long-term results.

Resolution 3100: Establishing Real Property Purchase Checklist

City Attorney, Darcy Swetnam, re-introduced Resolution 3100: Establishing Real Property Purchase Checklist, which was introduced October 17th and reconsidered November 21st, referring to a revised version with track changes that was included in the packet materials for the meeting. Ms. Moulton asked about section 2.b.i. of Exhibit A regarding the feasibility period, if it was a 'may' versus a 'must do' for consistency. Ms. Swetnam responded that the language in paragraph 4 requires the report back to the Council prior to the end of the feasibility period. Ms. Moulton requested to change the language in section 2.b.i. for consistency. She then asked if there is any point at which the City engages a licensed professional realtor. Ms. Swetnam responded that this is not included in the checklist, and offered to add such a provision under section 3 of Exhibit A 'Due Diligence'. Ms. Cleland-McGrath commented that an established formal relationship with a commercial broker should be part of the process requirements in case the mayor wants to engage in a confidential conversation regarding a potential transaction. Mr. Walters commented that the elements mentioned by Ms. Moulton and Ms. Cleland-McGrath are good suggestions, but are not necessary for this document, pointing out two technical edits to 2.b.i and 2.b.ii. Mr. Young supported Ms. Cleland-McGrath's comment, though he was ambivalent about including it in the text of the resolution exhibit. Mayor Miller commented that staff would make the recommended changes and bring the resolution back at a later date.

Contract Award: Municipal Fiber Network Coordinated Services #23-021-FBR-001

Administrative Services Director, Emily Schuh, introduced Contract Award: Municipal Fiber Network Coordinated Services with NoaNet (23-021-FBR-001). It is a one-year agreement with the option for two one-year extensions. She asked that any reference to "broadband connectivity" be removed. Mr. McDougall agreed with the idea of removing broadband connectivity. He then mentioned the upstream connections and asked if NoaNet had a separate connection down to other points upstream. Ms. Schuh responded that this is the case.

RYAN WALTERS moved, seconded by ANTHONY YOUNG, to authorize the Mayor to sign contract 23-021-FBR-001 with NoaNet deleting item 5.0 of Exhibit A. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG,

RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Result: Passed

Contract Award: 2023 Prosecution Contract #23-029-LEG-001

City Attorney, Darcy Swetnam, introduced Contract Award: 2023 Prosecution Contract #23-029-LEG-001 with Summit Law. She then introduced Mr. Craig Cammock, the contract prosecutor for Anacortes, who detailed a changing landscape for law enforcement and prosecution over the last couple of years. He added that the court has started a community court to enact restorative justice in a new process that is developing referral, performance, enforcement, and revocation criteria to ensure the court is performing its intended function.

Mayor Miller mentioned the possibility of hiring a staff prosecutor for 2024. Mr. Walters recused himself from the vote, as one of the contract parties, Ms. Julie Walters is a relative.

ANTHONY YOUNG moved, seconded by BRUCE MCDOUGALL, to authorize the Mayor to sign contract 23-029-LEG-001 2023 Prosecution Services. Vote: Ayes - JEREMY CARTER, ANTHONY YOUNG, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDOUGALL, AMANDA HUBIK. Nays - None. Abstentions - RYAN WALTERS. Result: Passed

Adjournment

There being no further business, at approximately 8:17 p.m. the Anacortes City Council meeting of December 12, 2022 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 December 19, 2022 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
315070	2/2/2022	2834	BLUE SEAL INC	WWTP INFLUENT PUMP ROOM	\$ 38,406.40	dwwtp
314937	9/3/2022	22640529	KIMLEY-HORN AND ASSOCIATES, IN	CAMPBELL LAKE WATER MAIN RELOCATION DESIGN & PROJECT MANAGEMENT	\$ 6,957.50	dwwtp
314817	9/28/2022	96442	WHITNEY EQUIPMENT CO INC	PUMP STATION MAINTENANCE - PS05 IMPELLER AND PARTS	\$ 10,101.47	dwwtp
314938	10/31/2022	22983954	KIMLEY-HORN AND ASSOCIATES, IN	CAMPBELL LAKE WATER MAIN RELOCATION DESIGN & PROJECT MANAGEMENT	\$ 4,410.00	dwwtp
315061	11/4/2022	0292922-IN	REISNER DISTRIBUTOR INC	ANTI FREEZE, OIL, DEF FLUID	\$ 4,185.88	dshop
314821	11/16/2022	28163	SKAGIT PUBLISHING LLC	PUBLISH AA-302076	\$ 40.60	legal
314822	11/16/2022	28164	SKAGIT PUBLISHING LLC	PUBLISH AA-303524	\$ 40.60	finance
314819	11/16/2022	28165	SKAGIT PUBLISHING LLC	PUBLISH AA-303536	\$ 48.72	finance
314936	11/17/2022	50019235	LAKESIDE INDUSTRIES, INC.	33RD STREET PAVEMENT PROJECT 2022	\$ 56,335.00	pw1
314941	11/21/2022	13351499	HACH COMPANY	WWTP PORTABLE SAMPLERS	\$ 14,338.30	dwwtp
315179	11/21/2022	94373623	ESRI INC	ARCGIS ENTERPRISE SOFTWARE 1/21/23-1/20/24	\$ 22,639.12	pw1
315161	11/22/2022	ReimbJohnson	JOHNSON, IVER	LEOFF1 COPAYS	\$ 10.88	hr
314823	11/23/2022	28357	SKAGIT PUBLISHING LLC	PUBLISH AA-302290	\$ 89.32	plan
314824	11/23/2022	28358	SKAGIT PUBLISHING LLC	PUBLISH AA-305640	\$ 89.32	plan
315057	11/26/2022	9921571159	VERIZON WIRELESS	WTP SCADA 10/27/22-11/26/22	\$ 521.83	dwwtp
315035	11/29/2022	3617381	ZOLL MEDICAL CORPORATION	CASE, ACCUVENT FLOWTUBES	\$ 770.30	medic
315192	11/30/2022	0173	SKAGIT COUNTY SOLID WASTE FUND	NOVEMBER TONNAGE HAULED	\$ 86,182.87	dshop
314942	11/30/2022	05-1122ANCTWQAP-P2	CONFLUENCE ENGINEERING GROUP L	WATER QUALITY ASSESSMENT AND PLANNING - NOVEMBER 2022	\$ 2,265.00	dwwtp
314766	11/30/2022	11176	PETDATA, INC	PETDATA LICENSING FEES NOV	\$ 50.40	finance
314825	11/30/2022	28483	SKAGIT PUBLISHING LLC	PUBLISH AA-307832	\$ 178.64	plan
315156	11/30/2022	32456	ORCA INFORMATION, INC	BACKGROUND CHECK	\$ 53.00	hr
315058	11/30/2022	32807569	LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$ 309.40	dwwtp
314954	11/30/2022	41785	ZUMAR INDUSTRIES, INC.	SIGN SUPPLIES	\$ 1,364.34	dshop
315152	11/30/2022	FB-2037	CITY OF MOUNT VERNON	DARK FIBER	\$ 350.00	fiber

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
315176	11/30/2022	INV2243	CARTEGRAPH SYSTEMS LLC	CARTEGRAPH SOLUTIONS AND SUBSCRIPTION AGREEMENT 1/21/2023-1/20/2024	\$ 64,466.00	pw1
315155	12/1/2022	052-0010-00	CITY OF ANACORTES	OPS: 11/1-11/31/22	\$ 1,563.85	dshop
315040	12/1/2022	297416	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; NOV 2022	\$ 136.02	apd
315173	12/1/2022	3971893	STRYKER SALES CORPORATION	MAINTENANCE CONTRACT 12/30/22 - 11/30/23	\$ 6,958.76	medic
315067	12/1/2022	INVLEX13325	LEXIPOL, LLC	ANNUAL POLICY MANUAL & DAILY TRAINING	\$ 6,391.41	medic
314943	12/2/2022	0184582	GEOENGINEERS, INC.	ON-CALL CRITICAL AREAS-RELATED SERVICES - 4100 OAKES AVE	\$ 195.00	plan
314953	12/2/2022	41815	ZUMAR INDUSTRIES, INC.	STREET SIGNS- PEDESTRIAN SYMBOL	\$ 263.70	dshop
314811	12/2/2022	957016	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 123.47	dwwtp
315063	12/5/2022	0294088-IN	REISNER DISTRIBUTOR INC	DEF FLUID	\$ 400.60	dshop
314955	12/5/2022	12052022sts	SIGNATURE TREE SERVICE	STUMP GRINDING FOR NEW SIDEWALK	\$ 544.00	dshop
314727	12/5/2022	300000006951	PUGET SOUND ENERGY INC	29TH ST BTWN OREGON AVE & K AVE 11/2-12/2/22	\$ 3.79	dshop
314915	12/5/2022	9534607099	GRAINGER	MAINTENANCE SUPPLIES	\$ 35.91	dwwtp
315191	12/5/2022	DIN-000000975	DEPARTMENT OF ECOLOGY	DAM SAFETY INSPECTION FEE LITTLE CRANBERRY	\$ 1,208.00	parks1
315190	12/5/2022	DIN-000000991	DEPARTMENT OF ECOLOGY	DAM SAFETY INSPECTION FEE 2023 WHISTLE	\$ 1,208.00	parks1
314759	12/5/2022	M&M6806	MAC & MAC ELECTRIC COMPANY INC	AC MOTOR	\$ 2,614.94	dwwtp
314761	12/6/2022	0001-282628	NAPA	GLAD HANDS #608	\$ 10.75	dshop
314760	12/6/2022	0001-282630	NAPA	HYDRAULIC HOSE	\$ 2.64	dshop
314949	12/6/2022	0001-282701	NAPA	BATTERY #25904	\$ 151.88	dshop
315162	12/6/2022	1975433	MILES SAND & GRAVEL CO.	5/8" CSTC- RESTOCKING CITY BUNKERS	\$ 1,188.12	dshop
315062	12/6/2022	209572	OASYS INC	PLOTTER CHARGE BASE AND CONTRACT 12/9/22-1/8/23	\$ 62.47	pw1
314812	12/6/2022	240186	NORTHSTAR CHEMICAL INC.	PLANT CHEMICALS - SODIUM BISULFITE 38% SOLUTION	\$ 2,354.98	dwwtp
314768	12/6/2022	53702	MT BAKER OVERHEAD DOORS INC	GARAGE DOOR REPAIR	\$ 272.00	pwfac
314813	12/6/2022	863134	HASA, INC	PLANT CHEMICALS - SODIUM HYPOCHLORITE 12.5% SOLUTION	\$ 6,408.74	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
314917	12/6/2022	9536144158	GRAINGER	MAINTENANCE SUPPLIES	\$ 73.99	dwwtp
314914	12/6/2022	I6282156	HD FOWLER COMPANY INC	MAINTENANCE SUPPLIES	\$ 266.44	dwwtp
314948	12/7/2022	0001-282784	NAPA	SPARK PLUGS #11983	\$ 3.58	dshop
315172	12/7/2022	022911176	GALLS, LLC.	UNIFORM VEST; OFC FABER	\$ 923.58	apd
314757	12/7/2022	03188	SKAGIT COUNTY SHERIFF'S OFFICE	JAIL TAX PAYMENT PER CONTRACT	\$ 96,788.40	finance
314763	12/7/2022	070-1800-01	DUNCAN-LEWIS, DAWN	UB Refund Cst #040446	\$ 220.03	finance
314764	12/7/2022	092-5590-00	RICHARDS, DONALD	UB Refund Cst #041477	\$ 169.11	finance
314815	12/7/2022	1161690	FERGUSON ENTERPRISES, INC	MAINTENANCE SUPPLIES - PIPE FITTINGS	\$ 1,649.28	dwwtp
314767	12/7/2022	122022	ANACORTES PARKS FOUNDATION	DONATION FROM SAMISH TO PARKS FOUNDATION	\$ 25,000.00	parks1
314765	12/7/2022	141-2240-01	DOUGLAS, PAUL	UB Refund Cst #042939	\$ 103.94	finance
314940	12/7/2022	1471	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2022 - FIRE STATION 1	\$ 656.06	pw1
314762	12/7/2022	190-1840-00	CITY OF ANACORTES	WWTP 11/1-11/30/22	\$ 5,522.93	dwwtp
315043	12/7/2022	195649	NATIONAL BAND AND TAG CO.	2023 DOG TAGS SHIPPING TO APD AND CITY HALL	\$ 249.24	apd
315044	12/7/2022	195650	NATIONAL BAND AND TAG CO.	2023 DOG TAGS SHIPPING PETDATA	\$ 243.24	apd
314756	12/7/2022	21-043-FIN-001	ANACORTES FAMILY CENTER	AFFORDABLE HOUSING TAX PAYMENT	\$ 35,645.79	finance
314755	12/7/2022	21-247-FIN-001	ANACORTES HOUSING AUTHORITY	AFFORDABLE HOUSING TAX PAYMENT	\$ 35,645.79	finance
315039	12/7/2022	220013286491	PUGET SOUND ENERGY INC	ELECTRICITY 11/5-12/6/22	\$ 2,654.92	apd
314827	12/7/2022	220013286525	PUGET SOUND ENERGY INC	HEART OF ANACORTES 11/5-12/6/22	\$ 159.04	finance
314951	12/7/2022	220015523313	PUGET SOUND ENERGY INC	501 Q AVE- 11/5-12/6/22	\$ 36.12	dshop
314830	12/7/2022	220021901958	PUGET SOUND ENERGY INC	SKYLINE TSUNAMI SIREN 11/5-12/6/22	\$ 10.89	dwwtp
314956	12/7/2022	863376	HASA, INC	SODIUM HYPOCHLORITE	\$ 5,034.28	dwtp
314939	12/7/2022	99319	MCCULLOUGH HILL LEARY, PS	A AVENUE LANDFILL MATTER NO. 200	\$ 330.00	legal
314758	12/7/2022	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L. NOVEMBER 2022	\$ 633.00	apd
315174	12/7/2022	I6283058	HD FOWLER COMPANY INC	WATER INVENTORY	\$ 2,001.61	wdist
315029	12/7/2022	I6283276	HD FOWLER COMPANY INC	WATER INVENTORY	\$ 54.06	wdist
315027	12/7/2022	I6283277	HD FOWLER COMPANY INC	WATER INVENTORY	\$ 671.48	wdist
315030	12/7/2022	I6283278	HD FOWLER COMPANY INC	WATER INVENTORY	\$ 1,655.62	wdist
314957	12/8/2022	0001-282899	NAPA	FUEL CAP	\$ 16.22	dshop
315149	12/8/2022	0001-282931	NAPA	FILTER AIR 13911	\$ 13.09	dshop
315110	12/8/2022	0001-282954	NAPA	O-RINGS #13911	\$ 2.42	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
315069	12/8/2022	112313	WALTON BEVERAGE COMPANY, INC	AFD BREAKROOM SUPPLIES	\$ 210.00	medic
314814	12/8/2022	112314	WALTON BEVERAGE COMPANY, INC	COFFEE SUPPLIES	\$ 224.00	dshop
315171	12/8/2022	12281	PARTNER CONSTRUCTION PRODUCTS	MELTER, TACK	\$ 4,408.94	dshop
315177	12/8/2022	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH 11/8-12/7/22	\$ 3,916.23	publib
314818	12/8/2022	2022-ANA	NW WASHINGTON SECTION	MEMBERSHIP DUES	\$ 130.00	dwwtp
315033	12/8/2022	220013297076	PUGET SOUND ENERGY INC	1100 STATE ROUTE 20 11/8-12/7/22	\$ 14.94	finance
315034	12/8/2022	220022355618	PUGET SOUND ENERGY INC	500 T TSUNAMI SIREN 11/8-12/7/22	\$ 10.89	dwwtp
314829	12/8/2022	31-C20091817:1	HUMANA	REFUND AMBULANCE OVERPAYMENT	\$ 132.03	finance
314828	12/8/2022	31-C22053800:1	STEVENS, LINDA	REFUND AMBULANCE OVERPAYMENT	\$ 1,064.45	finance
314820	12/8/2022	31-C22081637:1	SWINOMISH CONTRACT HEALTH	REFUND AMBULANCE OVERPAYMENT	\$ 113.57	finance
315037	12/8/2022	AN 855484	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 82.36	medic
315151	12/8/2022	INV-007432	OVERHEAD DOOR CO	FIRE STATION 1 SECTIONAL DOOR REPLACEMENT	\$ 51,032.64	pw1
314959	12/8/2022	R900271	CORE & MAIN LP	WATER INVENTORY	\$ 100.09	wdist
315025	12/8/2022	S020252	CORE & MAIN LP	WATER INVENTORY	\$ 2,535.34	wdist
314992	12/8/2022	S057337	CORE & MAIN LP	TORQUE WRENCH	\$ 26.80	wdist
314950	12/9/2022	0001-282901	NAPA	BATTERY CLEANER #685	\$ 7.81	dshop
314958	12/9/2022	0001-282982	NAPA	FILTER VEH #222	\$ 84.28	dshop
315036	12/9/2022	2281940	PLATT ELECTRIC SUPPLY INC	MAINTENANCE SUPPLIES - ACTUATOR BREAKER	\$ 91.65	dwwtp
315166	12/9/2022	88820	RH2 ENGINEERING, INC	WATER METER ANTENNA DESIGN - THROUGH NOVEMBER 27, 2022	\$ 20,743.12	dwwtp
315060	12/9/2022	BINV0010093	GOBLE SAMPSON ASSOCIATES, INC	INSPECTION COVER, GASKET	\$ 1,319.82	dwwtp
315059	12/9/2022	BINV0010095	GOBLE SAMPSON ASSOCIATES, INC	PVC TUBE	\$ 353.44	dwwtp
315164	12/9/2022	FB30460	CAROLLO ENGINEERS, INC.	WATER SYSTEM PLAN UPDATE - THROUGH 11/30/22	\$ 10,034.00	dwwtp
315071	12/9/2022	I6284907	HD FOWLER COMPANY INC	UTILITY LOCATE MARKING PAINT	\$ 760.33	wdist

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
315056	12/9/2022	INV2570899	COPIERS NORTHWEST, INC	CANON/IRC5560I FINANCE/OPS/WWTP 11/8-12/7/22	\$ 486.34	finance
314906	12/9/2022	RefundVillasenor	VILLASENOR, JOHN	WA PARK CAMPING REFUND	\$ 47.00	parks1
315182	12/10/2022	15-90221	CUMMINS, INC.	2022 CUMMINS GENERATORS LOAD TESTING - WWLS#5	\$ 1,182.10	pw1
315184	12/10/2022	15-90222	CUMMINS, INC.	2022 CUMMINS GENERATORS LOAD TESTING - WWLS#20	\$ 996.62	pw1
315181	12/10/2022	15-90223	CUMMINS, INC.	2022 CUMMINS GENERATORS LOAD TESTING - WWLS#18	\$ 1,105.39	pw1
315150	12/11/2022	000084	HUNTER, JOSHUA	BLS OTEP TRAINER - NOVEMBER & DECEMBER 2022	\$ 275.00	medic
315178	12/11/2022	73207109	INGRAM LIBRARY SERVICES, LLC	ADULT BOOKS	\$ 2,146.62	publib
315180	12/11/2022	73207110	INGRAM LIBRARY SERVICES, LLC	JUVENILE AND TEEN BOOKS	\$ 37.16	publib
315064	12/12/2022	L151505	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT 21-21	\$ 3,978.80	finance
315175	12/13/2022	14467046	BROWN AND CALDWELL	WTP SEEQ ADVANCE ANALYTICS SUPPORT - 10/28/22-11/24/22	\$ 1,389.01	dwtp
315189	12/13/2022	158437	BROWN AND CALDWELL	WTP ENERGY STUDY - 10/28/22-12/8/22	\$ 20,783.37	dwtp
315188	12/13/2022	22-163-WTR-0011	LARRY BROWN CONSTRUCTION INC	RETAINAGE RELEASE	\$ 6,902.17	pw1
315160	44908	RefundEelkema	EELKEMA, JANESEA	SENIOR CENTER DEPOSIT R	\$ 100.00	parks1
315159	12/13/2022	ReimbJohnson	JOHNSON, IVER	LEOFF1 COPAYS	\$ 50.00	hr
315239	12/14/2022	20222472	SYSTEMS DESIGN WEST, LLC	AMBULANCE SERVICE BILLING 11/2022	\$ 4,141.58	finance
315165	12/15/2022	12/15/2022	FIDALGO CLEANING	MHC CLEANING	\$ 120.00	museum
315163	12/15/2022	12/15/2022	FIDALGO CLEANING	CARNEGIE CLEANING	\$ 180.00	museum
315186	12/30/2022	22-247-STM-0011	NORTHWEST FENCE	RETAINAGE RELEASE	\$ 1,339.70	pw1
315158	1/1/2023	890728495	TRANSAMERICA LIFE INS CO	LEOFF LONG-TERM CARE INSURANCE	\$ 316.78	hr
315068	1/2/2023	#248092	CIVICPLUS, INC.	LDAP ANNUAL FEE	\$ 5,853.70	infosys
120						
		Total			\$ 711,566.14	



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 5.c.

Agenda Item Title: Amendment #3 Interlocal Agreement IL267 for Basic Life Support (BLS) Ongoing Training and Evaluation Program (OTEP) Training Course for Anacortes Fire Department Training Hub

Staff Contact(s): Mannix McDonnell

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

Item Summary: City staff seeks City Council consent to execute Amendment #3 to Interlocal Agreement 267 with Skagit County. This amendment expands the City's responsibilities in [Amendment 2](#), Article B to detail specific training topics.

Background: Historically the Skagit County EMS office has provided ongoing training to the county EMTs through a small group of instructors, some of which only worked with a small group of providers in the field and/or did not have much field experience at all. In order to provide a high level of instructors and to facilitate providers that work together, training together the county has moved to a "Training Hub" model for training. In the training hub Anacortes Fire Department, Burlington Fire Department, Mount Vernon Fire Department, and Sedro Woolley Fire Department, are now compensated to provide this training to the EMT's in their surrounding Fire Districts.

The county compensates the Fire Department for our instructor's time, provides all training materials and curriculum and provides training for our instructors. The original ILA allows us (Anacortes Fire Department) to perform as a county "training hub" for EMS providers including Fire Districts 11, 13, 17, and Town of LaConner.

Key Terms:

- No change in cost or term of agreement.

Budget Impact:

N/A

Previous Action: [Interlocal 267](#) was approved at the [8/6/18](#) Council

meeting. [Amendment 1](#) was approved at the [3/4/19](#) Council meeting. [Amendment 2](#) was approved at the [2/10/20](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to execute Amendment #3 to Interlocal Agreement 267 between City of Anacortes and Skagit County.

Alternative Actions: Not approve the amendment.

Attachments (listed in order presented):

1. IL267 Amendment 3

AMENDMENT #3
ORIGINAL AGREEMENT #C20180462

City of Anacortes, hereinafter called "City", and Skagit County, hereinafter called "County", agree to amend Agreement No. C20180462, as set forth below under "Terms of Amendment".

TERMS OF AMENDMENT:

Responsibilities paragraph (Section 2, Part B) is amended to include the following language:

4. City shall provide EMS training for the Skagit County Sheriff's Office on an annual basis from 2023-2024. All training including any make-up training days must be pre-authorized in writing by the Skagit County EMS Director or designee. Training will include the following topics:

- CPR
- Automated External Defibrillator (AED) use
- Basic First Aid
- Bleeding control and tourniquet application
- Bloodborne pathogens and infection control awareness
- Intranasal Naloxone administration
- Interfacing with Fire/EMS at the scene/patient handoff

All training content shall be consistent with nationally recognized curriculum and each student shall be issued an appropriate course completion card or certificate indicating the date of the course and the name of the primary instructor. Course completion rosters for each training shall be submitted to Skagit County EMS.

All other terms and conditions of the original contract shall remain in effect.

CITY OF ANACORTES

 Matt Miller, Mayor

Date: _____

Mailing Address:
 904 6th Street
 PO Box 547
 Anacortes, WA 98221

DATED this _____ day of _____, 2022.

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**

Peter Browning, Chair

Ron Wesen, Commissioner

Attest:

Lisa Janicki, Commissioner

Clerk of the Board

For contracts under \$5,000:
Authorization per Resolution R20030146

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

Contract Amendment
Page 2 of 2



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 5.d.

Agenda Item Title: Contract Award: Water Treatment Plant Castilleja Bluff and Rockridge Programmable Logic Controller (PLC) Upgrade #22-286-WTR-001

Staff Contact(s): BRIAN MCDANIEL, Henry Hash

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

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$63,085.50 to Quality Controls Corporation (QCC) to perform the Castilleja Bluff and Rockridge PLC Upgrade Project.

Background:

1. **History:** All the OITs (Operator Interface Terminal) except for Blue Heron have been discontinued by Rockwell. There are similar replacements, and the City currently has the appropriate software setup to make edits to the programs, but with every year that passes it gets harder to work on them. In addition, the PLC's at Rockridge and Castilleja Bluff are in the "Active Mature" phase of their product life cycle, which means there is no announced discontinue date, but Rockwell recommends migration to newer hardware.
2. **Key Terms:**
 - Contract is for a firm fixed price of \$63,085.50.
 - The work performed under this Agreement shall be completed by December 31, 2023.
3. **Competitive Bidding:** Quality Controls Corporation was designated sole source for PLC and SCADA system development and maintenance at the WTP via [Resolution 1930](#) at the 10/5/15 Council meeting.

Budget Impact:

Contractor	Quality Controls Corporation
Contract Amount	\$63,085.50

Earmarked Funds	\$73,813.88
BARS #	401.730.534.30.48
Budget Amendment Required?	No
Start Date	Inception
End Date	12/31/23

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 22-286-WTR-001 with Quality Controls Corporation in the amount of \$63,085.50 to perform the WTP Castilleja Bluff and Rockridge PLC Upgrade.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 22-286-WTR-001



AGREEMENT 22-286-WTR-001
Between
THE CITY OF ANACORTES
AND
QUALITY CONTROLS CORPORATION

WTP CASTILLEJA BLUFF AND ROCKRIDGE PLC UPGRADE

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Quality Controls Corporation, hereinafter referred to as the "Consultant"; alleged

WHEREAS, the City requires the professional services of the Consultant;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work**. Under this Agreement, the Consultant shall perform the WTP Castilleja Bluff and Rockridge PLC Upgrade as detailed in Exhibit A, which is attached hereto and incorporated by reference. All work shall be performed under the direction of Isaac Brunk, or his representative, hereinafter referred to as Project Manager.

2. **COVID-19 Safety Requirements Compliance**. The Consultant, and its sub-Consultants of any tier, agree to comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State or the Office of the Mayor of the City of Anacortes as it may relate to City of Anacortes projects.

3. **Price and Payment Terms**. The services provided under this Agreement shall be for a firm fixed price of **Sixty-Three Thousand Eighty-Five Dollars and Fifty Cents (\$63,085.50)**, which includes \$5,102.50 in 8.8% sales tax. The billable rates per item are detailed in Exhibit A.

4. **Period of Performance**. The period of performance under this Agreement is from inception through December 31, 2023.

5. **Subcontracts**. The Consultant shall not subcontract the Scope of Work ("Work") unless detailed in this Agreement or the Project Manager approves in writing. If the Project Manager requests, the Consultant shall provide proof that the Subconsultant has the experience, ability, and equipment the Work requires. "Subconsultant" means an individual, partnership, firm, corporation, or joint venture who is sublet part of the Contract by the Consultant. Each request to subcontract shall include the following information (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed Subconsultant, (iv) proposed subcontract price, (v) identification of the percentage of work to be performed by subcontract. Approval of subcontract shall not:

- a. Relieve the Consultant of any responsibility to carry out the Contract,
- b. Relieve the Consultant of any obligations or liability under the Contract,
- c. Create any contract between the City and the Subconsultant, or
- d. Convey to the Subconsultant any rights against the City.

The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any Subconsultant or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this Agreement, with respect to which the Consultant may be entitled to reimbursement from the City.

If dissatisfied with any part of the subcontracted Work, the Project Manager may request in writing that the Subconsultant be removed. The Consultant shall comply with this request at once and shall not employ the Subconsultant for any further Work under the Contract.

6. **Taxes**. The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Consultant must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Consultant's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

7. **Invoicing**. All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, **Agreement Number**, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period,

by Labor Category. The Consultant must invoice MONTHLY for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accounts payable@cityofanacortes.org

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

8. Withholding Payment. In the event the City determines that the Consultant has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Consultant the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Consultant to terminate or damages, provided that the City promptly gives notice in writing to the Consultant of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the City Attorney set forth in such notice to the Consultant of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Consultant acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the City Attorney which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Consultant, (3) to set off any amount so paid or incurred from amounts due to become due the Consultant. In the event the Consultant obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Consultant by reason of good faith withholding by the City under this clause.

9. Final Payment: Waiver of Claim. The Consultant's acceptance of final payment shall constitute a waiver of claims, except those previously and properly made and identified by the Consultant as unsettled at the time request for final payment is made.

10. Ownership and Use of Documents. All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

11. Assistance Regarding Patent and Copyright Infringement. In the event of any claim or suit against City on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any material furnished or work or services performed hereunder, Consultant shall defend City against any such suit or claim and hold City harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

12. Indemnification / Hold Harmless. Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

13. General and Professional Liability Insurance.

A. Insurance Term: The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation: Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance: Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent consultants and personal injury and advertising injury. **The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy** with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.
5. Technology Errors & Omissions (E&O)
6. Network Security (Cyber) and Privacy Insurance shall include, but not be limited to, coverage, including defense, for the following losses or services:

Liability arising from theft, dissemination, and/or use of City confidential and personally identifiable information, including but not limited to, any information about an individual maintained by the City, including (i) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information regardless of how or where the information is stored or transmitted.

Network security liability arising from (i) the unauthorized access to, use of, or tampering with computer systems, including hacker attacks; or (ii) the inability of an authorized third party to gain access to supplier systems and/or City data, including denial of service, unless caused by a mechanical or electrical failure; (iii) introduction of any unauthorized software computer code or virus causing damage to the City or any other third party data.

Lawfully insurable fines and penalties resulting or alleging from a data breach.

Event management services and first-party loss expenses for a data breach response including crisis management services, credit monitoring for individuals, public relations, legal service advice, notification of affected parties, independent information security forensics firm, and costs to re-secure, re-create and restore data or systems.

D. Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
4. Technology Errors & Omissions (E&O) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
5. Network Security (Cyber) and Privacy Insurance shall be written with limits no less than \$2,000,000 per claim \$2,000,000 policy aggregate for network security and privacy coverage, \$100,000 per claim for regulatory action (fines and penalties), and \$100,000 per claim for event management services.

E. Other Insurance Provision: The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the

City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage: The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant **within 10 days of contract execution and before scheduling of the work**. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subconsultants' coverage.

H. Notice of Cancellation: The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance: Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits: If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

K. Safeguarding of Personal Information: The Consultant shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Consultant agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding data security and electronic data interchange of Personal Information.

The Consultant shall ensure its directors, officers, employees, subcontractors or agents use Personal Information solely for the purposes of accomplishing the services set forth in the Agreement.

The Consultant shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification or loss.

The Consultant and its sub-consultants agree not to release, divulge, publish, transfer, sell or otherwise make Personal Information known to unauthorized persons without the express written consent of City or as otherwise authorized by law.

The Consultant agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information.

The Consultant shall make the Personal Information available to amend as directed by City and incorporate any amendments into all the copies maintained by the Consultant or its subcontractors. Consultant shall certify its return or destruction upon expiration or termination of the Agreement and the Consultant shall retain no copies. If Consultant and City mutually determine that return or destruction is not feasible, the Consultant shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws.

The Consultant shall notify City in writing immediately upon becoming aware of any unauthorized access, use or disclosure of Personal Information. Consultant shall take necessary steps to mitigate the harmful effects of such use or disclosure. Consultant is financially responsible for notification of any unauthorized access, use or disclosure. The details of the notification must be approved by City. Any breach of this clause may result in termination of the Agreement and the demand for return of all Personal Information.

14. Registered or Licensed. The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business

licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

15. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final. The Consultant shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

16. **Standard of Care.** The Consultant represents that they have the necessary knowledge, skill, and experience to perform the Services required by this Agreement. Consultant and any persons employed by Consultant shall use their professional skill and efforts to perform the Work in a professional manner consistent with sound engineering practices, in accordance with the usually and customary professional care required for services of the type described in the Scope of Work herein provided at the same time and in the same locale. The City's remedy for a failure to meet the above Standard of Care shall be the re-performance of the Service or an equitable adjustment in the monies paid for the Professional Services, at the City's discretion

17. **Standard Title VI / Non-Discrimination Assurances.** During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

18. **Consultant is an Independent Consultant.** The parties intend that an independent Consultant relationship will be created by this Agreement. No agent, employee or representative of the Consultant shall be deemed to be an agent, employee or representative of the City for any purpose. Consultant shall be solely responsible for all acts of its agents, employees, representatives and subConsultants during the performance of this Agreement.

19. **Acceptance.** Consultant acknowledges and agrees that these contract terms are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Consultant. These contract terms supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

20. **No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

21. **Right to Terminate Agreement.**

A. Termination for Default: If the Consultant defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

22. **Changes/Additional Work**. The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

23. **Non-waiver**. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

24. **Non-assignable**. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

25. **Covenant Against Contingent Fees**. The Consultant warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that they have not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

26. **Disputes**

A. General: Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims: The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim: The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution: In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

27. **Force Majeure**. Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials;

acts of civil or military authority; freight embargoes; epidemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the City.

28. **Compliance with Laws.** The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

29. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

30. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

31. **Survival of Agreement Termination.** The articles relating to Defense and Indemnity, Taxes, Ownership and Use of Documents, Assistance Regarding Patent and Copyright Infringement, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

32. **Notices.** Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:

City of Anacortes
Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221

CONSULTANT:

Quality Controls Corporation
James Cross
5015 208th Street, SW, Suite 1-B
Lynnwood, WA 98036

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

QUALITY CONTROLS CORPORATION

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____



Quotation and Scope Letter

November 16, 2022 Quote Number: Q0002-2022-2

To: City of Anacortes, Water Department
 Attn: Brian McDaniel

Project: City of Anacortes Castilleja Bluff and Rockridge PLC Upgrade

Reference: Conversations between Brian McDaniel, City of Anacortes, and Ben Dearden, QCC.

Terms: Net 30
FOB: Lynnwood, WA
Freight: Prepaid and allowed

This quote is valid for 60 days.

QCC is pleased to provide quotation for the above referenced project. Quality Controls Corp. (QCC) provides services and materials, FOB Lynnwood, WA, complete, ready for installation and field termination by QCC. QCC's quoted price does not include tax or the cost to bond this project.

Please contact me if you have any technical questions or questions concerning the pricing on this quotation.

Sincerely,

Ben Dearden, P.E.

5015 – 208th Street S.W. Unit 1B Lynnwood, Washington 98036
Phone: 425.778.8280 Fax: 425.778.4541
Email: BenD@quality-controls.com

Pricing

Item 1- Castilleja Bluff PLC and OIT Upgrade	\$ 29,798.00
Item 2- Rockridge PLC and OIT Upgrade	\$ 28,185.00
Total	\$ 57,983.00

Clarifications and Exclusions

1. QCC provides the following unless specifically excluded on our bill of material:
 - Equipment shipped FOB factory with freight allowed, tailgate, destination.
 - Field wiring diagrams showing interconnection of field instruments and instrumentation panels.
 - Instruction manuals as required.
 - All necessary field start-up and calibration of the equipment we supply.
2. QCC does **NOT** provide the following unless specifically included in our bill of material:
 - Pipe, tubing, valves or fittings between the instrument and the process.
 - Conduit, wire or cable not integral to instrument or control panels supplied by QCC.
 - Mounting brackets, stanchions, supports or mounting pads not an integral part of the instrument.
 - ~~Labor to install the equipment.~~
 - The Cost, (if due to local union regulations), to have local craftsman make adjustments or wiring modifications to our equipment during start-up and calibration.
 - Any material or services not in our quoted sections.

Scope of Work

Item 1-Castilleja Bluff PLC and OIT Upgrade - QCC provides the required hardware and labor to replace the obsolete PLC and OIT with modern Rockwell Compactlogix and Panelview hardware, to match the current COA install base. At a minimum, QCC will provide:

- Qty. 1 x Panelview Plus 7 Standard, 10", Touchscreen
- Qty. 1 x 1769-L33ER Compactlogix Processor
- Qty. 3 x 1769-IQ16 Digital Input Modules
- Qty. 1 x 1769-PA4 Power Supply
- Qty. 2 x 1769-OW8I Relay Output Module
- Qty. 2 x 1769-IF8 Analog Input Modules
- Qty. 2 x 1769-OF4 Analog Output Modules
- Qty. 2 x 24VDC 10A Power Supplies
- Qty. 1 x 24VDC Power Supply Redundancy Module
- AR fuses, terminals, wire

Item 2-Rockridge PLC and OIT Upgrade- QCC provides the required hardware and labor to replace the obsolete PLC and OIT with modern Rockwell Compactlogix and Panelview hardware, to match the current COA install base. At a minimum, QCC will provide:

- Qty. 1 x Panelview Plus 7 Standard, 10", Touchscreen
- Qty. 1 x 1769-L33ER Compactlogix Processor
- Qty. 3 x 1769-IQ16 Digital Input Modules
- Qty. 1 x 1769-PA4 Power Supply
- Qty. 1 x 1769-OW8I Relay Output Module
- Qty. 3 x 1769-IF4 Analog Input Modules
- Qty. 1 x 1769-OF4 Analog Output Modules
- Qty. 2 x 24VDC 10A Power Supplies
- Qty. 1 x 24VDC Power Supply Redundancy Module
- AR fuses, terminals, wire

This quote includes the following for all items included in this scope of work:

1. QCC provides all programming labor required to migrate existing PLC and OIT programs to modern platforms. Programs will be fully commented and utilize current best practices to maintain consistency with existing COA facilities.
2. QCC provides onsite installation and testing required for full functionality of the upgraded system.
3. QCC modifies PLC IO wiring to monitor 24VDC power supply status, and programs an alarm at the local OIT and WTP to notify operators if a power supply fails.
4. QCC provides updated CAD drawings for upgraded control panels.
5. QCC provides Operation and Maintenance manuals for hardware included in this scope of work.
6. 1-year warranty for all labor provided under this quotation.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 5.e.

Agenda Item Title: Contract Award: Water Treatment Plant Lead and Copper Rule (LCR) Sampling Plan Support and Lead and Copper Rule Revisions (LCRR) Gap Analysis #22-285-WTR-001

Staff Contact(s): BRIAN MCDANIEL, Henry Hash

Approved for Submittal to Council by **Action Type**
Jordan Boggs Contract Award

Item Summary:

The City seeks City Council consent to award a contract in the amount of \$94,100.00 to HDR Engineering, Inc. to assist the City in conducting a Gap Analysis to assess the City's current Lead and Copper Rule (LCR)-related practices, identify City needs to achieve future Lead and Copper Rule Revisions (LCRR) compliance, and provide a prioritized implementation plan to achieve future compliance with LCRR schedule requirements. Additionally, this scope of services includes optional tasks for a lead and copper compliance sampling plan.

Background:

1. **History:** The Lead and Copper Rule (LCR) was published in 1991 by EPA and has since undergone a series of minor and short-term revisions, the last of which occurred in 2007. In January 2021, a comprehensive Lead and Copper Rule Revision (LCRR) was finalized. The new rule has requirements that will affect utilities in multiple ways, including new testing requirements, treatment requirements, service line identification/replacements, as well as public outreach/notification.
2. **Key Terms:**
 - Contract is for time and materials not-to-exceed \$94,100.00.
 - Completion shall be achieved by December 31, 2023.
3. **Competitive Bidding:** Per RCW 39.80 this engineering 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:

Contractor	HDR Engineering, Inc.
Contract Amount	\$94,100.00

Earmarked Funds	\$124,775.98
BARS #	401.730.534.10.41
Budget Amendment Required?	No
Start Date	Inception
End Date	December 31, 2023

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 22-285-WTR-001 with HDR Engineering, Inc. in the amount of \$94,100.00 to perform WTP Lead and Copper Rule Sampling Plan Support and LCRR Gap Analysis.

Alternative Actions: Not award the contract

Attachments (listed in order presented):

1. 22-285-WTR-001



AGREEMENT 22-285-WTR-001

Between
THE CITY OF ANACORTES
AND
HDR ENGINEERING, INC.

WTP LEAD AND COPPER RULE (LCR) SAMPLING PLAN SUPPORT AND LCRR GAP ANALYSIS

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and HDR Engineering, Inc., hereinafter referred to as the "Consultant"; alleged

WHEREAS, the City requires the professional services of the Consultant;

NOW, THEREFORE, in consideration of mutual benefits accruing, it is agreed by and between the parties hereto as follows:

1. **Scope of Work.** Under this Agreement, the Consultant shall provide lead and copper rule (LCR) sampling plan support and lead and copper rule revisions (LCRR) gap analysis as specified in Exhibit A which is attached hereto and incorporated by reference. Work shall be performed under the direction of Brian McDaniel, "Project Manager", who may be reached at (360) 428-1598, or by email at brianm@cityofanacortes.org.

2. **COVID-19 Safety Requirements Compliance.** The Consultant, and its sub-Consultants of any tier, agree to comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State or the Anacortes Mayor's Office as it may relate to City of Anacortes projects.

3. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Ninety-Four Thousand One Hundred Dollars (\$94,100.00)**. The per task estimates are detailed in Exhibit A.

4. **Period of Performance.** The period of performance under this Agreement is from inception through December 31, 2023.

5. **Subcontracts.** The Consultant shall give notice in advance of placing any subcontract and will identify subcontracts before subcontracted work begins. "Subcontract" means any contract entered into by a sub Consultant to furnish supplies or services for performance of the prime Consultant or a sub Consultant. It includes, but is not limited to, purchase orders, and changes and modifications to purchase orders. The following information shall be included (i) a description of the supplies or services to be subcontracted, (ii) identification of the type of subcontract to be used (iii) identification of the proposed sub Consultant, (iv) proposed subcontract price. Unless consent or approval specifically provides otherwise, consent by the City shall not constitute a determination –

- (1) of the acceptability of any subcontract terms or conditions;
- (2) Of the allowability of any cost under this Agreement,; or
- (3) To relieve the Consultant of any responsibility for performing this Agreement.

The Consultant shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Consultant by any sub Consultant or vendor that, in the opinion of the Consultant, may result in litigation related in any way to this Agreement, with respect to which the Consultant may be entitled to reimbursement from the City.

6. **Taxes.** The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Consultant must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Consultant's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

7. **Invoicing.** All invoices shall include a cover page that states: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Manager Name, **Agreement Number**, Agreement Price, amount requested per invoice and cumulative invoiced amount. Invoices shall include actual hours worked by Period, by Labor Category. The Consultant must invoice MONTHLY for quantities delivered during the invoice period, and no more frequently than monthly, and allow 30 calendar days from receipt of the invoice for payment. Invoices may be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org

The City shall notify the Consultant within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Consultant shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

8. **Withholding Payment.** In the event the City determines that the Consultant has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Consultant the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Consultant to terminate or damages, provided that the City promptly gives notice in writing to the Consultant of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the City Attorney set forth in such notice to the Consultant of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Consultant acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the City Attorney which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Consultant, (3) to set off any amount so paid or incurred from amounts due to become due the Consultant. In the event the Consultant obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Consultant by reason of good faith withholding by the City under this clause.

9. **Final Payment: Waiver of Claim.** The Consultant's acceptance of final payment shall constitute a waiver of claims, except those previously and properly made and identified by the Consultant as unsettled at the time request for final payment is made.

10. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Consultant with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Consultant. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure. Any modification or reuse of such materials for purposes other than those intended by this Agreement shall be at City's sole risk and without liability to Consultant.

11. **Assistance Regarding Patent and Copyright Infringement.** In the event of any claim or suit against City on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any material furnished or work or services performed hereunder, Consultant shall defend City against any such suit or claim and hold City harmless from any and all expenses, court costs, and attorney's fees in connection with such claim or suit.

12. **Indemnification / Hold Harmless.** The Consultant shall defend, indemnify and hold the City, its appointed and elected officers, officials, and employees harmless from any and all claims, injuries including death at any time resulting there from, damages, losses or suits including reasonable attorney fees, to the extent caused by the alleged negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

13. **General and Professional Liability Insurance.**

A. Insurance Term: The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation: Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance: Consultant shall obtain insurance of the types and coverages described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be as least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrences form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent consultants and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance: Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence and \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

E. Other Insurance Provision: The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage: Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

H. Notice of Cancellation: The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance: Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits: If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

14. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Consultant who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

15. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Consultant may appeal to the City Attorney, whose decision shall be final, subject to the Disputes clause contained herein. The Consultant shall comply with

any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Consultant of his/her obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for its own methods and conduct during the period of performance.

16. **Standard of Care.** The Consultant represents that Consultant has the necessary knowledge, skill, and experience to perform the Services required by this Agreement. Consultant and any persons employed by Consultant shall use their professional skill and efforts to perform the Work in a professional manner consistent with sound engineering practices, in accordance with the usually and customary professional care required for services of the type described in the Scope of Work herein provided at the same time and in the same locale. The City's remedy for a failure to meet the above Standard of Care shall be the re-performance of the Service or an equitable adjustment in the monies paid for the Professional Services, at the City's discretion

17. **Standard Title VI / Non-Discrimination Assurances.** During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

18. **Consultant is an Independent Consultant.** The parties intend that an independent Consultant relationship will be created by this Agreement. No agent, employee or representative of the Consultant shall be deemed to be an agent, employee or representative of the City for any purpose. Consultant shall be solely responsible for all acts of its agents, employees, representatives and sub Consultants during the performance of this Agreement.

19. **Acceptance.** Consultant acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Consultant. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

20. **No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

21. **Right to Terminate Agreement.**

A. Termination for Default: If the Consultant defaults by failing to perform any of the obligations of the Agreement and fails to cure the default within a reasonable period of time following written notice thereof, or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Consultant in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Consultant shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Consultant. The Consultant shall bear any extra expenses incurred by the City in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the City by reason of such default. If a notice of termination for default has been issued and it is later determined for any reason that the Consultant was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Consultant shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

22. **Changes/Additional Work.** The City may engage Consultant to perform services in addition to those listed in this Agreement, and Consultant will be entitled to additional compensation for authorized additional services

or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Consultant to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

23. **Non-waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

24. **Non-assignable.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

25. **Covenant Against Contingent Fees.** The Consultant warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement, and that they have not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

26. **Disputes**

A. General: Differences between the Consultant and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. Notice of Potential Claims: The Consultant shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Consultant has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Consultant believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Consultant shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. Detailed Claim: The Consultant shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Consultant has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. Dispute Resolution: In the event of a dispute between the City and the Consultant arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Consultant to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

27. **Force Majeure.** Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or

termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Consultant shall have no recourse against the City

28. **Compliance with Laws.** The Consultant in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Consultant specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

29. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

30. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

31. **Survival of Agreement Termination.** The articles relating to Defense and Indemnity, Taxes, Ownership and Use of Documents, Assistance Regarding Patent and Copyright Infringement, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

32. **Notices.** Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:

City of Anacortes
Tiffany Matson
904 6th Street
PO BOX 547
Anacortes, WA 98221

CONSULTANT:

HDR Engineering, Inc.
Kenneth Packard
500 108th Ave NE, Suite 1200
Bellevue, WA 98004

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

HDR ENGINEERING, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

**City of Anacortes, WA
Lead and Copper Rule (LCR) Sampling Plan Support
and
Lead and Copper Rule Revisions (LCRR)
Gap Analysis**

Scope of Services

November 2022



**929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200**



**929 108th Avenue NE
Suite 1300
Bellevue, WA 98004-4361
(425) 450-6200**

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EXHIBIT A

SCOPE OF SERVICES

Background

The Lead and Copper Rule (LCR) was published in 1991 by EPA and has since undergone a series of minor and short-term revisions, the last of which occurred in 2007. In January 2021, a comprehensive Lead and Copper Rule Revision (LCRR) was finalized. The new rule has requirements that will affect utilities in multiple ways, including new testing requirements, treatment requirements, service line identification/replacements, as well as public outreach/notification.

The City of Anacortes (City) has retained HDR to assist the City in conducting a Gap Analysis to assess the City's current LCR-related practices, identify City needs to achieve future LCRR compliance, and provide a prioritized implementation plan to achieve future compliance with LCRR schedule requirements. Additionally, this scope of services includes optional tasks for a lead and copper compliance sampling plan.

Scope of Services

Task 100 Project Management

Objective

The purpose of this task is to monitor, control and adjust scope, schedule, and budget as well as provide monthly status reporting, accounting, and invoicing.

HDR Services

1. Prepare a Project Management Plan (Project Guide) outlining the project scope, team organization, schedule, and communications information.
2. Coordinate and manage the project team.
3. Prepare monthly status reports describing the following:
 - A. Services completed during the month
 - B. Services planned for the next month
 - C. Needs for additional information
 - D. Scope/schedule/budget issues
 - E. Schedule update and financial status summary
4. Prepare monthly invoices formatted in accordance with contract terms.
5. Project Manager will attend monthly project management meetings with the client Project Manager to review project scope, schedule, and budget issues.

Client Responsibilities

1. Attend project management meetings.
2. Timely processing and payment of invoices.
3. Review and process contract change requests and amendments, if needed.

Assumptions

1. The project duration will be 6 months.
2. One project management meeting will be held per month with 1 hour of project manager time will be required for each meeting preparation, attendance, follow-up, and notes.
3. Invoices will be HDR standard invoice format.
4. Expense backup will not be provided with invoices but will be available for review at HDR.

Deliverables

1. Scope of services, schedule (Gantt chart or project milestones), and budget (PDF file).
2. Monthly reports and invoices (one copy with invoice can be mailed or e-mailed PDF file)
3. Monthly project schedule and budget updates.
4. Project management meeting agenda and notes (e-mailed PDF files).

Task 200 Gap Analysis

Objective

The purpose of this task is to assess the City's current LCR-related practices, identify City needs to achieve future LCRR compliance, and provide a prioritized implementation plan to achieve future compliance with LCRR schedule requirements.

Subtask 200.1 – Targeted Data Collection and Analysis

HDR Services

1. Prepare a data request involving LCR/LCRR-specific information, such as:
 - A. LCR-specific water quality data.
 - B. City's data related to schools and daycare (if available).
 - C. City's utility- and customer-owned service line inventory data.
 - D. City's current operational practices related to utility and customer-owned service line maintenance and replacement.
2. Collect and review received data for completeness.
3. Review current practices related to sampling protocols and procedures for customer notification and public outreach.
4. Conduct a communication audit through interviews to review the utility's current branding, messaging, customer satisfaction, staff capacity, communication tools and channels, communication workflows, existing partnerships, outreach to vulnerable populations, and public records request trends.

5. Identify requirements for public notice for both exceedances and annual reporting requirements, as well as other public outreach requirements, such as local issues of public concern that may influence communication efforts.
6. Conduct an interview with City staff to further define LCRR compliance practices, including corrosion control, distribution system operation and maintenance, and monitoring and reporting criteria.

Subtask 200.2 – Benchmarking Assessment

HDR Services

1. Develop a summary matrix containing the new LCRR requirements broken down into six key areas. This matrix will serve as the guide for the Gap Analysis.
2. Populate the gap analysis matrix using the collected information, organized by the six major categories listed in the LCRR.
3. Conduct meeting with City to review assessment, identify gaps, and discuss what additional activities are required to close the gaps for full LCRR compliance.

Subtask 200.3 – Gap Analysis Technical Memorandum (TM)

HDR Services

1. Prepare draft Gap Analysis TM, including preparation of action plans for each identified gap.
2. Organize and lead a workshop to review and discuss TM findings.
3. Incorporate workshop discussion into a final Gap Analysis TM.

Client Responsibilities

1. Attend, participate in and coordinate staff attendance for virtual interviews.
2. Review draft Gap Analysis TM.
3. Attend Gap Analysis TM workshop.

Assumptions

1. One (1) interview will be conducted for the communication audit. Interview will be virtual and one hour in duration with an additional 2 hours of preparation for the Project Manager. Interview will be attended by Project Manager and one Project Engineer.
2. One (1) LCR compliance interview will be conducted for the targeted data collection and analysis task. Interview will be one hour in duration with an additional 2 hours of preparation for the Project Manager. Interview will be attended in-person by Project Manager and one Project Engineer with two hours for travel time.
3. Subtask 200.2 review meeting is in-person, two hours in length, and attended by three HDR staff.
4. Documents will be delivered electronically.
5. Materials will be provided in Word, Excel, or PDF as appropriate.

6. City will have up to two (2) weeks for review per document and provide conflict-resolved, consolidated comments from staff members.
7. Gap Analysis review workshop is in person and is assumed to be three hours in duration. Workshop will be attended by Project Manager, Technical Lead and Project Engineer.
8. TM will summarize the findings and recommendations of the benchmarking assessment and action plan. The TM will also contain a timeline for compliance as well as cost estimates for the required compliance activities. The cost estimates will include both the City's internal costs (labor and materials) as well as external (consultants and contractors) over the compliance timeframe.
9. The City may select some or all of the deliverables that will be identified by the gap assessment TM to be added in a future via amendment.

Deliverables

1. Data request memo.
2. Draft LCRR Gap Analysis Matrix in excel format with supporting exhibits.
3. Meeting minutes from staff interviews.
4. Draft and final Gap Analysis TM.

Task 300 Lead and Copper Compliance Sampling Plan for LCR (Optional Task)

Objective

The purpose of this task is to review the City's existing LCR compliance sampling plan and provide recommendations, if any, to improve the quality of the sampling plan.

HDR Services

1. Review the City's compliance sampling plan (addresses and dates).
2. Prepare questionnaire to gather site-specific information on premise plumbing age.
3. Review questionnaire responses, and if required, request follow-up to those responses that are unclear and/or questionable.
4. Use questionnaire information to update compliance sampling plan.
5. Prepare documentation to memorialize how the compliance sampling plan was developed.
6. Use documentation information to support Task 200 LCRR gap analysis to update LCR sampling plan for compliance with Jan. 1, 2025 LCRR requirements.

Client Responsibilities

1. Review and distribute questionnaire to compliance sampling volunteers.
2. Collect and collate completed questionnaire data for submission to HDR.
3. Distribute and collect questionnaire follow-up requests.
4. Provide comments compliance sampling plan documentation.

Assumptions

1. City will investigate and provide information, if any, on how the current compliance sampling plan was prepared.
2. City's compliance sampling plan has 35 volunteer addresses.
3. City staff distributes and collects questionnaire from compliance sampling volunteers.
4. HDR is budgeting an allowance of 24 hours for questionnaire follow-up. City is responsible for communicating follow-up questions to the volunteers.

Deliverables

1. Questionnaire.
2. Questionnaire follow-up.
3. Compliance sampling plan documentation.

Schedule

Milestones	Date
Notice to Proceed	January 2023
Gap Analysis Completion	July 2023
Compliance Sampling Plan Documentation	March 2023

Fee

Task	Fee
Task 100 – Project Management	\$11,300
Task 200 – Gap Analysis	\$67,600
Task 300 – Lead and Copper Monitoring Plan for LCR (optional task)	\$15,200
Total	\$94,100

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 5.f.

Agenda Item Title: Contract Award: FortiNet Firewalls Purchase and Support Services #22-283-ITS-001

Staff Contact(s): Jose Cervantes, Emily Schuh

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

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$54,745.22 to SHI International Corp. for the FortiNet Firewalls Purchase and Support Services. The contract piggybacks on OMNIA Partners Contract # [2018011-02](#).

Background:

1. **History:** Next Generation Firewalls (NGF) is critical to protecting corporate networks. IT reviewed five different firewall vendors and selected FortiNet as the preferred choice.
2. **Key Terms:**
 - Total contract price of \$54,745.22 which includes \$4,427.92 in sales tax.
 - The three (3) year support and the three (3) year subscription licenses date duration shall begin once all components are installed, operational, and fully accepted as complete by the Project Manager.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with OMNIA Partners and is procuring this purchase through OMNIA Partners Contract #2018011-02.

Budget Impact:

Contractor	SHI International Corp.
Contract Amount	\$54,745.22
BARS #	001.220.518.80.35

Budget Amendment Required?	No
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Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 22-283-ITS-001 with SHI International Corp. in the amount of \$54,745.22 for the FortiNet Firewalls Purchase and Support Services.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 22-283-ITS-001



AGREEMENT 22-283-ITS-001
Between
THE CITY OF ANACORTES
and
SHI INTERNATIONAL CORP.

FORTINET FIREWALLS PURCHASE AND SUPPORT SERVICES

This Agreement, hereinafter referred to as "Agreement" or "Contract", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and SHI International Corp., hereinafter referred to as the "Contractor";

1. **Scope of Work.** Under this Agreement, the Contractor shall furnish and deliver Fortinet firewall hardware ("Goods"), and provide three (3) years of support and software subscription licenses, as detailed in Exhibit A which is hereby incorporated by reference and made a part hereof. Work shall be performed under the direction of Jose Cervantes, or his representative, hereinafter referred to as Project Manager.

2. **Incorporated Terms and Conditions.** This Work is purchased through, and subject to, the terms and conditions of OMNIA Partners Contract #2018011-02, which is hereby incorporated by reference and made a part hereof. All terms and conditions of Contract #2018011-02 that apply to the City of Mesa, AZ shall apply to the City of Anacortes, WA. In the event of any inconsistency between the provisions of this Agreement and Contract #2018011-02, the terms and conditions of this Agreement shall control.

3. **Contractor Bears Risk.** All shipments must be F.O.B. Destination, Freight Prepaid to the following address: Anacortes City Hall, Attn: Jose Cervantes, 904 6th St, Anacortes, WA 98221. The risk of loss or damage shall be borne by Contractor at all times until the acceptance of the Goods by City.

4. **COVID-19 Safety Requirements Compliance.** The Contractor, and its sub-Contractors of any tier, agree to comply with all current and future COVID-19 proclamations, regulations, requirements and/or related guidance issued by the Office of the Governor of Washington State or the Office of the Mayor of the City of Anacortes as it may relate to City of Anacortes projects.

5. **Price.** The prices per item and service are detailed in Exhibit A, with a total contract price of **Fifty-Four Thousand Seven Hundred Forty-Five Dollars and Twenty-Two Cents (\$54,745.22)**, which includes \$4,427.92 in 8.8% sales tax.

Term of Agreement. Contractor shall deliver Goods as scheduled with the Project Manager. The three (3) year support and the three (3) year subscription licenses date duration shall begin once all components are installed, operational, and fully accepted as complete by the Project Manager.

6. **Invoicing.** All invoices shall include: Company Name, Invoice Date, Due Date (30 days), Invoice Number, Invoice Period, Project Title, Agreement Number and Price, or Amended Price. The Contractor must allow 30 calendar days from receipt of the invoice for payment. Invoices should be sent by US mail to City of Anacortes, Accounts Payable, PO Box 547, Anacortes, WA 98221, or by email to accountspayable@cityofanacortes.org. Contractors may complete a City furnished ACH/EFT form to receive electronic payments directly to their financial institution. The City shall notify the Contractor within fifteen (15) calendar days from receipt of invoice if there are any objections or disputes with the invoice. The Contractor shall then resubmit a new invoice less the disputed amount and payment shall be made within 30 calendar days. Any disputed amounts may be submitted under the Disputes clause contained herein.

7. **Taxes.** The City will pay sales and use taxes imposed on goods or services acquired hereunder as required by law. The Contractor must pay all other taxes including, but not limited to: Business and Occupation Tax, taxes based on the Contractor's gross or net income, or personal property to which the City does not hold title. The City is exempt from Federal Excise Tax. Where applicable the City shall furnish a Federal Excise Tax Exemption certificate.

8. **Withholding Payment.** In the event the City determines that the Contractor has failed to perform any obligation under this Contract within the times set forth in this Contract, then the City may withhold from amounts otherwise due and payable to Contractor the amount determined by the City as necessary to cure the default, until the Contracting Officer determines that such failure to perform has been cured. Withholding under this clause shall not be deemed a breach entitling Contractor to terminate or damages,

provided that the City promptly gives notice in writing to the Contractor of the nature of the default or failure to perform, and in no case more than 8 days after it determines to withhold amounts otherwise due. A determination of the City Attorney set forth in such notice to the Contractor of the action required and/or the amount required to cure any alleged failure to perform shall be deemed conclusive, except to the extent that the Contractor acts within the times and in strict accord with the provisions of the Disputes clause of this Contract. The City may act in accordance with any determination of the City Attorney which has become conclusive under this clause, without prejudice to any other remedy under the Contract, to take all or any of the following actions: (1) cure any failure or default, (2) to pay any amount so required to be paid and to charge the same to the account of the Contractor, (3) to set off any amount so paid or incurred from amounts due to become due the Contractor. In the event the Contractor obtains relief upon a claim under the Disputes clause, no penalty or damages shall accrue to Contractor by reason of good faith withholding by the City under this clause.

9. **Final Payment: Waiver of Claim.** Contractor's acceptance of final payment shall constitute a waiver of claims, except those previously and properly made and identified by the Contractor as unsettled at the time request for final payment is made.

10. **Ownership and Use of Documents.** All finished and unfinished documents and material prepared by the Contractor with funds paid by the City pursuant to the terms of this Agreement shall become the property of the City and shall be forwarded to the City upon its request. Documents and materials shall include but not be limited to plans, specifications, reports, electronic and non-electronic data, and other design documents prepared by the Contractor. Pursuant to RCW 42.56.70, all information and documents produced under this Agreement may be subject to public disclosure.

11. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Contractor who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$2,000 within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

12. **Inspection.** The Project Manager shall have power to reject instruments of services which fail to comply with the requirements of this Agreement, but in case of dispute the Contractor may appeal to the City Attorney, whose decision shall be final. The Contractor shall comply with any and all orders and instructions given by the representative of the particular Department administering the Agreement in accordance with the terms of the Agreement. Nothing herein contained shall be taken to relieve the Contractor of their obligations or responsibilities under the Agreement. However, the Contractor shall be responsible for its own methods and conduct during the period of performance.

13. **No Third Party Beneficiary Rights.** This Agreement is not intended to and shall not be construed to give any Third Party any interest or rights (including, without limitation, any Third Party beneficiary rights) with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided for in this Agreement.

14. **Acceptance.** Contractor acknowledges and agrees that these General Provisions are incorporated in, and are a part of, each purchase order or other agreement relating to the provision of goods and/or related services by Contractor. These General Provisions supersede all conflicting or additional terms pre-printed on any purchase order, quote, invoice, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

15. **Defense and Indemnity Agreement.** Contractor shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all third-party claims, injuries, damages, losses or suits including reasonable attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of

immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

16. Insurance.

A. Insurance Term: The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

B. No Limitation: Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance: Contractor shall obtain insurance of the types and coverages described below:

1. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. **The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy** with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
2. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
3. Professional Liability insurance appropriate to the Contractor's profession.
4. Technology Errors & Omissions (E&O)

D. Minimum Amounts of Insurance: The Contractor shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and \$1,000,000 products-completed operations aggregate limit.
2. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
3. Technology Errors & Omissions (E&O) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. City Full Availability of Contractor Limits: If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

F. Other Insurance Provision: The Contractor's Commercial General Liability policy is to contain, or be endorsed to contain, that it shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.

G. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

H. Verification of Coverage: Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor **within 10 days of agreement execution** and before commencement of the work. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subContractors' coverage.

I. Notice of Cancellation: The Contractor shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

J. Failure to Maintain Insurance: Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Contractor to correct the breach, immediately terminate the contract, or at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

17. Standard Title VI / Non-Discrimination Assurances. During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest agrees to the clauses in "Appendix A" and "Appendix E" of the Standard Title VI Assurances (USDOT1050.2A), which are hereby incorporated by reference and made a part hereof.

18. Contractor is an Independent Contractor. The parties intend that an independent Contractor relationship will be created by this Agreement. No agent, employee or representative of the Contractor shall be deemed to be an agent, employee or representative of the City for any purpose. Contractor shall be solely responsible for all acts of its agents, employees, representatives and subContractors during the performance of this Agreement.

19. Right to Terminate Agreement.

A. Termination for Default: If the Contractor defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. If a notice of termination for default has been issued and it is later determined for any reason that the Contractor was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

B. Termination for Public Convenience: The City may terminate the Agreement in whole or in part whenever the City determines, in its sole discretion that such termination is in the best interests of the City. Whenever the Agreement is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed at unit Agreement prices for completed items of work through the date of termination. If the City exercises its option under this Paragraph, the City shall not be responsible for payment for loss of anticipated profit on deleted or uncompleted work. Termination of this Agreement by the City at any time during the term, whether for default or convenience, shall not constitute a breach of Agreement by the City.

20. Changes/Additional Work. The City may engage Contractor to perform services in addition to those listed in this Agreement, and Contractor will be entitled to additional compensation for authorized additional services or materials. The City shall not be liable for additional compensation until and unless any and all additional work and compensation is approved in advance in writing and signed by both parties to this Agreement. If conditions are encountered which are not anticipated in the Scope of Services, the City understands that a revision to the Scope of Services and fees may be required. Provided, however, that nothing in this paragraph shall be interpreted to obligate the Contractor to render or the City to pay for services rendered in excess of the Scope of Services unless or until a modification to this Agreement is approved in writing by both parties.

21. Non-waiver. Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.

22. Non-assignable. The services to be provided by the Contractor shall not be assigned or subcontracted without the express written consent of the City.

23. Covenant Against Contingent Fees. The Contractor warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to

solicit or secure this Agreement, and that they have not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award of making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

24. **Disputes**

A. **General:** Differences between the Contractor and the City, arising under and by virtue of this Agreement shall be brought to the attention of the City at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken. The provisions of this Clause shall survive the expiration or termination of this Agreement.

B. **Notice of Potential Claims:** The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within 10 days of the commencement of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

C. **Detailed Claim:** The Contractor shall not be entitled to claim any such additional compensation, or extension of time, unless within 30 days of the accomplishment of the portion of the work from which the claim arose, and before final payment by the City, the Contractor has given the City a detailed written statement of each element of cost or other compensation requested and of all elements of additional time required, and copies of any supporting documents evidencing the amount or the extension of time claimed to be due.

D. **Dispute Resolution:** In the event of a dispute between the City and the Contractor arising of this Agreement, or any obligation hereunder the dispute shall first be referred to the representatives designated by the City and the Contractor to have oversight over the administration of this Agreement. Said representatives shall meet within thirty (30) calendar days of receipt of detailed claim, and the parties shall make a good faith effort to achieve a resolution of the dispute. In the event the parties are unable to resolve the dispute under the procedure set forth above, then the parties hereby agree that the matter shall be referred to mediation. The parties shall mutually agree upon a mediator to assist them in resolving their differences. Any expenses incidental to mediation shall be borne equally by the parties. If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

25. **Force Majeure.** Neither party shall be liable to the other or deemed in breach or default for any failure or delay in performance under this Agreement during the time and to the extent its performance is prevented by reasons of Force Majeure. For the purposes of this Agreement, Force Majeure means an occurrence that is beyond the reasonable control of and without fault or negligence of the party claiming force majeure and which, by exercise of due diligence of such party, could not have been prevented or overcome. Force Majeure shall include natural disasters, including fire, flood, earthquake, windstorm, avalanche, mudslide, and other similar events; acts of war or civil unrest when an emergency has been declared by appropriate governmental officials; acts of civil or military authority; freight embargoes; epidemics; pandemics; quarantine restrictions; labor strikes; boycotts; terrorist acts; riots; insurrections; explosions; and nuclear accidents. A party claiming suspension or termination of its obligations due to force majeure shall give the other party prompt written notice of the impediment and its effect on the ability to perform, with such notice to be provided no more than two (2) working days after the force majeure event or reasonable discovery of the event's impact on performance. Failure to provide such notice shall preclude recovery under this provision. Such delay shall cease as soon as practicable and written notification of same shall be provided. The time of completion shall be extended by Agreement modification for a period of time equal to the time that the results or effects of such delay prevented the delayed party from performing in accordance with this Agreement. Rights Reserved: The City reserves the right to cancel the Agreement and/or purchase materials, equipment or services from the best available source during the time of force majeure, and Contractor shall have no recourse against the City.

26. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of

Washington. Any action brought under the Agreement or relating to the Project shall be brought in the Superior Court of the State of Washington in Skagit County Washington.

27. **Compliance with Laws.** The Contractor in the performance of this Agreement shall comply with all applicable Federal, State or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in the Agreement to assure quality of services. The Contractor specifically agrees to pay any applicable business and occupation (B&O) taxes, which may be due on account of this Agreement.

28. **Severability.** If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

29. **Survival of Contract Termination.** The articles relating to Defense and Indemnity Agreement, Ownership and Use of Documents, The City's Right to Terminate Agreement, Governing Law, and Disputes, shall survive completion of the services, payment in full of the compensation and termination of this Agreement.

30. **Notices.** Receipt of any notice shall be deemed effective three days after deposit of written notice in the U.S. mail, with proper postage and properly addressed. Notices shall be sent to the following addresses:

CITY:

City of Anacortes
Tiffany Matson
904 6th Street
PO BOX 547
Anacortes, WA 98221

CONTRACTOR:

SHI International Corp
Ty Pellot
290 Davidson Ave
Somerset, NJ 08879

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

CITY OF ANACORTES

SHI INTERNATIONAL CORP

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____



Pricing Proposal
Quotation #: 22801168
Created On: 11/28/2022
Valid Until: 12/30/2022

WA-City Of Anacortes

Jose Cervantes

904 6th Street
P.O. Box 410
Anacortes, WA 98221
United States
Phone: (360) 299-1981
Fax:
Email: cervantesj@cityofanacortes.org

**Inside Account
Executive**

Ty Pellot

290 Davidson ave,
Somerset, NJ 08879
Phone: 732-652-3080
Fax: 732-652-3099
Email: Ty_Pellot@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Fortinet FortiGate 200F - Security appliance - with 3 years FortiCare 24X7 Support + 3 years FortiGuard Enterprise Protection - GigE - 1U - rack-mountable Fortinet - Part#: FG-200F-BDL-811-36 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	2	\$12,202.91	\$24,405.82
2	Fortinet FortiGate 70F - Security appliance - with 3 years FortiCare 24X7 Support + 3 years FortiGuard Enterprise Protection - 10 GigE - desktop Fortinet - Part#: FG-70F-BDL-811-36 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	5	\$2,248.58	\$11,242.90
3	FortiAnalyzer Virtual Appliance - Subscription license (3 years) + FortiCare 24x7 - 5 GB logs per day - including IOC service, SOC service and FortiGuard Outbreak Alert service Fortinet - Part#: FC1-10-AZVMS-465-01-36 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	5	\$2,570.44	\$12,852.20
4	FortiClient ZTNA - On-Premise subscription license (3 years) + FortiCare 24x7 - 25 licenses - Linux, Win, Mac Fortinet - Part#: FC1-10-EMS04-428-01-36 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	2	\$633.98	\$1,267.96
5	FortiConverter - Subscription license renewal (1 year) - Win - for P/N: FG-200F Fortinet - Part#: FC-10-F200F-189-02-12 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	2	\$187.76	\$375.52
6	FortiConverter - Subscription license renewal (1 year) - Win Fortinet - Part#: FC-10-0070F-189-02-12 Contract Name: Omnia Partners - IT Solutions Contract #: 2018011-02	5	\$34.58	\$172.90

Subtotal	\$50,317.30
*Tax	\$4,427.92
Total	\$54,745.22

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Washington State Department of Transportation, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Washington State Department of Transportation to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Washington State Department of Transportation, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Washington State Department of Transportation may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment,

unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Washington State Department of Transportation may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures Non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of Limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 6.a.

Agenda Item Title: Housing Action Plan Presentation

Staff Contact(s): DON MEASAMER

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

Item Summary: The Anacortes Housing Action Plan (HAP) defines policies, strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunities for residents of all income levels. The process to develop the HAP included a review of Anacortes's system of policies, programs, and regulations that share opportunities for housing development. The purpose of this effort is to identify ways to encourage construction of both affordable and market rate housing in a greater variety of types, densities, and cost levels. The priorities of the HAP were informed by a housing needs assessment, (existing conditions report), community and stakeholder engagement.

The HAP is intended to inform updates to the Anacortes Comprehensive Plan (most notably the Housing and Land Use elements) and to guide implementation strategies such as development regulations, housing programs, fee structures, and infrastructure spending priorities.

Budget Impact:
NA

Previous Action: Introduction of the HAP to the Planning Commission October 26, 2022

Recommended Motion: Discussion

Alternative Actions: NA

Attachments (listed in order presented):

1. Anacortes Housing Action Plan_DRAFT_22-1213
2. Anacortes HAP_City Council_22-1219_FINAL

3. Anacortes HAP - Existing Conditions Report_FINAL_22-1019
4. Anacortes HAP Public Engagement Plan_FINAL_22-1205

Anacortes Housing Action Plan

DRAFT December 13, 2022



Thank You

Special thanks to the Anacortes community for sharing your time, knowledge, and energy to shape this housing action plan that meets your needs and interests.

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This plan was supported by a Department of Commerce grant for cities to support housing affordability.

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Abbreviations

ACS. American Community Survey, an annual product of the U.S. Census Bureau.

ADU. Accessory dwelling unit.

AHA. Anacortes Housing Authority.

AFC. Anacortes Family Center.

AMC. Anacortes Municipal Code (city law).

AMI. Area median income.

CHAS. Comprehensive Housing Affordability Strategy, a product of the U.S. Department of Housing and Urban Development.

GIS. Geographic information system.

GFC. General facilities charge.

HACS. Housing Affordability and Community Services, a committee of the Anacortes City Council.

HAP. Housing Action Plan.

HUD. U.S. Department of Housing and Urban Development.

LEHD. Longitudinal Employer-Household Dynamics, a product of the U.S. Census Bureau.

MFTE. Multifamily tax exemption program.

MSA. Metropolitan Statistical Area.

OFM. Washington State Office of Financial Management.

RCW. Revised Code of Washington (state law).

Executive Summary

The Anacortes Housing Action Plan (HAP) defines strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunity for residents of all income levels. The process to develop the HAP included a review of Anacortes's system of policies, programs, and regulations which shape opportunities for housing development.

The purpose of this effort is to identify ways to encourage construction of both affordable and market-rate housing in a greater variety of types, densities, and cost levels. The priorities for the HAP were informed by a housing needs assessment and public engagement.

The HAP is intended to inform updates to the Anacortes Comprehensive Plan (most notably the Land Use and Housing elements) and to guide implementation strategies such as development regulations, housing programs, fee structures, and infrastructure spending priorities.

Objectives

The HAP objectives listed below were developed from the original research questions and the results of housing needs analysis report. They drive the recommended actions and strategies.

1. Support the local economy and workforce with more rental homes.
2. Create a greater variety of homeownership opportunities.
3. Slow down and stabilize the rise in housing prices.
4. Refine regulatory standards to reduce barriers to housing development.
5. Adopt new financial tools to support and promote development and maintenance of housing.

Housing Vision

The housing vision is common set of principles for people living and working in Anacortes. It builds off the vision statement of the Comprehensive Plan and the goals and policies of the Housing Element.

1. Everyone who works in Anacortes (from teachers and nurses to restaurant and retail staff) can afford to live in Anacortes if they choose.
2. Children who grow up in Anacortes can afford starter homes in the town near their friends and family.
3. Seniors have options to gracefully age in place in the community near essential services and caretakers.
4. Local housing contributes to climate change and sustainability goals by allowing people to drive fewer miles and live near jobs and daily services.

Why Housing Matters

Anacortes has an interest in providing a sufficient supply, diversity, and price range of housing because of housing's connections to all other qualities of the city and needs of its people. Housing and shelter are essential to human health and well-being. The availability of housing for people in different stages of life and in different classes directly affects whether people choose to live and work in Anacortes, the success and vitality of local businesses, the protection of natural resources and rural lands, and the rate of climate-changing emissions.



Housing matters because people matter. Housing affects these major interests of Anacortes:

Quality of Life

Low vacancies prevent all generations and families from trading up or trading down their housing. Recent graduates looking for work seek housing they can afford at entry-level wages. Families make decisions on whether and where to raise children based on the availability and location of housing that fits their needs. The ability of seniors to have familial or hired caretakers directly depends on the availability and price of housing of all types.

Protecting Rural Landscapes

The lack of housing in the city puts pressure on the development of rural farms, forests, and resource lands outside of the city. This effect occurs at both a local and regional scale across Skagit County. Compact and taller housing helps Anacortes grow up instead of growing out.

Economic Development and Essential Workers

Local Anacortes businesses and essential services like policing, teaching, and healthcare depend on a stable workforce. Housing affordable to most people earning local wages is critical to building a diverse economy and thriving community.

Traffic and Emissions

Without financial and practical options to live where they work, workers will mostly drive into Anacortes from elsewhere. This contributes to increased traffic congestion, safety risk, and carbon emissions. Transportation is the biggest contributor to carbon emissions in the state.

Avoiding Displacement

Higher housing costs make more people more vulnerable to losing their home, which affects their ability to hold down a job, graduate school, care for children, or contribute to community.

Housing Actions and Strategies

The housing actions are organized by broader strategy sections of this plan. The implementation timeline is an estimate of how long it will take to implement an action. There are also many sub-sections which may require different timelines if additional community outreach is needed, alignment with the City's annual budget process is necessary, or there is a desire to roll policy updates into the next major Comprehensive Plan update. See Section 6 for more details on implementation priorities.

Strategy	Description	Priority	Time
Regulatory Strategies			
2.1	Allow more housing types in more zones	High	0-6 months
2.2	Map the R3A zone and update its standards	High	0-6 months
2.3	Streamline ADU regulations	High	0-6 months
2.4	Adjust form and intensity standards	High	0-6 months
2.5	Adjust definitions and design standards	High	0-6 months
2.6	Adjust parking standards	High	0-6 months
2.7	Building code amendments	Medium	6-12 months
Programmatic Strategies			
3.1	Short-term rental regulations	Medium	0-6 months
3.2	Anti-displacement strategies	Medium	Ongoing
3.3	Homelessness strategies	High	Ongoing
Citywide Planning Strategies			
4.1	Hire a housing coordinator	High	0-6 months
4.2	Housing Element updates	Medium	12-24 months
4.3	Land Use Element updates	Medium	12-24 months
4.4	Public land for affordable housing	Medium	Ongoing
Funding Strategies			
5.1	Multifamily tax exemption program	High	0-6 months
5.2	Development fee adjustments	Low	0-6 months
5.3	Tax increment financing	Low	6-12 months
5.4	Funding for ADU development	Medium	6-12 months
5.5	Inclusionary zoning and fee-in-lieu	Low	Long term
5.6	Transit and sidewalk funding	Medium	6-12 months
5.7	State advocacy	Low	Ongoing

Next Steps

The urgency of Anacortes's housing challenges demand that a variety of strategies and actions be pursued immediately and simultaneously. This plan informs and recommends a Housing Options Ordinance code update be adopted soon after plan adoption (Strategy 2). A housing coordinator staff position should be created and hired to implement all HAP strategies and serve as the City's lead on housing policy and coordination. Updates and evaluation are recommended in the next Comprehensive Plan update in 2025, and other program, funding, and planning actions can start independently as soon as resources are allocated.

1 – Background Information

1.1 – Project Purpose

Anacortes is a great place to live, but it is getting more expensive. As the population grows, the supply of homes is not keeping up with increased demand. As a result, it is getting harder for people of average means to find and afford a home. The supply of housing is closely linked to the price of housing.¹

The purpose of the Housing Action Plan is to identify strategies that promote more housing options for current and future residents at all income levels and support increases in the housing supply. Anacortes's residents are diverse and each household has its own preferences and experiences in how they live. This plan is intended to help guide City actions over the next several years to promote more housing choices for current and future residents.

The City is able to undertake this project thanks to funding provided by the Department of Commerce. This bill allocated funds for cities with the goal of supporting housing affordability because of a growing statewide gap between incomes and housing costs.

1.2 – Housing Needs

Anacortes's current and future housing needs are detailed in the HAP Existing Conditions and Housing Needs Analysis Report. A summary is provided here.

Anacortes is expected to see demand for an additional 3,019 housing units through 2045, based on a projected annual growth rate of 1.4%. Figure 1 shows the approximate breakdown of these units by tenure and household income. There is demand for 1,451 rental units and 1,561 ownership units. The ownership units will likely target higher income brackets than the rental units. Many units will need to be affordable to households earning under 80% of the Area Median Income (AMI), or \$68,900 for a family of four as of 2022. Currently, the Anacortes Housing Authority and Anacortes Family Center together provide 387 units to households earning under 80% of the AMI, and in some cases to households earning less than 50% of the AMI.

These estimates and Figure 1 are future-looking based on expected net population growth. A recent report by nonprofit Up For Growth also suggests there may be additional need based on historical underproduction of housing.² In most metropolitan areas, housing shortages worsened between 2012 and 2019.³ Based on the formation of new households or people living in undesirable situations (such as adult children living with their parents), the Skagit, Island, and San Juan Counties area unproduced nearly 2,300 units. If taken proportionally by population,

¹ "Housing Supply: A Growing Deficit." Freddie Mac. May 2021.

<https://www.freddiemac.com/research/insight/20210507-housing-supply>

² "2022 Housing Underproduction in the U.S." Up For Growth. 2022. <https://upforgrowth.org/apply-the-vision/housing-underproduction/>

³ "Housing shortage has spread across Pacific Northwest, new study shows." *The Seattle Times*. August 2022. <https://www.seattletimes.com/seattle-news/data/housing-shortage-has-spread-across-pacific-northwest-new-study-shows/>

Anacortes underproduced 170 units between 2012 and 2019. Additional guidance on underproduction from the Washington Department of Commerce will be available in early 2023.

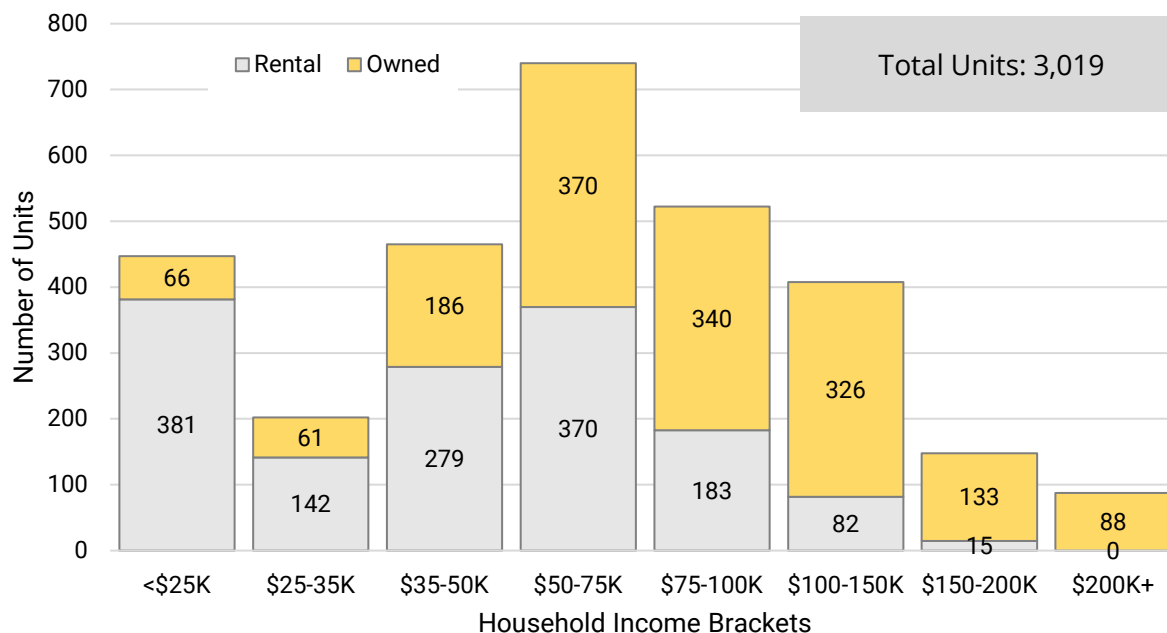


Figure 1. Approximate Demand for New Housing Units, City of Anacortes, 2021-2045. Source: Leland Consulting Group

Currently, about a third of Anacortes households are considered cost burdened, spending more than 30% of their income in housing costs. As shown in Figure 2 below, the share of cost-burdened households increases as income levels decrease. Almost 80% of very low income households (earning 30-50% AMI) spend more than a third of their income on housing.

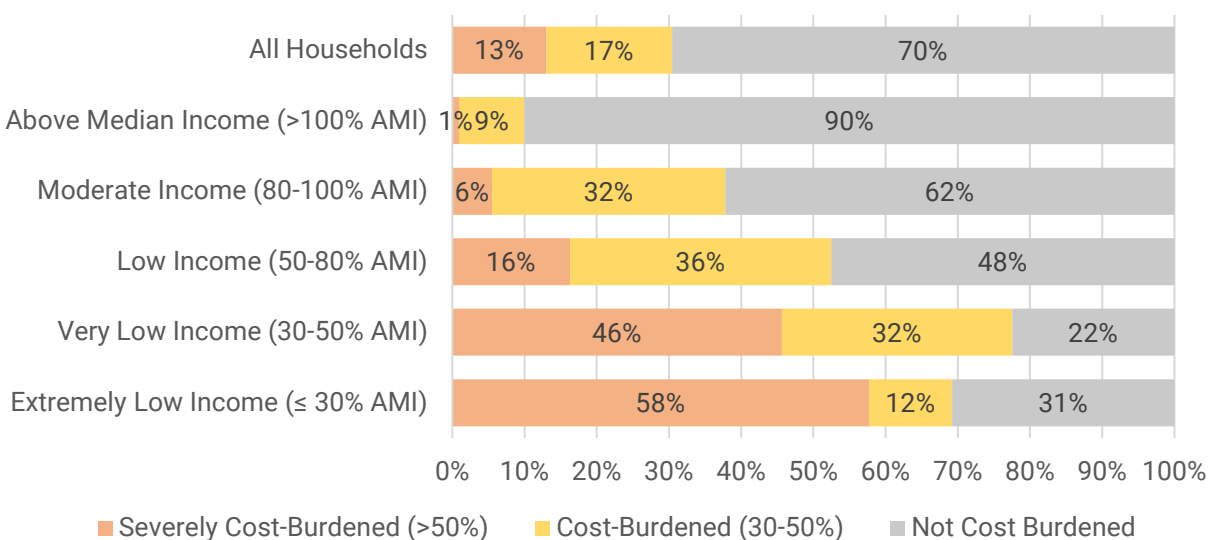


Figure 2. Cost Burden Status by Household Income Level (Percent), 2020. Source: HUD CHAS

Other subgroups of Anacortes residents identified in the HAP Existing Conditions and Housing Needs Analysis Report include:

- Senior households make up 44% of the city's population and a third of these are housing cost burdened. The city is currently underserved by senior and assisted living housing.
- Disabled residents. About half of the households with disabled household members are earning less than 80% AMI.
- People experiencing homelessness. The most recent point-in-time count showed at least 314 people countywide experiencing homelessness. This affects people of all walks of life and age (for instance, only 50% of Anacortes homeless high school students graduate compared to 92% of non-homeless students).⁴

A household is considered to be "cost-burdened" if they are spending more than 30% of their monthly income on housing costs (including rent or mortgage and utilities).

A "severely cost-burdened" household spends more than 50% of their monthly income on housing costs.

The strategies proposed throughout this Housing Action Plan are designed to increase housing options for current and future Anacortes residents at all income levels. Key strategies relating to affordability include increasing allowed density in residential zones, encouraging ADU and middle housing development through incentives and right-sized fees, discouraging new single-family development in some zones, explicitly allowing supportive housing and single-room-occupancy housing, and regulating short-term rentals.

1.3 – Racially Disparate Impacts

While Anacortes may not have explicitly racist policies in place today, many policies do have racially disparate origins and impacts. The practice of zoning emerged in the early 1900's and explicitly race-based zoning had to be banned almost immediately as a result of the 1917 Supreme Court case of *Buchanan v. Warley*. After that decision, cities crafted less direct methods to divide people by race and class with zoning policies that are still prevalent today.

The indirect methods largely rely on the differences of wealth, income, and tenure between peoples' race and ethnicities. In Anacortes, for example, 32% of all households are occupied by renters. About 31% of White households are renters, while 53% of Hispanic and Latino households and 63% of Black households are renters⁵. Therefore, policies that restrict the supply and price of rental housing have a disproportionate impact on people of color. Further, almost half of all renter-occupied households are considered cost-burdened, while just one in 10 owner-occupied households are considered cost-burdened.

⁴ "One WA school district helped homeless students graduate. Can others?" The Seattle Times. November 2022. <https://www.seattletimes.com/seattle-news/homeless/one-wa-school-district-helped-homeless-students-graduate-can-others/>

⁵ Source: American Community Survey 2020 5-Year Estimates, B25003 Tables.

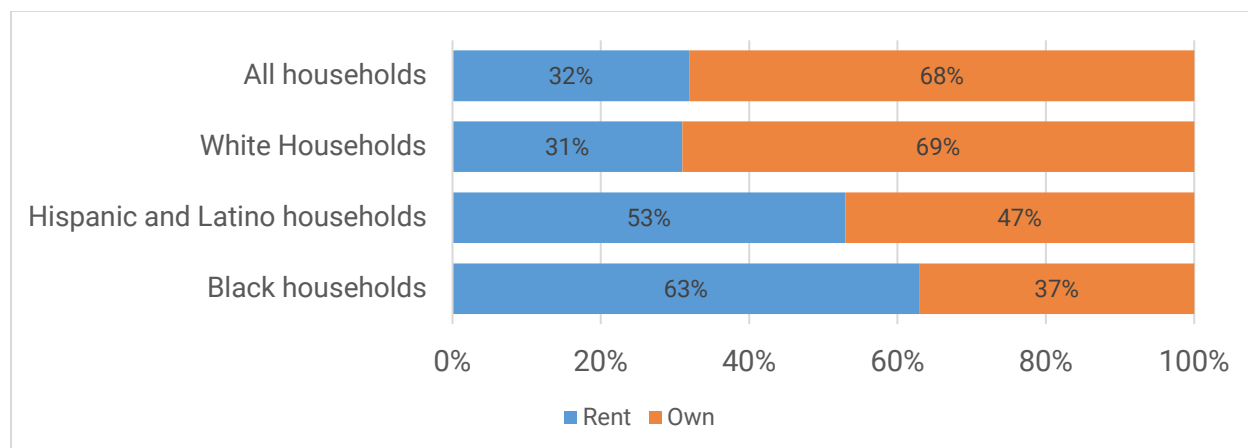


Figure 3. Tenure by race. Source: ACS 5-Year Estimates, Table B25003 series

A common form of rental housing is multifamily (apartment) buildings, which are strictly limited in where and how they can be built in Anacortes compared to where and how single-family homes are regulated.

Zoning matters for social welfare because where people live makes a difference. Neighborhood quality can have significant effects on long-term outcomes like school performance, income and labor mobility, and health. It also contributes to the multi-generational wealth gap if some people are not able to purchase quality homes that increase in value as much over time as homes in higher-priced neighborhoods, resulting in smaller inheritances for descendants.

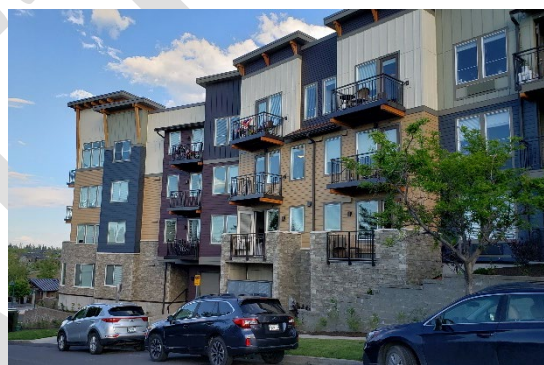


Figure 4. Example of multifamily housing.

People of color generally pay higher shares of their income for housing costs and have less savings for down payments, meaning the home prices they can afford are lower or they are forced to rent. Smaller homes which have lower costs are needed not only for people of color, but also Anacortes's large share of single-person and senior households. Occasionally, larger multi-bedroom homes are good options for people who want to split costs with extended family members or roommates, but apartments with three or more bedrooms are rare and there are few shared-living options like cottage clusters or triplexes available.

Common racially disparate policies and practices at the local level include the following:

- Minimum lot sizes
- Lack of available land zoned for multifamily housing and middle housing (like duplexes and townhomes)

- Multifamily housing only allowed in busy commercial districts, polluted industrial areas, in hazardous areas like floodplains, and/or near loud and unsafe arterial roads
- Multifamily housing not being allowed near amenities like parks, schools, grocery stores, and healthcare facilities
- Excessive minimum setbacks, building height limits, parking standards, historic preservation standards, and other restrictions that limit the housing capacity on individual sites, especially for multifamily and middle housing
- Excessive fees, complicated processes, and unclear regulations, especially for small projects commonly undertaken by local homeowners and small investors like adding an accessory dwelling unit or building a duplex
- Complete prohibitions on low-cost building materials
- Lack of trees and park space in areas near multifamily housing or neighborhoods with lower incomes
- Lack of low-cost transportation options like pedestrian/bike routes and transit service connecting multifamily housing to jobs and services

Middle housing refers to housing choices like duplexes, triplexes, townhomes, accessory dwelling units (ADU's), and cottage housing that fit between the scale of apartment buildings and single-family homes. This type of housing has historically been prohibited in many cities and towns. It has regained appeal because it can be economical to build and thus have lower costs, providing more affordable housing options.

Racially disparate impacts are not limited to Anacortes and this issue has been gaining much-needed attention across the state and country, even earning a [statement on zoning](#) from the White House. Other city-level racially disparate impacts have historically included redlining, where people of color were not able to access loans and credit in certain neighborhoods; highways built through communities of color; and disinvestment in infrastructure like transit, schools, and parks in communities of color.

This Housing Action Plan provides a number of strategies to address most of these issues, which focus on easing regulations and streamlining standards to make it easier to build attached and multifamily housing in more locations.

1.4 – State Preemptions

Anacortes should anticipate preemption on several common types of development regulations which have some of the greatest impacts on housing affordability and site-specific feasibility. The rate of preemption laws on peripheral housing issues has been accelerating in recent years (documented in the HAP Existing Conditions and Housing Needs Analysis Report) and several major bills were proposed in the 2022 legislative session that will likely come around again. In some respects Washington is following the lead of Oregon and California which have also passed major zoning preemptions over the last several years.

State preemption is the invalidation of some action by, or the wresting of power from, a local government by the state legislature.

In particular, there is a statewide and national movement toward ending single-family zoning; that is, zoning where the only permitted residential land use is detached, large lot single-family dwellings. The only zone in Anacortes that meets this definition today is the R1 zone and the HAP recommends changing that. Upcoming federal funding programs may also contain grant award incentives or preferences for cities that are ending single-family zoning in the interest of providing diverse housing choices and economic opportunities.

Anacortes can expect other possible statewide interventions on:

- Common ADU regulations like size, parking, owner occupancy, and prohibition on subdivision
- Minimum residential density requirements
- Minimum parking requirements for multifamily housing and/or affordable housing

While no single action by the Legislature can be predictable or assured, growing consensus on the statewide housing affordability crisis gives Anacortes reason to stay updated on legislative proposals, updates to the Growth Management Act, and related laws.

2 – Regulatory Strategies

While the City of Anacortes does not directly supply or control the private housing market, it does shape what is possible on Anacortes's land through zoning and development regulations.

Anacortes is not seeing adequate construction of new housing. Since 2016, housing production in Anacortes is averaging 101 units per year. This is 29 units below the annual average of 131 units needed to meet the City's 2016-2036 growth targets.

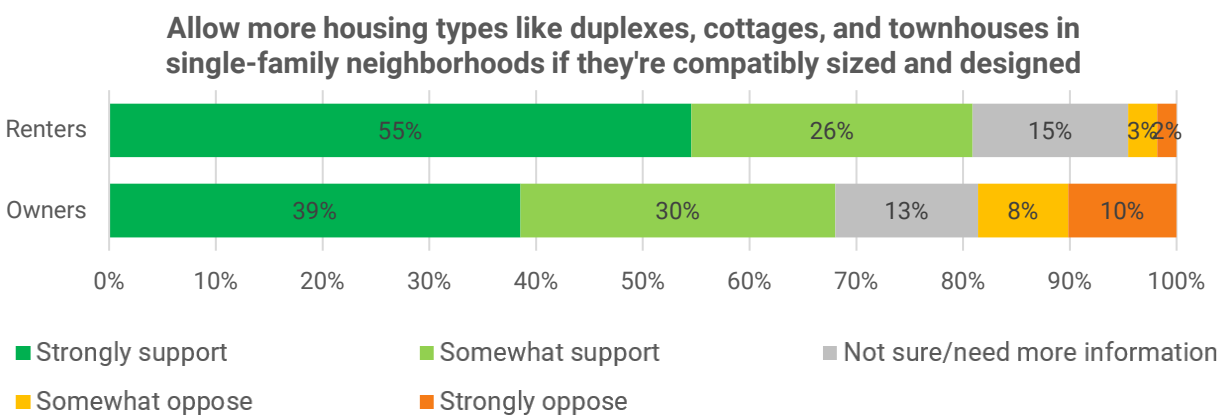
Zoning is not the only factor in these shortfalls – as noted by many stakeholders, vacant land in Anacortes is dwindling, the construction industry is seeing an unprecedented rise in material prices, a labor shortage, supply chain disruptions, and inflation and increased interest rates. Despite this, zoning is typically the main barrier to housing because it is the starting point in determining what type of housing and other buildings can be built on a parcel of land. A 2022 review of land capacity by Leland Consulting Group finds Anacortes has an approximate total capacity for just over 2,000 housing units remaining which probably reflects a development capacity of 10 to 15 years at current allowed densities.

The regulatory strategies and actions of this section could be implemented relatively quickly in a consolidated "Housing Options Ordinance." The actions largely focus on deregulation, streamlining, and relaxing of code requirements to promote more diverse and affordable housing.

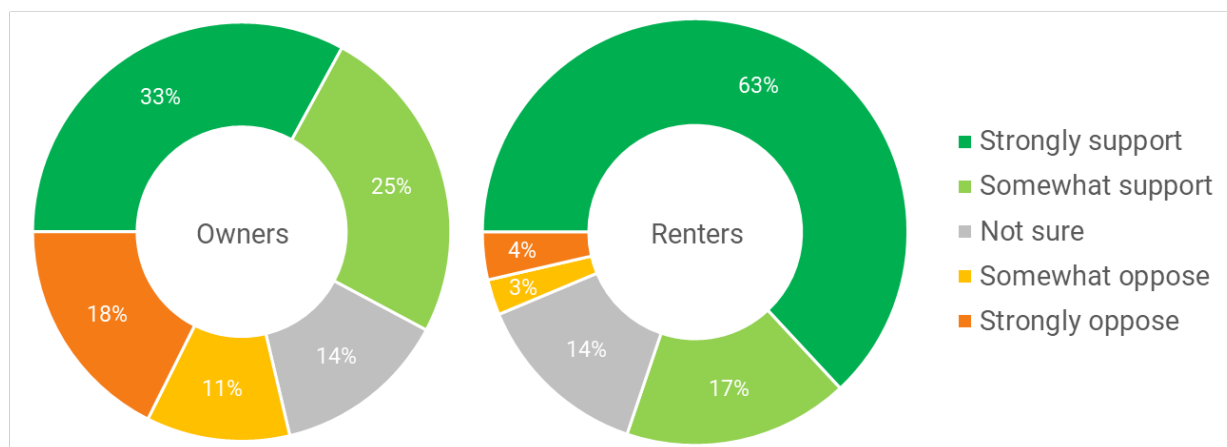
2.1 – Allowed Uses

Action: Allow more housing types in more residential zones to promote middle housing and affordable housing.

Changing allowed uses is key to expanding housing supply and land capacity. In the HAP community survey, a supermajority of 70% of respondents support the concept to "Allow more housing types like duplexes, cottages, and townhouses in single-family neighborhoods if they're compatibly sized and designed." This concept was also supported by most stakeholders when it came up in interviews.



In addition, a total of 61% of survey takers would strongly or somewhat support a hypothetical multi-floor apartment project planned in or near their neighborhood with rents affordable to people like recent college graduates, teachers, nurses, restaurant workers, mechanics, etc. This is mostly reflected in the proposed mapping of the R3A zone and recommended adjustments to dimensional standards.



Following public interest and an analysis of the situation by the consultant team, considerable changes to allowed housing types are proposed. These are summarized in the table below which is an excerpt from the Anacortes Municipal Code (AMC) Table 19.41.040. Text with an underline indicates an addition and a text with a ~~strikeout~~ indicates a deletion. The table is followed by a description of each major change and a list of related actions.

Note: Some changes to allowed uses will also require adjustments to minimum lot sizes and other standards. These are described throughout Strategy 2.

	Residential Zones								
Residential Uses	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/ Reference
Household living									
Single-family	P	P	P	P	P	P	P	P	
Single-family, small lot				P	P	P	P		
Cottage housing	<u>P</u>	P	P	P	P	P	P		
Duplex		G <u>P</u>	P	P	P	P	P	P	
Triplex			<u>P</u> (x)	G <u>P</u>	P	P	P		<u>(x) Alley-loaded lots only</u>
Townhouse			<u>P</u> (x)	G <u>P</u>	P	P	P		<u>(x) Alley-loaded lots only, max. 4 units</u>
Multifamily dwellings, 4 units				G <u>P</u>	P	P	P		
Multifamily dwellings, 5 or more units					<u>P</u> (x)	P	P		<u>(x) Max. 12 units</u>
<u>Multifamily dwellings, single room occupancy</u>						<u>P</u> (x)			<u>(x) Max. 50 units</u>

	Residential Zones								
Residential Uses	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/ Reference
Group living									
Adult family home	P	P	P	P	P	P	P	P	See Group Living Strategy 2.1.4 for potential conditions.
Assisted living facility				P	P	P	P		
Nursing homes				P	P	P			
Rooming houses				P	P	P	P	P	
Supportive living									
Permanent supportive housing				P _(x)	P	P	P		(x) Max. 4 units
Transitional housing				P _(x)	P	P	P		(x) Max. 4 units

Figure 5. Excerpt of Table 19.41.040

	Commercial and Mixed-Use Zones										
Residential Uses	CBD	C	MM U	CM	CM 2	LM	LM1	MS	I	HM	Conditions/ Reference
Household living											
Single-family	C	C				C	P				
Single-family, small lot											
Cottage housing											
Duplex											
Triplex											
Townhouse	P	P	P								
Multifamily dwellings, 4 or more units	P	P	P	C		C		C			
Multifamily dwellings, single room occupancy	P	P	P								
Live-work	P	P	P					C			
Group living											
Adult family home	P	P				P	P				
Assisted living facility	P	P	P								
Nursing homes	P	P	P								
Rooming houses											
Supportive living											
Permanent supportive housing	P	P (x)	P (x)	C (x)		C (x)		C			(x) Same conditions as for multifamily
Transitional housing	P	P (x)	P (x)	C (x)		C (x)		C			(x) Same conditions as for multifamily
Emergency housing	P	P	P	P		C					
Emergency shelter	P	P	P	P		C					
Overnight Lodging	P	P	P	P		C					

Figure 6. Excerpt of Table 19.41.050

2.1.1 – Residential Low Density 1 (R1) Zone

Cottage housing is proposed to be a new permitted use in this zone. The Comprehensive Plan says single-family detached dwellings are the predominant type in this area and cottages satisfy that criteria; further, the plan explicitly says cottage housing may be allowed under certain circumstances. Those circumstances are not defined, but the new cottage housing design standards adopted in 2019 and the growing need for additional housing supply found by the HAP Existing Conditions and Housing Needs Analysis Report are notable changes to the situation since the Comprehensive Plan was adopted in 2016.

The Comprehensive Plan also says densities of up to four units per gross acre (above the base limit of two units per gross acre) may be permitted via a special review process. That special review process is undefined. Options and a recommendation should be considered as part of a subsequent code update. Longer term, consider allowing four units per gross acre by-right through a Comprehensive Plan amendment (see Strategy 4.3.2).

2.1.2 – Residential Low Density 2 (R2) Zone

Duplexes are proposed to be changed from conditional to outright permitted in the R2 zone. This streamlines the permitting process and reduces uncertainty. Conditional use permits are not necessary for duplexes due to the new 2019 design standards. Also see related Strategy 2.4.1 for the minimum lot size recommendation for duplexes.

2.1.3 – Residential Low Density 2A (R2A) Zone

Triplexes and townhouses are proposed to be new permitted uses in this zone, provided they meet proposed unit size limitations or additional lot size standards (see Strategy 2.4.1 for different options). The R2A zone represents a considerable amount of residential land with a connected street grid and is partially served by alleys, improving the feasibility of small-scale infill development. The lot dimension requirements and standards for open space, parking configuration, and architectural design help ensure that triplexes and townhouses will be compatible with the existing character of these zones.



Figure 7 - Examples of triplexes and townhouses

To retain neighborhood compatibility, it is proposed that:

- Triplexes and townhouses only be allowed on lots with alley access. This allows parking access and garages to be located in the rear of the lot and reduce visual impacts on the streetscape. This condition would only allow triplexes and townhouses in approximately half the R2A zone, based on a review of street and block maps.

- Limit triplexes and townhouse units each to 1,000 to 1,200 square feet of floor area (and allow such small units to count as ½ a unit for density purposes)
- Limit townhouses to four units per structure (same as for the R3 and R3A zones under [AMC 19.43.010.G.3.a](#))

AMC 19.43.010(F) would be amended with a new subsection after the triplex definition:

#. R2A zone standards:

a. Triplexes located on a lot with alley access are permitted by right. Triplexes not located on a lot with alley access are prohibited.

b. Triplex units must have no more than [1,000-1,200] square feet gross floor area. Units meeting this standard are considered ½ a dwelling unit for density purposes.

AMC 19.43.010(G)(3)(a) would be amended to add the following townhouse standard:

#. R2A zone standards:

a. Townhouse structures with up to four attached units and located on a lot with alley access are permitted by right. Townhouse structures with more than four attached units or not located on a lot with alley access are prohibited.

b. Triplex units must have no more than [1,000-1,200] square feet gross floor area. Units meeting this standard are considered ½ a dwelling unit for density purposes.

2.1.3 – Residential Medium Density 3 (R3) Zone

Triplex, Townhouse, and Multifamily

Triplexes, townhouses, and multifamily projects with up to four units are proposed to be changed from conditional to outright permitted in the R3 zone, provided they meet proposed unit size limitations or additional lot size standards (see Strategy 2.4.1 for different options). The zone-specific standard for townhomes under AMC 19.43.010(G)(3)(a) can be amended as follows.

a. R3 and R3A zone standards: Townhouse structures with up to four attached units are permitted by right ~~in the R3A zone and conditionally permitted in the R3 zone~~. Townhouse structures with more than four attached units are prohibited in the R3 and R3A zones.

The lot dimension requirements and standards for open space, parking configuration, and architectural design help ensure that duplexes, triplexes, townhomes, and small multifamily projects will be compatible with the existing character of these zones without the unnecessary cost and process of a conditional use permit.

Comprehensive Plan policy LU-6.1.D says, “Encourage [duplexes and triplexes] in the R3 and R4 zones provided design provisions that emphasize a pedestrian-oriented design and the inclusion of usable open space are included.” Such provisions are now in place for not only triplexes but also duplexes, townhouses, and multifamily housing. Allowing uses by-right helps encourage them.

The R3 multifamily (4-units) change is also supported by the Comprehensive Plan description of the Residential Medium Designation, which is implemented by the R3 and R3A zones. It says, “low density multifamily may be allowed under certain circumstances”. Those circumstances are not defined, but the new multifamily design standards adopted in 2019 and the growing need for additional housing supply found by the HAP Existing Conditions and Housing Needs Analysis Report are notable changes to the situation since the Comprehensive Plan was adopted in 2016.

Nursing Homes

Nursing homes are the only prohibited group living use the R3 zone. They are proposed to be permitted outright. See the Group Living discussion (Strategy 2.1.4) for more information.

2.1.4 – Group Living

Barriers to the development of group living uses should be reduced to encourage their development. In particular, the HAP Existing Conditions and Housing Needs Analysis Report and the Public Engagement Report both found a strong need for assisted living facilities and nursing homes as more seniors move to the city and the population ages. A considerable portion of the population also has disabilities who would benefit from more housing options.

Therefore, consider changing some or all of the current conditional use allowances for assisted living and nursing homes to outright permitted. This would significantly streamline the permitting process and reduce uncertainty. The same might be considered for rooming houses.

Both assisted living and nursing home uses are subject to project design standards to help ensure these uses are well-integrated into the neighborhood (see, for example, [AMC 19.43.020.C.2.b](#)). Other standards might be considered, particularly in the R3 and R3A zones to ensure compatibility:

- Maximum occupancy for assisted living facilities and nursing homes, with stricter limits in lower density zones (e.g. 10 units or beds at the low end and unlimited in R3A and above)
- Minimum spacing (e.g. minimum 1,000 feet at the low end and no minimum in R3A and above)
- Maximum size of porte cochere features for passenger loading, such as accommodating vehicles no longer than 30 feet

2.1.5 – Adult Family Homes

New state legislation passed in 2020, [RCW 70.128.066](#), provides a way for adult family homes to have seven or eight beds. The standards and definitions under AMC 19.43.020(B) should be updated accordingly.

Consider amending the requirements for adult family homes to be located in single-family homes. The enabling legislation under RCW 70.128.140 only requires that adult family homes be treated as single-family homes for regulatory purposes, not that they be physically designed as a detached single-family home.

2.1.6 – Prohibit New Large-Lot Single-Family Uses in Medium and High Density Zones

Combined, the R3 and R4 zones make up only 14% of the City's developable land but have some of the highest allowed densities. Given the limited land area of these zones, their intent to accommodate medium- to high-density development, and their walkable proximity to civic and commercial amenities, consider prohibiting development of new large-lot single-family uses in one or more of these zones. Clarify however, that this would not apply impact existing single family homes in these zones. Prohibiting new single family homes would ensure these lands are available for middle housing and multifamily development, with smaller units that are less costly and more land efficient.

Similar considerations need to be made for small-lot single-family. While more land-efficient, this use has the same issues as noted above. A starting point is to prohibit this use in the R3A, R4, and R4A zones, but still allow in the R3 zone. Small-lot single-family might also be considered to be expanded to the R2A zone, pending other changes in minimum lot size (see Strategy 2.4.1).

The 2022 land capacity analysis update for the Housing Action Plan found that the approximately 112-acre R4 zone has capacity for only 330 additional dwelling units. For reference, this is less than three years' worth of the housing production needed to meet the 2016-2036 growth targets. The R3 zone has capacity for only 299 additional dwelling units.

Existing single-family uses should be allowed to continue and be expanded or renovated, rather than be treated as a legal non-conforming use. Preferably, a note on the situation is added to AMC 19.43.010(B) to offer reassurance and clarity for code users. A more upfront alternative is inserting the use "existing single-family" into Table 19.41.040.

Any implementation of this action could be accommodated by removing and/or adjusting minimum single-family lot sizes in the same zones (see Strategy 2.4.1).

2.1.7 – Duplex Cottages

[AMC 19.43.010\(D\)\(3\)\(c\)\(iii\)](#) allows attached duplex cottages in the R3, R3A, R4, and R4A zones. This provision has already been used in at least two projects since 2019 code update. Consider streamlining the code and allowing more efficient use of land and materials by allowing duplex cottages in all zones where cottage housing is allowed.

2.1.8 – Single Room Occupancy Housing

Define, permit, and set standards for single-room occupancy (SRO) housing. This type of housing operates similarly to dorms or hostels and provides a dignified housing option for people with the lowest incomes. SRO's historically served as an invaluable affordable housing option, but these buildings were mostly zoned and demolished out of existence starting in the 1970's.⁶ In Anacortes, the Wilson Hotel (operated by the Anacortes Housing Authority) still operates similar to an SRO. Conversions of existing buildings (such as aging hotels) may be

⁶ "The Hotel-Spirit." Slate. July 2022. <https://slate.com/business/2022/07/hotels-rental-market-housing-prices-shortage-solution.html>

more likely than new ground-up SRO developments, but in either case the zoning code must be supportive for it to occur.

Anacortes already defines and regulates [rooming houses](#), which is a similar concept to an SRO. Rooming houses are limited to nine sleeping rooms and are only allowed in a few residential zones. Comparably, SRO's are recommended to be allowed in some non-residential zones and to be larger.



Figure 8 - The historic Wilson Hotel building

A maximum size of 50 units (50 rooms) is suggested in the R4 zone and having no size limitations in the CBD, C, and MMU zones. Minimum parking should be 0.5 spaces per unit or less (see Strategy 2.6 for related actions).

Below is a proposed definition to be inserted in a new subsection under AMC 19.43.010:

X. Multifamily dwelling, single room occupancy. A residential facility where individual secure rooms, of a smaller size than normally found in multifamily dwelling units, are rented on a weekly or monthly basis and which provides common facilities and services such as kitchens and meals, laundry, cleaning, bathrooms, and storage.

2.1.9 – Supportive Housing

Under [RCW 35A.21.430](#) (2021), Washington cities may not prohibit permanent supportive housing or transitional housing in areas where multifamily housing or hotels are permitted (other parts of state law define “multifamily” as four or more units which is consistent with the definition in Anacortes). This supersedes a similar 2019 law, RCW 35A.21.305.

Similarly, emergency shelters and indoor emergency housing may not be prohibited in any zones in which hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed on all of these supportive housing types as long they do not practically prevent their development. Some community education may be warranted to avoid fear of these housing types.⁷



Figure 9. Examples of permanent supportive housing buildings (right image courtesy of Jamboree)

Addressing these “supportive housing” uses directly in the code is recommended to avoid uncertainty and legal challenges. Explicitly list the four uses in the tables of allowed uses and provide the following definitions in a new section AMC 19.43.010 (following the same format as the rest of the chapter).

19.43.010. Supportive housing.

A. Supportive Housing Use Category. Residential facilities intended to house individuals and families experiencing homelessness, or at imminent risk of homelessness, and paired with on-site or off-site supportive services designed to maintain long-term or permanent tenancy, or to eventually transition the residents to independent living arrangements.

Emergency housing. Defined by RCW 36.70A.030.

Emergency shelter. Defined by RCW 36.70A.030.

Permanent supportive housing. Defined by RCW 36.70A.030.

Transitional housing. Defined by RCW 84.36.043.

⁷ What is Permanent Supportive Housing?” Jamboree. <https://www.affordablehousingpipeline.com/blogs/california-affordable-housing/what-is-permanent-supportive-housing>

Design standards should apply to these uses as they do for Group Living. Repeat the following standard each supportive housing use:

Design Standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64, Parking and except for AMC 19.62.040, Internal open space, this use is considered a multifamily use when interpreting applicability provisions.

See Strategy 2.1.4 for possible occupancy and spacing standards for Group Living that could potentially also apply to Supportive Housing in lower intensity zones. See Strategy 2.6.1 for recommended parking standards on affordable housing projects.

Some jurisdictions require operational plans and information-sharing on supportive housing uses. For example, the City of Bellevue requires registration information from applicants prior to certificate of occupancy with the following information (and it must be updated when it changes):⁸

- Name and contact information of property manager(s) and/or owner(s) who may be contacted in case of emergency or code violations
- Name and contact information for on-site facility staff (if applicable)
- Standard operating procedures plan for the facility, including:
 - The number of residents intended to be housed in the facility
 - A description of the supportive services provided to the residents of the facility, on site and off site, including names and contact information of service providers
- A safety and security plan describing measures that the operator will employ to promote the safety of Supportive Housing occupants and surrounding residents; and
- A code of conduct that applies to all individuals granted access to the proposed Supportive Housing use

⁸ Bellevue Municipal Code LUC 20.20.845.E.2, <https://bellevue.municipal.codes/LUC/20.20.845.E.2>

2.2 – Implement the R3A Zone

Action: Map the R3A zone and update its development standards to create more opportunity for middle and multifamily housing.

The Residential Medium Density 3A (R3A) zone is unmapped but it is described as a medium density residential zone and it is consistently referenced throughout the development regulations. The R3A zone allows more intensive residential development. This HAP recommends mapping the R3A zone to increase land capacity for housing.

The Comprehensive Plan does not provide any guidance as to where the R3A should be created in comparison to the R3 zone. Possible alternatives include:

- Carve it out of the largest R3 zone by splitting the distance between R2A and R4
- Rezone the largest R3 zone to R3A within a couple blocks of Volunteer Park and the schools
- Create new R3A areas elsewhere, such as where the R2A zone has alleys
- Some combination of the above

Alternatively, do not map an R3A zone and instead apply all the HAP's recommend standards of R3A to the R3 zone.

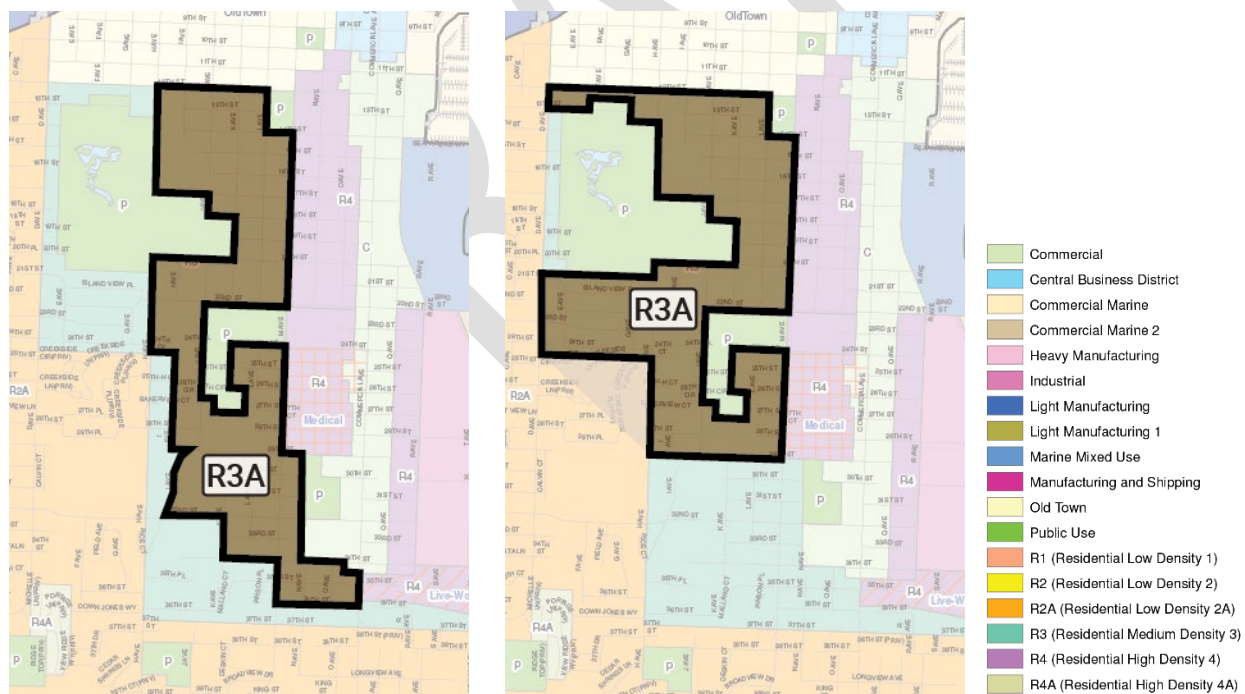


Figure 10 - Two conceptual options for the boundaries of the R3A zone

The Comprehensive Plan intent for this zone includes allowing multifamily uses under certain circumstances. Those circumstances are not defined, but the new multifamily standards adopted in 2019 and the growing need for additional housing supply found by the HAP Existing

Conditions and Housing Needs Analysis Report are notable changes to the situation since the Comprehensive Plan was adopted in 2016.

Multifamily up to four units per building is allowed in the R3 zone and there is no limit on units in the R4 zone, so a middle ground is recommended for the R3A zone to help serve as a transition. A maximum of 12 units per building is a starting point for discussion. Note the related discussion on changing or eliminating minimum lot size per unit in this zone in Strategy 2.4.1 of this HAP.

Table 19.41.040 would be amended to show a “P” for multifamily. Subsection 19.43.010(H) would be amended with a new subsection:

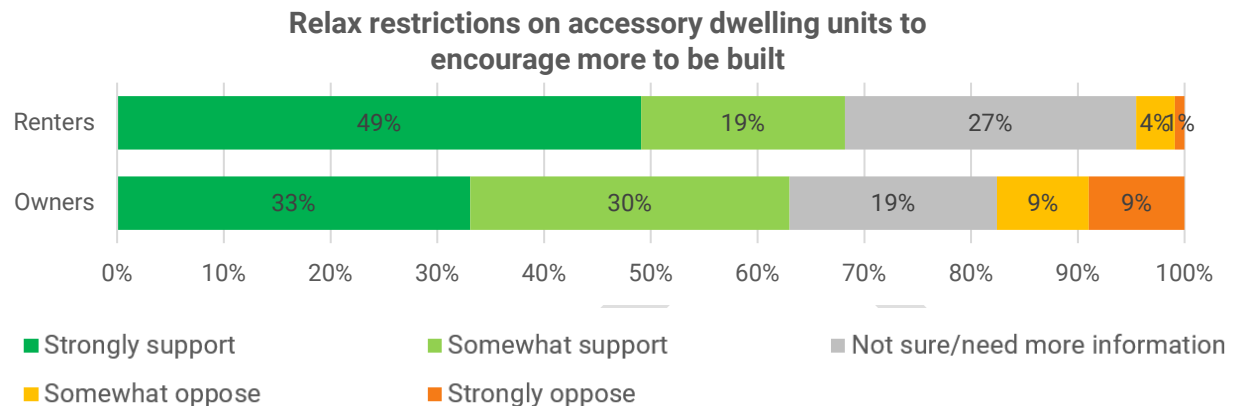
#. R3A Zone Standards. Multifamily structures with up to 12 units are permitted by right. Multifamily structures with more than 12 units are prohibited.

Nursing homes are the only prohibited group living use the R3A zone. They are proposed to be permitted outright. See the Group Living discussion (Strategy 2.1.4) for more information.

2.3 – ADU Regulations

Action: Streamline ADU regulations to make them easier to finance, permit, and build.

The HAP community survey found 63% of total respondents and 68% of renters are supportive of the concept to “Relax restrictions on accessory dwelling units to encourage more to be built.”



ADU's are regulated under AMC 19.47.030. Anacortes has already seen a surge in ADU production since the 2019 code update. It increased from 0-2 built per year prior to 2019 to 15 built in 2021. Given the thousands of single-family properties in Anacortes, ADU's remain a considerable opportunity. Anacortes still has barriers to ADU development that are recommended to be addressed.



Figure 11 - Examples of accessory dwelling units

First, under subsection C.10, remove the owner occupancy requirement, except for where the ADU is used as a short-term rental. This is a common requirement across Washington cities but it is discriminatory against renters and perpetuates economic exclusion. It also raises financial risk for homeowners by constraining their choice on where to live in the future (especially for seniors and military families) and reduces chances of receiving bank financing for some borrowers. It also unfairly targets ADU's with a restriction that is not in place for any other type of rental housing. The requirement is also difficult to enforce. Removing this restriction is

national best practice, recommended by organizations like the AARP and the Washington chapter of the American Planning Association.^{9, 10}

Under C.1, consider allowing ADU's to be located on lots at least with duplexes and possibly also triplexes. These housing types are generally located on large lots or have detached alley-loaded garages, meaning there can be space for ADU's to be developed. Zones that allow duplexes and triplexes already allow moderately increased density and ADU's fit within that concept.

Under C.1.c, clarify that ADU's may be an attachment to the principal building (not located just within the existing building).

Under C.3, consider allowing detached, ground-based ADU's to be subdivided through the unit lot subdivision standards of [AMC 19.32.050\(D\)](#). This would increase the opportunities for affordable homeownership.

Revise C.8 to more clearly state that only one parking space is required per ADU and it may be located with available on-street parking. As written, the standard also references the parking requirements for the principal house which could be confusing.

Under C.6.a, consider raising the point where the 45-degree daylight plane is measured from. Raise it from 15 feet to 18 feet. This would easily more allow ADU's to be built over detached garages facing an alley. Figure 19.47.030(C)(6) would need to be updated accordingly.

Under C.6.b, clarify that the 10 feet alley setback does not apply to existing garage structures. This ensures that ADU's can be built on top of alley-facing garages without creating a non-conforming situation.

Remove "moderate-income" from the (B)(1) purpose statement since ADU's could be occupied by people with a variety of income levels.

Lastly, prohibit new private agreements, covenants, and restrictions that bar the construction of accessory dwelling units (i.e. homeowner association rules).

See related ADU funding strategies in Strategy 5.4.

⁹ "All About Accessory Dwelling Units." AARP. <https://www.aarp.org/livable-communities/housing/info-2019/accessory-dwelling-units-adus.html>

¹⁰ Letter from Washington Chapter of the American Planning Association to the Washington House Local Government Committee, January 2021. <https://apawa.memberclicks.net/assets/docs/legislative-cmtee-archives/2022/2022-01-20%20APA-WA%20Comments%20on%20HB%201660%20%28ADU%29.pdf>

2.4 – Adjust Form & Intensity Standards

Action: Adjust the residential zones’ form and intensity (dimensional) standards to improve the physical and economic feasibility of building small homes, multifamily housing, and affordable housing.

Following public interest and an analysis of the situation by the consultant team, modest changes to dimensional standards are proposed. These are summarized in the table below which is an excerpt from the Anacortes Municipal Code (AMC) Table 19.42.020. Text with an underline indicates an addition and a text with a ~~strikeout~~ indicates a deletion. The tables are followed by a description of each change and a list of related actions.

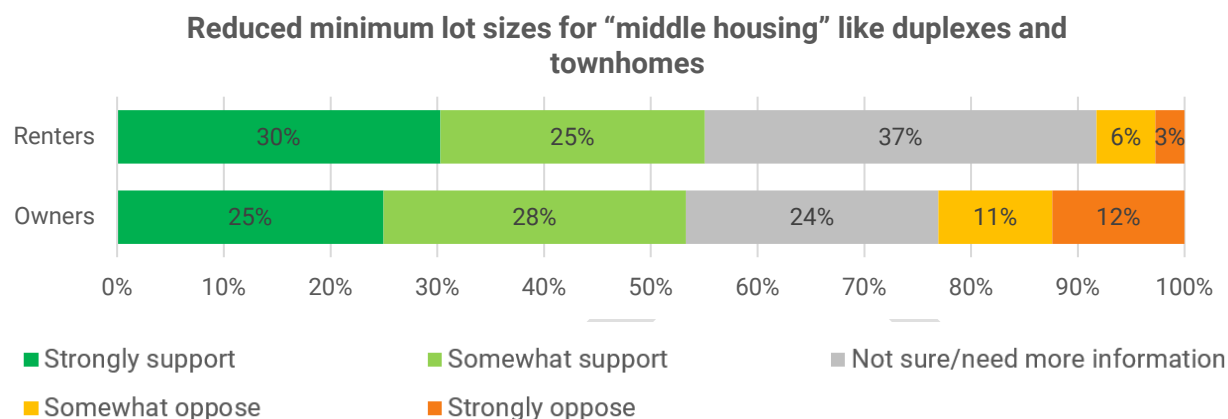
	Residential Zones								
Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/ Reference
Lot Size & Development Intensity									
See Chapter 19.43 AMC for minimum lot size adjustments for small unit duplexes, triplexes, and townhouses in some zones.									
Lot size for single-family dwelling, minimum (square-feet)	15,000	7,500	6,000	4,500	3,000	3,000	3,000	6,000	
Lot size for duplex, minimum (square-feet)		9,000	9,000 <u>7,500</u>	7,500 <u>6,000</u>	5,000 <u>4,500</u>	4,200 <u>4,000</u>	4,200 <u>4,000</u>	7,500	
Additional lot size needed for additional <u>attached</u> dwelling unit beyond duplex, minimum (square-feet)			<u>1,500</u>	2,500 <u>1,500</u>	2,000 <u>1,000</u>		1,200 <u>1,000</u>		
<u>Density minimum (dwelling units/gross acre)</u>					<u>15 (x)</u>	<u>15 (x)</u>			<u>(x) Multifamily uses only</u>
Density maximum (dwelling units/gross acre)	2	4	6	See lot size min. above		None	18	9	
Lot coverage, maximum percentage	35%	35%	40%	50%	50%	50%	50%	35%	
Landscaped area, minimum percentage	20%	20%	20%	20%	20%	20%	20%	20%	
Height – Principal Structures									
Height, maximum (feet)	35	35	35	35	35	40	35	25	
Height, maximum with bonus						50			
SETBACKS (Feet)									
Street setback, minimum	20	20	20 <u>15</u>	20 <u>15</u>	20 <u>15</u>	10	10	20	
Street setback - garage, minimum	25	20	20	20	20	20	20	25	
Side street setback, minimum	20	10	10	10	10	10	10	10	
Interior side setback, minimum	10	5	5	5	5	5	5	5	

	Residential Zones								
Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/ Reference
Interior side setback - upper floors, minimum	10	7.5	7.5	7.5 5	7.5 5	7.5 5	7.5 5	7.5	
Rear setback, minimum	20	20	20	20	20	10	10	20	

Figure 12. Excerpt of Table 19.42.020

2.4.1 – Minimum Lot Sizes

The HAP community survey found 54% of total respondents are supportive of “Reduced minimum lot sizes for ‘middle housing’ like duplexes and townhomes.” This is a majority but not enthusiastic support, with some people wanting more information.



To moderate the impact of reduced lot sizes and to encourage affordable housing options, one possibility is to link reduced lot sizes to caps on the gross floor area (GFA) of the dwelling units. Providing a greater variety of smaller homes could help more moderate-income Anacortes households break into the homeownership market. Research by the *New York Times* and Freddie Mac finds that the production of entry/starter homes has never been lower than today (particularly homes smaller than 1,400 square feet).¹¹

A range of recommendations and options were considered and are listed below. Where options are included, they are numbered in order of least to most change from current code. These options focus on duplexes and triplexes which tend to be the housing type most impacted by the current minimum lot sizes.

R2 Zone Lot Size Recommendation

Recognize small duplexes (<1,200-1,400 square feet) as a detached single-family unit, and allow by-right with the current 7,500 square feet minimum lot size. For larger duplexes, retain the current 9,000 square feet minimum lot size, and allow by-right rather than as a conditional use. The lot size provisions can be implemented by a new subsection under AMC 19.43.010(E).

#. R2 Zone Standards. Duplex developments have the following form and intensity adjustments from Table 19.42.020.

a. Minimum lot size: 7,500 square feet when all units have [1,200-1,400] square feet gross floor area or less.

b. Density: Duplex units with [1,200-1,400] square feet gross floor area or less are ½ a dwelling unit for density purposes.

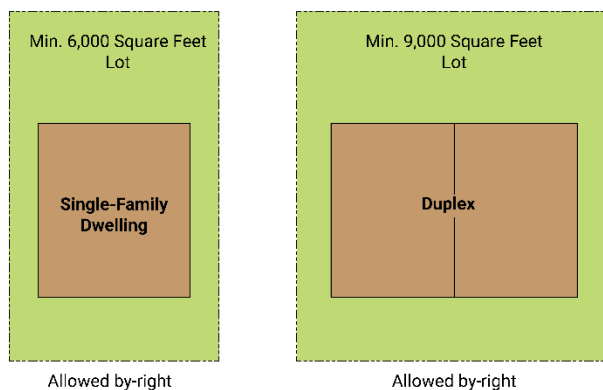
¹¹ “Whatever Happened to the Starter Home?” The New York Times. September 2022.
<https://www.nytimes.com/2022/09/25/upshot/starter-home-prices.html>

R2A Zone Lot Size Options

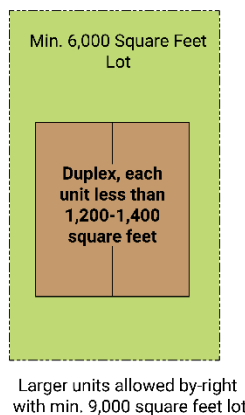
A density discount for small units is likely needed, unless the maximum density is removed for infill development (see Strategy 2.4.3). Lot size options include:

1. Consider small duplexes (<1,200-1,400 square feet) as a detached single-family unit and allow by-right on same 6,000 square feet min lot size as single-family. Make larger duplexes permitted by-right at same 9,000 square feet size (currently conditional).
2. Same as #1 except allow larger duplexes by-right at 7,500 square feet (the old R2 minimum lot size). This option is shown in the summary table above.
3. Allow all duplexes by-right at current the 6,000 square feet min. lot size for single-family
4. Coordinate with Strategy 2.1.3 to allow triplexes and townhomes on alley loaded lots: This option is the same as #3 and allows triplexes (or even fourplexes) with small triplex and townhouse units (<1,000-1,200 square feet). A smaller unit size than duplexes is suggested to provide moderation for more units, and another consideration would be requiring 1,500 square feet of additional lot per additional attached unit beyond a duplex.

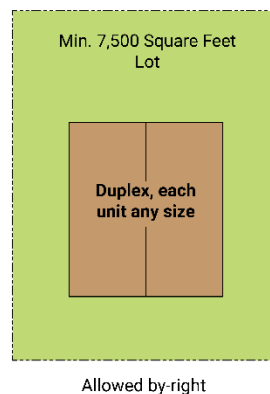
R2A Zone Current Standards



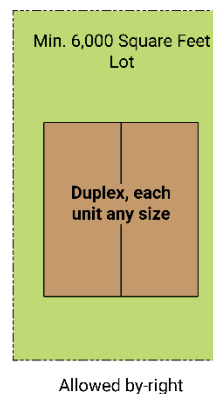
Option 1



Option 2



Option 3



Option 4

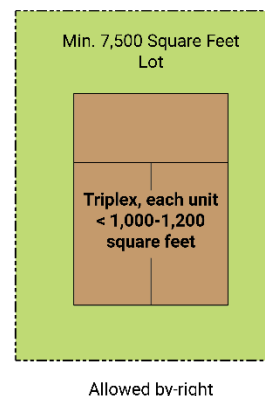
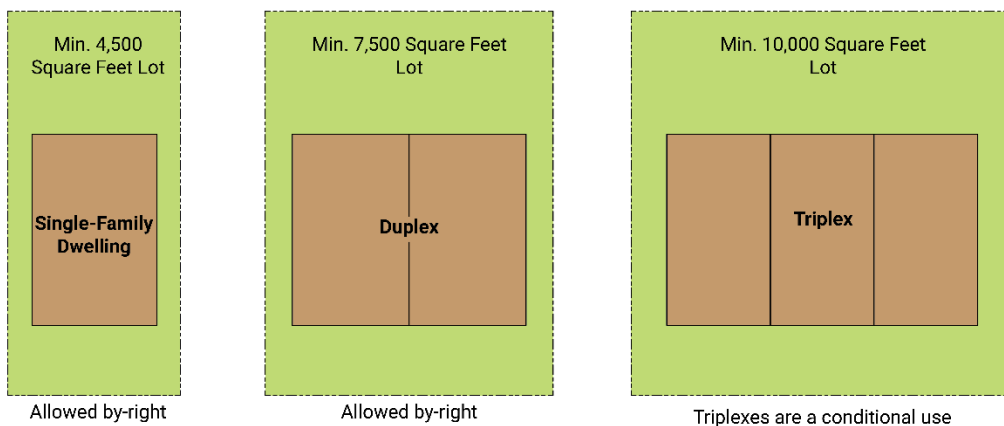


Figure 13 - Lot size options in the R2 zone

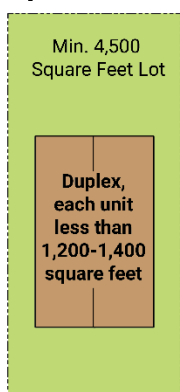
R3 Zone Lot Size Options

1. Recognize small duplexes (<1,200-1,400 square feet) as a detached single-family unit and allow by-right on the current 4,500 square feet minimum lot size as single-family. Make larger duplexes permitted by right at same 7,500 square feet lot size (currently CUP).
2. Same as #1 except allow larger duplexes by right at 6,000 square feet (the old R3 min lot size) and allow additional units for every 1,500 square feet (rather than every 2,500 square feet)
3. Allow all duplexes by right at current 4,500 square feet minimum lot size for single-family.
5. Same as #3 and allow small triplex (or even fourplex?) units (<1,000-1,200 square feet). A smaller unit size than duplexes is suggested to provide moderation for more units, and another consideration would be requiring 1,500 square feet of additional lot per additional attached unit beyond a duplex.

R3 Zone Current Standards

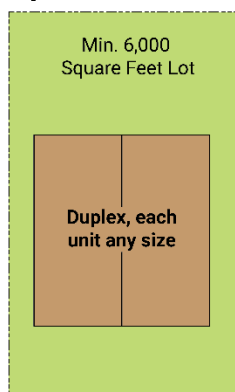


Option 1



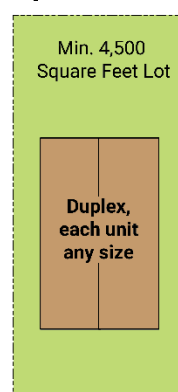
Larger units allowed by-right with min. 7,500 square feet lot

Option 2



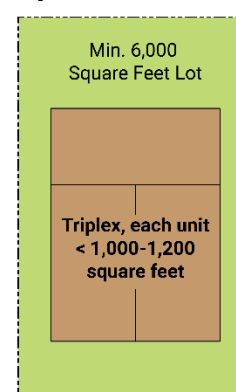
Allow additional units for every 1,500 square feet (rather than every 2,500 square feet)

Option 3



Allowed by-right

Option 4



Allowed by-right

Figure 14 - Lot size options in the R3 zone

R3A Zone Lot Size Recommendation

Reduce the minimum lot size for duplexes from 5,000 to 4,500 square feet, and the “additional lot size needed for additional dwelling unit beyond duplex” is proposed to be reduced from 2,000 to 1,000 square feet. This supports middle housing and multifamily development, as described under Strategy 2.2.

R4 and R4A Zones Lot Size Recommendation

Reduce the minimum lot size for duplexes from 4,200 to 4,000 square feet. In the R4A zone, reduce the additional lot size needed for additional attached dwelling units from 1,200 to 1,000 square feet. This provides more flexibility for middle housing and multifamily development.

Lot Size Removal

If new single-family development is prohibited in one or more of the R3A, R4, or R4A zones (see Strategy 2.1.6), consider whether the single-family dwelling minimum lot sizes should be deleted in the affected zones.

2.4.2 – Maximum Lot Coverage

The maximum lot coverage rates in Table 19.42.020 top out at 50%, which may be fairly limiting for the smallest lots. Adjustments may be considered depending on the minimum lot size options desired or chosen (see above). Adjustments could also be made for specific housing types, such as how the code does for townhouses under [AMC 19.43.010\(G\)\(3\)\(b\)](#).

2.4.3 – Density**Minimum Density**

Consider adding minimum densities for multifamily development (buildings with four or more units) to the R3A and R4 zones. A minimum density of 15 units/gross acre should be considered for several reasons:

- To be consistent with the multifamily tax exemption eligibility provision of [RCW 84.14.020\(1\)\(C\)\(iii\)](#). See Strategy 5.1 for related considerations.
- To be consistent with the minimum densities in place for Anacortes’s CBD, C, and MMU zones
- This is the typical low range of density for contemporary multifamily development and the level of density that supports transit service

Maximum Density

Consider the applicability of the maximum densities in residential zones, as these can prevent middle housing development even with lot size adjustments. Maximum densities are most relevant to subdivisions where new lots are being created, but Anacortes has few if any large private land holdings left for major subdivisions.

Minimum lot sizes currently provide the same types of protection that maximum density limits do. Consider amending Table 19.42.020 to repeat the format of the R3 and R3A zones (which says, “See lot size min. above”).

2.4.4 – Setbacks

Street Setback

In the R2A, R3, and R3A zones, reduce the street setback from 20 feet to 15 feet. This complements the recommended adjustments in lot sizes and permitted use changes in these zones, and provides more developable area for smaller infill development. 15 feet is still a significant setback to allow for useable yard space and landscaping. Garages would still be required to have 20 feet setbacks from the street to provide adequate space for parking cars in driveways and to de-emphasize garage doors.

Interior Side Setback

In the R3, R3A, R4, and R4A zones, consider removing the minimum interior side setback for upper floors (or setting it the same as the ground level, five feet). Historically, in these residential zones the code required a combined 15 feet of side setbacks with at least 10 feet on one side. In the 2019 code update, 7.5 feet for the upper floors was suggested as a static minimum to provide some protection in single-family neighborhoods where duplexes, cottages, and other smaller housing types could be built. Few if any developments will setback the upper floors further than the ground floor, so it functions as whole-building setback.

The recommend zones are where higher-density development is planned and the land area is limited in these zones, so providing opportunity to make efficient use of lots is needed.

2.4.5 – Height Bonus Program

Under the height bonus section [AMC 19.42.050\(C\)](#), consider increasing the size of “small units” to be 650 square feet which allows for slightly more storage space.

If a multifamily tax exemption (MFTE) program is re-adopted, add it as a third option for a height bonus (only the 12-year and 20-year programs should qualify). Retain the code’s current voluntary affordable housing option (subsection D) to provide flexibility.

Other options for height bonuses to consider based on Anacortes’s unmet needs and feedback from the HAP public engagement:

- Inclusion of day care space and service in a mixed-use development
- Development of senior housing
- Development of an assisted living facility or nursing home

2.4.5 – Elevator Penthouse

As more multifamily and mixed-use housing is built in Anacortes, details like elevator design are important factors for livability and functionality. 10-foot tall elevator cabs are desirable for residents to move the largest pieces of furniture which cannot fit through stairwells. Also popular are elevator-accessible roof decks that help meet developments meet residential open space requirements.

However, these two features are difficult to combine due to the limitations of AMC 19.42.120(B)(1)(b). This subsection limits structures screening elevators to 15 feet in height where the elevator is accessing a roof deck.

Elevator technology is evolving. Over the past decade the “Machine Room-Less” elevator has become a cost-effective option for buildings over four stories tall and it avoids the environmental impacts of hydraulic piston designs which penetrate deep into the ground below the building (a technology which was previously typical for buildings up to eight stories). The Machine Room-Less design uses a hoistway and mounts mechanical equipment on top of the cab, which increases the overrun above the roof level beyond that assumed by the code.

To achieve a 10-foot interior cab dimension and accounting for the assembly of the penthouse structure, it is recommended to increase the code allowance from 15 to 17 feet. The screening language from subsection (a) should also be copied.

b. Up to ~~15~~ 17 feet on buildings over four stories in height where they allow access to shared roof decks that meet the requirements of AMC 19.62.040(B)(1)(e), provided the area with the added height is limited to what is necessary to screen or enclose the use.

2.4.7 – Religiously-Owned Land Density Bonus

Under state law [RCW 35A.63.300](#) (2019), upon request from a religious organization, cities planning under the GMA must allow an increased density bonus on consistent with local needs for affordable housing development. The density bonus must be contingent upon the religious organization’s land being used for housing occupied exclusively by low-income households for at least 50 years. The density bonus can be used for any type of housing, ranging from single-family to multifamily.

Anacortes has not received any such request but might consider the implications and begin proactively reaching out to religious organizations to see if they are interested in developing affordable housing on their properties.

Anacortes is home to a number of churches with some sitting on fairly large properties in the center of town. Most of Anacortes’s religious facilities are in the R3 and R4 zones on properties ranging from 1-4 acres. These zones are not limited by maximum density but do have constraints on minimum lot size area needed per unit. Minimum lot sizes could be significantly reduced or eliminated for eligible developments.

The HAP community survey found less than majority support for this concept, but a large share of respondents were not sure and likely would need more information about specific regulatory and development proposals.

2.5 – Adjust Definitions and Design Standards

Action: Adjust other development regulations to help reduce barriers to housing production.

A miscellaneous set of other standards can be updated to streamline the development regulations and potentially reduce construction costs.

2.5.1 – Family Definition

Amend the definition of “family” under [AMC 19.12.020\(F\)](#) to be consistent with state law [RCW 35A.21.314](#) (2021). Cities may not regulate or limit the number of unrelated persons that may occupy a household or dwelling unit. A simple approach is shown below.

“Family” means:

1. One person or two or more related persons living together.
2. ~~No more than five u~~ Unrelated persons living together as a single nonprofit housekeeping unit.
3. Unrelated persons living together in a state-licensed adult family home pursuant to RCW 70.127.010, with the provider’s family counting as up to six persons not related to the providers living with them as one housekeeping unit for profit.
4. ~~In a single family dwelling, one roomer or boarder is permitted in addition to the family.~~

2.5.2 – Design Standards Applicability

Update the applicability sections of Chapters 19.61, 19.62, and 19.63 to clarify how townhouses apply.

Block frontage standards:

19.61.020 Applicability

A. The provisions of this chapter apply to all nonresidential, ~~and~~ multifamily, and townhouse development. The following are exempt:

Site planning standards:

19.62.020 Applicability

A. The provisions of this chapter apply to all nonresidential and multifamily development. The following are exempt:

1. All development in the I, LM, AZ, CM2, and MS zones.
2. Developments in the HM and LM1 zones when not abutting State Route 20 right-of-way.
3. Townhouse development, except that for large developments with multiple buildings, internal drive aisles, and/or featuring common service elements, the provisions of AMC 19.62.070 may be applied.

Building design standards:

19.63.020 Applicability

A. The provisions of this chapter apply to all nonresidential and multifamily development. The following are exempt:

1. All development in the I, LM, AZ, CM2, and MS zones.
2. Developments in the HM and LM1 zone when not abutting State Route 20 right-of-way.
3. Townhouse buildings, except where otherwise noted in this title.

2.5.3 – Block Frontage Standards

For clarity to code users on Undesignated block frontages under [AMC 19.61.110\(B\)](#), consider repeating that Undesignated streets in residential zones are subject to Landscaped standards.

B. All Undesignated block frontages in non-residential zones that are not designated are subject to the standards of this section. Per AMC 19.61.030(A)(2), Landscaped block frontages apply to multifamily and non-residential development in residential zones. These Undesignated block frontages are provided greater flexibility ~~with regards to the design of multifamily and non-residential development frontages.~~

For clarity on townhouses and block frontages, [AMC 19.43.10\(G\)\(4\)](#) needs to refer to both the residential and commercial zone tables.

4. Setbacks.

a. For minimum street setbacks, the greater setback applies from either the Landscaped block frontage standards of AMC 19.61.070 or the residential zone setbacks in Table 19.42.020.

b. For side and rear setbacks, see Tables 19.42.020 (residential zones) or 19.42.030 (mixed-use and industrial zones). ~~The minimum setbacks set forth in Table 19.42.020 apply to development frontage and external side and rear setbacks of the entire townhouse development.~~

c. See AMC 19.42.130(C) for exemptions involving interior side setbacks for townhouses.

2.5.4 – Usable Residential Open Space

Amount of Multifamily Open Space

Under [AMC 19.62.040](#), provide an open space credit for multifamily developments adjacent to a park, which provides some (but not all) of the benefits of building-specific open space and may help manage construction costs. This could be a new subsection (B)(3):

3. Multifamily development and multifamily portions of mixed-use development may reduce the minimum amount of usable open space required per unit under subsection (B)(1) by 33 percent (one-third) when the primary entrance of the development is located within 250 feet walking distance of a park at least one-quarter acre in size. The park may be public or private, and it must be accessible to all residents and be suitable for a variety of leisure and recreational activities.

Design of Multifamily Open Space

Under AMC 19.62.040(B), consider several minor adjustments to improve the clarity of the open space standards for multifamily and mixed-use housing developments.

Integrate subsection B.2 into B.1.a since the topic of both regards shared open space.

For common indoor recreation areas under subsection B.1.d, add a minimum dimensional standard to ensure that recreational spaces are functional. For reference, 250 square feet is about the size of a medium conference room.

iii. The minimum area is 250 square feet. The space must feature dimensions necessary to provide functional leisure or recreational activity (unless otherwise noted herein).

For shared roof decks under subsection B.1.e, remove the difference in applicability for single-purpose multifamily buildings compared to mixed-use buildings, allow intermediate level roof decks, and ensure access is available to all residents.

e. Shared roof decks. Such spaces are a type of private internal common area located on the top of buildings or intermediate levels (e.g., upper floor building facade step-back areas) and are available to all residents. Up to 50 percent of the required open space may be provided by shared roof decks. Examples of amenities include, but are not limited to, cooking and dining areas, seating areas, gardening areas, water features, children's play areas, and pet play areas. Shared rooftop decks must meet the following design standards: ~~For multifamily buildings, up to 50-percent of the required open space may be provided by shared roof decks located on the top of buildings which are available to all residents and meet the requirements below. For mixed-use buildings, 100-percent of the required open space may be provided by shared roof decks.~~

- i. Space must feature hard-surfacing, provide amenities such as seating areas and other features that encourage use.*
- ii. Space must integrate landscaping elements that enhance the character of the space and encourage its use.*
- iii. Space must incorporate features that provide for the safety of residents, such as enclosures, railings, and appropriate lighting levels.*

Other Residential Open Space

After subsection AMC 19.62.040(B), insert a new subsection to provide minimal open space requirements for some of the supportive housing uses.

C. Useable residential open space for permanent supportive housing and transitional housing. When located in a new development, these uses must provide minimum usable open space equal to 100 square feet per dwelling unit. The allowed types and design standards of open space are the same as subsection (B) above.

2.5.5 – Townhouse Open Space

Under the townhouse design standards of [AMC 19.43.010\(G\)\(9\)](#), provide more consistency between open space standards and setback standards. Minimum 10 feet street setbacks are required in the R4 and R4A zones and 10 feet side street setbacks are required in most residential zones. The recommended approach is to require a minimum 10 feet dimension in just one direction to allow more site design flexibility.

a. Private ground level open space that is directly adjacent and accessible to dwelling units. Such space must have minimum dimensions of at least 12-feet in one direction and 10-feet in other directions ~~on all sides~~ and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc. Street setbacks may be used to meet this standard, provided they are defined with a fence (meeting standards of AMC Chapter 19.66 Fences, Walls & Hedges).

2.5.6 – Parking Lot Landscaping

Under [AMC 19.65.070\(D\)](#), reduce and simplify minimum planting area widths (or average widths) to allow more efficient use of land. This is critical for smaller lots where infill multifamily and townhouse development may occur, but still meet the purpose of parking lot landscaping.

3. Minimum Width and Length. Planting areas must have a minimum average width of ~~10~~ 7.5 feet (measured inside the curb) and must be the same length as the parking stall or column.

...

6.

a. For parking lots adjacent to public streets, use Type C landscaping at least 7.5 feet deep. ~~at a width equal to or greater than the minimum building setback specified for the applicable block frontage type specified in AMC Chapter 19.61, Block Frontage Standards.~~

b. For parking lots along internal lot lines, use Type A, B, or C landscaping at least ~~10~~ five feet deep, except where a greater buffer width is required per the standards in subsections A and B of this section.

Also, consider making parking lot landscaping its own code section so it is easier to find in tables of contents and because it is frequently used. For example, convert subsection (D) to new 19.65.075.

2.5.7 – Service Areas and Mechanical Equipment

Under AMC 19.62.070, some minor clarifications can be made about applicability to offer some more flexibility. Subsection (B) currently acts as a title but could be expanded with examples:

B. Location of ground related service areas and mechanical equipment. Ground-level building service areas and mechanical equipment includes loading docks, trash collection and compactors, dumpster areas, storage tanks, electrical panels, HVAC equipment, and other utility equipment. If any such elements are outside the building envelope at ground level, the following location standards apply:

1. Service areas ~~(loading docks, trash dumpsters, compactors, recycling areas, electrical panels, and mechanical equipment areas)~~ must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent residentially zoned properties. Service areas must be sited for alley access if available.

Under subsection B.6, consider adding to the list of dumpster storage requirements:

Trash collection areas must include roofs or overhead weather protection and must meet required stormwater standards. Drainage must be designed to meet applicable NPDES standards.

Under subsection C.1.d, add the following moderation to help control construction costs:

Collection points must be located and configured to the extent practical so that the enclosure gate swing does not obstruct pedestrian or vehicle vehicular traffic, or does not require that a hauling truck project into any public right-of-way. Ensure that screening elements allow for efficient service delivery and removal operations.

Under subsection E.2, consider removing the prohibition on perforated metal as a rooftop equipment screening material since it is cost effective and has a variety of design options.

For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style. ~~Perforated metal is not permitted.~~

2.5.8 – Building Design

Under AMC 19.63.040(C)(2), consider minor revisions to the list of articulation standards:

- a. Use of windows and/or entries that reinforce an articulation pattern.*
- b. Use of awnings or similar weather protection features (not applicable to residential buildings).*
- c. Use of vertical piers/columns (applies to all floors of the façade, excluding upper level stepbacks).*
- d. Change in roofline per subsection (F) below.*
- e. Change in building material or siding style, ~~and/or window pattern~~ (applies to all floors of the façade, excluding upper level stepbacks).*

Under AMC 19.63.050(E), consider revising the entry articulation standard for consistency:

The primary building entrance (when provided) for an office building, hotel, ~~apartment-multifamily~~ building, public or community-based facility or other multi-story commercial building must be designed as a clearly defined and demarcated standout architectural feature of the building.

2.5.9 – Building Materials

Section 19.63.060(B) can be updated to clarify the applicability of durable materials on the ground floor.

B. Quality building materials. ~~Applicants must use high quality durable materials. This is most important for the base of buildings, particularly for commercial and mixed-use buildings where the façade is sited close to sidewalks.~~ Stone, brick or tile masonry, architectural concrete or other similar highly durable materials must be used for at least the bottom two-feet of the first floor façade on non-residential and mixed-use buildings (excluding window and door areas).

2.5.10 – Blank Walls

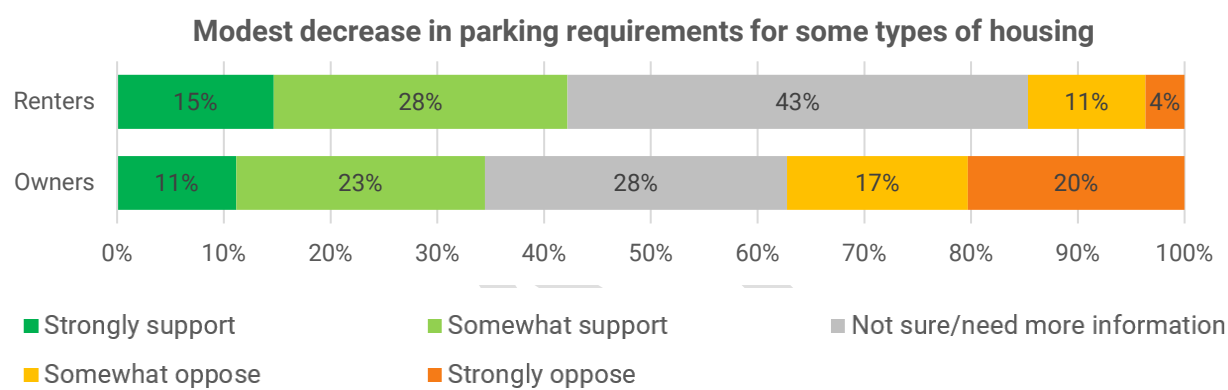
Under 19.63.070(C), consider updating the applicability for blank wall treatment standards to reduce construction cost impacts.

Blank wall treatment standards. Untreated blank walls located within 100 feet of, and visible from a street, public space, ground-level individual outdoor space, or internal walkway, are prohibited. Methods to treat blank walls include the following (a variety of treatments may be required to meet the purpose of the standards): ~~adjacent to a public street, pedestrian-oriented space, common usable open space, or pedestrian pathway are prohibited. Methods to treat blank walls can include:~~

2.6 – Adjust Parking Standards

Action: Adjust parking standards for middle housing, affordable housing, senior housing, and consider additional parking strategies to promote mixed-use development. Allow on-street parking to meet parking needs and adjust guest parking standards.

The HAP community survey found little favor for the concept of a “Modest decrease in parking requirements for some types of housing”, with 34% of total respondents in support and a large share of “not sure” responses. There is also the practical limitation has Anacortes is a relatively isolated community with limited transit service (with opportunities to change that noted in Strategy 5.6). Therefore, the recommended adjustments to parking standards are focused on providing more certainty and clarity. Several changes are proposed for [Table 19.64.040](#).



2.6.1 – Minimum Parking Standards

Middle Housing

For duplexes, triplexes, and townhouses, provide clear quantitative standards instead of referring to multifamily bedroom counts. The market for these types of housing is similar for small lot single-family, which currently requires 1.0 parking space per unit. In residential areas where these housing types are common on-street parking tends to be available.

Affordable Housing

Following the recommendation of the 2017 Affordable Housing Strategic Plan, develop parking regulations specific to affordable housing. Define and list “multifamily dwelling, affordable.” A minimum parking ratio of 0.5 to 0.75 spaces per unit, regardless of bedroom count, is appropriate. Census data demonstrates that lower income residents own fewer vehicles. Affordable housing stakeholders also report this is the maximum range needed for lower income residents and that on-street parking is almost always sufficient to accompany any additional needs.

The definition of “multifamily dwelling, affordable” for parking purposes should include permanent supportive housing and transitional housing. Parking for emergency housing and emergency shelters should be Director decisions under AMC 19.64.040(B).

Senior Housing

Rename the term “multifamily dwelling, restricted” to “senior housing” or similar phrasing to clarify its purpose for parking calculations. One developer stakeholder was not aware of this option for senior housing. Consider setting the parking standard at 1.0 space per unit regardless of bedroom count to provide more certainty.

Other Parking Considerations

Additionally, consider allowing fee-in-lieu payments for retail uses in a mixed-use building in any location citywide. This would require adoption of a parking fee-in-lieu plan and amendments to [AMC 19.64.070](#).

Long-term, consider revisiting parking policies in the Comprehensive Plan (see Strategy 4.3.5).

2.6.2 – On-Street Parking

Similar to guest parking under [AMC 19.64.030\(B\)\(2\)\(a\)](#), allow the minimum parking under Table 19.64.040 to be met by on-street parking where it is available within 250 feet of the subject property. This option could be limited to just residential uses or certain housing types. On-street parking should not be used to meet the requirements for accessible parking.

2.6.3 – Guest Parking

The guest parking ratios under [AMC 19.64.030\(B\)](#) were created in the 2019 code update to offset reductions in the minimum residential parking standards and provide a measure of protection for existing neighborhoods. The appropriateness of guest parking standards in some zones could be evaluated.

Currently only the CBD zone waives guest parking requirements under [AMC 19.64.030\(B\)\(4\)](#); this could potentially be expanded to other near-downtown zones intended for higher-density development and areas with walk/bike/transit access like the R4, C, and MMU zones.

Alternatively or in addition, an option is to remove guest parking requirements citywide for multifamily uses. This would remove the “multifamily” row in Table 19.64.030(B). Public on-street parking can usually function as guest parking in most cases.

2.7 – Building Code Amendments

Action: Evaluate potential building code amendments to facilitate more economical middle housing and small apartment buildings.

2.7.1 – Middle Housing Fire Sprinklers

Under Chapter 19.14 AMC, consider updating the locally-adopted version of international codes to allow small residential structures with less than 5,000 square feet of floor area (e.g. triplexes, townhouses, and small multifamily buildings) to be designed and built under the less-strict provisions of the International Residential Code (IRC). Normally, structures with three or more units are considered commercial and fall under the International Building Code (IBC) which requires fire sprinklers. In exchange, applicable structures would be required to have a higher 2-hour fire rating for wall and floor/ceiling assemblies.

Since sprinklers can cost up to \$15,000 per unit to install, this can help reduce the costs of attached middle housing while still ensuring fire safety. Other opportunities for streamlining include revisions to egress requirements in common spaces and allowing combined mechanical, electrical, and plumbing drawings.¹²

Initial feedback on this action is that six-unit buildings would not be supported by City staff due to liability and insurance ratings concerns, but demonstrated success in at least one community (Memphis, TN) suggests the topic may be worth further discussion. Making a change for only three- or four-unit buildings may still provide cost benefits. Coordinate with the design and development community, the fire department, building officials, and other stakeholders as appropriate to consider a possible amendment.

2.7.1 – Single-Stairwell Buildings

Examine updating the locally-adopted version of the International Building Code to allow single-stair multifamily buildings up to six stories where there are four or less units per floor. By default, the International Building Code limits this condition to four floors. Seattle has allowed it since 1977.¹³ This could be an opportunity to reduce costs while still ensuring fire safety for small apartment buildings on infill lots in and around the downtown area.

Similarly as above, this would require coordination with the design and development community, the fire department, building officials, and other stakeholders as appropriate.

¹² “A Trailblazing Reform Supports Small-Scale Development in Memphis.” Strong Towns. January 2022. <https://www.strongtowns.org/journal/2022/1/26/a-trailblazing-reform-supports-small-scale-development-in-memphis>

¹³ “Second Egress: Building a Code Change”. <https://secondeggress.ca/Seattle>

3 – Programmatic Strategies

These actions relate to ongoing staff support and enforcement needs.

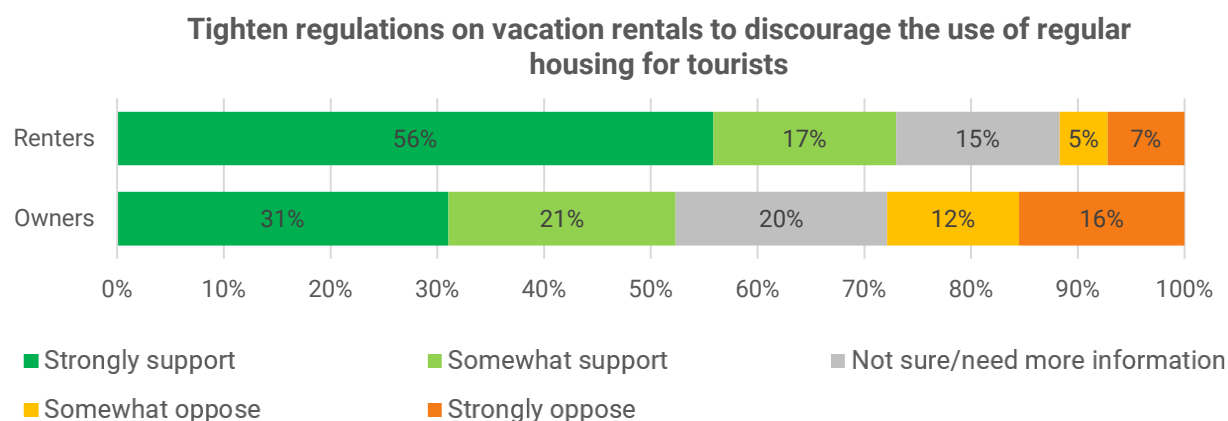
3.1 – Short-Term Rental Regulations

Action: Balance the positive and negative impacts of short-term rentals by implementing basic standards and additional regulations as needed.

Short-term rentals, also known as vacation rentals, are considered stays of 30 days or less in a residential dwelling. In 2021 City staff research found about 76 short-term rentals operating in Anacortes through the most popular commercial services such as AirBNB and VRBO. This is likely an undercount since not all short-term rentals are listed throughout the year and some may be advertised through other methods, but it still represents only a small percentage of Anacortes’s housing units.

The City code does not specifically define short-term rentals. The code prohibits overnight lodging uses other than bed-and-breakfasts in residential zones, but this is not strictly enforced outside of development permits. Overnight lodging businesses are required to maintain a business license and only 12% of the identified short-term rentals have done so. It seems likely that many short-term rentals operating illegally in residential zones and not paying the lodging tax.

Housing stories collected during public engagement suggests short-term rentals are both a problem for long-term rentals and an opportunity for supplemental income by low- and moderate-income property owners. In the HAP community survey, 56% of total respondents are supportive of the concept to “Tighten regulations on vacation rentals to discourage the use of regular housing for tourists.”



There are many options to regulate short-term rentals, with some strategies provided by the American Planning Association and lessons learned from other Washington communities.¹⁴

¹⁴ “Short-Term Rentals: Regulation and Enforcement Strategies.” 2019. American Planning Association.
<https://www.planning.org/publications/document/9164214/>

Below is a non-exhaustive menu of regulatory options. Relatively light measures are recommended given the current number of short-term rentals in Anacortes, with stricter measures possible to enact if problems with short-rentals continue.

- Define short-term rentals, possibly with differences between accessory, temporary, and commercial types
- Prohibit short term rentals in residential zones, or only allow in residential zones where the owner/operator lives on the property
- Prohibit short term rentals in multifamily buildings
- Cap the number of short-term rental business licenses that may be issued, such as 1-3% of total housing units per neighborhood or citywide.
- Provide performance standards such as a cap on the number of guests and/or requiring availability of the owner/operator to respond to complaints and nuisances like noise, odors, and vibrations
- Require short-term rentals to be registered and have placards prominently displayed and visible from the right-of-way
- Provide resources for enforcing business license and registration requirements and enforcing the penalties for failure to comply

With any proposed action, communication and partnerships with the top listing platforms and affected neighborhoods should be conducted as early and continuously as possible.

3.2 – Anti-Displacement Strategies

Action: Adopt local tenant protections and consider other regulatory and programmatic anti-displacement actions to improve the stability of renter households.

As discussed above in Strategy 1.3, exclusionary zoning practices have led to numerous facets of housing inequity across the U.S. Additionally, redevelopment programs implemented in earlier decades resulted in both intentional and unintentional displacement of lower-income and people of color in many communities. Therefore, strategies to mitigate or prevent displacement have gained much attention in recent years, and a variety of approaches have emerged. Overall, the effectiveness of anti-displacement strategies is highly neighborhood- and community-specific, and recent academic research has found decidedly mixed results of many approaches.¹⁵

While most strategies have been focused on minimizing displacement pressures, it should be noted that not all displacement is involuntary (there is always some movement in the housing market), and displacement can sometimes mean moving “up” to a higher opportunity neighborhood.

Increasing housing production overall, including market-rate housing production, is an important tool to moderate price increases and therefore make housing more affordable to low and moderate income families and prevent displacement.¹⁶ This is particularly true in hot housing markets, such as the current market in Anacortes. A study in California found that market-rate and subsidized housing production both reduced displacement rates in San Francisco, but subsidized housing production decreased displacement risk more significantly.¹⁷ The same study also found that the positive effects of production on displacement at a hyperlocal neighborhood scale may differ, depending on the complex neighborhood context.

One downside of increased production is the time it takes to build new housing, which can be lengthy not only for construction, but also design and permitting. Production can also be hampered by lack of land supply, an issue currently facing Anacortes as discussed in Strategy 1.2. The most comprehensive academic survey of anti-displacement strategies to date suggests that in addition to production, neighborhood stabilization and tenant protection policies have the most immediate impact on mitigating displacement.¹⁸ The following are suggestions for proactive policies that Anacortes can adopt to further prevent displacement.

A study from Common Good Labs analyzed data on thousands of U.S. neighborhoods over 15 years (2000 to 2015) to understand how poverty is reduced without community displacement.¹⁹ It found eight indicators that are associated with inclusion, increased prosperity, and decrease

¹⁵ Chapple, Karen and Anastasia Loukaitou-Sideris. “White Paper on Anti-Displacement Strategy Effectiveness.” Prepared for the California Air Resources Board, February 2021.

¹⁶ Been, Vicki, Ingrid Gould and Katherine O’Regan. “Supply Skepticism: Housing Supply and Affordability.” New York University Furman Center, August 2018.

¹⁷ Zuk, Miriam and Karen Chapple. “Research Brief. Housing Production, Filtering, and Displacement: Untangling the Relationships.” UC Berkeley Institute of Governmental Studies. May 2016.

¹⁸ Chapple and Loukaitou-Sideris.

¹⁹ “Reducing poverty without community displacement: Indicators of inclusive prosperity in U.S. neighborhoods.” Brookings. September 2022. <https://www.brookings.edu/research/reducing-poverty-without-community-displacement-indicators-of-inclusive-prosperity-in-u-s-neighborhoods/>

in poverty. Three of the indicators can be most directly affected by municipal policies, noted in the table below.

Inclusion Indicator	How Anacortes Can Affect This Indicator
Increased housing density	Zoning standards that directly regulate the density of residential development.
Higher rates of homeownership	Zoning and subdivision standards that allow and encourage a greater variety of small and attached housing types (e.g. small single-family, cottages, townhomes, flats, condos). A New York Times report finds that the production of entry/starter homes has never been lower than today (particularly homes smaller than 1,400 square feet). ²⁰
Presence of community organizations	Financial and/or staffing support for community organizations. Zoning standards that provide low-cost commercial space and/or municipal facilities with space for community organizations to have offices, host events, run recreation and cultural programs, etc.

Figure 15. Inclusion indicators

3.2.1 - Local Tenant Protections

Washington State sets the baseline for the landlord-tenant relationship through the State Residential Landlord-Tenant Act, [RCW 59.18](#). Washington State regularly amends the Act as summarized in the HAP Existing Conditions and Housing Needs Analysis Report. According to the Attorney General's Office, there is no centralized enforcement mechanism for the RCW, and so it is incumbent upon landlords and tenants to either self-remedy violations, seek counseling or low-cost legal help from non-profit organizations, and/or resolve disputes through the courts.

Local ordinances are enforced by the local jurisdiction. Cities are free to adopt additional or more stringent regulations than those provided by the state (with the exception of market-rate rent control), and numerous Washington communities have done so. Anacortes has not.

The King County Bar Association (KCBA) provides a model tenant protection ordinance within the framework of Washington State law. This is summarized in the table below.

No particular set of tenant protections is recommended as part of this HAP. The Anacortes community and decision-makers are encouraged to use this "menu" of options as a basis for continued discussion. Anacortes can look to other communities like Burien²¹ and Kenmore²² that have adopted some of these protections.

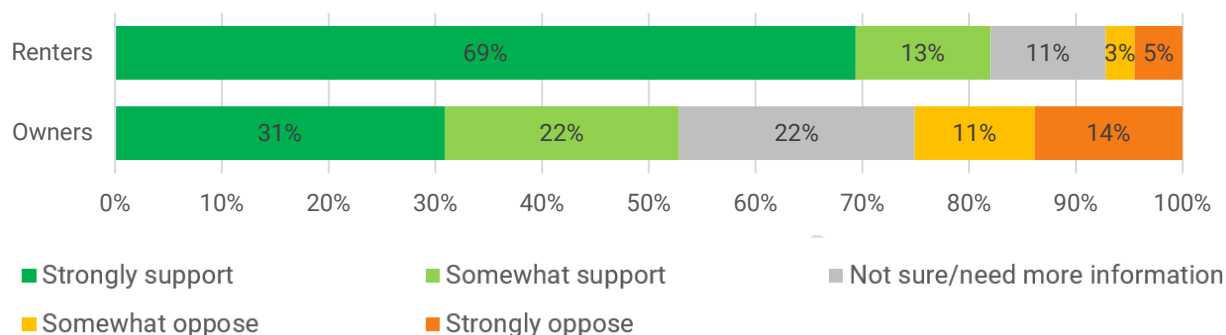
Given the information provided during the HAP public engagement process, many renters feel their housing situation is unstable and at the mercy of large rent increases or evictions. When asked in the HAP community survey, over 58% of total respondents and 82% of renters are supportive of "Stronger renter protections such as more notice time for rent increases or options to manage move-in fees".

²⁰ "Whatever Happened to the Starter Home?" The New York Times. September 2022.
<https://www.nytimes.com/2022/09/25/upshot/starter-home-prices.html>

²¹ "City of Burien, Washington, Ordinance No. 804." October 2022.
<https://burienwa.civicweb.net/filepro/documents/33975/?preview=76250>

²² City of Kenmore, Washington, Ordinance No. 22-0545." March 2022.
<https://kenmore.civicweb.net/filepro/documents/118191/?preview=119244>

Stronger renter protections such as more notice time for rent increases or options to manage move-in fees



Local Tenant Protection Option	Other Considerations and Notes
Rents and Payments	
Notice of monthly rent increases 90-180 days before the effective date, with more notice required for larger increases	The state law default is 60 days notice per RCW 59.18.140. Upon receipt of notice, allow tenants to terminate tenancy early without further payment except pro rata rent.
No increase in rent allowed if the property is in poor condition	Poor conditions means the dwelling unit has defective conditions making it unlivable, a request for repairs has not been completed, or the property is otherwise in violation of RCW 59.18.060.
Increases over 10% of monthly rent over a 12-month period requires landlord to pay relocation assistance for economically-displaced tenants.	The tenant must be notified this is an option in every rent increase notice regardless of the increase amount. The assistance can be valued in a number of ways – the KCBA model bases it on three times the monthly rent amount. Optionally, this tool could require relocation assistance for physical displacement as well (due to property renovations or demolition).
Move-in fees capped at one month's rent and require offer of installment plans	Allow up to a six month installment plan which commences upon move-in. This helps lower income tenants manage move-in fees that can be many thousands of dollars.
Caps on rent payment late fees	The KCBA approach is a cap of \$10 per month and the tenant is not responsible for any legal fees or other services.
Leases must allow rent to be paid on different days of the month	This allows tenants to adjust the due date of rent payments if the tenant has a fixed income source (e.g. a paycheck lag after the first of the month or a social security payment). A landlord shall not refuse to lease to tenants who request this.
Evictions and Discrimination	
Require cause to evict as specified in the lease agreement	Only allow for evictions for: 1) failure to pay rent after receiving all notices required; 2) substantial breach of a non-monetary term of the lease and all steps to resolve it have failed within the time required; or 3) the landlord seeks to remove the unit from the market with honest intent (with 120 days notice).
Banning discriminatory, deceptive, and unfair practices in the rental market	Prohibits inquiries or verification requirements based on immigration or citizenship status, using social security numbers as a method of proving financial eligibility, and representing that a unit is not available when it is in fact available. Also prohibits requiring that a lease be signed by children and deceptive omissions and practices like confusing lease terms or taking advantage of a lack of understanding by tenants.

Local Tenant Protection Option	Other Considerations and Notes
Administration	
Rental unit registration and inspection programs	The purpose of such programs is to ensure rental housing meets standard living conditions. Registration includes property address, contact information, list of rental units, and condition of the housing units. Fees may be imposed and re-registration is required with new ownership.

Figure 16. Tenant protection options

Longer rent increase notice time, move-in fee caps, and economic/physical relocation assistance are some of the strongest anti-displacement strategies available for low-income residents forced to move, giving them an opportunity to find new housing in the same community within a reasonable amount of time.

Any new regulatory action would require some degree of effort, ranging from education and outreach to increased staffing and resources for monitoring and enforcement (including but not limited to the recommended hiring of a housing coordinator, see Strategy 4.1). Regulatory action could also be considered at the regional level to provide consistency for landlords and property management companies working across multiple Skagit County jurisdictions.

3.2.2 - Other Anti-Displacement Strategies

Strategic Acquisition of Existing Multifamily Housing

To better retain affordable housing, the City of Anacortes should continuously work with the Anacortes Housing Authority, land trusts, and other non-profit providers to identify naturally occurring affordable housing and multifamily housing with income restrictions or covenants that are close to expiration. Funds should be identified to acquire as many such properties as possible to avoid displacement of low- or moderate-income residents. This practice preserves existing communities and retains long-term affordable housing stock at a lower cost than development of new affordable housing.

Tenant Legal Services

Eviction rates have been shown to drop when tenants facing eviction have access to legal representation. The Washington State Office of the Attorney General has a comprehensive list of resources for tenants facing legal issues, including free phone assistance from the Northwest Justice Project for low-income tenants statewide.²³ Contacts and guidance could be provided alongside or in addition to the homeless services directory (see Strategy 3.3.3).

Tenant Opportunity to Purchase

A tenant opportunity to purchase program, such as the one instituted in Washington, D.C. in 1980, gives tenants the first right to purchase their unit if it is being converted into a condominium. In D.C., a study of the program showed this helped 58% of eligible tenants purchase their unit.²⁴

²³ "Residential Landlord-Tenant Resources." Washington State Office of the Attorney General.

<https://www.atg.wa.gov/residential-landlord-tenant-resources>

²⁴ Chapple, Karen and Anastasia Loukaitou-Sideris. "White Paper on Anti-Displacement Strategy Effectiveness." Prepared for the California Air Resources Board, February 2021.

Rental Assistance Programs

Rental assistance programs help low-income tenants pay rent in moments of hardship. Such a program can be very helpful in preventing families and individuals from becoming homeless and help stave off eviction and displacement. However, rental assistance programs are also relatively expensive and may have limited reach in a city of Anacortes's size. One option would be to investigate a temporary rental assistance fund for eligible low-income renters which can provide assistance for 1-3 months when a tenant is experiencing a financial crisis.

Housing Rehabilitation

Some low-income households are unable to afford ongoing maintenance on their homes, particularly older housing units. This can lead to displacement if the homes become uninhabitable or the home is sold at a low price. Many cities and counties in Washington, including Vancouver, Spokane, and Pierce County for example, provide no- or low-interest loans to qualifying low-income homeowners to help repair and rehabilitate their homes.^{25, 26, 27}

Some programs do not require repayment of the loan until after the house is sold, and others defer payments if residents cannot afford them, or waive interest for disability modifications. These programs are funded by a variety of sources, including city or county affordable housing funds, CDBG block grants from HUD, or HOME Investment Partnership programs.

Community Control of Land

There are several models of cooperative or shared land ownership which have been used to remove land speculation and market pressures from ownership housing and provide affordable and stable ownership opportunities for lower- and moderate-income households. Such organizations have mostly taken the form of cooperatives and community land trusts (CLT), or a combination of both approaches.

In a community land trust, the land is held in trust by a nonprofit or city and only the housing unit is bought and sold, usually with permanent affordability restrictions in the covenant. Although this can reduce the amount of equity which can be built by buying and selling a home in a CLT, it does create opportunity for households whose incomes would typically exclude them from homeownership.

In a co-op model, residents own shares in the land or buildings (depending on the model) and pay affordable monthly payments with limited equity to residents. There is at least example of this in Anacortes, the Skagit Cohousing project which is currently in construction (read more details in the HAP Existing Conditions and Housing Needs Analysis Report). One Oregon model showed that combining a CLT and co-op yielded opportunities for homeownership for households earning 30-60% of the AMI.²⁸

²⁵ "Housing Rehabilitation Loan Program." City of Vancouver. <https://www.cityofvancouver.us/eph/page/housing-rehabilitation-loan-program>

²⁶ "Home Rehabilitation." City of Spokane. <https://my.spokanecity.org/housing/affordable/>

²⁷ "Home Rehabilitation Loan Program." Pierce County. <https://www.piercecountywa.gov/3093/Home-Rehabilitation-Loan-Program>

²⁸ "A Case for Public Investment in Shared-Equity Homeownership." SquareOne Villages. September 2020. <https://olis.oregonlegislature.gov/liz/2021R1/Downloads/PublicTestimonyDocument/20717>

Overall, the largest barrier to community land control models is lack of funding for ownership affordable housing to jumpstart these types of organizations.²⁹

Foreclosure Assistance

Foreclosure assistance can take the form of financial support to homeowners facing foreclosure, similar to the rental assistance programs described above. Additionally, foreclosure assistance can take the form of technical assistance and counseling to households at risk. A study conducted by the Urban Institute during the Great Recession found that households that received counseling were more likely to avoid default and modify their loans to be able to keep making payments.³⁰ Such a program could be provided by the city or in partnership with another organization.

Living Wage Ordinance

In the Mount Vernon-Anacortes Metropolitan Statistical Area, the hourly wage needed to afford the average two-bedroom apartment is \$25.13/hour.³¹ The minimum wage in Anacortes is the default state law rate, \$14.49/hour.

A living wage ordinance requires a higher minimum wage than that required by state law, which can help reduce housing cost burden. Local ordinances are not widespread in Washington; only the cities of Seattle, SeaTac, and Tukwila currently have minimum wages higher than the statewide minimum.³²

Childcare and Early Education Subsidies

Subsidizing early education is another way to help lower-income households from being unable to afford housing, as well as improving lifelong outcomes for children. Washington State provides financial assistance for child care for low-income families through the [Working Connections Child Care subsidy](#). Other municipalities in Washington also provide childcare subsidy, such as Seattle's [Child Care Assistance Program](#) and the [King/Pierce County Child Care Resources subsidy](#) program for families experiencing homelessness.

Land Value Capture

See Strategy 5.3.

Inclusionary Zoning

See Strategy 5.5.

²⁹ Gabobe, Nisma. "How Can Cities Move The Needle on Community Land Trusts?" Sightline Institute. August 2021. <https://www.sightline.org/2021/08/23/how-can-cities-move-the-needle-on-community-land-trusts/>

³⁰ Chapple, Karen and Anastasia Loukaitou-Sideris. "White Paper on Anti-Displacement Strategy Effectiveness." Prepared for the California Air Resources Board, February 2021.

³¹ National Low Income Housing Coalition, "Out of Reach: The High Cost of Housing." 2022. https://nlihc.org/sites/default/files/2022_OOR.pdf

³² "Minimum Wage", Washington State Department of Labor & Industries. <https://www.lni.wa.gov/workers-rights/wages/minimum-wage/>

3.3 – Homelessness Strategies

Action: Strengthen coordination between the City and local homelessness support services and adopt a Housing First approach.

Homelessness is a government concern because it relates to the health, safety, and welfare of individuals and the community at-large.³³ This housing action plan is addressing homelessness because the production and price of housing, which is affected by City policy, is directly correlated to the rate of homelessness.³⁴ At the national level, every \$100 increase in median rent is associated with a nine percent increase in the estimated homelessness population, even after accounting for demographic and economic characteristics.³⁵

3.3.1 – Data Collection

The scale of the homeless population in Anacortes is not well understood, which is one of the first barriers to overcome in addressing the issue. The most recent and granular data available from the Washington Department of Commerce is there were approximately 314 people (made up of 234 household or family groups) experiencing homelessness in Skagit County in 2022.³⁶ Perhaps a third or less of that number includes homeless people in Anacortes, based on stakeholder feedback.

More local and updated data is critical to understanding the problem and seeing how it is changing over time or in response to interventions. Many communities conduct an annual or semi-annual “point in time” count to conduct either a basic population estimate or a census of the visibly local homeless population, often led by social service providers and volunteer community members. This is a nighttime event counting people living on the street, in vehicles, and in shelters. Sometimes it is paired with a daytime survey of homeless individuals to understand their specific health challenges and needs and to identify family groups. Point in time counts may not capture other people who are on the edge of homelessness, such as people who are couch surfing or living in hotels, but it is a start.

3.3.2 – Coordination

Stakeholder interviews and the 2021 “unmet needs” report of the HACS committee suggest there is not a well-coordinated response to homelessness between the City and service providers. The City also does not directly offer any homeless shelters or transitional housing. A constellation of Anacortes organizations such as food banks, non-profit housing providers, and the hospital meets regularly to share information and resources and keep track of trends on homeless people’s needs.

Communication and coordination is hampered by the lack of a central communication hub for service providers. The City has taken the steps of establishing weekly meetings to facilitate

³³ “Homelessness – Common Questions & Answers.” Washington State Department of Commerce. January 2019. <https://www.skagitcounty.net/HumanServices/Documents/Housing/Homelessness%20FAQs%2001-2019.pdf>

³⁴ “Homelessness is a Housing Problem.” Greg Colburn and Clayton Page Aldern. <https://homelessnesshousingproblem.com/>

³⁵ “How COVID-19 Could Aggravate the Homelessness Crisis?” August 2020. United States Government Accountability Office. <https://www.gao.gov/blog/how-covid-19-could-aggravate-homelessness-crisis>

³⁶ “2022 Point in Time Count, County Totals.” Washington State Department of Commerce. <https://deptofcommerce.app.box.com/s/ek9pu2w07oz8d77gq6c1rlpxuwcw0515/file/991370028199>

interagency discussions and contracting with Anacortes Family Center to provide support for the police department. Other frontline City staff, such as those working in parks and the library, are also encountering people in need.

As another step, it is recommended that Anacortes create a “housing coordinator” staff position to act as the point of contact with service providers, in addition to other housing-related duties (see Strategy 4.1).

3.3.3 – Intermediate Actions

Create a directory of homeless support services with available times and contact information, and distribute it on the City website and with local service providers. Assign a City staff person (such as the new housing coordinator, see Strategy 4.1) to contact each service at least monthly to maintain and update the directory.

Identify at least one underutilized or abandoned parking lot to create a legal and organized area for people living in vehicles. The site should be reasonably located near existing services. Provide basic on-site functions such as trash collection and showers. Work with service providers for site management and outreach. The capacity of the site should be capped at a reasonable amount based on the staffing capacity of service providers and the number of people living in vehicles.

Similarly or in combination with a vehicle lot, identify at least one underutilized or abandoned site near services to create a legal “tiny home village” to help shelter homeless individuals and consolidate them for case management and health treatment. Sanitation and site management should be provided. Public parking lots may be opportune sites on a temporary basis (see Strategy 4.4.5).

Several housing communities or service providers are potential partners and can offer lessons for sanctioned temporary homeless housing sites: The First Step Shelter operated by [Skagit Friendship House](#), housing and services by [Community Action](#), transitional housing support from the [Northwest Regional Council](#), the medical clinic operated by [Swinomish Indian Tribal Community](#), portable showers by [Skagit Connections](#), and food banks operated by [Salvation Army](#) and [Helping Hands](#).

3.3.4 – Adopt a “Housing First” Approach

Decades of research have found that helping homeless people move off the street and into a home of their own is the most effective way to reduce long-term (chronic) homelessness for the most vulnerable people.³⁷ This is because it is extremely difficult or impossible to address the personal, financial, mental, or physical problems that underlie homelessness while simply trying to stay alive.

The “housing first” approach eliminates bureaucratic steps and places no criteria on sobriety, employment, criminal history, or completing a religious program before individuals are moved into a home. When someone is drowning, it doesn’t help if a rescuer insists the victim learn to swim before bringing them to shore. They can address their issues once they are on solid

³⁷ “Homelessness research: A guide for economists (and friends).” 2019.
<https://www.sciencedirect.com/science/article/abs/pii/S1051137718302109>

ground with private space, a stable address, and the dignity of meeting basic needs like food, warmth, and bathing.

This approach is less costly to taxpayers than the combined costs of roving service contacts, emergency room visits, jail and shelter stays, towed vehicles, and maintenance of public spaces. Success stories and lessons abound from places as varied as Houston, TX, Columbus, OH and Salt Lake City, UT.

The provision of homes can be done indirectly through vouchers, in which public funding directly subsidizes the cost of a market-rate rental unit, or directly through publicly-owned housing. The type of housing is oftentimes and preferably in the form of apartments which are the cheapest type of housing to build and operate per unit. Sometimes existing apartment or hotel buildings are purchased, or a warehouse can be renovated for residential use. “Tiny home villages”, which are rapidly constructed on vacant sites or parking lots, may be appropriate but only on a temporary basis since they are not as durable, weather-proof, or livable as permanent structures.

“Housing first” includes intensive wraparound social services and case management for the residents, either on-site or off-site. These services usually include support for people living with complex and disabling behavioral health or physical health conditions, addiction treatment, and employment assistance. Research has found that an overwhelming majority of permanent supportive housing residents eventually stabilize their lives and health enough to move to market-rate housing.

The “housing first” policy has its limitations. It can only work if housing and service providers agree on the approach, if there is enough supply of housing available to work with at different income levels, and there is adequate long-term funding. All three requirements will require strategic planning and time to develop. To that end, this HAP recommends the following:

- Convene a meeting of all relevant homelessness stakeholders to discuss the “housing first” approach
- Adopt a “housing first” policy in the Comprehensive Plan
- Create a “housing coordinator” staff position (Strategy 4.1)
- Regularly survey and monitor the scale of the homeless population
- Provide or seek new funding for supportive housing such as rent vouchers or a City-owned supportive housing development
- Study alternatives for providing supportive housing with City funding or grant funding
- Inventory hotels/motels which could be candidates for purchase and conversion to permanent supportive housing
- Explore programs and partnerships that could enable more social, health, and human care services to establish branch locations in Anacortes.

4 – Citywide Planning Strategies

These actions relate to the City’s budget and updating the Comprehensive Plan.

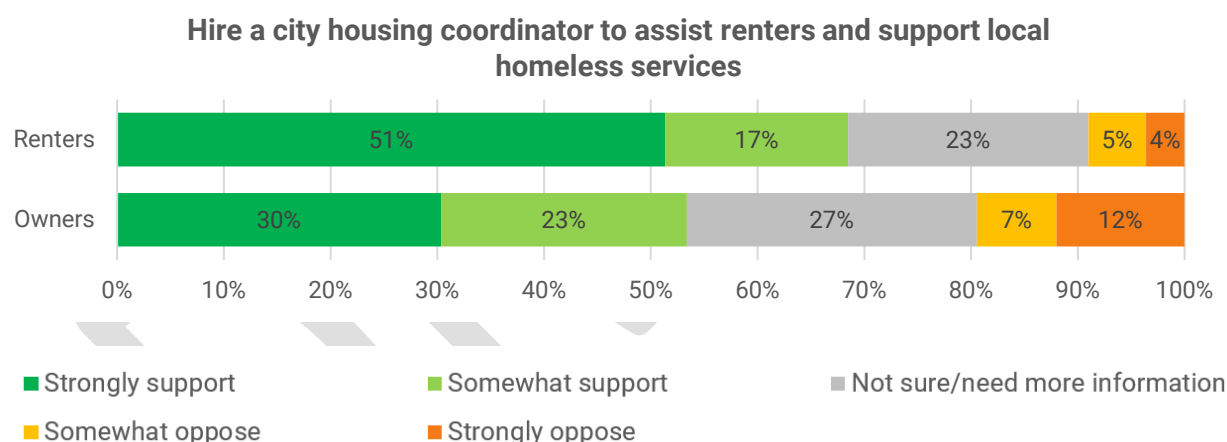
4.1 – Hire a Housing Coordinator

Action: Fund, recruit, and hire a housing coordinator to help implement this Housing Action Plan, connect and collaborate with housing stakeholders, and promote more market-rate and affordable housing development in Anacortes.

A housing coordinator would be a specialized position in the Planning, Community & Economic Development Department that promotes implementation of the Housing Action Plan and provides long-term policy support and relationship-building among Anacortes’s residents, landlords, developers, human service providers, and City staff.

This could be a permanent position or, at a minimum, a two year position focused on implementing the Housing Action Plan.

When asked in the HAP community survey, 56% respondents were strongly or somewhat supportive of hiring a city housing coordinator to assist renters and support local homeless service.



Key responsibilities for the position should include:

- Implement the actions and strategies of the Housing Action Plan
- Plan, organize, coordinate, and implement the work plan and policies related to the City’s housing policies, projects, and programs. Study, evaluate, and recommend housing policies and procedures.
- Serve as the City liaison to other departments and advisory boards on housing issues related to housing policy and provide citywide leadership and coordination on housing policy issues.
- Oversee and manage the City’s housing funds including the housing sales tax and Community Development Block Grant funds. Monitor other state funding and grant

opportunities and write applications for funding, including joint applications with partner agencies.

- (If implemented) Administer and monitor the MFTE program and provide guidance for property owners
- Monitor housing production, the number and location of affordable housing units, and the number of unhoused people in Anacortes and support PCED department reports on housing and demographic trends
- Build relationships with community partners in the non-profit, public, and private sectors, including acting as liaison to the Anacortes Housing Authority, Anacortes Family Center, and the Anacortes Community Health Council
- Market Anacortes to the residential real estate industry and manage inquiries, with a focus on promoting the qualities of the town, economic development opportunities, the friendly regulatory environment, and any financial incentives available
- Recruit human service providers and senior housing developers to locate and build facilities in Anacortes
- Connect businesses and prospective residents to housing listings and providers
- Connect tenants and landlords to resources help resolve disputes
- Educate property owners and developers on development regulations and site-specific opportunities and share resources such as case studies, best practices, property maintenance standards, and property tax resources
- Monitor changes to the Growth Management Act and related state laws on housing

Qualifications for the position should include:

- Bachelor's degree in planning, urban design, architecture, real estate, public administration, finance, economics, business, or other fields where the knowledge and skills can translate to the responsibilities of the position.
- Considerable (3-5 years) experience in program management, affordable housing policy, community planning, public policy, real estate finance or development, business administration, or economic development.
- Proficiency with Microsoft Office and other software related to planning operations.

The ideal candidate will:

- Have a creative, open-minded, and pragmatic attitude.
- Thrive in a fast-paced, team-based environment while also being able to work independently.
- Clearly communicate ideas and concepts.
- Have strong organizational and data analysis skills.

4.2 – Housing Element Updates

Action: In the next Comprehensive Plan update, update the Housing Element to support the actions of this Housing Action Plan and integrate new provisions required by state law.

Recent updates to the Growth Management Act require some updates on data and goals/policies for the Comprehensive Plan’s Housing element. Many of these required updates overlap with the data and objectives provided in this Housing Action Plan, though some additional work may be needed.

In addition to statements of goals, policies, objectives, and mandatory provisions for the preservation, improvement, and development of housing, updated [RCW 36.70A.070\(2\)](#) (2021) now requires:

- An inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth including:
 - Units for moderate, low, very low, and extremely low-income households
 - Emergency housing, emergency shelters, and permanent supportive housing
- Goals and policies for moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes
- Identify sufficient capacity of land for housing including, but not limited to, government-assisted housing, housing for moderate, low, very low, and extremely low-income households, manufactured housing, multifamily housing, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing, and consideration of duplexes, triplexes, and townhomes
- Makes adequate provisions for all economic segments of the community, including:
 - Low, very low, extremely low, and moderate-income households
 - Documenting programs and actions needed to achieve housing availability including gaps in local funding, barriers such as development regulations, and other limitations
 - Consideration of housing locations in relation to employment location
 - Consideration of the role of accessory dwelling units in meeting housing needs
- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including:
 - Zoning that may have a discriminatory effect
 - Disinvestment
 - Infrastructure availability
- Identify and implement policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions
- Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments; and
- Establish anti-displacement policies, with consideration given to the preservation of historical and cultural communities as well as investments in low, very low, extremely low, and moderate-income housing; equitable development initiatives; inclusionary

zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing.

In the annual amendment cycle or the next major update (due in 2025), the Housing Element could be updated with specific policies relating to the many strategies and actions of this Housing Action Plan. Relevant HAP actions to acknowledge at the comprehensive planning level may include, but are not limited to, the following:

- Development regulation streamlining that provides more housing options
- Guidance on homelessness reduction and prevention
- Support for a multifamily tax exemption program, tax increment financing for infrastructure and affordable housing, and transit funding to support housing and economic development
- Policies for the acquisition and disposition of surplus public land for affordable housing (see Strategy 4.4), especially City-owned land in downtown and at Sharpe's Corner
- Support for new anti-displacement policies

4.3 – Land Use Element Updates

The Comprehensive Plan Land Use element should be reviewed for potential updates on these issues.

4.3.1 – Old Town Zone

Action: In the next major Comprehensive Plan Update, reexamine the boundaries of the Old Town zone and its allowed housing types, and potential new design guidelines.

Given Old Town’s size and walkable proximity to downtown Anacortes, reconsider allowed housing types and form/intensity standards here in the next Comprehensive Plan update. This is proposed to be pushed to the Comprehensive Plan process because Old Town is a historically significant area with special land use characteristics and design qualities, and so merits a dedicated policy discussion with the community and decision-makers. It’s possible an additional but limited set of historic design guidelines would be appropriate for new housing types such as cottages, duplexes, triplexes, and townhomes.

Also in the Comprehensive Plan, consider redesignating the eastern area of Old Town to facilitate high-density residential and/or mixed-use development. This area is the closest part of Old Town to downtown, contains the library, and has excellent access to public parks and an elementary school. The area is mostly built out and redevelopment would be slow in coming, but in a 20-year planning horizon creating more housing capacity here could equitably provide affordable housing and access to commercial and public services.

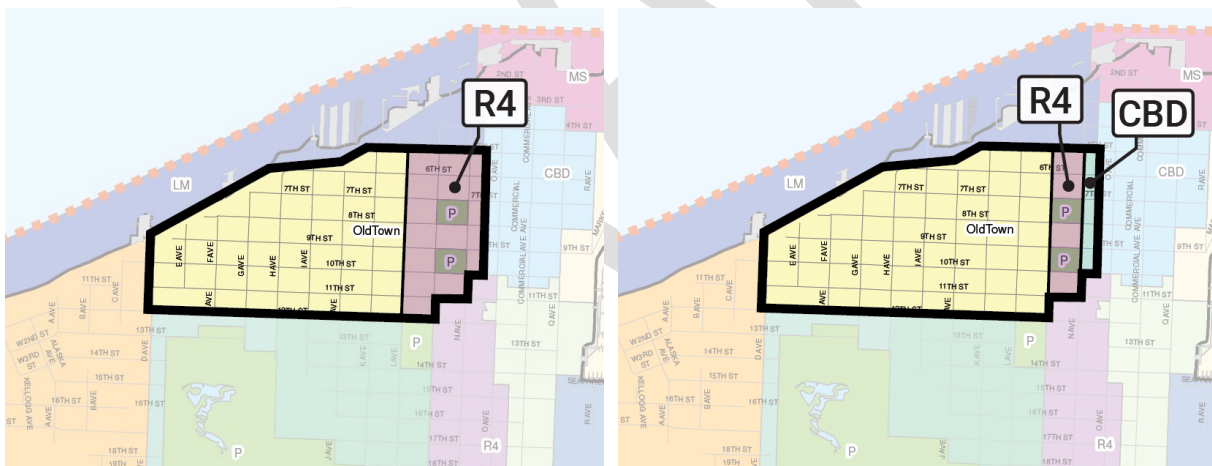


Figure 17 – Two options for future consideration of zoning changes in the Old Town zone adjacent to downtown

4.3.2 – R1 Zone

Action: In the next major Comprehensive Plan Update, reexamine the purpose, priorities, and development regulations for the R1 zone.

With a 15,000 square feet minimum lot size and only allowing single-family development, the R1 zone is highly exclusionary. The zone is also home to an elementary school and ample park space that would benefit from improved access for more people.

Given growth management goals and the findings of the HAP Existing Conditions and Housing Needs Analysis Report, it is recommended that the next Comprehensive Plan examine the purpose and priorities for this zone more closely. The review will need to also account for the benefits of open space and wildlife corridors since the R1 zone acts as a moderate “buffer” between the city and the unincorporated Skagit County. The review will also need to examine the infrastructure implications of any zoning change, particularly the lack of pedestrian and bike routes and transit service (see the discussion of tax increment financing in Strategy 5.3).

The current limitation requiring a special review process to increase the density limit should also be re-evaluated (see Strategy 2.1.1).

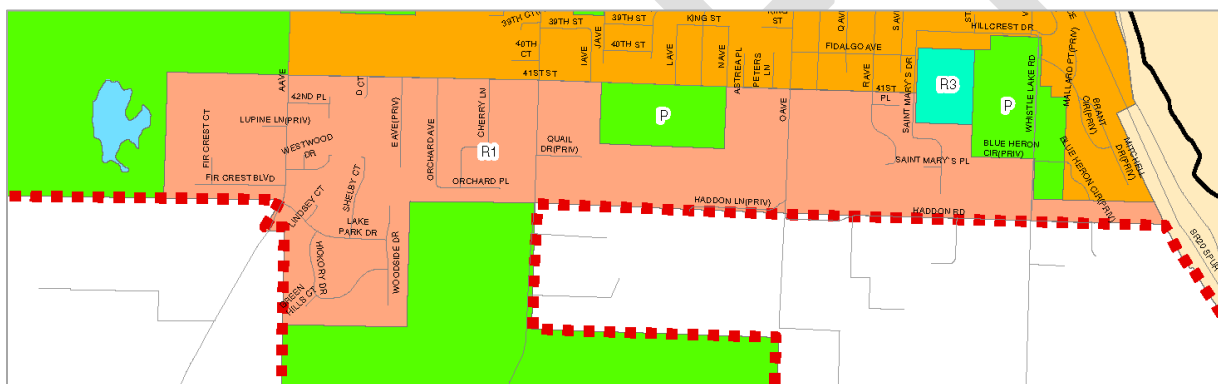


Figure 18. Excerpt of the zoning map showing the R1 zone.

4.3.3 – Multifamily and Mixed-Use Zone Height Limits

Action: In the next major Comprehensive Plan Update, reexamine the height limits in the CBD and C zones.

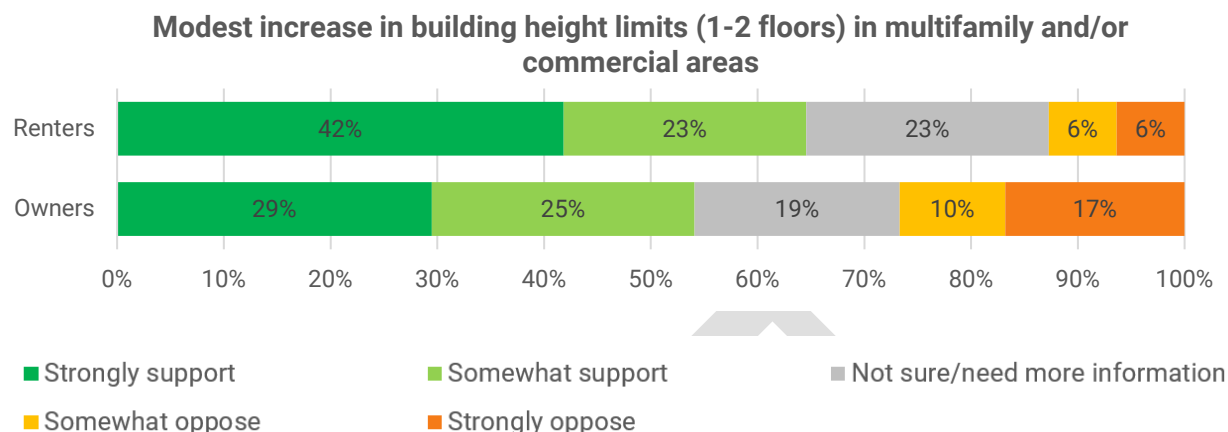
The areas zoned Central Business District (CBD) and Commercial (C) are desirable areas for new development because they offer the best access to the jobs, services, and transit. More housing options and diversity are needed in this area, but it has seen limited residential development activity in recent years.

Height Limits (feet)	CBD	C
Height, maximum	50	40
Height, maximum with bonus	65	55

Figure 19. CBD and C zone height limits

The next Comprehensive Plan update should consider if building height increases in the CBD and C zones are needed to enable feasible multifamily and mixed-use development. This is proposed to be pushed to the Comprehensive Plan process because there are still several years left until the next Plan update to see if the current height limits are enough to attract investment that produces substantial housing.

The HAP community survey found 55% of total respondents strongly or somewhat support a “Modest increase in building height limits (1-2 floors) in multifamily and/or commercial areas”.



Particularly in the C zone (along the Commercial Avenue corridor), 40 feet is a relatively low base height limit. This zone consists of a strong set of streets and alleys with relatively large lots and many opportunities to reinvest in aging single-story commercial properties and parking lots. However, relatively low land values and increasing construction costs likely make mixed-use development here infeasible without a greater chance of return on investment with a larger number of dwelling units. One alternative is to increase the height limits only in certain areas, such as north of 22nd Street.

4.3.4 – Industrial Zones

Action: In the next major Comprehensive Plan Update, review the long-term demand and supply of land needed for industrial purposes and workforce housing.

Anacortes takes pride in its culture and history as a working class maritime community. However, over time, some maritime uses and other industrial businesses have reduced or ceased their operations. With limited uses allowed by zoning, some industrially-zoned lands have been sitting vacant for many years. This most notably includes the Industrial (I) zone, and to a lesser extent the Light Manufacturing 1 (LM1) zone.

The next Comprehensive Plan update should include a review on the specific demand and supply of industrial lands needed, and if and how any long-term rezoning should be implemented. This land remains valuable to support employment and commerce. Consider the integration of workforce housing in these areas as part of mixed-use industrial or commercial developments.

4.3.5 – Parking

Action: In the next major Comprehensive Plan Update, review the need for minimum parking requirements citywide and review national case studies for best practices.

Parking is an issue that should be revisited in the next Comprehensive Plan update. Consider policy support for removing minimum requirements entirely, as is increasingly being done in cities and states across the country and called for by professional planning and engineering organizations.^{38, 39}

Removing parking requirements does not have any immediate effect on housing supply or prices or neighborhood design. Over time, it gives the power of parking design back to property owners and businesses to decide how much parking they need to attract tenants and customers.⁴⁰ New development will still include parking spaces, but the number of spaces will be decided based on what owners need based on their experience and budget rather than government rules.⁴¹

Removing the minimum requirement can also ease the renovation of older vacant buildings and allow new small businesses to open in commercial spaces where they couldn't before. Removing parking requirements significantly reduces the red tape and studies that are required to justify modifications, reductions, or cooperative parking agreements, the costs of which may exceed the budgets of local property owners or small investors. Starter homes like townhomes and condos may become easier to build and improve homeownership opportunities.

Removing parking standards would complement increased transit service, as discussed in Strategy 5.6.

The costs of building and maintaining parking are a major factor in housing costs. Parking costs are passed on to renters, homeowners, and business tenants. A recent Anacortes multifamily development paid \$30,000 per surface parking stall. A structured parking stall can cost \$50,000 or more. Studies have shown this can add \$200-500 per month to new apartment rents.

³⁸ "Parking Reform Network." <https://parkingreform.org/resources/mandates-map/>

³⁹ "Rethinking Parking Minimums." Institute of Transportation Engineers. February 2019. <https://www.dropbox.com/s/1becvgm8ebznwj2/ITE%20journal.pdf?dl=0>

⁴⁰ "End Parking Mandates & Subsidies." Strong Towns. <https://www.strongtowns.org/parking>

⁴¹ "Save Anchorage from Parking Mandates." Sightline. September 2022. <https://www.sightline.org/2022/09/30/save-anchorage-from-parking-mandates/>

4.4 – Public Land for Affordable Housing

Actions: Consider rezonings, environmental assessments, pre-development activities, and partnerships to promote use of surplus public land for affordable housing.

The City and other public agencies have some surplus publicly-owned land. Some of it is well-located or positioned to merit consideration for housing development.

4.4.1 – Disposition Policy

Formally adopt a surplus land disposition policy that gives the right-of-first-refusal to affordable housing developers or other community-determined uses, consistent with the allowances of [RCW 39.33.015](#) (2018). This could be adopted by City Council resolution or embedded within the Comprehensive Plan’s Housing Element (also see Strategy 4.2).

4.4.2 – Sharpe’s Corner (City)

The City’s Sharpe’s Corner property is a large 42-acre site zoned both LM1 and R4. It is partially encumbered by wetlands and streams. The LM1 zone conditionally allows multifamily and could be considered for a rezone given the vicinity’s lack of existing industrial development; for instance, a rezone to R4 would offer considerable housing capacity and flexibility.

A development proposal and rezoning could also involve private land in the area. Market the property and identify a private or non-profit developer that is interested in a partnership. Consider rezones, environmental assessments, and other pre-development activities to position this site for sale or for lease.

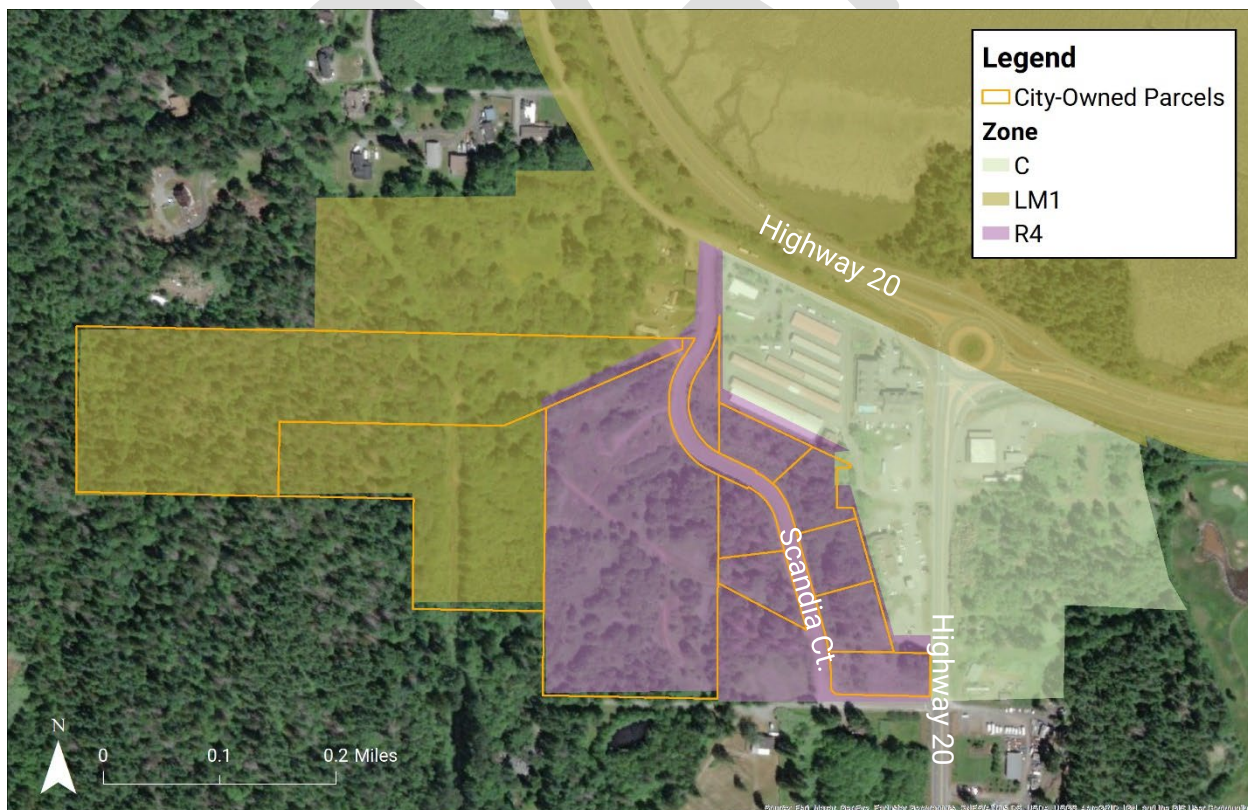


Figure 20. Aerial map and zoning of the City-owned Sharpe’s Corner property

4.4.3 – Parcel P116633 and P58211 (City)

These two sites are similar infill housing opportunities in the R2A zone. Confirm the land is surplus, and then find a housing partner (such as Habitat for Humanity or Anacortes Housing Authority) to develop the land for affordable housing. Both sites are alley-loaded and preliminarily appear viable for compatible infill development like cottage housing and townhouses (dependent on implementation of recommendations in Strategy 2.1.3).

4.4.4 – Parcel P31678 (Port of Anacortes)

This is an infill housing opportunity. Determine the Port's use and plans for the land. If it is indeed surplus, encourage the Port to lease or sell the property for affordable housing development. Any development will most likely require a rezone to allow residential uses. The site appears large enough for a variety of greenfield development types, ranging from duplexes to multifamily, and may need to contend with a slope.

4.4.5 – Public Parking Lots

The City owns a number of parking lots in and around the downtown and central waterfront areas. These include the parking lots at the Municipal Building, parking lots on Q Avenue, and the parking lot north of Anacortes Cinemas.

The Port of Anacortes also owns a significant amount of parking around its marina facilities which could potentially be consolidated. Skagit County also owns parking lots at the Guemes Ferry terminal which could potentially be redeveloped.

Consider long-term opportunities to create partnerships with private or non-profit developers to redevelop these public parking lots with affordable multifamily housing and perhaps other civic and commercial uses. Parking would ideally be structured and some could still be shared for public use. As noted elsewhere in this HAP, real estate economics and land value in Anacortes are such that structured parking may be difficult to achieve without subsidies and public funding.

In the short-term, an interim use of public parking lots could be “tiny home villages” to help shelter homeless individuals (see Strategy 3.3.3).

4.4.6 – Co-Location

Co-location is a tactic to maximize the use of limited public land holdings, especially when a capital facility is being redeveloped or newly built in central locations near urban services. It involves building housing above or adjacent to ground-level community facilities such as administrative offices, daycares, libraries, recreation or community centers on the same property. There are many examples of co-location across the Pacific Northwest.^{42, 43}

This strategy takes advantage of land and infrastructure already planned for the main public use. It requires that the zoning allow for mixed-use development and have adequate building height limits.

⁴² “A New Chapter: Cities Are Tackling the Housing Crunch—by Building Above the Library.” September 2019. Lincoln Institute of Land Policy. <https://www.lincolnst.edu/publications/articles/new-chapter>

⁴³ Domingo Vernes Apartments. SCIDpda. <https://dva.rentcafewebsite.com/>

4.4.7 – Land Acquisition

The cost of land can be a major cost for any housing development, and providing a discounted land lease or sale can help some projects become economically viable. Since the City does not have much surplus land, the City can identify and purchase underutilized or vacant properties that can be developed as affordable housing. Land assembly can be a powerful tool for putting together larger sites that can be redeveloped at a more economically feasible scale.

This strategy could be focused on close-in locations (e.g. the Commercial Avenue corridor) where land ownership is fragmented. Anacortes may also focus on vacant, abandoned, or tax-delinquent properties. These sites usually have negative impacts on surrounding properties and the City's role would include resolving ownership issues and/or addressing tax liens or land encumbrances that otherwise deter developers from pursuing these properties.⁴⁴

Once acquired and assembled, Anacortes would lease or sell the land for affordable housing. [RCW 39.33.015](#) allows local governments to transfer, lease, or dispose of surplus property at low or no cost to developers for affordable housing projects. See the related need for a land disposition policy in Strategy 4.4.1

⁴⁴ "Support the Reuse of Abandoned, Vacant, & Delinquent Properties." Family Housing Fund. <https://www.fhfund.org/report/reuse-of-abandoned-properties/>

5 – Funding Strategies

These actions relate to the financing and funding of affordable housing and related issues like taxes, fees, and state law.

5.1 – Multifamily Tax Exemption Program

Action: Re-adopt an MFTE program with more flexibility than the previous version to promote market-rate and affordable housing development in central locations.

A multifamily tax exemption (MFTE) program is authorized by a 1995 state law, [RCW 84.14](#). Cities can grant an 8-year property tax exemption for any multifamily development, or a 12-year exemption for multifamily developments that reserve at least 20 percent of units for low- and moderate-income households. A MFTE program can be used for new buildings or existing buildings that require major rehabilitation. Affordability covenants expire after 12 years and cannot be renewed.

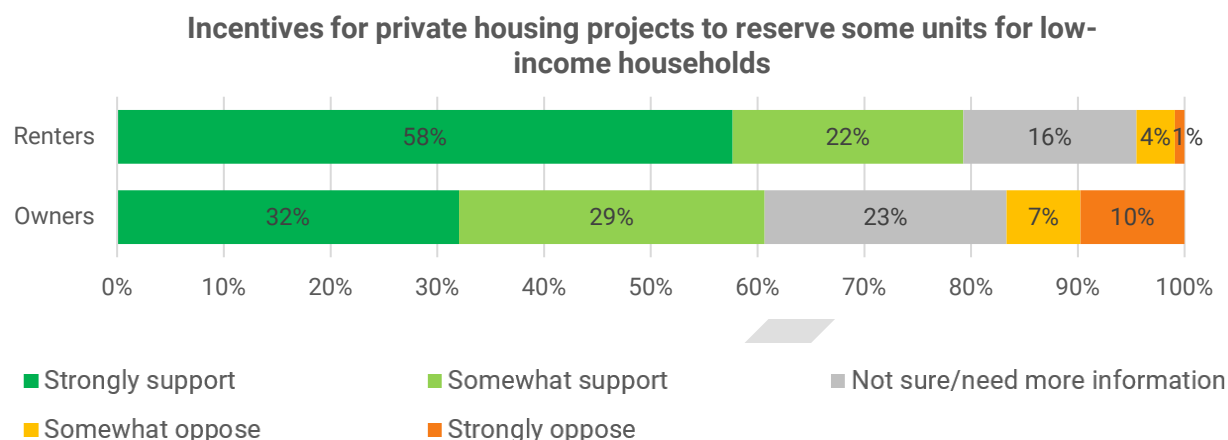
Starting in 2021, cities may also offer a 20-year tax exemption if at least 25 percent of condominium units are sold as permanently affordable ownership housing.⁴⁵ For cities under 20,000 residents, the 20-year program requires the development to be in a zone that allows at least 15 dwelling units per acre.

The 2017 Affordable Housing Strategic Plan suggested offering only the 12-year option, but it is recommended to offer multiple programs to provide flexibility and to recognize that the production of housing at all affordability levels helps ease pricing pressures across the entire market.

Land, existing site improvements, and non-residential improvements are not exempt and are subject to normal property taxes. At the local government's discretion, the exemption's basis may be limited to the value of affordable units or other criteria. The local government has latitude in many aspects. It can require certain public benefits, change what types of development apply, and can map specific areas where the exemption is available. Cities can also set lower maximum rent prices than the statute allows and other lease stipulations, like requiring the participating units to be pet-friendly.

In the HAP community survey, incentives like MFTE were the most popular policy and program concept polled. 64% of total respondents and 80% of renters are supportive of "incentives for private housing projects to reserve some units for low-income households". On the other hand, *mandatory requirements* for low-income housing were the least favorable but still received majority support.

⁴⁵ "Overview of 2021 Changes to the Multifamily Housing Tax Exemption Program." Washington State Department of Commerce. <https://deptofcommerce.box.com/shared/static/7k5p88yv41m8ot882gbtzafwzlofkf05.pdf>



MFTE programs require ongoing monitoring, especially for any buildings with affordable units, to ensure that rental rates and resident incomes are meeting the criteria. The Anacortes Housing Authority has indicated openness to assisting with screening and monitoring, as they already have systems in place to administer income-based housing.

Anacortes had an MFTE program previously. It started in the late 2000's at the time of the housing recession and was only available for the CBD zone (downtown). Eligible projects were required to be mixed-use developments with structured parking and a green building certification. No projects applied and the City withdrew the program in 2015.

The past few years have seen unprecedented increases in construction costs which have a major impact on development feasibility. Today there is renewed interest in the program among City officials and stakeholders. If tailored well to match the real estate economics in Anacortes, it would likely be attractive since no other cities in Skagit County have adopted an MFTE program.⁴⁶

City staff have preliminarily drafted an ordinance to restart the MFTE program. The following table contains recommendations on program characteristics.

Program Characteristic	Recommendation
Exemption duration offered	Offer the 8-, 12-, and 20-year exemptions to provide flexibility and meet a range of housing needs.
Residential target area	8-year program: CBD, C, R4, and R3A zones 12-year program: CBD, C, R4, and R3A zones 20-year program: CBD, C, and R4 zones
Qualifying improvements	The exemption applies to the share of the property value derived from housing-related improvements. The exemption does not apply to the value of non-residential floor area, land, and other non-qualifying improvements. In the case of rehabilitation of existing buildings, the exemption does not include the value of existing improvements.

⁴⁶ "19-08 Final Report: 2019 Tax Preference Performance Reviews." Washington Joint Legislative Audit and Review Committee, December 2019. https://leg.wa.gov/jlarc/taxReports/2019/MFTE/f_ii/default.html

Program Characteristic	Recommendation
Eligible properties	Development with a minimum of four dwelling units. The 8-year or 12-year program may be used for both new development and existing development. Existing development using the 8-year program are only eligible if they need to undergo rehabilitation as defined by state law.
Definitions	"Affordable housing" means residential housing that is rented by a person or household whose monthly housing costs, including utilities other than telephone, do not exceed 30 percent of the household's monthly income. "High Cost Area" means a county where the third quarter median house price for the previous year as reported by the Washington Center for Real Estate Research at Washington State University is equal to or greater than 130 percent of the statewide median house price published during the same time period. "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is at or below 80 percent of the median family income adjusted for family size, for the county where the project is located, as reported by the United States Department of Housing and Urban Development. For cities located in high-cost areas "low-income household" means a household that has an income at or below 100 percent of the median family income adjusted for family size, for the county where the project is located. "Moderate-income household" means a single person, family, or unrelated persons living together whose adjusted income is more than 80 percent but is at or below 115 percent of the median family income adjusted for family size, for the county where the project is located, as reported by the United States Department of Housing and Urban Development. For cities located in high-cost areas, "moderate income household" means a household that has an income that is more than 100 percent, but at or below 150 percent, of the median family income adjusted for family size, for the county where the project is located.
Affordable housing criteria	• In the 8-year exemption, there is no affordability requirement and at least 20% of units must have 650 square feet or less of floor area. • In the 12-year exemption, 20% of units must be rented or sold at prices affordable to low-income or moderate-income households. • In the 20-year exemption, at least 25% of units must be sold at prices affordable to low-income or moderate-income households. Clarify that rental rates must be capped based on the county's relevant low or moderate median family income (adjusted for family size), and rents do not need to be regularly based on changes in the income of individual tenants.
Design requirements	• Affordable units must be distributed throughout the development. In a multi-building or multi-phase development, the tax exemption does not apply until a building containing designated affordable units receives a certificate of occupancy. • In new developments with 20 units or more, no more than 80 percent of total units may be studios or one-bedroom units
Other characteristics	Follow the other standards of state law regarding definitions, application review and procedures, issuance of certificates, annual compliance review, and cancellations.

Figure 21. MFTE program recommendations

5.2 – Development Fee Adjustments

Action: Continue best practices in fee structures and reductions for low-income housing and consider retaining ADU impact fee exemption when lots are subdivided.

Anacortes, like many municipalities, levies impact and development fees on new construction to fund improvements in infrastructure for schools, parks, and other services. In Anacortes, General Facilities Charges (GFCs) fund sewer and water services and are based on the capacity and type of unit. Impact Fees fund transportation improvements, fire services, and parks, and are also based on the type and number of units being developed.

The table below shows the GFC rates in Anacortes for water and sewer connections. Charging less for multifamily per unit and for manufactured homes helps encourage housing affordability and reduce construction costs.

Figure 19 shows Anacortes’s impact fees for parks, transportation, fire, and schools. This is compared with nearby municipalities for regional context and fee structures differ significantly by jurisdiction. Anacortes’s parks and fire fees are higher than the comparison cities, but the transportation fees are about average. Anacortes has a more nuanced pricing of transportation impacts based on development size, bringing down the costs of multifamily development and helping to incentivize more density and housing production, compared with cities like Burlington and Oak Harbor which charge the same impact fees per unit regardless of building size.

Water		Sewer	
Meter Size	GFC	Housing Type	GFC
5/8 x 3/4 & 3/4	\$ 8,885	Single-family	\$ 9,942
1	\$ 22,213	Multifamily	\$ 7,953
1.5	\$ 44,426	Manufactured Home In Park	\$ 6,462
2	\$ 71,082		
3	\$ 142,163		
4	\$ 222,130		

Figure 22. Anacortes General Facility Charges (GFCs). Source: City of Anacortes

Housing Type	Anacortes	Mount Vernon	Burlington	Oak Harbor
Parks				
Single-Family	\$ 1,471.70	\$ 855.00	\$ 655.00	\$ 1,673.00
Multifamily	\$ 1,060.33	\$ 789.00	\$ 655.00	\$ 1,344.00
Transportation				
Single-Family	\$ 3,043.58	\$ 5,714.00	\$ 2,665.00	\$ 907.00
Multifamily			\$ 2,665.00	\$ 907.00
Duplex	\$ 1,887.02	\$ 5,714.00		
Cottage	\$ 1,887.02			
Apartment (low-rise 1-2 levels)	\$ 1,187.00			
Apartment (mid-rise 3-10 levels)	\$ 1,065.25			
Apartment (high-rise 10+ levels)	\$ 1,582.66			
Condo/Townhome (low-rise)	\$ 1,156.56			
Condo/Townhome (high-rise)	\$ 1,795.71			
Multifamily (50 units or less)		\$ 5,714.00		
Multifamily (51 units and more)		\$ 3,507.00		
Senior Housing (50 units or less)		\$ 1,471.00		
Senior Housing (51 units and more)		\$ 621.00		
Fire				
Single-Family	\$ 503.67	\$ 152.00	\$ 253.73	\$ 0
Multifamily	\$ 426.85	\$ 152.00	\$ 253.73	\$ 0
School				
Single-Family	\$ 0	\$ 9,421.00	\$ 0	\$ 0
Duplex	\$ 0	\$ 9,421.00	\$ 0	\$ 0
Multifamily	\$ 0	\$ 1,134.00	\$ 0	\$ 0

Figure 23. Anacortes Impact Fees (per unit) with Regional Comparisons, 2022. Source: City of Anacortes, City of Mount Vernon, City of Burlington, City of Oak Harbor, Leland Consulting Group

Waiving or reducing impact and development fees for certain types of housing, such as affordable housing projects and Accessory Dwelling Units (ADUs), are valuable tools to enhance financial viability of these projects and encourage new housing development. Anacortes has already adopted best practices in waiving or reducing development fees as follows:

Impact Fees

Accessory Dwelling Units are normally exempt from all impact fees per AMC 3.93.030(D)(1)(b). However, under current regulations, if a lot with an ADU is subdivided then impact fees must be collected. This should be revised to retain the exemption no matter how the ADU is owned.

Per [AMC 3.93.060](#), low-income housing provided for residents earning less than 80% of the Skagit County Area Median Income (AMI) receives a partial discount of 80% on impact fees, as

outlined by [RCW 82.02.060](#). The property owner must record an affordable housing covenant on the property prohibiting any use other than low-income housing.

General Facilities Charges

Per [Chapter 13.44 AMC](#), sewer, stormwater, and water GFCs for low-income housing provided for residents earning 80 percent of the Skagit County AMI or less may be waived as outlined in [RCW 35.92.380](#). The property owner must record an affordable housing covenant on the property prohibiting any use other than low-income housing.

DRAFT

5.3 – Tax Increment Financing

Action: Explore the potential to use Tax Increment Financing (TIF) on the MJB site and the R1 zone at the southern city limits to streamline development, finance infrastructure improvements, and/or fund affordable housing on these sites.

In 2021, Washington State granted new powers of tax increment financing (TIF) to the state's cities, counties, and port districts.⁴⁷ This funding mechanism allows municipalities to establish a geographic district (called the increment area) that is expected to benefit the most from a proposed new infrastructure investment. Typically, bonds are issued at the outset and the additional tax revenue resulting from the increased land and property values are then captured to pay for the new infrastructure and pay off the bonds.

TIF is widely used in other states across the country but Washington's new program has some specific guidelines which differ from other states. In Washington, the state school levy and some other local taxes used to repay general obligation bonds are exempt. Additionally, TIF financing can only be used for specific authorized public improvements which are expected to encourage private development and increased assessed valuation which would not otherwise happen without the improvements. These improvements may be located inside or outside the increment area and include streets, water and sewer systems, sidewalks, streetlights, parking facilities, parks and recreational areas, broadband service, or brownfield mitigation. TIF can also be used to pay for long-term affordable housing, childcare service, providing maintenance and security for public improvements, and acquiring property for historic preservation. Unlike in other states, TIF funding in Washington can only be used for the specified projects or improvements set forth in the initial application, and project lists cannot be modified later. The TIF district must have a maximum sunset date of 25 years and not have an assessed valuation greater than \$20 million, and each city may not have more than two districts.⁴⁸

Explore the potential to use TIF on the MJB site and the R1 zone at the southern city limits. The MJB site in the east-central waterfront is currently vacant and is zoned MMU. Grading, road, and utility construction is currently underway, with future plans for mixed use development.⁴⁹ Establishing a TIF district could help streamline the development process and provide upfront funding for infrastructure and/or affordable housing on the site. The R1 zone near the southern city limits has limited capacity and large minimum lot sizes compared to other areas in the city. Establishing a TIF district in this area could help finance road, sidewalk, water, and sewer improvements necessary to increase development capacity in this zone if desired.

⁴⁷ "Tax Increment Financing (TIF)". Municipal Research Service Center. <https://mrsc.org/Home/Explore-Topics/Economic-Development/Financing-Economic-Development/Tax-Increment-Financing.aspx>

⁴⁸ "Washington State's Expanded TIF Authority Creates Powerful Catalyst for Public-Private Partnerships." Denis Wright Tremain. May 2022. <https://www.dwt.com/insights/2021/05/washington-state-tax-increment-financing-law>

⁴⁹ "Site work begins on downtown waterfront." Anacortes Today. February 2022. <https://www.anacortestoday.com/activities-journal/2022/02/14/site-work-begins-on-downtown-waterfront/>

5.4 – Funding for ADU Development

Action: Explore the possibility of partially financing or streamlining ADU development and permitting processes, particularly for lower-income homeowners.

Cities across the U.S. have adopted a variety of programs designed to subsidize the cost of ADU development for homeowners.⁵⁰ As discussed in Strategy 5.2, Anacortes has already waived General Facilities Charges (GFCs) for ADU construction, a best practice implemented by many cities to lower barriers to ADU development.

Numerous municipalities including Boston, Los Angeles, Montpelier, VT, and Santa Cruz County, CA have established programs which incorporate equity and loan assistance as well as technical assistance and simplified permitting processes.⁵¹ Funding sources for these programs include Community Development Block Grants, cities, philanthropists, and partnerships with nonprofits such as Habitat for Humanity. Many of these programs are targeted at lower-income renters, requiring either that the ADU be made available to households earning 80% AMI or lower, or to households using Housing Choice (Section 8) Vouchers. Onerous income reporting requirements can be a disincentive.

In some cases, these programs have been targeted at lower-income homeowners as well, such as the Small Homes Northwest community ADU demonstration project implemented by Hacienda CDC in Portland and funded by the Oregon legislature, which helps income eligible homeowners develop ADUs in neighborhoods at risk of gentrification.

See related ADU regulatory actions in HAP Strategy 2.3.

⁵⁰ Chapple, Karen, Wegmann, Jake, Mashood Farzad, and Coleman, Rebecca. “Jumpstarting the Market for Accessory Dwelling Units.” Urban land Institute. https://turnercenter.berkeley.edu/wp-content/uploads/pdfs/Jumpstarting_the_Market_-_ULL.pdf

⁵¹ ADU Aid Programs Across the U.S.” Villa. <https://villahomes.com/blog/adu-aid-programs/>

5.5 – Inclusionary Zoning and Fee-in-Lieu

Action: In the short-term, focus on the MFTE program and housing vouchers to increase affordable housing stock. Explore Inclusionary Zoning in conjunction with future upzoning and/or a significant uptick in multifamily housing construction.

Inclusionary Zoning (IZ) is a term used to describe requirements for developers to set aside a certain number or percentage of units in new multifamily developments to be affordable to low-income households earning below a specified income threshold (usually 80%, 60%, or 50% of the AMI). The intention of these policies, which are found in nearly 900 jurisdictions nationally, is to increase the supply of units for low-income households which otherwise would not be created and, in many cases, to provide for “workforce housing” for middle-income residents. Some programs offer other incentives to developers to offset the cost of providing below-market rate units, including density bonuses, zoning variances, or fee reductions. In all cases, IZ policies are tightly intertwined with market economics and should be reviewed annually to ensure that the restrictions and incentives are properly calibrated with current local market factors such as construction costs, land prices, rents, and interest rates.

The effectiveness of IZ has been studied by a number of researchers in recent years. Although a large number of affordable units have been created nationwide through these programs, the effects on property markets are not always positive. Several studies in California found that cities with IZ requirements have higher market-rate housing prices and did not appreciably increase housing production.⁵² Another recent study found similar results in the Washington D.C. area as well as finding that optional bonus programs provided for developers under IZ programs were often ineffective and underutilized.⁵³

In Anacortes, it is likely that an IZ policy would reduce or not significantly increase housing production due the lack of significant multifamily development occurring in the city. Instead, direct subsidies such as Housing Choice (known as “Section 8”) vouchers and bonus programs such as the Multifamily Tax Exemption program will likely be more effective at producing affordable housing in Anacortes than an IZ policy at this time.

If multifamily development activity significantly increased in the future, along with significant upzoning within the city, such a program may be more feasible to consider. In the current market, deeply affordable units at 60% AMI or below will be economically unfeasible to provide through an IZ program. If one were to be implemented in the future, it would need to be targeted to middle-income households earning 80-120% AMI.

In the HAP Community Survey, opinions on IZ were generally positive from renters, with almost three-quarters in favor of such a program, and less popular with homeowners with about half in favor. However, this program was still less popular as a whole than other incentive programs proposed in the survey, such as the Multifamily Tax Exemption (see Strategy 5.1).

⁵² Ramakrishnana, Kriti, Mark Treskon and Solomon Greene. “Inclusionary Zoning: What Does the Research Tell Us about the Effectiveness of Local Action?” Urban Institute, January 2019.

⁵³ Hamilton, Emily. “Inclusionary Zoning and Housing Market Outcomes.” Cityscape, Vol. 23, No. 1, Regulatory Reform and Affordable Housing (2021).

5.6 – Transit and Sidewalk Funding

Action: Evaluate and issue an expansion of the transportation benefit district to increase funding for local transit service and sidewalks.

As documented in the HAP Existing Conditions and Housing Needs Analysis Report, transit service in Anacortes is poor. It has limited destinations, frequency, and span of service. This not only affects the ability of the general population to get around without a car. It also hampers the ability of people with mobility disabilities to meet daily needs and for homeless people and others in need of human services to access care in the far-flung cities of Mount Vernon and Burlington, according to stakeholder interviews.

As Anacortes continues to grow and address its human service needs, more transit service can provide a foundation for a more equitable transportation system and affordable housing. A recent multifamily project in Anacortes provided surface parking spaces for about \$30,000 per space, a high cost that is translated directly into rents so the project can remain profitable. More and better transit service at all times of the day and week could help residents downsize the number of cars they own and facilitate less off-street parking in new housing development, significantly reducing the costs of construction and the cost of living.

Skagit Transit provides bus public transit service in Anacortes. Anacortes does not have direct control over transit service but it can contribute funding to improve service for its local constituents. The primary mechanism for cities to do so is a Transportation Benefit District (TBD), authorized under [RCW 36.73](#). TBD's may be used for everything from roads and transit service to sidewalks and transportation demand management.

Anacortes has had a TBD in place since 2014. It was originally funded by a \$20 vehicle license fee and was replaced with a voter-approved 0.2% sales tax in 2018. At the time, the ballot statement estimated revenues of approximately \$900,000 per year with the 0.2% sales tax. Effective July 2022, the state now allows the maximum sales tax rate to be 0.3% (per RCW 36.73.065.3.e). Funding sources for TBD's are as follows:⁵⁴

Funding Source	Description
Vehicle License Fee	Up to \$20-50 annually without voter approval (with conditions on phasing in higher fees). Above \$50 and up to \$100 with voter approval.
Sales Tax	Up to 0.3% with voter approval. May be in effect up to 10 years
Impact Fees	Anacortes already has impact fees in place, separate from a TBD.
General Obligation Bonds	Rarely used
Vehicle Tolls	Rarely used
Excess Property Taxes	Rarely used

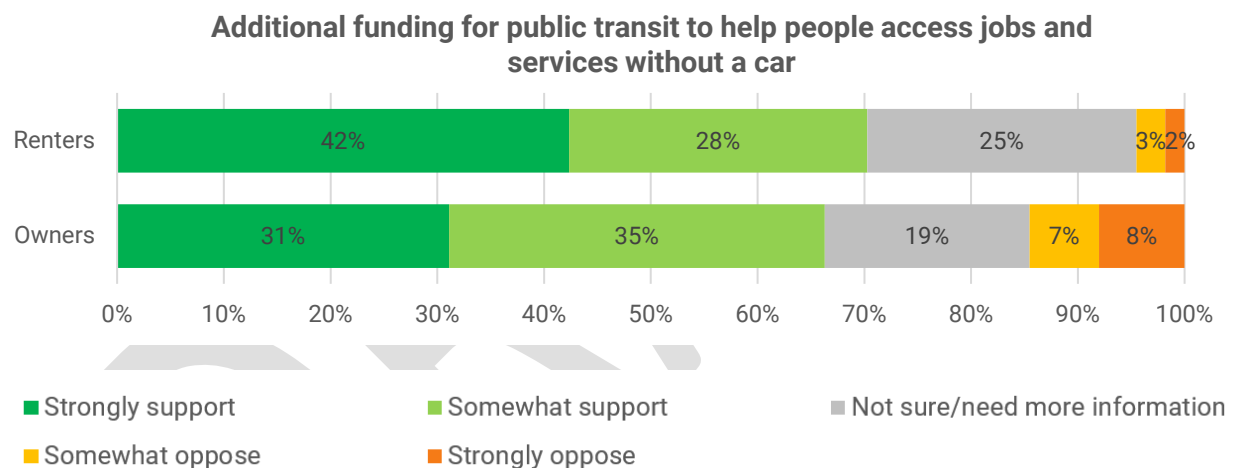
It is the recommendation of this HAP to increase the revenue of the Anacortes Transportation Benefit District. Most of the additional funding would bolster Skagit Transit service through an interlocal agreement. Improved transit should be focused on connecting Anacortes's multifamily areas to commercial services and to job centers elsewhere inside and outside the

⁵⁴ "Transportation Benefit Districts." Municipal Research Service Center. <https://mrsc.org/Home/Explore-Topics/Finance/Special-Topics/Transportation-Benefit-Districts.aspx>

county (such as single-seat service to Mount Vernon, Burlington, and Oak Harbor). Funding could also be used for priority sidewalk additions, especially in areas zoned R3, R3A, R4, and C to support increased housing development in these areas. Sidewalks are vital infrastructure for seniors and people with disabilities.

Revenue targets must first be identified for transit and sidewalks. This should be informed by a collaboration between the City Council, Skagit Transit, the Planning, Community & Economic Development Department, the Public Works Department, and the community at large. Planned projects and transit level of service should be adopted in a formal plan or statement of intent.

The funding sources could include increasing the sales tax, re-imposing a vehicle license fee, or a combination. There is likely local approval for any approach. The 2018 sales tax update to the TBD was approved by 59% of Anacortes voters.⁵⁵ Further, the HAP Public Engagement Report found a total of 66% of the 648 respondents supported “additional funding for public transit to help people access jobs and services without a car.” Statewide in recent years, voters have approved the vast majority of all proposed TBD sales taxes.



In addition, Skagit Transit imposes a 0.4% sales tax of its own. State law ([RCW 82.14.045](https://leg.wa.gov/RCW/default.aspx?cite=82.14.045)) allows transit agencies to have a sales tax up to 0.9%. As a supplement to its local TBD, Anacortes could work with its fellow cities and the county to request a ballot measure to increase the agency’s revenues and countywide transit service.

⁵⁵ “Ballot Measure Details.” Municipal Research Service Center. <https://mrsc.org/Ballot-Details.aspx?bid=1528>

5.7 – State Advocacy

Action: Advocate for additional state investment in the Housing Trust Fund, condominium law reform, and Growth Management Act updates.

Surveying done for this HAP found strong community support for “City advocacy for more county, state, or federal funding for affordable housing projects.” Primarily, this should involve lobbying the Legislature for more funds in the state’s Housing Trust Fund, which provides capital funding.⁵⁶ The trust has helped build or preserve more than 50,000 affordable housing units statewide since 1986. The Legislature appropriates funding to the trust every biennium. More money in the trust would help smaller communities like Anacortes (and the affordable housing providers who work in Anacortes) have a greater chance of receiving funding.

Anacortes could also update its legislative agenda with condominium legislation reform. Condos are a highly in-demand type of ownership housing, especially for first-time homebuyers and seniors seeking to downgrade, but they are rarely built in Washington State due to the liabilities placed on developers under state law.^{57, 58} The main barriers are a requirement for a 10-year warranty against construction defects and additional building code and inspection requirements that do not apply to rental apartments.

The City may comment on reform to the State Environmental Policy Act (SEPA), which can add significant delay and complications to approval of residential development. Advocacy might involve exempting all residential development from SEPA review if the development intensity is consistent with the Comprehensive Plan.

In addition, the City may comment on updates to state law that affect land use, housing, zoning, and transportation. As noted in Section 1.4, zoning preemptions and other changes to the Growth Management Act are likely to be proposed and debated by the Legislature in the coming years. The City should provide input on proposals that affect the implementation of the Housing Action Plan, either independently or through its involvement in statewide organizations like the Association of Washington Cities.

Continued coordination and involvement with regional partners (such as Skagit County) and the federal government is also recommended to promote and fund affordable housing.

⁵⁶ “Housing Trust Fund.” Washington State Department of Commerce. <https://www.commerce.wa.gov/building-infrastructure/housing/housing-trust-fund/>

⁵⁷ “Washington state’s condo law changes could ease restrictions.” Spokane Journal of Business, November 2021. <https://www.spokanejournal.com/special-report/washington-states-condo-law-changes-could-ease-restrictions/>

⁵⁸ “As Gen X and Boomers Age, They Confront Living Alone.” The New York Times. November 2022. <https://www.nytimes.com/2022/11/27/us/living-alone-aging.html>

6 – Implementation

The planning matrix below organizes the actions of this Housing Action Plan. The City Council and Mayor will be involved in most or all action implementation through ordinances, resolutions, budgeting, and partnerships with other agencies. This matrix should be used as a framework for regular progress reports on implementation and could be a live document on the City website.

#	Description	Priority	Lead Department	Time	Method
Regulatory Strategies					
2.1	Allow more housing types in more zones	High	Planning Services	0-6 months	Housing Options Ordinance
2.2	Map the R3A zone and update its standards	High	Planning Services	0-6 months	Housing Options Ordinance
2.3	Streamline ADU regulations	High	Planning Services	0-6 months	Housing Options Ordinance
2.4	Adjust form and intensity standards	High	Planning Services	0-6 months	Housing Options Ordinance
2.5	Adjust definitions and design standards	High	Planning Services	0-6 months	Housing Options Ordinance
2.6	Adjust parking standards	High	Planning Services	0-6 months	Housing Options Ordinance
2.7	Building code amendments	Medium	Planning Services (with Building Services and Fire)	6-12 months	Building Code Ordinance
Programmatic Strategies					
3.1	Short-term rental regulations	Medium	Planning Services	0-6 months	Housing Options Ordinance and future amendments as needed
3.2	Anti-displacement strategies	Medium	City Council	Ongoing	Tenant Protection Ordinance and future amendments as needed Other strategies: Further study, City budget, and future ordinances
3.3	Homelessness strategies	High	City Council	Ongoing	Intermediate actions Other actions: Further study and City budget
Citywide Planning Strategies					
4.1	Hire a housing coordinator	High	City Council	0-6 months	City budget
4.2	Housing Element updates	Medium	Planning Services	12-24 months	Comprehensive Plan annual amendment and major periodic update

#	Description	Priority	Lead Department	Time	Method
4.3	Land Use Element updates	Medium	Planning Services	12-24 months	Comprehensive Plan annual amendment and major periodic update
4.4	Public land for affordable housing	Medium	City Council (with Planning Services)	Ongoing	Partnerships, City budget, policy in resolution or Comprehensive Plan, and future ordinances
Funding Strategies					
5.1	Multifamily tax exemption program	High	Planning Services (with City Treasurer and City Council)	0-6 months	MFTE Ordinance
5.2	Development fee adjustments	Low	Planning Services	0-6 months	Fee schedule update
5.3	Tax increment financing	Low	Planning Services (with City Treasurer)	6-12 months	Further study and future ordinance
5.4	Funding for ADU development	Medium	Planning Services (with City Treasurer)	6-12 months	City budget
5.5	Inclusionary zoning and fee-in-lieu	Low	Planning Services	Long term	Monitor multifamily housing production for need and feasibility
5.6	Transit and sidewalk funding	Medium	Planning Services (with Public Works and City Treasurer)	6-12 months	Transportation planning, ballot measure, interlocal agreement with Skagit Transit
5.7	State advocacy	Low	City Council	Ongoing	Legislative agenda and engagement with American Planning Association WA and Association of Washington Cities

6.1 – High Priority Implementation

Given the limited resources of government, it is important to set priorities. The following items are high priority for implementation within the next 12 months.

Housing Options Ordinance

Implement the Title 19 code amendments specified in Strategy 2. This involves a variety of changes intended to increase housing options and decrease construction costs, consistent with the support of housing stakeholders and the HAP community survey results. This ordinance could also include some minor short-term rental regulations (Strategy 3.1).

MFTE Ordinance

Implement the recommendations of Strategy 5.1 and re-adopt a multifamily property tax exemption ordinance in targeted areas in exchange for certain conditions. Because it is

recommended to make MFTE participation eligible for a building bonus in some zones, these two ordinances should be adopted as close together as possible.

Housing Coordinator

Create and recruit a new housing coordinator staff position as soon as possible. Purpose, qualifications, and responsibilities are listed in Strategy 4.1.

Tenant Protection Ordinance

The priority tenant protections are requiring longer rent increase notice time, move-in fee caps, and economic/physical relocation assistance. A number of other tenant protection options could be bundled into a single ordinance and amended or expanded over time as needed. See considerations in Strategy 3.2.1 and example ordinances from Burien and Kenmore.

6.2 – Market Anacortes’s Housing Incentives

Anacortes has already adopted measures to encourage a great supply, diversity, and affordability of housing, and is poised to do more in the implementation of this Housing Action Plan. The next step is to advertise Anacortes’s housing opportunities and incentives to developers and property owners. Marketing work is ideally led by a new Housing Coordinator (see Strategy 4.1) or could be managed by an outside marketing firm.

A website and storymap are good ways to collect all of the relevant information, such as:

- Newly streamlined zoning standards, relaxed ADU standards, bonus heights programs, and other housing-friendly regulations
- The multifamily tax exemption program (if implemented)
- Monitoring data on number of permitted and constructed units and median housing and rental prices (to help the public keep track of the housing challenge and real estate market trends)
- Case studies showing drawings, photos, and financial data for recent and high-quality development in Anacortes and nearby cities, especially multifamily housing and middle housing like cottages and townhomes
- Location of vacant or underutilized land
- Recent and ongoing infrastructure investments, such as the Commercial Avenue redesign and municipal internet service
- This HAP and its related housing reports should be summarized and linked.

Printed brochures with similar information could be mailed to all property owners.

Active networking and connections with private and non-profit developers, co-ops, land trusts, and other housing creators should also be made. This will involve sharing information about the ease of working with Anacortes’s regulations and housing programs. This would start by providing basic education to developers already working in Anacortes and bringing them up to speed on recent changes. Further connections to regional developers not yet working in Anacortes would help bring new business and potentially greater housing production.

All marketing should communicate the City's desires and intentions for new and innovative affordable housing, define the benefits and development potential within the community, and tell the story of Anacortes. Marketing should promote the qualities of Anacortes, the friendly regulatory environment, and financial incentives.

6.3 – Other Implementation Considerations

Funding Strategies

The values of a City are best demonstrated by its budget. Direct housing investment and support from the City can be one of the most effective ways to support affordable housing and prevent resident displacement. Anacortes's public tax dollars are limited, but the scale and urgency of the housing challenge require more resources to be dedicated to housing initiatives. Funding could come from re-prioritization of existing revenues, reframing of existing categories (e.g. affordable and homeless transitional housing becomes a component of public safety), or an increase in revenues and grant awards. Additional construction and development over time also generally increases Anacortes's tax base, and growth in revenues should be directed towards housing as much as possible.

Specific housing actions relying on the City budget include:

- Strategic acquisition of existing multifamily housing (3.2.2)
- Rental and foreclosure assistance (3.2.2)
- Housing rehabilitation (3.2.2)
- Childcare and early education subsidies (3.2.2)
- Creating legal and organized lots for homeless people to congregate and receive services (3.3.3)
- Contribute funding toward permanent supportive housing (3.3.4)
- Hiring a housing coordinator staff position (4.1)
- Acquire and/or sell/lease public land for affordable housing (4.4 and 4.4.7)
- Funding for ADU development, particularly for low-income homeowners (5.4)
- Funding for transit and sidewalk expansions (5.6)

Comprehensive Plan Updates

Major regulatory changes, such as removing parking minimums and expanding the intentions for low-density residential zones and industrial zones, need to have policy support at the Comprehensive Plan level. Typically, these types of changes would wait for the next major periodic update of the Comprehensive Plan which is due in June 2025. Due to the urgency of Anacortes's housing challenges, the City can also consider the annual amendment process to implement Strategy 4.2 and 4.3.

Public Land

The Sharpe's Corner property is the most immediate and promising opportunity to develop affordable housing at scale on public land. Market the property and identify a private or non-profit developer that is interested in a partnership. Identify opportunities to expand the site by acquiring adjacent private land. Consider rezones, environmental assessments, and other pre-development activities to position this site for sale or for lease.

See Strategy 4.4.2 for other public properties that may be viable for affordable housing development and co-location, including some owned by Skagit County and the Port of Anacortes.

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6.4 – Monitoring

The only way to know if housing actions are successful is to measure and report on outcomes. By developing a monitoring program, Anacortes can track progress toward achieving housing goals and identify where more work or changes are needed. Interviews with housing developers one year after HAP adoption (or at other regular intervals) can also be helpful to get feedback on what HAP actions are working well and where there may still be barriers.

Monitoring will be a key role of the new Housing Coordinator staff position. Even so, integrating monitoring into existing work and activities could help preserve limited staff time. Monitoring the HAP implementation could be merged into:

- PCED's annual or monthly reports to the City Council
- Monitoring of population growth and development permits
- Comprehensive plan monitoring
- Buildable lands reports

Potential performance metrics based on the HAP Existing Conditions and Housing Needs Analysis Report are listed below.

HAP Objective	Performance Metric	Target
Support the local economy and workforce with more rental homes.	Number of duplex, triplex, multifamily, and other rental units permitted	
	Vacancy rate	Rental unit vacancy rates are greater than regional rates
Create a greater variety of homeownership opportunities.	Number of small-lot single-family, cottage housing, townhouse, condominium, and other ownership units permitted	
Slow down and stabilize the rise in housing prices.	Home price increases	Annual median home price increases are lower than regional, state, or national increases
	Rental price increases	Annual median rental price increases are lower than regional, state, or national increases
Refine regulatory standards to reduce barriers to housing development.	Housing production	Net increase of 100-150 housing units per year
	Housing diversity	50% or less of new housing units are detached single-family dwellings
	Number of ADUs permitted	
	Number of senior, assisted living, and nursing home units permitted	
	Number of permanent support housing and transitional housing units permitted	
Adopt new financial tools to support and promote development and maintenance of housing.	Affordable housing for cost-burdened low-income households (80% AMI and below)	Construction or preservation of 20-50 affordable housing units per year
	MFTE program participation	One development per year

Appendices

PLACEHOLDER

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Anacortes Housing Action Plan

DECEMBER 19, 2022
CITY COUNCIL

Project Background

- Anacortes has set the stage with:
 - Housing policies in the 2016 Comprehensive Plan
 - Ideas in draft 2017 Affordable Housing Strategic Plan
 - Development regulations update in 2019
- Anacortes was awarded a grant from the Washington State Department of Commerce to create this housing action plan (HAP)
- A HAP is a policy document that has more specific data, goals, and strategies to promote safe and affordable housing options for all



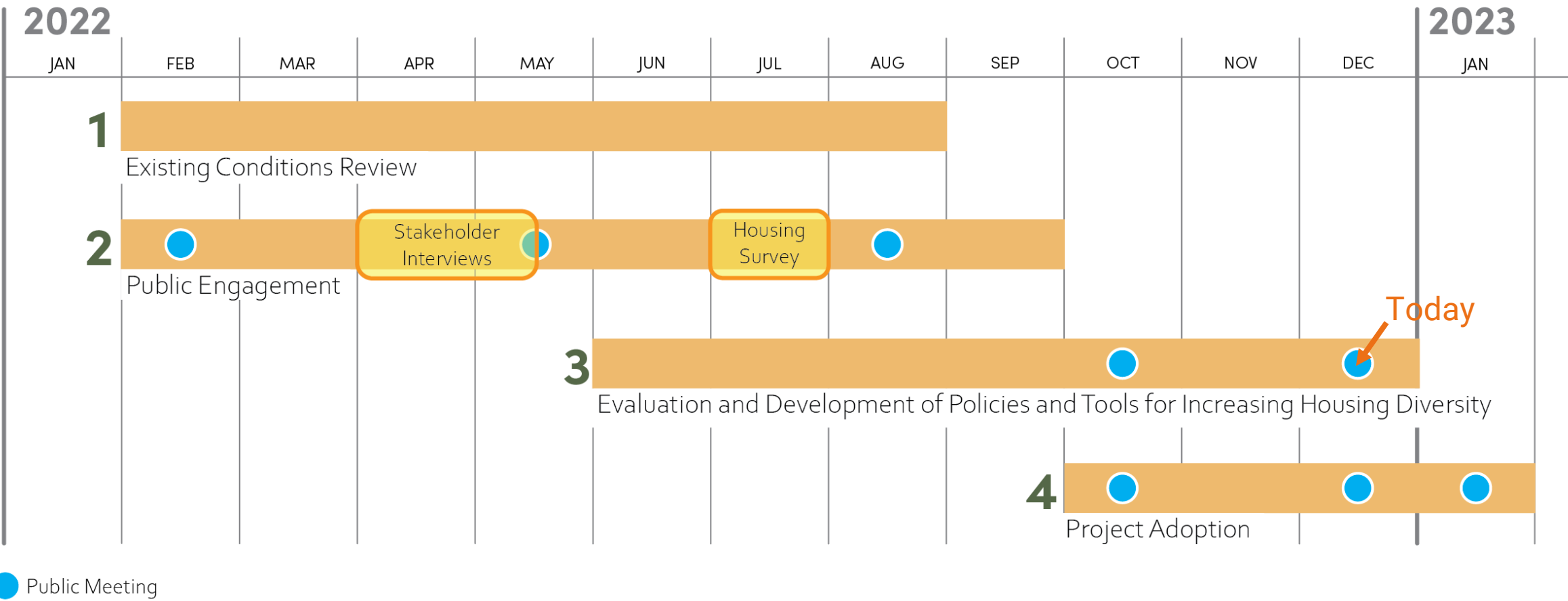
Anacortes Key Housing Goals

Goal H-1. Housing Supply and Variety. Provide for a sufficient quantity and variety of housing to meet community needs.

Goal H-3. Housing Affordability. Provide for a range of housing opportunities to address the needs of all economic segments of the community.

Goal H-4. Special Needs. Provide housing options for special needs populations, including independent living for seniors, assisted living, memory care, drug & alcohol rehab and mental health facilities.

Project Schedule



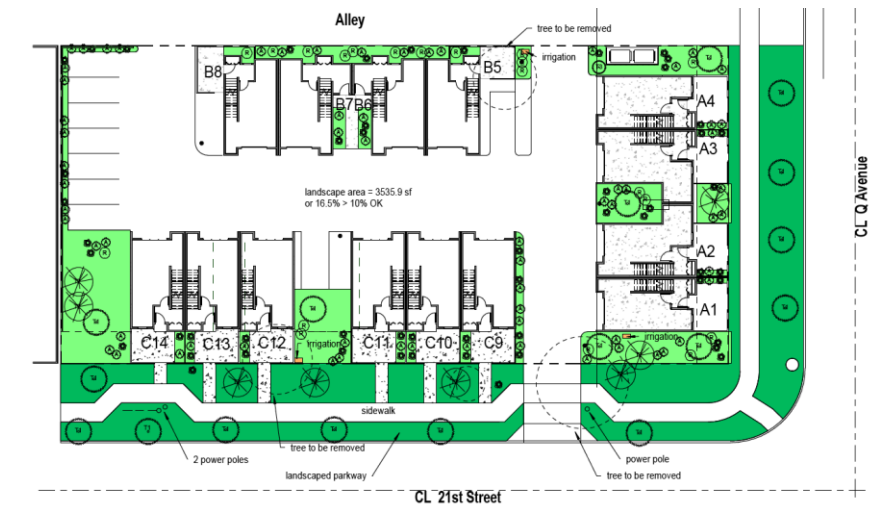
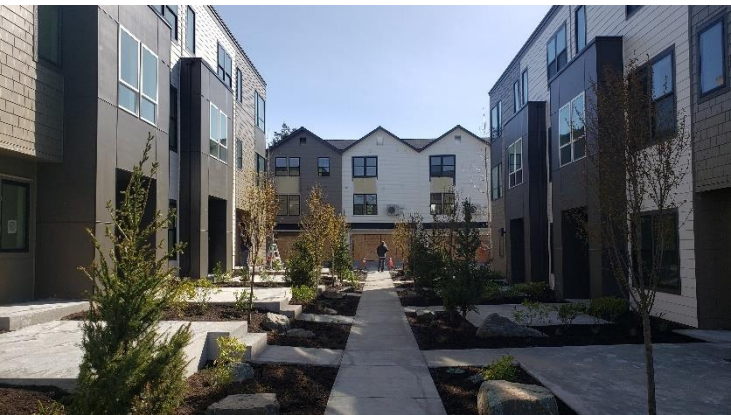
Why Does Housing Matter?

- **Quality of life** – low vacancies prevent people from trading up or trading down their housing
- **Economic development and essential workers** – many workers cannot afford local housing, contributing to labor shortage and loss of community
- **Increased traffic and emissions** – workers will drive into town if they can't afford to live here
- **Protecting rural areas** – lack of housing in the city puts pressure on farms and forests to develop
- **Homelessness** – higher costs make more people more vulnerable



Existing Conditions & Housing Needs Analysis Report

Project Spotlights



Housing Production Since 2016

- 1.7% population growth per year
- 20-year growth target is 2,620 new units (2016-2035)
 - Target requires 131 new units per year
 - 101 new units per year built since 2016
 - Potential shortage of **buildable land capacity**
- Housing types are diversifying recently

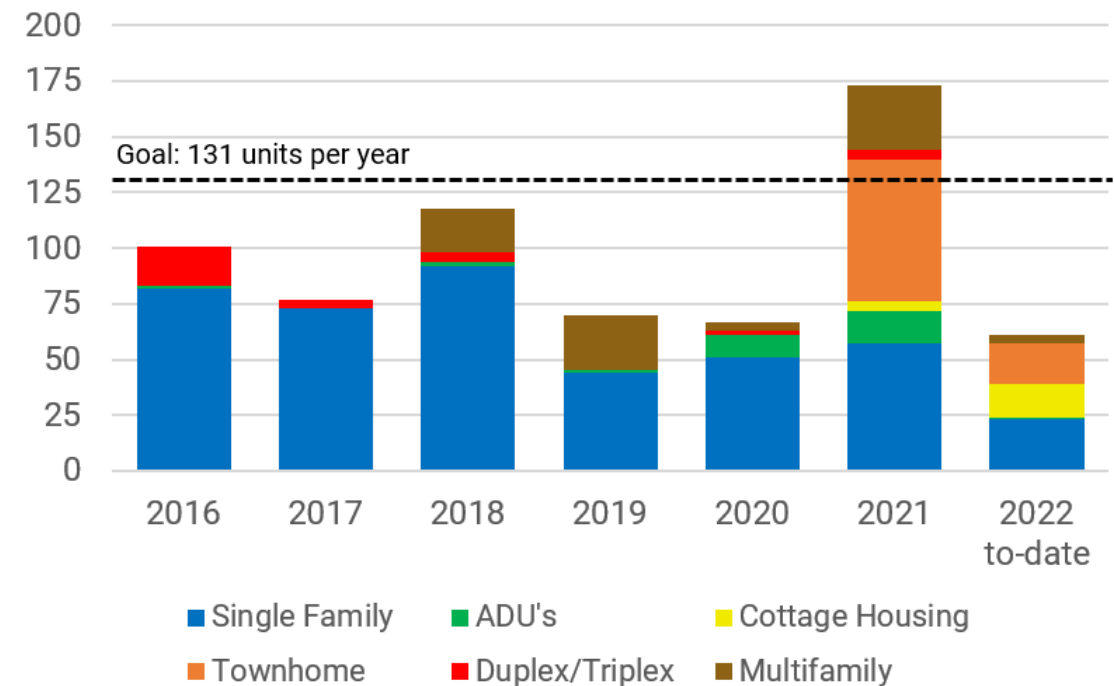
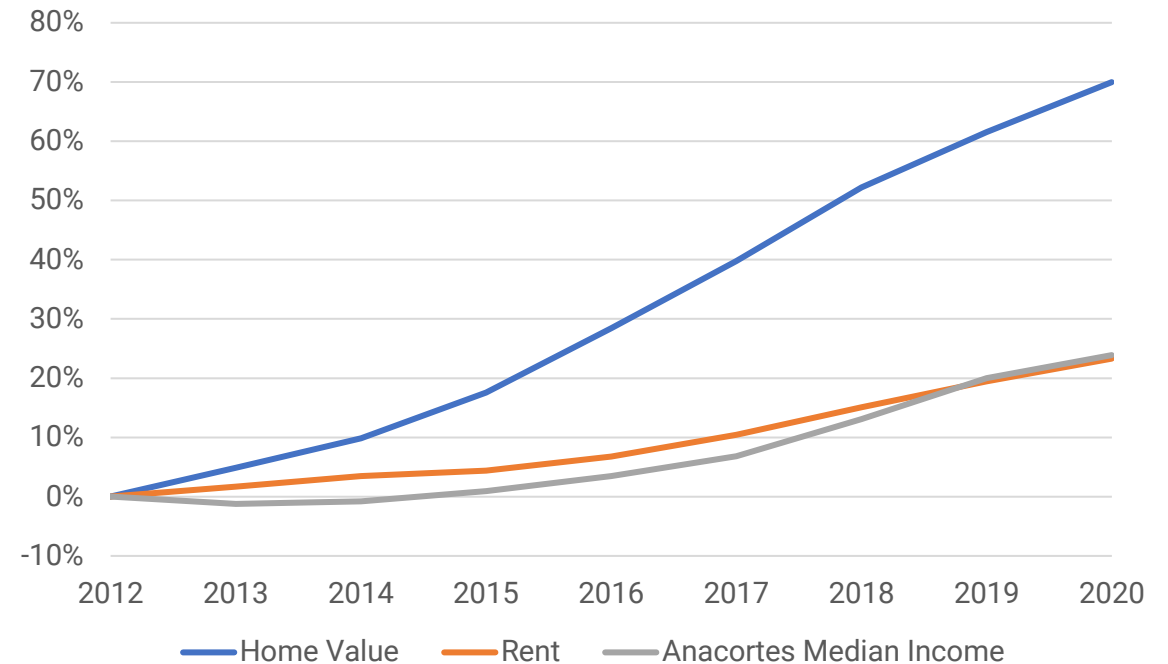


Figure 22 - Anacortes housing production by type, 2016-2022. Source: City of Anacortes GIS

Growth in Housing Costs

- Home prices increasing **faster** than incomes
- Home prices increased **70%** from 2012-2020, but incomes only increased **25%** in that period.
- Rents and incomes were in sync through 2020, but recent community feedback indicates **increasing rents** are a problem
- Construction costs highest in **50 years**, increasing by **17.5%** from 2020 to 2021



Housing Needs – Market Rate

- Through 2045, at least **3,019 new homes** are needed at a variety of income levels
- Higher demand for **ownership housing** at higher income levels
- Other market-rate needs:
 - **Senior housing** (higher than average older adult population)
 - **Small housing units** (29% one-person households)

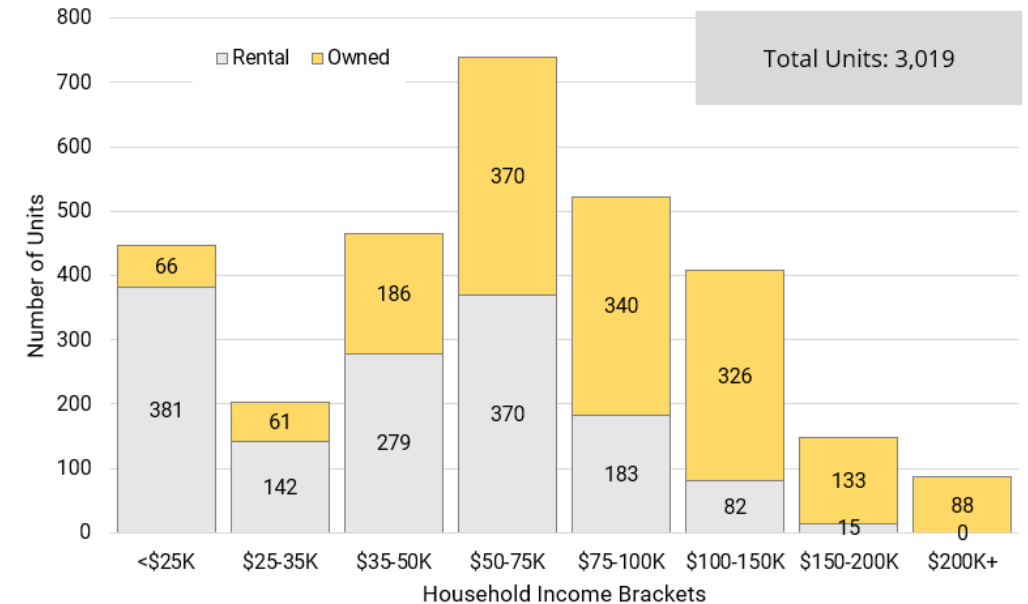


Figure 35. Approximate Demand for New Housing Units, City of Anacortes, 2021-2045. Source: Leland Consulting Group

Housing Needs – Low-Income

- **30% of all households** are cost-burdened
- **46% of renter households are cost-burdened**, compared to 10% of ownership households
- Two-thirds of the lowest-income households are cost burdened
- More than one-third of **senior households** earn less than 80% of area median income (AMI)
- Large need for **new subsidized housing**

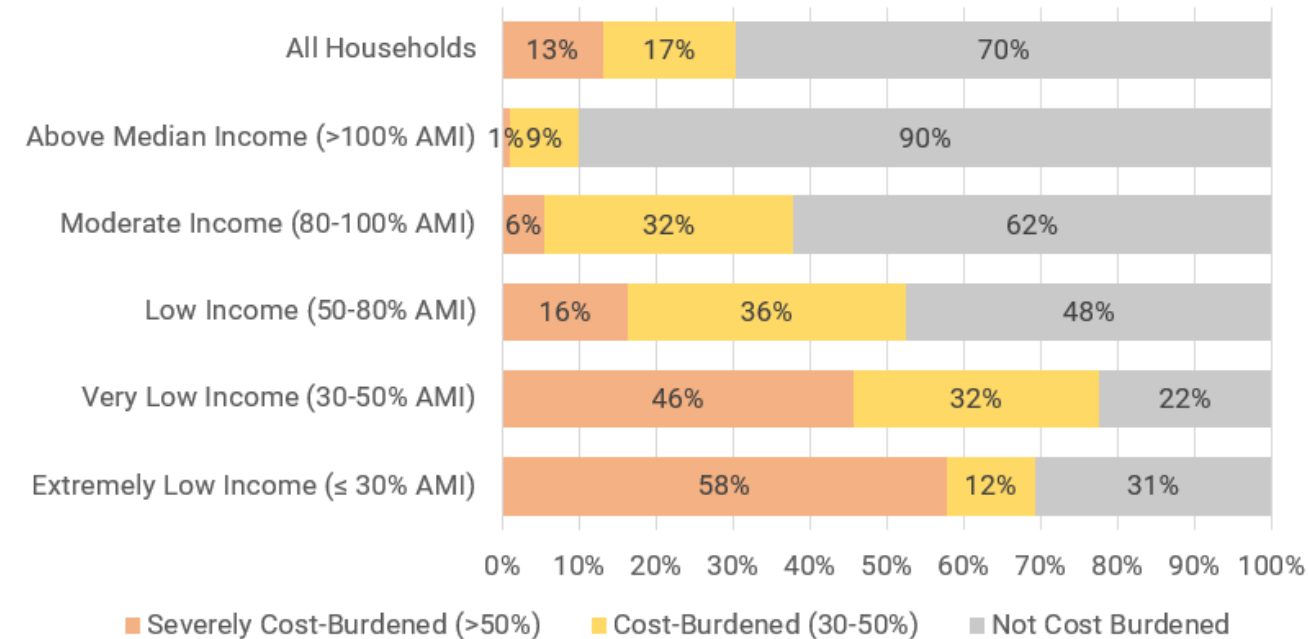


Figure 39. Cost Burden Status by Household Income Level (Percent), 2020. Source: HUD CHAS

Racially Disparate Impacts of Zoning

- Indirect segregation relies on the differences of wealth, income, and tenure between people of different race and ethnicities
- Policies that restrict the supply of rental housing have a disparate impact on people of color

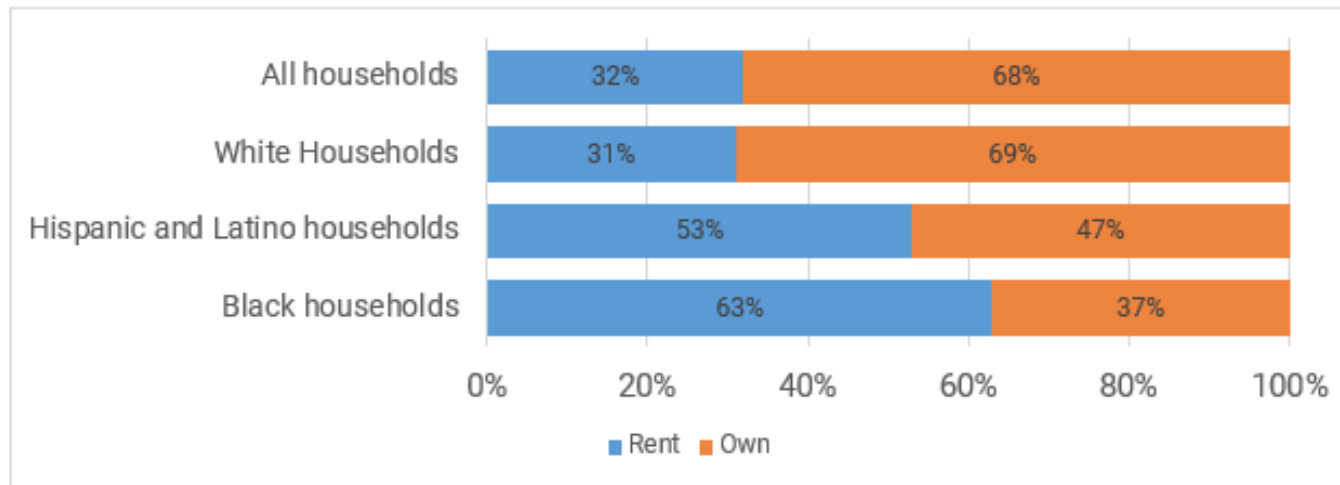


Figure 3. Tenure by race. Source: ACS 2021 5-Year Estimates, Table B25003 series



Community Engagement Report

Stakeholder Interviews

15 stakeholder interviews with housing organizations, builders and developers, major employers, and general residents

- Anacortes Family Center
- Anacortes Housing Authority
- Skagit Habitat for Humanity
- Irwin Development
- Landed Gentry
- Strandberg Construction
- Madrona Real Estate
- Gary Merlino Construction
- Island Hospital
- Anacortes Community Health Council (includes representatives from multiple groups and public agencies)
- Anacortes School District
- Safeway
- Seattle Yachts

Stakeholder Interviews

- It is very difficult for low-moderate income renters to find housing
- Perception that Anacortes is now a wealthy retiree community
- There is limited capacity of services to assist low-income and homeless individuals, including supportive housing, transportation, mental healthcare
- All cost inputs for new housing are going in the wrong direction amid rising prices for materials, labor, and land
- There may be some regulatory opportunities to improve the cost efficiency of construction

Housing Survey Key Themes

- Most homeowners are comfortable in their living situation compared to renters, but everyone is aware of cost-of-living increases
- Renters are more in favor of housing actions than owners, but both showed general openness to new ideas
- People are open to a variety of housing types, though single-family housing remains a large preference
- There is appetite for bigger policy and program changes, such as allowing more “middle housing” and a multifamily incentive program
- There is a strong interest in adequate walking/biking infrastructure

Survey available June-July 2022 and had 1,067 responses from people who live or work in Anacortes

Housing Survey – Stories

Megan (homeowner): *"...We were able to purchase our home here 6 years ago and would be priced out of the market today. We want affordable options for everyone more than we care about our home value going up more and more. We value living in an area in which teachers, servers, childcare providers, ALL people can afford to live here and have reliable options."*

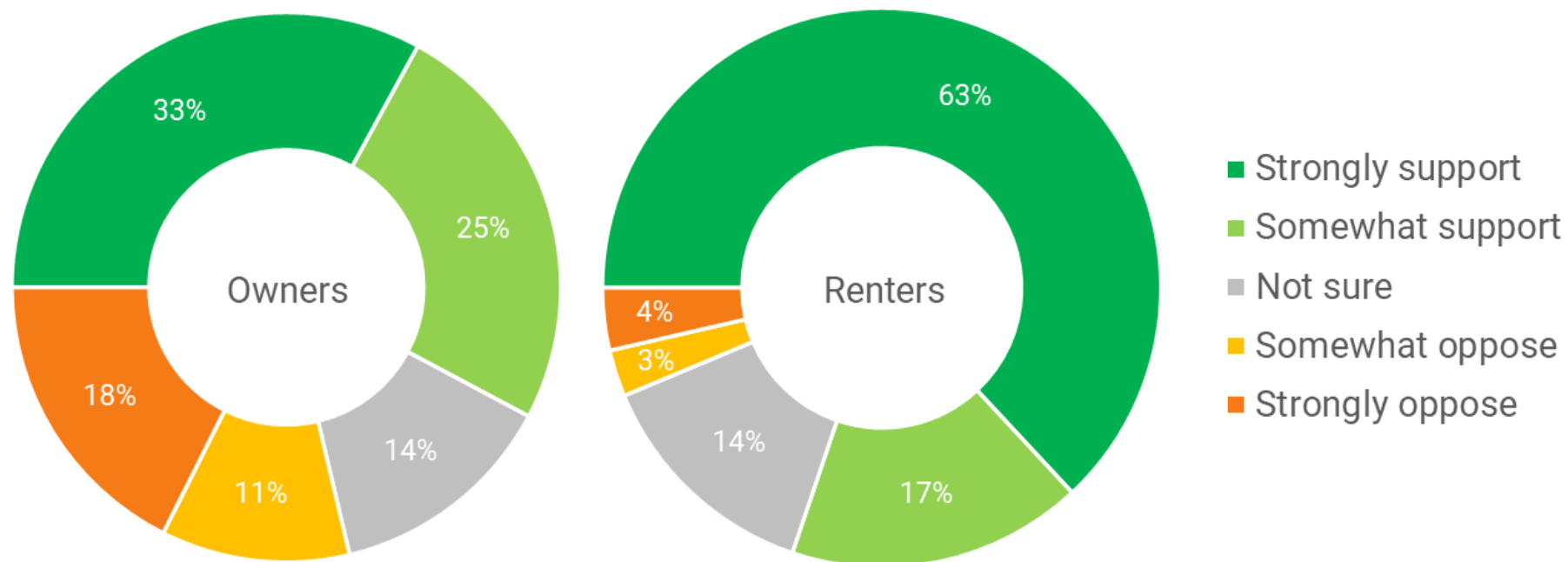
John (renter): *"The most discouraging thing is seeing my friends and peers, many of whom are creatives, artists, small business owners and entrepreneurs, leave Anacortes because of the cost..."*

A business owner said, *"I have lost 5 of my 19 employees in the past 8 months due to the inability to find affordable housing in town. Majority of move-in requirements (first/last/deposit) are extremely challenging to pull together when average monthly rental even for a small apartment is over \$1,400/month."*

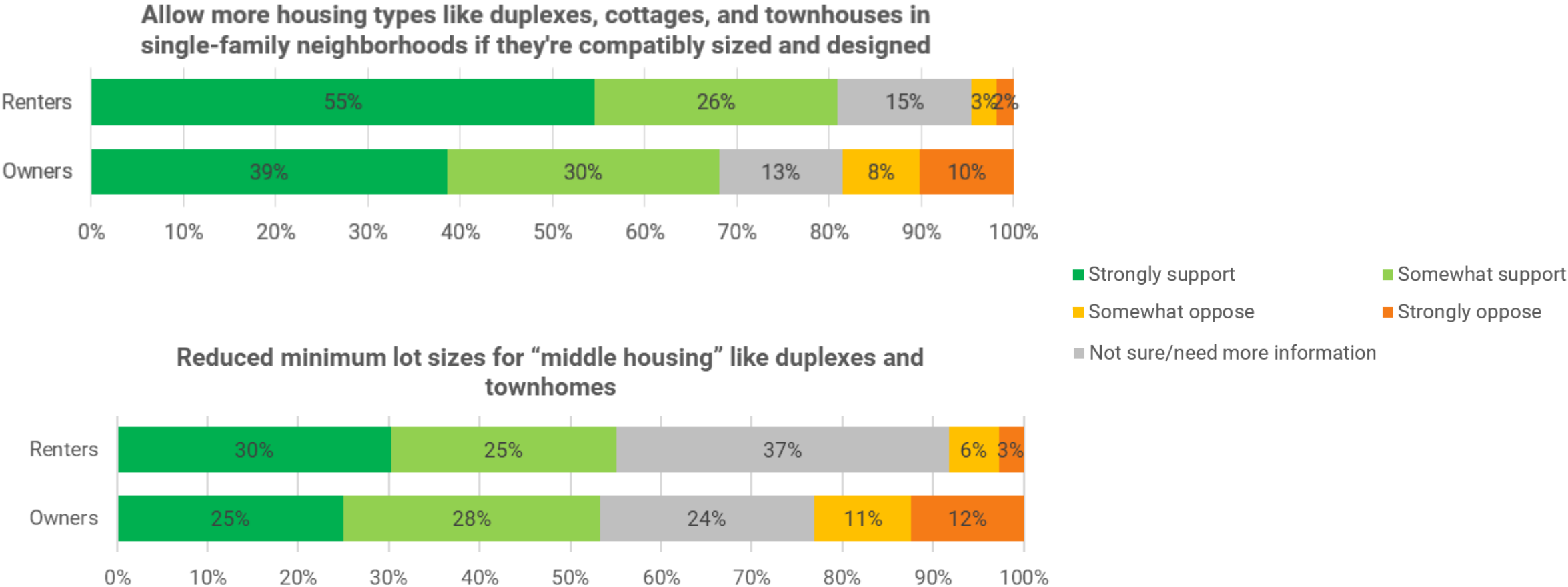


Housing Survey – Openness to Development

Q: If you heard about a new multi-floor apartment project planned in or near your neighborhood with rents affordable to people like recent college graduates, teachers, nurses, restaurant workers, mechanics, etc., would you support or oppose the project?



Housing Survey – Key Results



Implementation Priorities

Regulatory Strategies

- Relax allowed use standards in most residential zones*
- Map the R3A zone*
- Streamline ADU regulations
- Adjust form and intensity standards*
- Adjust other standards (open space, landscaping, etc.)
- Adjust parking standards
- Possible building code amendments

** Detailed slides coming up for the topic*

Allowed Uses

- Expand housing options given shortfall in production and receptive survey results
- Conditional uses are unnecessary with design standards and other protections in place

	Residential Zones								
Residential Uses	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions
Household living									
Single-family	P	P	P	P	P	P	P	P	
Single-family, small lot				P	P	P	P		
Cottage housing	<u>P</u>	P	P	P	P	P	P		
Duplex		C <u>P</u>	P	P	P	P	P	P	
Triplex			<u>P</u> (X)	C <u>P</u>	P	P	P		(X) <u>Alley-loaded lots only</u>
Townhouse			<u>P</u> (X)	C <u>P</u>	P	P	P		(X) <u>Alley-loaded lots only, max. 4 units</u>
Multifamily dwellings, 4 units				C <u>P</u>	P	P	P		
Multifamily dwellings, 5+ units					<u>P</u> (X)	P	P		(X) <u>Max. 12 units</u>
Multifamily dwellings, single room occupancy						<u>P</u> (X)			(X) <u>Max. 50 units</u>

P = Permitted C = Conditionally permitted Blank = Prohibited

R1 Zone Considerations

- Allow cottage housing
- Allow density up to 4 dwelling units per acre

Land Use Designation

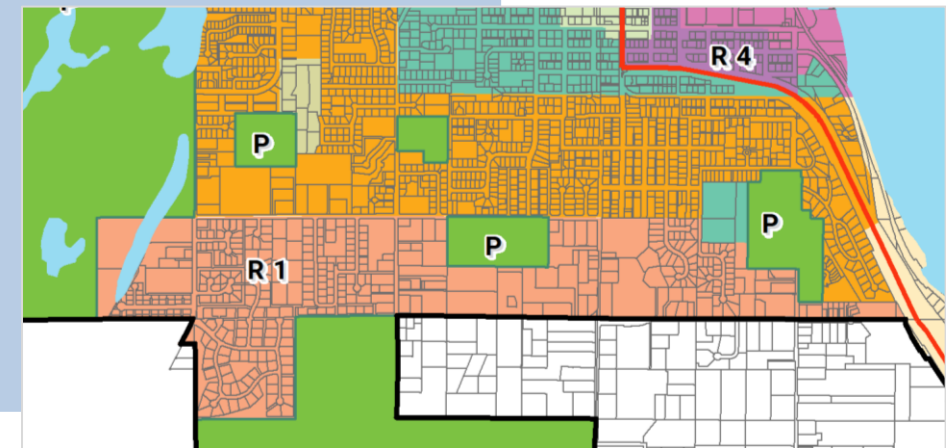
Residential Low Density 1

Purpose: This designation provides for low density residential development in the southern end of the City that is inappropriate for more intensive urban development due to topography, the frequent presence of wetlands, the high cost and difficulty in extending public facilities, and the desire to create a lower intensity transitional area between the city and the surrounding unincorporated rural pasture, forest and agricultural land.

Principal uses & density: Single-family detached dwellings are the predominant dwelling type. Other dwelling types, such as accessory dwellings and cottage housing, may be allowed under certain circumstances. The permitted base density is up to 2 dwelling unit per gross acre. Densities up to 4 units per gross acre may be permitted via a special review process.

Implementing Zoning Designation

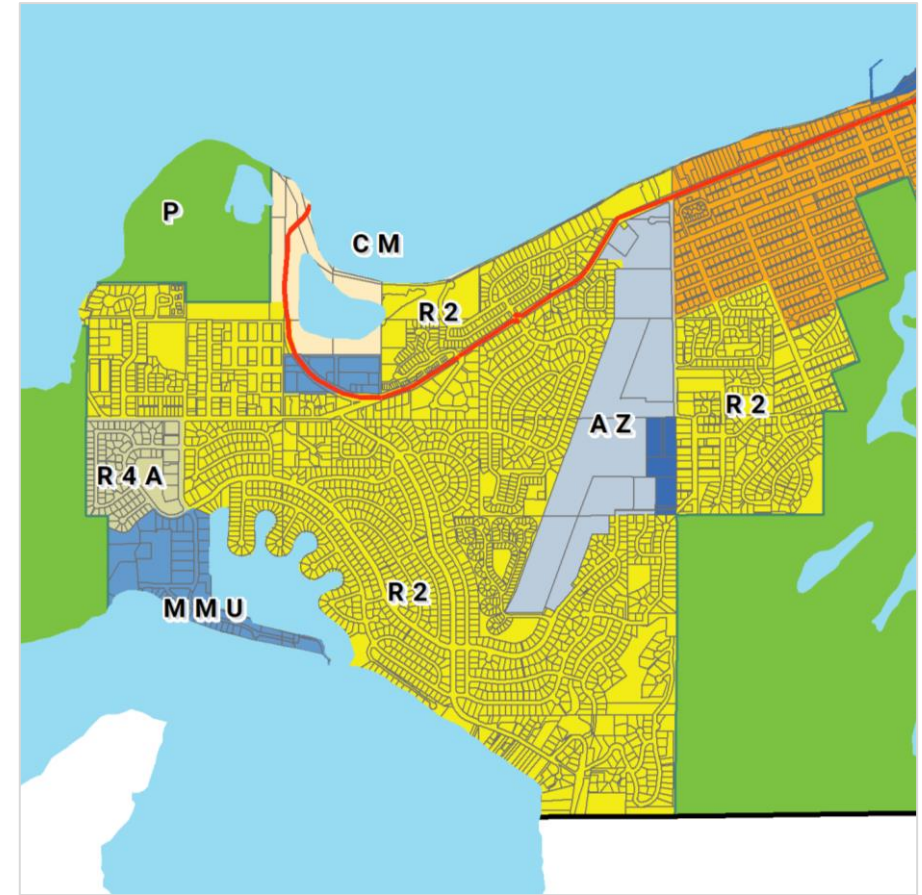
R1



R2 Zone Considerations

Modest changes given the location and development context:

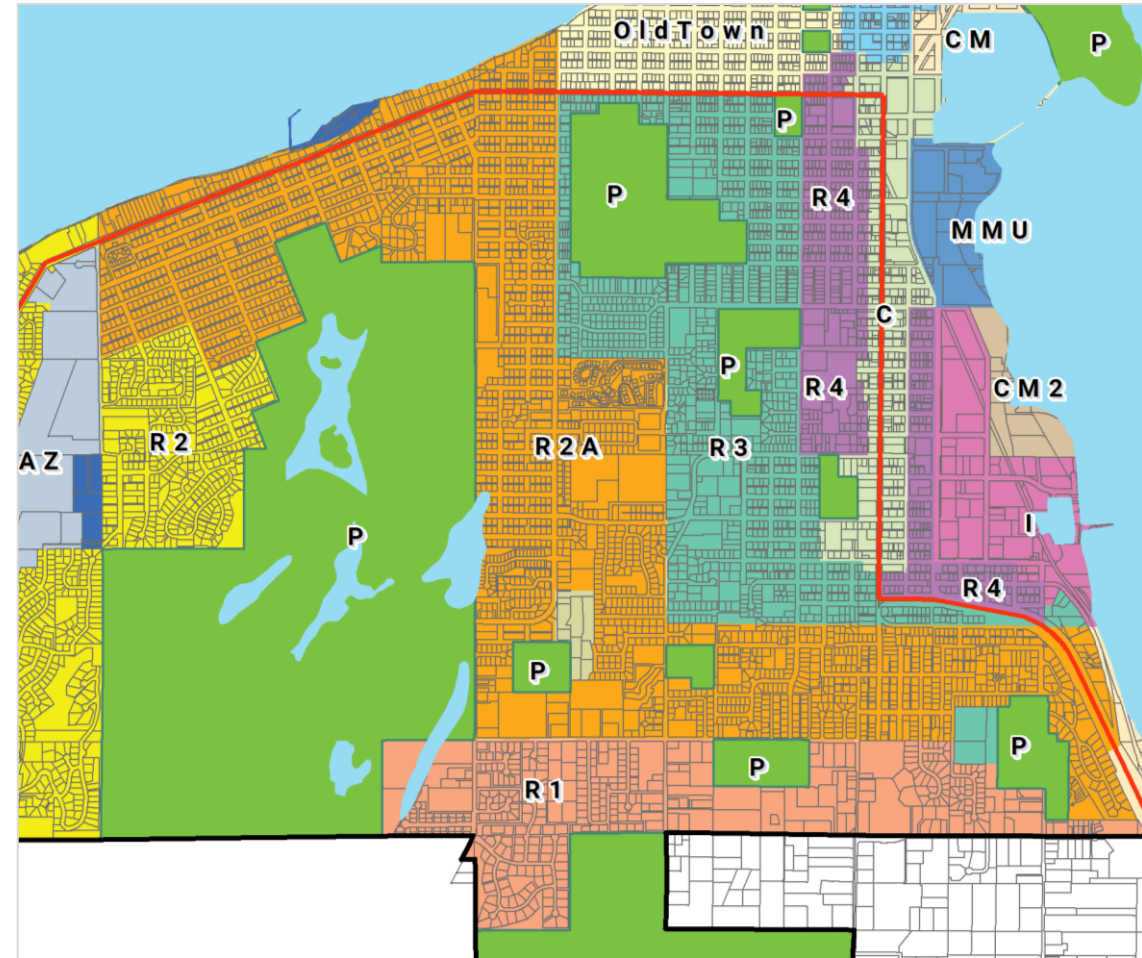
- Recognize small duplexes (<1,200-1,400 sq. feet) as a detached single-family unit – and allow by right with same 7,500 sq. feet minimum lot size as single-family
- For larger sized duplexes, retain current 9,000 sq. feet minimum lot size, but allow by right rather than a conditional use



R2A Zone Considerations

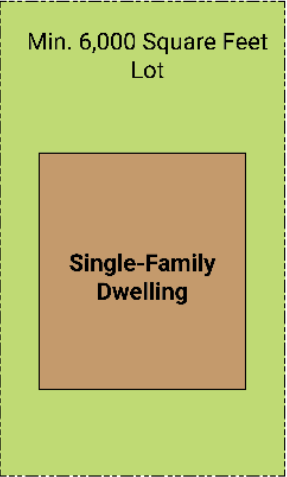
Make it easier to build middle housing:

- Adjust duplex lot size (next slide)
- Triplexes allowed on alley-loaded lots
- Townhouses allowed on alley-loaded lots, max. 3 or 4 attached units
- Potentially limit the size of such units to 1,000 to 1,200 square feet of floor area

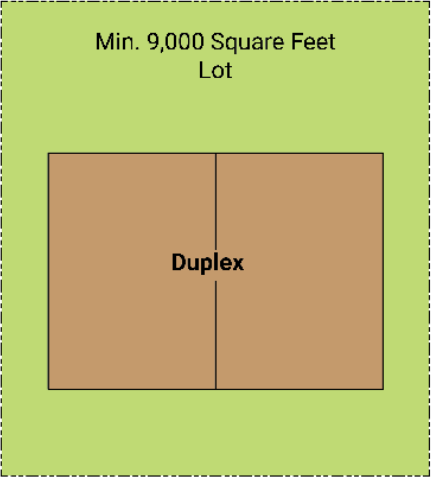


R2A Zone Lot Size

Current Standards



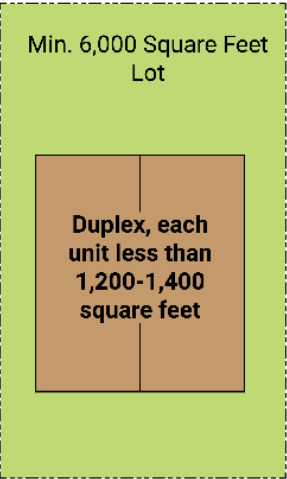
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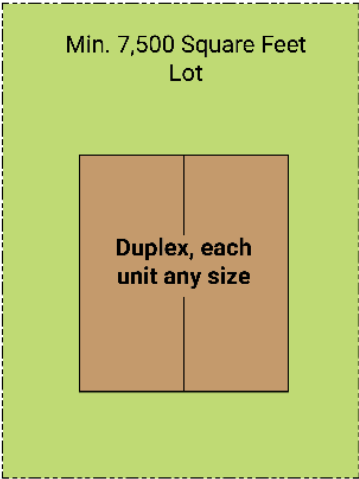
Lot Size Options

Option 1



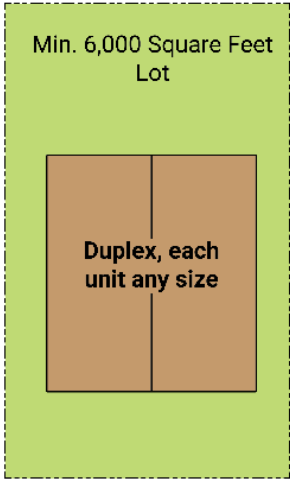
Larger units allowed by-right with min. 9,000 square feet lot

Option 2



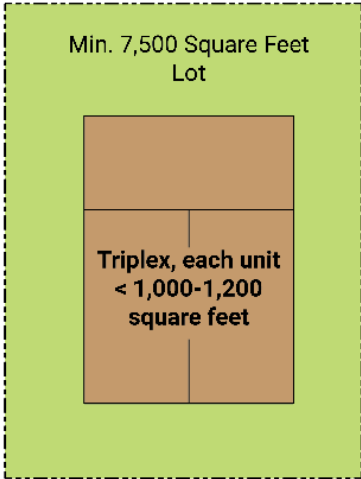
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Option 3



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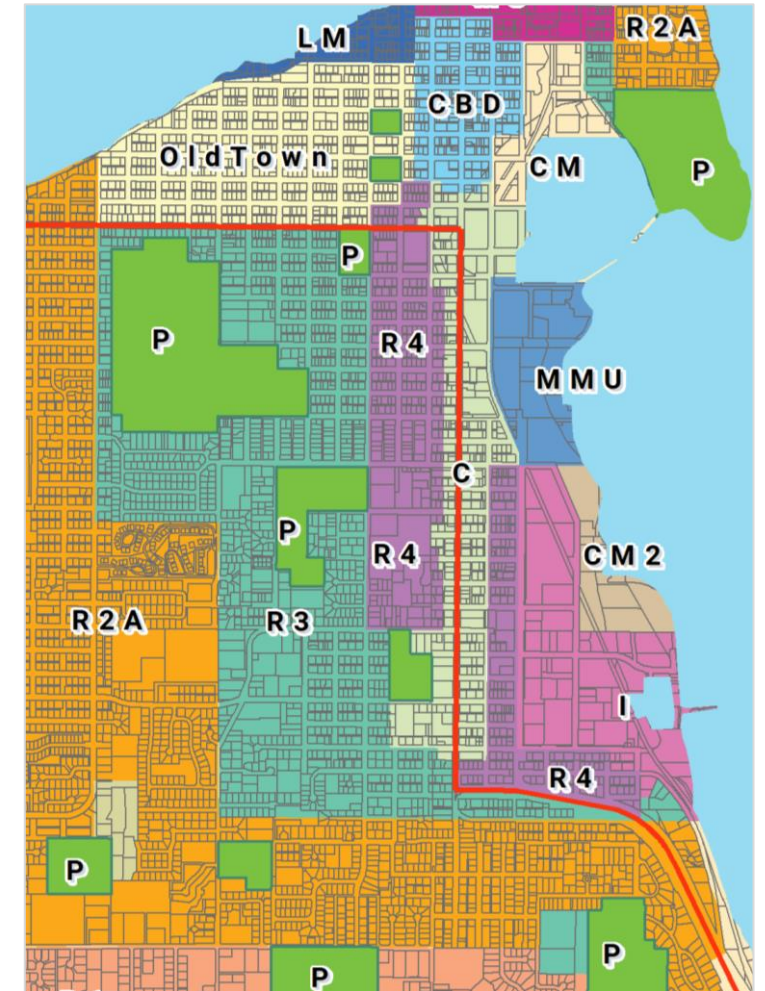
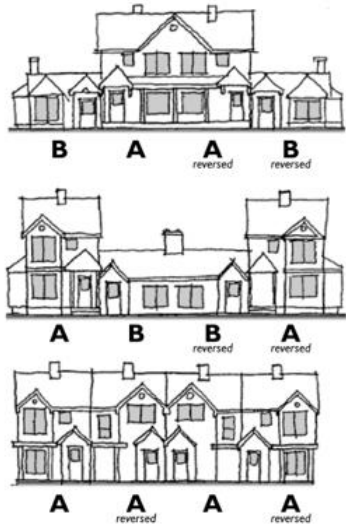
Option 4



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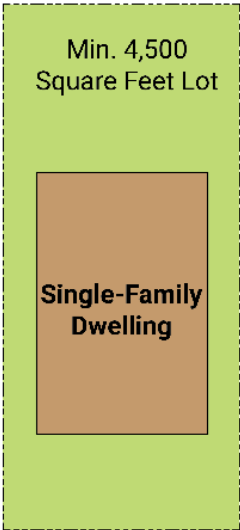
R3 Zone Considerations

- Make it easier to build **duplexes, triplexes, fourplexes, townhouses** – all of which are subject to design standards
- Change housing from conditional to permitted outright

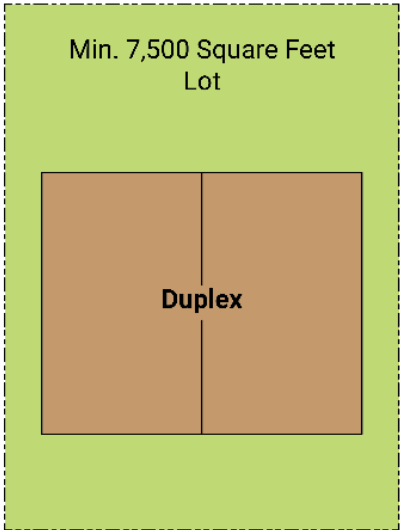


R3 Zone Lot Size

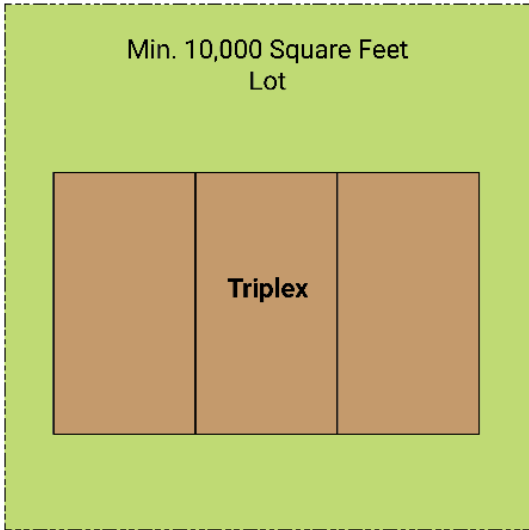
Current Standards



Allowed by-right



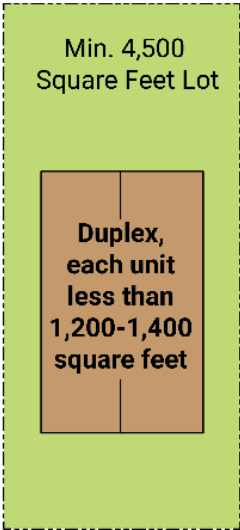
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Triplexes are a conditional use

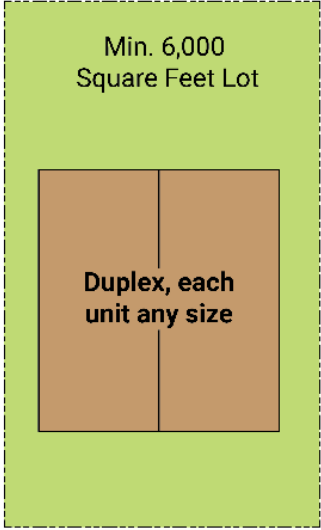
Lot Size Options

Option 1



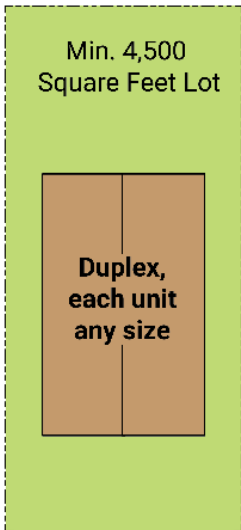
Larger units allowed by-right
with min. 7,500 square feet lot

Option 2



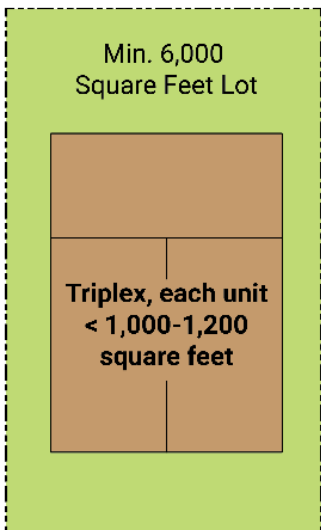
Allow additional units
for every 1,500 square
feet (rather than every
2,500 square feet)

Option 3



Allowed by-right

Option 4



Allowed by-right

R3A Zone Considerations – Map It!

Residential Medium Density

Purpose: This designation provides for moderate density residential neighborhoods on lands that are suitable for urban development. These areas are conveniently located in relation to traffic routes, public utilities and community facilities.

Principal uses & density: Single-family detached dwellings are the predominant dwelling type. Other dwelling types, such as accessory dwellings, cottage housing, and low density multi-family may be allowed under certain circumstances. The permitted density is 7-14 dwelling units per gross acre, depending on the particular housing types used and established development pattern and character of the area.

Special topics to explore: Accommodate tiny houses (see Housing Element), reduce minimum lot size to 4,500 sf, and explore option for 3,000 sf lots where consistent with historic plats. Consider uses that provide neighborhood gathering places.

R3

R3a



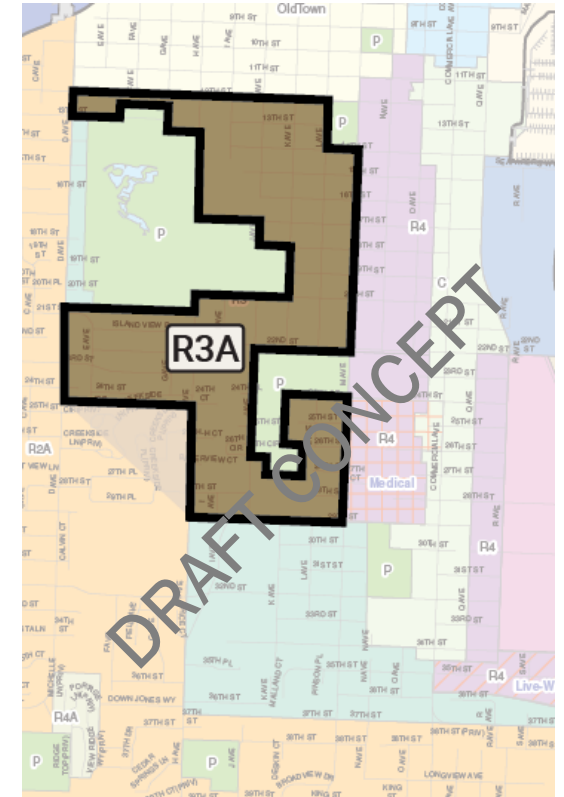
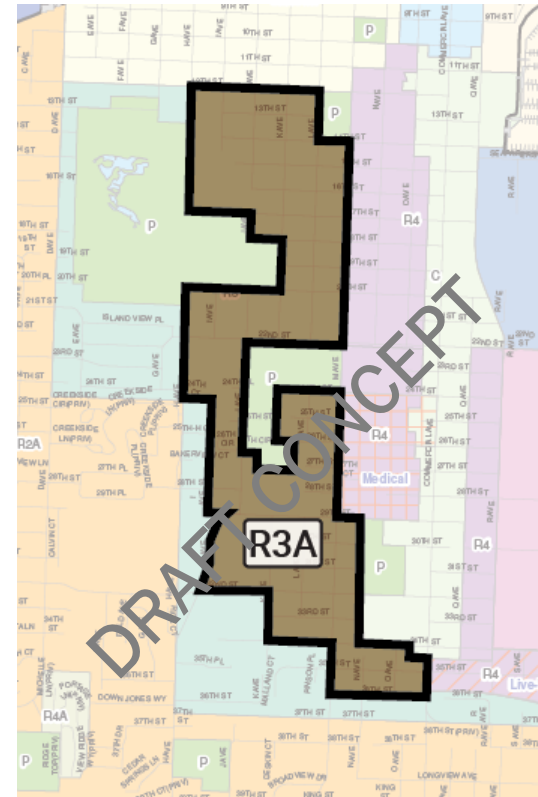
R3A Zone – Preliminary Concepts

Permitted use change: Allow small multifamily buildings of 4-12 units

Possible map alternatives

- Split the distance between R2A and R4
- Rezone to R3A within a couple blocks of Volunteer Park and the schools
- Create new R3A areas elsewhere, such as where the R2A zone has alleys
- Some combination of the above

Or: Don't map an R3A zone, and instead apply all the HAP's recommend standards of R3A to the R3 zone



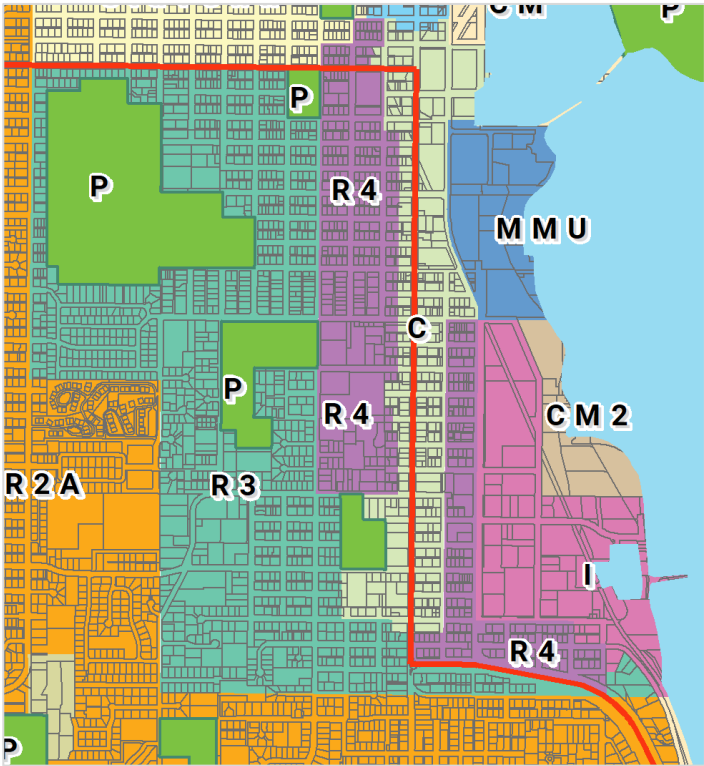
Preserving Medium- and High-Density Zones

Consider prohibiting development of **new** single-family uses in one or more of these zones (existing single-family uses could continue)

Why?

- Preserve land capacity for medium/high density housing
- Greater chance of smaller/more affordable homes
- Proximity to jobs, services, schools, and parks

	Residential Zones						
Residential Uses	R1	R2	R2A	R3	R3A	R4	R4A
Household living							
Single-family	P	P	P	P (?)	P	P	P
Single-family, small lot				P (?)	P	P	P



Combined, the R3 and R4 zones make up 14% of the City’s developable land area.

Tiny Homes

- Consider defining and permitting **tiny homes** in as another affordable housing option
- Permit permanent structures in low and medium density residential zones
 - Consider density provisions, such as counting as 1/5 dwelling unit and max. size of 250 square feet
 - Provide basic standards similar to cottage housing
- Permit temporary “tiny home villages” as homeless transitional housing (require management plan and social services)



State Actions

- Adopt a **Housing Options Ordinance** by April 1, 2023, to protect against legal challenges
- Follow potential preemption options on zoning, ADUs, parking, and other issues being explored the 2023 state legislature
- City should stay involved with any state reform on GMA, SEPA, condo legislation, and affordable housing funding opportunities
- See HAP Strategy 5.7 for other state advocacy suggestions



Programmatic Strategies

- Short-term rental regulations
- Anti-displacement strategies *
- Homelessness strategies *

** Detailed slides coming up for the topic*

Anti-Displacement Strategies – Short-Term

Adopt tenant protections to reduce economic displacement

Examples recently adopted by WA cities:

- Increased notice of monthly rent increases
- No increase in rent if the property is in poor condition
- Require landlord to pay relocation assistance for economically-displaced tenants (e.g. 10% increase in rent forces a moveout)
- Move-in fees capped and require offer of installment plans
- Require cause to evict
- Banning discriminatory and deceptive practices
- Rental unit registration

Anti-Displacement Strategies – Long-Term

Evaluate and adopt other anti-displacement actions to support the wider community.

Examples:

- Strategic acquisition of existing multifamily housing
- Rental assistance programs
- Housing rehabilitation assistance
- Community land trust assistance and partnerships
- Living wage ordinance
- Childcare and early education subsidies

Homelessness Strategies

Strengthen coordination between the City and local homelessness support services and adopt a Housing First approach.

- Better data collection
- Improved coordination – at a minimum, create a local directory and hire a housing coordinator
- Possible intermediate actions of sanctioned homeless housing sites for people living in tents and vehicles
- Convene stakeholders to prioritize Housing First and creating permanent supportive housing

Citywide Planning Strategies

Citywide Planning

- Hire a housing coordinator*
- Comprehensive Plan updates*
- Land acquisition and surplus land policies

** Detailed slides coming up for the topic*

Housing Coordinator

Fund and hire a Housing Coordinator to help implement the HAP, collaborate with stakeholders, and promote more housing

- Minimum 2-year position in PCED
- Key responsibilities:
 - Promote the City's housing incentives to private and non-profit developers
 - Liaison and recruit service providers for the homeless, seniors, etc.
 - Be a resource for landlord-tenant disputes
 - Monitor and promote affordable housing production

Key qualifications:

- Degree in planning, real estate, public administration, finance, economics, business, or related
- 3-5 years experience in program management, affordable housing policy, community planning, public policy, real estate finance or development, or business administration, etc.

Comprehensive Plan Updates

Reexamine key policies and assumptions in the 2025 Comprehensive Plan update

Housing Element

- Add policies to support specific HAP strategies and actions

Land Use Element

- Revisit the Old Town boundaries and permitted uses
- Revisit the R1 zone standards and infrastructure needs
- Consider height limit increases in the CBD and C zones
- Consider removing parking requirements entirely

Funding Strategies

- Multifamily Tax Exemption (MFTE)*
- Development Fee Adjustments
- Tax Increment Financing
- Funding for ADU Development*
- Inclusionary Zoning
- Transit and Sidewalk Funding
- State Advocacy*

** Detailed slides coming up for the topic*

Funding for ADU Development

Explore partially financing ADU development

- Numerous municipalities have established programs which incorporate equity/loan assistance and technical assistance
- **Program can be targeted at lower-income residents:** either the homeowner must be low-income or the new ADU is rented to low-income people for a minimum period of time
- Funding sources include Community Development Block Grants, general fund, philanthropists, and partnerships with nonprofits such as Habitat for Humanity
- See related ADU code streamlining in Strategy 2.3

Multifamily Tax Exemption

Re-adopt the MFTE program and make it easier to use

- Highly effective tool for attracting housing development
- Adopted by 51 cities across Washington (none in Skagit County)

Key Recommended Parameters

- Offer in most zones where multifamily (4+ units) is permitted
- Offer all programs allowed by state law:
 - **8-year:** No affordability requirements but require some small units
 - **12-year:** Min. 20% of units rented at affordable prices to low/moderate households (<80-115% AMI)
 - **20-year:** Min. 25% of units sold at affordable prices to low/moderate households

Thank You!

Questions?

Anacortes Housing Action Plan

Existing Conditions and Housing Needs Analysis Report

October 19, 2022

Introduction

The Anacortes Housing Action Plan (HAP) defines strategies and implementing actions that promote greater housing diversity, affordability, and access to opportunity for residents of all income levels. The process to develop the HAP included a review of Anacortes's system of policies, programs, and regulations that shape opportunities for housing development.

The purpose of this effort is to identify ways to encourage construction of both affordable and market-rate housing in a greater variety of types, densities, and cost levels. The priorities for the HAP were informed by a housing needs assessment and community and stakeholder engagement.

The HAP is intended to inform updates to the Anacortes Comprehensive Plan (most notably the Land Use and Housing elements) and to guide implementation strategies such as development regulations, housing programs, fee structures, and infrastructure spending priorities.

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Abbreviations

ACS. American Community Survey, an annual product of the U.S. Census Bureau.

AHA. Anacortes Housing Authority.

AFC. Anacortes Family Center.

AMC. Anacortes Municipal Code (city law).

AMI. Area median income.

CHAS. Comprehensive Housing Affordability Strategy, a product of the U.S. Department of Housing and Urban Development.

GIS. Geographic information system.

HACS. Housing Affordability and Community Services, a committee of the Anacortes City Council.

HAP. Housing Action Plan.

HUD. U.S. Department of Housing and Urban Development.

LEHD. Longitudinal Employer-Household Dynamics, a product of the U.S. Census Bureau.

MFTE. Multifamily tax exemption program.

MSA. Metropolitan Statistical Area.

OFM. Washington State Office of Financial Management.

RCW. Revised Code of Washington (state law).

Section 1 – Community Profile

The Community Profile discusses Anacortes’s current and future population and the age, race, and ethnicity of residents. It also discusses the size, income, and characteristics of the City’s households, as well as households with specific needs and risks such as cost-burdened households, older adults, and adults with disabilities. These demographic and household characteristics provide background and context for the types of housing required to better serve all of Anacortes’s residents.

Population and Demographics

Historic and Future Population

As of April 2022, Anacortes’s estimated population was 17,880, according to data from the Washington Office of Financial Management (OFM). The City’s population has generally increased at a steady rate, adding more than 10,000 people since 1970 at an annual growth rate of 1.7 percent.

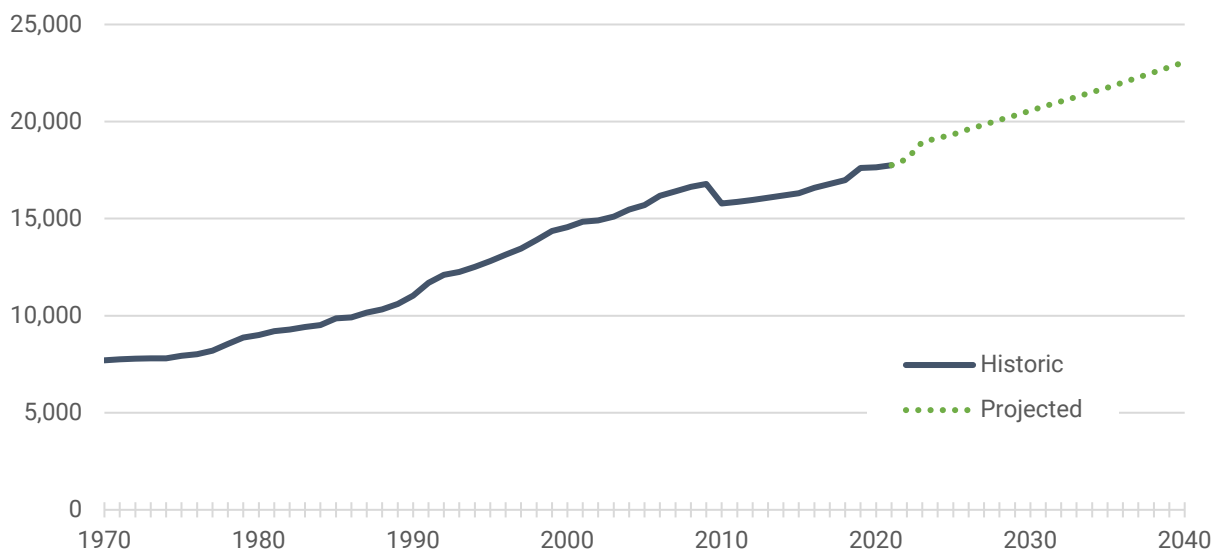


Figure 1. Anacortes Population, Historic Through 2021 and Projected Through 2040. Source: WA OFM (Historic Population and Growth Management Act County Projections)

The 1990s was both the fastest growing decade in Anacortes’s history and the decade in which the most residents were added to the City’s population. The population growth rate and the number of new residents have both continued to decline in the years since, with less than 1,000 residents added since 2010.

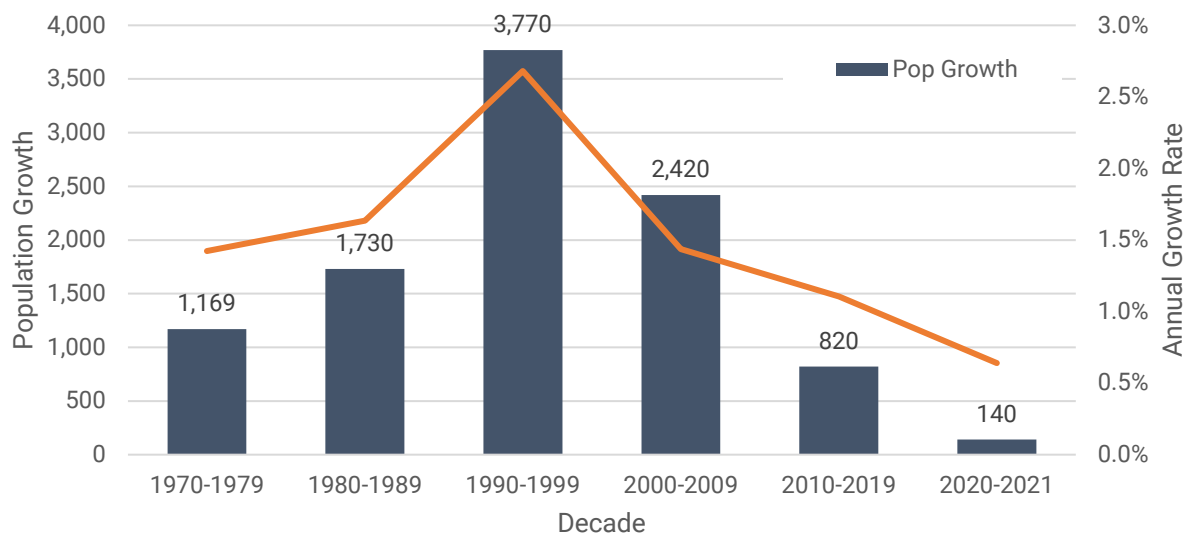


Figure 2. Anacortes Population Growth Per Decade. Source: WA OFM (Historic Population Estimates)

Age, Race/Ethnicity, and Language

The following chart shows the racial makeup of the Anacortes and Skagit County populations. Anacortes is about 11% non-white, compared to 26% in Skagit County (primarily consisting of Hispanic or Latino).

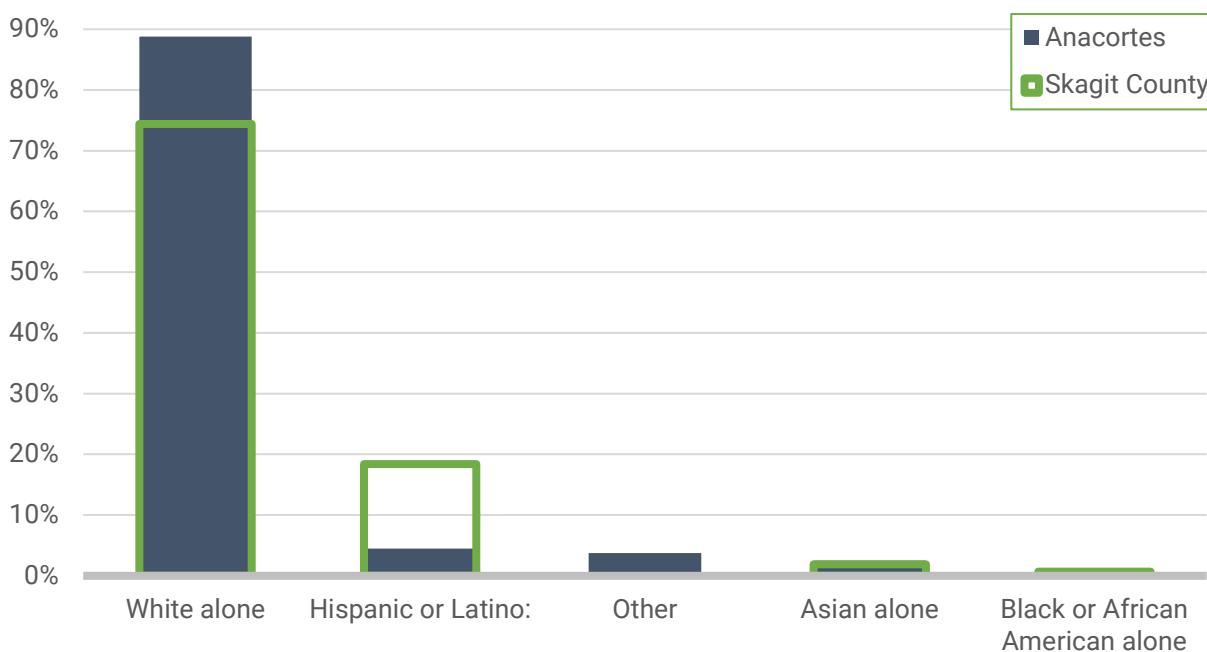


Figure 3. Racial Distribution in Anacortes and Skagit County. Source: ACS

The Anacortes population generally skews older than the Skagit County population, meaning there is a lower proportion of residents aged between 0 and 50 and a greater proportion of older residents aged 50 and above. This difference is particularly striking in senior residents aged above 70, potentially demonstrating the importance of senior-suitable housing in Anacortes.

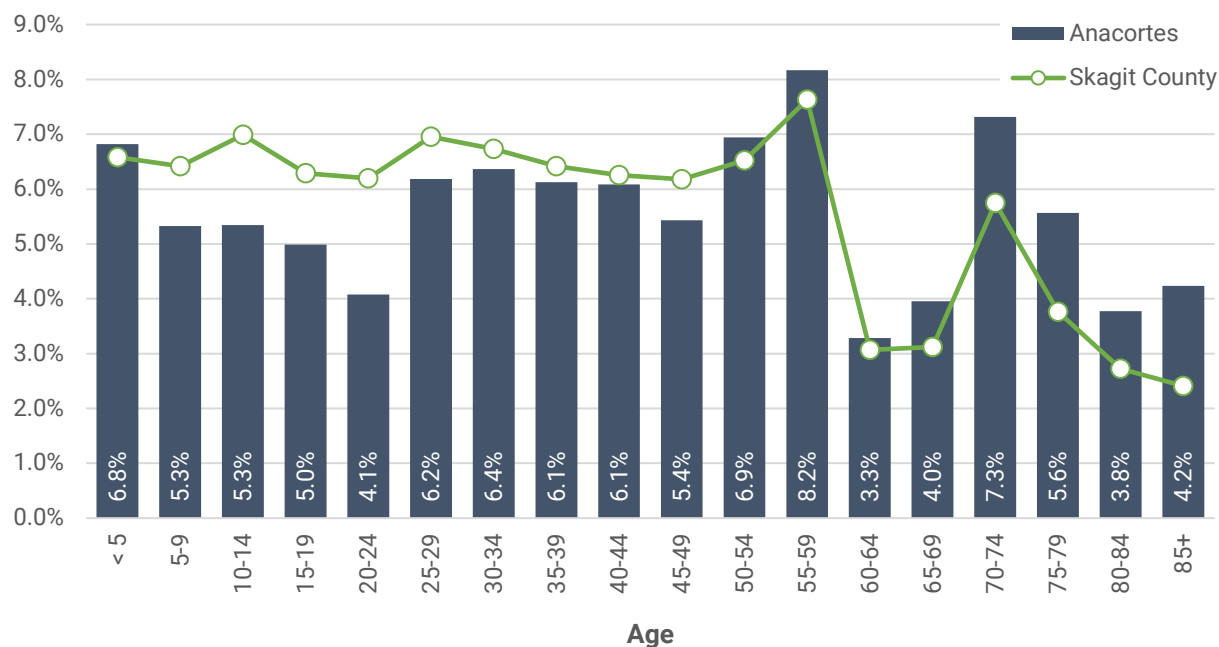


Figure 4. Age Distribution in Anacortes and Skagit County. Source: ACS

The chart below shows the age distribution of Anacortes residents by sex. Generally, there is a greater proportion of females, but especially among most of the age ranges from 40 and up. Males mainly feature heavily in the 30 to 39 age group.

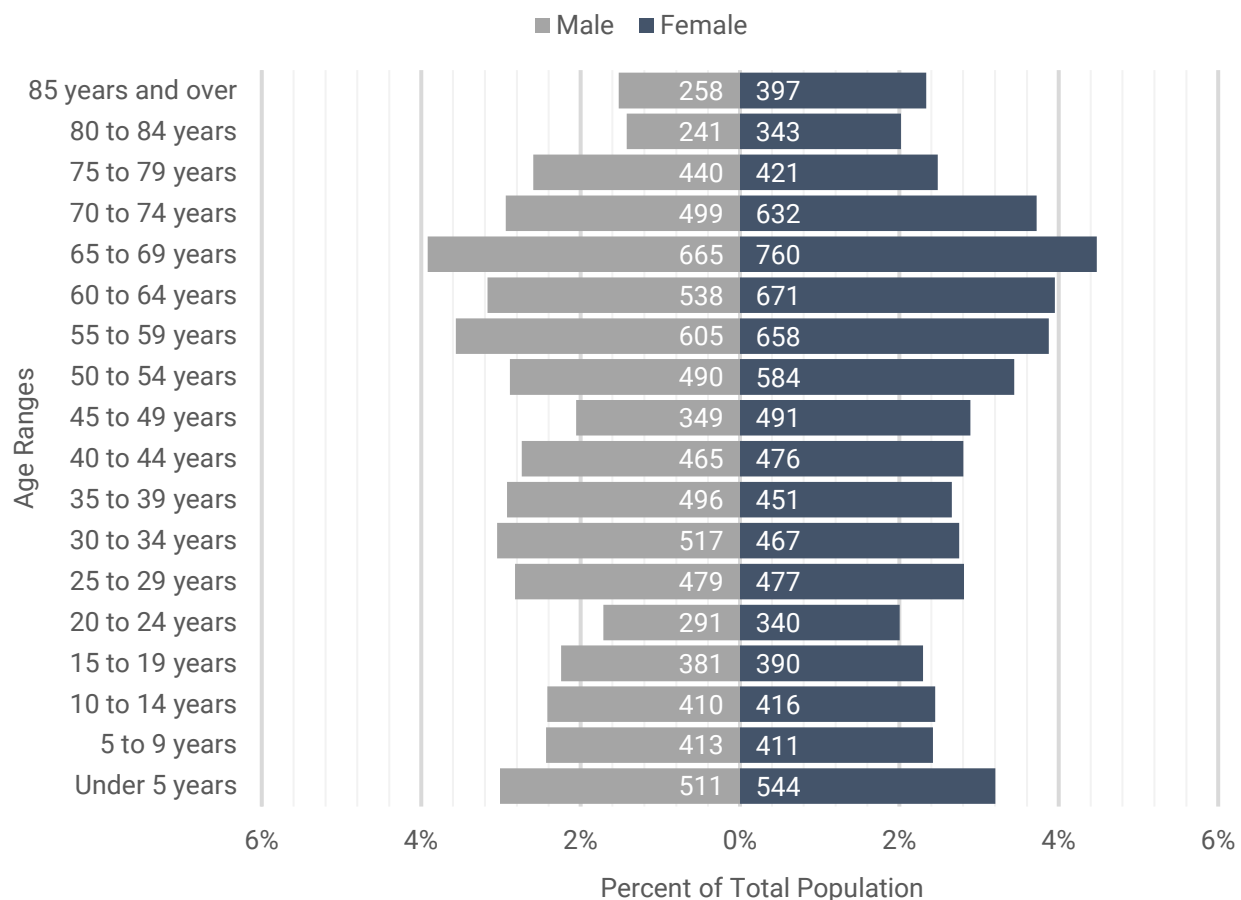


Figure 5. Age Distribution by Sex in Anacortes and Skagit County. Source: ACS

Most Anacortes residents are citizens born in the USA. About two-fifths of Anacortes's residents were born in the state of Washington. About half were born in another state (including U.S. territories). Stakeholders interviewed for this project provided additional anecdotal information that suggested there has recently been significant in-migration to Anacortes from the Seattle metropolitan area.

Place of Birth	Percent	Total
USA (same state)	40.9%	6944
USA (other state)	52.7%	8943
Europe	1.7%	294
Asia	2.0%	337
Africa	0.0%	8
Oceania	0.4%	71
Latin America	1.1%	187
Northern America	1.1%	193

Figure 6. Anacortes Residents Place of Birth. Source: ACS

Most Anacortes households speak English as a first language. About two percent or 298 households speak Spanish, 265 households speak a Pacific Island language, 211 households speak an Indo-European language, and 22 speak another language.

Language	Percent	Total
English	95.0%	15,126
Spanish	1.9%	298
Indo-European languages	1.3%	211
Pacific Island languages	1.7%	265
Other languages	0.1%	22

Figure 7. Language Spoken at Home. Source: ACS

Household Characteristics

Household Size, Type, and Tenure

The U.S. Census Bureau defines a household as “all the people who occupy a housing unit.” Households can be comprised of any combination of related family members, unrelated people, or individuals.¹ The 2020 American Community Survey estimated about 8,200 total households in Anacortes up from about 7,500 households in 2010—an annual increase of 0.94%.

The vacancy rate among Anacortes households has remained relatively steady near 8.5% since 2012. The vacancy rate compares the total number of occupied versus unoccupied units. This accounts for all “natural vacancies” due to units on the market being available for sale or rent, second homes and seasonal homes, vacation rentals, and any other type of unoccupied housing. See Section 2 for more information on market-based vacancy rates.

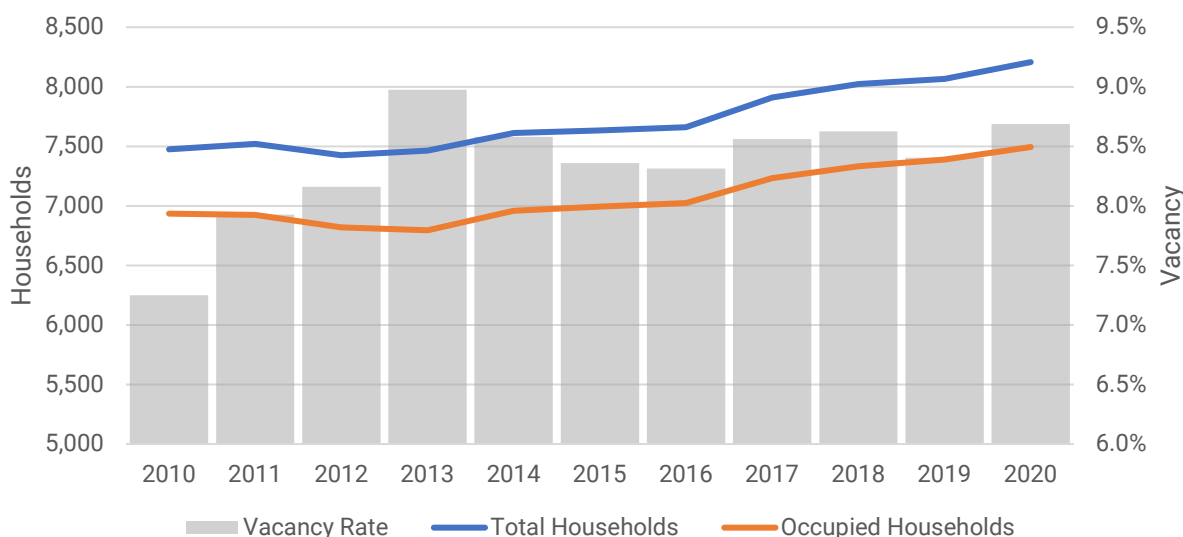


Figure 8. Household Counts. Source: ACS 5-Year Estimates, Table B25002

¹ U.S. Census Bureau: Subject Definitions.

The following table shows household composition in Anacortes and Skagit County. There is a lower proportion of family households in Anacortes compared to the County. The primary differences in non-family households are householders living alone and residents over 65 years old. This reflects a concentration of smaller household types (e.g., apartments) and senior living facilities in Anacortes and likely suggests an ongoing need for additional housing types of this nature.

Household Type	Anacortes		Skagit County	
	Total	Percent	Total	Percent
Total Households	7,494	100%	49,263	100%
Family households	4,768	64%	33,252	68%
Married-couple family	3,961	53%	26,261	53%
Other family	807	11%	6,991	14%
Nonfamily households	2,726	36%	16,011	32%
Householder living alone	2,197	29%	12,440	25%
Householder 65 years and over	1,395	19%	7,121	14%

Figure 9. Household Composition in Anacortes (2020). Source: 2020 American Community Survey (ACS) 5-Year Estimates, Table S2501

As the following chart shows, more than 40% of Anacortes households are occupied by two people. Of these two-person households, 78% are owner-occupied. One-person households comprise 29% of total housing units in Anacortes, and 56% of these units are owner-occupied. Households containing three or more people account for less than one-third of all housing units and also tend to be owner-occupied.

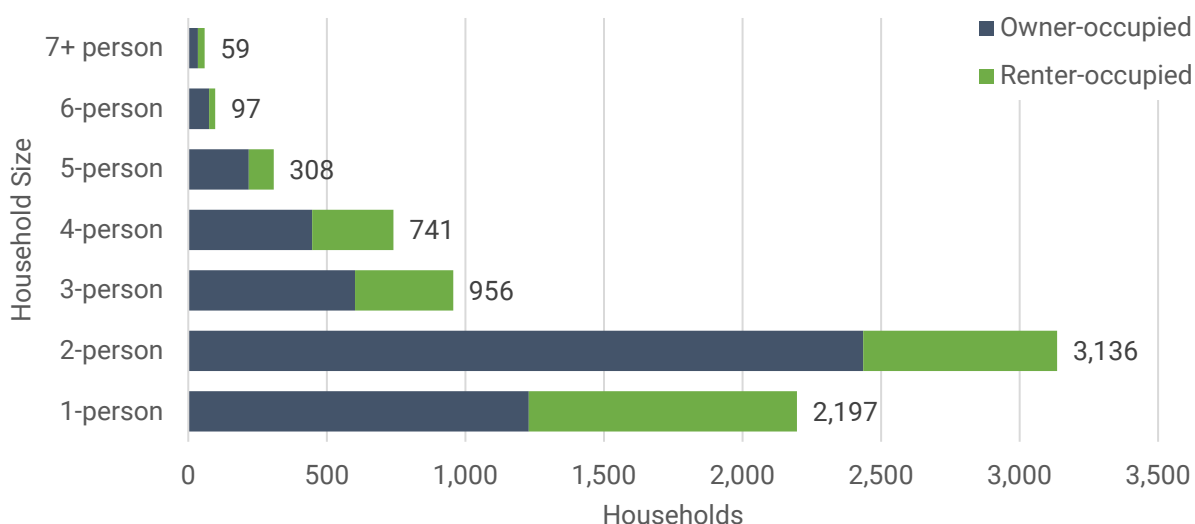


Figure 10. Tenure by Household Size, Anacortes. 2020 American Community Survey (ACS) 5-Year Estimates, Table S2501

Income

The median household income (MHI) in Anacortes was \$74,161 in 2020, having increased by 29% since 2010, which was in keeping with the 2010-2020 Skagit County change but five

percent lower than the Washington State change. The MHI in Anacortes for families in 2020 was \$90,789; \$101,867 for married-couple families; and \$43,433 for nonfamily households.

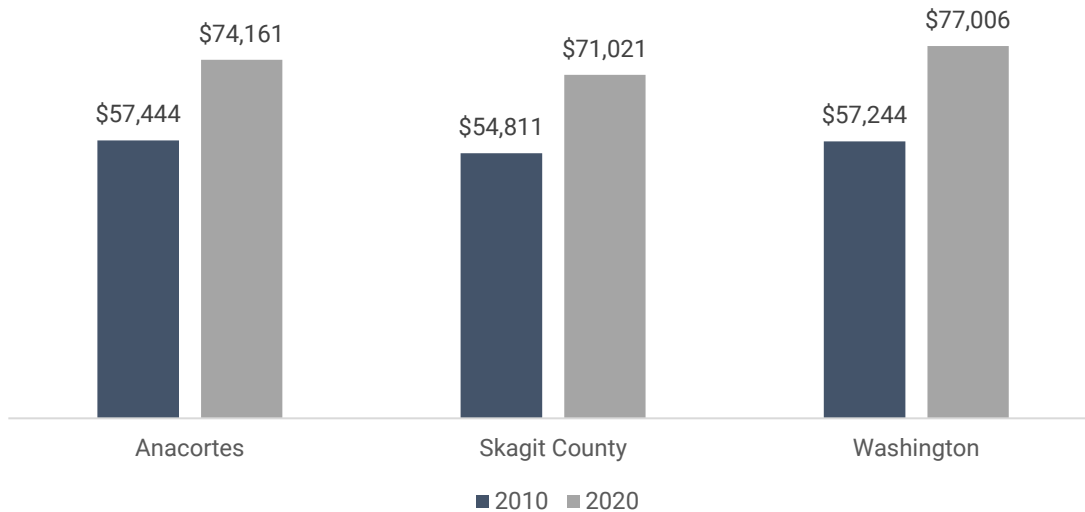


Figure 11. Median Household Income. Source: 2020 American Community Survey (ACS) 5-Year Estimates, Table S2503

Anacortes has a greater share of households earning more than \$100,000 per year than Skagit County, a lower share of middle-income households (\$60,000 to \$100,000), and a similar share of households earning less than \$60,000 per year.

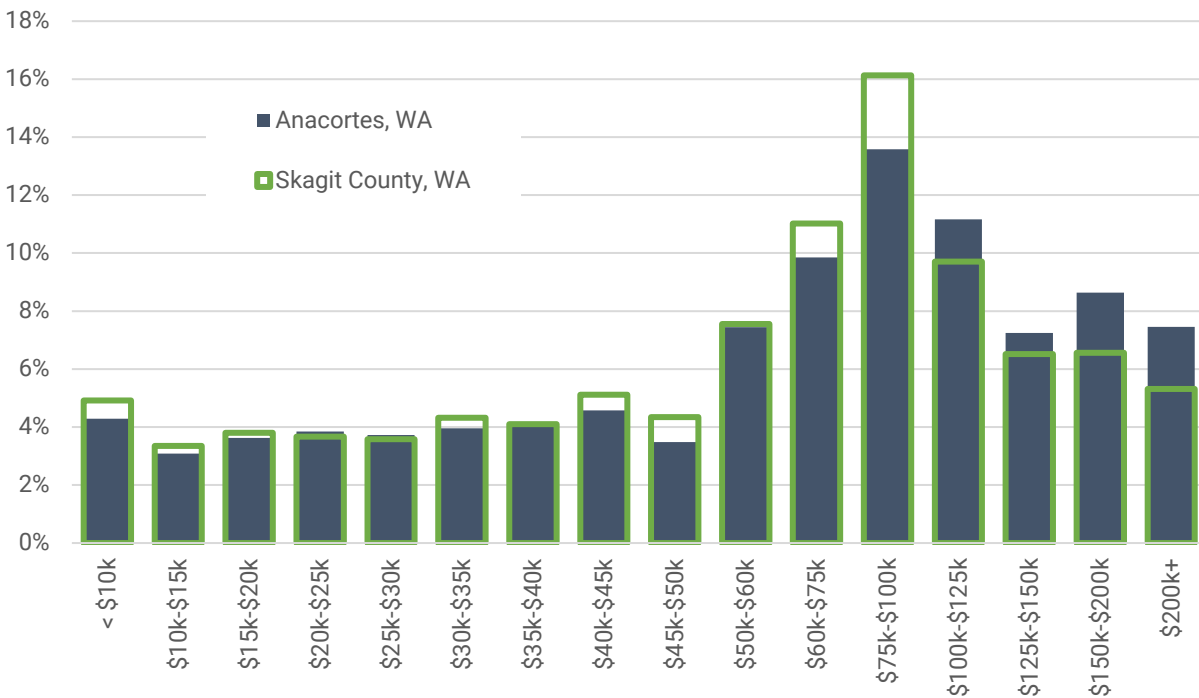


Figure 12. Households by Income. Source: 2020 American Community Survey (ACS) 5-Year Estimates, Table S2503

The figure below is from HUD CHAS data² for 2020 and shows a breakdown of Anacortes's households by income level and tenure. Overall, about one-third of Anacortes's households are earning less than 80% area median income (AMI), a common threshold for subsidized housing eligibility. About 54% of renter-occupied households earn less than 80% AMI, while 22% of owner-occupied households earn less than 80% AMI.

Most of the owner-occupied households in the area earn above the median income of \$83,200. A significantly greater share of renter occupied households earn less than the median income, with the second largest bracket of renters earning 50-80% of the median income. This demonstrates a need for lower income housing, especially for renters.

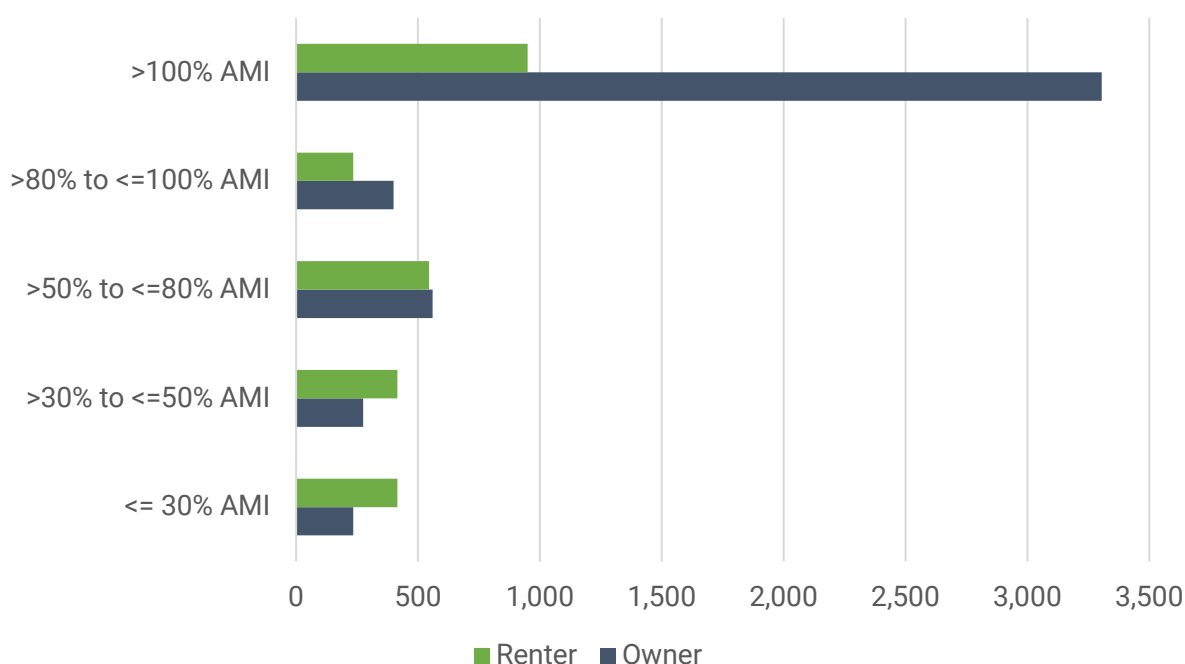


Figure 13. Anacortes MSA Household Income by Tenure, 2020. Source: HUD CHAS

As the following figure shows, Anacortes has a significantly lower share of its population living below the federal poverty level than Skagit County. Regardless, about 10% of people under the age of 35 are under the federal poverty level in Anacortes. The school district also reports at least 25% of students are enrolled in the free-and-reduced cost lunch program, but the need may be higher because of the program's stigma. This generally suggests a need for low-income housing for younger adults and families.

² HUD releases a dataset known as CHAS data (Comprehensive Housing Affordability Strategy) that provides a series of different tables demonstrating housing problems and needs.

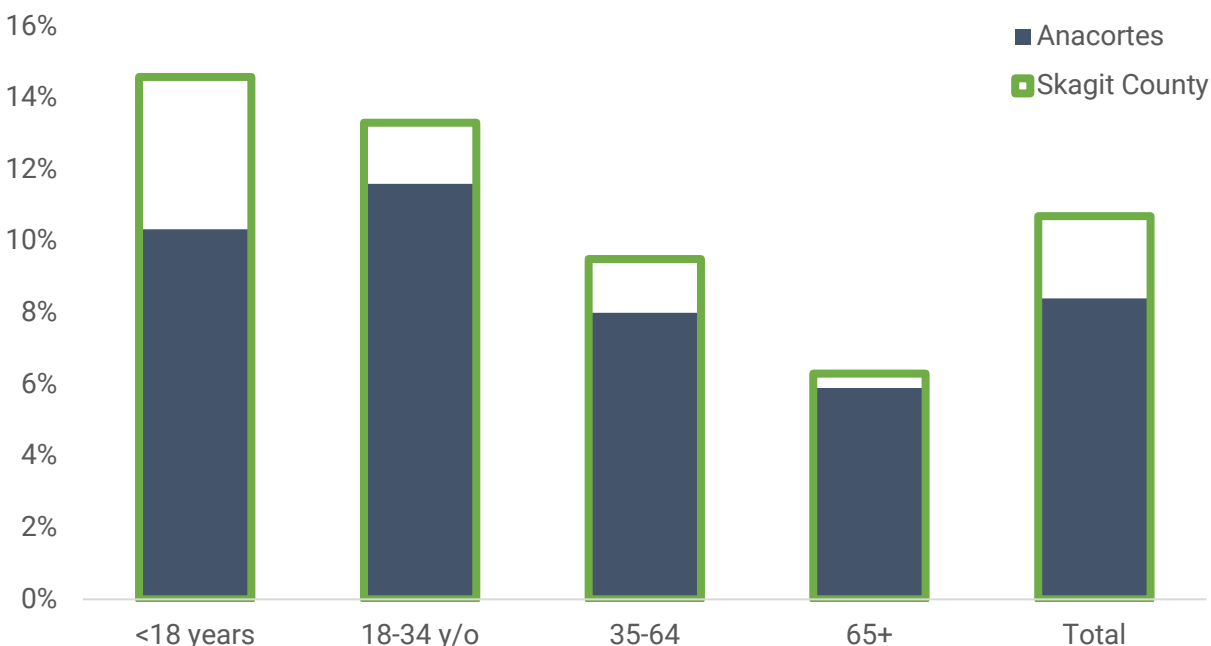


Figure 14. Anacortes Percent of Population by Age Group Below the Federal Poverty Level. Source: ACS

Vehicle Ownership

The following figure shows the number of vehicles available to households by the tenure of unit. Owner-occupied units are more likely to have 2 or 3 vehicles, while renter-occupied units are more likely to have 1 or 2 vehicles. Also of note, 13% of renter households have no access to a vehicle.

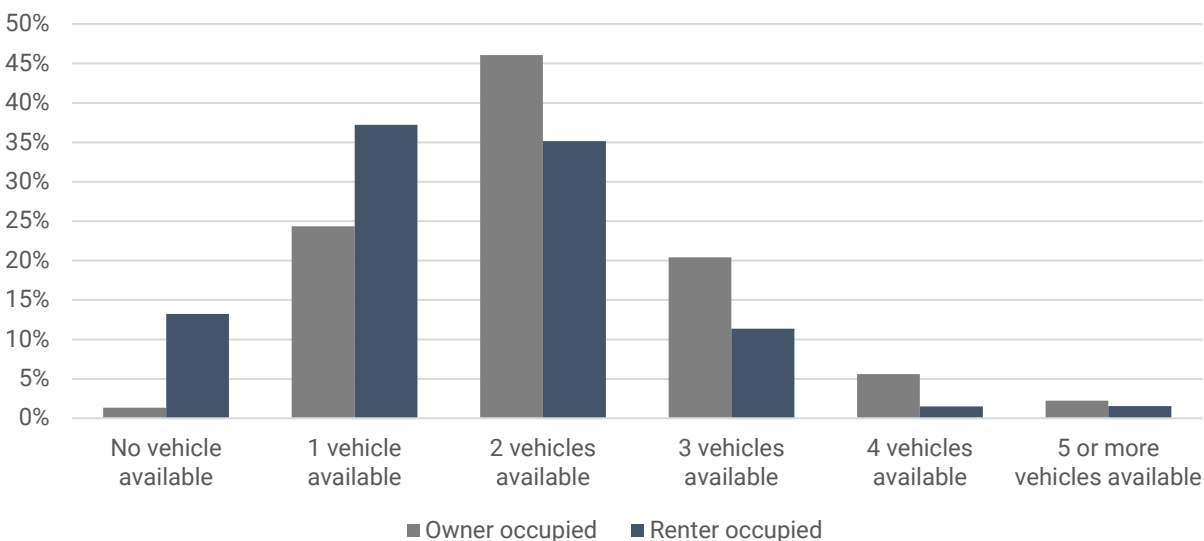


Figure 15. Vehicle Ownership by Tenure of Unit. Source: ACS Table B25044

Employment Trends

Understanding workforce and employment trends is essential for housing planning. A growing, shrinking, or shifting economy can affect residents' ability to afford housing and limit or expand their housing choices. Strong economies in nearby communities can also affect commuting and residential patterns.

The next chart shows changes in Anacortes's top employment sectors from 2009 to 2019, the year of the most recent Census data. Manufacturing jobs in the city have declined, whereas health care and administration jobs have increased. This shift towards more white-collar employment may correlate with increased incomes in the city, or imply shifting housing preferences over time.

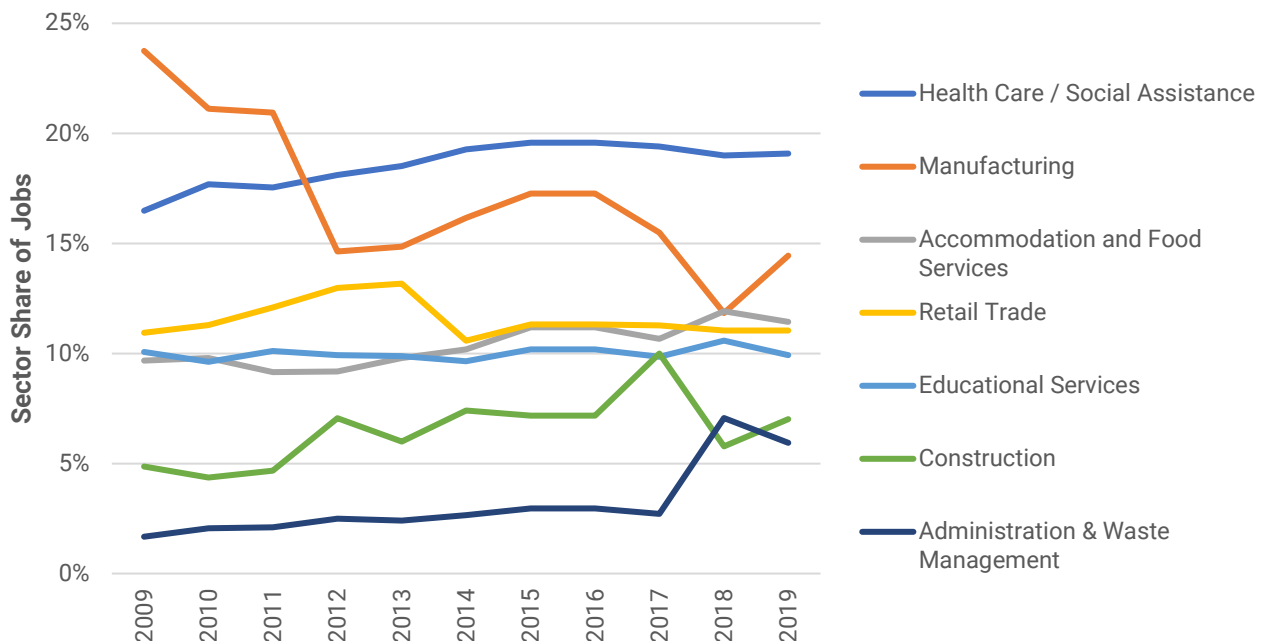


Figure 16. Job Trends by Top Sectors in Anacortes, 2009-2019. Source: Longitudinal Employer-Household Dynamics (LEHD)

Figure 17 shows the top job sectors in the city and the top job sectors worked by Anacortes residents. As discussed above, health care, manufacturing, accommodation/food and retail are the top sectors in the city. Large shares of Anacortes residents are also employed in these sectors, though about five percent of residents are employed in public administration and transportation outside the city itself. This data also shows that about a quarter of the health care and manufacturing employees in Anacortes live outside the city.

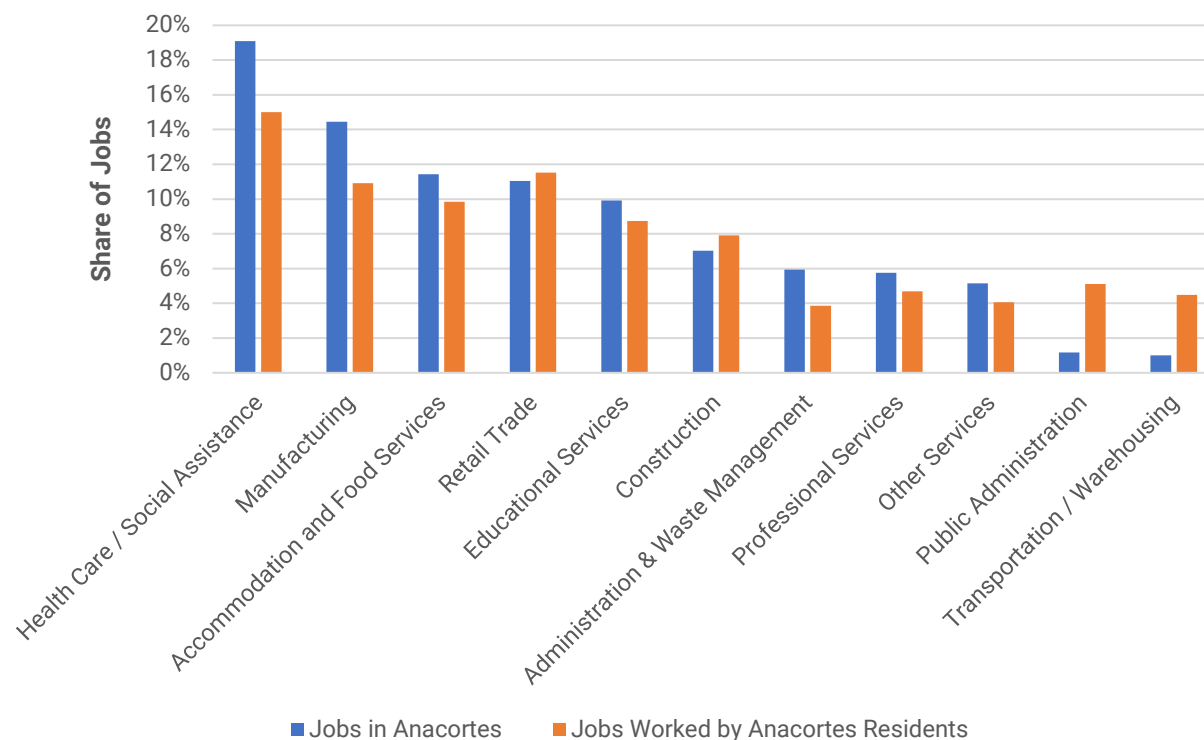


Figure 17. Jobs in Anacortes and Jobs Worked by Anacortes Residents, 2019

Figure 18 shows the work locations of Anacortes residents. Slightly more than a quarter of residents work in the city, and about 10% commute to Seattle. Smaller shares commute to Mount Vernon, Bellingham, and Everett. About 37% of Anacortes residents commute less than 10 miles to work, though another 30% commute more than 50 miles to work.

Work Location	Share
Anacortes	28%
Seattle	9%
Mount Vernon	6%
Bellingham	5%
Everett	3%
Burlington	3%
Bellevue	2%
Oak Harbor	2%
Sedro-Woolley	1%
Kent	1%
All Other Locations	41%

Figure 18. Work Locations of Anacortes Residents, 2019

About seven percent of jobs on the island are connected to the two March Point oil refineries. A 2016 report from Western Washington University estimates the refineries employ about 840 people, a quarter of whom live on Fidalgo Island and in Anacortes, and another 370 full-time contract workers. The average annual income of all refinery workers is \$104,000, which is one of the highest wages of any sector in Skagit County. The workers have a very high employment multiplier of 2.0, which means that each of the 217 refinery workers who live on the island support another job on the Island (such as people working at restaurants, banks, retail, etc.).

Other industry sectors have lower wages. One industrial employer interviewed said they would hire 10 or more people in the short-term if they could (expanding their workforce by 20%), but the housing market is a major constraint on recruitment. They estimated 90% of their employees live outside of Anacortes, commuting an hour or more, and most rent.

The HAP community survey asked people if they have concerns with some types of costs of living and service issues in Anacortes. The top three concerns all relate to employment:

- 63% of respondents said they or close family and friends are concerned about businesses struggling to recruit employees who can afford to live in the city.
- 38% are concerned about the availability of medical care in town
- 36% of respondents are concerned that assisted living is either expensive or unavailable in town

The survey also received many comments from workers and businesses about housing prices being a barrier to employee recruitment and retention in a variety of sectors, including medical care, retail, education, and manufacturing. See the separate HAP community engagement report for full results.

Section 2 – Housing Inventory and Production Trends

This section discusses the type and age of Anacortes’s existing housing stock, current, and future housing production. It also identifies special housing types in Anacortes, including subsidized affordable units and senior housing. An inventory of the existing housing creates a baseline for future housing planning and identifies important trends.

Total Housing Units

Anacortes accounts for approximately 16% of Skagit County’s housing units and the breakdown of housing types in the City closely aligns with the County, per the 2020 American Community Survey (ACS). Anacortes has historically been dominated by single-family homes, with relatively little multifamily inventory. The following table provides an overview of the housing inventory in Anacortes through 2020, the most recent year of ACS data. Housing production since 2020 will be discussed below.

Housing Type	Skagit County 2020		Anacortes 2020	
Single Family	42,754	78.7%	6,681	81.4%
Duplexes	1,087	2.0%	279	3.4%
Multifamily (3-4 units)	1,784	3.3%	279	3.4%
Multifamily (5-19 units)	2,437	4.5%	510	6.2%
Multifamily (20+ units)	2,375	4.4%	284	3.5%
Mobile Homes	3,717	6.8%	164	2.0%

Figure 19. Household Type in Anacortes and Skagit County (2020). Source: 2020 American Community Survey 5-Year Estimates, Table S2501; City of Anacortes

Housing Production

In the 1990s and 2000s, Anacortes generally averaged about 120 to 150 single-family residential units and 20 to 40 multifamily residential units permitted per year. In 2021, there were 121 single-family residential units, 5 duplexes, and 29 multifamily units permitted, a slight increase from recent years. Despite this recent uptick in permitting activity, housing development Anacortes is still below historic levels.

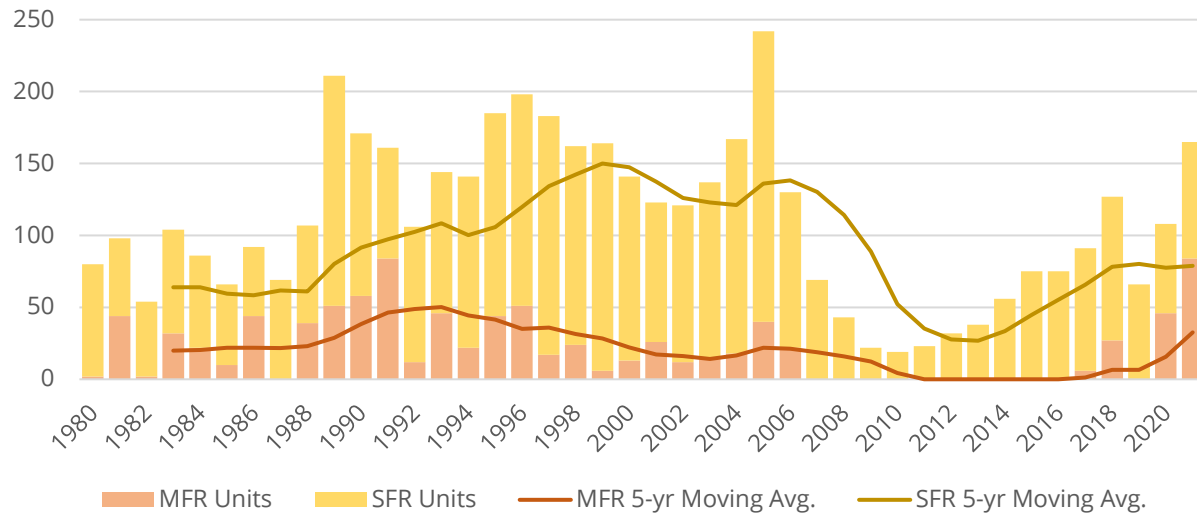


Figure 20. Citywide Permit Trends, 1980-2021. Source: SOCDS (U.S. Census Bureau)

Since 2016, housing production in Anacortes is averaging 101 units per year. This is 29 units below the annual average needed to meet growth targets. Housing production is largely following historic trends and new housing is mostly single-family homes in residential zones. Limited housing activity is occurring in commercial/mixed-use zones.

Starting in 2020, the type of housing being built has diversified slightly, with noticeable increases in production of ADUs and townhomes. The 2022 data is to-date through July (based on new addresses and water meter connections) and does not reflect several projects currently under construction, some of which are discussed in the Project Spotlight section of this report.

When comparing Census data with Anacortes's data, note there are differences in housing type sizes and breakdowns. Anacortes considers cottage housing and townhomes to be distinct from single-family homes, and considers triplexes to be their own housing type separate from multifamily.

Housing Type	2016	2017	2018	2019	2020	2021	2022 to-date
Single Family	82	73	92	44	51	57	23
ADU's	1	0	2	1	10	15	1
Cottage Housing	0	0	0	0	0	4	15
Townhome	0	0	0	0	0	64	18
Duplex/Triplex	18	4	4	0	2	4	0
Multifamily	0	0	20	25	4	29	4
YEARLY TOTAL	101	77	118	70	67	173	61
TOTAL 2016-2021	606						
AVERAGE 2016-2021	101						

Figure 21 - Anacortes housing production by type, 2016-2022. The 2022 data is to-date through July. Source: City of Anacortes GIS

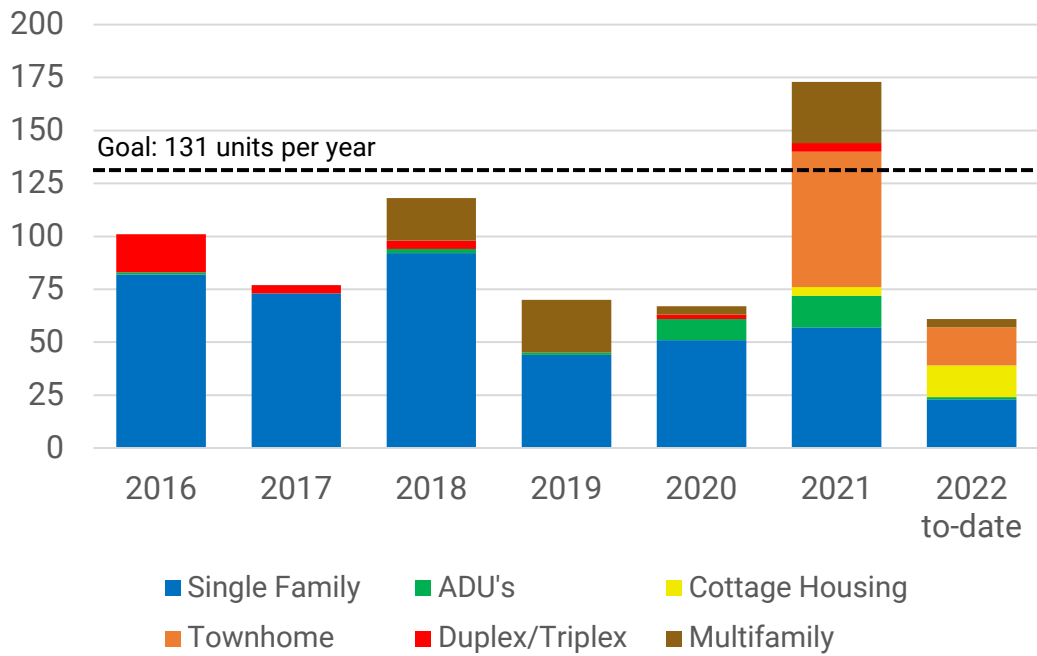


Figure 22 - Anacortes housing production by type, 2016-2022. Source: City of Anacortes GIS

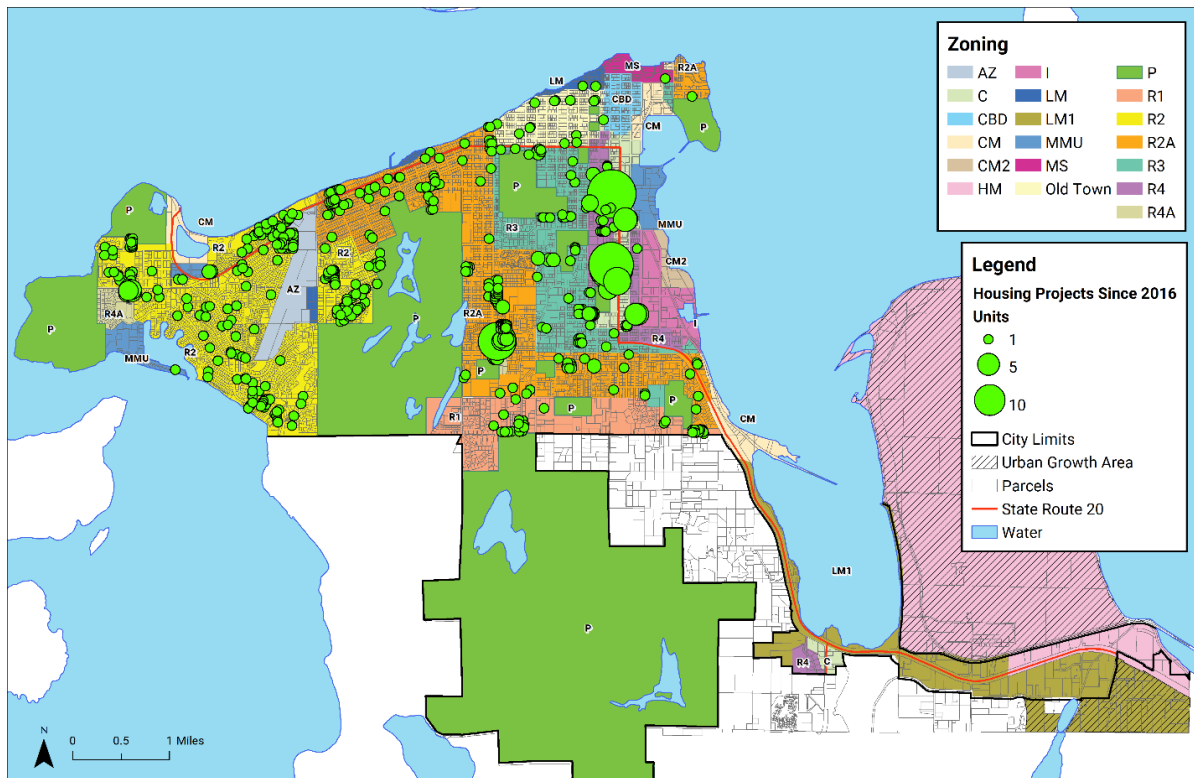


Figure 23 - Permitted Housing Unit Development, 2016-2021. Source: City of Anacortes GIS

Vacancy Rates

Vacancies among Anacortes's housing inventory are very low, indicating a tight market and constrained supply. Pent-up demand likely resulted from many years of lower-than-average permit activity following the 2008 recession, putting upward pressure on housing prices and rents due to strong competition for existing units. Evidence shows that the vacancy rate tracks closely with whether rents are increasing or decreasing. As permit activity continues to trend higher, pent-up demand will likely diminish, and the market (and prices) will likely stabilize.

According to American Community Survey estimates for 2020, the homeowner vacancy rate was 1.1% and the rental vacancy rate was 1.9% (although Costar data shows significant upticks in vacancy since 2021). For rentals, five percent is typically considered the natural vacancy rate, or equilibrium, where supply and demand are relatively equal. For the owner-occupied housing market, the natural vacancy rate tends to be a little higher at seven or eight percent.

Note that this vacancy rate is based only on dwelling units that are available on the market for sale or rent. It is different from the total number of unoccupied units discussed in Section 1.

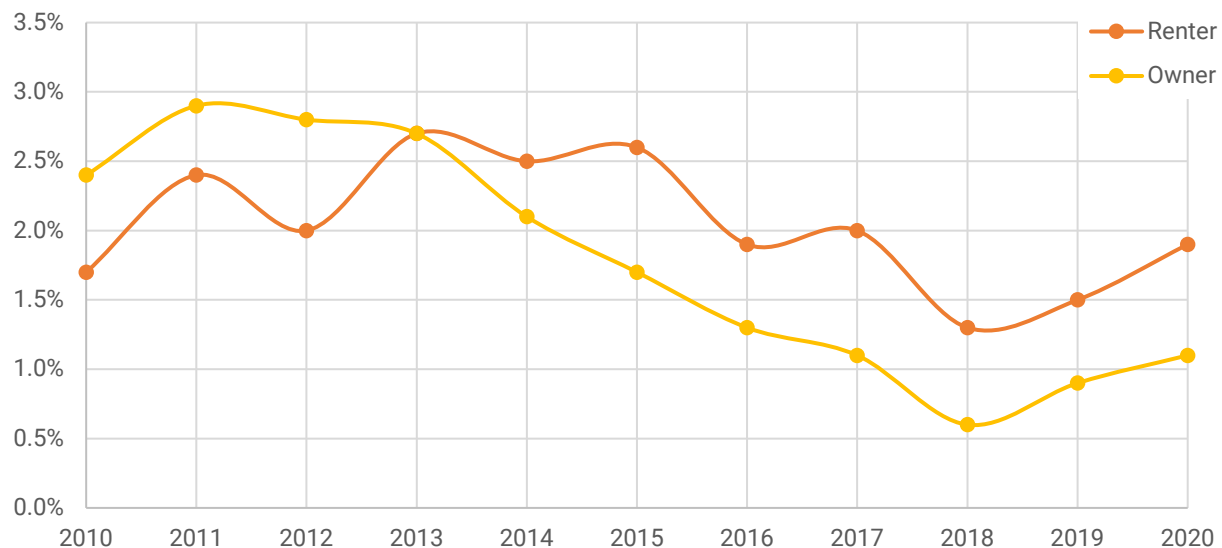


Figure 24. Vacancies in Anacortes (2020). ACS 5-year Estimates, Table DP04

Vacation Housing

The table below shows the number and share of seasonal and recreational housing units in Anacortes with regional comparison cities. These are units which may be second homes or vacation rentals. Anacortes has 334 such units, or 4.1 percent of its housing stock. This is not as high as the share of seasonal units in Port Townsend, but higher than Port Angeles and Mount Vernon. Seasonal or rental homes in more tourist-driven economies can put pressure on the year-round housing market by removing units from the housing inventory for full-time residents.

City	Seasonal / Recreational Housing Units	Share of Total Housing Units
Anacortes	334	4.1%
Mount Vernon	87	0.7%
Port Angeles	281	2.9%
Port Townsend	410	7.2%

Figure 25 - Seasonal / Recreational Housing in Anacortes and Regional Comparisons, 2020. Source: ACS Table B25004

Utility usage can sometimes be used as a proxy for identifying seasonal or recreational housing units. An informal review by City utility staff found that an average of 200 homes per month consumed zero or very little water in the winter (November 2021 to February 2022). Compared to the total share of housing units in Anacortes, this is similar in scale to the Census data findings above.

Short-Term Rentals

Short-term rentals, also known as vacation rentals, are considered stays of 30 days or less in a residential dwelling. In 2021, City staff research found about 76 short-term rentals operating in Anacortes through the most popular commercial services such as AirBNB and VRBO.

The City code does not specifically define short-term rentals. The code prohibits overnight lodging uses other than bed-and-breakfasts in residential zones, but this is not strictly enforced outside of development permits. Overnight lodging businesses are required to maintain a business license and only 12 percent of the identified short-term rentals have done so. It seems likely that many short-term rentals are operating illegally in residential zones and not paying the lodging tax.

Affordable Housing

“Affordable housing” is housing reserved for people earning below a certain income and who cannot afford market-rate costs (other interrelated terms include low-income housing, subsidized housing, public housing, or rent-restricted housing). Affordable housing properties may be reserved for people meeting other criteria such as families with children, seniors past a certain age, people with physical or intellectual disabilities, or people with substance abuse disorders.

Anacortes has 387 affordable housing units existing or in the process of being built. See the affordable housing inventory in Appendix A.

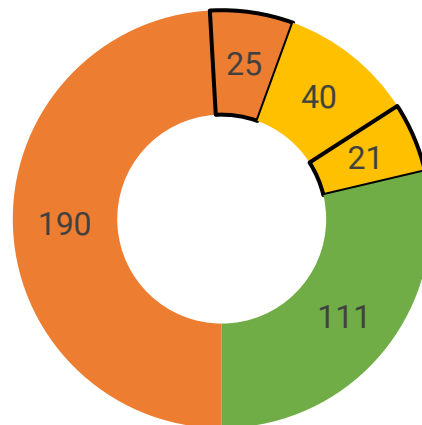
This housing is mostly subsidized and operated by government or non-profit organizations.

Anacortes has a few commercial providers as well, typically involving an investment incentive program that restricts rents below a certain amount for ten years. An affordable housing building height bonus incentive that was created in 2019 is being used by the Anacortes Family Center for its Landing Apartments.

Affordable housing is important to support community members who face barriers in the private housing market, especially those who are on the edge of or transitioning out of homelessness. The main affordable housing providers in Anacortes are the Anacortes Housing Authority (AHA) and the Anacortes Family Center (AFC).

AHA is a public nonprofit corporation formed by the City of Anacortes in 1968. It is governed by a board of commissioners appointed by the mayor, but otherwise it operates independently of the City. The authority’s first property finished construction in 1970. Today AHA manages 190 units and 350 residents across 11 properties. One property, the Wilson Hotel, operates like a single-room occupancy building (SRO). Two additional developments are planned and the authority occasionally purchases existing housing.

Several hundred people are on the AHA waiting list. Preference is given to applicants who are local and employed or on social security. AHA’s most in-demand units are 1-bedrooms and senior apartments which have waits of 1-2 years, and there are shorter waits for 2-bedroom or larger units. The current waiting list numbers are shown below; note that there is some duplication due to different programs running at different properties.



■ AHA ■ AFC ■ Private ■ In Progress

Figure 26. Distribution of affordable housing units.
Source: City of Anacortes

Unit Type	Applications
1 bedroom	336
2 bedrooms	36
3 bedrooms	15
4 bedrooms	1

Figure 27 - Anacortes Housing Authority waiting list, August 2022. Source: AHA

AFC is a non-profit organization founded in 2005. The organization serves families with children and operates an emergency shelter (stays of up to three months) and a transitional shelter (stays of up to two years). For permanent housing, the AFC manages 61 units across three properties, including one project under construction that will include day care. AFC is also building a new administration building that will include space for legal aid and a food bank. There are usually 5 to 35 families on its waitlist, depending on the time of year. AFC reports that a significant majority of its clients have experienced domestic violence or have a mental health challenge.

The organization goes beyond providing housing by using intensive case management to graduate clients to self-sufficiency, including job requirements for adults and educational and art programs for children. About 75% of participants leave the program with a stable home and job.

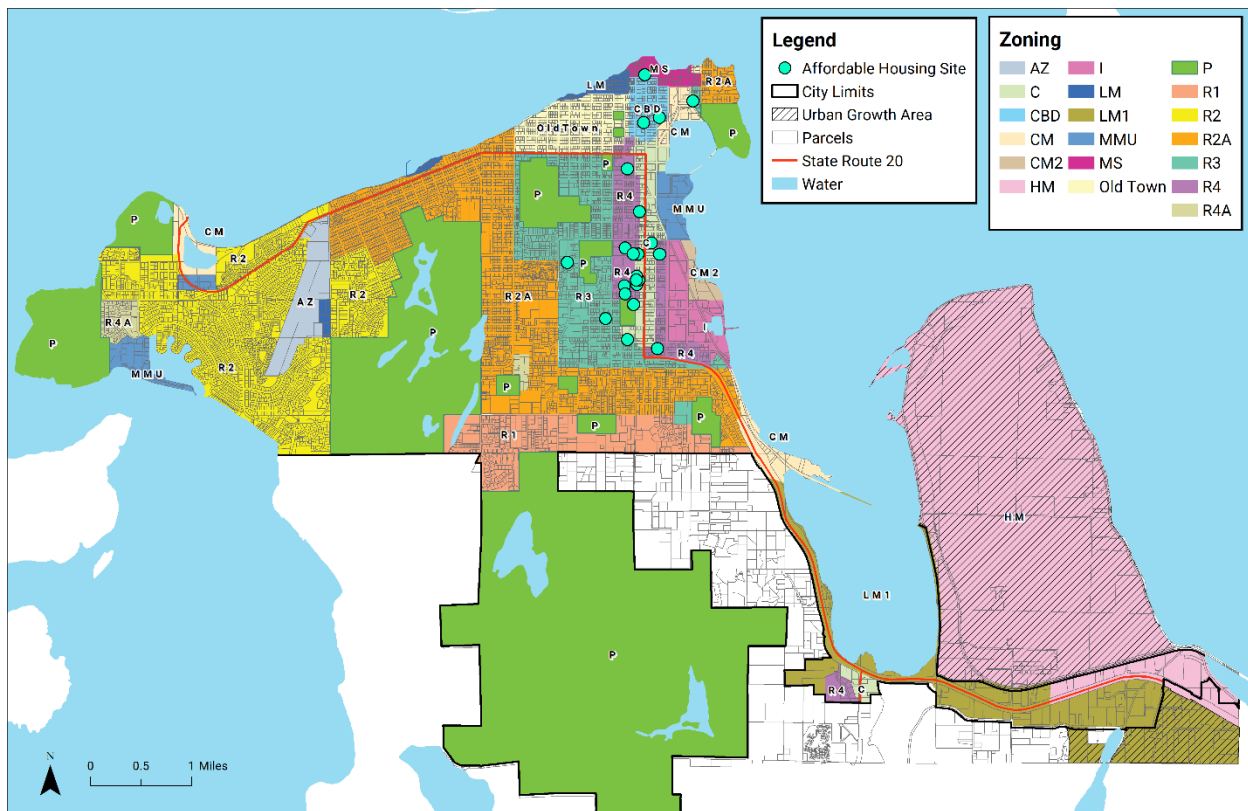


Figure 28 - Anacortes affordable housing locations. Source: City of Anacortes

Anacortes's affordable housing inventory is heavily concentrated in the northeastern part of the city, particularly along the Commercial Avenue corridor and near Island Hospital. This provides good access to commercial and medical services and most of the city's schools, particularly for those who don't have access to a car, but this pattern also provides few opportunities for affordable housing residents to live in less busy environments or to locate near the city's largest parks.

Most of the affordable housing properties are zoned R3, R4, C, or CBD. These zones allow for multifamily buildings, which is what most of the properties are built as. There are a handful of townhouse, duplex, and single-family buildings.

Public Land

Surplus public land is sometimes used for affordable housing. State law enacted in 2018 ([RCW 39.33.015](#)) allows local governments to transfer, lease, or dispose of surplus property at low or no cost to developers for affordable housing projects. Locally, Anacortes has recently proposed to lease one property to Habitat for Humanity for a five-unit cottage housing development.

The project team conducted a brief review of public land in Anacortes to identify other potential surplus properties. This review found that public lands encompass a large portion of the city. The vast majority is unsuitable for housing because it is either the Anacortes Community Forest Lands, strips of right-of-way, underwater, wetlands, or currently used for parks, schools, utilities, and other civic facilities.

A handful of vacant sites were found to be candidates for further exploration. The City and Port also own several public parking lots in the downtown and central waterfront areas (not listed here) that could also be considered for longer-term redevelopment opportunities.

Map Key	Site	Owner	Zoning	Area	Considerations
1	Sharpe's Corner surplus land	City of Anacortes	LM1 and R4	43 acres	This is a large site partially encumbered by wetlands and streams. Nonetheless, the R4 zoning offers considerable housing capacity and flexibility. The LM1 zone conditionally allows multifamily and could be considered for a rezone given the vicinity's lack of existing development.
2	Highway 20 tribal land	Samish Indian Nation and Swinomish Indian Tribal Community	LM1	41 acres	Three clusters of parcels along Highway 20 appear vacant, and may be partially encumbered by wetlands. The LM1 zone conditionally allows multifamily. The proximity to the highway and industrial uses could be a compatibility issue addressed through buffers and site design.

Map Key	Site	Owner	Zoning	Area	Considerations
3	Parcel P31678	Port of Anacortes	AZ	2.3 acres	Infill housing opportunity.
4	Parcel P58211	City of Anacortes	R2A	0.37 acres	Infill housing opportunity.
5	Parcel P116633	City of Anacortes	R2A	0.58 acres	Infill housing opportunity.

Figure 29 - Table of vacant public land to consider for housing opportunities



Figure 30 – Map of vacant public to consider for housing opportunities. Reference Figure 29. Source: City of Anacortes GIS

Project Spotlights

This section provides detailed case studies of recent and ongoing housing developments in Anacortes. It includes a cross-section of housing types including multifamily, townhomes, and cottages. The spotlights are intended to provide insights on housing cost and design trends.

Fidalgo Flats

Fidalgo Flats is a 5-story apartment building at the corner of O Avenue and 18th Street in central Anacortes. The project is located in the R4 zone and immediately to the east is a retail development with several restaurants fronting on Commercial Avenue. Neighboring the site to the south, west, and north are single-family homes. The prior use of the site was two single-family houses.



It has 25 units, a mix of sixteen 1-bedroom and nine 2-bedroom units. The project utilized a new zoning bonus (established 2019) allowing for an extra 10 feet of building height (over the normal 40 feet limit) in exchange for 25 percent of the units being less than 600 square feet in floor area. The total project is about 22,500 square feet of floor area on a 0.3 acre site. The density is 82 dwelling units per acre.

The project was the first to utilize the height bonus program. The development and the City faced considerable public scrutiny over the height of the building. In response to the outcry over the development, City Council imposed a moratorium on additional projects utilizing the height bonus, which was extended multiple times (see the City's [information page](#)). Since the building was completed in April 2022, City staff report no further complaints have been logged.

The development was reviewed against the new Anacortes commercial and multifamily design standards adopted in 2019. The site and building met applicable standards for private and common open space, façade and window design, landscaping, etc. The building has a 15 feet setback on the side facing O Avenue, which is greater than the 10 feet required by the base zoning and block frontage standards.

The building owner reports strong leasing activity despite the rental rates. In early development the goal was for rents of about \$1,250/month, but sustained increases in construction costs over four years led the average starting rent to be around \$1,700 to retain the project's financial feasibility.

Compliance with minimum parking requirements was a notable challenge for the project. The code required a minimum of 35 parking spaces. The site only had room for a 17-space parking lot next to the building. The developer owns the adjacent property to the north and used the code's shared parking provisions to count the 15 spaces already existing there. The remaining three spaces were satisfied using on-street parking for guest spaces.

In a stakeholder interview, the developer opined that repeating this development on a similar site would only be feasible with underground parking, and this would require getting in more dwelling units to help offset the cost of structured parking. Another key cost item is elevators, which cost at least \$100,000 and are required for buildings four stories and taller, but at four or five stories the economies of scale to pay for an elevator are stretched.



Left: View of the front yard and façade of Fidalgo Flats. Right: View from the building's rooftop deck.

Skyline Townhomes

Skyline Townhomes is a development of three-story townhomes at the corner of Skyline Way and Sunset Avenue. The project is located in the R4A zone. The project shares a driveway with an existing multifamily development to the south, and to the west, north, and east are single-family houses.



The project has 20 townhomes on a 1.32 acre site (equal to 15 dwelling units per acre). The units are each about 1,450 square feet with two or three bedrooms.

At project conception the estimated rents were \$2,200 per month. The going rents are now \$2,700 per month and there is a waiting list. If the property was converted to fee-simple ownership lots (using the unit lot subdivision process), the developer estimates each townhouse could likely sell for at least \$600,000.

The project required 37 parking spaces and is providing 56 spaces based on the developer's perception of market demand. Each townhome includes a two-car garage and there are 16 guest parking spaces distributed around the site. No on-street parking was included in the calculations.

The R4A zone is an outpost in western Anacortes, which is mostly zoned R2 and characterized by large-lot single-family houses. R4A is the smallest of the residential zones, yet is seeing significant ongoing development. Skagit Commons is building a 30-unit co-housing project (above) in the other R4A location in central Anacortes.



21st Street Townhomes

This project is a development of three-story townhomes at the corner of 21st Street and Q Avenue. The project is located in the Commercial zone in central Anacortes. It is neighbor to a variety of uses including two inns to the west and north, townhouses across the street to the east, and a rehabilitation center to the south.

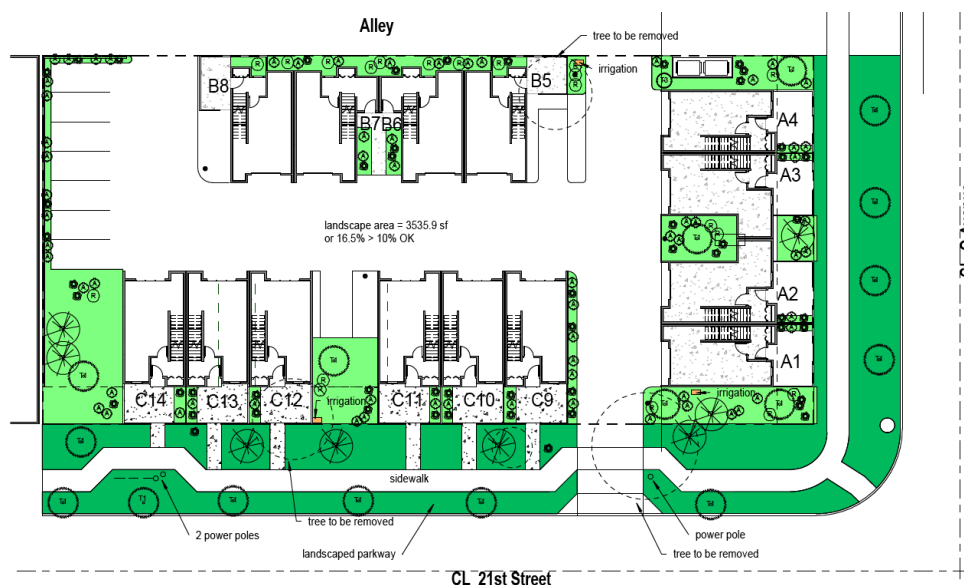


The project has 14 townhomes on a 0.48-acre site (equal to 29 units per acre). Each unit is 1,240 square feet with two-bedrooms.

Development on the site was originally conceived as a mixed-use project with apartments, but was changed to a townhouse design to improve financial viability. The site is being configured as a condominium to avoid the complications of a subdivision and the developer found that buyers do not prioritize land ownership. Homeownership association fees will be approximately \$200 per month. Each unit will likely sell for approximately \$622,000.

The project was required to provide 23 parking spaces and is providing the same amount. This is met through each townhouse having a one-car garage and surface parking spaces located around the site.

The project provides an example of infill development fitting into the urban grid, making good use of alley access, and meeting the townhouse design standards. Parking is mainly accessed off the alley and the townhome buildings face the street with landscaped setbacks. Most of the townhomes include ground-level private open spaces and balconies. The surface parking at the northwest corner of the site was able to fit because of a reduced perimeter parking lot landscape width.



The Crossings Cottages

This is a cottage housing development located off Anacopper Mine Road in western Anacortes, currently under construction. It is in an R2 residential zone near the airport. Surrounding uses are traditional single-family subdivisions.



The project has 18 cottages on a 5.2-acre lot. Approximately 2.4 acres are developable, so the net density is 7.5 units per acre. The developer opted to do a cottage development because they liked the concept as described in the code and the double density bonus, but said some of the regulations are too prescriptive to allow creative interpretations.

Each cottage is two bedrooms and has approximately 1,300 square feet of floor area, including a one-car attached garage. The project required 27 parking spaces and 34 are provided.

The average combined cost of construction and land is estimated at \$530,000 per unit. The developer was surprised to learn the market may support sales prices of \$750,000, which is lower priced than, but still comparable to, the traditional single-family home market (see Section 3 for more information). This demonstrates the tightness of the market and demand for housing of any kind in Anacortes.

This is one of several cottage housing projects currently being developed in Anacortes. Others include the Parkview Cottages on 32nd Street (two projects with eight total units using duplex designs, R3 zone), the Samish Cottages on 34th Street (15 units including a community building ADU, R2A zone), and the Skagit Habitat for Humanity cottage proposal (five units, R2A zone).



Section 3 – Cost Trends

Housing Cost Trends

Overall, home prices have been increasing at much greater rates than both rent and incomes in Anacortes, as demonstrated in the following chart. Home prices in 2020 were 70% greater than in 2012, while rent and incomes were about 25% greater than in 2012. Up until 2018, Anacortes’s median income growth lagged behind the rent increase, but has since caught up.

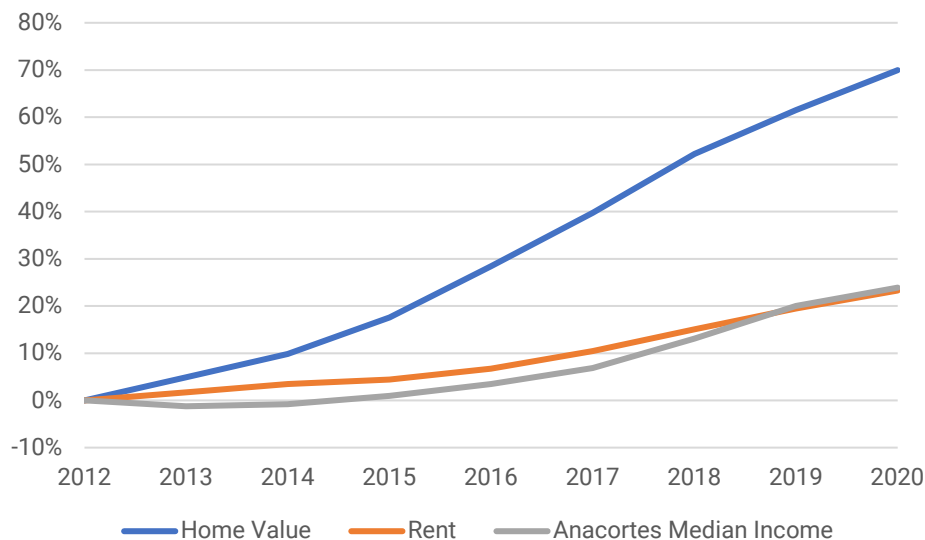


Figure 32. Home Prices, Rents, and Incomes in Anacortes, indexed to 2012.
Source: Zillow 2020, ACS 2010-2020 5-Year Estimates

Housing costs have been increasing at an even greater rate over the past two years. Average asking rents for apartments have climbed to more than \$3.00 per square foot (per month). This is largely in keeping with the market rate for new construction; Fidalgo Flats, for example, will rent its 580 square foot one-bedroom units for \$1,700 per month. Newer single-family homes, townhomes, and duplexes tend to rent for closer to \$2.00 per square foot. Stakeholders interviewed for this project highlighted 1,500 square foot townhomes renting for \$2,700 per month.

A [2020 report](#) by the U.S. Government Accountability Office finds that every \$100 increase in median rent is associated with a nine percent increase in the estimated homelessness population, even after accounting for demographic and economic characteristics. This formula is considered at a national level but may be helpful context for the current trend in local rent increases.

While rents have been steadily increasing, the value of owner-occupied housing units has increased at a much greater rate. The average value of an Anacortes home is now more than \$700,000.

The sale price of housing built in the past five years has typically ranged from about \$550,000 to \$850,000, with a median sale price of about \$650,000. In 2021 the prices saw a greater range and a higher median price of \$850,000.

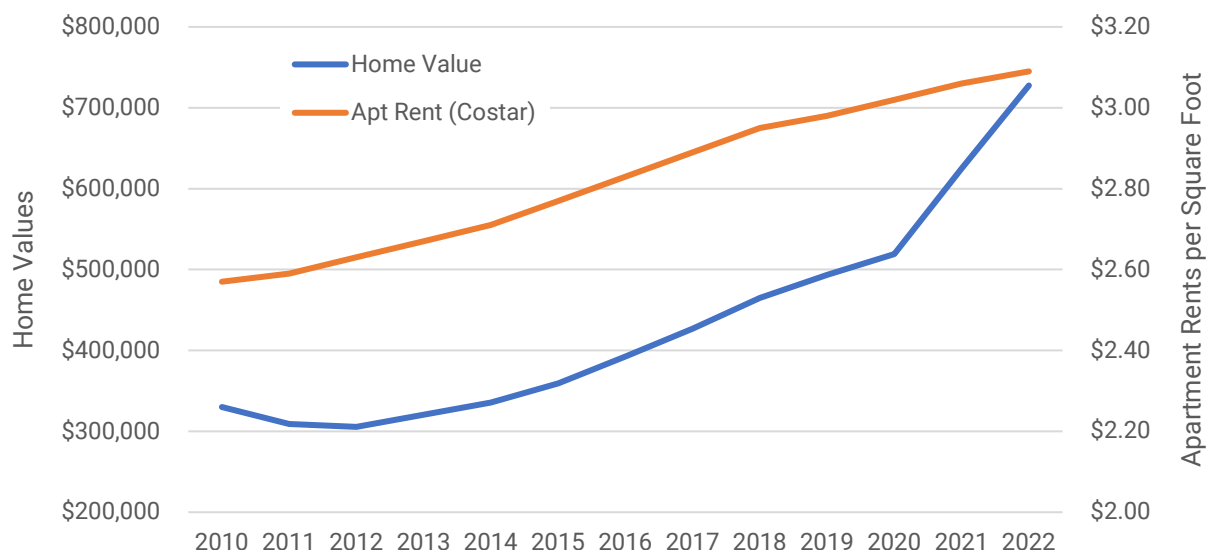


Figure 33. Average Home Value and Apartment Rents in Anacortes, 2010-2022. Source: Costar, Zillow

These values are helping to maintain the for-sale housing construction pipeline, although most of the new builds are out of step with existing income levels in Anacortes.

Some HAP stakeholders interviewed suggested that many homebuyers are middle-aged or older and moving from high-cost urban and out-of-state markets. Stories have also been shared about the prevalence of cash buyers. The chart below illustrates that approximately a third of Anacortes home sales are completed with all-cash purchases, which is a greater share than the rest of Skagit County.

Purchase Instrument	Anacortes	Skagit County less Anacortes
Cash	34%	21%
Conventional mortgage loan	52%	61%
Mortgage loan backed by the U.S. Department of Veterans Affairs (VA)	11%	7%
Mortgage loan backed by the U.S. Federal Housing Administration (FHA)	0%	8%
Other	3%	3%

Figure 34. Types of Home Sale Purchase Instruments in Anacortes and Skagit County. Source: Windermere Real Estate and Multiple Listing Service, 2022

Figure 35 shows the relationship between what the typical Anacortes household earns in a year and the amount they would need to earn to afford the typical Anacortes home, given the most recent home price, interest rate, tax, and income data available (resulting in about a 1:4.2 income-to-price ratio). The income needed to afford the median home in the city is about \$83,500 more than the median household currently earns. Or, to put it another way, the typical Anacortes household could afford a home worth about \$350,000, but the typical home in the city is worth over twice as much, at \$706,000.

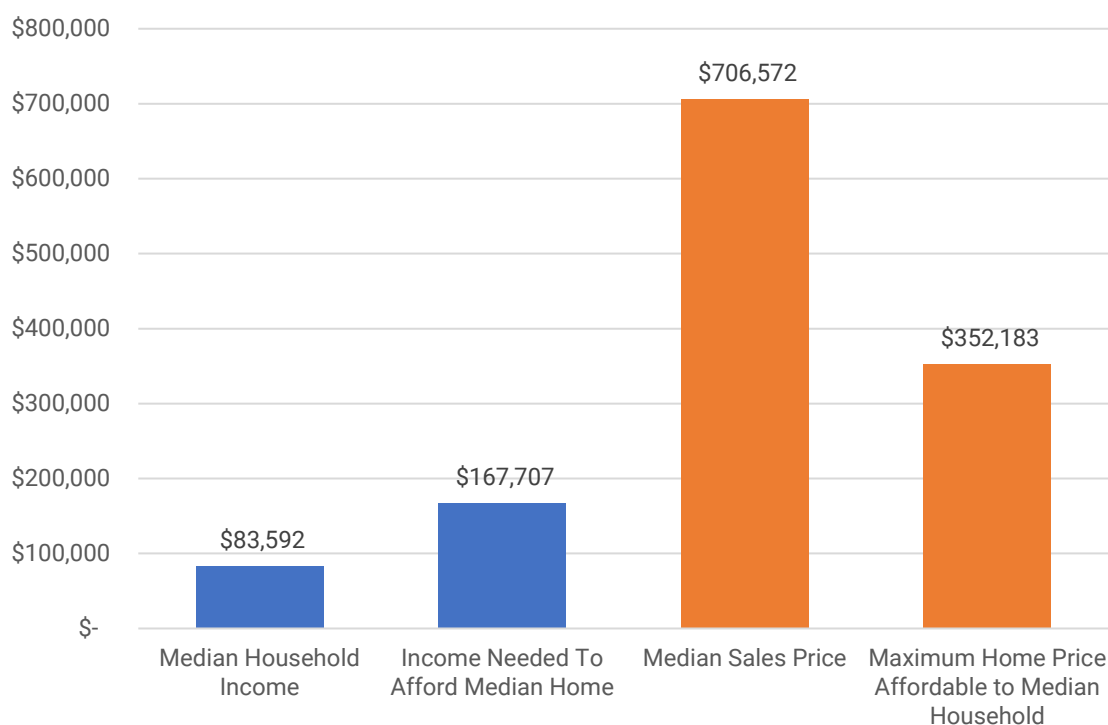


Figure 35. Ownership Housing Affordability in Anacortes. Source: Zillow, Freddie Mac, ESRI, Leland Consulting Group

A housing affordability chart illustrating home prices that would be affordable to a variety of income levels is shown below in Figure 39. Anacortes's median incomes and sales prices are both shown. This data illustrates the degree to which homeownership has become out of reach for the majority of Anacortes residents, even those earning significantly more than the city's median household income.

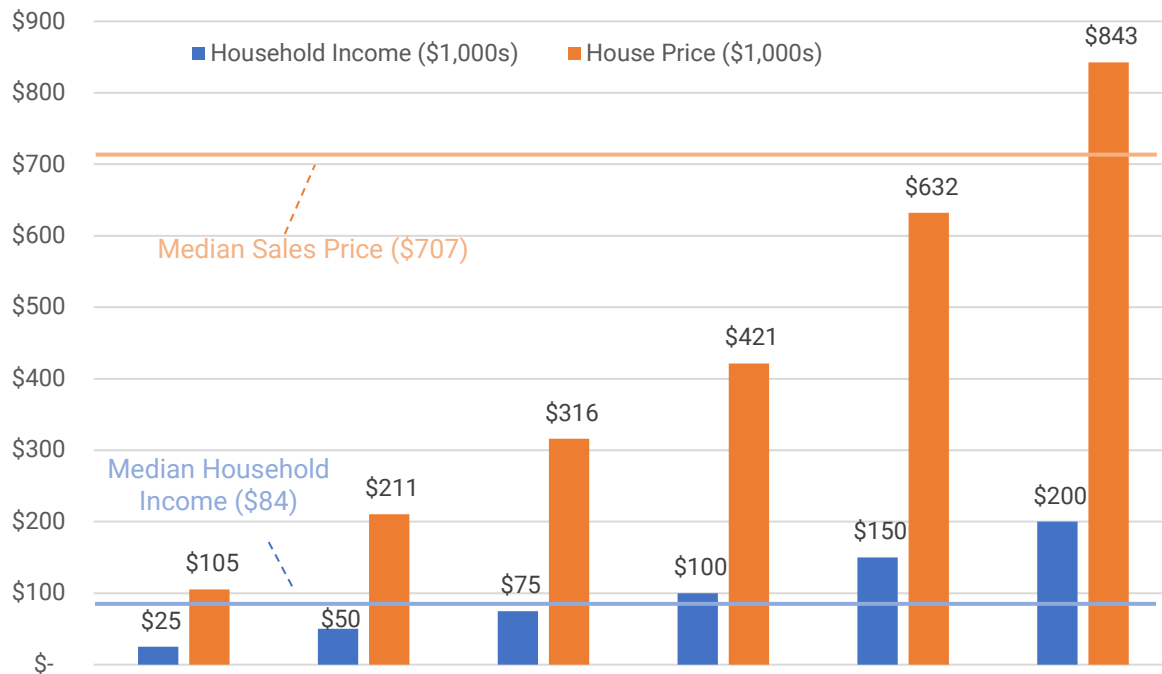


Figure 36. Housing Prices Affordable to Various Incomes with Anacortes Median Income and Sales Price, 2021. Source: Zillow, Freddie Mac, ESRI, Leland Consulting Group

Construction Costs

The costs of construction for all housing types have been increasing for decades, although the past few years has seen unprecedented increases. These costs have a major impact on development feasibility nationwide. In places like Anacortes where development has generally reflected lower density building types, higher construction costs may require developers to build residential products that offer a greater return on their investment.

The following chart provides construction price indexes³ for multifamily housing units under construction, single-family houses sold, and for single-family houses under construction. The costs of construction are now the highest seen in 50 years. Recent data from the U.S. Census Bureau shows construction costs went up by 17.5% year-over-year from 2020 to 2021, the largest spike in this data from year to year since 1970. 2021's costs were also more than 23% higher than pre-pandemic 2019. Preliminary data for 2022 indicates an even greater jump in construction costs, largely due to supply chain issues, inflation, labor shortages, and other issues that have dominated headlines in the past year.

³ The houses sold index incorporates the value of the land and is available quarterly at the national level and annually by region. The indexes for houses under construction are available monthly at the national level. The indexes are based on data from the Survey of Construction (SOC).

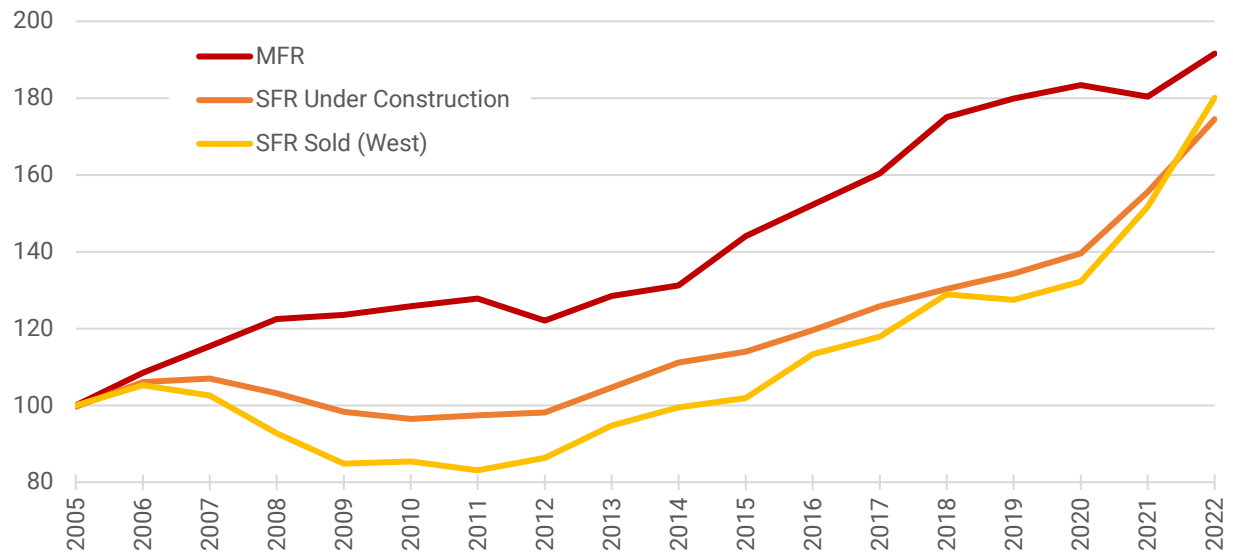


Figure 37. Construction Price Indexes. Source: U.S. Census Bureau Construction Price Indexes

Construction costs were a key topic discussed in the project team’s interviews with various stakeholders. Costs were discussed for a range of project types that included townhomes, multiplexes, and apartments. A summary of these conversations is provided below.

Topic	Cost Discussion	Comments and Considerations
Multifamily (apartments)	Construction costs per square foot for buildings between three and six stories are relatively constant, regardless of building height.	Allowing more stories allows more units and allows for more revenue to cover higher costs. Per unit rent may also be more affordable for denser buildings.
Duplexes and triplexes	Some cost savings are realized by sharing walls and parking areas compared to single-family homes.	Duplexes and triplexes are easier products for smaller developers to build. One developer is selling duplexes for \$510,000.
Townhomes	The cost of construction for townhomes is generally \$200 or more per square foot or \$400,000+ per unit.	As a fee simple product (typically), townhomes are a more flexible development type that can be easily scaled to fit a variety of lot sizes and configurations.
Cottage housing	With the double density bonus, cottages can theoretically bring a smaller and cheaper single-family product to market.	One developer stakeholder expects to sell 1,300 square feet cottage homes for \$750,000
Parking	Structured parking costs \$40,000 to \$50,000 per stall. Surface parking stalls tend to cost \$4,000 per stall but absorbs more land that could otherwise be used for revenue-producing space.	Market conditions in Anacortes are unlikely to support the added cost of structured parking in the near-term. However, the lack of available land in Anacortes may force developers to build structured parking for site planning. Public subsidy may be necessary to support housing development needs.
Land	As land becomes increasingly scarce and the market improves, land prices will continue to increase. Increasing land costs encourage developers to build products that generate more revenue to cover the higher costs.	If regulations do not support the types of development that can cover the cost of land, land may remain vacant or be underdeveloped.

Section 4 – Housing and Service Needs

This section offers information about the needs and risks facing households in the City of Anacortes.

Market Rate Housing

The following chart highlights approximate demand for new housing units through 2045 in addition to the existing 8,197 units. Based on a projected annual growth rate of 1.4%, there is approximate demand for about 3,019 housing units, including 1,451 rental units and 1,568 ownership units. Most of the ownership units will likely target higher income brackets than the rental units. This is based on the current (2021) distribution of households by income bracket; this is likely to change as new residents move to the area, the business and employment profile changes, and economic conditions change.

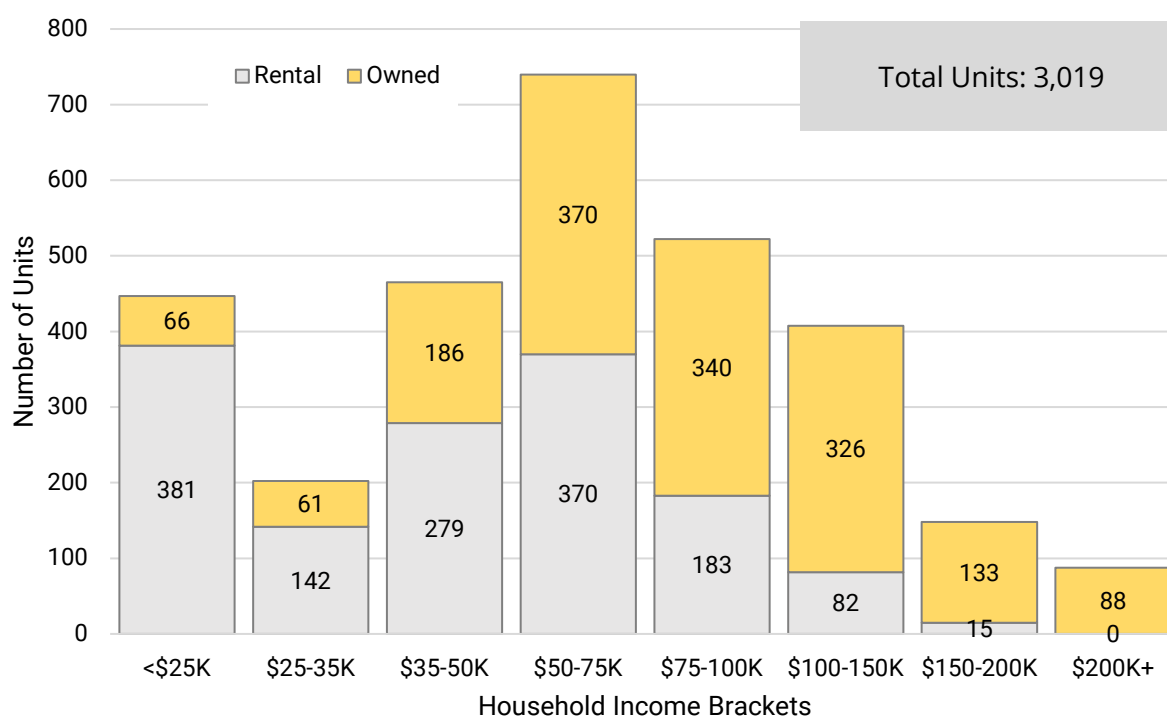


Figure 38. Approximate Demand for New Housing Units, City of Anacortes, 2021-2045. Source: Leland Consulting Group

Low-Income and Cost-Burdened Households

The Department of Housing and Urban Development (HUD) sets income limits that determine eligibility for assisted housing programs.⁴ The Area Median Income (AMI) for the Mount Vernon-Anacortes Metropolitan Statistical Area (MSA) in 2021 according to the U.S. Department of

⁴ Including the Public Housing, Section 8 project-based, Section 8 Housing Choice Voucher, Section 202 housing for the elderly, and Section 811 housing for persons with disabilities programs HUD develops income limits based on Median Family Income estimates and Fair Market Rent area definitions.

Housing and Urban Development (HUD) was \$83,200. The following table outlines the 2022 Mount Vernon-Anacortes MSA HUD income limits for low, very low and extremely low-income households making 80%, 50%, and 30% of the Area Median Income (AMI), respectively. This table also corresponds to the chart that follows.

Household Size	1	2	3	4	5	6	7	8
Extremely Low (30%)	18,100	20,700	23,300	27,750	32,470	37,190	41,910	46,630
Very Low Income (50%)	30,150	34,450	38,750	43,050	46,500	49,950	53,400	56,850
Low Income (80%)	48,250	55,150	62,050	68,900	74,450	79,950	85,450	90,950

Figure 39. HUD FY 2022 Income Limits (\$), Mount Vernon-Anacortes, WA MSA. Source: HUD

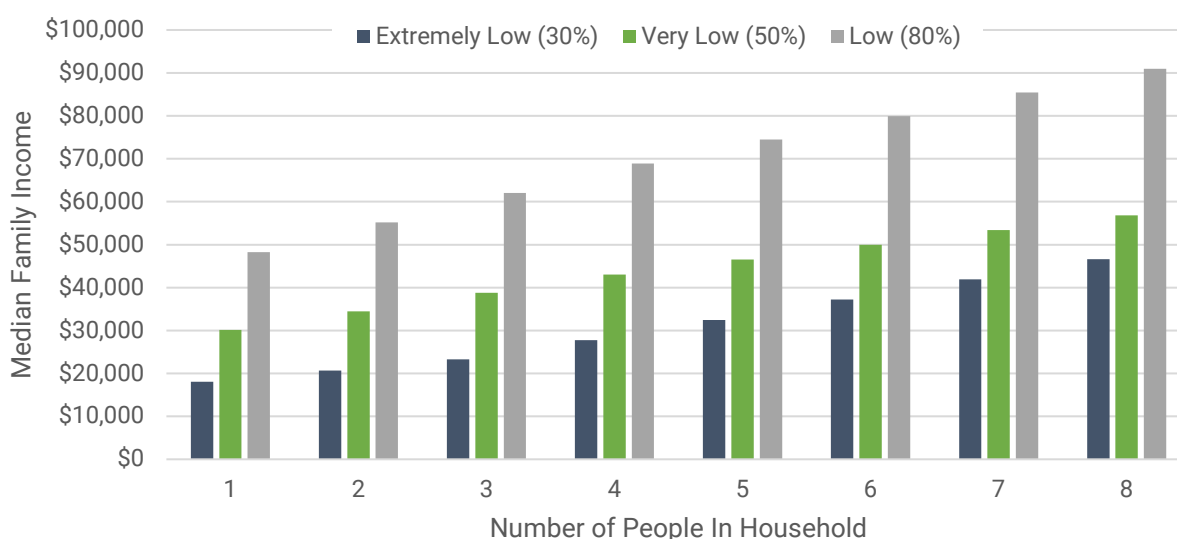


Figure 40. HUD FY 2022 Income Limits, Mount Vernon-Anacortes, WA MSA. Source: HUD CHAS

In addition to income, HUD uses a measurement of “cost burden” to further determine which subset of a community’s residents are most in need of housing support or most at risk of displacement or housing hardship.

The following figure shows a breakdown of Anacortes’s households by tenure and cost burden status. Overall, about 30 percent of Anacortes’s households are considered cost-burdened. Almost half of all renter-occupied households are considered cost-burdened, while just one in 10 owner-occupied households are considered cost-burdened.

A household is considered to be “cost-burdened” if they are spending more than 30% of their monthly income on housing costs (including rent and utilities).

A “severely cost-burdened” household spends more than 50% of their monthly income on housing costs.

As is the case nationwide, renters are significantly more at risk of economic hardship and displacement than homeowners. With rental rates increasing dramatically in recent years and

income growth failing to keep up, it appears that renters are suffering the consequences in terms of cost burden. There is a clear need for more rental housing that is affordable to all income levels.

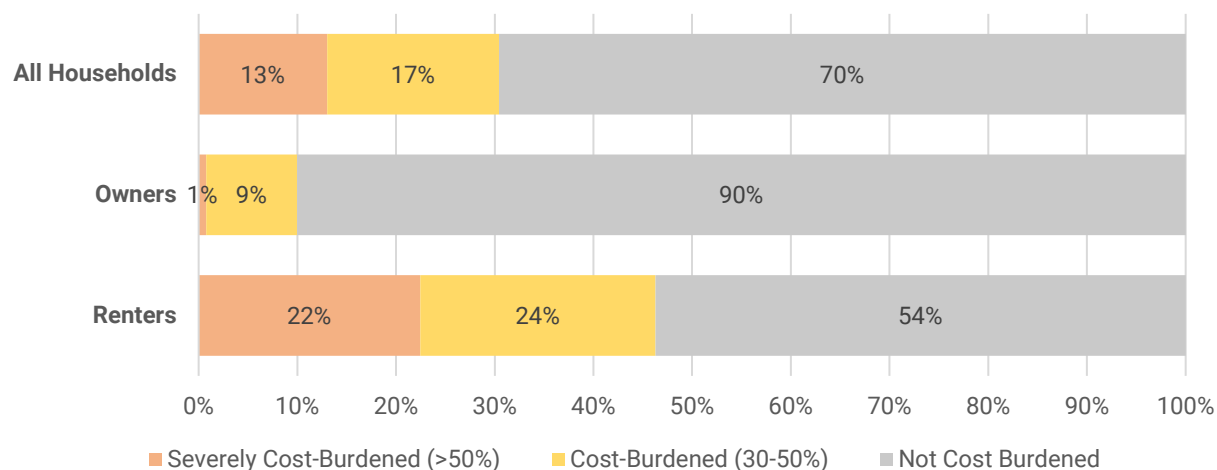


Figure 41. Household Tenure by Cost Burden in the City of Anacortes, 2020. Source: HUD CHAS 2014-2018

The following chart shows cost burden status by household income level. Overall, about 30% of all households are considered cost burdened. More than half of all households earning less than 80% of the area median income (AMI) are considered cost burdened. For very low and extremely low-income households, more than two-thirds are considered cost burdened. This data shows a need for affordable housing at all levels, but primarily for households earning less than 50% AMI.

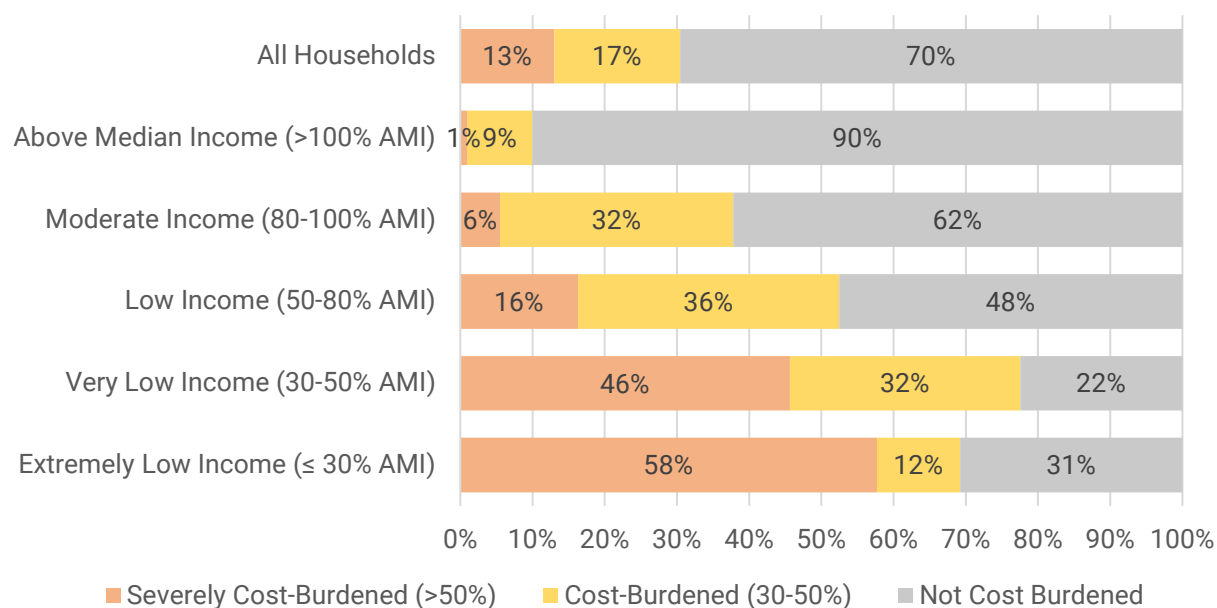


Figure 42. Cost Burden Status by Household Income Level (Percent), 2020. Source: HUD CHAS

The following table shows the same information presented in the figure above in absolute numbers. About 73% of Anacortes's 945 severely cost-burdened households are either extremely low income or very low income. This reflects a significant need for new subsidized housing.

The number of cost burdened households are much more evenly distributed throughout different income levels, with most households earning more than 50% AMI. This reflects a general need for more housing at all affordability levels, both subsidized and market-rate, to ensure that housing costs do not continue to increase beyond a manageable rate.

	Severely Cost-Burdened (>50%)	Cost-Burdened (30-50%)	Not Cost Burdened	Total
Extremely Low Income ($\leq$ 30% AMI)	375	75	200	650
Very Low Income (30-50% AMI)	315	220	155	690
Low Income (50-80% AMI)	180	400	525	1,105
Moderate Income (80-100% AMI)	35	205	395	635
Above Median Income (>100% AMI)	40	385	3,830	4,255
Total	945	1,285	5,105	7,335

Figure 43. Cost Burden Status by Household Income Level (Total). Source: HUD CHAS

Senior Housing

The following table shows household type by income. Overall, about 44% of Anacortes's households are occupied by seniors (either a family or living alone), and about 36% of households are occupied by small families (four or fewer people). The remainder are nonfamily households (15%) and large families (5%). More than one-third senior of households earn less than 80% AMI.

It should be noted that Anacortes does not currently have many assisted living or memory care options for senior residents. This data shows a need to focus on senior living and the specific needs of Anacortes's senior residents.

	Extremely Low Income ($\leq$ 30% AMI)	Very Low Income (30-50% AMI)	Low Income (50-80% AMI)	Moderate Income (80-100% AMI)	Above Median Income (>100% AMI)	Total
Senior Family	38	77	260	184	1,225	1,784
Senior Living Alone	215	255	305	138	463	1,376
Large Family	8	8	60	42	245	363
Small Family	164	188	305	144	1,780	2,581
Other	135	144	179	124	543	1,125
Total	560	672	1,109	632	4,256	7,229

Figure 44. Households by Income and Type. Source: HUD CHAS

Special Needs Housing

The following table shows the number of household members in Anacortes by disability status and income. There are about 3,260 household members with a disability. About half of these households have incomes above 80%; the remainder are relatively evenly split between the three lower income brackets. Residents with a disability are more likely to have a hearing or vision impairment or an ambulatory limitation (generally meaning they are unable to walk) than other disabilities.

Disability Status (any household member)	Extremely Low Income ($\leq$ 30% AMI)	Very Low Income (30-50% AMI)	Low Income (50-80% AMI)	Moderate Income or Higher (>80% AMI)	Total Households
Cognitive limitation	110	65	100	350	625
Hearing or vision impairment	100	65	160	570	895
Self-care/ind. living limitation	110	115	155	375	755
Ambulatory limitation	140	165	195	485	985

Figure 45. Households by Disability Status and Income. Source: HUD CHAS

People Facing Homelessness

According to the Washington Department of Commerce, there were approximately 314 people experiencing homelessness in Skagit County in 2020. Of these, the vast majority were adults. More local and updated data would be useful to understand the scale of homelessness in Anacortes.

Human Service Needs

The Anacortes City Council's Housing Affordability and Community Services (HACS) committee reviews the social service needs of city residents. In 2021, it presented a report on "unmet needs" for people who are in financial, emotional, or mental health crisis. The information in the report was provided by city departments, community services providers, and the public.

The top five categories of need are:

- Housing
- Behavioral and physical health
- Childcare, adult day care
- Legal aid, tenant aid, criminal aid, domestic violence
- Vulnerable populations (e.g., seniors, disabled, veterans)

The key problems meeting these needs are housing affordable to all income levels, communication and coordination between fragmented human services agencies, and establishing continuity of care for people experiencing behavioral health disorders (mental health and substance abuse).

The HACS committee made several findings on affordable housing. Identified needs include small studio, one-bedroom, and single-resident-occupancy (SRO) units at market-rate and low-income rates. Additional low-barrier emergency shelter capacity is needed, particularly during cold weather. Unmet needs for the homeless also include sanitation facilities and storage for personal belongings and pets to help people attend appointments.

Communication and coordination is hampered by the lack of a central communication hub for service providers. The City has taken the steps of establishing weekly meetings to facilitate interagency discussions and contracting with Anacortes Family Center to provide support for the police department. Other frontline City staff, such as those working in parks and the library, are also encountering people in need.

Island Health operates a hospital in Anacortes and offers a variety hospital, primary, secondary, and therapy care services. This includes a psychiatry and behavioral health practice which is reported to have limited staff capacity compared to patient needs. As a result, some people must travel outside of Anacortes to access such services. Even then, Skagit County and Washington State also have almost no staff capacity for long-term behavioral health treatment nor identified courses of action to resolve the gap in need. One bright spot is the didg'walic Wellness Center operated by the Swinomish Indian Tribal Community, which has developed an integrated care model.

Next Steps/Long-Term Approaches			
Behavioral Health 	Housing Affordability & Availability 	Communication & Coordination 	
• Work with Skagit County to improve timely access to Designated Crisis Responders • Lobby state officials for more mental health resources for Skagit • City staff training for serving those with behavioral health problems or intellectual/developmental disabilities	• Housing Action Plan • Low-Barrier Community Shelter/Day Room • Continued participation in the Skagit Housing Consortium • Continued support of AFC/AHA • Exploration of Habitat for Humanity partnership • Work on cost burden issues (utilities, childcare)	• Continue exploration of UniteUs App • Ongoing meetings with local service providers • Improve direct coordination with Skagit County on human services issues • Explore countywide governance model for human services issues/funding • 1 FTE Human Services Coordinator	

Figure 46. HACS Committee recommended next steps on unmet needs. Source: City of Anacortes

Transit

Skagit Transit operates several bus routes in Anacortes. The 409 is a circulator bus running between Downtown and 32nd Street. The 410 runs between the Skyline neighborhood and the March Point park and ride. The 40X and 513 connect March Point to, respectively, Mount Vernon and Burlington.

All routes generally run at frequencies between one and three hours, with limited evening service, and they do not operate on Sundays. The level of service is unreliable for transit-reliant people, especially those who need to access social and human services which are concentrated in Mount Vernon and Burlington. From Anacortes the trip requires a transfer between two very infrequent buses.

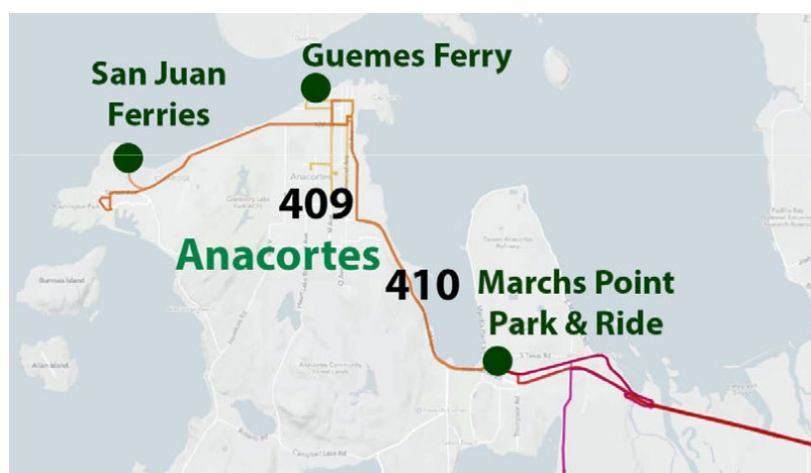


Figure 47 - Public transit routes in Anacortes. Source: Skagit Transit

Section 5 – Housing Funding and Monetary Tools

Existing Funding

In February 2020, Anacortes voters approved a 0.1% sales tax to use for affordable housing. This is authorized by [RCW 82.14.530](#) (effective June 2020, voter approval for such measures is no longer required). Additionally, the City will collect a 0.0146% sales tax credit from the State, as outlined in RCW 82.14.543, that may be used for constructing or maintaining affordable housing.

Combined, the 2021 revenue from the sales tax sources was about \$719,000. The funds have been split between the AHA and AFC. The funds are already assisting ongoing projects. These include AFC's Landing Apartments and AHA's Birch Tree Village townhomes and the rehabilitation of the Olson Building.

The City receives federal Community Development Block Grant (CDBG) funding of approximately \$100,000 per year that is used for low-income housing maintenance and rehabilitation. This funding also goes to either the AHA or AFC. The [U.S. Department of Housing and Urban Development](#) manages a variety of CDBG grants that cities may apply to.

Other Funding Options

The [Municipal Research Service Center](#) provides a list of other funding sources for Washington cities and affordable housing developers. These include:

- Property tax levy of up to \$0.50 per \$1,000 assessed valuation for up to 10 years to fund very low-income housing ([RCW 84.52.105](#))
- Real estate excise tax of up to 0.25% to fund affordable housing through 2026 ([RCW 82.46.035](#))
- Mandatory inclusionary zoning requirements that require residential developments to either provide affordable housing on-site or to pay into a housing fund for city governments to fund housing elsewhere
- Lodging taxes, which may be used to fund a variety of government programs (as noted under the short-term rental discussion, Anacortes already has a lodging tax)
- Loans and grants from the [Washington State Housing Trust Fund](#) (administered by the Washington State Department of Commerce)
- State law under [RCW 43.185C.080](#) allows cities to receive grants from the Washington homeless housing account. A prerequisite is adoption of a local homeless housing plan or adopting by reference a county homeless housing plan that has a specific strategy for the city. Grant value is tied to the real estate document recording fees generated within the local jurisdiction.
- Low-income housing tax credits which investors in housing projects can apply to (administered by the [Washington State Housing Finance Commission](#))

Multifamily Tax Exemption

A related option is a multifamily tax exemption (MFTE) program authorized by the state in 1995 ([RCW 84.14](#)). Cities can grant an 8-year property tax exemption for any type of multifamily development, or a 12-year exemption for multifamily developments that reserve at least 20 percent of units for low- and moderate-income households. The program can be used for new buildings or existing buildings.

Land, existing site improvements, and non-residential improvements are not exempt and are subject to normal property taxes. At the local government's discretion, the exemption's basis may be limited to the value of affordable units or other criteria. The local government has latitude in many other aspects. It can require certain public benefits, change what types of development apply, and can map specific areas where the exemption is available. Cities can also set lower maximum rent prices than the statute allows.

Anacortes had an MFTE program previously. It started in the late 2000's at the time of the housing recession. No projects applied and the City ended the program in 2015.

MFTE programs require ongoing monitoring, especially for any buildings with affordable units, to ensure that rental rates and resident incomes are meeting the criteria. The Anacortes Housing Authority has indicated openness to assisting with screening and monitoring, as they already have systems in place to administer income-based housing.

A 2019 statewide [audit](#) found that local MFTE programs are frequently used to improve the financial performance of private developments but it is unclear if they result in a net increase in housing production. For 2018 the audit found average annual local and state [property tax savings](#) of \$10,651 per affordable unit and \$2,096 per market-rate unit, with wide variations depending on the location, land value, and local property tax rates. Seattle has the most MFTE units in the state and likely skews the average tax savings high. Bellingham, for example, sees average annual property tax savings of \$1,390 per market-rate unit.

As noted in Section 3, the past few years have seen unprecedented increases in construction costs which have a major impact on development feasibility. Today there is renewed interest in the program among City officials and stakeholders. It would likely be attractive since no other cities in Skagit County have adopted an MFTE program.

Section 6 – Housing Policies

Comprehensive Plan Goals and Policies

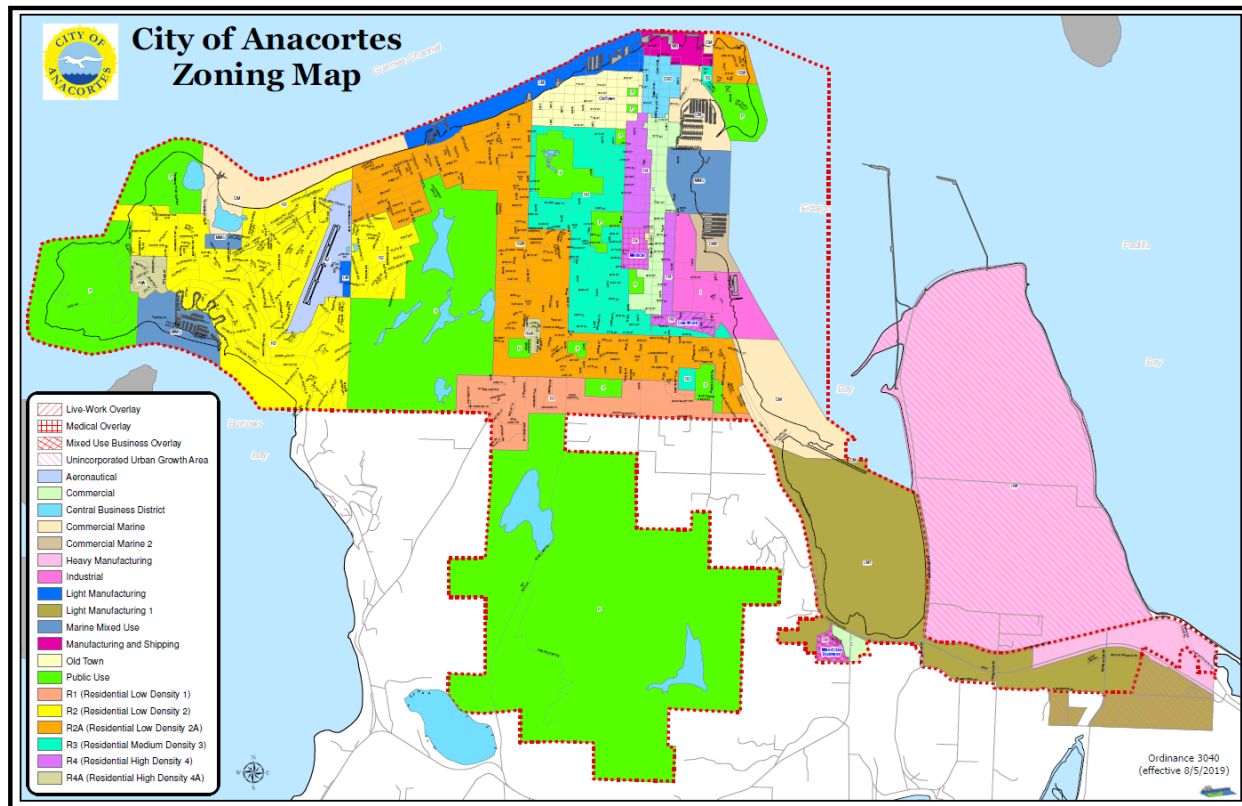
The 2016 Anacortes Comprehensive Plan contains policies that relate to the development and maintenance of housing. This section focuses on a handful of key elements in the Housing Element and the Land Use element; full comments are available in Appendix B.

Policy	Comment
<u>Policy H-1.1</u> - Provide for an adequate supply of appropriately zoned land to accommodate the city's housing growth targets.	Volume 2 of the Comprehensive Plan identifies a 20-year growth target (2016-2036) of 5,895 new residents and 2,620 new dwelling units. To reach the target an average of 131 new units needs to be built per year. According to 2016-2021 GIS structures data, an average of 101 units per year is being built. This means Anacortes is on track to fall short of its 20-year housing growth target.
<u>Policy H-1.3</u> - Integrate smaller housing types, such as cottages, duplexes, townhouses, and accessory dwelling units, into residential neighborhoods.	The 2019 code update made several changes that encourage more of these “missing middle” housing types. While the data since the 2019 code update (years 2020-2021) reflects a limited span of time, an increase in the share of ADUs, townhouses, and cottages reflects a positive trend.
<u>Policy H-1.6</u> - Evaluate barriers to achieving increased density in multifamily residential and mixed-use zones and revise regulations if appropriate.	The 2019 code update eliminated density limits in the R4 zone and relaxed ground floor commercial requirements on nearly all side streets, thus enhancing opportunities for multifamily development. In 2020-2021, 33 multifamily units were built including one mixed-use project.

Development Regulations

The primary way the City of Anacortes affects housing production and supply is through its development regulations. This begins with zoning, which are regulations on where and what type of housing is permitted to be constructed. The 2019 code update made several zoning and other regulatory changes to help meet Comprehensive Plan housing goals related to housing diversity, location, and affordability.

Zoning standards start under [Chapter 19.41 AMC](#). This chapter is summarized in the map and permitted use and dimensional tables for the residential zones below.



In the zoning tables, P means permitted, C means conditionally permitted (subject to extra review and public comment), and a blank cell means the housing type is not permitted in the zone.

Residential Uses	Residential Zones							
	R1	R2	R2A	R3	R3A	R4	R4A	OT
Household living								
Single-family	P	P	P	P	P	P	P	P
Single-family, small lot				P	P	P	P	
Cottage housing		P	P	P	P	P	P	
Duplex		C	P	P	P	P	P	P
Triplex				C	P	P	P	
Townhouse				C	P	P	P	
Multifamily dwellings, 4 units				C	P	P	P	
Multifamily dwellings, 5 or more units						P	P	
Live-work								
Group living								
Adult family home	P	P	P	P	P	P	P	P
Assisted living facility				C	C	P	C	
Nursing homes						C		
Rooming houses				C	C	P	P	C

Figure 48 - Excerpt of Anacortes Municipal Code table 19.41.040

Next, the development regulations govern the form and intensity of housing through [Chapter 19.42 AMC](#).

	Residential Zones							
Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT
Lot Size & Development Intensity								
Lot size for single-family dwelling, minimum (square-feet)	15,000	7,500	6,000	4,500	3,000	3,000	3,000	6,000
Lot size for duplex, minimum (square-feet)		9,000	9,000	7,500	5,000	4,200	4,200	7,500
Additional lot size needed for additional dwelling unit beyond duplex, minimum (square-feet)				2,500	2,000		1,200	
Density maximum (dwelling units/gross acre)	2	4	6	See lot size min. above		None	18	9
Lot coverage, maximum percentage	35%	35%	40%	50%	50%	50%	50%	35%
Landscaped area, minimum percentage	20%	20%	20%	20%	20%	20%	20%	20%
Height – Principal Structures								
Height, maximum (feet)	35	35	35	35	35	40	35	25
Height, maximum with bonus						50		
SETBACKS (Feet)								
Street setback, minimum	20	20	20	20	20	10	10	20
Street setback - garage, minimum	25	20	20	20	20	20	20	25
Side street setback, minimum	20	10	10	10	10	10	10	10
Interior side setback, minimum	10	5	5	5	5	5	5	5
Interior side setback - upper floors, minimum	10	7.5	7.5	7.5	7.5	7.5	7.5	7.5
Rear setback, minimum	20	20	20	20	20	10	10	20

Figure 49 - Excerpt of Anacortes Municipal Code table 19.42.020

Some housing types are also permitted in mixed-use and industrial zones, but their associated tables are not displayed here for brevity.

In addition, Chapters 19.43 and 19.47 in the updated code provide supplemental residential use and design standards for most housing types. Multifamily design standards are separately located under Chapters 19.61, 19.62, and 19.63 AMC.

Building Code

The City of Anacortes has adopted standard building and trades under [Chapter 19.14 AMC](#) with local amendments. Adopted codes include the International Building Code (applies to commercial and mixed-use development, and residential development with three or more units), the International Residential Code (applies to single-family, duplex, and townhouse development), and international codes for mechanical systems, plumbing, energy conservation, fire safety, and property maintenance.

Landlord-Tenant Regulations

People who rent homes are significantly more likely to be cost-burdened, face eviction, and be at risk of homelessness. Recognizing this, the State of Washington sets the baseline for the

landlord-tenant relationship through the State Residential Landlord-Tenant Act, RCW 59.18. According to the Attorney General's Office, there is no centralized enforcement mechanism for the RCW, and so it is incumbent upon landlords and tenants to either self-remedy violations, seek counseling or low-cost legal help from non-profit organizations, and/or resolve disputes through the courts.

Over the past few years, the Washington State Legislature has adopted new tenant protections as follows.

Year	RCW	Topic	Effect
2018	59.18.255	Prohibition on source of income discrimination	Prohibits source of income discrimination against a tenant who uses a benefit or subsidy to pay rent
2019	59.18.200	Notice of demolition	Tenants must be provided a 120-day notice to tenants of demolition or substantial rehabilitation of premises
2019	59.18.140	Notice of rent increase	Tenants must be provided a 60-day notice of a rent increase, and increases may not take effect until the completion of the term of the current rental agreement
2020	59.18.610	Initial deposits and fees	Tenants may request paying initial deposits, nonrefundable fees, and last month's rent in installments (may be spread over 2-3 months, depending on lease length)
2021	59.18.650	Just cause evictions	Landlords must specify a reason for refusing to continue a residential tenancy, subject to certain limited exceptions

Figure 50 - Recent state landlord-tenant regulations

Notably, rent control by local jurisdictions was banned at the state level in 1981 (RCW 35.21.830). Otherwise, local jurisdictions are free to adopt additional or more stringent regulations than those provided by the state, and numerous cities and counties have done so.

The City of Anacortes has not adopted any local landlord-tenant regulations. The King County Bar Association provides a model tenant protection ordinance within the framework of Washington State law which could be informative for future discussions and recommendations.

State Land Use Law

In recent years the Washington State Legislature has enacted preemption laws requiring local jurisdictions to ease regulations on certain types of residential land uses. In the 2022 legislative session, several additional bills were proposed with major preemptions regarding missing middle housing, accessory dwelling units, and minimum building heights (respectively, [HB 1782](#), [HB 2020](#), and [HB 1660](#)). These recent bills did not pass but can likely be expected to come up again in 2023 and beyond as Washington continues to confront statewide housing challenges.

A non-exhaustive list of recent state preemptions follows.

Year	RCW	Topic	Effect
2018	36.70A.450	Home-based family day care	Cities may not prohibit the use of a residential dwelling, located in an area zoned for residential or commercial

Year	RCW	Topic	Effect
			use, as a family day-care provider's facility serving twelve or fewer children
2019	35.21.684	Tiny homes	Cities may not adopt ordinances that prevent tiny homes with wheels used as a primary residence in a manufactured/mobile home community, with the exception that ordinances may require that tiny houses with wheels contain sanitary plumbing fixtures.
2019	35A.63.300	Religious organization density bonus	Upon request, cities must allow an increased density bonus for development of single-family or multifamily residences affordable to low-income households on property owned by religious organizations.
2019	36.70A.600	Safe harbor from appeals under the State Environmental Policy Act	The adoption of ordinances and other nonproject actions taken by a city to ease regulations on housing development are not subject to administrative or judicial appeal under RCW 43.21C. Similar protection is made for housing elements and implementing regulations that increase housing capacity under RCW 36.70A.070.
2020	36.70A.698	Parking for accessory dwelling units	Cities may not require the provision of off-street parking for accessory dwelling units within one-quarter mile of a major transit stop (likely does not apply to Anacortes due to low transit service today).
2020	36.70A.620	Parking for multifamily housing	Cities may not require more than a certain ratio of parking spaces per unit within one-quarter mile of a frequent transit stop. There are different limits for market-rate units, designated senior and disability homes, and low-income units (likely does not apply to Anacortes due to low transit service today).
2021	35A.21.430	Permanent supportive housing	Cities may not prohibit permanent supportive housing in areas where multifamily housing or hotels are permitted. Reasonable occupancy, spacing, and intensity of use requirements may be imposed. This supersedes a similar law passed in 2019, RCW 35A.21.305.
2021	35A.21.430	Transitional housing	Cities may not prohibit transitional housing in areas where multifamily housing or hotels are permitted. Reasonable occupancy, spacing, and intensity of use requirements may be imposed.
2021	35A.21.430	Indoor emergency shelters and indoor emergency housing	Cities may not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are permitted. Reasonable occupancy, spacing, and intensity of use requirements may be imposed.
2021	35A.21.314	"Family" definition and number of unrelated household occupants	Except for limits on occupant load per square foot or general health and safety provisions, cities may not regulate or limit the number of unrelated persons that may occupy a household or dwelling unit.

Year	RCW	Topic	Effect
2021	36.70A.070	Requirements for Comprehensive Plan Housing Elements	Requires planning and analysis of housing needs for moderate, low, very low, and extremely low-income households; a variety of housing types; zoning that may have a discriminatory effect; and other related issues. This will apply to the next major update of Anacortes's Comprehensive Plan due in 2025.

Figure 51 - Recent state zoning preemptions

Federal Incentives

Created in 2017, Opportunity Zones are intended to assist economically distressed communities with preferential tax treatment for those investing eligible capital gains. Anacortes has been designated with one federal [Opportunity Zone](#) located contiguously with Census Tract #53057940500. This is in the South Commercial Avenue area and it overlaps with commercial and residential zones (C, R4, R3, and R2A). City staff report little to no local interest by developers. The program expires at the end of 2026.

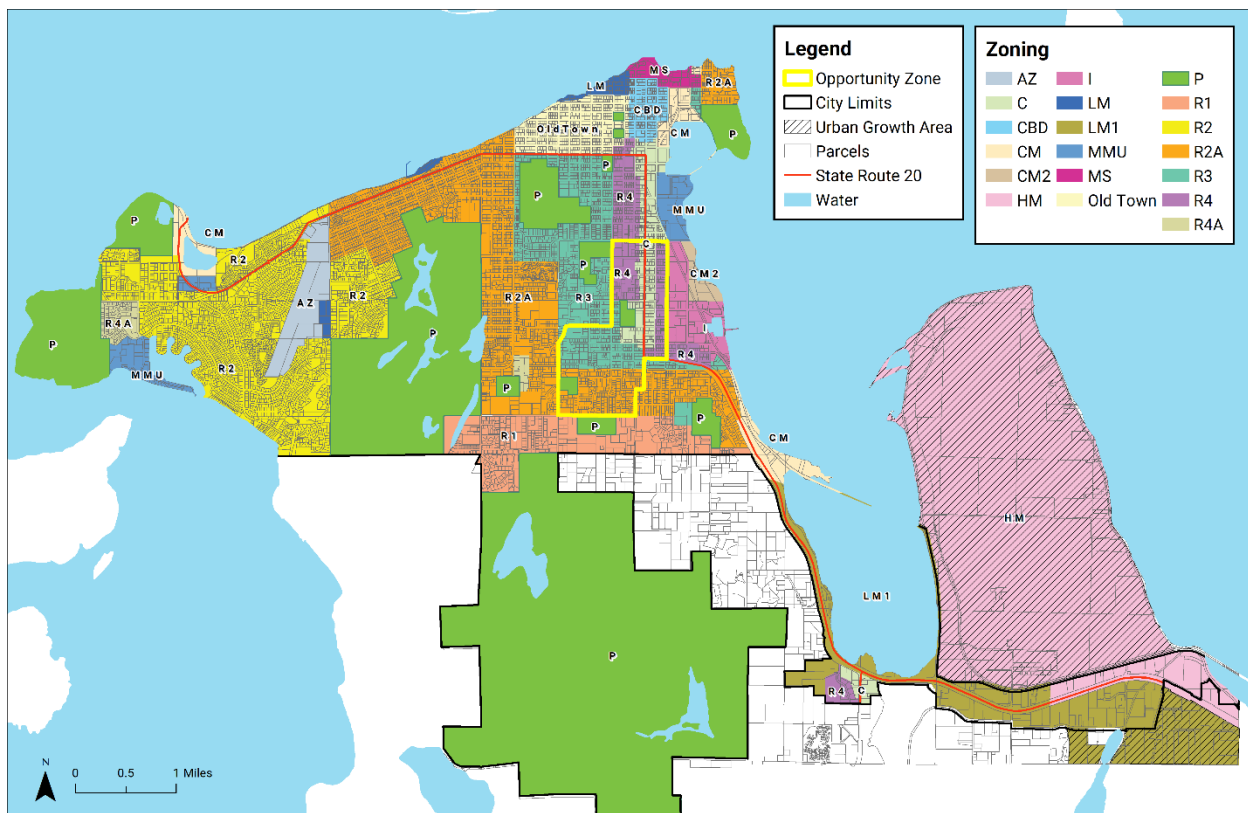


Figure 52 – Zoning and location of the federal Opportunity Zone in Anacortes

Anacortes shares many of its housing challenges with other communities nationwide, and the country's affordable housing problem has caught the attention of the White House. In [May 2022](#), President Biden released a statement saying, in part:

"One of the most significant issues constraining housing supply and production is the lack of available and affordable land, which is in large part driven by state and local zoning and

land use laws and regulations that limit housing density. Exclusionary land use and zoning policies constrain land use, artificially inflate prices, perpetuate historical patterns of segregation, keep workers in lower productivity regions, and limit economic growth. Reducing regulatory barriers to housing production has been a bipartisan cause in a number of states throughout the country. It's time for the same to be true in Congress, as well as in more states and local jurisdictions throughout the country."

The President has directed his administration to leverage existing transportation and economic development funding streams to reward jurisdictions that promote density, main street revitalization, and transit-oriented development. For the near future, the President has also proposed billions of dollars for HUD grant programs to support local jurisdictions in eliminating barriers to affordable housing production, supporting manufactured housing, scaling up ADU production, and other measures.

Section 7 – Land Capacity Analysis

A land capacity analysis is a core element of a housing needs analysis, as required by the Washington Department of Commerce. The Comprehensive Plan, adopted by the City of Anacortes in 2016, includes a buildable lands analysis that serves as the baseline analysis for this section.

2016 Analysis

The following table shows the results of the residential buildable land analysis from the 2016 Comprehensive Plan. The land capacity analysis was conducted using available GIS layers, buildout data from the Skagit County assessor, and growth projections from the Washington Office of Financial Management. The analysis involved using GIS to estimate the amount of land available for development in each city and UGA, and then comparing the available land to future growth projections. Areas where development is unlikely, such as wetlands, steep slopes, and floodplains were removed.

Zone	Net Buildable Acres	Assumed Density	Estimated Additional Dwelling Units	Existing Platted Vacant Lots	Estimated Capacity (Dus)
Residential Low Density (R1)	52.73	2	105	26	131
Residential Low Density (R2)					
West of Anacopper Mine Rd.	49.27	4	197	293	490
East of Anacopper Mine Rd.	85.73	5	429	207	636
Residential Medium Density (R3)	24.68	11	271	26	297
Old Town Overlay	1.28	9	11	0	11
Residential High Density (R4)	8.45	28	237	19	256
Commercial (C)	0.41	28	12	0	12
Central Business District (CBD)	0.17	50	8	0	8
Marine Mixed Use					
MJB	9.87	40	395	0	395
Skyline	1.64	28	46	19	65
Ferry Terminal Rd	1.75	30	53	0	53
Commercial Marine 1 (CM1)	0.53	28	15	0	15

Figure 53. Anacortes 2015 Residential Buildable Lands Analysis Summary. Source: 2016 Comprehensive Plan

2022 Analysis

Six years have now passed since this land capacity analysis was conducted. During this time, the City has updated the density provisions in its zoning code and almost 500 housing units have been built absorbing approximately 64 acres of buildable land. The table below reflects these updated conditions.

The City of Anacortes, as of the start of 2022, has an approximate total capacity of just over 2,000 housing units. Based on development trends over the past five years, this would reflect

about 20 years of capacity for new housing development. However, the increased development trends in recent years and the potential for some of these “buildable” lands to remain vacant in perpetuity due to infrastructure or environmental constraints, odd lot sizes, parcelization, or simply owner preference, suggests that this probably reflects a development capacity of closer to 10 to 15 years at current allowed densities.

Zone	Net Buildable Acres (2016)	Updated Density (2022)	Permitted Dev't (Lot Acres) 2016-2021	Estimated Additional Dwelling Units (2022)	Existing Platted Vacant Lots (2021)	Estimated Capacity (Dus) (2022)
R1	52.73	2	4.10	97	13	110
R2	49.27	4	31.37	72	188	260
R2A	85.73	5	18.62	336	163	499
R3	24.68	12	3.18	258	41	299
Old Town	1.28	8	0.62	5	28	33
R4	8.45	60	3.13	319	11	330
C	0.41	40	1.52	0	17	17
CBD	0.17	70	0.07	7	6	13
MMU	13.79	37	1.57	450	28	478
CM	0.53	28	0.03	14	2	16
Total	237		64	2,051	497	2,055

Figure 54. 2022 Buildable Land Capacity. Source: Leland Consulting Group

Appendix A – Affordable Housing Inventory

Property Name	Zone	Units	Residents	Housing Type	Resident Criteria
Anacortes Housing Authority					
Harbor House	CBD	50	51	Multifamily	Elderly/disabled, income 0-80% AMI
Cypress Homes	R3	14	38	Multifamily	Family, income 0-80% AMI
Cottonwood Place	R4	14	43	Multifamily	Family, income 0-80% AMI
The Willows	C	22	57	Multifamily	Family, income 0-80% AMI
Maple Leaf Apartments	C	4	12	Multifamily	Family, income 0-80% AMI
Evergreen Place	R4	2	6	Duplex	Family, income 0-80% AMI
Hawthorne Place	R4	4	7	Multifamily	Family, income 0-80% AMI
Cedar Estates	R3	2	4	Duplex	Family, income 0-80% AMI
Pear Tree Townhomes	R4	7	13	Townhouses	Income 0-80% AMI
Wilson Hotel	CBD	25	24	Multifamily	Income 30-50% AMI
Bayview Apartments	R4	46	91	Multifamily	Income 0-60% AMI
Birch Tree Village (in construction)	R4	5		Townhouses	Income 0-60% AMI
Olson Building (in planning)	MS	20	n/a	Multifamily	Income 0-60% AMI
Anacortes Family Center					
Emergency Shelter	R4	9	161	Shelter	Stays up to three months
Transitional Shelter	R4	9	37	Shelter	Stays up to two years
The Launch	R4	20	52	Multifamily	Income 30-60% AMI
Affordable Housing	R3	2	n/a	Single-Family	Income 60% AMI
The Landing (in construction)	R4	21	n/a	Multifamily	Income 30-50% AMI
Private Ownership					
Anacortes Manor	R4	35	n/a	Assisted Living	Elderly
Silverwood	C	24	n/a	Assisted Living	Elderly or disabled
Harborview Apartments	R4	32	n/a	Multifamily	Family
Bayside	R4	20	n/a	Multifamily	Family

Appendix B – Comprehensive Plan Policies

The consultant team's comments on select housing policies are listed below.

Housing Element

Goal/ Policy	Text	MAKERS Comments
H-1.1	Provide for an adequate supply of appropriately zoned land to accommodate the city's housing growth targets.	Volume 2 of the Comprehensive Plan identifies a 20-year growth target (2016-2036) of 5,895 new residents and 2,620 new dwelling units. To reach the target an average of 131 units per year should be built. According to 2016-2021 permit data provided by the City, an average 101 units per year have been built.
H-1.3	Integrate smaller housing types, such as cottages, duplexes, townhouses, and accessory dwelling units, into residential neighborhoods.	The 2019 code update made several changes that encourage more of these "missing middle" housing types. While the data since the 2019 code update (years 2020-2021) reflects a limited span of time, an increase in share of ADUs, townhouses, and cottages is encouraging and will be reviewed further in the HAP.
H-1.6	Evaluate barriers to achieving increased density in multifamily residential and mixed use zones and revise regulations if appropriate.	The 2019 code update eliminated density limits in the R-4 zone and relaxed ground floor commercial requirements on nearly all side streets, thus enhancing opportunities for multifamily development. In 2021-2021, 33 multifamily units were built including one mixed-use project.
H-1.7	Provide for development of multifamily housing in areas close to shopping, employment, services and public transportation.	Same as above.
H-1.9	Encourage demonstration projects of innovative housing types or programs, such as co-housing, tiny houses, or others.	The new cottage housing ordinance could be designed as co-housing. Otherwise, the city could pursue other demonstration projects as a public/private partnership, consider opportunities as a part of this HAP.
H-2.3	Encourage rehabilitation and improvement programs to preserve the character and condition of existing housing.	Check in with City staff on whether such programs exist. If not, are they still desirable and what would it take to launch them? If so, what is working well and what needs improvement?
H-3.2	Develop meaningful, measurable goals and strategies that promote the development of affordable workforce housing to meet local needs and monitor progress toward meeting those goals.	It is not clear that measurable affordable housing goals currently exist beyond land use/zoning changes and growth targets noted above. Such measurable goals and strategies could be developed in the HAP.

Goal/ Policy	Text	MAKERS Comments
H-3.3	Support non-profit agencies and public/private partnerships to preserve or develop additional housing for very low, low and moderate income households.	The City's sales tax and CDBG funding are examples of this.
H-3.4	Support both rental and ownership forms of affordable housing in a variety of types and sizes.	The 2019 code update helps to implement this.
H-3.5	Locate affordable housing throughout the city and especially in areas with good access to transit, employment, education, and shopping.	Updated zoning provisions help to implement this. The HAP may also consider current levels and accessibility of transit and services.
H-3.6	Consider a housing levy to provide ongoing funding for affordable housing.	While not a property tax levy, the City has been collecting a voter-approved 0.1% sales tax for affordable housing since July 2020.
H-3.7	Consider developing an inclusionary zoning program as a means of increasing the City's affordable housing supply.	This was considered during the 2019 development regulations update and could be considered again in the HAP, though it would need to be paired with an increase in height and/or density to justify the requirement – and considering many such changes occurred in the recent code update, additional increases are likely to be challenging at best (from a compatibility standpoint and/or market standpoint).
H-3.8	Require that affordable housing achieved through public incentives or assistance remains affordable for the longest possible term.	The R4 zone bonus provision implements this.
H-3.9	Evaluate land owned by the City and other public entities for use for affordable housing utilizing a community land trust,-or similar, -type model.	A high-level surplus land analysis can be performed in the HAP.
H-3.10	Develop and implement a detailed affordable housing program that identifies specific actions to increase the supply of housing that is affordable to low to middle-income individuals and families.	The HAP itself implements this policy.
H-4.1	Provide accommodation throughout the city for housing for people with special needs and avoid concentrations of such housing.	Zoning updates can help implement this.
H-4.3	Promote a range of housing types for seniors; e.g., adult family homes,	The code now allows for this – though the conditional use provision in the R3 could be relaxed.

Goal/ Policy	Text	MAKERS Comments
	skilled nursing facilities, assisted living, and independent living communities.	
H-4.5	Promote the provision of support services, including transportation options, to allow seniors and those with special needs to remain in their own homes or non-institutional settings.	This policy connects with the Transportation Element policies reviewed below.
H-4.6	Support public and private housing and services for people who are homeless.	Will be reviewed in the HAP.
H-5.2	Explore local and regional funding options to support development of housing for low- and moderate-income households.	Will be reviewed in the HAP.
H-6.1	Evaluate and report on how the goals and policies of this Housing Element are being achieved.	Will be reviewed in the HAP.
H-6.2	Monitor housing supply, type and affordability, including progress toward meeting a proportionate share of the countywide need for affordable housing for very low-, low-, and moderate-income households.	Will be reviewed in the HAP.
H-6.3	Monitor local data and routinely reassess and adjust policies, strategies and regulations to improve effectiveness of programs to meet local housing needs	Will be reviewed in the HAP.

Land Use Element

Goal/ Policy	Text	MAKERS Comments
Table LU-1	Residential Medium Density Principal uses & density: Single-family detached dwellings are the predominant dwelling type. Other dwelling types, such as accessory dwellings, cottage housing, and <u>low density multi-family</u> may be allowed under certain circumstances. The permitted density is 7-14 dwelling units per gross acre, depending on the particular housing types used and established development pattern and character of the area.	Townhouses, triplexes, and fourplexes are conditionally permitted in the R3 zone. Consistent with the policy, consider changing this to permitted.
LU-3.2	Craft and maintain zoning regulations to balance the need to accommodate anticipated growth while preserving the City's historic resources and character. Consider techniques to	The continuation/refinement of the Old Town zoning arguably does this. Explore

Goal/ Policy	Text	MAKERS Comments
	integrate incentives and/or site design flexibility for preservation and/or reuse of historic structures.	other incentives as a part of this HAP process.
LU-4.3	Encourage retrofits to existing development and infrastructure to reduce environmental impact. Explore providing incentives to residents and businesses that improve building energy performance and/or incorporate onsite renewable energy.	Building energy use is an affordability issue. The HAP could recommend strategies to improve building energy efficiency and update zoning to easily permit onsite renewable energy.
LU-4.6	Explore the feasibility of an incentive zoning/development credit program. For example, under such program, developers could have an option to purchase additional density credits or other zoning code flexibility. Funds from this purchase could go towards purchasing land or the development rights from property owners in sensitive natural/rural areas or toward some other public benefit.	The proposal for the R1 zone in the 2019 code update went in this direction, but it was ultimately not approved. Explore other incentives as a part of this HAP process.
LU-6.1	Provide for a wide variety of housing types within the city to meet the full range of housing needs for Anacortes's evolving population. A.Accessory dwelling units (ADU). Allow for attached and detached ADUs in all residential districts provided size, design, and other provisions are included to promote compatibility with surrounding uses. B.Small lot single family. Allow for small lot single family development (lots smaller than 5,000 square feet) in the R3 zone provided design provisions that emphasize a pedestrian-oriented design and the inclusion of usable open space are included. C.Cottage housing. Encourage the development of cottage housing (a cluster of small homes around a common open space) in single family zones as an increasingly popular housing type, provided special design provisions are included to ensure a pedestrian-oriented design, inclusion of common open space, and strict cottage size limitations. D.Duplexes & triplexes. Encourage these housing types in the R3 and R4 zones provided design provisions that emphasize a pedestrian-oriented design and the inclusion of usable open space are included. E.Townhouses. Encourage the development of townhouses in the R-3, R-4 and on certain side streets in the C and CBD zones as an efficient and popular form of housing for a large demographic of Anacortes's population. Design standards emphasizing pedestrian-oriented design, façade articulation, and usable open space are particularly important. F.Senior and assisted housing. Encourage these housing types in the R-4 zone and under certain circumstances in the	These have been largely implemented with the 2019 code update. There are additional opportunities to relax ADU provisions and integrate middle housing in the residential zones that ought to be considered in this HAP process.

Goal/ Policy	Text	MAKERS Comments
	R3, and along certain side streets in the C, and CBD zones. Design standards emphasizing pedestrian-oriented design, façade articulation, and usable open space are particularly important. G.Walk up apartments and stacked flats. Encourage these housing types in the R-4 zone and in the C and CBD zones above shops and on side streets. Design standards emphasizing pedestrian-oriented design, façade articulation, and usable open space are particularly important. H.Live-work units. Promote opportunities to combine live and work spaces in the C and CBD zones and within Live-Work Overlay zones.	
LU-6.5	Allow some compatible nonresidential uses in residential zones, such as appropriately scaled schools, neighborhood-scaled grocery stores, religious facilities, home occupations, parks, open spaces, and other uses that provide places for people to gather, senior centers and day care centers. Maintain standards in the zoning code for locating and designing these uses in a manner that respects the character and scale of the neighborhood.	So far it appears that commercial uses have not been integrated into residential zones, but it's good the code allows this option for the long-term.
LU-6.6	Explore the development of zoning incentives to help meet housing diversity and affordability goals. Examples could include residential density bonuses, variations in allowed housing type, or flexibility in regulations, if a proposal meets community goals for affordable, senior, size-limited or other types of innovative housing. If not permitted outright or through discretionary review processes, consider providing for these incentives through pilot programs or other innovative measures.	All examples will be explored in the HAP.

Transportation Element

Goal/ Policy	Text	MAKERS Comments
T-3.23	Provide adequate parking space in high demand areas by: B.Investigating opportunities to reduce parking requirements, C.Identifying minimum and maximum parking standards, D.Creating an action plan to implement a comprehensive parking plan over time, E.Periodically surveying parking space availability and occupancy to determine any emerging needs for additional space,	The 2019 code update moved in this direction. Additional opportunities remain to streamline or reduce parking standards.

Goal/ Policy	Text	MAKERS Comments
	G.Considering a parking availability study as a means of parking mitigation by businesses and developers to avoid overdesigning parking facilities around town, H.Developing a ‘fee-in-lieu-of’ parking space fee program for projects which are unable to meet on-site parking requirements and use these funds to provide parking or save for a larger parking project.	
T-4.5	Plan and develop a citywide transportation system that reduces greenhouse gas emissions by shortening trip length and replacing vehicle trips with other modes of transportation by <u>implementing higher density and mixed-use development</u> , and encouraging ride-sharing, public transit, and non-motorized transportation, to decrease vehicle miles traveled.	The 2019 code update moved in this direction.
T-4.6	Develop a transportation system that aims to minimize negative impacts to human health, including exposure to environmental toxins generated by vehicle emissions, noise, or a lack of non-motorized options.	Opportunities for new housing, particularly higher-density housing and affordable housing, should include locations located away from arterial streets and industrial land uses.
T-4.12	Implement transportation programs and projects in ways that aim to prevent or minimize negative impacts to low income, minority, and special needs populations.	Same as above.
T-4.13	Work to improve mobility choices for people with special transportation needs, including persons with disabilities, the elderly, the young, and low income populations.	Updates to permitted uses or zoning boundary changes may help implement this.

Anacortes Housing Action Plan

Public Engagement Plan

Version: December 5, 2022

Project Introduction

The City of Anacortes is embarking on a housing action plan (HAP) to address the increase in housing costs and the relatively limited diversity of housing available in Anacortes. In recent years significant strides have been made to improve the local housing situation, including an updated Comprehensive Plan, major development regulations update, and a voter-approved sales tax to fund affordable housing. As a result, production of some housing types has increased in the last several years.

Despite this progress, homeownership remains out of reach for many, rents are high and rental choices are limited, and there is a lack of group housing and special needs housing for seniors and people with disabilities. Anacortes was awarded a grant from the Department of Commerce to create an HAP to encourage construction of additional affordable and market housing in a greater variety of housing types and at prices that are accessible to greater variety of incomes. The HAP will be developed with robust public engagement.

Public Engagement Purpose and Approach

This Public Engagement Plan provides a framework for the project team to organize HAP engagement efforts. It outlines the purpose and objectives of engagement, key stakeholders, and methods. As the project progresses, the team will use this Public Engagement Plan to design activities that are aligned with the project schedule and respond to community needs. The plan will be revisited throughout the process to reflect accomplished activities and fill in emerging needs.

The Public Engagement Plan identifies a range of engagement options that meet the needs of the people, businesses, and agencies affected by the HAP planning effort, including methods that meet requirements for public health and safety in response to COVID-19.

Housing is deeply personal, and a good engagement process will build community advocates and reduce political tensions. To that end, the general approach for public engagement in this project includes:

- Clearly communicate the housing challenges in Anacortes and the sources of those challenges, along with the project's purpose, process, timeline, and final recommendations, so the community is well-informed.
- Given the robust public engagement during the Comprehensive Plan and development regulations update, alongside the ongoing outreach by the City Council's Housing Affordability & Community Services (HACS) committee, the HAP will focus on

individual/targeted stakeholder outreach and HACS committee meetings instead of large public events. One-on-one outreach for technical topics like housing regulations and finance is often more effective and encourages more frank and constructive input.

- Effectively solicit valuable feedback from key stakeholders and community participants by arranging appropriate meeting environments and asking the right questions.
- Use accessible engagement methods to address common barriers across time constraints, transportation, internet access, physical accessibility, and comfort level.
- Avoid engagement fatigue by drawing on past work, setting realistic expectations about what the HAP can accomplish, asking for referrals for new community leaders, reporting what we have heard and how it is being used, and visibly implementing the HAP. When people do not see results from past plans, they are less likely to engage in the future.

Public Engagement Goals

The Public Engagement Plan is designed to reach the following goals:

1. Gain a deeper understanding of local housing needs and affordability issues (e.g., specific demographic group needs and qualitative knowledge the numbers do not capture or are out-of-date). For example, income averages do not capture the large retiree population in and near Anacortes with significant purchasing power.
2. Build a groundswell of community support and consensus on Anacortes' approach to housing and associated infrastructure planning, which will affect community sentiments for specific housing developments.
3. Share data, local knowledge, and stories to increase shared understanding of housing issues and solutions and develop a data-informed plan. Avoid jargon and use normal language that people can understand.
4. Collect personal stories that bridge understanding across differing worldviews and connect housing to system-wide issues. This includes engaging with people living in or seeking both rental housing and ownership housing.
5. Gain local insight on development potential, e.g., site-specific characteristics, local barriers, and opportunities. A particular issue is identifying barriers to mixed-use residential projects on sites that tend to be developed as single-use commercial projects.
6. Elevate voices of those at risk of displacement and/or most burdened by housing costs to understand specific needs and potential unintended consequences of proposed strategies and jointly find solutions.
7. Build ownership of the HAP by bringing viewpoints together. This means understanding people's values and shared community goals and may mean using quantitative and qualitative data to sensitively bust myths about housing.
8. Build trust between community, stakeholders, City planning staff, City Council, Planning Commission, and other local agencies through an open, transparent process, by setting realistic expectations for the HAP and identifying who has decision-making power at different points in the process.
9. Build advocates who help communicate and solve problems with their community and shepherd the plan through adoption and implementation.

10. Ensure that the HAP represents the ideas heard from Anacortes' full range of demographic cohorts (e.g., income levels, household size, race, ethnicity, disability) to meet existing needs, build community ownership of the HAP, and respond to grant requirements for representative community engagement.

Public Health Considerations

While the COVID-19 pandemic moved most engagement online, as of March 2022 some public health guidelines are now relaxed for in-person activities. Some HACS meetings are conducted in a hybrid format and the project team is open to in-person activities as allowed under health guidelines.

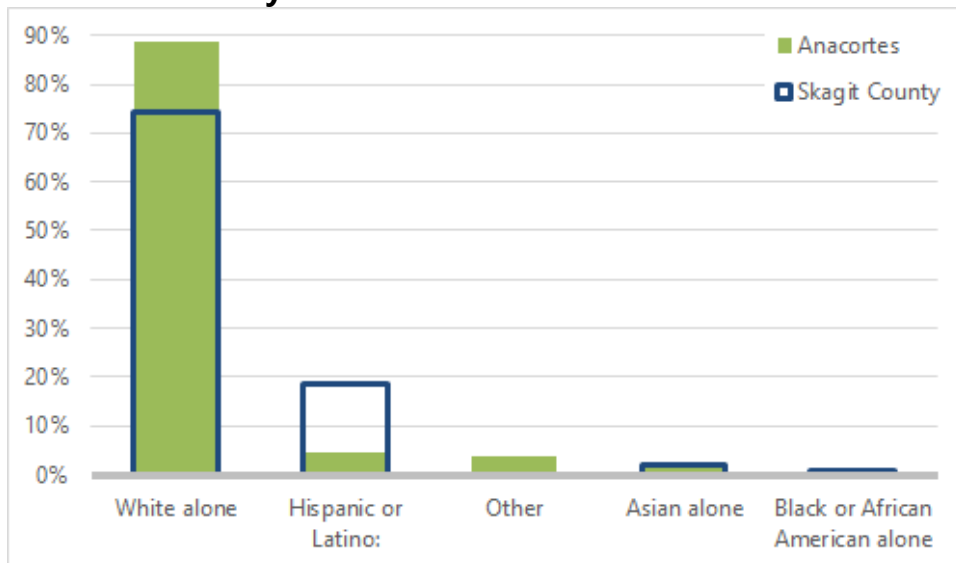
Who To Engage

While baseline community engagement activities are guided by Department of Commerce grant requirements, we will seek to engage with all of Anacortes' populations to the extent allowed by the project timeline and budget. Representative engagement enables the HAP to respond to current needs for housing variety and options. Considerations for representative engagement include race and ethnicity, origin and language, income, household tenure, age, and families.

The charts below show relevant demographic information. In summary:

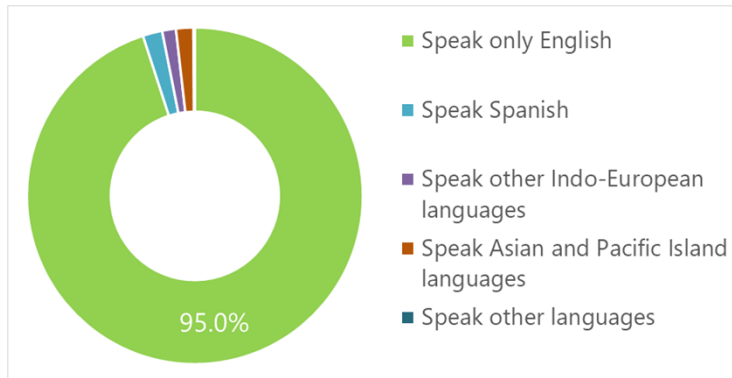
- Anacortes residents are older on average
- There is a large proportion of homeowners
- There are fewer low-income households than the county or state, on average
- Anacortes is mostly white and has few non-English-speaking residents

Race and Ethnicity

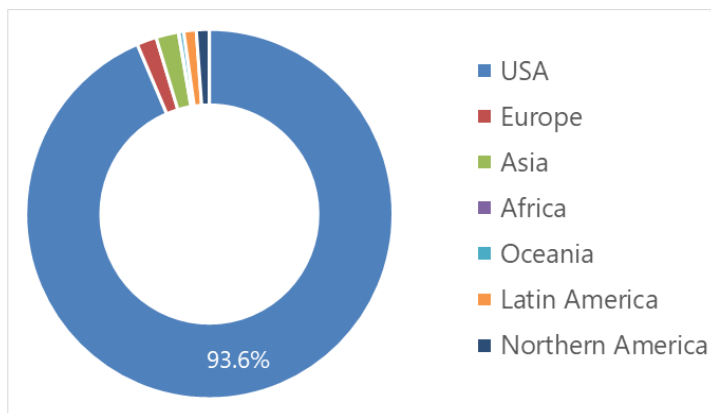


Hispanic or Latino Origin by Race, American Community Survey 2019, Table B03002

Language and Origin

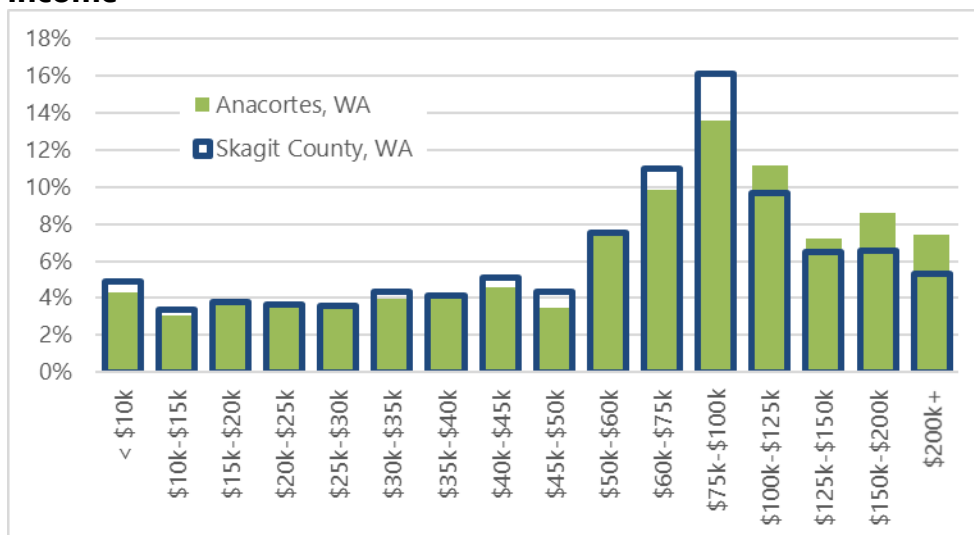


Age by Language Spoken at Home for the Population 5 Years and Over, American Community Survey 2019, Table B16003



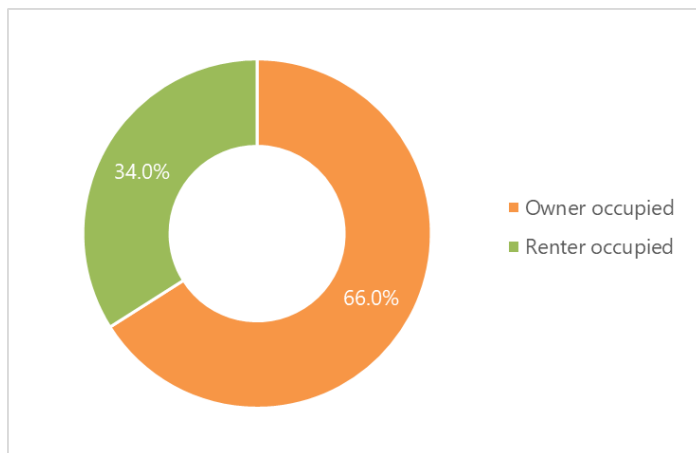
Place of Birth by Nativity and Citizenship Status, American Community Survey 2019, Table B05002

Income



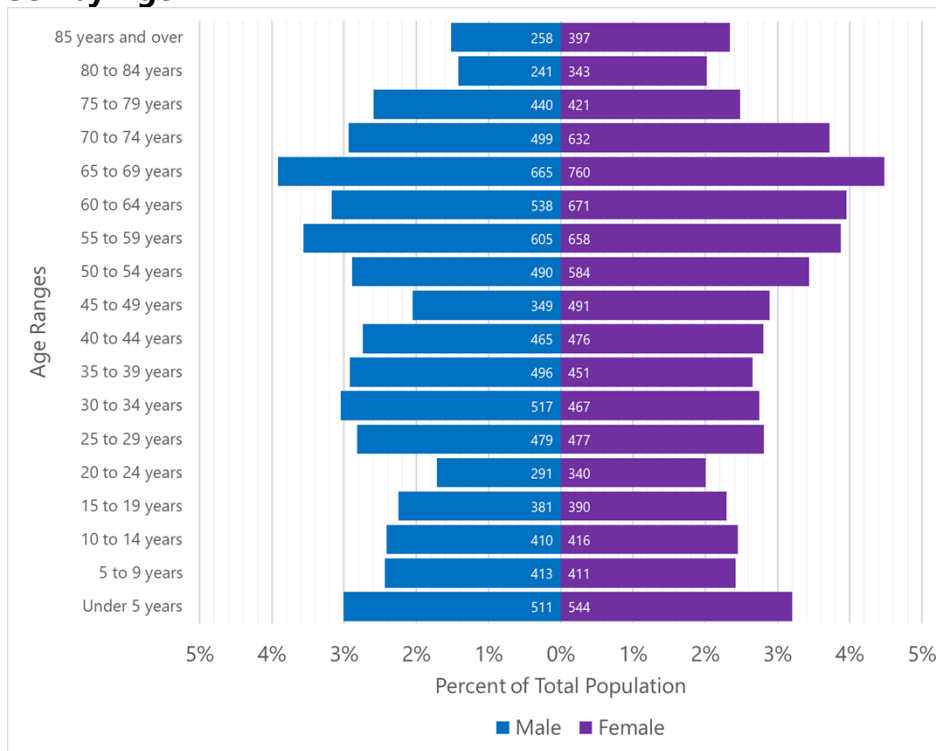
Household Income in the Past 12 Months (In 2019 Inflation-adjusted Dollars), American Community Survey 2019, Table B19001

Household Tenure



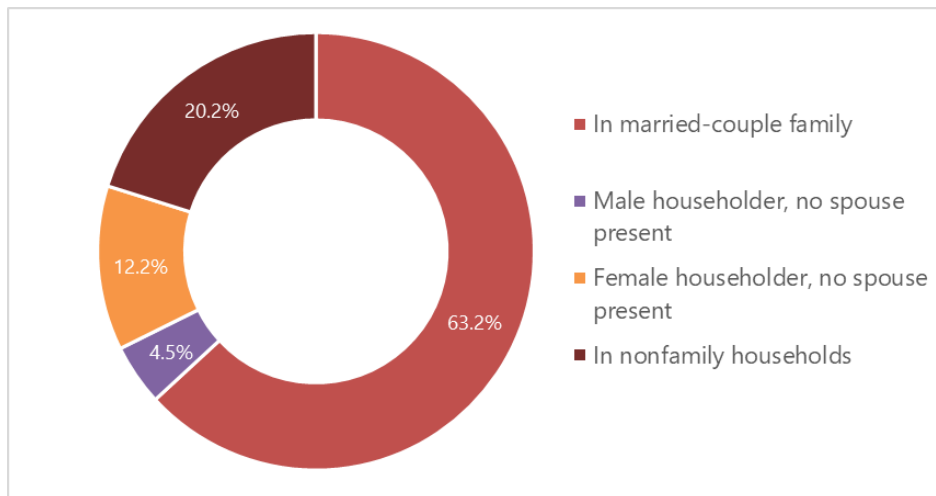
American Community Survey 2019, Table B25003

Sex by Age



American Community Survey 2019, Table B01001

Families



Household Type by Relatives and Nonrelatives for Population in Households, American Community Survey 2019, Table B11002

Focused Engagement

Focusing engagement efforts on those most impacted ensures a timely, budget-efficient, and equitable process and responds to guidance issued by the Washington Department of Commerce [Guidance for Developing a Housing Action Plan](#). The Commerce grant guidance recommends using the chart below to identify the stakeholders that this planning process should engage. It suggests prioritizing the top two quadrants to invest planning resources effectively and efficiently. This framework guides who should sit on the advisory group and ensures targeted conversations with people most impacted by housing issues.

More impacted by housing issues	PRIORITIZE At-risk communities Requires significant collaboration or HAP may not meet community needs. Focus on empowering these voices. • Renters • People experiencing housing cost burdens • Seniors • People of color impacted by historic lending practices (redlining), displacement pressures, and/or biases • People with special needs • Immigrants • Youth/families/multigenerational families • People experiencing homelessness • Mom-and-pop landlords • Mom-and-pop developers • People and businesses at risk of displacement • Social services	COLLABORATE Influencers Requires significant collaboration or HAP adoption and implementation could stall. • Homeowners experiencing change • Housing providers/authorities/consortiums • Real estate developers • Construction industry • "Big" landlords • Property owners • School districts • Small business owners
	INVOLVE Concerned residents or bystanders Inform and consult to confirm baseline conditions and community interests and values. • Residents experiencing stability • Community-based organizations/non-profits (non-housing related)	LEVERAGE Potential advocates Inform and consult as needed to build and maintain HAP advocates. • Homeowners experiencing stability • Major employers • Transportation providers
	Less Influence on housing issues	More Influence on housing issues

Communication Mediums

Updates to the public on the HAP and engagement opportunities will be communicated through the City's existing communication channels. These include:

- City website news items and meetings/events calendar
- City dedicated webpage for the HAP project
- City e-updates email list
- HACS committee meetings and email list (includes hundreds of subscribers)
- Press releases; the *Anacortes American* is the local paper of record, published online at gorskagit.com/anacortes
- City social media presence on Instagram and Facebook, including a Facebook page specifically for the Planning, Community, & Economic Development Department
- City utility bills
- City quarterly "A-Town" magazine (back page for alerts; inside for longer-form pieces)
- Connections with local advocacy and business organizations (City staff could ask information to be distributed to memberships; this is particularly helpful for hard-to-reach groups)

Methods and Tools

This plan outlines a variety of communication and engagement tools to be used as appropriate during this project. It is meant to act as a flexible guide to reach stakeholders and interested groups; the team may adjust engagement approaches if some methods prove more successful than others.

The following engagement methods are proposed for this project:

Stakeholder Interviews/Focus Groups

Stakeholder interviews are helpful as a two-way communication tool: The project team learns from the unique perspectives and expertise of local people, and stakeholders learn more about the project and its process so they can be ready to engage further.

Based on the project resources, about 12 interviews/focus group meetings are anticipated. The scope of work and HACS committee have developed an initial list of possible interview candidates, including:

- Local housing advocates
- For-profit and non-profit housing providers
- Religious or social service organizations
- Residents and especially renters
- Landlords at a mixture of property types
- Developers and builders
- Neighborhood associations

- Major employers such as the hospital and school district and small business owners/employers

Stakeholder interviews can be flexible scheduled as one-on-one or group meetings. Several interviews are anticipated to occur with an in-person site visit by the consultant team in April 2022, and others will occur online via Zoom or phone call.

Community Survey

The scope of work provides for one survey. This will be a community survey to identify demand for housing types among the current population, with a focus on special needs housing, supportive housing, and the challenges for cost-burdened residents. Because most housing data is available from official sources, the survey could focus on collecting qualitative information and be designed as a story-collection tool. The HACS committee will be provided a draft of the survey for comments/edits.

The survey will be distributed online and in a mailing. Targeted efforts can help aim for demographic representation, including: word of mouth; City and community group email listservs; a notice in the A-Town magazine; and social media boosts to targeted populations. Incentives like prizes or gift cards from local businesses could also help increase response rates.

If resources allow, the City will use a utility bill mailing to send paper copies of the survey to all Anacortes addresses to ensure at least a representative population is reached. Special distribution activities may be needed for residents and dwelling units who do not directly receive utility bills, such as those who live in multifamily buildings or ADU's. In this case, City staff will include an adequate number of copies with a request for the building owner/manager to distribute to each resident or placed in a common area. Paper copies of the survey will also be made available at community hubs such as City Hall, library, post office, and medical center.

The paper copy should have a link/QR code to the online version in case recipients prefer that method.

Place-Based Outreach

Posters and signs can be an effective way of informing people of a project. It can include pop-ups, canvassing, participation in community events, or other efforts that provide casual interaction with the community. Social distancing requirements may limit these opportunities. Potential locations may include: local supermarkets, farmers' markets, food banks, local housing and social service provider locations, religious centers, libraries, parks, community centers, schools, and public health centers. Consultants will provide some graphics to support posters and signs.

Public Meetings

City staff and consultants will provide periodic updates to elected and appointed decision-makers throughout the project. These updates may be done remotely if public health concerns limit travel and/or in-person meetings. Completed and anticipated public meetings include the following.

Public Meeting	Date	Description
Kickoff with HACS Committee	February 10, 9:00 AM	The consultant team presented an overview of the project, asked the committee members for their project priorities and top housing concerns, and led a discussion on community engagement methods.
HACS committee	Thursdays at 9:00 AM	This is a weekly opportunity for regular project updates and draft document review. The public can attend these meetings. City staff will provide updates at key points, with the consultant team attending at major milestones.
Planning Commission meeting	October 26, 6:00 PM	Present draft HAP
City Council meeting	December 19, 6:00 PM	Present draft HAP

Project Webpage

The City will host and maintain a webpage on the City's main website that will serve as a repository for HAP information, including status updates, draft documents, schedules, official notices, and links to partner agencies. Consultants may provide specialized content, such as links to surveys and case studies. The current webpage link is:

<https://www.anacorteswa.gov/1416/Housing-Action-Plan>



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 6.b.

Agenda Item Title: Contract Award: Roll-Off Solid Waste Truck ERR5000 Replacement #23-026-ERR-001

Staff Contact(s): Henry Hash, WIL LUDEMANN

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

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$336,326.80 to Western Peterbilt, Inc. for the purchase of a frontload solid waste truck to replace truck ERR5000. The contract piggybacks on Sourcewell contract [060920-ATC](#).

Background:

1. **History:** Standard replacement of a solid waste truck. Trucks are taking 14+ months to build.
2. **Key Terms:**
 - o Total contract price of \$336,326.80.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with Sourcewell and is procuring this purchase through contract 060920-ATC.

Budget Impact:

Vendor	Western Peterbilt, Inc.
Contract Amount	\$336,326.80
Earmarked Funds	\$350,000.00
BARS #	501.790.594.48.60
Budget Amendment Required?	No

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign PO #23-026-ERR-001 with Western Peterbilt, Inc. in the amount of \$336,326.80 for the purchase of a frontload solid waste truck to replace truck ERR5000.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 23-026-ERR-001



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 23-026-ERR-001

VENDOR: Western Peterbilt, Inc.
Stu Fox
3801 Airport Way S
Seattle, WA 98108

Date: December 19, 2022
Contact: WiL Ludemann
Department: Public Works Department
Equipment Rental
(360) 293-1921
ludemannw@cityofanacortes.org

Email: SFox@WesternPeterbilt.com
Phone: (206) 624-7383

Pick Up/Deliver To:
City of Anacortes
Operations Division
2201 37th Street
Anacortes, WA 98221

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	1	2023 Autocar ACX64 Left Hand Drive Roll-Off Chassis and AA24-200 Chain Roll-Off as specified in Exhibit A. This Work is subject to: - Attached quote and specifications, incorporated as Exhibit A - Autocar Sourcewell Bid Contract #060920-ATC, incorporated as Exhibit B The aforementioned Exhibits A and B are hereby incorporated by reference and made a part hereof.	LS	\$ 306,897.52	\$306,867.52
Sum Total					\$306,867.52
Sales Tax @ 9.6%					\$ 29,459.28
Total Price					\$336,326.80

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

WESTERN PETERBILT, INC.

CITY OF ANACORTES

Matt Miller, Mayor

Date

Date



WESTERN PETERBILT, INC.

3801 Airport Way South
Seattle, Washington, 98108
(206) 624-7383

COA PO #23-026-ERR-001
EXHIBIT A

August 3, 2022

Mr. Wil Ludemann
Shop Manager
City of Anacortes
2201 "A" 37th Street
Anacortes, WA 99221



REF: SOURCEWELL BID LETTER AUTOCAR CONTRACT #060920-ATC.

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Anacortes for the purchase of (1) one or more LH Drive Roll-Off Refuse Truck through a Sourcewell bid under Autocar Sourcewell Bid Contract #060920-ATC. All conditions that applied to the Sourcewell bid will apply to this extension.

Following, please find the breakdown of the base prices and options:

-2023 Autocar ACX64 Left Hand Drive Roll-Off Chassis per the City of Anacortes specifications. Current list price \$254,341.00 minus 20% discount of \$50,868.20 for a total of \$203,472.80.	\$ 203,472.80
-Frieght from Autocar in Birmingham, AL to Labrie-San Luis, AZ.	\$ 1,950.00
-Autocar Frieght Surcharge	\$ 600.00
-PDI	\$ 750.00
-Flooring for chassis- 260 days at \$23.90 per day - \$6,214.00.	<u>\$ 6,214.00</u>
-Subtotal Chassis.	\$ 212,986.80
-AA24-200 Chain Roll-Off	\$ 93,880.72
Subtotal body.	<u>\$ 93,880.72</u>
Subtotal per unit.	\$ 306,867.52
Washington State Sales Tax (9.6% Marysville, WA)	<u>\$ 29,459.28</u>

Total

\$ 336,326.80

=====

Again, all other terms, prices, delivery quotations and all conditions will remain the same as the Sourcewell bid contract. Please see the attached bid documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
Director of Refuse Sales
Western Peterbilt, Inc.-Dobbs Peterbilt, Inc.

07/19/2022

Chassis Specification

			Description	Front Weight	Rear Weight
AUTOCAR TRUCKS					
O	ENG0001	ENGINEERING GROUP IDENTIFIER	AUTOCAR ENGINEERING	0	0
S	0040002	MODELS	ACX64	10,431	6,154
S	5000001	CAB SHELL	SINGLE LEFT HAND DRIVE CAB	0	0
O	100U200	CUSTOMER TYPE	NJPA/SOURCEWELL	0	0
VEHICLE ADAPTATION					
S	114010	COUNTRY OF USE	UNITED STATES STD MARKET ADAPTATION	0	0
SOLUTION					
O	C049999	BODY COMPANY	UNDETERMINED / ALTER TO SPECIFY	0	0
O	C02006	BODY TYPE	ROLLOFF	0	0
S	C070001	FUEL SYSTEM TYPE	DIESEL	0	0
O	C069999	BODY STYLE	UNDETERMINED / ALTER TO SPECIFY	0	0
O	C059999	TOTAL BODY CAPACITY - BODY/HOPPER	UNDETERMINED / ALTER TO SPECIFY	0	0
S	C090003	AXLE QUANTITY	3 AXLE	0	0
S	C080001	REAR SUSPENSION TYPE	STD/BEAM TYPE REAR SUSPENSION	0	0
O	C01004	APPLICATION	REFUSE - TRANSFER STATION	0	0
O	C03002	TERRITORY	WEST COAST	0	0
O	D010200	FRONT GAWR	20000 LBS	0	0
O	D020460	REAR GAWR	46000 LBS	0	0
O	D100660	GVWR	66000 LBS	0	0
ENGINE					
O	1012301	ENGINE ASSY	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS	0	0
O	972A002	SPECIAL EMISSION CERTIFICATION LABELS	EPA CERTIFIED - NO LABEL REQUIRED (DIESEL)	0	0
S	9722022	CERTIFICATION-EMISSIONS	COMPLIES WITH 2022 U.S. EMISSIONS	0	0
S	4460001	FUEL TYPE	ULTRA-LOW SULPHUR DIESEL FUEL REQUIRED	0	0
ENGINE EQUIP					

O	1222001	PTO-ENGINE FRONT	FEPTO ADAPTER (4.25" BCD with 2" FEM PILOTED FLANGE YOKE - 7/16-20 BOLTS)	40	-9
S	128071	ENGINE CONTROL SPECIFICATIONS	DEFAULT SPECS	0	0
S	1290004	ENGINE ELECTRONICS	CUMMINS 500K COMMUNICATION	0	0
O	4382004	FILTER-FUEL, CHASSIS MOUNTED	DAVCO 386 FILTER W/O 12V HEAT, WITH H2O PROBE	0	0
O	170025	FILTER-FUEL, ENGINE MOUNTED	CUMMINS SPIN-ON FILTER	-5	0
O	1760001	ENGINE OIL SAMPLING PROVISION	ENGINE OIL SAMPLING PORT	1	0
O	180021	ENGINE BLOCK HEATER	PHILLIPS 120V 1500W	5	0
O	1810004	HEATER RECEPTICAL LOCATION-ENGINE	RECEPTACLE LOCATED AT CAB STEPS, LH SIDE	1	0
S	2080001	FAN & DRIVE-ENGINE	2-SPEED FAN	0	0
S	2120003	RADIATOR SURGE TANK	STANDARD SURGE TANK W/ SIGHT GLASS	0	0
O	220052	AIR CLEANER	16" TWO STAGE	28	3
S	226001	AIR INTAKE RAIN CAP	BLACK, HOOD TYPE	0	0
S	2302000	MUFFLER SYSTEM	RH VERT HORIZ DPF/SCR	0	0
S	2310003	EXHAUST SHIELDS	DPF & SCR SHIELDS	0	0
O	2320011	EXHAUST STACKS	STAINLESS STEEL STACK W/TURN OUT	0	0
O	234001	EXHAUST RAIN CAP	SINGLE	1	0
S	115A200	TURBO HEAT SHIELD	TURBO HEAT SHIELD	0	0
S	2390002	UREA DELIVERY SYSTEM	OVER-FENDER MTD., LH SIDE, 10 GAL. CAPACITY	0	0
S	5300001	ENGINE/EXHAUST COVER	ALUM TURBO/EXHAUST PIPE DEBRIS SHIELD	0	0
O	7002000	AIR COMPRESSOR	CUMMINS WABCO 25.9 CFM COMPRESSOR	0	0
S	8200003	STARTING MOTOR	DELCO REMY 12V 39 MT W/OCP	0	0
S	8020004	ALTERNATOR	DELCO REMY 36SI 12V 160 AMP	13	0
O	P020002	ENGINE IDLE SHUT DOWN	ENGINE IDLE SHUT DOWN DISABLED	0	0
S	P030001	CRUISE CONTROL PARAMETER	CRUISE CONTROL ENABLED	0	0
S	P630006	MAX VEHICLE SPEED - PTO MODE	MAX VEHICLE SPEED IN PTO MODE = 6 MPH	0	0
O	P641500	RPM PTO MODE	1500 RPM MAX IN PTO	0	0
O	P701500	PTO SET SWITCH	PTO SET SWITCH = 1500 RPM	0	0
S	P711000	PTO RESUME SWITCH	PTO RESUME SWITCH = 1000 RPM	0	0

O	P010064	VEHICLE GOVERNED SPEED LIMIT	SPEED LIMIT 64 MPH (LIMITED BY PROP SHAFT CALCS)	0	0
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TRANSMISSION

S	2580003	VOCATION	RDS REFUSE - VOC 400-XXX	0	0
O	2690019	CONTROL MODULE (ELECT)	REFUSE W/ AUTO-NEUTRAL & SERVICE BRAKE, VP170	0	0
S	26A0001	TRANSMISSION SHIFT SCHEDULE / FUEL SENSE	PRIMARY PERFORMANCE / SECONDARY ECONOMY	0	0
S	PT10001	TRANS DIRECTION CHANGE SHIFT INHIBIT	SHIFT INHIBIT ENABLED	0	0
S	27P0000	TRANSMISSION RETARDER AUDIBLE ALARM	NO TRANSMISSION RETARDER AUDIBLE ALARM	0	0
O	2700028	TRANSMISSION	ALLISON 4500 SERIES,6- SPEED	384	59
S	287A200	TRANSMISSION BREATHING	TRANSMISSION REMOTE BREATHING	0	0
S	284016	TRANSMISSION CONTROLS	ALLISON PUSHBUTTON CONTROLS	0	0
S	286005	COOLER-TRANSMISSION OIL	OIL TO WATER TYPE	0	0
O	2900004	TRANSMISSION OIL FILL/CHECK	TRANS FLUID WITH DIPSTICK AND THREADED OIL SAMPLE PORT	1	0
O	300013	DRIVESHAFT-MAIN	SPICER 1810HD HALF ROUND	5	10

FRONT AXLE

S	3700002	FRONT AXLE	MERITOR MFS-20 STEER AXLE, 20000# CAPACITY	0	0
S	3690005	FRONT AXLE POSITION	52.5 INCHES	0	0
O	3710003	FRONT SUSPENSION	10200 LB TAPER LEAF REDUCED RIDE HEIGHT, 22000 LB GROUND CAPACITY	-90	5
O	371T01	SUSPENSION, FRONT AUX	AUX LOAD CUSHION	10	0
S	373002	SHOCK ABSORBERS- FRONT	DOUBLE ACTING SINGLE - HEAVY DUTY	0	0
O	904012	HUBS-FRONT	ALUMINUM HUB PILOTED,285MM BOLT CIRCLE	-44	0
S	9400001	WHEEL OIL SEALS-FRONT	SCOTSEAL PLUS XL	0	0
S	9210001	HUB CAPS - FRONT AXLE	CR ZYTEL HUBCAP	0	0
S	374002	FRONT AXLE LUBRICANT	SYNTHETIC,DANA SPICER EP75W90,OR EQUIV	0	0
O	7510001	BRAKES-FOUNDATION, FRONT AXLE	MERITOR 16.5X7" QP REFUSE BRAKE	29	0
O	754012	BRAKE SLACK ADJUSTERS -FRONT AXLE	HALDEX AUTOMATIC	0	0

S	755001	DUST SHIELDS - FRT BRAKES	DUST SHIELDS - FRONT BRAKES	0	0
S	901001	BRAKE DRUM-FRONT	CAST IRON	0	0
S	383101	STEERING GEAR	INTEGRAL POWER STEERING W/RIGHT HAND RAM	0	0
S	387003	POWER STEERING RESERVOIR	FOUR QUART REMOTE MOUNTED	0	0

REAR AXLE

O	330444	REAR DRIVE AXLE-SINGLE & TANDEM	MERITOR RT46-160 46,000 LB	0	430
O	330U001	REAR AXLE LUBE PUMP	DIFFERENTIAL PUMP - MERITOR	0	30
O	331563	REAR DRIVE AXLE RATIO	5.63	0	0
O	333014	REAR DRIVE AXLE ANTI-SPIN DEVICES	FOUR WHEEL LOCK	0	63
O	3502011	REAR SUSPENSION	HENDRICKSON HMX-EX-460 SUSPENSION @ 54" AS	0	0
S	351013	REAR SUSPENSION BEAMS	54 INCH STEEL RUBBER BUSHED	0	0
S	358005	TORQUE RODS	LONGITUDINAL & TRANSVERSE - RUBBER BUSHED	0	0
O	9130002	HUBS-REAR	ALUM HUB, HP 10 STUD	0	-108
S	3400001	REAR AXLE BREATHER	STANDARD AXLE BREATHER	0	0
S	9410001	WHEEL OIL SEALS-REAR	SCOTSEAL PLUS XL	0	0
O	7610001	BRAKES-FOUNDATION, REAR AXLE	MERITOR 16.5X8.62" QP REFUSE BRAKE	0	42
O	764007	BRAKE SLACK ADJUSTERS -REAR AXLE	HALDEX AUTOMATIC TANDEM	0	0
S	765001	DUST SHIELDS - REAR BRAKES	DUST SHIELDS - REAR BRAKES	0	0
S	781012	BRAKE CHAMBERS-PARKING, TYPE/VENDOR	CAM TYPE MGM STOPGARD (4)	0	0
S	910001	BRAKE DRUM-REAR	CAST IRON	0	0

BRAKES

S	729002	AIR LINES-PARKING BRAKE, CHASSIS	AIR LINES CHASSIS PARK BRAKE	0	0
S	7410004	BRAKE CONTROL SYSTEM	MERITOR WABCO ABS 4S/4M W/PLC	0	0

CHASSIS

O	400231	WHEELBASE	231 INCHES	36	43
O	402080	FRAME-REAR OVERHANG	80"	36	-123
S	403012	FRAME RAILS	3/8" VARIABLE DROP STEEL, EXT B	0	0
S	409002	FRAME CROSSMEMBER-CENTER	ALUMINUM ORIENTATION B	0	0

S	4110002	FRAME CROSSMEMBER-END CLOSING	ALUMINUM MEMBER-IF REQUIRED	0	0
S	460001	BUMPER-FRONT	STEEL PAINTED	0	0
O	4682000	GUARD-OIL PAN	ENGINE OIL PAN GUARD - STEEL	0	0
S	480002	TOWING DEVICE-FRONT	TWO REMOVABLE TOW PINS	0	0
S	8742000	WIRING, BODY INTERFACE	RP 170 COMPLIANT	0	0
O	892014	BACKUP ALARM	ECCO SMART ALARM SA917	0	1
O	430998	FUEL TANK-LEFT	DELETE LHS FUEL TANK	-29	-59
O	431021	FUEL TANK-RIGHT	100 GAL 26" DIA UNPAINTED ALUMINUM	3	6
O	441001	FUEL TANK STRAP/SUPPORT RIGHT	PAINTED STEEL, RH	0	0
O	4480003	RH FUEL TANK SPACERS	RH FUEL TANK SPACED 2", DROPPED 2"	7	5
O	4290001	DRILLING FUEL TK SUPT-RIGHT	FUEL TANK MTD FWD RHS - STANDARD (IF PROVIDED)	0	0
S	436015	FUEL LINES	SAE J1402A1 WIRE BRAIDED	0	0
S	8120005	BATTERY BOX	STEEL BOX, 3 BATTERY, LHS	0	0
S	8160001	BATTERY BOX SPACERS	BATTERY BOX STANDARD HEIGHT	0	0
S	8090001	BATTERY BOX DRILLING	BOX LOCATED AS FAR FORWARD AS POSSIBLE	0	0
S	810089	BATTERY	3 JOHNSON CONTROL 31ECL 12V 2250CCA	0	0
S	8140002	BATTERY SHUT-OFF SWITCH	SHUTOFF W/ LOCKOUT, NO EMERGENCY JUMPER STUDS	0	0
S	7110001	AIR TANK-BRAKE	STEEL AIR TANKS	0	0
S	7090002	AIR TANK DRILLING	AIR TANKS IN STANDARD POSITION	0	0
O	7380001	EMERGENCY AIR SYSTEM CHARGING	SCHRADER VALVE, WET TANK MTD	1	0
O	7152001	WET TANK DRAIN	WABCO DV-2 AUTOMATIC W/ HEATER	0	0
O	715T003	AIR RESERVOIR DRAIN SYSTEM	CENTRAL MANIFOLD W/ PETCOCKS	2	2
S	7130001	AIR DRYER	WABCO 1800P W/HEAT	0	0
O	7100004	AIR DRYER DRILLING	AIR DRYER MOUNTED OUTSIDE RAIL, RHS	0	0
S	724001	AIR LINES-CAB	SAE J844 NYLON TUBING	0	0
CAB EXTERIOR					
O	4510005	STEP-CAB ACCESS, CAB MOUNTED	SINGLE SELF CLEANING CAB ENTRANCE STEP	-6	0
S	502001	CAB DOORS	STEEL	0	0

O	5120001	POWER WINDOWS	DUAL INTERNAL REGULATOR POWER WINDOWS	4	0
O	6220018	MIRRORS-DUAL WEST COAST	MIRROR, BLACK, HTD, REMOTE, W / MARKER LIGHT, W / LWR HTD CONVEX	0	0
O	6230006	MIRRORS-AUXILIARY HIGH MOUNT	HIGH MOUNT 8" CONVEX, BLACK	0	0
S	630026	HORN-AIR	TWIN MOUNTED UNDER CAB	0	0
S	631001	HORN-ELECTRIC	SINGLE	0	0
S	661001	CAB TILT MECHANISM- C.O.E.	HYDRAULIC TILT	0	0
S	6720001	GRILLE	AUTOCAR GRILLE	0	0
S	675001	BUG SCREENS	BUG SCREEN MOUNTED BEHIND GRILLE	0	0
O	693002	UNDERCOAT	CAB CORROSION INHIBITOR	0	0

CAB INTERIOR

S	3800001	STEERING WHEEL	16" DIA. WHEEL, 2 SPOKE	0	0
S	3810002	STEERING COLUMN	TILT AND TELESCOPIC STEERING COLUMN	0	0
O	5200003	SEAT-DRIVER	BOSTROM T905 MID-BACK, AIR RIDE	2	0
O	5210003	SEAT-PASSENGER	BOSTROM T905 MID-BACK, AIR RIDE	31	0
S	5222000	SEAT BELTS-DRIVER	THREE POINT RETRACTABLE, W/O COMFORT LATCH	0	0
S	5232000	SEAT BELTS-PASSENGER	THREE POINT RETRACTABLE, W/O COMFORT LATCH	0	0
S	526014	SEAT INSERT	BLACK CORDURA	0	0
O	5380001	CARPET & MAT	DIAMOND PLATE FLOORING - BOTH SIDES	8	4
S	5500001	CENTER CONSOLE	CENTER CONSOLE	0	0
S	5510001	REAR CONSOLE	REAR CONSOLE	0	0
O	5942001	CIGAR LIGHTER	ONE (1) POWER PORT AND ONE (1) USB POWER PORT	0	0
O	8750001	ADDITIONAL ELEC. SWITCHES	2 DASH SWITCHES, WIRED TO POWER	1	0

CAB CLIMATE CONTROL

S	0602001	CAB TEMPERATURE SYSTEM	AIR COND INTEGRAL WITH HEATER/DEFROSTER (GHG)	0	0
S	612001	AIR CONDITIONER CONDENSER	STANDARD (RADIATOR MOUNTED)	0	0

GAUGES & INSTRUMENTATION

S	0572001	INSTRUMENTS SALES PKG	ADVANCED DIAGNOSTIC DISPLAY - V1	0	0
S	1430001	TRUCK ELECTRICAL CONTROL MODULE	VEHICLE CONTROL UNIT	0	0
S	1362000	TACHOMETER/RPM TACHOGRAPH	ELECTRONIC TACHOMETER	0	0
S	1372000	GAUGE-HOURMETER	HOURMETER INCLUDED IN ON BOARD DISPLAY	0	0
S	225009	AIR INTAKE RESTRICTION INDICATOR	GRADUATED, AIR CLEANER MOUNTED	0	0
S	4390001	GAUGE-FUEL LEVEL	ELECTRONIC FUEL LEVEL	0	0
S	5712003	GAUGE PANELS	ALL GAUGES IMPERIAL	0	0
S	1472001	VEHICLE MONITORING SYSTEM	AUTOCAR ADVANCED TELEMATICS - FULL INSTALLATION	0	0

LIGHTING

S	8360003	LAMPS-HEAD	LED HEADLAMPS	0	0
S	8410002	LAMPS-TURN SIGNAL - FRONT	LED FRONT TURN SIGNALS	0	0
S	8510002	LAMPS-MARKER	AMBER LED ROOF MARKERS	0	0
O	8520001	LAMPS-PARKING	CORNER MARKER LAMP WIRED TO BATTERY SHUT OFF	1	0
S	859001	LAMPS-RUNNING	DAYTIME	0	0
O	860009	LAMPS-BACK OF CAB	WORK LIGHT BOC DRIP RAIL MOUNTED	2	1
O	867015	LAMPS-EMERGENCY WARNING	SWITCH WIRED(12GA) FOR BEACON LIGHT	1	0
S	8700001	CIRCUIT PROTECTION DEVICE	AUTO CIRCUIT BREAKERS	0	0

RADIO/MISC

O	509002	KEY & LOCK SETS- IGN/DOORS	DOOR & IGNITION SAME - SAME FOR FLEET - D324	0	0
S	509Q2000	KEY QTY.	0 ADDITIONAL KEYS PER TRUCK (2 TOTAL)	0	0
O	5902003	RADIO	AM/FM/USB/MP3/WB/BT W/O SHUTOFF IN REVERSE	0	0
O	59A0001	RADIO MOUNTING LOCATION	RADIO MOUNTED IN LHS HEADLINER	0	0
O	5910002	ANTENNA/POWER SUPPLY	ANTENNA - ROOF MOUNTED	0	0
O	596005	RADIO SPEAKERS	2 DUAL CONE SPEAKERS	0	0
O	962003	FIRE EXTINGUISHER	DRY TYPE ABC 5LB. CAP MTD. IN CAB	2	0

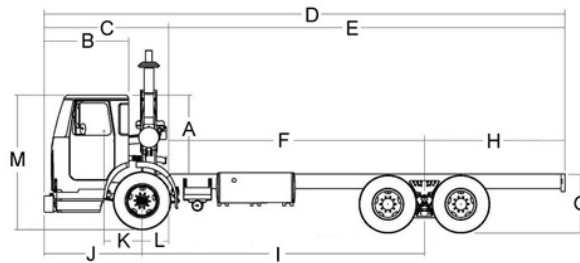
FRONT TIRES / WHEELS

O	9312008	TIRE MANUFACTURER & TREAD - FRONT	BRIDGESTONE M864	0	0
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O	930821	TIRE SIZE & LOAD RANGE - FRONT	425/65R22.5L	0	0
O	9050017	WHEELS-DISC FRONT	22.5X12.25" STEEL, 4.75" INSET, HAYES	32	0
REAR TIRES / WHEELENDS					
S	9342002	TIRE MANUFACTURER & TREAD - REAR	BRIDGESTONE M853	0	0
S	933062	TIRE SIZE & LOAD RANGE - REAR	11R22.5H	0	0
S	9140014	WHEELS-DISC REAR	22.5X8.25" STEEL, 6.2" INSET, HAYES	0	0
PAINT					
S	950001	CAB PAINT SCHEME	SINGLE COLOR PAINT	0	0
S	9550001	CAB PAINT TYPE	STANDARD WHITE	0	0
S	9801002	CAB COLOR-FIRST	APPROVED -- DPSS-N0007EX -- STANDARD WHITE N0007	0	0
S	9861U1	CHASSIS COLOR	BLACK P3036	0	0
S	987949	BUMPER COLOR	SAME AS CHASSIS,UNPAINTED ALUM OR CHROME	0	0
S	988401	DISC WHEEL OR RIM COLOR	STEEL, E-COAT WHITE / ALUM-UNPAINTED	0	0
ADDITIONAL OPTIONS					
S	899002	CHASSIS WARRANTY	STANDARD WARRANTY	0	0
S	899A200	TRANSMISSION WARRANTY	ALLISON 3YR. WARRANTY	0	0
S	899B001	ENGINE WARRANTY	CUMMINS STANDARD WARRANTY	0	0
S	978015	FLOOR PLAN	15 DAYS FLOORING	0	0
OTHERS					
S	9722022	CERTIFICATION-EMISSIONS	COMPLIES WITH 2022 U.S. EMISSIONS	0	0
SUB TOTALS					
			BASE WEIGHT	10,431	6,154
			FACTORY OPTION WEIGHT	513	378
			DISTRIBUTOR OPTION WEIGHT	0	0
TOTALS					
			TOTAL WEIGHT (LB)	10,944	6,532
					17,476

07/19/2022

Dimensions



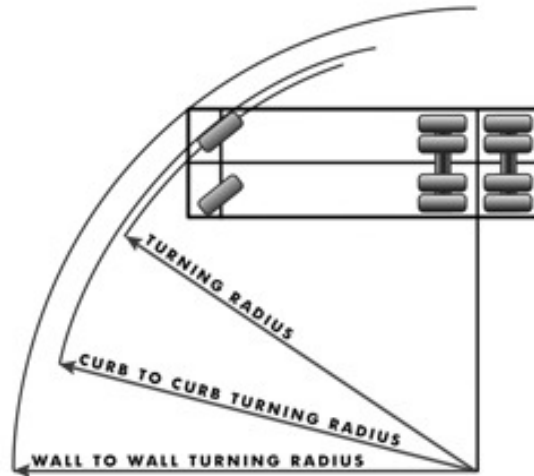
	Dimension(ft)	Description
A	59.00	CAB HEIGHT
B	62.00	BUMPER TO BACK OF CAB
C	95.00	EFFECTIVE BUMPER TO BACK OF CAB
D	382.00	OVERALL LENGTH
E	287.00	EFFECTIVE CAB TO END OF FRAME
F	207.00	EFFECTIVE CAB TO REAR AXLE
G	0.00	UNLADEN FRAME HEIGHT
H	80.00	OVERHANG
I	231.00	WHEELBASE
J	71.00	BUMPER TO FRONT AXLE
K	-24.00	DRIVER CENTER OF GRAVITY
L	24.00	EFFECTIVE FRONT AXLE TO BACK
M	0.00	OVERALL HEIGHT
N	0.00	FRONT FRAME EXTENSION

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H

07/19/2022

Turning Radius



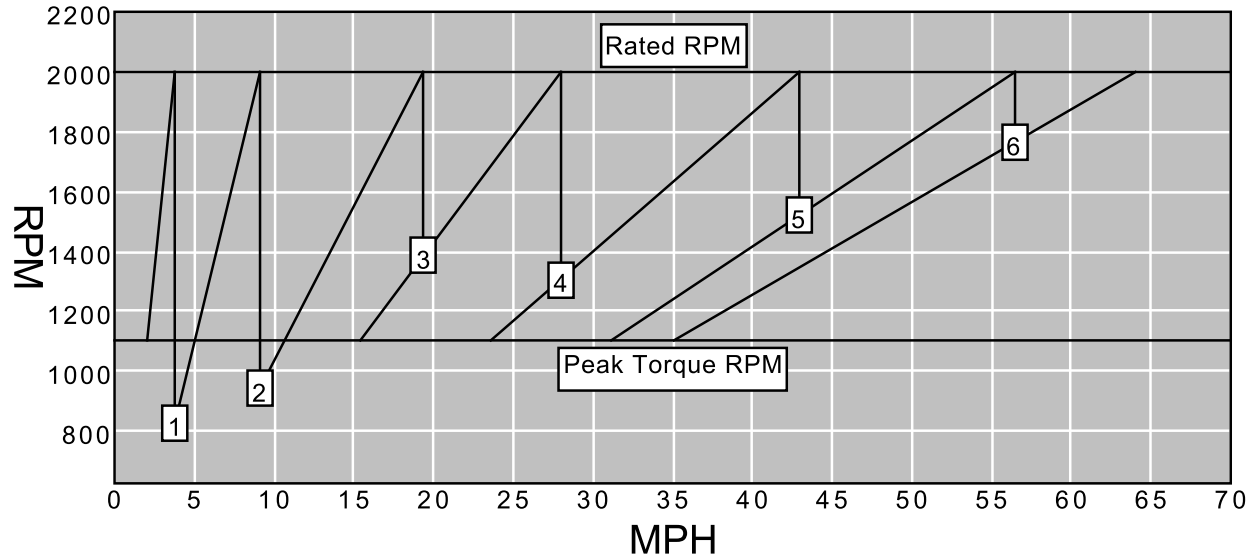
	Dimension(ft)	Description
A	38.90	TURNING RADIUS
B	80.51	CURB TO CURB TURNING DIAMETER
C	85.90	WALL TO WALL TURNING DIAMETER

SPECIFICATION SUMMARY

Model	
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H

07/19/2022

Shift Chart



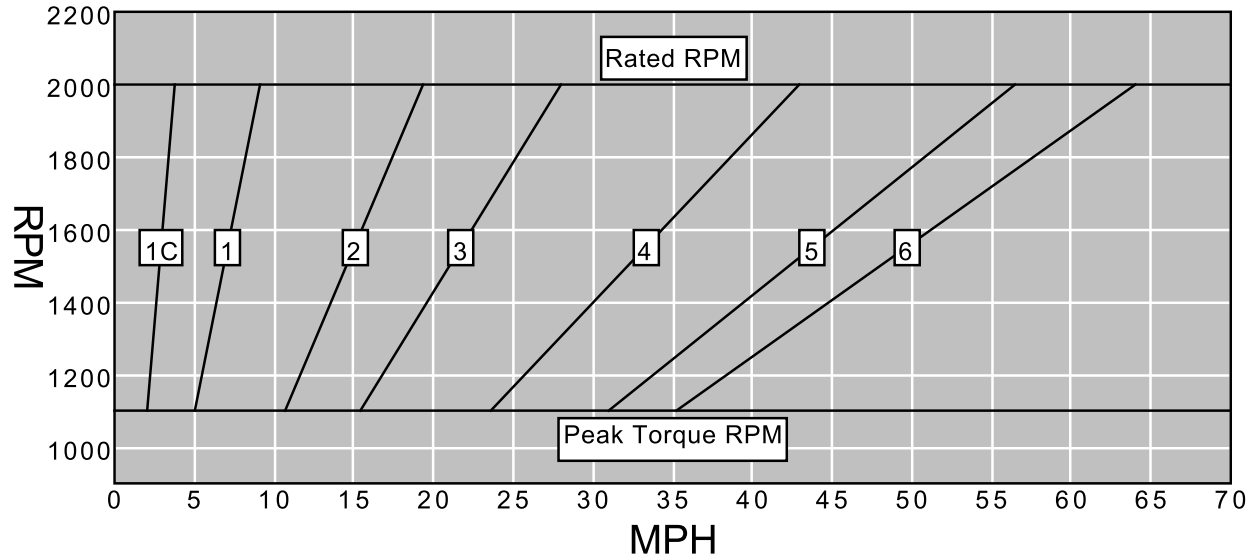
Gear	Trans. Ration	Rear Axle Ration	Overall Reduction	% Split	MPH	RPM After Shift
1C	11.37	5.63	64.0	0.0	3.8	0
1	4.70	5.63	26.5	141.9	9.1	826
2	2.21	5.63	12.4	112.7	19.4	940
3	1.53	5.63	8.6	44.4	28.0	1,384
4	1.00	5.63	5.6	53.0	42.9	1,307
5	0.76	5.63	4.3	31.6	56.4	1,520
6	0.67	5.63	3.8	13.4	64.0	1,763

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Rated Power	380 HP @ 2000 RPM
Peak Torque	1450 LB-FT @ 1100
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497

07/19/2022

Operating Range



Gear	Trans. Ratio	Rear Axle Ratio	Minimum MPH	Maximum MPH
1C	11.37	5.63	2.1	3.8
1	4.70	5.63	5.0	9.1
2	2.21	5.63	10.7	19.4
3	1.53	5.63	15.4	28.0
4	1.00	5.63	23.6	42.9
5	0.76	5.63	31.0	56.4
6	0.67	5.63	35.2	64.0

SPECIFICATION SUMMARY

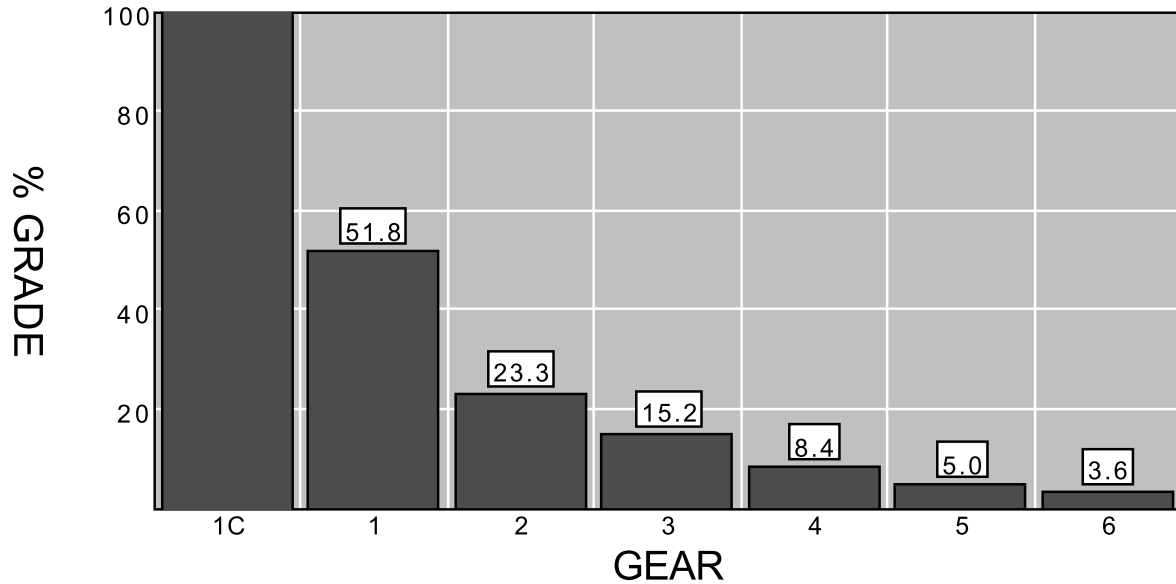
Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Rated Power	380 HP @ 2000 RPM
Peak Torque	1450 LB-FT @ 1100
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497

Prepared By Stu Fox
Quote Id : CITY OF ANACORTES
Phone : 206-624-7383
Quote Number : Q0045864
Model : 2023 - ACX64 Class 8

Prepared For WILL LUDDMANN
City of Anacortes

07/19/2022

Gradeability



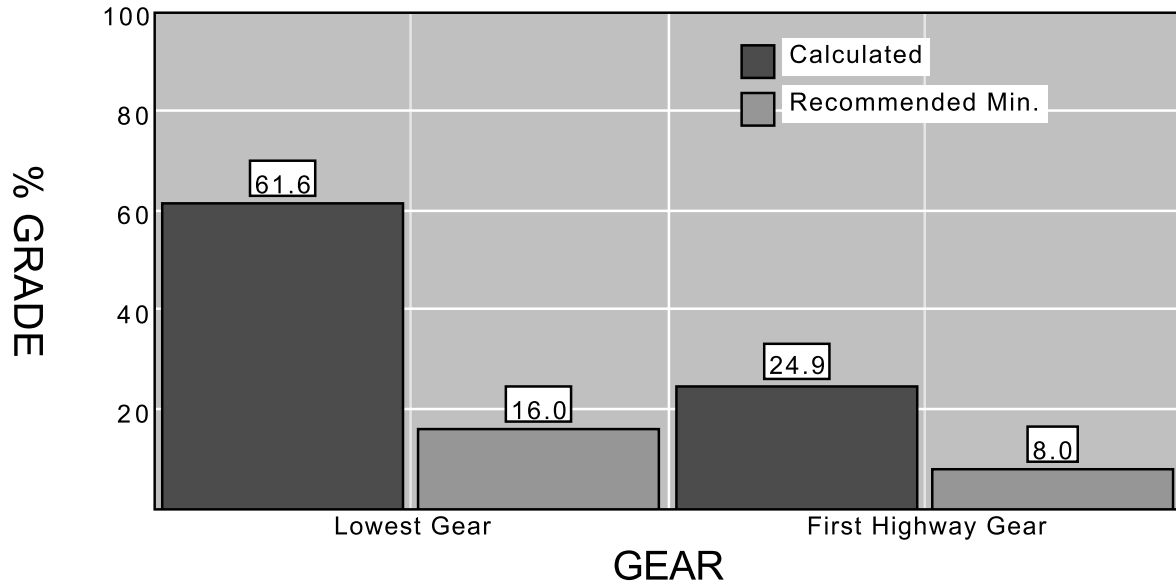
Gear	Trans. Ratio	Rear Axle Ratio	Overall Reduction	Peak Torque	Wheel HP	MPH	Maximum Grade%
1C	11.37	5.63	64.0	1,450.0	303.6	2.1	127.0
1	4.70	5.63	26.5	1,450.0	303.6	5.0	51.8
2	2.21	5.63	12.4	1,450.0	303.6	10.7	23.3
3	1.53	5.63	8.6	1,450.0	303.6	15.4	15.2
4	1.00	5.63	5.6	1,450.0	303.6	23.6	8.4
5	0.76	5.63	4.3	1,450.0	303.6	31.0	5.0
6	0.67	5.63	3.8	1,450.0	303.6	35.2	3.6

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Peak Torque	1450 LB-FT @ 1100
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497
GVW/GCV	0
Surface	Concrete

07/19/2022

Startability



Gear	Application	Recommended Minimum Grade %	Calculated Grade %
Lowest Gear	City	12.0	n/a
	On Highway	16.0	61.6
	On-Off Highway	18.0	n/a
	Off Highway	20.0	n/a
		0.0	n/a
First Highway Gear	All Applications	8.0	24.9

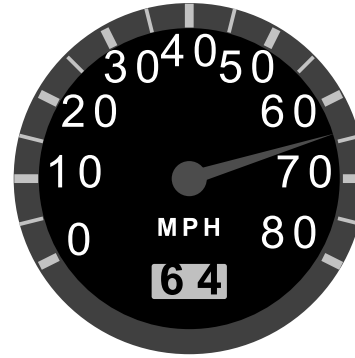
"SPECIFICATION SUMMARY"

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Clutch Torque	800 LB-FT 600 RPM
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Radius	19.4
GVW/GCV	0
Surface	Concrete
Terrain	On Highway

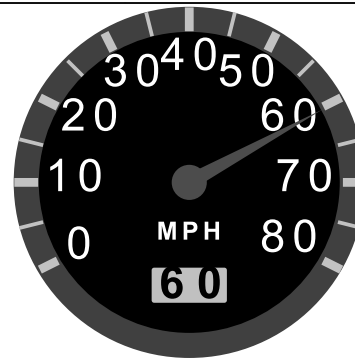
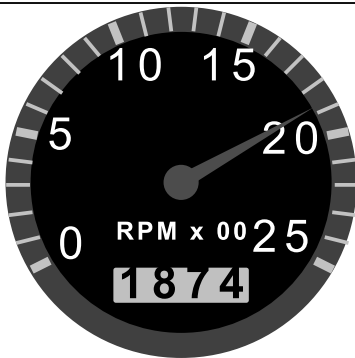
07/19/2022

Top Speed

Speed At Maximum RPM



RPM At 60MPH



	MPH	RPM
Top Speed	64.0	2,000
Cruise Speed	60.0	1,874
Minimum Of Engine Range	19.2	600
Maximum Of Engine Range	64.0	2,000
Minimum Of Economy Range	19.2	600
Maximum Of Economy Range	64.0	2,000

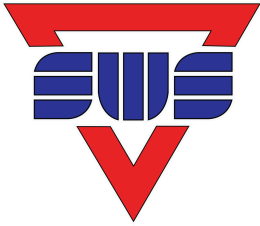
SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497

07/19/2022

GAWR, GVWR & Tire Pressure

GVW Rating – 66,000#			
Front GAWR	20,000#	Rear GAWR	46,000#
Front Suspension	22,000#	Rear Suspension	46,000#
Front Wheels	22,800#	Rear Wheels	59,100#
Front Tire Size And Tread	22,800#	Rear Tire Size And Tread	48,000#
Front Brakes	20,000#	Rear Brakes	48,000#
Front Axle	20,000#	Rear Axle	46,000#
PSI			
Front PSI	105.0	Rear PSI	120.0



SWS Equipment, LLC.

PO Box 13040

All Correspondence remit to: P.O. Box 13040, Spokane, WA 99213

5095339000 1-800-892-7831 F 509-533-1050

QUOTE

Quote #: DMBCQ3825

Date: 07/29/22

Sales Rep: Dave Crossley

FOB: Sumner WA

Ship Via: Best Way

Est. Ship Date: 90-120 days rcpt of

Terms: Net 15

Quote To:

Dobbs Peterbilt
Stu Fox
2800 136th Ave, Court E
Sumner WA 98390
(206) 624-7383

Ship To:

Dobbs Peterbilt
Stu Fox
2800 136th Ave, Court E
Sumner WA 98390
(206) 624-7383

We are pleased to propose the following for your consideration

Qty	Description	Unit Price	Ext. Price
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End User:
City of Anacortes

**Current list price of AA Welding Endless Chain body, per City of Anacortes specification-
List Price of \$98,821.81 minus discount per bid of 5%, or \$4,941.09 for a total of \$93,880.72

1.0	AA24-200 Chain Includes:22' Usable Rail Length, 60,000 lb Capacity, Dual Planetary Gear Drive, 200 ASA Chain, 4"x10"x.250 Tubing Hoist Rails, I-Beam Center Rail with Hook Carriage-3" Rollers Hydraulic Lift Cylinders, Bi-Rotational Hydraulic Pump, 10 Ga. Full Rear Fenders, Air Inside Cab Controls, 30-Gallon Hydraulic Tank-Side Site Gauge, Spring Loaded Container Locks, 4-Stop/Turn/Tail Lights - 2 Backup Lights/Alarm, Clearance Lights, Lockable Tool Box, ICC Rear Crash Bar	\$93,880.72	\$93,880.72
1.0	Elec. Overspeed Shutdown		
1.0	Hot Shift PTO		
1.0	LED Lights		
1.0	Wet Line		
1.0	Work Lights Mounted on Boom		
1.0	PIONEER SARG 4500, Pioneer Rack-N-Pinion Tarp System		
1.0	Freight to Seattle WA		
1.0	Body PDI		

Order Total \$93,880.72



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 6.c.

Agenda Item Title: Contract Award: Frontload Solid Waste Truck ERR5001 Replacement #23-027-ERR-001

Staff Contact(s): Henry Hash, WIL LUDEMANN

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

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$437,910.96 to Western Peterbilt, Inc. for the purchase of a frontload solid waste truck to replace truck ERR5001. The contract piggybacks on Sourcewell contract [060920-ATC](#) and Labries Contract #[091219-LEG](#).

Background:

1. **History:** Standard replacement of a solid waste truck. Trucks are taking 14+ months to build.
2. **Key Terms:**
 - o Total contract price of \$437,910.96.
3. **Competitive Bidding:** The City has a cooperative purchasing agreement with Sourcewell and is procuring this purchase through contract 060920-ATC and Labries Contract #091219-LEG.

Budget Impact:

Vendor	Western Peterbilt, Inc.
Contract Amount	\$437,910.96
Earmarked Funds	\$450,000.00
BARS #	501.790.594.48.60
Budget Amendment Required?	No

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign PO #23-027-ERR-001 with Western Peterbilt, Inc. in the amount of \$437,910.96 for the purchase of a frontload solid waste truck to replace truck ERR5001.

Alternative Actions: Not approve the contract.

Attachments (listed in order presented):

1. 23-027-ERR-001



City of Anacortes
Accounts Payable
PO Box 547
Anacortes, WA 98221

PURCHASE ORDER 23-027-ERR-001

VENDOR: Western Peterbilt, Inc.
Stu Fox
3801 Airport Way S
Seattle, WA 98108

Date: December 19, 2022
Contact: WiL Ludemann
Department: Public Works Department
Equipment Rental
(360) 293-1921
ludemannw@cityofanacortes.org

Email: SFox@WesternPeterbilt.com
Phone: (206) 624-7383

Pick Up/Deliver To:
City of Anacortes
Operations Division
2201 37th Street
Anacortes, WA 98221

Item	Qty	DESCRIPTION	U/M	Unit Price	Amount
1	1	2023 Autocar ACX64 Dual Drive Residential Front loader Chassis and 2021 Labrie Wittke Starlite 40 yrd Residential Front Loader body, as specified in Exhibit A. This Work is subject to: - Attached quote and specifications, incorporated as Exhibit A - Autocar Sourcewell Bid Contract #060920-ATC and Labries Contract #091219-LEG, incorporated as Exhibit B The aforementioned Exhibits A and B are hereby incorporated by reference and made a part hereof.	LS	\$399,553.80	\$399,553.80
Sum Total					\$399,553.80
Sales Tax @ 9.6%					\$38,357.16
Total Price					\$437,910.96

The parties acknowledge that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto, in respect of all covenants, agreements, and obligations contained in the Contract Documents. Each of the persons signing below on behalf of any party hereby represents and warrants that they are signing with full and complete authority to bind the party on whose behalf of whom they are signing, to each and every term of this Agreement.

WESTERN PETERBILT, INC.

CITY OF ANACORTES

Matt Miller, Mayor

Date

Date



WESTERN PETERBILT, INC.

3801 Airport Way South
Seattle, Washington, 98108
(206) 624-7383

COA PO #23-027-ERR-001
EXHIBIT A

August 3, 2022

Mr. Wil Ludemann
Shop Manager
City of Anacortes
2201 "A" 37th Street
Anacortes, WA 99221



REF: SOURCEWELL BID LETTER AUTOCAR CONTRACT #060920-ATC/#091219-LEG.

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Anacortes for the purchase of (1) one or more Dual Sit Down Residential Front Loader Refuse Trucks through a Sourcewell bid under Autocar Sourcewell Bid Contract #060920-ATC and Labries Contract #091219-LEG. All conditions that applied to the Sourcewell bid will apply to this extension.

Following, please find the breakdown of the base prices and options:

-2023 Autocar ACX64 Dual Drive Residential Front loader Chassis per the City of Anacortes specifications. Current list price \$259,514.00 minus 20% discount of \$51,902.80 for a total of \$207,611.20.	\$ 207,611.20
-Frieght from Autocar in Birmingham, AL to Labrie-San Luis, AZ.	\$ 1,950.00
-Autocar Frieght Surcharge	\$ 600.00
-PDI	\$ 750.00
-Flooring for chassis- 280 days at \$24.39 per day - \$6,829.20.	<u>\$ 6,829.20</u>
-Subtotal Chassis.	\$ 217,740.40
-2021 Labrie Wittke Starlite 40 yrd Residential Front Loader body per the City of Anacortes specifications.	\$ 145,608.40
-Labrie Material Surcharge	\$ 14,300.00
-Freight from Mexico to San Luis, AZ.	\$ 350.00
-Body PDI.	\$ 1,875.00
-Freight to Anacortes, WA.	\$ 8,770.00

-Estimated Labrie Price Increase 2024 Delivery	\$ 9,750.00
-2 each work lights on top of cab guard facing forward with switch.	<u>\$ 1,160.00</u>
Subtotal body.	<u>\$ 181,813.40</u>
Subtotal per unit.	\$ 399,553.80
Washington State Sales Tax (9.6% Marysville, WA)	<u>\$ 38,357.16</u>
Total	\$ 437,910.96 =====

Again, all other terms, prices, delivery quotations and all conditions will remain the same as the Sourcewell bid contract. Please see the attached bid documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
Director of Refuse Sales
Western Peterbilt, Inc.-Dobbs Peterbilt, Inc.

08/04/2022

Chassis Specification

			Description	Front Weight	Rear Weight	Price
AUTOCAR TRUCKS						
O	ENG0001	ENGINEERING GROUP IDENTIFIER	AUTOCAR ENGINEERING	0	0	0
A	100AQXX	REFERENCE CHASSIS	REFERENCE SERIAL NUMBER... 235284 (20020426)	0	0	0
S	0040002	MODELS	ACX64	10,431	6,154	210,850
O	5000003	CAB SHELL	DUAL DRIVE LH AND RH SIT	34	-9	4,720
O	100U200	CUSTOMER TYPE	NJPA/SOURCEWELL	0	0	1,000
VEHICLE ADAPTATION						
S	114010	COUNTRY OF USE	UNITED STATES STD MARKET ADAPTATION	0	0	0
SOLUTION						
O	C04006	BODY COMPANY	LABRIE	0	0	0
O	C02002	BODY TYPE	RESIDENTIAL FRONT END LOADER	0	0	0
S	C070001	FUEL SYSTEM TYPE	DIESEL	0	0	0
O	C06201	BODY STYLE	LABRIE WITTKER STARLIGHT	0	0	0
O	C05040	TOTAL BODY CAPACITY - BODY/HOPPER	40 YARD	0	0	0
S	C090003	AXLE QUANTITY	3 AXLE	0	0	0
S	C080001	REAR SUSPENSION TYPE	STD/BEAM TYPE REAR SUSPENSION	0	0	0
O	C01004	APPLICATION	REFUSE - TRANSFER STATION	0	0	0
O	C03002	TERRITORY	WEST COAST	0	0	0
O	D010200	FRONT GAWR	20000 LBS	0	0	0
O	D020460	REAR GAWR	46000 LBS	0	0	0
O	D100660	GVWR	66000 LBS	0	0	0
ENGINE						
O	1012301	ENGINE ASSY	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS	0	0	15,930
O	972A002	SPECIAL EMISSION CERTIFICATION LABELS	EPA CERTIFIED - NO LABEL REQUIRED (DIESEL)	0	0	0
O	9722022	CERTIFICATION-EMISSIONS	COMPLIES WITH 2022 U.S. EMISSIONS	0	0	0
S	4460001	FUEL TYPE	ULTRA-LOW SULPHUR DIESEL FUEL REQUIRED	0	0	0
ENGINE EQUIP						

O	1222001	PTO-ENGINE FRONT	FEPTO ADAPTER (4.25" BCD with 2" FEM PILOTED FLANGE YOKE - 7/16-20 BOLTS)	40	-9	590
S	128071	ENGINE CONTROL SPECIFICATIONS	DEFAULT SPECS	0	0	0
S	1290004	ENGINE ELECTRONICS	CUMMINS 500K COMMUNICATION	0	0	0
O	4382004	FILTER-FUEL, CHASSIS MOUNTED	DAVCO 386 FILTER W/O 12V HEAT, WITH H2O PROBE	0	0	105
O	170025	FILTER-FUEL, ENGINE MOUNTED	CUMMINS SPIN-ON FILTER	-5	0	0
O	1760001	ENGINE OIL SAMPLING PROVISION	ENGINE OIL SAMPLING PORT	1	0	100
O	180021	ENGINE BLOCK HEATER	PHILLIPS 120V 1500W	5	0	115
O	1810004	HEATER RECEPTICAL LOCATION-ENGINE	RECEPTACLE LOCATED AT CAB STEPS, LH SIDE	1	0	100
S	2080001	FAN & DRIVE-ENGINE	2-SPEED FAN	0	0	0
S	2120003	RADIATOR SURGE TANK	STANDARD SURGE TANK W/ SIGHT GLASS	0	0	0
O	220052	AIR CLEANER	16" TWO STAGE	28	3	305
S	226001	AIR INTAKE RAIN CAP	BLACK, HOOD TYPE	0	0	0
O	2302001	MUFFLER SYSTEM	LH VERT HORIZ DPF/SCR	0	0	0
S	2310003	EXHAUST SHIELDS	DPF & SCR SHIELDS	0	0	0
O	2320011	EXHAUST STACKS	STAINLESS STEEL STACK W/TURN OUT	0	0	0
O	234001	EXHAUST RAIN CAP	SINGLE	1	0	0
S	115A200	TURBO HEAT SHIELD	TURBO HEAT SHIELD	0	0	0
S	2390002	UREA DELIVERY SYSTEM	OVER-FENDER MTD., LH SIDE, 10 GAL. CAPACITY	0	0	0
S	5300001	ENGINE/EXHAUST COVER	ALUM TURBO/EXHAUST PIPE DEBRIS SHIELD	0	0	0
O	7002000	AIR COMPRESSOR	CUMMINS WABCO 25.9 CFM COMPRESSOR	0	0	0
S	8200003	STARTING MOTOR	DELCO REMY 12V 39 MT W/OCP	0	0	0
S	8020004	ALTERNATOR	DELCO REMY 36SI 12V 160 AMP	13	0	0
O	P020002	ENGINE IDLE SHUT DOWN	ENGINE IDLE SHUT DOWN DISABLED	0	0	0
S	P030001	CRUISE CONTROL PARAMETER	CRUISE CONTROL ENABLED	0	0	0
S	P630006	MAX VEHICLE SPEED - PTO MODE	MAX VEHICLE SPEED IN PTO MODE = 6 MPH	0	0	0
O	P641500	RPM PTO MODE	1500 RPM MAX IN PTO	0	0	0
O	P701500	PTO SET SWITCH	PTO SET SWITCH = 1500 RPM	0	0	0
S	P711000	PTO RESUME SWITCH	PTO RESUME SWITCH = 1000 RPM	0	0	0

O	P010064	VEHICLE GOVERNED SPEED LIMIT	SPEED LIMIT 64 MPH (LIMITED BY PROP SHAFT CALCS)	0	0	0
TRANSMISSION						
S	2580003	VOCATION	RDS REFUSE - VOC 400-XXX	0	0	0
O	2690019	CONTROL MODULE (ELECT)	REFUSE W/ AUTO-NEUTRAL & SERVICE BRAKE, VP170	0	0	0
S	26A0001	TRANSMISSION SHIFT SCHEDULE / FUEL SENSE	PRIMARY PERFORMANCE / SECONDARY ECONOMY	0	0	0
S	PT10001	TRANS DIRECTION CHANGE SHIFT INHIBIT	SHIFT INHIBIT ENABLED	0	0	0
S	27P0000	TRANSMISSION RETARDER AUDIBLE ALARM	NO TRANSMISSION RETARDER AUDIBLE ALARM	0	0	0
O	2700028	TRANSMISSION	ALLISON 4500 SERIES,6- SPEED	384	59	13,845
S	287A200	TRANSMISSION BREATHING	TRANSMISSION REMOTE BREATHING	0	0	0
S	284016	TRANSMISSION CONTROLS	ALLISON PUSHBUTTON CONTROLS	0	0	0
S	286005	COOLER-TRANSMISSION OIL	OIL TO WATER TYPE	0	0	0
O	2900004	TRANSMISSION OIL FILL/CHECK	TRANS FLUID WITH DIPSTICK AND THREADED OIL SAMPLE PORT	1	0	50
O	300013	DRIVESHAFT-MAIN	SPICER 1810HD HALF ROUND	5	10	70
FRONT AXLE						
S	3700002	FRONT AXLE	MERITOR MFS-20 STEER AXLE, 20000# CAPACITY	0	0	0
S	3690005	FRONT AXLE POSITION	52.5 INCHES	0	0	0
O	3710003	FRONT SUSPENSION	10200 LB TAPER LEAF REDUCED RIDE HEIGHT, 22000 LB GROUND CAPACITY	-90	5	0
O	371T01	SUSPENSION, FRONT AUX	AUX LOAD CUSHION	10	0	50
S	373002	SHOCK ABSORBERS- FRONT	DOUBLE ACTING SINGLE - HEAVY DUTY	0	0	0
O	904012	HUBS-FRONT	ALUMINUM HUB PILOTED,285MM BOLT CIRCLE	-44	0	165
S	9400001	WHEEL OIL SEALS-FRONT	SCOTSEAL PLUS XL	0	0	0
S	9210001	HUB CAPS - FRONT AXLE	CR ZYTEL HUBCAP	0	0	0
S	374002	FRONT AXLE LUBRICANT	SYNTHETIC,DANA SPICER EP75W90,OR EQUIV	0	0	0
O	7510001	BRAKES-FOUNDATION, FRONT AXLE	MERITOR 16.5X7" QP REFUSE BRAKE	29	0	40
O	754012	BRAKE SLACK ADJUSTERS -FRONT AXLE	HALDEX AUTOMATIC	0	0	80

S	755001	DUST SHIELDS - FRT BRAKES	DUST SHIELDS - FRONT BRAKES	0	0	0
S	901001	BRAKE DRUM-FRONT	CAST IRON	0	0	0
O	383107	STEERING GEAR	INTEGRAL POWER STEERING W/LEFT HAND RAM	0	0	0
S	387003	POWER STEERING RESERVOIR	FOUR QUART REMOTE MOUNTED	0	0	0

REAR AXLE

O	330444	REAR DRIVE AXLE-SINGLE & TANDEM	MERITOR RT46-160 46,000 LB	0	430	3,002
O	330U001	REAR AXLE LUBE PUMP	DIFFERENTIAL PUMP - MERITOR	0	30	260
O	331563	REAR DRIVE AXLE RATIO	5.63	0	0	0
O	333014	REAR DRIVE AXLE ANTI-SPIN DEVICES	FOUR WHEEL LOCK	0	63	1,070
O	3502011	REAR SUSPENSION	HENDRICKSON HMX-EX-460 SUSPENSION @ 54" AS	0	0	1,235
S	351013	REAR SUSPENSION BEAMS	54 INCH STEEL RUBBER BUSHED	0	0	0
S	358005	TORQUE RODS	LONGITUDINAL & TRANSVERSE - RUBBER BUSHED	0	0	0
O	9130002	HUBS-REAR	ALUM HUB, HP 10 STUD	0	-108	225
S	3400001	REAR AXLE BREATHER	STANDARD AXLE BREATHER	0	0	0
S	9410001	WHEEL OIL SEALS-REAR	SCOTSEAL PLUS XL	0	0	0
O	7610001	BRAKES-FOUNDATION, REAR AXLE	MERITOR 16.5X8.62" QP REFUSE BRAKE	0	42	345
O	764007	BRAKE SLACK ADJUSTERS -REAR AXLE	HALDEX AUTOMATIC TANDEM	0	0	95
S	765001	DUST SHIELDS - REAR BRAKES	DUST SHIELDS - REAR BRAKES	0	0	0
S	781012	BRAKE CHAMBERS-PARKING, TYPE/VENDOR	CAM TYPE MGM STOPGARD (4)	0	0	0
S	910001	BRAKE DRUM-REAR	CAST IRON	0	0	0

BRAKES

O	729003	AIR LINES-PARKING BRAKE, CHASSIS	WORK BRAKE; YELLOW VALVE ACTIVATED	5	5	220
S	7410004	BRAKE CONTROL SYSTEM	MERITOR WABCO ABS 4S/4M W/PLC	0	0	0

CHASSIS

O	400186	WHEELBASE	186 INCHES	-34	-44	-120
O	402080	FRAME-REAR OVERHANG	80"	36	-123	0
S	403012	FRAME RAILS	3/8" VARIABLE DROP STEEL, EXT B	0	0	0
S	409002	FRAME CROSSMEMBER-CENTER	ALUMINUM ORIENTATION B	0	0	0

S	4110002	FRAME CROSSMEMBER-END CLOSING	ALUMINUM MEMBER-IF REQUIRED	0	0	0
S	460001	BUMPER-FRONT	STEEL PAINTED	0	0	0
O	4682000	GUARD-OIL PAN	ENGINE OIL PAN GUARD - STEEL	0	0	181
S	480002	TOWING DEVICE-FRONT	TWO REMOVABLE TOW PINS	0	0	0
S	8742000	WIRING, BODY INTERFACE	RP 170 COMPLIANT	0	0	0
O	892014	BACKUP ALARM	ECCO SMART ALARM SA917	0	1	185
O	430998	FUEL TANK-LEFT	DELETE LHS FUEL TANK	-29	-59	-444
O	431021	FUEL TANK-RIGHT	100 GAL 26" DIA UNPAINTED ALUMINUM	3	6	709
O	441001	FUEL TANK STRAP/SUPPORT RIGHT	PAINTED STEEL, RH	0	0	341
O	4480003	RH FUEL TANK SPACERS	RH FUEL TANK SPACED 2", DROPPED 2"	7	5	160
O	4290001	DRILLING FUEL TK SUPT-RIGHT	FUEL TANK MTD FWD RHS - STANDARD (IF PROVIDED)	0	0	0
S	436015	FUEL LINES	SAE J1402A1 WIRE BRAIDED	0	0	0
S	8120005	BATTERY BOX	STEEL BOX, 3 BATTERY, LHS	0	0	0
S	8160001	BATTERY BOX SPACERS	BATTERY BOX STANDARD HEIGHT	0	0	0
S	8090001	BATTERY BOX DRILLING	BOX LOCATED AS FAR FORWARD AS POSSIBLE	0	0	0
S	810089	BATTERY	3 JOHNSON CONTROL 31ECL 12V 2250CCA	0	0	0
S	8140002	BATTERY SHUT-OFF SWITCH	SHUTOFF W/ LOCKOUT, NO EMERGENCY JUMPER STUDS	0	0	0
S	7110001	AIR TANK-BRAKE	STEEL AIR TANKS	0	0	0
S	7090002	AIR TANK DRILLING	AIR TANKS IN STANDARD POSITION	0	0	0
O	7380001	EMERGENCY AIR SYSTEM CHARGING	SCHRADER VALVE, WET TANK MTD	1	0	90
O	7152001	WET TANK DRAIN	WABCO DV-2 AUTOMATIC W/ HEATER	0	0	55
O	715T003	AIR RESERVOIR DRAIN SYSTEM	CENTRAL MANIFOLD W/ PETCOCKS	2	2	70
S	7130001	AIR DRYER	WABCO 1800P W/HEAT	0	0	0
O	7100004	AIR DRYER DRILLING	AIR DRYER MOUNTED OUTSIDE RAIL, RHS	0	0	0
S	724001	AIR LINES-CAB	SAE J844 NYLON TUBING	0	0	0
CAB EXTERIOR						
O	4510005	STEP-CAB ACCESS, CAB MOUNTED	SINGLE SELF CLEANING CAB ENTRANCE STEP	-6	0	-160
S	502001	CAB DOORS	STEEL	0	0	0

O	5120001	POWER WINDOWS	DUAL INTERNAL REGULATOR POWER WINDOWS	4	0	750
O	5140001	CAB GUARD FRONT	XPEDITOR CAB GUARD	27	-8	365
O	6220018	MIRRORS-DUAL WEST COAST	MIRROR, BLACK, HTD, REMOTE, W / MARKER LIGHT, W / LWR HTD CONVEX	0	0	620
O	6230006	MIRRORS-AUXILIARY HIGH MOUNT	HIGH MOUNT 8" CONVEX, BLACK	0	0	95
S	630026	HORN-AIR	TWIN MOUNTED UNDER CAB	0	0	0
S	631001	HORN-ELECTRIC	SINGLE	0	0	0
S	661001	CAB TILT MECHANISM- C.O.E.	HYDRAULIC TILT	0	0	0
S	6720001	GRILLE	AUTOCAR GRILLE	0	0	0
S	675001	BUG SCREENS	BUG SCREEN MOUNTED BEHIND GRILLE	0	0	0
O	693002	UNDERCOAT	CAB CORROSION INHIBITOR	0	0	665
CAB INTERIOR						
S	3800001	STEERING WHEEL	16" DIA. WHEEL, 2 SPOKE	0	0	0
O	381001	STEERING COLUMN	FIXED POSITION	-1	0	0
O	5200003	SEAT-DRIVER	BOSTROM T905 MID-BACK, AIR RIDE	2	0	50
O	5210003	SEAT-PASSENGER	BOSTROM T905 MID-BACK, AIR RIDE	31	0	350
S	5222000	SEAT BELTS-DRIVER	THREE POINT RETRACTABLE, W/O COMFORT LATCH	0	0	0
S	5232000	SEAT BELTS-PASSENGER	THREE POINT RETRACTABLE, W/O COMFORT LATCH	0	0	0
S	526014	SEAT INSERT	BLACK CORDURA	0	0	0
O	5380001	CARPET & MAT	DIAMOND PLATE FLOORING - BOTH SIDES	8	4	160
S	5500001	CENTER CONSOLE	CENTER CONSOLE	0	0	0
S	5510001	REAR CONSOLE	REAR CONSOLE	0	0	0
O	5942001	CIGAR LIGHTER	ONE (1) POWER PORT AND ONE (1) USB POWER PORT	0	0	30
O	8750001	ADDITIONAL ELEC. SWITCHES	2 DASH SWITCHES, WIRED TO POWER	1	0	55
CAB CLIMATE CONTROL						
S	0602001	CAB TEMPERATURE SYSTEM	AIR COND INTEGRAL WITH HEATER/DEFROSTER (GHG)	0	0	0
S	612001	AIR CONDITIONER CONDENSER	STANDARD (RADIATOR MOUNTED)	0	0	0
GAUGES & INSTRUMENTATION						

S	0572001	INSTRUMENTS SALES PKG	ADVANCED DIAGNOSTIC DISPLAY - V1	0	0	0
S	1430001	TRUCK ELECTRICAL CONTROL MODULE	VEHICLE CONTROL UNIT	0	0	0
S	1362000	TACHOMETER/RPM TACHOGRAPH	ELECTRONIC TACHOMETER	0	0	0
S	1372000	GAUGE-HOURMETER	HOURMETER INCLUDED IN ON BOARD DISPLAY	0	0	0
S	225009	AIR INTAKE RESTRICTION INDICATOR	GRADUATED, AIR CLEANER MOUNTED	0	0	0
S	4390001	GAUGE-FUEL LEVEL	ELECTRONIC FUEL LEVEL	0	0	0
S	5712003	GAUGE PANELS	ALL GAUGES IMPERIAL	0	0	0
S	1472001	VEHICLE MONITORING SYSTEM	AUTOCAR ADVANCED TELEMATICS - FULL INSTALLATION	0	0	0

LIGHTING

S	8360003	LAMPS-HEAD	LED HEADLAMPS	0	0	0
O	8410003	LAMPS-TURN SIGNAL - FRONT	LED TURN SIGNALS, FRONT END LOADER PACKAGE	1	0	75
S	8510002	LAMPS-MARKER	AMBER LED ROOF MARKERS	0	0	0
O	8520001	LAMPS-PARKING	CORNER MARKER LAMP WIRED TO BATTERY SHUT OFF	1	0	75
S	859001	LAMPS-RUNNING	DAYTIME	0	0	0
O	860009	LAMPS-BACK OF CAB	WORK LIGHT BOC DRIP RAIL MOUNTED	2	1	91
O	867015	LAMPS-EMERGENCY WARNING	SWITCH WIRED(12GA) FOR BEACON LIGHT	1	0	85
S	8700001	CIRCUIT PROTECTION DEVICE	AUTO CIRCUIT BREAKERS	0	0	0

RADIO/MISC

O	509002	KEY & LOCK SETS- IGN/DOORS	DOOR & IGNITION SAME - SAME FOR FLEET - D324	0	0	5
S	509Q2000	KEY QTY.	0 ADDITIONAL KEYS PER TRUCK (2 TOTAL)	0	0	0
O	5902003	RADIO	AM/FM/USB/MP3/WB/BT W/O SHUTOFF IN REVERSE	0	0	400
O	59A0002	RADIO MOUNTING LOCATION	RADIO MOUNTED IN RHS HEADLINER	0	0	0
O	5910002	ANTENNA/POWER SUPPLY	ANTENNA - ROOF MOUNTED	0	0	0
O	596005	RADIO SPEAKERS	2 DUAL CONE SPEAKERS	0	0	35
O	962003	FIRE EXTINGUISHER	DRY TYPE ABC 5LB. CAP MTD. IN CAB	2	0	110

FRONT TIRES / WHEELS

O	9312008	TIRE MANUFACTURER & TREAD - FRONT	BRIDGESTONE M864	0	0	750
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O	930821	TIRE SIZE & LOAD RANGE - FRONT	425/65R22.5L	0	0	0
O	9050017	WHEELS-DISC FRONT	22.5X12.25" STEEL, 4.75" INSET, HAYES	32	0	114

REAR TIRES / WHEELENDS

S	9342002	TIRE MANUFACTURER & TREAD - REAR	BRIDGESTONE M853	0	0	0
S	933062	TIRE SIZE & LOAD RANGE - REAR	11R22.5H	0	0	0
S	9140014	WHEELS-DISC REAR	22.5X8.25" STEEL, 6.2" INSET, HAYES	0	0	0

PAINT

S	950001	CAB PAINT SCHEME	SINGLE COLOR PAINT	0	0	0
S	9550001	CAB PAINT TYPE	STANDARD WHITE	0	0	0
S	9801002	CAB COLOR-FIRST	APPROVED -- DPSS-N0007EX -- STANDARD WHITE N0007	0	0	0
S	9861U1	CHASSIS COLOR	BLACK P3036	0	0	0
S	987949	BUMPER COLOR	SAME AS CHASSIS,UNPAINTED ALUM OR CHROME	0	0	0
S	988401	DISC WHEEL OR RIM COLOR	STEEL, E-COAT WHITE / ALUM-UNPAINTED	0	0	0

ADDITIONAL OPTIONS

S	899002	CHASSIS WARRANTY	STANDARD WARRANTY	0	0	0
S	899A200	TRANSMISSION WARRANTY	ALLISON 3YR. WARRANTY	0	0	0
S	899B001	ENGINE WARRANTY	CUMMINS STANDARD WARRANTY	0	0	0
S	978015	FLOOR PLAN	15 DAYS FLOORING	0	0	0

OTHERS

O	9722022	CERTIFICATION-EMISSIONS	COMPLIES WITH 2022 U.S. EMISSIONS	0	0	0
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SUB TOTALS

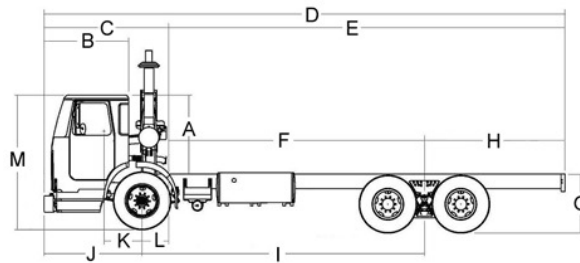
		BASE WEIGHT/PRICE	10,431	6,154	199,850
		FACTORY OPTION WEIGHT/PRICE	509	279	61,414
		DISTRIBUTOR OPTION WEIGHT/PRICE	0	0	0

TOTALS

		TOTAL PRICE (\$)			261,264
		TOTAL WEIGHT (LB)	10,940	6,433	17,373

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Dimensions



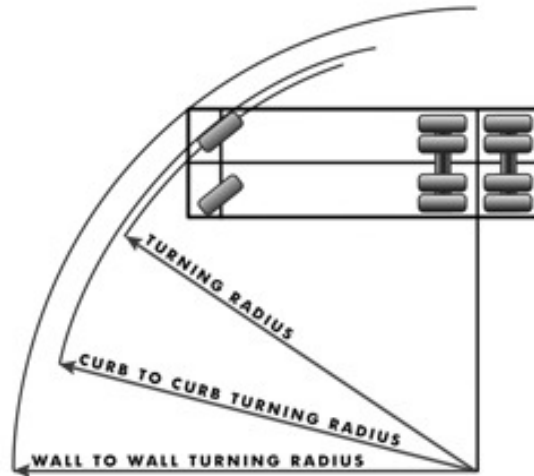
	Dimension(ft)	Description
A	59.00	CAB HEIGHT
B	62.00	BUMPER TO BACK OF CAB
C	95.00	EFFECTIVE BUMPER TO BACK OF CAB
D	337.00	OVERALL LENGTH
E	242.00	EFFECTIVE CAB TO END OF FRAME
F	162.00	EFFECTIVE CAB TO REAR AXLE
G	0.00	UNLADEN FRAME HEIGHT
H	80.00	OVERHANG
I	186.00	WHEELBASE
J	71.00	BUMPER TO FRONT AXLE
K	-24.00	DRIVER CENTER OF GRAVITY
L	24.00	EFFECTIVE FRONT AXLE TO BACK
M	0.00	OVERALL HEIGHT
N	0.00	FRONT FRAME EXTENSION

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H

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Turning Radius



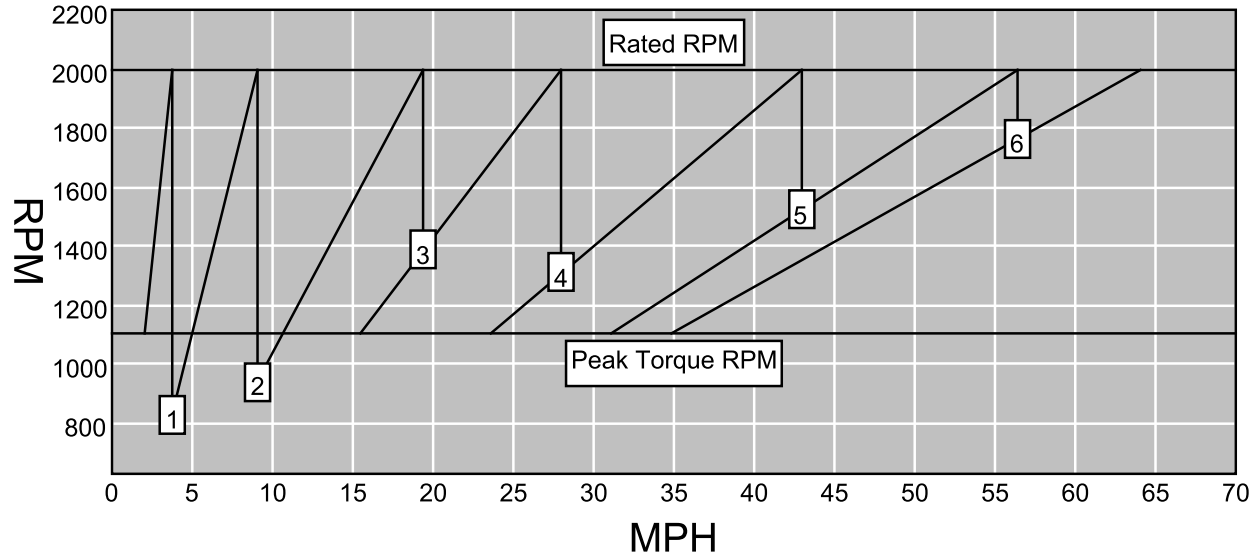
	Dimension(ft)	Description
A	31.34	TURNING RADIUS
B	65.40	CURB TO CURB TURNING DIAMETER
C	70.78	WALL TO WALL TURNING DIAMETER

SPECIFICATION SUMMARY

Model	
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H

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Shift Chart



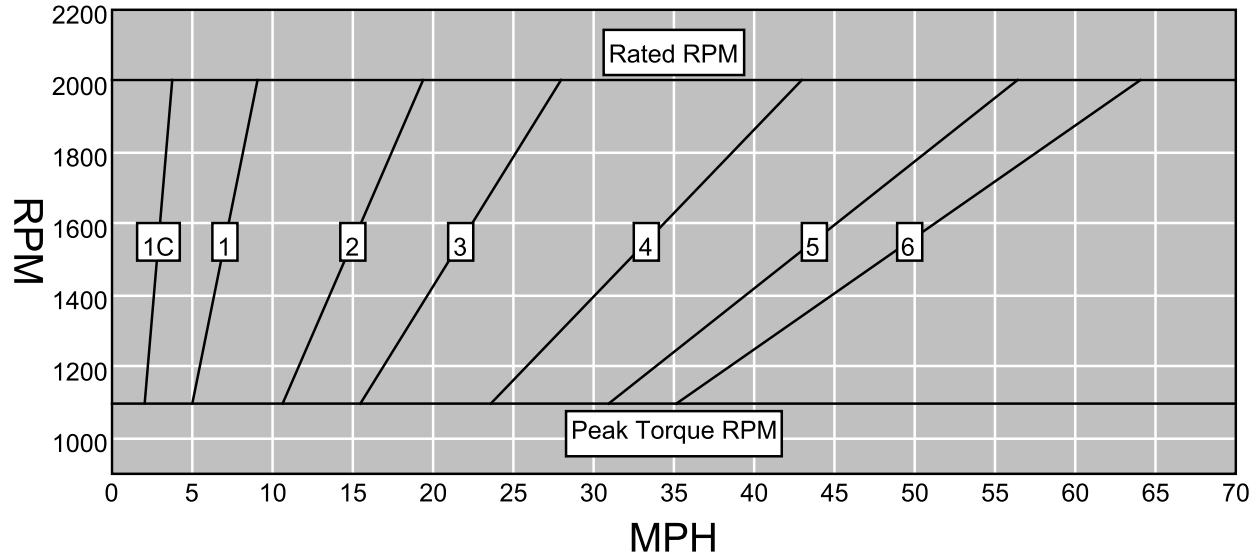
Gear	Trans. Ration	Rear Axle Ration	Overall Reduction	% Split	MPH	RPM After Shift
1C	11.37	5.63	64.0	0.0	3.8	0
1	4.70	5.63	26.5	141.9	9.1	826
2	2.21	5.63	12.4	112.7	19.4	940
3	1.53	5.63	8.6	44.4	28.0	1,384
4	1.00	5.63	5.6	53.0	42.9	1,307
5	0.76	5.63	4.3	31.6	56.4	1,520
6	0.67	5.63	3.8	13.4	64.0	1,763

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Rated Power	380 HP @ 2000 RPM
Peak Torque	1450 LB-FT @ 1100
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497

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Operating Range



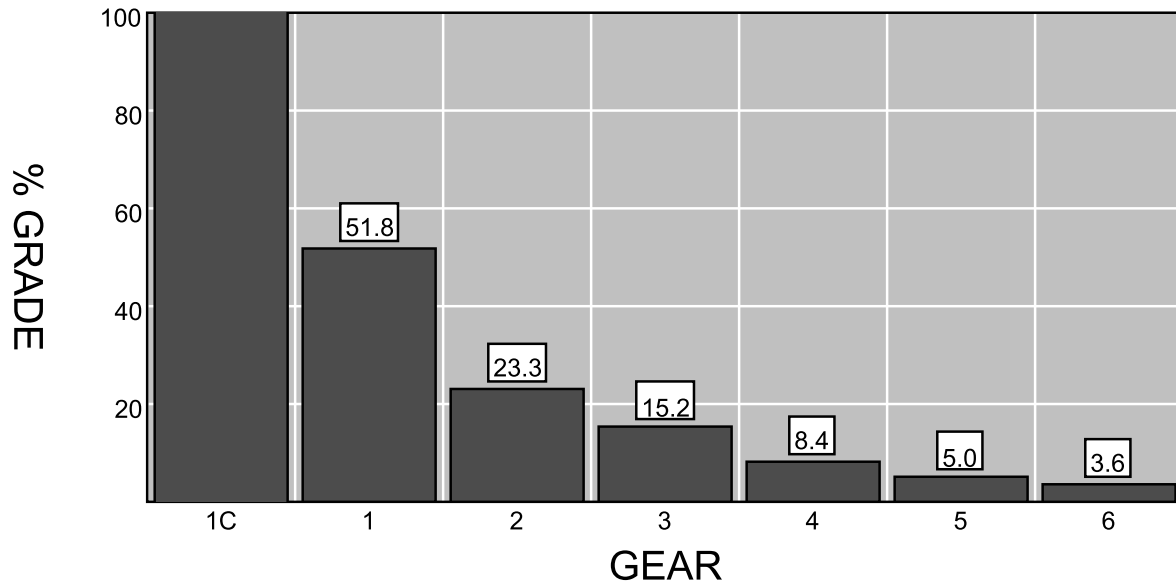
Gear	Trans. Ratio	Rear Axle Ratio	Minimum MPH	Maximum MPH
1C	11.37	5.63	2.1	3.8
1	4.70	5.63	5.0	9.1
2	2.21	5.63	10.7	19.4
3	1.53	5.63	15.4	28.0
4	1.00	5.63	23.6	42.9
5	0.76	5.63	31.0	56.4
6	0.67	5.63	35.2	64.0

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Rated Power	380 HP @ 2000 RPM
Peak Torque	1450 LB-FT @ 1100
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497

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Gradeability



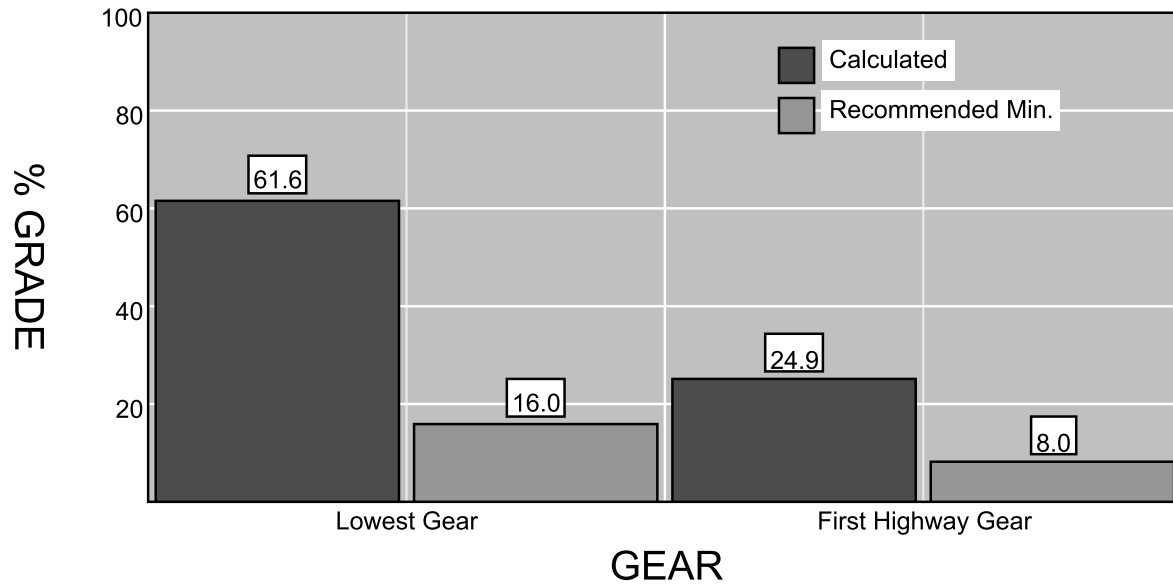
Gear	Trans. Ratio	Rear Axle Ratio	Overall Reduction	Peak Torque	Wheel HP	MPH	Maximum Grade%
1C	11.37	5.63	64.0	1,450.0	303.6	2.1	127.0
1	4.70	5.63	26.5	1,450.0	303.6	5.0	51.8
2	2.21	5.63	12.4	1,450.0	303.6	10.7	23.3
3	1.53	5.63	8.6	1,450.0	303.6	15.4	15.2
4	1.00	5.63	5.6	1,450.0	303.6	23.6	8.4
5	0.76	5.63	4.3	1,450.0	303.6	31.0	5.0
6	0.67	5.63	3.8	1,450.0	303.6	35.2	3.6

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Peak Torque	1450 LB-FT @ 1100
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Revolution	497
GVW/GCV	0
Surface	Concrete

08/04/2022

Startability



Gear	Application	Recommended Minimum Grade %	Calculated Grade %
Lowest Gear	City	12.0	n/a
	On Highway	16.0	61.6
	On-Off Highway	18.0	n/a
	Off Highway	20.0	n/a
		0.0	n/a
First Highway Gear	All Applications	8.0	24.9

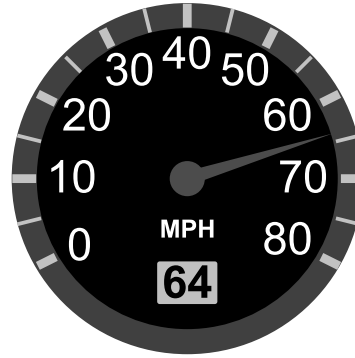
"SPECIFICATION SUMMARY"

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Clutch Torque	800 LB-FT 600 RPM
Transmission	ALLISON 4500 SERIES,6-SPEED
Rear Axle	MERITOR RT46-160 46,000 LB
Rear Axle Ratio	5.63
Rear Tire	11R22.5H
Tire Radius	19.4
GVW/GCV	0
Surface	Concrete
Terrain	On Highway

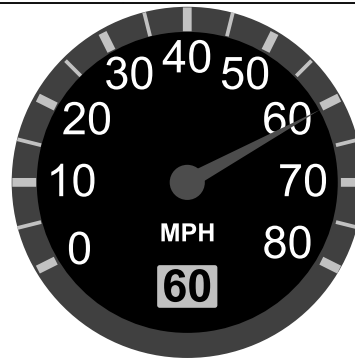
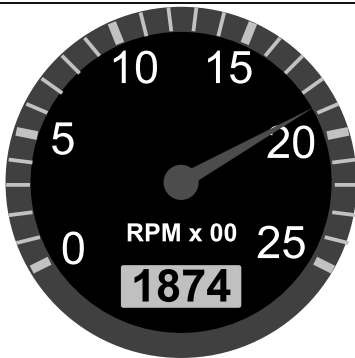
08/04/2022

Top Speed

Speed At Maximum RPM



RPM At 60MPH



	MPH	RPM
Top Speed	64.0	2,000
Cruise Speed	60.0	1,874
Minimum Of Engine Range	19.2	600
Maximum Of Engine Range	64.0	2,000
Minimum Of Economy Range	19.2	600
Maximum Of Economy Range	64.0	2,000

SPECIFICATION SUMMARY

Model	ACX64 Class 8
Engine	X12, 380HP / 2000RPM / 1450 LB-FT, CUMMINS
Transmission	ALLISON 4500 SERIES,6-SPEED
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08/04/2022

GAWR, GVWR & Tire Pressure

GVW Rating – 66,000#			
Front GAWR	20,000#	Rear GAWR	46,000#
Front Suspension	22,000#	Rear Suspension	46,000#
Front Wheels	22,800#	Rear Wheels	59,100#
Front Tire Size And Tread	22,800#	Rear Tire Size And Tread	48,000#
Front Brakes	20,000#	Rear Brakes	48,000#
Front Axle	20,000#	Rear Axle	46,000#
PSI			
Front PSI	105.0	Rear PSI	120.0



Client: Solid Waste Systems West, Inc.
Contact: Dave Crossley
Address: 6515 E Nixon
Spokane, WA, 99213-3040, USA
Phone/Fax: 509-533-9000 / 509-533-1050
Distributor: Solid Waste Systems Inc.(West)

User: Anacortes WA, City of - FL5L (19155A)
Contact: _____
Address: _____
Phone/Fax: /
Price List: 2022

Shipping address if different from above: **Customer Pickup at Labrie yard in San Luis, AZ**

Chassis delivery : Mexico: 919 Urtazuastegui Street, San Luis, AZ 85349

DESCRIPTION					Price		
Model:		WITTKE STARLIGHT		Capacity:	40 (34+6) c.y. - WIT-40-ST	211 120\$	
Chassis MFR:		Autocar - Customer				See below	
Engine:		Cummins X12	Model:	ACX	Axle:		6 x 4
Transmission:		RDS 4000 Series	Cab:	Cab over	Aux. Axle:		No
Driving config at del.:		Dual sit down drive					
Chassis dealer:		To be confirmed		S/N:			
Contact email:		To be confirmed		WD #:			
Other:				Availability:			
Cab color:		Factory white		Initials: _____			
Body color:		White with blue stripes + orange on tailgate					
Chassis color:		Factory black	Paint scheme:	To be confirmed	Match Cab:	YES	
Cart type:		Cart make:		Capacity:			
Position:		Size:					
Additional Manuals:		0					

Configurative features:

BMLS0950 Service Hoist (according to space availability) 9 880\$

Cans & Tippers options:

BHPR0970 Curotto Provision Curbside (No Can- No Auto-Dump- Dual Drive Cab) Dual vane pump mandatory. Must select option CCPM0930 or CCPM0935. 26 200\$

BEHC0910 Electric and hydraulic connections located on the left arm (new Curotto) 0\$

Control options:

AAJC0910 Drive Position Main Control Pneumatic Joystick- 1 handle- arm & fork actuation (upgrade from 2 handle stick) 0\$

Hydraulic options:

CCPM0930 Front Mount Dual Vane Pump for Residential unit with Curotto Can 9 140\$

HHOH0900 Hydraulic oil heater: in-tank (Electric 110V) 2 440\$

HBCV0900 NOW MANDATORY - Body valve relocated on body streetside wall 2 660\$

Electrical options:

EBWI0920 Body Raised Warning Indicator Lamp and Audible Buzzer (Option BMLS0950 Service hoist required) 920\$

EPHM0900 Hour Meter connected to pump switch 580\$

ATAT0930 Throttle Advance Toggle Switch (ON/OFF/Auto) 940\$

Lighting options:

LBLR0925 Back up lights: Qty 2 additional on mid-body rubrails - LED type 1 340\$

LBLT0905 Back up lights: Qty 2 additional on tailgate position 2/3 - 4" LED type 1 340\$

LPWL0905 Lights: Behind Packer Work Lamp - LED - ON/OFF Switch 440\$

LSLA0920 Light: amber strobe 6" Whelen L10 in center of tailgate: in-cab switch - Qty 1 1 040\$

LLPA0910 Multifunction Lights Package: Multifunction round amber lights (4). Oval center brake light-red- in upper tailgate (1). Round brake lights- red- in upper tailgate light bar (2) 2 180\$

Camera options:

WIT-0000 No camera system. At customer request no camera installed at Labrie but for safety and liability reasons camera system will be retrofitted after delivery. 0\$

Body options:

BPGB0920 Centralized Grease Block - Cylinders Pins on Body Front Wall Body Side Door Access: 2 points 320\$

BCGB0900 Centralized Grease Block - Cylinders Pins on Packer Body Side Door Access: 2 points 320\$

BSWS0930 Chromium Overlay Wear Strips - Packer Shoes - Channels 3 180\$

BRWD0920 Display Signs - 48in H. x 96in L. (N/A with Body valve on streetside wall on 34cy body) 3 540\$

BESK0900 Environmental spill kit installed on body 660\$

BFEX0910 Fire Extinguisher- 20 lbs (standard position: body streetside unless specified otherwise by regulation) 740\$

Paint options:

PCBP0920 Body: 2 Colors Urethane Body Paint 1 color separation. Includes bolt-on parts painted body color 3 360\$



Non standard options:

2017-5666	Body latch with clamp ilo bolted	1 480\$
2019-7383	Paint- Paint scheme- Anacortes WA (city of)- White body with two blue stripes plus orange lower tailgate- Urethane - (body only)	6 820\$
2020-7795	Cans and tipppers- Curotto- Relief valve on arms down movement – WI (MANDATORY ON AUTOCAR WITH CUROTTO)	4 620\$
2020-7799	Lighting- Work light- LH mirror and RH mirror facing hopper + RH bottom of mirror facing curb- LED- Clear- 4 inch round- Swivel mount- Qty 3 – WI	1 900\$

Total (body):	297 160,00\$
51% discount:	151 551,60\$
Total net (body):	145 608,40\$
Total (chassis):	
Material surcharge	14 300,00\$
Total net:	159 908,40\$
FOB San Luis, AZ	350,00\$
	0,00\$
Total net(unit):	160 258,40\$
Number of units:	1
Grand total:	160 258,40\$
Currency:	US \$

Labrie rep./olivier longuepee

Terms Body: Net 30 days
 Chassis (If applicable): Net on delivery for release of MSO

It is the quoting distributor's responsibility to verify the accuracy of this quote versus the specification for the body and chassis. Labrie Environmental Group will not be responsible for any price differential between this quotation and what is required by the provided specifications, Interest fees on past due account of 1.5% per month (18% annual). Price list subject to change at all times due to the steel price index.

(This pricing is valid for 60 days.)

Weight Distribution Quotes and pricing are subject to changes pending on WD analysis which can alter specs. Upon receipt of PO and chassis specs WD will be conducted and confirmation of acceptance will be issued.

Delivery To be confirmed

Taxes Not Included

The impacts of Coronavirus cannot be reasonably determined at this time. This proposal does not account for any potential adverse impacts of Coronavirus on Labrie's performance of obligations. In the event of any delays and adverse impacts, Labrie reserves the right for an equitable adjustment of the schedule and prices herein to offset the effects of Coronavirus delays.



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 6.d.

Agenda Item Title: Resolution 3101: Authorizing Execution of 2023 Tourism Promotion Fund Contracts

Staff Contact(s): DON MEASAMER

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Joann Stewart	Resolution
DON MEASAMER	
STEVE HOGLUND	

Item Summary: The City received 31 applications for the 2023 Lodging Tax funding to advertise, publicize, or distribute information or undertake other activities specifically authorized by RCW 67.28.180 to attract visitors to Anacortes. The LTAC reviewed all applications and recommend 25 activities/projects for approval. The LTAC suggested modifications to some of the requested amounts. The LTAC based their recommendations on expectations that these activities/projects will encourage tourists and citizens to enjoy all our community has to offer.

Budget Impact:

Total Fund Balance - \$1,397,352

Recommended Projects - \$442,893

Total Capital Projects - \$50,000

Total 2023 Recommended Allocation - \$492,893

Previous Action: None

Recommended Motion: I move to approve Resolution 3101 authorizing execution of Tourism Promotion Fund contracts between the City of Anacortes and recipient agencies to promote tourism and attract visitors to Anacortes.

Alternative Actions: Request modifications to recommendations

Attachments (listed in order presented):

1. Memo Re Recommendations
2. 2023 Resolution 3101

3. Applications 1 thru 15
4. Applications 16 thru 31



MEMO

To: Anacortes City Council
From: Don Measamer
Date: December 19, 2022
Re: LODGING TAX ADVISORY COMMITTEE 2023 RECOMMENDATIONS

This year, 31 projects were submitted for 2023 lodging tax funding with 25 selected by the Advisory Committee for funding.

The lodging tax revenues collected during 2022 are \$1,397,352. The 25% set aside for capital fund will be \$349,338 which will provide \$1,048,014 for projects. The total proposed expenditure recommended by the Lodging Tax Advisory Committee is \$442,893 for projects and \$50,000 in capital projects. The total funding for the 25 applications, including \$50,000 capital requests, is \$492,893.

The Committee did not award the following requests:

- | | |
|---|----------|
| 1. COA Library Fantasy Genre Day | \$5,500 |
| 2. Anacortes Fall & Winter Concert Series | \$29,500 |
| 3. Anacortes Outdoor Expo | \$30,000 |
| 4. Lincoln Theater Facility HVAC Design | \$15,000 |
| 5. Whidbey Island Marathon | \$20,000 |
| 6. Oyster Run | \$15,500 |

In reviewing the requests, the LTAC considered whether the project would contribute to overnight stays in hotels, whether the proponents provided sound decision making in their budgets, and overall percentages in their requests, i.e., whether they planned to leverage their requests with funding other than lodging tax funds. Each activity was carefully reviewed to ensure the funds and the projects would be successful. The LTAC did suggest that some of the events proceed without the use of LTAC this year and submit a request for 2024 funding if the event was a success and LTAC funding could help them spread the word.

The Committee also proposed some reductions in the amounts requested as outlined in the Resolution.

Most of the applications were returning events. The Anacortes Friends of the Forest presented a new event to advertise their educational community hikes beyond Skagit County. The Anacortes Arts Festival group requested funding for 3 new events – the Coastal Christmas Art Show, the Creative District, and the Nautical Treasure Hunt – all of which are expected to bring in visitors throughout the

year. The Heart of Anacortes requested funds to advertise beyond Skagit County to help bring in visitors throughout the summer.

The LTAC held 5 meetings to review the applications and interviewed some of the applicants to obtain further information on the projects. I would like to thank the members of the LTAC along with Joann Stewart for their work in accomplishing this task.

The resolution includes the list of projects and funding recommended by the LTAC and the packet includes the applications submitted for 2023 funding consideration.

LTAC members include:

Anthony Young, Chair

Alia Rossi

Anastasia Brencick

John Kim

Mark Lione

Nancy Dalton

Sommer Carter

Thank you.

RESOLUTION NO. 3101

A RESOLUTION AUTHORIZING EXECUTION OF TOURISM PROMOTION FUND CONTRACTS BY AND BETWEEN THE CITY OF ANACORTES AND RECIPIENT AGENCIES

WHEREAS, the local lodging tax advisory committee selected candidates from the applicants applying for use of revenues as authorized in RCW 67.28.180, and

WHEREAS, the below listed agencies have been selected by the City through a competitive selection process to undertake a total of 25 projects designed to advertise, publicize, or distribute information or undertake activities specifically authorized by RCW 67.28.1816 for the purpose of attracting visitors to the City of Anacortes; and

WHEREAS, the municipality may choose only recipients from the list of candidates and recommended amounts provided by the local lodging tax advisory committee as authorized in RCW 67.28.1816.

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

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

	Project	Contracting Agency	2023 Requests	Capital Project Requests	RECOMMENDED AWARDS
1	98221 Studio Tour	Anacortes Arts Foundation	\$6,000		\$6,000
2	AAF Art in Anacortes	Anacortes Arts Festival	\$5,000		\$5,000
3	AAF Annual Arts Festival	Anacortes Arts Festival	\$5,000		\$5,000
4	AAF Coastal Christmas Art Show	Anacortes Arts Festival	\$7,500		\$7,500
5	AAF Creative District	Anacortes Arts Festival	\$8,000		\$8,000
6	AAF Nautical Treasure Hunt	Anacortes Arts Festival	\$10,000		\$8,000
7	ACFL Educational Hikes	Friends of the Anacortes Community Forest Lands	\$15,000		\$7,500
8	Anacortes Farmers Market	Anacortes Farmers Market	\$10,000		\$10,000

9	Anacortes Music Project	Anacortes Music Project	\$27,175		\$16,575
10	Chamber Experience Anacortes	Anacortes Chamber of Commerce	\$223,118		\$223,118
11	Chamber VIC	Anacortes Chamber of Commerce	\$85,116		\$75,000
12	Anacortes Waterfront Alliance Seafarers Cup	Anacortes Waterfront Alliance	\$2,000		\$2,000
13	COA 4th of July Fireworks	COA Parks Department	\$45,000		\$10,000
14	COA Museum Brochure	COA Museum	\$5,800		\$5,800
15	COA Museum Historic Interpretive Signs	COA Museum	\$4,000		\$4,000
16	COA Museum Tourism Marketing	COA Museum	\$2,000		\$2,000
17	COA Parks Public Restroom Maintenance	COA Facilities Maintenance		\$35,000	\$35,000
18	Port Rock the Dock	Port of Anacortes	\$4,000		\$4,000
19	Port Summer Concert Series	Port of Anacortes	\$10,000		\$8,000
20	Race Week Pacific Northwest (PNW)	Whidbey Island Race Week	\$25,000		\$25,000
21	Shipwreck Day	Fidalgo Island Rotary	\$4,000		\$4,000
22	Summer Concert Series at the Heart of Anacortes	Heart of Anacortes Summer Concert Series	\$2,200		\$2,200
23	Tulip Festival Brochure	Skagit Valley Tulip Festival	\$3,500		\$2,400
24	Waterfront Fest Car Show	Majestic Glass Car Show	\$1,800		\$1,800
25	COA Parks Heart of Anacortes Handrail	COA Parks Department		\$15,000	\$15,000
	TOTALS		\$511,209	\$50,000	\$492,893

PASSED and **APPROVED** on this 19th day of December 2022.

CITY OF ANACORTES

By _____
Matt Miller, Mayor

ATTEST:

Steven Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy Swetnam, WSBA #40530
City Attorney

Application

Project Detail

Project name	98221 Artist's Studio Tour
Date(s) of project	September 9/10, 2023
Amount of funding requested	6000.00
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Lisa Rhoades/Anacortes Arts Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0780541
Contact name	Lisa Rhoades
Mailing address	P.O. Box 566, Anacortes, WA 98221
Email address	lpaynej@yahoo.com
Phone	360-202-6890

Project Questionnaire

Describe your project.

This is a free, self-guided tour, focusing on education, demonstration and interaction with the artists in their creative spaces/studios/workshops. To show the individual processes, tools, supplies, equipment and inspirations, as well as giving a sense of the planning, time and expense involved in the creation of each artist's work/passion. To highlight the people and talent we have in our community, to our neighbors, tourists and patrons of the arts.

Describe with specificity what aspects of your project you would spend the requested funds on.

Each year we work to reach a little further outside of our own county, bringing tourists into our town, restaurants, shops, and overnight in our hotels & motels, therefore we use these dollars to advertise in newspapers (up and down the I-5 corridor, radio (with listenership from north of the border into Canada, and down just into northern Oregon) and billboards far and wide.

We also use these funds for costs of design and printing of our tour guide/map, posters and stamp cards each visitor to the tour will have in hand.

Promotion

Describe how you will promote your project to attract tourists.

We will continue with a few tried and true methods of advertising including Skagit Publishing's Total Market Pkg, with a double-sided insert and front page sticker on all their publications. We will again offer a giveaway package of 3 donated prizes to be used on a 70-spot radio promotion in the few weeks right before the tour. We will begin spreading Save-the-Date cards far and wide with the help of all artists involved on the tour, our team of volunteers in the spring of 2023. We will do the same with our posters, and tour guide-maps 6 weeks before the event. We will send these printed materials to many galleries, north to the Canadian border, Vancouver and Victoria, and on down to the Oregon border, again along the I-5 corridor. We have an extensive email list now, and will alert those folks to Save-the-Date, and remind them several times through the summer that we are gearing again, for a terrific tour. We will put ourselves on Calendars of Events, town Chamber of Commerce calendars, and advertise in several art magazines, as well as the Clam Digger and Crab Cracker. We have a new website that will be updated often with "What's Happening" as we move toward our tour, and give folks little "teasers" of what who and what they might see during this event.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We have partnered with various hotels, motels, restaurants and businesses in town to help us with our radio promo/give-aways, and hope to partner with several more this next year with that in mind. We are proud to have, now on our website, a Lodging and Restaurant tab; this lists and links each visitor on our website, to the "Place to Stay" or Restaurant's website. We also have a (local) Sponsor tab and listing on our website. We will continue to work with business owners in downtown Anacortes, to promote the idea of hosting a working artist the Saturday and Sunday of the tour.

Budget

Describe the overall budget for your project and entire budget costs.

We are estimating our tour costs to be approximately 12-14,000 for 2023. This will include design and printing costs, newspaper, radio and other printed advertising costs, as well as any additional signage/banner costs next year.

What amount of that budget are you requesting from the city?

40%

What would you cut from your proposed project if your application is not fully funded?

Billboard and further reaching newspaper and radio advertising.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	125-225 a day per studio.	100-200 a day, per studio	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	35-45%	*This year not as many, due to the air quality/smoke.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	10%	10% or less	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	15-30%	10-20% *News outlets telling folks down so. to stay home.	Enter ###.	Enter ###.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Don't have those numbers yet.	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	80plus% More locals this year, due to air quality So.	Also, sadly, no ferry from Victoria this year.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We collect information from a postcard every visitor is encouraged to take and carry with them to each studio they visit. To be entered into the drawing, for one of the gift baskets of artwork donated by artists participating on the tour, each guest is asked to fill out one side of the card with name, zip code, email address, or phone number (optional), how they heard of the tour, and if they are staying in paid/overnight accommodations. The other side is to be stamped at each studio they visit, and left at the last one they visit. If all that is accomplished, then we get our information necessary for collecting data, and they get entered into the drawing for 3-4 chances at winning a lovely gift basket from the artists. This is always very informative (and fun) to see how far and wide people come, to see these artists and studios, as well as their enthusiastic and encouraging comments about our community and the tour.

Describe the prior success of your project in attracting tourists.

This year, in particular, we have noticed that word of mouth has caught on about our tour, (even after two years away from it, because of Covid!) and many of the postcards are friends and relatives of folks who live in our community. It's terrific to see/read how people are making it an annual event they don't want to miss...that they mark on their calendars each year!

Describe your target tourist audience (location, demographics, etc.)

We attract all lovers of the arts. There are works of art available for purchase at all price points, thereby appealing to everybody/anybody...but more than that, it's the experience of being in the artist's environment, meeting and talking art with the creators of what they like, what they are seeing. This year, we had more children on the tour than ever before, and that delighted many of the artists who let the kids get their hands on a loom, paint on a canvas, or pound out some steel. We love that this can be a family event!

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Tour guide-map/Skagit Publishing insert/Clam Digger, front page/Art Access magazine/Press release in Anacortes American

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement

form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.

- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Lisa Rhoades TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Lisa Rhoades
Title	Studio Tour Chair
Organization	Anacortes Arts Foundation/98221 Artist's Studio Tour

This used for Slagit Publishing insert and large Poster

FREE

SELF GUIDED ARTIST'S STUDIO TOUR 2022

SATURDAY AND SUNDAY

SEPTEMBER

10th & 11th • 10am to 5pm

METAL ART	PRINTMAKING	SCULPTURE
MIXED MEDIA	CARVING	PHOTOGRAPHY
GLASS ART	PAINTING	FIBER ARTS
JEWELRY	BASKETRY	CERAMICS
50+ ARTISTS		

Around the downtown Anacortes core don't miss Scott Milo Gallery and Joanie Schwartz Glass Gallery participating in this event. This event features artists who live or work in the 98221 zip code.

Thank You to our Sponsors!

HOW IT WORKS

Sponsored in part by the City of Anacortes Hotel-Motel tax Fund, Anacortes Arts Foundation and Pictures that Matter. Find us on Facebook and Instagram.

BEAR, CAROL
BLUE FIN STUDIOS
Epoxy/Resin, Acrylic painting

BOWMAN, JENNIFER
2-D Acrylic paintings on canvas

CURRIER, ALFRED
Oil/Impasto

DOUGHERTY, KATE
Prints, Encaustics & Water-
colors

DOYLE, DEE
Acrylics, Mixed media
and collage

DRAKE, JULIE SEVILLA
Fine Art Quilts

DUBOIS, MICHAEL
Fabric marbling

DUGAN, GREG & MELANIE
Colored pencil, Watercolor,
Mixed media. SATURDAY ONLY

DUNN, PAT & DIANA
Cedar bark baskets, hats,
rattles and jewelry

GILBERT, JACKIE
Oil & Acrylics

GILHULY, TARA
Joanie Schwartz Glass
Jewelry, Fiber art & Note cards

JAMES, HART
Oil paint-Abstract/Landscape

LABOON, MICHAEL
Wet cut Ceramic Tile
Murals & Pottery

LE CLAIR, DOUG
Photography

LLOYD, STEVE
Driftwood Sculpture

MACDONALD, TERRY
Acrylic & Mixed media,
greeting cards, prints & mer-
chandise

MAYER, ANITA LUVERA
Textiles

MC COOL, ANNE MARTIN
Paintings & Prints

OHMAN, JULIE
Acrylic paintings

OLIVER, DAVID
Ink & Watercolor illustrations

PHARO, ALLYN
Oil & Acrylic painting

PRIGGEE, JAN
Acrylics & Alcohol Inks, Out-
door Art & Pastel paintings

RADTKE, DONNA NEVITT
Oil & Pastel painting

RADTKE, RON
Wood art

REKEVICS, JUDY
Acrylic & Mixed Media

RICHARDSON, CYNTHIA
Acrylic paintings

RODIN, ANDERS
Maps, Paintings, Sculpture

**SAMISH NATION
CARVERS GROUP**
Carving & Basketry
Bentwood Boxes

SAYRE, PAT
Acrylic Painting

SCHMIDT, JON
Stone Sculpture & Photography

SCHOENBERG, CATHY
Painting, Mixed media,
Note cards

SCHREIVOGEL, ANNE
Whimsical Acrylics &
Oil landscapes

SCHWARB, MARCEL
Acrylics, Oil & Pastels

SCHWARTZ, JOANIE
MoonWater Arts
Fused Glass

SCOTT MILO GALLERY
98221 Artists/working artists

SQUIRES, JERONIMO
Letterpress Museum & Printing

SYQUIA, IRIS
Acrylic on canvas

TAMM, ANNETTE
Fused Glass,
Stained Glass windows & lamps

THOMPSON, QUINN
Acrylic on canvas
& Driftwood sculpture

THORNE, PAUL
Blacksmithing
& Hand forged Metalwork

WOODS, PEGGY
Watercolors

FREE WEEKLY

THE ANACORTES, WASHINGTON



FREE WEEKLY

FREE WEEKLY

FREE WEEKLY

FREE WEEKLY

Vol. 27, No. 34

THURSDAY, SEPTEMBER 1, 2022 — WEDNESDAY, SEPTEMBER 7, 2022

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FREE
SELF GUIDED ARTIST'S STUDIO TOUR 2022

ANACORTES
SATURDAY AND SUNDAY
SEPTEMBER
10th & 11th • 10am to 5pm

- METAL ART
 - GLASS ART
 - PRINTMAKING
 - PAINTING
 - SCULPTURE
 - FIBER ARTS
 - MIXED MEDIA
 - JEWELRY
 - CARVING
 - BASKETRY
 - PHOTOGRAPHY
 - CERAMICS
- 50+ ARTISTS

*Thank You to
our Sponsors*



Bank of the Pacific



HOW IT WORKS



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Anacortes Arts Foundation and Pictures that Matter.
Find us on Facebook and Instagram



OUR CLASSIFIEDS WORK - CALL 299-DIGG(3444) FOR ALL THE DETAILS

WASHINGTON

ANACORTES

98221 Artists Studio Tour
ANACORTES

FREE!

SELF-GUIDED ARTISTS' STUDIO TOUR 2022
SATURDAY AND SUNDAY
SEPTEMBER
10th & 11th • 10am to 5pm

Find us on Facebook and Instagram at 98221StudioTour

98221 STUDIO TOUR

(360) 202-6890 • Sat & Sun: 10 A.M.-5 P.M. • studiotour98221@yahoo.com

**Fifth Annual 98221 Studio Tour
September 10-11**

Saturday & Sunday, 10 A.M.-5 P.M.

Free, Self-guided. 50 artists showing in 30+ locations in beautiful Anacortes, WA and immediate surrounding area. Painting, ceramics, metal arts, carving, sculpture, and fiber arts.

Find 98221 Studio Tour on Facebook and Instagram. Brochures available at Scott Milo Gallery and Joanie Schartz Gallery downtown Anacortes and studios.



Amanda Houston • "Breaking Through"
pastel, 18 x 18 inches
Scott Milo Gallery • Anacortes, WA

SCOTT MILO GALLERY

420 Commercial Avenue • (360) 293-6938 • Tues-Sat: 11 A.M.-5 P.M. and by appointment • galler@scottmilo.com • www.scottmilo.com

The gallery features pastels by **Amanda Houston** with her landscapes, seascapes and her very collectible bird pieces. Also showing are rich, detailed watercolors by **Peggy Woods**, encaustic

paintings on panel by **Mark Wall**, regional acrylics by **Cynthia Richardson**, and stylized, moody landscapes by **Ria Harboe**. Reception Friday, July 1, 6-8 P.M. July 1-July 30.

VISIT

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July 1, 6-8 P.M. July 1-31.

98221 ARTIST'S STUDIO TOUR

SEPTEMBER
10th & 11th • 10am to 5pm
SATURDAY AND SUNDAY

METAL ART
GLASS ART
PRINTMAKING
PAINTING
SCULPTURE
FIBER ARTS

MIXED MEDIA
JEWELRY
CARVING
BASKETRY
PHOTOGRAPHY
CERAMICS

50+ ARTISTS
FREE

SELF GUIDED STUDIO TOUR 2022
Go to: AnacortesStudioTour.com for tour guide/maps
pick-up locations and other information.

98221 ARTIST'S STUDIO TOUR

SEPTEMBER
10th & 11th • 10am to 5pm
SATURDAY AND SUNDAY

METAL ART
GLASS ART
PRINTMAKING
PAINTING
SCULPTURE
FIBER ARTS

MIXED MEDIA
JEWELRY
CARVING
BASKETRY
PHOTOGRAPHY
CERAMICS

50+ ARTISTS
FREE

SELF GUIDED STUDIO TOUR 2022
Go to: AnacortesStudioTour.com for tour guide/maps
pick-up locations and other information.

<http://www.artaccess.com>

Art Access © July • August 2022

Studio tour to return with more artists than ever

After two years off due to the pandemic, the 98221 Artist's Studio Tour is back with a new website and more artists than ever.

The event takes place Saturday and Sunday, Sept. 10 and 11. It includes 31 studios and creative spaces plus two galleries in town and will feature more than 50 artists this year, including 13 new ones.

The artists, located at many locations across Fidalgo Island, will showcase their artistic style, their work and their methods in mediums like fiber arts, blacksmithing, jewelry making, photography, ceramics, sculpture and glass art.

First-time artists will showcase art quilts, resin art, driftwood sculpture, alcohol-link pieces and paintings of all kinds.

"The diversity of the art in this year's studio tour is really remarkable," event Co-Chair Lisa Rhoades said in a press release. "We've missed the last two years because of COVID, but we're back for our fifth year stronger than ever," she added.

Details about the art and artists in the self-guided tour are available via 98221StudioTour on Facebook and Instagram. A new website is at anacortesstudioart.com. Brochures and maps are also available at galleries and many busi-



CONTRIBUTED / LAURA HAMILTON

New to the studio tour this year, David Oliver is ready to showcase a variety of his ink and watercolor paintings.

ness venues around town.

The Samish Indian Nation will showcase how it makes bentwood boxes, as well as cedar bark baskets, rattles and carvings, at the Beaver Lodge on the Samish campus along Commercial.

Jerónimo Squires is on the tour again this year, unveiling a new press he built that is a reproduction of a letterpress invented by Benjamin Franklin.

Scott Milo Gallery and Moon Water Arts (formerly Joanie Schwartz Glass) will be open in their Commercial Avenue locations. Both will have studio maps at their spaces.

The studio tour is presented by the Anacortes Arts Foundation.

Artists in the Anacortes Artist's 98221 Studio Tour of 2022 are: Carol Bear, resin art and acrylic paintings; Jennifer Bowman, 2-D acrylic paintings; Alfred Currier, oil and impasto paintings; Kate Dougherty, print-making, encaustics, watercolors; Dee Doyle, mixed media, collage; Julie Sevilla Drake, art quilts; Michael Dubois, fabric marbling; Greg and Melanie Dugan, mixed media, colored pencil, watercolors; Pat and Diana Dunn, cedar bark baskets, hats, rattles, jewelry; Tara Gilhuly, jewelry, fiber art, notecards; Michael Laboon, wet cut ceramic tile murals and pottery; Doug

LeClair, photography; Steve Lloyd, driftwood sculpture; Terry MacDonald, acrylic and mixed media paintings, cards, prints and merchandise; Anita Luvera Mayer, Textile designs; Anne Martin McCool, paintings and prints; Julie Ohman, paintings; David Oliver, ink and watercolor art and illustrations; Allyn Pharo, oil and acrylic paintings; Jan Priggee, acrylic, alcohol ink, pastel paintings; Donna Nevitt-Radtke, oil and pastel paintings; Ron Radtke, wood art; Judy Rekevis, acrylic paintings; Cynthia Richardson, acrylic paintings; Anders Rodin, maps, paintings, sculpture; Samish Nation carriers group, carving, basketry, jewelry and bentwood boxes; Pat Sayre, acrylic paintings; Jon Schmidt, stone sculpture, photography; Cathy Shoenberg, paintings, mixed media, cards; Anne Schreivogl, whimsical acrylics, oil landscapes; Marcel Schwartz, acrylics, oils, pastels; Joanie Schwartz, fused glass; Scott Milo Gallery-working artists, demonstrations; Jerónimo Squires, letterpress printing and art, working historic presses; Iris Syquia, acrylic paintings; Annette Tamm, fused glass, stained glass windows, lamps; Quinn Thompson, acrylics and driftwood sculptures; Paul Thorne, blacksmithing and hand forged metalwork/art; and Peggy Woods, watercolors.

Slagbit Publishing

Application

Project Detail

Project name	Art in Anacortes
Date(s) of project	January – December 2023.
Amount of funding requested	\$5,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

For a number of years, we have been fortunate to be awarded LTAC funds for this Art in Anacortes marketing program. It gives us an opportunity to feature all of the amazing art events and activities in Anacortes, with a wider audience. Art in Anacortes funds support dance, theatre, art and music events. We do quarterly marketing in Skagit, Whatcom, Snohomish and King Counties and work to try and fairly highlight all of the creative organizations in Anacortes.

LTAC funding will be used for year-round advertising of all of the above-mentioned events and programs. We will continue to use a mix of newspaper, magazine, outdoor and digital advertising.

With the launch of the Creative District, we are asking for less funds for this marketing program and anticipate in the next 12 – 24 months that the Creative District will take on these efforts.

Promotion

Describe how you will promote your project to attract tourists.

The Art in Anacortes brand has been developed over the last five or size years. The funding has supported local organizations, while promoting Anacortes as a destination for art, music, theatre and cultural events. As our country recovers from the financial hardships of COVID-19 pandemic, it will be more important than ever to

promote Anacortes as a destination for tourists. The Art in Anacortes marketing is an important piece of how we brand Anacortes and inspire tourists to visit our City.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Marketing of art and culture events bring tourists to Anacortes for both the events themselves and on their own. As guests plan their visit, they will find their accommodations, food and other activities through the Festival's or the Chamber's websites.

Budget

Describe the overall budget for your project and entire budget costs.

The Art in Anacortes budget is entirely made up of whatever funds we are awarded by the LTAC Committee.

What amount of that budget are you requesting from the city?

\$5,000 / 100%

What would you cut from your proposed project if your application is not fully funded?

We will scale our plans to whatever we are lucky enough to be awarded by the LTAC Committee.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	150,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	60,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	15,000	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	5,000	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	2,200	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	3,500	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

These estimates are for all events and activities that the Art in Anacortes marketing program supports. We work with our stakeholders and partners to make sure that through ticketing, on-site surveys or other methods, that they are tracking visitor information.

Describe the prior success of your project in attracting tourists.

For five years now, AAF has successfully supported our local creative organizations by promoting their events. Having Anacortes visible as a place that visitors know they can find art and culture experiences is incredibly valuable.

Describe your target tourist audience (location, demographics, etc.)

Since it's a wide swath of events and activities, all demographics will be a target for one event / activity or another. A majority of the focus will be on Washington State, the Pacific Northwest and Lower Mainland B.C.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Meredith McIlmoyle TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

Application

Project Detail

Project name	Anacortes Arts Festival
Date(s) of project	August 4 – 6, 2023
Amount of funding requested	\$5,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Anacortes Arts Festival has a basic marketing budget and plan every year. As costs continue to rise to both produce and market the festival, we are grateful for support we get in the way of grants and media partnerships. The Festival is the largest single weekend event in NW Washington. WE know that it brings tourists and visitors from all over the country. The opportunity to use LTAC funds to continually expand our marketing reach is exciting for us. With the border open again, AAF would like to focus marketing energy back to advertising in the Lower Mainland BC and Vancouver Island.

Promotion

Describe how you will promote your project to attract tourists.

AAF advertises on a variety of formats, mostly in NW Washington and British Columbia. We promote the festival as a three-day, free event with lots of activities, in a beautiful location.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Anacortes businesses naturally benefit from the number of people being in town that weekend. For those visitors, who are pre-planning, we promote the Chamber's website for lodging and local activities.

Budget

Describe the overall budget for your project and entire budget costs.

We have a \$25,000 marketing budget for 2023 and an overall budget of \$400,000.

What amount of that budget are you requesting from the city?

\$5,0000 / 20% of marketing budget

What would you cut from your proposed project if your application is not fully funded?

We will have a smaller marketing budget if we are not allotted any LTAC funds for the August Festival this year.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	August 2022	month/year	month/year
Overall attendance	90,000	85,000	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	35,000	40,0000	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	10,000	12,000	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	4,000	4,600	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	2,000	2,700	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	2300	Still determining	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We use a percentage formula based on overall number of people at the festival and surveys done electronically with guests.

Describe the prior success of your project in attracting tourists.

The Anacortes Arts Festival continues to stay at a steady guest count of 80,000 – 100,000 people every year. We change our marketing mix slightly each year and work to make sure that our entire region (an outside of it as much as possible), keep Anacortes at the front of their mind as they make travel plans.

Describe your target tourist audience (location, demographics, etc.)

Art lover, festival go-ers, people looking for a weekend destination. The majority of our guests come from within a 3 – 4 hour drive radius.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

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Signature	Meredith McIlmoyle TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

Application

Project Detail

Project name	Coastal Christmas Art Show
Date(s) of project	December 2023
Amount of funding requested	\$7,500
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Anacortes Arts Festival is incredibly excited to be a part of Coastal Christmas with a new event. 2022 will be our first year for this event and we've been working this year to adapt our original concepts. We will host a 12-day holiday art show at the Depot Arts Center. All of the artwork will be on the affordable side and will be immediately for sale. In other words – last minute holiday shopping! The event will kick-off with an art opening and then throughout the almost two weeks, there will be a number of activities including: a wreath auction, pre-party for the lighted boat parade and carolers.

We are most excited with our plans to light the Madrona Grove. Holiday lights will be creatively and carefully displayed for everyone to enjoy. The lights will glow for the entire duration of the Holiday Art Show and we anticipate it being an excellent photo opportunity.

In all of the conversations about how AAF can contribute to a Coastal Christmas, we feel like we've finally honed in on something great. Something we are good at and that people will enjoy...art, creative lights display and celebratory events & activities.

Promotion

Describe how you will promote your project to attract tourists.

In an effort to add more to the Coastal Christmas marketing, this event will be a piece of the big picture of holiday activities in Anacortes. We will collaborate with the Chamber and also look to do our own marketing. We will focus

on the Holiday Art Show, the lights and the individual events. These activities give visitors another thing to do while they are here, hopefully creating a full schedule and a need to spend more time in our beautiful city.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

In collaboration with the Chamber, we will direct our guests to find these wonderful businesses through our website and printed materials.

Budget

Describe the overall budget for your project and entire budget costs.

We are estimating a total budget of \$15,000 for the Holiday Art Show and Madrona Lights. This includes marketing, administrative and production costs. AAF will pay for the costs of the secondary events that happen during this timeframe.

What amount of that budget are you requesting from the city?

\$7,500 / 50%

What would you cut from your proposed project if your application is not fully funded?

We will scale back our marketing or look at additional revenue opportunities with secondary events.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	2,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	500	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	0	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	80	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	40	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	100	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Some of our activities will be ticketed, we will implement a digital guest book and we will have our volunteer do door counts, much like we do at the August Fine Art Show.

Describe the prior success of your project in attracting tourists.

AAF continues to try and find ways to contribute the overall tourism plans for Anacortes. Some of our new projects have been more successful than others. In general, we have a great track record for bringing tourists to Anacortes and we feel like we've hit on a great way to be a part of Coastal Christmas.

Describe your target tourist audience (location, demographics, etc.)

Art lovers, families and everyone looking for great holiday experiences. We will focus our efforts on NW Washington, where we have proven success with other events.

Attachments

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Signature	Meredith McIlmoyle TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

Application

Project Detail

Project name	Creative District
Date(s) of project	January – December 2023.
Amount of funding requested	\$8,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

For more than three years, the Anacortes Arts Festival has been working on having Anacortes designated as a Creative District by the Washington State Arts Commission. With a pause for COVID-19, we are now in a position to submit our application before the end of the year, which means that we should have our designation by early 2023.

With this designation comes a matching grant of \$5,000 for marketing. We will use those funds to launch the Creative District and market to the Pacific Northwest and Lower Mainland BC. The message is that there are art and cultural activities and events happening in Anacortes...which makes it a great place to visit!

Besides being in line for grant money, benefits of this designation include a concerted effort to support and grow our creative economy, start-up support for new cultural and creative events, and the solidifying of a group of stakeholders, who will work to ensure that Anacortes keeps its quirky and unique identity.

We were awarded LTAC funds previously for these efforts and were unable to use them due to the lengthy timeline for certification and then COVID-19 shutdowns.

Promotion

Describe how you will promote your project to attract tourists.

This project is really an evergreen project. For years to come, the Creative District will support creative economy businesses, support new events and activities and help support all elements of our artistic community. We will run

Creative District marketing programs ourselves and also be a part of Washington State Arts Commission's marketing efforts for Creative Districts statewide.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Year round, we will work with the Chamber to direct guests for all events to our local businesses.

Budget

Describe the overall budget for your project and entire budget costs.

At this time, our budget includes the \$5,000 matching grant and \$3,000 in administrative fees, as AAF is the administer of this program and is incurring staff time and other overhead costs in the management process. In the future, the Creative District will have it's own budget, which will include marketing and also support for start-up art and cultural events & activities.

What amount of that budget are you requesting from the city?

\$8,000 / 100% for Year 1.

What would you cut from your proposed project if your application is not fully funded?

AAF would have to absorb these costs, which is not currently in our budget, however, this program is important enough to our community that we would find a way to make it happen.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	150,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	60,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	15,000	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	5,000	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	2,200	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	3,500	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

These estimates are for all events and activities that would fall under a Creative Economy. We will work with our stakeholders and partners to make sure that through ticketing, on-site surveys or other methods, that they are tracking visitor information.

Describe the prior success of your project in attracting tourists.

AAF and all of the stakeholders and collaborators have proven track records of successfully bringing tourists to Anacortes.

Describe your target tourist audience (location, demographics, etc.)

Since it's a wide swath of events and activities, all demographics will be a target for one event / activity or another. A majority of the focus will be on Washington State, the Pacific Northwest and Lower Mainland B.C.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

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Certification

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Signature	Meredith McIlmoyle TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

Application

Project Detail

Project name	Nautical Treasure Hunt
Date(s) of project	April 2023
Amount of funding requested	10,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Arts Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1493326
Contact name	Meredith McIlmoyle
Mailing address	505 O Avenue, Anacortes, WA 98221
Email address	aafdirector@anacortesartsfestival.com
Phone	360-293-6211

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Anacortes Arts Festival, in collaboration with the Anacortes Chamber of Commerce are introducing a new event in April 2023. We will be hosting a 10-day Nautical Treasure Hunt, similar to a Great Glass Ball Hunt that other communities have.

Local artists will create nautical art pieces, such as ceramic star fish, whale tiles, glass seashells that will be used as prizes for treasure hunters. Participants will be able to get information online or in a brochure on where to hunt and how to get their treasures.

In the first year, approximately 200 prize balls will be located in local businesses, parks and public areas throughout the treasure hunt time. If a participant finds a prize ball, they can exchange it for an artist-created nautical treasure at a number of retail partners and the Visitor Information Center.

The process encourages visitors to explore both our local businesses and our amazing natural resources.

For the first year, LTAC funding would be spent on marketing and administrative costs to product the Nautical Treasure Hunt.

Promotion

Describe how you will promote your project to attract tourists.

Though this event is fun for Anacortes residents, it is really designed as a tourist event. It is an event that encourages people to come and explore Anacortes for a first time or for the hundredth time. We will start in year

one with promotion in Skagit, Whatcom and Snohomish counties. Our focus will be on an adventurous and a family demographic. We will use a mix of marketing avenues with print and digital ads.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

The event will have a website and an event brochure. Guests will be directed to the Chamber website for lodging, restaurants and retail. Some of these businesses will also be a partner in the event and will be stops on the treasure map.

Budget

Describe the overall budget for your project and entire budget costs.

We are estimating a total budget of \$25,000 for this event. Budget lines include: Artist Stipends, printing, advertising and administrative costs. Not all administrative costs will be in the event budget, some will be absorbed by AAF and the Chamber.

What amount of that budget are you requesting from the city?

\$10,000

What would you cut from your proposed project if your application is not fully funded?

If we are not fully funded, we will have to look at the way that we market and produce the event to scale back for the first year. The event would still happen, with less marketing, maybe fewer prizes, etc.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	5,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	2500	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	0	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	100	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	100	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	50	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Treasure hunters will have an opportunity to enter “second chance” drawings for nautical art by entering an online contest. When they enter, we will ask questions necessary for the reporting. We will also work with our retail and restaurant partners to estimate number throughout the 10 days.

Describe the prior success of your project in attracting tourists.

This is a new project with great potential for attracting tourists and creating economic opportunity for our businesses in a shoulder season. The Anacortes Arts Festival and the Chamber of Commerce both have a proven track record of successful marketing programs.

Describe your target tourist audience (location, demographics, etc.)

Adventurous souls and families from NW Washington State.

Attachments

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List the titles of any attachments you have included with this application:

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Certification

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Signature	Meredith McIlmoyle TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Meredith McIlmoyle
Title	Executive Director
Organization	Anacortes Arts Festival

Application

Project Detail

Project name	ACFL Educational Hikes
Date(s) of project	1/1/2023-12/31/2023
Amount of funding requested	\$15,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Friends of the Anacortes Community Forest Lands
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1430220
Contact name	Asa Deane
Mailing address	PO Box 2213 Anacortes, WA 98221
Email address	asa@friendsoftheacfl.org
Phone	360-399-6184

Project Questionnaire

Describe your project.

Friends of the Forest will provide up to 60 Community Hikes in 2023 focused on the immersion of visitors into the Anacortes Community Forest Lands with the purpose of connecting people to, and educating them about, the ACFL. These hikes will cover a wide range of topics running from plant and animal identification, forest navigation, and ethnobotany, to name just a few. There will also be a series of hikes curated specifically for people that have not visited the forest before that will focus on Anacortes and ACFL history, forest navigation, hiking safety, and unique areas of the Community Forest Lands.

Describe with specificity what aspects of your project you would spend the requested funds on.

Requested funds will be spent on staff oversight for the research, planning, and execution of the hikes; marketing and promotional materials to advertise the hikes, hike-specific materials for participants (maps, nature journals, pens and pencils, brochures etc...); and post-hike communications including lesson summaries, future visit opportunities, and additional educational resources.

Promotion

Describe how you will promote your project to attract tourists.

Our project will be promoted via our website and social media, the Chamber of Commerce website and calendar, informational packets at the Visitor's Center and other tourist hubs throughout Anacortes, and supplemental publications at other Anacortes events.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We will inform visitors of these various businesses and establishments in our pre-hike communications with participants as well as during the hikes themselves and through post-hike meetups for food and beverages.

Budget

Describe the overall budget for your project and entire budget costs.

Our entire budget for our community programming will include \$22,000 for our staff oversight as well as \$3000 for materials, transportation, and advertising.

What amount of that budget are you requesting from the city?

We requesting \$15,000 that will go for staff oversight, materials, and advertising specifically for programming aimed at visitors-at-large vs. our programming geared towards local residents. This includes funding for our maps and brochures that are currently the most-requested informational documents from the visitors center.

What would you cut from your proposed project if your application is not fully funded?

We would cut down the number of hikes and programming based on the amount that is funded.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	300	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	TBD	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	TBD	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	TBD	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	TBD	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	TBD	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Up to this point we have not implemented a system for tracking this information. We are planning on implementing oral accounting at the hikes themselves as well as surveys sent to all hike participants after the hike itself that will track all of the impact points requested above

Describe the prior success of your project in attracting tourists.

While not officially tracking the data, based on oral interviews from staff and volunteers stationed at trailheads, as well as data received from the Anacortes Chamber of Commerce, we can ascertain at least 500 respondents traveled to Anacortes for outdoor recreation opportunities and parks and at least 5,000 respondents reported going to the visitor's center to acquire maps from the Visitor's Center with the Friends of the Forest maps being the most requested.

Describe your target tourist audience (location, demographics, etc.)

Our target audience are those tourists that are visiting Anacortes specifically for the outdoor recreation opportunities including hiking, kayaking, and mountain biking.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

We have not yet received any allocation from lodging tax funds and thus have not created any promotional materials for this programming nor tracked these visitors, but will implement the necessary tracking protocols moving forward.

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	<i>Asa Deane</i> TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Asa Deane
Title	Executive Director
Organization	Friends of the Anacortes Community Forest Lands

Application

Project Detail

Project name	Anacortes fall and winter concert series
Date(s) of project	Four Saturday evenings in September 2022, three evenings in October 2023. One concert in January, February in 2024
Amount of funding requested	\$29,500
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Rick Epting Foundation for the Arts
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	27-0642294
Contact name	Linda Ann Lipke
Mailing address	2810 Morton Ave, Anacortes, WA 98221
Email address	lalipke@gmail.com
Phone	360-708-7770

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

Fall and Winter Free Concert Series to help expand Anacortes as a designation for live music with money raised through donations at the door to be donated to the Anacortes Family Center to support their Art and Music therapy program for their child residents

Promotion

Describe how you will promote your project to attract tourists.

Print ads in out of the area publications. Ie; Bellingham Herald, Cascadia Daily News, Everett Herald, San Juan Islander, Whidbey Press. Social Media ads and event pages. Community Announcements, Sandwich Boards statically place in high traffic areas.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Using existing REFA Foundation partners. Ie: the Chamber of Commerce. Radio stations, Skagit Valley Herald, Anacortes America, Clamdigger. Rack cards, restaurant cards. Posers in local and out of the area restaurants and lodgings and marina's. Handouts in Marina visitor bags

Budget

Describe the overall budget for your project and entire budget costs.

\$15,000 for talent, \$5000 for local venue rentals,\$3,000 for sound and lighting engineer, \$6,000 for advertising, \$500 for insurance.

What amount of that budget are you requesting from the city?

100%

What would you cut from your proposed project if your application is not fully funded?

Talent

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	3,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	50	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	10	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	25	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	25/Saturday night	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	Enter ###.	100	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Event entrance questionnaire. Lodging room card questionnaire asking to describe their stay in Anacortes and what events they attended.

Describe the prior success of your project in attracting tourists.

The success of my over 25years of producing and publicizing in events I Anacortes has not only raised money for local organizations but have brought tourists to our town to support and attend them. Below are examples of events I have created and produced. I have also produced a number of other events for the Port of Skagit, Town of La Conner, The Lincoln Theatre.

Lean Russell Concert at the Port of Anacortes, Fundraiser for Anacortes Youth Arts

Halloween Concerts at the Port of Anacortes Transit Shed. Fundraiser for Anacortes Youth Arts After School Program

Anacortes Work Boat. Fundraiser for Anacortes Seafarers Memorial Foundation

Rock the Dock 4th of July Celebration. Fundraiser for the Rick Epting Foundation

Geoffrey Castle Community Christmas Concerts. Fundraiser for The Rick Epting Foundation

Halloween Concerts at Kennelly Keys and the Depot. Fundraiser The Rick Epting Foundation

Geoffrey Castle St Patrick's Day Concerts. Fundraiser for our local First Responders

Volunteer at the Summer Concerts Series at the Heart of Anacortes. Fundraiser for the Rick Epting Foundation

Event Publicity: Anacortes Music Project, Port of Anacortes Summer Concert Series, Heart of Anacortes Concert

Recipients of the donations received from our community concerts from the Rick Epting Fopundation

Anacortes Family Center Art Therapy Program

Anacortes School Music Fund

Anacortes Graduating Senior Scholarships

Anacortes Family Center Life Skills program

Anacortes Music Project instrument lending library

Anacortes Fiddlehead Montessori School music program

Anacortes First Responders

Anacortes High School Band Boosters

Anacortes Music Project Chime Publication

Anacortes Youth Arts After school art program

Anacortes Music Channel

Anacortes Resident Clarity Miller funder raiser for her kidney transplant recovery.

Describe your target tourist audience (location, demographics, etc.)

Boaters, day trippers, bikers, bike cyclist, International and San Juan Ferry passengers.

recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
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- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Linda Ann Lipke TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Linda Ann Lipke

Title	Board President
Organization	Rick Epting Foundation for the Arts

Application

Project Detail

Project name	Anacortes Farmers Market
Date(s) of project	January-November 2023
Amount of funding requested	\$10,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Farmers Market
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	EIN 27-4396153
Contact name	Piper McCullough
Mailing address	PO Box 292 Anacortes, WA 98221
Email address	info@anacortesfarmersmarket.org
Phone	360-982-8092

Project Questionnaire

Describe your project. The Anacortes Farmers Market is a community supports marketplace featuring live music, kid's activities, and other programs. The Farmers Market operates year-round, with our winter markets running from January-April, and our main season & holiday markets running from May-November. The farmers market represents an important opportunity for small businesses to sell locally produced foods and artisanal goods. A short walk from the Marina and downtown lodging establishments, the Farmers Market is a popular and memorable weekly event that brings together both tourists and locals alike. In 2022 we saw an increase in tourism compared to 2021, with this increase attributed to ever further reduced travel restrictions (from 2020) that were in place due to the pandemic. We are seeing the Market come back to life!

Describe with specificity what aspects of your project you would spend the requested funds on.

Funds will be used to advertise and promote the Market. Advertising materials include both physical media, such as newspapers/magazines, visitors guides, flyers/posters, and promotional signage, as well as digital media including but not limited to our website and online directories. Design work for development of these materials is included in the budget. The Anacortes Farmers Market may use a portion of these funds to improve its live music program, with the intention of providing an even more entertaining experience to Market visitors by booking acts big enough to attract out-of-towners to a weekend in Anacortes.

Promotion

Describe how you will promote your project to attract tourists.

Advertising occurs in tourist-oriented media such as visitors guides and event directories, as well as in high traffic areas frequented by tourists, such as rack cards at the Marina and Chamber of Commerce, A-boards on key street corners, banners at the Depot, and flyers at local businesses & hotels. Our outreach efforts focus on regional (e.g., greater Seattle metro area, British Columbia) as well as statewide audiences. Marketing strategies to BC were renewed via our advertisement in Waterside magazine, which specializes in cross-border marketing and distribution.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

The Farmers Market itself supports many Anacortes-owned businesses by providing them a venue to sell their goods and services. Several local restaurants and other businesses sponsor the Farmers Market, so their logo/business name is promoted at the Market on banners and on tables in the seating area.

Budget

Describe the overall budget for your project and entire budget costs.

Magazines and newspapers=\$3000

Farm Guides and Maps=\$2200

Online and Social Media Promotions=\$300

Banners and A-boards=\$1500

Live music program=up to \$4000

Posters, postcards, and rack cards=\$2500

Website hosting and maintenance=\$500

Design work for ads=\$250

Total=up to \$14,250

What amount of that budget are you requesting from the city?

~70%

What would you cut from your proposed project if your application is not fully funded?

Our advertising budget would be reduced meaning ads would be run in fewer publications, or fewer durable advertising materials (e.g., banners, A-boards) would be purchased

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	2022	2021	2020
Overall attendance	38,000	38,000	35,000	27,500
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	7,500	7,500	6,000	500
Number of people traveling from another country or state outside of their place of residence or their business	380	380	250	<100
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	350	350	300	<20
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	350	350	300	<20
Number of attendees who did not pay for overnight lodging	Enter ###.	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Visitor questionnaires and clicker counts for attendance. We consistently offer a data collection mechanism where we post maps on a corkboard and ask customers to put a pin in the city (or for international customers, the country) the came from. We also include a sheet where they can write down exactly where they are visiting from. This gives us more specific data on tourist origins.

Describe the prior success of your project in attracting tourists.

The Market is very popular and sees tourism from all over the world. The corkboard map system that we implemented last year is full of pins, and there are several sheets with visitor country of origin listed on them.

Describe your target tourist audience (location, demographics, etc.)

Our target tourist audience include families and individuals, especially people with an interest in food or farming, arts and music, and/or those interested in a “local experience”. We advertise in local (e.g., Clamdigger), regional (e.g., Seattle Tilth Farm Guide), statewide (e.g., the Washington State Farmers Market Association guide to farmers markets, etc.), and Canadian (e.g., Waterside magazine) outlets. We continue to work with local hotels and the marina by periodically dropping off rack cards.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

ATTACHEMENT D

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Piper McCullough TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Piper McCullough
Title	Market Manager
Organization	Anacortes Farmers Market

ATTACHMENT D

Publication	Target Audience	Type of Listing
Clamdigger	Skagit county	paid print ads
Waterside Magazine	coastal WA state & British Columbia	paid print ad
Sustainable Connections & WA Food & Farm Finder	greater Seattle area	paid online listing
WA State Farmers Market Directory	Washington State	paid print listing (online listing free of charge with paid print listing)
Skagit Visitors Guide Grow Skagit	visitors to Skagit county	paid print listing
Skagit Publishing (Tulip Festival Guide, Explore Anacortes, and Skagit County Farm Map)	Visitors to Skagit County	Paid print listing & online listing

examples of annual publications

Waterside Magazine print magazine:

<https://www.watersidenw.com/>

<https://watersidenw.com/scavenger-hunt/> (scroll down to view magazine)

Skagit Visitors/Newcomers Guide print guide:

https://issuu.com/quycorp/docs/sq_final22_web

Washington State Farmers Market Directory print guide: hard copy available at 611 R Avenue
(sample image below) “find a farmers market” online listing

<http://wafarmersmarkets.org/washingtonfarmersmarketdirectory/>

Sustainable Connections (WA Food & Farm Finder)

<https://sustainableconnections.org/anacortes-farmers-market/>

<https://eatlocalfirst.org/wa-food-farm-finder/> (map application)

Skagit Publishing

https://issuu.com/skagitpublishing/docs/2022_tulip_festival

<https://issuu.com/skagitpublishing/docs/exploreanacortes2022web>

(I cannot find the current Farm Map online, but can provide our ad copy, if needed)

additional documentation available upon request

Application

Project Detail

Project name	Anacortes Music Project
Date(s) of project	2023
Amount of funding requested	\$27,175
Type of qualifying project	☒ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Music Project
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	EIN#: 81-5421883
Contact name	Sommer Carter
Mailing address	PO Box 1903
Email address	sommerleecartre@yahoo.com
Phone	206-491-5003

Project Questionnaire

Describe your project.

Anacortes Music Project has been a 501(c) 3 nonprofit since 2017. We are a community of musicians and listeners who display, document, perform, learn and play! We inspire people to take an active part in creating and attending our many and diverse musical events.

Describe with specificity what aspects of your project you would spend the requested funds on.

- 1.Show Chime: Anacortes' unique monthly music events calendar and magazine distributed in town and on line. This publication promotes all music events and venues in Anacortes. Funds would cover half of this expense.
- 2.Music Festivals: AMP produces three local music festivals each year.
- 3.Social media team promoting via FaceBook, Instagram with photos and video which has increased our viewership and reach significantly.
- 4.Posters and Advertisement in town and throughout Skagit and Whatcom Co.

Promotion

Describe how you will promote your project to attract tourists.

Show Chime and our online social media presence is our best and primary form of advertising, including linking our events with other music promotion entities throughout the region.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We promote all Anacortes dining and lodging information details on our website and through social media.

Budget

Describe the overall budget for your project and entire budget costs.

Show Chime: Design, editing, distribution, website and social media promotion of all music events in Anacortes: \$12000

Monthly Social media promotion of ALL music happenings in Anacortes: \$6000

Photography/ video production: \$3000

February (Prom for adults) Event: \$5000

FESTIVALS: (Band fees, rentals (venue, bathrooms, lights, sound equipment), insurance, toilets, security, green room, promotion.

Shipwreck Fest: \$4100

AMP Fest: \$11,500

Yule Bizarre: \$3200

AMP Camp for Teens: \$5000

Total: \$49,800

What amount of that budget are you requesting from the city?

\$27,175. Please see attached breakdown of request.

What would you cut from your proposed project if your application is not fully funded?

Nothing. We would pursue increased sponsorships from local business, beseech additional volunteers.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	2100	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	630	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	n/a	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	63	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	n/a	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	n/a	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Crowd survey: raise of hands. We estimate 30% of attendance from outside of Anacortes.10% stay in paid accommodations Our biggest events are free and open to the public. .

Describe the prior success of your project in attracting tourists.

We have made a more concerted effort to bring in substantial people from the broader Skagit Valley, Bellingham and the islands. Our events have grown in attendance and beer/ food truck sales.

Describe your target tourist audience (location, demographics, etc.)

All ages. Skagit, Whatcom, Island and Everett Counties.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Budget request 2023

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Sommer Carter TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Sommer Carter
Title	AMP Board President
Organization	Anacortes Music Project

2023 AMP Festivals:

July- Shipwreck Music Festival

September- AMP Music Festival

December- Yule Bizarre

REQUEST: \$27,175

Wages: \$3750

Bands: \$4500

Sound: \$1150

Restrooms: \$900

Venue Rental: \$700

Insurance: \$675

Security: \$500

Marketing- Show Chime: \$6000

Marketing- Social Media, Ads: \$6000

Photography/video: \$3000

*attached to 2023 application

Application

Project Detail

Project name	Anacortes Outdoor Expo
Date(s) of project	April 1 & 2, 2023
Amount of funding requested	30,000
Type of qualifying project	☐ • Tourism Promotion/Marketing ☐ • Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	J Slocum Ventures, LLC
Type of applicant	☐ Individual ☐ Non-profit corporation ☐ Public agency ☐ Other: enter text.LLC
Federal tax ID #	85-2817104
Contact name	Jessica Slocum
Mailing address	PO BOX 265, Anacortes, WA 98221
Email address	Jessica@jslocummarine.com
Phone	360.348.5544

Project Questionnaire

Describe your project.

This is an opportunity for local recreation providers to display, promote and prebook all the offerings that generate tourism activities in this area.

Examples: kayak tours, boating charters, sailing lessons and certifications, dive lessons and tours, whale watching, rock climbing lessons, fishing charters, bird watching, guided tours, paddleboard rentals, kids summer camps and more.

The goal is to provide an opportunity for local recreation businesses to connect in person with the public and secure revenue for the remainder of the year, which will also contribute to more hotel stays and bring people back again in 2023.

Describe with specificity what aspects of your project you would spend the requested funds on.

Being a new event, the funds would go toward initial set up, creations such as logos, website, planning, event space, staffing and promotion.

Promotion

Describe how you will promote your project to attract tourists.

creation of logo and website

Social media

Email

Print advertising
Online advertising
radio

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Via coordination with the chamber of commerce and sponsor opportunities

Budget

Describe the overall budget for your project and entire budget costs.

\$60,000

What amount of that budget are you requesting from the city?

30,000

What would you cut from your proposed project if your application is not fully funded?

The entire project, we are offering to plan and coordinate a new event to kick start the local economy early in the year. Being in business now for 2 years now and open 7 days a week, we see how dismal tourism is in the winter and early spring. We would need full funding to move forward.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	1000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	400	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	unknown	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	300	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	200	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	600	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Advance ticket registration through eventbrite captures home addresses and can be customized.

Describe the prior success of your project in attracting tourists.

This is a proposal for a new event to be hosted by a local small business owner. I am also an outdoor enthusiast with an emphasis on marine activities. Skagit County has so many amazing things to do with many new people moving to the area. We need a local activity that is earlier in the year to kick start tourism and to support the local outdoor recreation economy.

Describe your target tourist audience (location, demographics, etc.)

Families and outdoor recreation enthusiasts. This will be a family friendly event, we would love to attract parents looking for summer camps for kids, couples and individuals looking for recreation ideas.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Flyer 3 page draft copy

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Jessica R Slocum TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Jessica Slocum
Title	CEO
Organization	J Slocum Ventures, LLC. DBA Anacortes Outdoor Expo

ANACORTES OUTDOOR EXPO

APRIL 1-2, 2023

40+ LOCAL OUTDOOR RECREATION EXHIBITORS

- **FREE** FAMILY FRIENDLY EVENT
- Whale Watching, Kayak Tours, Rock Climbing
Archery, Charter Companies, Sailing Instruction & More
- **Mini Classes & Speakers**
- **food vendors on site**



OPTION TO PRE-BOOK APPOINTMENTS WITH EXHIBITORS



YOUR NEXT ADVENTURE AWAITS



register at
www.anacortesoutdoorexpo.com

MORE INFO

(360) 348-5544

REGISTER
NOW



DRAFT

EXHIBITOR INFORMATION

REGISTRATION IS OPEN!

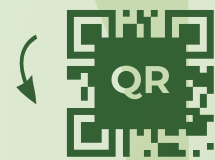


APRIL 1-2, 2023

PORT OF ANACORTES- TRANSIT SHED

We will bring the regions outdoor enthusiasts to you!
Attendees can pre-book appointments at your booth.
Book recreation activities or sell your products on-site

Scan here



@anacortesoutdoor

BOOTH OPTIONS

10x20

\$750

For large items such as kayaks

10x10

\$375

Sales of small items or to display your services

Appointment Setter Table

\$250

Includes space for a banner, bar height table,
2 chairs, power for laptop.



Mini Class &
Speaker
Opportunities



Sponsor
Opportunities
Available

MORE INFO

(360) 348-5544

Follow Us ☆☆☆ @anacortesoutdoor

www.anacortesoutdoorexpo.com

📍 Port of Anacortes- Transit Shed



**REGISTER
NOW**

DRAFT

SPONSOR OPPORTUNITIES

APRIL 1-2, 2023

PRESENTING SPONSOR \$7,000

(*Exclusive) Presenting sponsor receives business name or logo on all marketing materials, 10x10 booth included, 5 event t-shirts, 2 onsite banner placements

MAIN STAGE SPONSOR \$5,000

(*Exclusive) Main Stage sponsor receives business name or logo on all marketing material, 10x10 booth included, 5 event t-shirts, on stage advertisement & mention before and after speaking seminars.

MEDIA SPONSOR \$3,000

Media Sponsor receives mention in all advertising, 10x10 booth included, 5 event t-shirts

TICKET & TICKET BOOTH SPONSOR \$2,500

(*Exclusive) Ticket & Ticket Booth Sponsor will receive banner at check in table and logo on event registration website and all communications with attendees

SWAG BAG SPONSOR \$1,000

(*Exclusive) Swag Bag Sponsor receives exclusive logo on canvas bags given away upon entry

SUPPORTER OF NEW EVENTS \$500

Supporter of New Events Sponsor receives social media mentions, 5 event t-shirts, business name or logo in all event communications

YOUR NEXT ADVENTURE AWAITS



register at
www.anacortesoutdoorexpo.com

MORE INFO

(360) 348-5544



REGISTER
NOW

Application

Project Detail

Project name	Seafarers Cup
Date(s) of project	March 18-19, 2023 (ESTIMATE)
Amount of funding requested	\$2,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	ANACORTES WATERFRONT ALLIANCE (AWA)
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	26-3620852
Contact name	AMY HONG
Mailing address	1809 COMMERCIAL AVE, SUITE 201
Email address	amyleehong@gmail.com
Phone	925-817-0100

Project Questionnaire

The Anacortes Waterfront Alliance (AWA) is a local 501(c)(3) non-profit organization focused on waterfront access and programming. Our goal is to establish an annual Northwest Interscholastic Sailing (NWISA) regatta hosted at Seafarers Memorial Park. 2022 was our inaugural year and was a smashing success. We strongly believe that this 2-day event will once again bring 300+ visitors and participants to Anacortes, resulting in increased sales of overnight lodging, meals, tours, gifts, or souvenirs in our town.

Describe with specificity what aspects of your project you would spend the requested funds on.

We would spend the requested funds on student support service; a well stocked first aid station, restroom rental, food services and trophies.

Promotion

Describe how you will promote your project to attract tourists.

We will be promoting the 2-day regatta via local news, social media platforms, the high school sailing circuit and providing a "visitor guide" of Anacortes with the Notice of Race to participants.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

A "visitor guide" of Anacortes with lodging, business and restaurants listed

Budget

Describe the overall budget for your project and entire budget costs.

\$2,500

What amount of that budget are you requesting from the city?

\$2,000

What would you cut from your proposed project if your application is not fully funded?

[Click here to enter text.](#)

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	April 2022	month/year	month/year
Overall attendance	400	400	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	300	275	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	20	15	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	300	225	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	100	100	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	50	50	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

A travel survey will be sent out to each team participating in the regatta. In the survey coaches can note how many people from their teams stayed overnight in Anacortes and what type of accommodations they used.

Describe the prior success of your project in attracting tourists.

2022 was our first year hosting the "Seafarers Cup" but we addressed a need for more hosted regattas in our area of WA state, with over 175 registered sailors participating and teams from Oregon and all over WA state attending.

Describe your target tourist audience (location, demographics, etc.)

Families of high school aged sailors. Teams will be coming from Seattle, Portland, Olympia and other seaside ports around the PNW.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	AMY HONG TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	AMY HONG
Title	BOARD MEMBER
Organization	ANACORTES WATERFRONT ALLIANCE

Application

Project Detail

Project name	Experience Anacortes
Date(s) of project	January 1, 2023-December 31, 2023
Amount of funding requested	\$223,117.99
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Chamber of Commerce
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0534761
Contact name	Elizabeth Tyler
Mailing address	819 Commercial Ave Suite F, Anacortes, WA 98221
Email address	elizabeth@anacortes.org
Phone	(360) 293-7911

Project Questionnaire

Describe your project.

The Anacortes Chamber of Commerce, acting as the community's Destination Marketing Organization (DMO) – Experience Anacortes – is seeking funding to continue its efforts to promote both the city and the island to the traveling public. Our plans for 2023 will incorporate elements of the City/Port Maritime and Tourism Strategic Plans, as well as promotions from the new Skagit TPA and Washington State Tourism. We will continue to build on the strong relationships we have established with our partners over the years, and we will work to expand promotions through digital advertising.

Describe with specificity what aspects of your project you would spend the requested funds on.

An itemized plan of proposed spending avenues is included in the attached budget.

Promotion

Describe how you will promote your project to attract tourists.

We focus on visitors traveling more than 50 miles, and we highlight the many activities Fidalgo Island has to offer, including food, shopping, nature exploration, community events, and local arts and culture. Our main goal is to promote the island as a destination in and of itself, encouraging visitors to stay and enjoy Anacortes as a vacation destination. We also target visitors passing through Anacortes on their way to use the Washington State Ferry system, promoting the reservation system as an opportunity to explore Anacortes before departing.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We will continue to promote businesses, restaurants, and lodging establishments by driving traffic to the Anacortes.org website – we include the URL in all of our year-round event and experience advertising. We redirect our digital ad links to the most appropriate landing pages for each audience and track the campaign using custom parameters created with a Google Analytics tool.

Budget

Describe the overall budget for your project and entire budget costs.

Our total budget with city funding, chamber in-kind, and non-chamber in-kind value is \$499,031.54

What amount of that budget are you requesting from the city?

45%

What would you cut from your proposed project if your application is not fully funded?

If we are not fully funded, I will propose cutting the SeaTac advertising.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	2022	2020	2019
Overall attendance	74,000	72,000	68,000	72,000
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	60,000	58,000	52,000	58,000
Number of people traveling from another country or state outside of their place of residence or their business	1800	1600	400	1700
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	40,000	40,000	35,000	40,000
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	38,000	38,000	36,000	38,000
Number of attendees who did not pay for overnight lodging	36,000	34,000	32,000	34,000

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Google Analytics and our other marketing agency dashboards track our web-based promotions in real time and allows us to see website visitors' behaviors as they interact with our content. Social media usage is steadily increasing, and we use Facebook and Instagram Insights to determine where our potential guests live and where they interact with us. We also collect information at the point of sale for ticketed events such as Bier on the Pier and the Uncorked Festival, such as location, how they heard about the event, and how much money was spent at local establishments while in town. When possible, we collaborate with event coordinators at other events, such as the Boat and Yacht Show, to collect data from guests who are willing to voluntarily share it with us. We also survey guests following events in order to collect data on how much time they spend in town and what types of activities they engage in other than events.

Describe the prior success of your project in attracting tourists.

Since 2008, Anacortes has seen consistent growth in hotel/motel tax and sales tax revenue (especially during the summer months). We've also seen an increase in the number of ticket pre-sales, with both Bier on the Pier and the Uncorked Festival selling out before the event.

Describe your target tourist audience (location, demographics, etc.)

We have created a multi-level marketing plan with campaigns targeted to affluent travelers and families who can spend two or more nights away from home, international travelers, and Washington travelers looking for a weekend getaway. Based on Google Analytics data, we target prospective guests in British Columbia and Washington State, as well as cities in the United States. We are continuing to expand our international reach with some of our most well-known partners, including the Cascade Loop Association, Experience WA, and Scenic WA. We've had success working with travel writers, and we intend to keep bringing in people we meet at travel shows and conferences. There has been an increase in travel among millennials and we are making concerted efforts to craft messages that speak to them through their preferred channels (mostly digital/social). To stay on track with DMO best practices for 2023, we're expanding our digital media content and focusing on story telling. This will include sponsored articles in My Northwest, The Seattle Times; commercials viewable via connected TV devices, and YouTube video ads. Furthermore, we encourage outdoor adventurers to visit the island and responsibly explore the forests, waterfront, and incredible natural resources that surround us. We encourage them to make Anacortes their home base for Skagit County travel!

Attachments

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List the titles of any attachments you have included with this application:

2023 Experience Anacortes Marketing Proposal

Certification

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Signature	Elizabeth Tyler TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Elizabeth Tyler
Title	Marketing & Membership Director
Organization	Anacortes Chamber of Commerce



2023 Marketing Budget Proposal

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
EXPENSES I - MARKETING													
MANAGEMENT													
ADMINISTRATION													
PORTION OF MARKETING DIRECTOR SALARY	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 20,000.00
SUBTOTAL	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 20,000.00
PROFESSIONAL DEVELOPMENT + LEADERSHIP													
TOURISM CONFERENCES													
WA STATE TOURISM CONFERENCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	500.00	\$ -	\$ -	\$ 500.00
TOURISM BOARDS + MEMBERSHIPS													
WTA, WSDMO, & CASCADE LOOP ASSOCIATION	\$ -	\$ -	\$ -	\$ -	\$ 550.00	\$ -	\$ -	\$ -	\$ 600.00	499.00	\$ -	\$ -	\$ 1,649.00
SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ 550.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 999.00	\$ -	\$ -	\$ 2,149.00
PRINT & DIGITAL ADVERTISING													
BONNEVILLE SEATTLE													
MY NORTHWEST SPONSORED ARTICLES + SOCIAL MEDIA, GEOFENCING TARGETED DISPLAY ADS + YOUTUBE ADS	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 27,600.00
CASCADE LOOP ASSOCIATION													
FULL PAGE TRAVEL GUIDE, FEATURED WEB LISTING, SOCIAL MEDIA (4 POSTS PER MONTH), + 1 EMAIL NEWSLETTER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,480.00	\$ -	\$ -	\$ -	\$ 5,480.00
CLEAR CHANNEL OUTDOOR													
DIGITAL NETWORK ADVERTISING AT SEATAC INTERNATIONAL AIRPORT	\$ -	\$ -	\$ 12,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00	\$ -	\$ -	\$ -	\$ 25,000.00
ENCORE MEDIA													
1/6 PAGE ADS IN PACIFIC NW BALLET, SEATTLE CHILDREN'S THEATRE, SEATTLE REPERTORY THEATRE, SEATTLE SYMPHONY, AND SEATTLE THEATRE GROUP	\$ 463.12	\$ 822.93	\$ 660.37	\$ 822.94	\$ 822.93	\$ 653.14	\$ 653.14	\$ 463.12	\$ 822.93	\$ 822.93	\$ -	\$ -	\$ 7,007.55
NATIONAL EVENT PUBLICATIONS													
1/4 PAGE SEATTLE SEAHAWKS YEARBOOK	\$ -	\$ -	\$ 2,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00
PARENTMAP													
HALF PAGE ADS IN SPRING AND FALL FAMILY TRAVEL PLANNERS	\$ -	\$ -	\$ -	\$ -	\$ 6,076.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,076.00
PORT OF SEATTLE													
SPOTLIGHT TOURISM PROGRAM ADVERTISING AT SEATAC INTERNATIONAL AIRPORT	\$ -	\$ -	\$ 2,191.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,191.00	\$ -	\$ -	\$ -	\$ 4,382.00
PREMIER MEDIA GROUP													
1/2 PAGE ADS NW TRAVEL & LIFE, SPRING & FALL TRAVEL PLANNERS	\$ 2,785.00	\$ 725.00	\$ 2,785.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,785.00	\$ 1,250.00	\$ -	\$ -	\$ 10,330.00
PREMIER MEDIA GROUP													
1/3 PAGE AD IN 425 MAGAZINE, WEBSITE CONTENT/DIGITAL ADS	\$ -	\$ -	\$ 595.00	\$ 595.00	\$ 595.00	\$ -	\$ -	\$ 595.00	\$ 1,800.00	\$ 595.00	\$ 595.00	\$ -	\$ 5,370.00
SAGACITY MEDIA													
1/6 PAGE AD IN FALL EDITION, SEATTLE MET MAGAZINE ARTICLE + SOCIAL MEDIA/DIGITAL/WEBSITE	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 1,192.00	\$ -	\$ -	\$ 5,192.00
SCENICWA													
FULL PAGE ADS IN VISTOR'S GUIDE & WTA DISTRUTED MAP, 4 SOCIAL MEDIA POSTS IN 365 THINGS TO DO IN WA STATE, WEB LISTING, EMAIL TO SUBSCRIBERS, AND PREMIUM AD PLACEMENT	\$ -	\$ -	\$ 9,290.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,290.00
SEATTLE GAY NEWS													
1/2 PAGE ADS, WEBSITE/DIGITAL ADS, SPONSORED POSTS	\$ 300.00	\$ 240.00	\$ 2,460.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 300.00	\$ 4,500.00
SEATTLE MEDIA SOLUTIONS													
3 SPONSORED ARTICLES IN THE SEATTLE TIMES +WEBSITE/ SOCIAL MEDIA ENHANCEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
SEATTLE'S CHILD													
SPRING & FALL TRAVEL PLANNERS	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
SKAGIT VALLEY TULIP FESTIVAL													
BUSINESS CARD AD IN FESTIVAL GUIDE	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00
SOUTHEAST PUBLICATIONS													
FIDALGO RV RESORT MAP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 559.00	\$ -	\$ -	\$ -	\$ -	\$ 559.00

	SUBTOTAL	\$ 6,348.12	\$ 6,087.93	\$ 36,581.37	\$ 4,367.94	\$ 9,943.93	\$ 3,103.14	\$ 4,103.14	\$ 4,067.12	\$ 36,548.93	\$ 11,789.93	\$ 3,045.00	\$ 2,600.00	\$ 128,586.55	
MARITIME STRATEGIC PLAN PUBLICATIONS															TOTAL
ANACORTES BOAT & YACHT SHOW		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	
MARKETING SPONSORSHIP															
FINE EDGE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	\$ -	\$ -	\$ -	\$ -	\$ 2,200.00	
FULL PAGE AD IN WAGGONER CRUISING GUIDE															
NORTHWEST MARITIME CENTER		\$ 839.00	\$ 839.00	\$ 839.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,199.00	\$ -	\$ 839.00	\$ -	\$ 5,555.00	
1/2 PAGE ADS IN 48 NORTH, FULL PAGE IN WOODEN BOAT															
SUNCRUISER PUBLISHING		\$ -	\$ 1,975.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,975.00	
FULL PAGE AD + ARTICLE															
SUBTOTAL		\$ 839.00	\$ 2,814.00	\$ 839.00	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 2,200.00	\$ 2,199.00	\$ -	\$ 839.00	\$ -	\$ 14,730.00	
BILLBOARD															TOTAL
IMAGE 360			\$ 1,818.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,818.80	
WRAPPER / DESIGN / PRODUCTION / INSTALL / SLIDERS															
DOT TAX / LEASE		\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 84.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 1,002.52	
SUBTOTAL		\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 84.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 83.46	\$ 2,821.32	
CONTRACTORS															TOTAL
LOCAL & TRAVELING WRITERS + CONTENT CREATORS		\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 5,400.00	
PHOTOGRAPHY CAMPAIGNS		\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 5,000.00	
FOR NEW ADVERTISING, MARKETING & PROMOTIONS CONTENT															
SUBTOTAL		\$ 450.00	\$ 450.00	\$ 2,950.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 2,950.00	\$ 450.00	\$ 450.00	\$ 450.00	\$ 10,400.00	
MEDIA															TOTAL
LAST CHANCE PRODUCTIONS															
DIGITAL MEDIA & COMMERCIAL PUBLISHER		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	
VIA CONNECTED TV DEVICES, APPLE MUSIC, + SPOTIFY															
SUBTOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ 3,000.00	
DESTINATION GUIDE/MAGAZINE/BROCHURE															TOTAL
MOSSBERG		\$ 13,610.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,610.00	
PRINTED MATERIALS - TRI-FOLD BROCHURE															
CERTIFIED FOLDER DISPLAY SERVICE, INC		\$ 13,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,500.00	
WASHINGTON STATE FERRY DISTRIBUTION															
SUBTOTAL		\$ 27,110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,110.00	
TECHNOLOGY															TOTAL
MAILCHIMP		\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 205.63	\$ 2,467.56	
EMAIL SOFTWARE - 20,000 SUBSCRIBERS															
SURVEY MONKEY		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650.00	\$ -	\$ -	\$ -	\$ 650.00	
SOFTWARE TO HELP CREATE BETTER TARGETED CAMPAIGNS															
DEI CREATIVE		\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	
WEBSITE MAINTENANCE, SUPPORT LOCAL ANNUAL FEE															
BLUE HOST		\$ 68.97	\$ 77.68	\$ -	\$ 68.97	\$ -	\$ -	\$ 68.97	\$ -	\$ -	\$ 68.97	\$ -	\$ -	\$ 353.56	
WEBSITE DOMAIN HOSTING, WEBSITE SERVERS															
SUBTOTAL		\$ 3,274.60	\$ 283.31	\$ 205.63	\$ 274.60	\$ 205.63	\$ 205.63	\$ 274.60	\$ 205.63	\$ 855.63	\$ 274.60	\$ 205.63	\$ 205.63	\$ 6,471.12	
BIER ON THE PIER															TOTAL
4IMPRINT		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	
PRINT ADS WITH LOGO															
SKAGIT MARKETING		\$ -	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450.00	
BEER FEST MARKETING SPONSORSHIP + JOINT ADVERTISING															
SKAGIT PUBLISHING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ 600.00	
POST IT NOTE, DIGITAL AND PRINT ADS, EMAIL TO SUBSCRIBERS															
SOCIAL MEDIA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 1,000.00	
FACEBOOK & INSTAGRAM ADS															
SUBTOTAL		\$ -	\$ 450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 3,100.00	\$ -	\$ -	\$ -	\$ 4,050.00	
COASTAL CHRISTMAS															TOTAL
SKAGIT PUBLISHING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00	
POST IT NOTE, DIGITAL AND PRINT ADS, EMAIL TO SUBSCRIBERS															
SOCIAL MEDIA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	
FACEBOOK & INSTAGRAM ADS															
SUBTOTAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 1,100.00	\$ -	\$ 1,600.00	
ANACORTES UNCORKED															TOTAL
SKAGIT PUBLISHING		\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	
POST IT NOTE, DIGITAL AND PRINT ADS, EMAIL TO SUBSCRIBERS															
SOCIAL MEDIA		\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	
FACEBOOK & INSTAGRAM ADS															
SUBTOTAL		\$ -	\$ 500.00	\$ 1,100.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	

WATERFRONT FESTIVAL																TOTAL										
SKAGIT PUBLISHING																										
POST IT NOTE, DIGITAL AND PRINT ADS, EMAIL TO SUBSCRIBERS	\$	-	\$	-	\$	-		\$	600.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600.00	
SUBTOTAL	\$	-	\$	-	\$	-	\$	-	\$	600.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	600.00
EXPENSES I - MARKETING TOTAL	\$	39,771.85	\$	12,335.37	\$	43,426.13	\$	6,842.67	\$	13,500.69	\$	10,508.90	\$	6,577.87	\$	9,672.88	\$	48,003.69	\$	15,763.66	\$	7,389.76	\$	8,005.76	\$	223,117.99
EXPENSES II - IN KIND																										
CHAMBER																										
ADMINISTRATION																										
PORTION OF MARKETING DIRECTOR SALARY + BENEFITS	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	15,000.00
ADOBE CREATIVE SUITE																										
GRAPHIC DESIGN & VIDEO EDITING SOFTWARE	\$	-	\$	-	\$	-	\$	-	\$	339.50	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	339.50
COMMUNITY EVENTS																										
BIER ON THE PIER, UNCORKED FESTIVAL, WATERFRONT FESTIVAL, AND COASTAL CHRISTMAS EXPENSES	\$	104.00	\$	3,991.00	\$	7,312.00	\$	72,105.05	\$	13,381.00	\$	1,391.00	\$	573.00	\$	1,500.00	\$	84.00	\$	40,913.00	\$	1,034.00	\$	5,000.00	\$	147,388.05
FURIN & CO/CHAMBER STAFF																										
BOOKKEEPING	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	1,440.00
GREAT AMERICA FINANCIAL SERVICES																										
COPIER/PRINTER	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	2,400.00
GROWTH ZONE																										
DIRECTORY DATABASE	\$	1,800.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,800.00
OFFICE SUPPLY STORES																										
ENVELOPES, BUSINESS CARDS, MISC SUPPLIES	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	1,000.00
SUBTOTAL	\$	3,557.33	\$	5,644.33	\$	8,965.33	\$	73,758.38	\$	15,373.83	\$	3,044.33	\$	2,226.33	\$	3,153.33	\$	1,737.33	\$	42,566.33	\$	2,687.33	\$	6,653.33	\$	169,367.55
EXPENSES II - IN KIND TOTAL	\$	3,557.33	\$	5,644.33	\$	8,965.33	\$	73,758.38	\$	15,373.83	\$	3,044.33	\$	2,226.33	\$	3,153.33	\$	1,737.33	\$	42,566.33	\$	2,687.33	\$	6,653.33	\$	169,367.55
EXPENSES III - IN KIND																										
NON CHAMBER																										
ANACORTES BOAT & YACHT SHOW																										
PARTNERSHIP WITH NMTA - SHOW OPERATING COSTS	\$	-	\$	-	\$	-	\$	-	\$	74,799.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	74,799.00
VOLUNTEER HOURS																										
WA VOLUTEER WAGE OF \$29.95	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	31,747.00
SUBTOTAL	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	77,444.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	106,546.00
EXPENSES III - IN KIND TOTAL	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	77,444.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	2,645.58	\$	106,546.00
EXPENSES I - MARKETING TOTAL																										
EXPENSES II - CHAMBER IN KIND TOTAL																										
EXPENSES III - NON CHAMBER IN KIND TOTAL																										
TOTAL PROJECT BUDGET	\$	45,974.76	\$	20,625.28	\$	55,037.04	\$	83,246.63	\$	106,319.10	\$	16,198.81	\$	11,449.78	\$	15,471.79	\$	52,386.60	\$	60,975.57	\$	12,722.67	\$	17,304.67	\$	499,031.54



EXPERIENCE ANACORTES

YOUR ISLAND GETAWAY

Anacortes trails meander through 2,800 acres of forests, meadows, wetlands, lakes, and offer spectacular woodland and seascape views. With over 50 miles of multiple-use trails, it's easy to choose a route to explore and find your favorite Fidalgo Island hike.



ANACORTES.ORG



Anchored by a vibrant, friendly downtown, and
surround by water... infinite adventures await.

ANACORTES.ORG



— EXPERIENCE —

ANACORTES

Anchored by a vibrant, friendly
downtown, and surrounded by water,
infinite adventures await.

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EXPERIENCE

ANACORTES

YOUR ISLAND GETAWAY

Situated on a drive-to island, Anacortes is a vibrant coastal community offering the ultimate Northwest getaway. Spend a day or weekend experiencing everything from seaside recreation to exploring forestlands, casual cafes to elegant dining, quirky to sophisticated shopping and unique accommodations.

ANACORTES.ORG



An inspiring world of natural wonder lies just ahead as you step into the renowned forest lands of Anacortes on Fidalgo Island. One of the most amazing assets of this island city is ownership of almost 3,000 acres of protected forests - a precious collection of parcels featuring not only towering trees but rocky bluffs, beaches, wetlands, and lakes.

ANACORTES.ORG



EXPERIENCE
ANACORTES
YOUR ISLAND GETAWAY

Anchored by a vibrant, friendly downtown, and
surrounded by water, infinite adventures await.



anacortes.org

Application

Project Detail

Project name	Anacortes Visitors
Date(s) of project	January 1, 2023-December 31, 2023
Amount of funding requested	\$85,116.29
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Chamber of Commerce
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-0534761
Contact name	Elizabeth Tyler
Mailing address	819 Commercial Ave Suite F, Anacortes, WA 98221
Email address	elizabeth@anacortes.org
Phone	(360) 293-7911

Project Questionnaire

Describe your project.

The Anacortes Visitor Center is a hub for information about all things Anacortes. Led by our Operations Director, our volunteer staff of 15 work directly with guests to provide information on local businesses, hiking, boating, directions to local attractions and parks, upcoming events, and so much more. Throughout the year we have an average 15,000 folks come to the visitor's center, 1,200 folks that call for information, and 1,000 folks that request to have tourism and/or relocation packets mailed to them. We also provide information via our website, Anacortes.org, that has an average of 150,000 visitors each year with more than 800,000 pages viewed. In addition to the visitor's center, we are requesting funding for the Coastal Christmas event, which attracts tourists to visit Anacortes as a Christmas destination, public restrooms, town crier, and city beautification projects.

Describe with specificity what aspects of your project you would spend the requested funds on.

The funding requested will go directly to rent/utilities/services/taxes; office supplies; city beautification projects and events, technology upgrades, and volunteer appreciation.

Promotion

Describe how you will promote your project to attract tourists.

We promote the Visitor Information Center as the cornerstone of Anacortes vacation planning. We include contact information and our website on advertisements so folks can get a jump start on their planning and we make sure they know the visitor's center is a central location to most things on the island and can easily be made a first stop to gather information.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Our Visitor Information Center holds hundreds of brochures for businesses, recreation areas, and places to stay. We curate packets based on each visitors interests and needs and encourage them to stay in Anacortes for the duration of their trip. Coastal Christmas events are held in the evening, with several reminders to visit open shops and restaurants on Commercial Avenue.

Budget

Describe the overall budget for your project and entire budget costs.

Our total project budget is \$197,687.54

What amount of that budget are you requesting from the city?

43%

What would you cut from your proposed project if your application is not fully funded?

If we are not fully funded, we would need to evaluate which beautification projects we can move forward with.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	2022	2020	2019
Overall attendance	15,500	15,000	2,061	14,590
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	11,000	10,950	1,505	10,651
Number of people traveling from another country or state outside of their place of residence or their business	7,000	6,900	948	6,711
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes				
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)				
Number of attendees who did not pay for overnight lodging				

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We use Survey Monkey, an online software, to track data received from guests. We also use Google Analytics reports to track geo-locations and interests.

Describe the prior success of your project in attracting tourists.

Since 2014, the Visitor Information Center has helped more than 117,480 people plan their stay in Anacortes.

Describe your target tourist audience (location, demographics, etc.)

We have advertising campaigns targeted to affluent travelers and families who can spend two or more nights away from home, international travelers, and Washington travelers looking for a weekend getaway. Based on Google Analytics data, we target prospective guests in British Columbia and Washington State, as well as cities in the United States. We are continuing to expand our international reach with some of our most well-known partners, including the Cascade Loop, Washington Tourism Alliance, and Scenic WA.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

2023 Visitors Proposal

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Elizabeth Tyler TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Elizabeth Tyler
Title	Marketing & Membership Director
Organization	Anacortes Chamber of Commerce



2023 Visitors Budget Proposal

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL				
EXPENSES I																		
VISITOR'S INFORMATION CENTER RENT/UTILITIES/SERVICES/TAXES														TOTAL				
ADT SECURITY																		
PANIC BUTTON	\$	75.44	\$	75.44	\$	75.44	\$	75.44	\$	75.44	\$	75.44	\$	75.44	\$	905.30		
CITY FIBER NETWORK																		
INTERNET SERVICE	\$	55.45	\$	55.45	\$	55.45	\$	55.45	\$	55.45	\$	55.45	\$	55.45	\$	665.40		
JULIE VEST CLEANING																		
CLEANING SERVICES	\$	160.00	\$	160.00	\$	160.00	\$	160.00	\$	160.00	\$	160.00	\$	160.00	\$	1,920.00		
INTERMAX																		
PHONE SYSTEM	\$	90.00	\$	90.00	\$	90.00	\$	90.00	\$	90.00	\$	90.00	\$	90.00	\$	1,080.00		
PUGET SOUND ENERGY																		
POWER	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	1,200.00		
RENT																		
CHAMBER CONDO DUES	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	2,000.00		
SKAGIT COUNTY TREASURER																		
PROPERTY TAXES	\$	-	\$	-	\$	1,500.00	\$	-	\$	-	\$	-	\$	-	\$	1,500.00		
SURVEY MONKEY																		
SOFTWARE TO HELP CREATE BETTER TARGETED CAMPAIGNS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	550.00	\$	-	\$	550.00		
SUBTOTAL	\$	647.56	\$	647.56	\$	2,147.56	\$	647.56	\$	647.56	\$	1,197.56	\$	647.56	\$	9,820.70		
VISITOR'S INFORMATION CENTER SUPPLIES																		
HOW IT WORKS																		
#10, #9, AND 9X13 ENVELOPES, POSTCARDS, RACK CARDS	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	100.00	\$	1,200.00		
POSTAGE																		
FOR TOURISM/RELOCATION PACKETS	\$	60.00	\$	60.00	\$	60.00	\$	250.00	\$	250.00	\$	250.00	\$	60.00	\$	1,670.00		
ELECTRONIC BUSINESS MACHINES																		
COPIER/PRINTER	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	200.00	\$	2,400.00		
CITY OF ANACORTES/PARKS & RECREATION																		
TRAIL MAPS	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	1,800.00		
SUBTOTAL	\$	510.00	\$	510.00	\$	510.00	\$	700.00	\$	700.00	\$	700.00	\$	510.00	\$	7,070.00		
PUBLIC RESTROOM																		
PUGET SOUND ENERGY																		
POWER	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	150.00	\$	350.00	\$	2,000.00
JULIE VEST CLEANING																		
CLEANING	\$	300.00	\$	300.00	\$	300.00	\$	300.00	\$	300.00	\$	300.00	\$	300.00	\$	300.00	\$	3,600.00
SUBTOTAL	\$	450.00	\$	450.00	\$	450.00	\$	450.00	\$	450.00	\$	450.00	\$	450.00	\$	650.00	\$	2,000.00

TECHNOLOGY																			TOTAL
WHIDBEY TECH SOLUTIONS																			
IT SUPPORT	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$ 600.00
KIOSK PROJECT: DISPLAYS 2 GO																			
DISPLAY STAND INSTALLATION	\$	200.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 200.00
SUBTOTAL	\$	250.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$	50.00	\$ 800.00
VOLUNTEER APPRECIATION																			TOTAL
MONTHLY MEETING																			
PASTRIES & COFFEE	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$ 720.00
APPRECIATION PARTIES																			
FOOD, GIFTS, RECOGNITION CERTIFICATES, AND DÉCOR	\$	-	\$	-	\$	-	\$	-	\$	1,825.00	\$	-	\$	-	\$	-	\$	-	\$ 1,825.00
SUBTOTAL	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	1,885.00	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$ 4,370.00
TOWN CRIER																			
MISC. EXPENSES	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$ 2,000.00
SUBTOTAL	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$	166.67	\$ 2,000.00
BEAUTIFICATION																			
PUGET SOUND ENERGY																			
POCKET PARK POWER	\$	14.60	\$	14.60	\$	14.60	\$	14.60	\$	14.60	\$	14.60	\$	14.60	\$	14.60	\$	14.60	\$ 175.20
CHANNEL VIEW FARMS																			
HANGING FLOWER BASKETS & PLANTERS	\$	-	\$	-	\$	-	\$	4,237.76	\$	-	\$	-	\$	-	\$	-	\$	4,237.76	\$ 8,475.52
SIDEWALK PLANTER PROJECT																			
PLANTERS ON COMMERCIAL	\$	-	\$	-	\$	-	\$	500.00	\$	-	\$	500.00	\$	-	\$	-	\$	-	\$ 1,000.00
ANACORTES LIONS CLUB																			
FLAG	\$	-	\$	-	\$	-	\$	35.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 35.00
COMMERCIAL AVENUE BANNERS																			
PRINTING, HARDWARE,INSTALL, STORAGE, MAINTENANCE	\$	-	\$	7,425.00	\$	7,250.00	\$	1,100.00	\$	1,388.20	\$	-	\$	-	\$	-	\$	-	\$ 17,163.20
SUBTOTAL	\$	14.60	\$	7,439.60	\$	7,264.60	\$	5,852.36	\$	1,437.80	\$	514.60	\$	14.60	\$	14.60	\$	14.60	\$ 26,848.92
COASTAL CHRISTMAS																			TOTAL
LIGHTED ORNAMENTS FOR LIGHT POLES																			
LIGHTS, CORDS, & INSTALL	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,500.00	\$ 7,500.00
CHRISTMAS LIGHTS FOR COMMERCIAL AVENUE TREES																			
MAINTANENCE	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	5,000.00	\$ 5,000.00
HOLIDAY AND TREE LIGHTING																			
LIGHTS, DÉCOR, MAINTANENCE, EVENT SET UP, TROLLEY	\$	4,000.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 4,000.00
CHRISTMAS WREATH MAINTENANCE																			
14 NEW LIGHTED WREATHS/FOOD FOR VOLUNTEERS	\$	2,100.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	250.00	\$ 2,350.00
PACIFIC PARTY CANOPIES																			
STAGE, RISERS, AND CANOPY FOR TREE LIGHTING PERFORMANCES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	1,856.67	\$ 1,856.67
SUBTOTAL	\$	6,100.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	7,500.00	\$ 14,606.67
EXPENSES I TOTAL	\$	8,198.83	\$	9,323.83	\$	10,648.83	\$	7,736.59	\$	3,512.03	\$	4,413.83	\$	2,088.83	\$	2,088.83	\$	2,638.83	\$ 13,636.59
EXPENSES II - IN-KIND																			
CHAMBER																			TOTAL
ADMINISTRATION																			
PORTION OF OPERATIONS DIRECTOR SALARY + BENEFITS	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$	1,250.00	\$ 15,000.00
ADOBE CREATIVE SUITE																			
GRAPHIC DESIGN & VIDEO EDITING SOFTWARE	\$	-	\$	-	\$	-	\$	-	\$	339.50	\$	-	\$	-	\$	-	\$	-	\$ 339.50
FURIN & CO/CHAMBER STAFF																			
BOOKKEEPING	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$	120.00	\$ 1,440.00
OTHER CHAMBER STAFF HOURS	\$	411.81	\$	411.81	\$	411.81	\$	411.81	\$	411.81	\$	411.81	\$	411.81	\$	411.81	\$	411.81	\$ 4,941.75
OFFICE SUPPLY STORES																			
BUSINESS CARDS, MISC SUPPLIES	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$	83.33	\$ 1,000.00
SUBTOTAL	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	2,204.65	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$ 22,721.25
EXPENSES II - CHAMBER IN-KIND TOTAL	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	2,204.65	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$ 22,721.25
EXPENSES III - IN KIND																			

NON CHAMBER																	TOTAL
VISITOR INFORMATION CENTER																	
VOLUNTEER STAFFING 7 DAYS A WEEK	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$ 89,850.00
SUBTOTAL	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$ 89,850.00
EXPENSES III - NON-CHAMBER IN-KIND TOTAL	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$ 89,850.00
EXPENSES I TOTAL	\$	8,198.83	\$	9,323.83	\$	10,648.83	\$	7,736.59	\$	3,512.03	\$	4,413.83	\$	2,088.83	\$	2,088.83	\$ 85,116.29
EXPENSES II - CHAMBER IN-KIND TOTAL	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$	2,204.65	\$	1,865.15	\$	1,865.15	\$	1,865.15	\$ 22,721.25
EXPENSES III - NON-CHAMBER IN-KIND TOTAL	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$	7,487.50	\$ 89,850.00
TOTAL PROJECT BUDGET	\$	17,551.47	\$	18,676.47	\$	20,001.47	\$	17,089.23	\$	13,204.17	\$	13,766.47	\$	11,441.47	\$	11,441.47	\$ 197,687.54

Application

Project Detail

Project name	Fourth of July Fireworks Display 2023
Date(s) of project	July 4, 2023
Amount of funding requested	\$45,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	City of Anacortes/Anacortes Parks & Recreation
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	Click here to enter text.
Contact name	Jonn Lunsford
Mailing address	PO Box 547, Anacortes, WA 98221
Email address	jonn1@cityofanacortes.org
Phone	360-293-1918

Project Questionnaire

Describe your project.

The City of Anacortes hosts the community parade, patriotic program and fireworks display on the Fourth of July.

Describe with specificity what aspects of your project you would spend the requested funds on.

We are requesting funds to cover partial costs for the fireworks display. We typically contract with Western Display Fireworks.

Promotion

Describe how you will promote your project to attract tourists.

We estimate that over 25,000 people view the annual display and probably 500 or more visitors travel and spend the night for the festivities.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

This event is promoted through press releases, city social media posts and community publicity.

Budget

Describe the overall budget for your project and entire budget costs.

The fireworks in 2022 cost the city \$32,000 and an additional \$10,000 was donated for marine vessel use. We anticipate this will go up (again) significantly in 2023 due to shortages in the current economic climate. There are

also costs for tugs and barges that carry the fireworks and crew. These costs can add an additional \$10,000 to the event.

What amount of that budget are you requesting from the city?

We are requesting \$45,000 in LTAC funds.

What would you cut from your proposed project if your application is not fully funded?

The City provides support from many departments to prepare and execute the variety of events on the Fourth of July from set up for the day, town photo, parade and clean up. The absorption of these costs helps us to focus our request to LTAC on only the fireworks display.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	July 2022	month/year	month/year
Overall attendance	25,000	25,000	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	1000	1000	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	250	250	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	500	500	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	500	500	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	500	500	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will base our estimation on crowd size at the parade and other events on the Fourth.

Describe the prior success of your project in attracting tourists.

Typically, there are several thousand people who visit downtown for the events throughout the day and stay for the fireworks display.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is mostly families or retired adults vacationing in the area for the Fourth of July and their summer holiday.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.

- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Jon Lunsford TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Jon Lunsford
Title	Director
Organization	Anacortes Parks and Recreation

Application

Project Detail

Project name	Museum Brochure Production and Distribution
Date(s) of project	January 2023 – December 2023
Amount of funding requested	\$5,800
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Museum Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1568957
Contact name	Bret Lunsford
Mailing address	1305 8th Street, Anacortes, WA 98221
Email address	bretl@cityofanacortes.org
Phone	360-293-1915

Project Questionnaire

Describe your project.

The Anacortes Museum will print and distribute four museum and Walking Tour brochures at various free and contracted locations in Anacortes, on the Washington State Ferries, and along the I-5 Corridor.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Anacortes Museum will reprint and distribute four tourist brochures and place them at various free and contracted locations, including:

- Distribution of brochures on the Washington State Ferries' San Juan routes and I-5 locations using Certified Folder. Brochures will also be distributed through the Anacortes Chamber of Commerce and at all museum facilities and events.
- Causland Memorial Park: This brochure celebrates over 100 years of history of Causland Park and offers the public an opportunity to support ongoing projects through donations to the Anacortes Parks Foundation's Causland Memorial Park Restoration Project.
- W.T. Preston: This two-sided rack card emphasizes the W.T. Preston Snagboat's National Historic Landmark status and its waterfront location at the Maritime Heritage Center.
- Historic Walking Tour: This popular brochure features the Anacortes Museum's facilities as part of the Old Town walking tour route aimed to attract visitors to historic downtown Anacortes.

- Bill Mitchell Mural Project, Self-Guided, Smartphone Walking Tour: This brochure provides a brief history of the Anacortes Mural Project and gives clear instructions for interacting with the tour using QR codes on a smart phone or accessing murals without QR codes using desktop computers or mobile devices. The tour provides backstories for the mural characters and links to the museum's database for deeper research.

Promotion

Describe how you will promote your project to attract tourists.

Our brochures include photos of our historic attractions, descriptions of what the visitor will see and information about current exhibits. They provide quality exposure for the Bill Mitchell Murals, the Anacortes Museum, Maritime Heritage Center, W.T. Preston, Causland Park and historic downtown Anacortes (through the Historic Walking Tour brochure).

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Visits to our facilities give increased exposure to the entire Anacortes community. As visitors plan their visit to our facilities, they will seek out lodging and restaurants for their stay. Our facilities are located within the downtown Anacortes commercial area. Their location and our Mural Tour and Historic Walking Tour brochures encourage visitors to walk to downtown businesses and restaurants.

Our docents frequently are asked to recommend restaurants, businesses and lodging establishments in Anacortes. They encourage visitors to stop at the Anacortes Visitor Center and offer suggestions for restaurants and provide information about businesses and lodging establishments.

The brochures will provide quality exposure for the Anacortes Museum, Maritime Heritage Center, W.T. Preston, Causland Park, the Bill Mitchell Murals, and downtown Anacortes throughout the coming year.

Budget

Describe the overall budget for your project and entire budget costs.

Distribution and brochure reprinting costs:

- Certified Folder distribution (Bellingham/North I-5 Super Cities and Washington State Ferries Anacortes/San Juan Islands)	\$2,500
- Print Causland Memorial Park brochure	\$ 500
- Print W.T. Preston rack card	\$ 300
- Print Historic Walking Tour brochure	\$2,000
- Print Bill Mitchell Mural Project Self-Guided Smartphone Walking Tour	<u>\$ 500</u>
Total requested funding	\$ 5,800

What amount of that budget are you requesting from the city?

100%

What would you cut from your proposed project if your application is not fully funded?

Causland Memorial Park brochure.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

For the 2022 visitation numbers requested in the following table, we used a total of actual visitation numbers from January 1 – September 15, 2022 and estimated numbers for the remainder of 2022.

Calculations to determine the number of attendees who traveled 50 miles or more; those who traveled from another state or country; attendees who stayed in paid accommodations, stayed overnight in unpaid accommodations, and the actual estimate number of paid nights, were calculated using data derived from the museum's Visitor Zip Code Survey.

A summary of the methodology used for these calculations is available upon request.

	Estimate	Estimated		
	2023	2022	month/year	month/year
Overall attendance	7540	7540	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	3870	3870	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	2500	2500	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	2260	2260	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1415	1415	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	5280	5280	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Docents collect visitor information on daily tally sheets at the Carnegie Gallery and Maritime Heritage Center. (The Maritime Heritage Center tally sheets include W.T. Preston ticket sales.)

Describe the prior success of your project in attracting tourists.

Our most recent normal year, prior to the Covid-19 Pandemic, was 2019. An estimate of 2022 full-year visitation indicates the museum will attain 83.9% of 2019 visitation. The rebound of visitation in 2022 after Covid, despite the lack of resumption of international ferry runs, shows the value of our marketing program.

An analysis of total visitation for the years from 2014 to 2019, each of which received LTAC grants for marketing, shows a 30% increase in museum over the six-year period.

Describe your target tourist audience (location, demographics, etc.)

Our targeted audience includes cultural tourists from the Western Washington regional market. They include overnight visitors, families, repeat visitors, and the casually interested visitor looking for a reason to visit or stop in Anacortes.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

- Causland Memorial Park brochure
- W.T. Preston rack card
- Historic Walking Tour brochure
- Bill Mitchell Mural Project Self-Guided, Smartphone Walking Tour

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Bret Lunsford TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Bret Lunsford
Title	Director
Organization	Anacortes Museum

1887-1918 Harry Leon Causland

“Never did I see anybody show a more unselfish or courageous spirit than Harry did. He was always ready to help the other fellow.”

Harry Leon Causland was born on July 22, 1887. In his thirty years living on Guemes and Fidalgo islands, Harry farmed with his family, was Overseer of the Guemes Grange, attended the Anacortes Business College and operated a store. According to Causland history, “World War I was now in progress. As the draft kept on taking boys, the age was raised. Harry entered the service June 24, 1918.”

Harry Causland died in the line of duty October 24, 1918 in a battlefield at Bantheville Hill, France. He had volunteered to carry ammunition to surrounded comrades and was caught in machine gun fire.



The first cannon at the park was located in the west end near M Avenue, and was eventually melted down for use in World War Two. In the background is the original St. Mary's Church.

“A Friend of Hero Writes Letter to His Mother” headlined the following: “The story of his heroic action meant the sacrifice of his own life and the saving of the lives of his comrades. Never did I see anybody show a more unselfish or courageous spirit than Harry did. He was always ready to help the other fellow.”

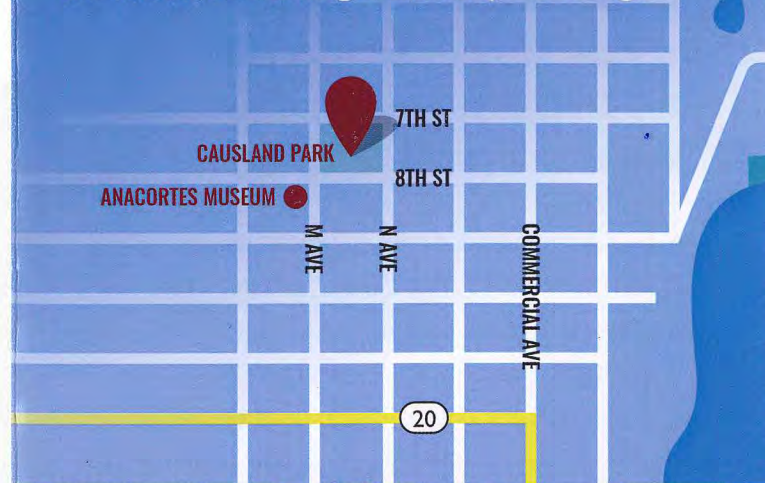


Early in 1919, the townspeople envisioned a “memorial in Anacortes in honor of those who gave their lives in the Great War.” The Anacortes American opined, “It would be a splendid thing if possible for the city to make arrangements to change the name to Causland Park in honor of Harry Causland, who for the heroic sacrifice of his life in France was awarded the highest honor the United States government can give a hero,” and a resolution to do so was passed by the city council on July 15, 1919.



Visit this quiet retreat—a popular picnic spot with tables placed in a lovely natural environment—at 8th St and N Ave.

Learn more about Causland Memorial Park and local history at the Anacortes Museum, located across the street from the park in the historic Carnegie Library building.

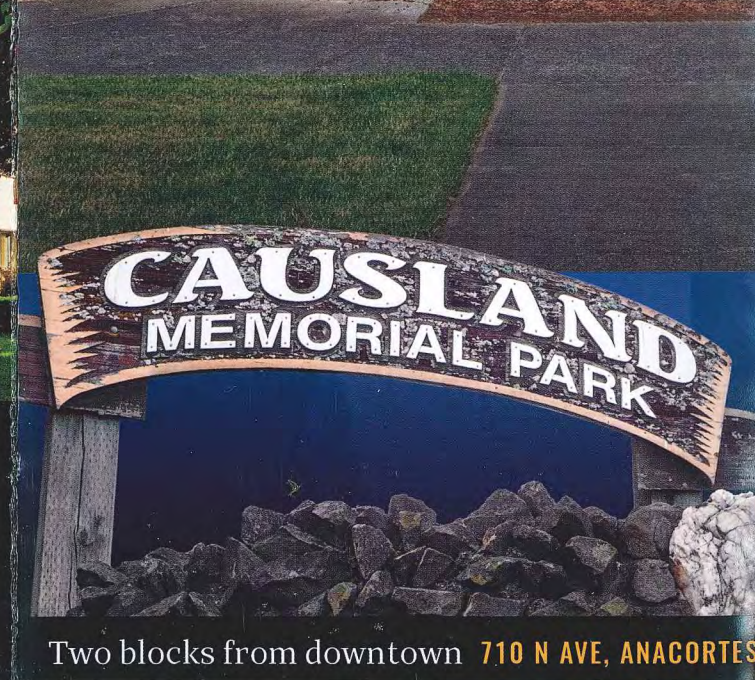


ANACORTES MUSEUM
1305 8th St, Anacortes, WA
360-293-1915
museum.cityofanacortes.org



ANACORTES, WASHINGTON

VISIT Causland Park



Two blocks from downtown **710 N AVE, ANACORTES**

CAUSLAND Memorial Park

Causland Memorial Park has been a place that connects the community for over a century. It was the first park in Anacortes, established in 1903. "The city park has been generally known as Great Northern Park, and the name was given it in consideration of a special price on land sold to the city for a portion of the park by the Great Northern Railway," according to F.V. Hogan, mayor at the time.

Anacortes citizens donated hundreds of days of work toward clearing and cleaning so that by Independence Day of 1904 "eloquent addresses were given from an elevated stage under the boughs of the maple and evergreen trees of the Great Northern Park." The following year "a fine band stand and



Anacortes' first "City Park" was known as Great Northern Park from 1903 to 1919, when it was renamed Causland Park.

100 benches, capable of seating 800 persons will be placed in the Great Northern Park and there to remain for the benefit of the public, for band practice and evening concerts." In a natural amphitheater shaded for comfort, the community gathered to attend ice cream socials of the Martha Washington Circle, salmon barbeques for the Shriners, tennis matches, Chautauqua assemblies, religious services and mass labor meetings.

During "The Boom" years, Anacortes boosters hoped to become a major metropolis and railroad terminus. Six depots were built on Fidalgo Island, and the main Anacortes train station was located a block to the south of the Causland Park site, at 9th Street and N Avenue from 1890 to 1903. When the railroad changed its route, Great Northern Park was born.



The main Anacortes train station, located a block to the south of Causland Park, was at 9th Street and N Avenue from 1890 to 1903.

THE NEXT 100 YEARS

The community has continued to gather for picnics, concerts, weddings of all sizes, egg hunts, holiday lights and Veterans Day celebrations, as it does to this day. From July 2019 to September of 2021 represents a two-year centennial period for the naming and the dedication of Causland Memorial Park.

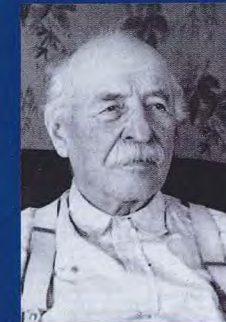
This Causland Park centennial is an opportunity for community rededication to the preservation and interpretation of this one of a kind place, laying the groundwork to sustain all this for the next 100 years.

The Mariners' Pageant royalty are dressed in pirate apparel in 1939. They ride atop a car decorated with a skull and crossbones. Alice Johnson was named queen, and her princesses were Laverne Baer, Peggy Denney, Hazel Ent, Mamie Olsen, and Luella Decker; one of the princesses was not present for the picture. This picture was taken on N Avenue in front of Causland Park. Photo by Ferd Brady.



PARK ARCHITECT

Jean Baptiste LePage



Jean Baptiste LePage was born in Rimouski, Quebec in 1857. Trained as an artist, LePage made early surveys and maps of the Canadian Northwest. With his bride, Bernadette, he farmed for a time in Saskatchewan before applying his artistic talents to landscape design. In 1918, he built a mosaic-style retaining wall in Butte, Montana's Columbia Gardens, which was demolished to make way for open-pit mining in 1973. Causland Memorial Park is LePage's only known remaining design work.

Within a month of its renaming, the community exceeded fundraising goals for a newly landscaped Causland Memorial Park, and Jean Baptiste LePage began in August on its distinctive stonework mosaic. From 1919 through 1921, the amphitheater, bandstand, and bulkheads were built out of thousands of locally gathered rocks. The red rocks are tuffaceous argillite from the Ginnett rock quarry on Fidalgo Island, the white rocks are mostly quartz, and the brown sandstone is from nearby islands. All were worked into designs in the rock walls, then hand-placed and set in cement. On September 25, 1921 a dedication ceremony celebrated the completion of the park. In 1926 the park was extended westward to fill the entire block.

Since 1981, Causland Memorial Park holds the distinction of being included in the National Register of Historic Places. Comparisons of LePage's work with that of Spanish architect Anton Gaudi are made in the National Historic Register documentation, and echoed by many visitors.



THE Work Continues

The need for maintenance of Causland Park is met by stone mason Bryan Elliott as part of an ongoing project funded by donations to the Causland Memorial Park Restoration Project.

To get involved, contact Anacortes Parks & Recreation at 360-293-1918 or online at anacortesparksfoundation.org



ANACORTES, WASHINGTON

HISTORIC Steamboat Tour

THE LAST Pacific Sternwheel Snagboat

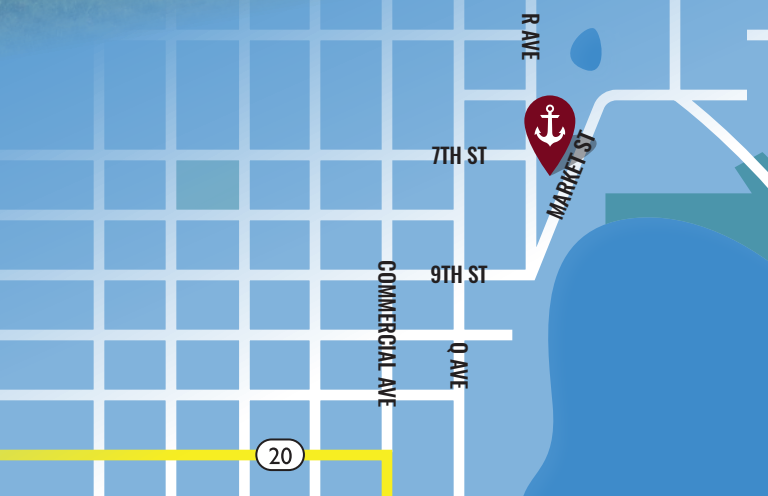
“ Few other historical artifacts evoke the dramatic plunge-into-yesterday feel of one of the region’s most impressive relics, the W.T. Preston, in Anacortes. ”

—SEATTLE TIMES

Just one block from downtown **LOCATION/HOURS »**

A National HISTORIC LANDMARK

on the
ANACORTES WATERFRONT



W.T. PRESTON SNAGBOAT

Anacortes Maritime Heritage Center
703 R Ave, Anacortes, WA

JUNE-AUGUST

Tuesday-Saturday: 10 AM-4 PM

Sunday: 11 AM-4 PM

Closed Monday

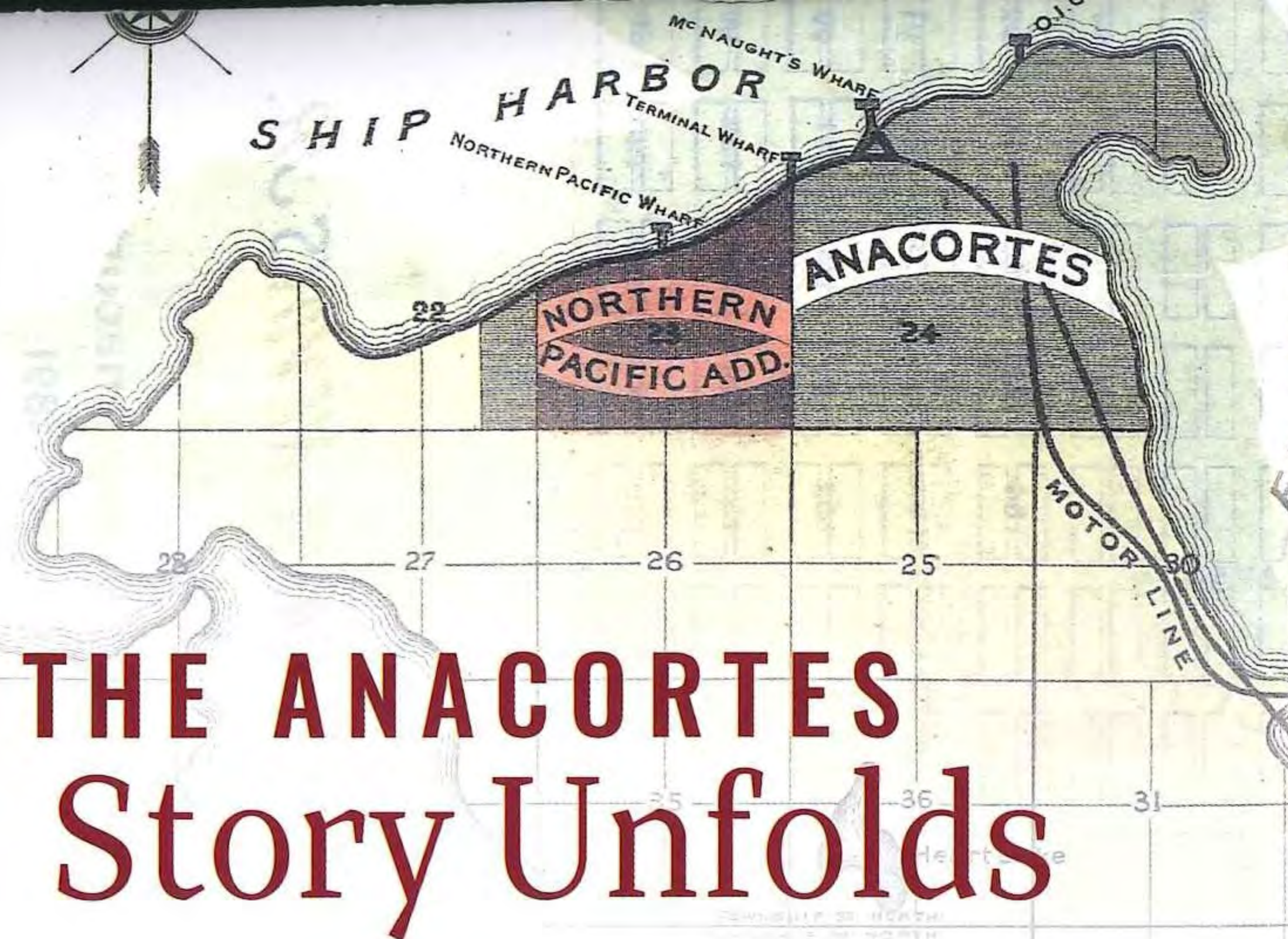
APRIL, MAY, SEPTEMBER & OCTOBER

Weekends Only

360-293-1915

museum.cityofanacortes.org





THE ANACORTES Story Unfolds

This area has been home to the Samish and Swinomish tribes since time immemorial. Spanish and British ships explored area waters in the 1790s. Early American settlers arrived by the 1860s. Amos Bowman and his wife arrived in 1876, and in 1879 he established a post office named "Anacortes" for his wife Anne Curtis Bowman.

Town founders had a big idea: to be the terminus of a transcontinental railroad! In 1890, population grew from 200 to 2,000 on speculation. Some streets and buildings you will visit on this tour were constructed during this time. But the boom ended, and large brick buildings housing banks and hotels emptied. Yet by the mid-1890s, hundreds of people were employed in salmon canning and codfish curing plants. Lumber mills thrived on timber from Skagit County and surrounding islands. Many homes you see belonged to mill and cannery owners. Since the 1950s, another shift has occurred with the arrival of two oil refineries, marinas, technology and tourist-based industries, boat building, motels, retired folks and artists, all enjoying our location and our heritage.

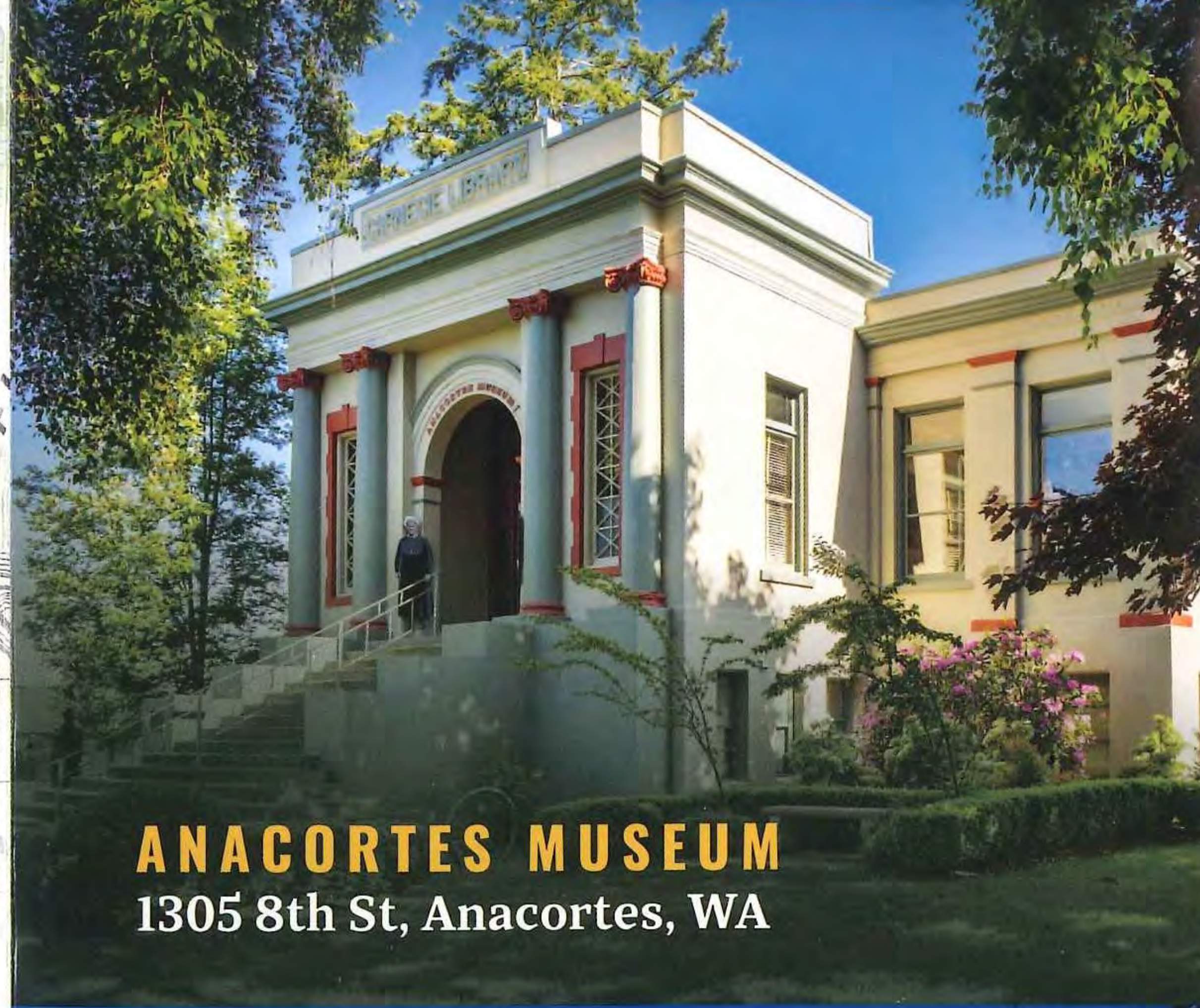
MITCHELL'S MURALS CELEBRATE OUR STORY

Along your route today you will enjoy murals depicting citizens of distinction from every era. We urge you to stop and enjoy each one. A complete list of murals is available at Anacortes Chamber of Commerce, 9th and Commercial. Murals are the work of Anacortes resident Bill Mitchell.

ANACORTES HISTORIC PRESERVATION BOARD

Our Mission: "To encourage the preservation and appreciation of Anacortes's architectural history through education and technical assistance for private homeowners, business owners and keepers of historic or culturally significant landscapes."

[NR] Denotes buildings listed on National Register of Historic Places, January 2008.



ANACORTES MUSEUM
1305 8th St, Anacortes, WA



W.T. PRESTON SNAGBOAT
Anacortes Maritime Heritage Center
703 R Ave, Anacortes, WA

BECOME A MEMBER!
Anacortes Museum Foundation
1305 8th St, Anacortes, WA

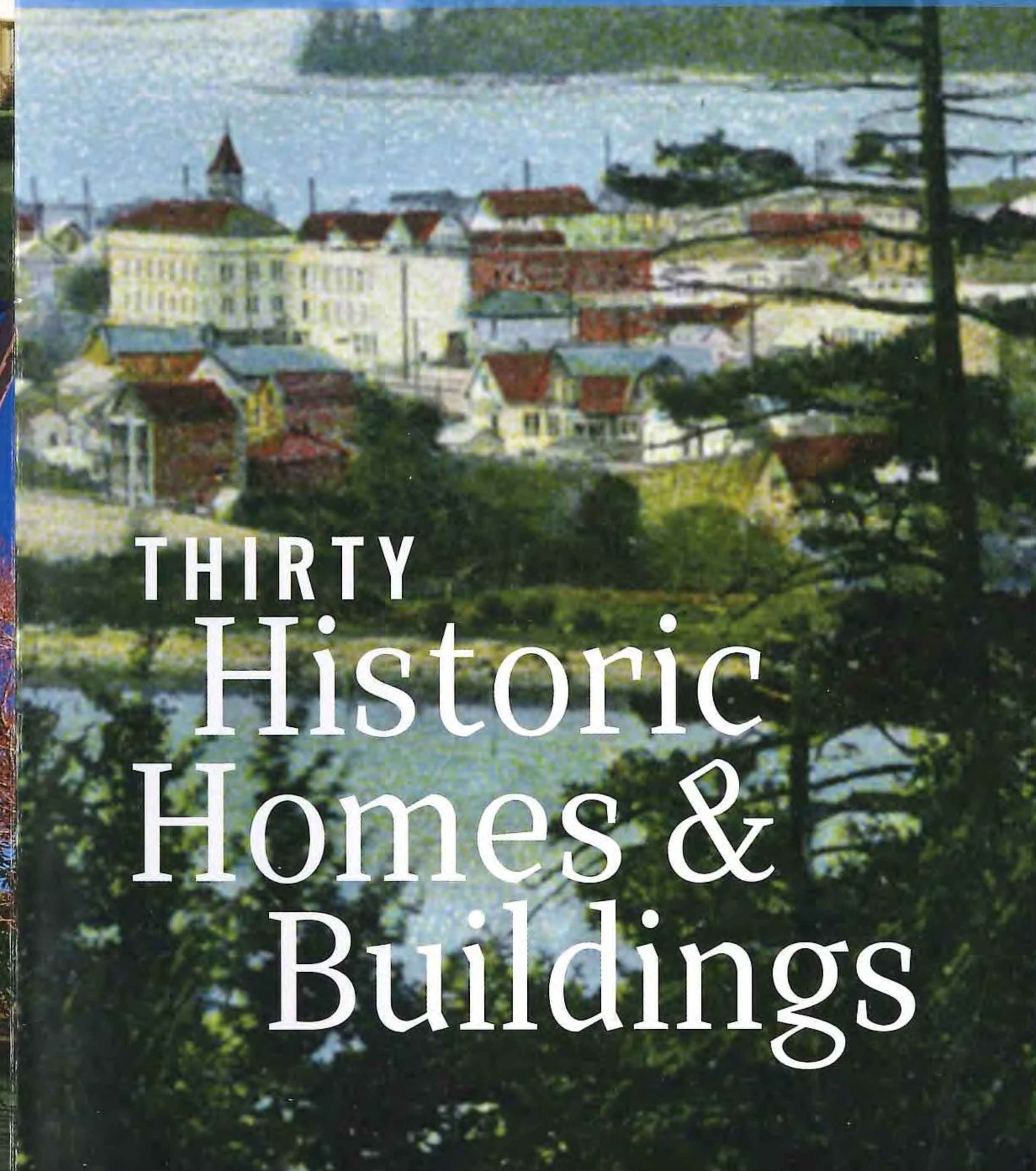
Inquire at the Anacortes Museum.

360-293-1915

museum.cityofanacortes.org



HISTORIC Walking Tour



THIRTY Historic Homes & Buildings

This walking tour map identifies thirty of the many historic buildings in our downtown core.

The tour is organized so that it can be enjoyed as one 90 minute walk or in two 45 minute loops (listings 1-19 and 20-30).

90 minute walk, or two 45 minute loops **TOUR »**



MARINE SUPPLY & HARDWARE

202 Commercial Ave. Built 1900-1907

Note bracketed cornice and Italianate style. Building was not constructed at the same time, but unified and connected under ownership of E. Mike Demopoulos,

whose marine hardware business opened here in 1920. Before then, the northern corner operated as the Anchorage Confectionery from 1907, while a restaurant and saloon operated in a separate building southward. [NR]

OLSON BUILDING

220 Commercial Ave. Built 1902 and 1907

Two-story brick structure built in phases by Alfred Olson, who operated the Skagit Saloon here. Original 1902 brick structure was one story and occupied only half of the current footprint (on south side) before growing up a floor and northward in 1907. See prominent bracketed cornice and rusticated stone belt course. [NR]



FOMO'S GROCERY (LATER "SMOKEY'S" GROCERY)

909 3rd St. Built around 1900

Virtually unaltered structure originally located at 310 Commercial, housing saloons until 1916 Prohibition, then Fomo's Fruit

& Grocery (a.k.a. California Fruit Store) from 1917 through late '20s. Moved to this site about 1928. Freya Boat Works operated here from the 1970s. [NR]

4TH STREET APARTMENTS

910 4th St. Built about 1906

Note purlins and braces at roof and polygonal bays. Ground level housed Walter Ginnett's bicycle shop in 1907, and later converted to Ginnett Apartments. Building immediately west of the apartments (317 Commercial) features pressed brick veneer. It was constructed in 1912 for E.A. Phillips grocery and hardware store. In the '80s it housed the Square Rigger night club.



PLATT BUILDING

402 Commercial Ave. Built 1890

The first brick building in Anacortes was elaborately ornate when constructed by Lewis & Dryden Engineers of Portland, Oregon. Originally chartered as the

Bank of Anacortes, it closed during the depression of 1893. Alterations have removed some of its architectural character. Two bank vaults have survived. Purchased by W.V. Wells upon return from the Klondike in 1900, it has housed numerous retail businesses, with upstairs apartments still in use.

EMPIRE BLOCK

420 Commercial Ave. Built 1905

This brick two-story, built by attorney W.V. Wells, Judge Joiner and E.L. McClean, originally proclaimed "Empire Block" from its corner-facing pediment. It first housed Thornburg's Department Store and was later known as the Medical-Dental Building.



MCNAUGHT BUILDING

419 Commercial Ave. Built 1890

At four-stories, the Majestic Hotel is one of the tallest buildings in town. A cupola tops this wooden construction for James McNaught, counsel for Northern Pacific Railroad. Its original

location at 8th Street and I Avenue was where he had expected to establish the town's business center. In 1904, the building was rolled eleven blocks to its current location. Original storefront windows and other features have been replaced. Building was damaged by fire and received extensive renovation during 2003-2005.

PRESBYTERIAN CHURCH

801 5th St. Built 1891

The shingled and gabled Queen Anne-style building, among the oldest surviving churches in Anacortes, is intact as built except for the loss of its large corner tower. Recently renovated, it is now an art and cultural center.



MUNICIPAL BUILDING

904 6th St. Built 1915 and 1922

The Elks (B.P.O.E.) built this concrete structure in 1915. In 1922, they completed a major expansion to hold increased membership and host the state Elks convention.

The Elks moved out by 1937, leaving the space to serve as a community center. In 1947, it became the Anacortes City Hall.

ANACORTES AMERICAN

901 6th St. Built by 1913

Anacortes American Publisher J.M. Post bought three lots at 6th and Q in 1910 to build a specially designed "fireproof" building with concrete press beds. The newspaper, founded in 1890, has operated from the site since 1913.



MILLER BUILDING

1013 5th St. Built 1899

Narrow wood-frame storefront built by William Miller. Modest cornice and carved brackets suggest Italianate derivation. Steve Plancich operated a grocery

here in 1911. Later apartments were added and the front was modified. Otherwise, it is virtually unaltered.

CLYDE ROGERS HOUSE

1115 5th St. Built around 1902

Built in the "Colonial Revival" style on property purchased by Clyde and Norah Rogers for the princely sum of \$400.



W.M. RODGERS HOUSE

1119 5th St. Built around 1902

Note steeply pitched, pyramidal roof, eve brackets, pendants and multi-gable projections, and polygonal bay on west side beneath cantilevered second story. Home

to Marinakos family, who ran the Maryland Café at 314 Commercial from 1922 - c.1941.

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J.A. MATHESON HOUSE

1201 5th St. Built around 1890

A gabled Queen Anne style mansion with Eastlake elements, including ornamental bay windows. Bought from original owners, John and Patience McDonald, in 1899 by

Matheson, who came to Anacortes in 1891 to establish the first codfish plant on Puget Sound. Matheson Cod Fisheries was located on the waterfront at the foot of K Avenue.

MAE TEMPLE HOUSE

1211 5th St. Built about 1900

A late Victorian era vernacular with two original polygonal bay windows. Owned by Mae Temple and her husband Stephen, who was superintendent of the Anacortes Light & Water Co. in 1902. The Temples also operated a stationary and sundries store at 608 Commercial called The Racket.



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KATHERINE FLYNN HOUSE

1215 5th St. Built around 1902

Built in the Queen Anne style. Original owner was widow of E.W. Flynn, who bought the property in 1901 from Seattle & Northern Railroad. Note truncated hip-roof with gables.

JAMES & ADDIE CAVANAUGH HOUSE

1219 5th St. Built around 1902

Truncated hip-roof with projecting gables and modillion-like eave ornamentation that is repeated at porch. Home to father/founder of J.H. Cavanaugh & Sons shingle mill, established in 1902, operating at various locations along the mill row crowding Fidalgo Bay's west shoreline.



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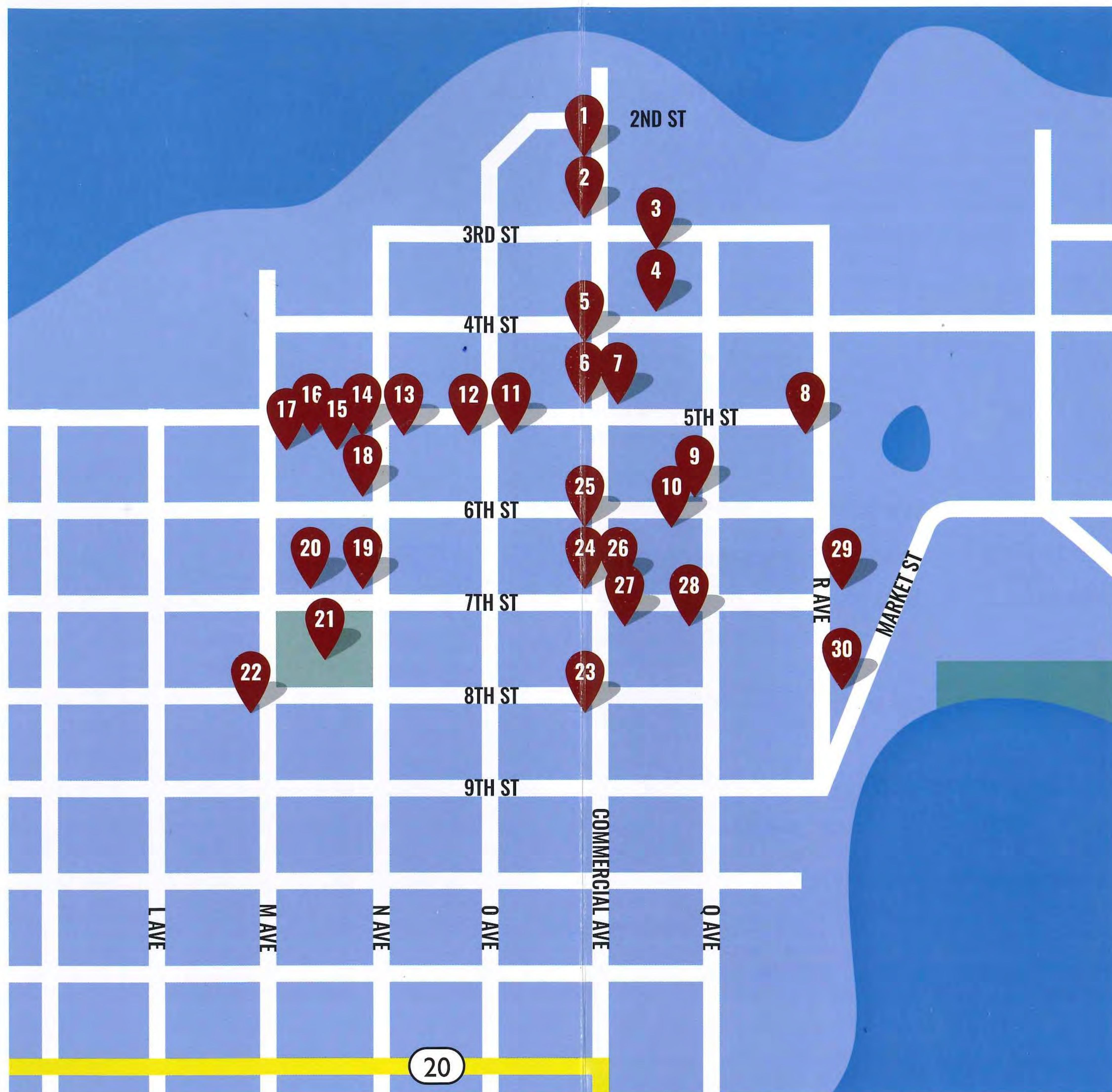
18



MCTAGGART HOUSE

1204 6th St. Built 1890

Classic Victorian era wood framed Italianate with distinctive brackets and bay windows, built in 1890 for Edward and May McTaggart. Purchased by Valentine and Barbara Funk in 1903.



23

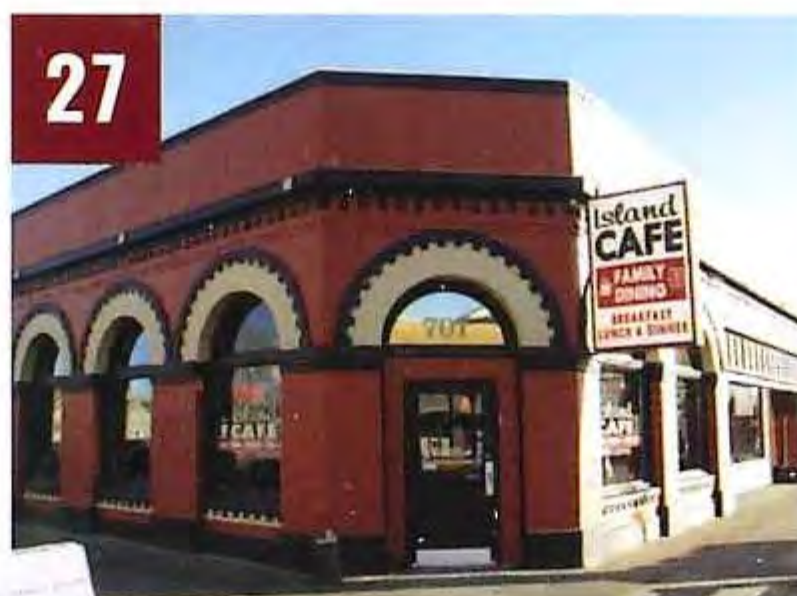


WILSON HOTEL

808 Commercial Ave. Built 1890

Designed in the "Romanesque Revival" style by architects Pickles & Sutton. Note pilasters and brick corbelling on the second and third

27



CITIZENS BANK

701 Commercial Ave. Built 1906

Brick Romanesque Revival construction, a popular bank design application in early 20th century America. Scene of bank robbery.

OLD ST. MARY'S CHURCH

1202 7th St. Built 1920, expanded 1929

A 1902 wooden church here moved west, making room for Joan of Arc Hall, built in 1920. St. Mary's Catholic Church was constructed atop this one-story structure in 1929. The church incorporates simplified elements of early 20th century Tudor-Gothic revival style, including stepped buttresses, pointed arches and decorative window quoins.



19



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CHRIST EPISCOPAL CHURCH

1216 7th St. Built 1891

Gabled wood-frame structure with exterior modifications. Quaint cathedral style inside with canopied sedilia around the chancel and hand-carved altar shipped around the horn from New York City. First minister was Rev. W.A. Platt, father of early banker John Platt.

CAUSLAND MEMORIAL PARK

M to N at 8th St. Built 1920-1926

The first park in Anacortes, purchased in 1903 as Great Northern Park, on what had been railroad land near the 9th Street & N Avenue train station. Canadian landscape architect, Jean Baptiste LePage, was hired to direct community volunteers and design the unique stone mosaic structures made of locally gathered rocks. Named for WWI hero Harry Leon Causland. Register nomination notes comparison of design to work of Anton Gaudi. [NR]



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ANACORTES MUSEUM

Historic Carnegie Library

1305 8th St. Built 1910

Designed by the Bellingham firm of Piper and Cox, ground-floor walls constructed of Skagit County cement, scored on exterior surfaces. The

superstructure is of load bearing masonry, faced with buff-toned pressed brick, now painted. Front treatment represents Renaissance and Neo-classical themes so frequently employed in Carnegie library projects. Building has housed museum since 1968. Drop in! [NR]

EMPIRE THEATER

620 Commercial Ave. Built in 1913

Early cinema of concrete construction. Flat roof once supported prominent cornice. Built for Douglass Allmond by contractors Farmer & Duvall. Original tenants were Empire Theater and a separate jewelry store, acquired by Phil D. Burton in 1930. Extensive renovation, designed by architect Don McKee in 1958, expanded Burton Jewelers and added offices above.



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SHANNON HARDWARE

602 Commercial Ave. Built 1891

One of the oldest, surviving wood commercial buildings in Anacortes. Remodeling in 1985 altered storefront, but original Italianate style remains obvious. Note parapets.

KEYSTONE BLOCK

619 Commercial Ave. Built 1910

Built of brick, stone and concrete under the supervision of C.J. Marani, this three-story replaced an 1891 wooden structure, also built for the Moyer family. Elks Lodge was original tenant of top floor. Stores, offices and lodging have varied over a century of use.



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EAGLES HALL

901 7th St. Built 1920

Neo-Classical style brick two-story designed by Emil Guenther for the Fraternal Order of Eagles, Aerie #249. Note frieze and a modillion course topped by a strong projecting cornice and "Eagles Hall" in the plinth. Ballroom host to many musical events for a century.



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GREAT NORTHERN RAILROAD DEPOT

611 R Ave. Built 1911

Designed by Samuel Bartlett, a rare half-timbered (Tudor) depot. Water table and sill course of Chuckanut stone, from near Bellingham.

Roof was originally Bangor slate trimmed with red tiling. J.D. Broderick had charge of construction. Interior is finished in natural birch wood, with floor and base in mosaic tile and walls to 5-ft. in Tiffany enameled brick. [NR]

W.T. PRESTON SNAGBOAT

703 R Ave. Built 1939

A National Historic Landmark, built at Lake Union Drydock in Seattle, this retired sternwheeler kept Puget Sound waterways clear of "snags" and other navigational hazards until 1981. The Anacortes Museum's largest artifact since 1983. Tour the snagboat and the Maritime Heritage Center, astern. [NR]



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PLEASE NOTE

Please admire private home sites from public sidewalks only.

Business along the route welcome your visit and any questions you may have about their historic premises.

HOW TO INTERACT WITH THE Bill Mitchell Mural Project Self-Guided Smartphone Walking Tour

OPTION 1

MURALS WITH QR CODES

STEP ONE:

Find a mural with a QR code next to it.

STEP TWO:

Using your smartphone's camera app, bring the QR code into focus on your screen. The QR code should highlight and a link notification will popup. **If for some reason, the QR code does not get highlighted, you may need to download a QR code scanning app from your phone's app store.**

STEP THREE:

Tap the link notification, and it will open the mural's web page in a web browser.

OPTION 2

MURALS WITHOUT QR CODES

STEP ONE:

Open a web browser on your device and enter: billmitchellmuralproject.org

STEP TWO:

Desktop Computer: Hover over "The Murals" in the navigation at the top, and select "Mural Map" from the dropdown.



Mobile Device: Tap the "+" to launch the navigation, and then tap on "The Murals" and select "Mural Map."

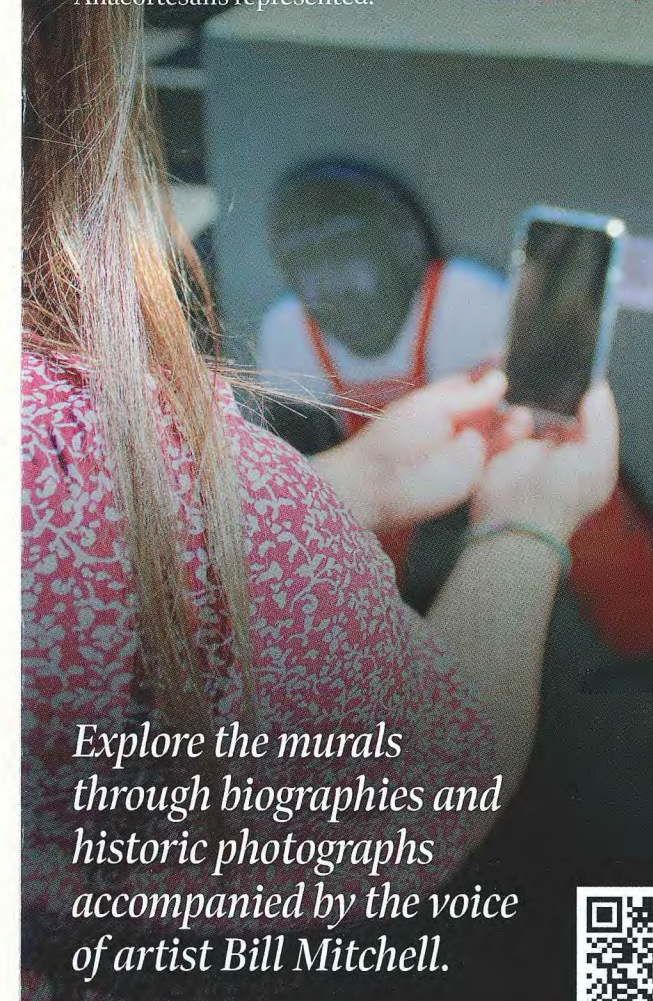
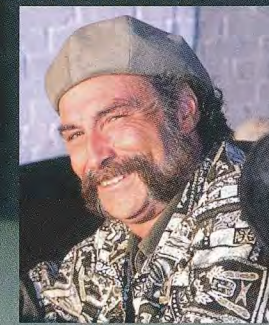
STEP THREE:

Desktop Computer: Navigate on the map to the pin of the mural you want more information on, click the pin, and then click the title once you confirm it's the correct mural.

Mobile Device: Tap the  symbol to center the map to your GPS location. Then tap the pin of the mural you want more information on, click the pin, and then click the title once you confirm it's the correct mural.

BILL MITCHELL: MURAL ARTIST

Learn more about Bill Mitchell (1949-2019) and his hometown mural project by taking a stroll through Anacortes. With your smartphone in hand, you'll be able to delve deeper into the history of the art, the artist, and the many Anacortesans represented.



Explore the murals through biographies and historic photographs accompanied by the voice of artist Bill Mitchell.



ANACORTES MUSEUM

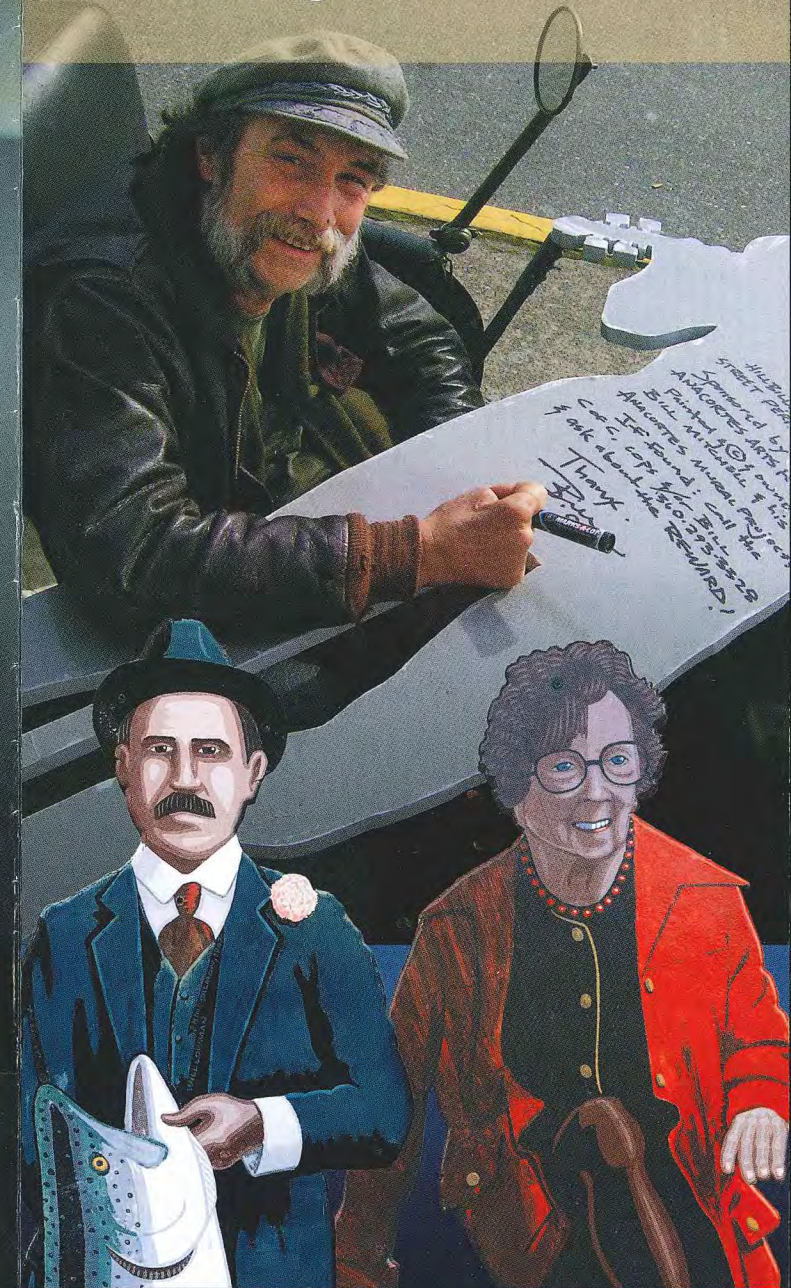
1305 8th St, Anacortes, WA

360-293-1915

museum.cityofanacortes.org



BILL MITCHELL Mural Project Self-Guided, Smartphone Walking Tour

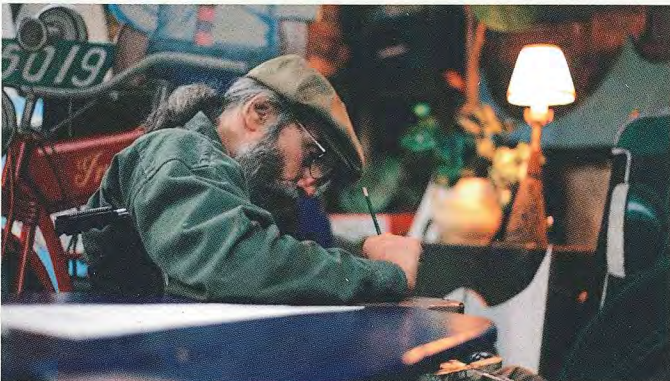


Website: BILLMITCHELLMURALPROJECT.ORG

A BRIEF HISTORY OF the Mural Project

In 1980s Anacortes, Mitchell along with a group of a couple dozen other community leaders banded together under the Anacortes Renaissance and Revival Confederation.

The intent of the group was to bring life back to downtown Anacortes during a period where the future of the town was somewhat hazy. This initial meeting is where the idea of murals first surfaced. Intrigued, Mitchell brought several images to the group's second meeting, got a thumbs-up, and by the third meeting, took charge. Thus the Anacortes Mural Project (AMP) was born. The idea behind it was that the murals would not only draw tourists and business to Anacortes but encourage current



Bill Mitchell made it his life's work to fill Anacortes, Washington with life-size murals of famous figures within the town.



downtown business owners to do their part in beautifying the area. "I had the time and the background, education, and experience to be able to head up a mural project and I had a work space." Equally important was "enough talented friends that I felt I could put together a crew."

The project's 35 year lifespan would spawn over 160 unique murals, located today everywhere from the Port of Anacortes to the State Ferry. It could be said in that time the original goal of the Anacortes Mural Project has been achieved. Downtown Anacortes is more beautiful than ever, with plenty of heart and personality. Mitchell left Anacortes with a priceless gift that not only irreversibly changed the town, but helped define it.



Bill poses with one of his murals of Bobo the Gorilla, a childhood friend.



Bill's original sketch on the left, compared to the completed mural on the right



Wallie Funk (1922-2017) poses with the mural of himself as the co-publisher of the Anacortes American in 1950. Wallie Funk was also one of the founders of the Anacortes Museum, and his personal photo collection makes up the backbone of the museum's historic photo archive.

THE FIRST MURAL

"Fred White and his first safety bike, 1893."



The Anacortes Women's Club sponsored the first mural - Fred White and his 1893 safety bike - for a scant \$50.

Mounted May 3, 1984, the mural was christened with a bottle of Miller Hi-Life. In a shower of beer and broken glass, the Anacortes Mural Project was launched.

The mural is currently at the corner of 2nd Street and Commercial Avenue.

BIOGRAPHY OF FRED E. WHITE

Fred E. White was born June 8, 1867 in Littleton, Iowa. His family came to Seattle in the fall of 1872 and then moved to Fidalgo Island shortly afterwards. Fred worked as a jeweler and as a carpenter for most of his life.

Fred passed away on March 23, 1922 in Anacortes. Find out more about Fred's story by scanning the QR code:



THE Work Continues



Your donation supports mural preservation and interpretation efforts.

Visit: anacortismuseumfoundation.org/donate or scan the QR code to the left to donate to preserving and continuing museum programs in Anacortes.



Application

Project Detail

Project name	Fantasy Genre Day at the Library
Date(s) of project	February 25, 2023
Amount of funding requested	\$5,500
Type of qualifying project	☒ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Click here to enter text.
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	91-6001227
Contact name	Anacortes Public Library
Mailing address	1220 10th Street
Email address	dianaf@cityofanacortes.org
Phone	3605888067

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

A day of family and community fun at the library around a specified genre celebrating story with arts, crafts, food, volunteerism, and creativity as it is inspired by storytelling.

Anacortes Public Library has created an annual Genre Night Event that celebrates a beloved theme for the past five years. The library is transformed by volunteers and staff through art, crafts and music to celebrate themes such as Science Fiction, Harry Potter, and Comic Books. Activities organized by volunteers have included an art show by Rik Allen, Shakespearean Star Wars reading performance by Anacortes Community Theatre, wand painting, potions classes with a chemistry professor, and an original comic themed performance by middle school drama students. Most recently an additional component of volunteering in preparation for it that has included customized crafted and artistic items created by community members as prizes and décor, including murals, set pieces, and more. Community members have donated time and in-kind donations exceeding \$1000 for the past two years. In 2019 there were more than 20 new volunteers participating in addition to the usual 40 that help out each year.

Funds are spent primarily on prizes, decorations, and marketing, as well as treats. We have had up to 800 people in past years, so we prepare for everything we do to be for a minimum of 500 kids and up to 700 people. Volunteers receive a button, nametag, folder, and water/snacks. We buy art supplies and activities for volunteers and attendees, as well as building materials for staging events and larger prop pieces. We put together treats for each child who attends, as well as have prizes for each age category that showcase a love of reading and imagination.

This year's theme will be a Fantasy Genre Day, for a more inclusive theme so everyone can participate in this costume and creative literary themed event after we had to cancel the last two years. The library is expanding the event to be an entire day, due to demand for more age specific events so younger children and families can attend for specific activities earlier in the day, and teens and adults can still have contests and more targeted activities later in the evening. This will also help with expansion of programs to include some guest programs from out of town for wider appeal. Additionally, expanding the hours of the event means the library will be less crowded hopefully, to address safety concerns. With the addition of prizes and contests for multiple ages, as well as more activities, the event will require more advertising and marketing materials and printing, which is why we are asking for funding to support a larger advertising campaign.

Promotion

Describe how you will promote your project to attract tourists.

Marketing funds will be used for social media ads, printing of posters, and printing of programs with sponsoring business, service clubs, and volunteers/donors listed. With the expansion of the event to be all day, during the winter when there is very little competition for events, the library anticipates a large turnout of attendees from across the valley, if marketing can be a larger expense. This will require additional ad space in magazines, promotional materials to be distributed in town, and design and printing costs, which is why we have increased our request for funding to advertise. We will purchase ad space in the print in the Skagit Valley Herald, San Juan Islander, and Bellingham Herald, as well as provide print and digital marketing materials to libraries in Whatcom, Island, and Skagit Counties. We will also purchase ad space in social media for a 50 mile radius surrounding Anacortes.

We have a special poster custom designed, and share it around town and in local area libraries, along with flyers and promotional items to be distributed at outreach events the library attends throughout the fall like the Wonderland Walk and Farmers' markets where there are many visitors. We will promote the event online through our website, mailing lists, and in the area newspapers. If the requested funding is received, marketing will include purchased ad space in the area papers, as well as specific materials to be distributed at area events advertising the event in .

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We have a special poster custom designed, and share it around town and in local area libraries, along with flyers and promotional items to be distributed at outreach events the library attends throughout the fall like the Wonderland Walk and Farmers' markets. We advertise on social media up to 50 miles away, and promote the event online through our website, mailing lists, and in the area newspapers. If the requested funding is received, marketing will include purchased ad space in the area papers, as well as specific materials to be distributed at area events advertising the library day. Sponsors are recognized in the programming and with the requested funds our library website will have an event page with event details and also make it possible to highlight local offerings through our Chamber of Commerce and suggest places for them to plan their trip. At the event on the day of they'll see more options in our thank you list. We'll link to those existing resources on our page, and highlight sponsors and options for people in our program.

We are also going to ask participating businesses to have special Fantasy themed items like drinks, book displays, and gifts at their establishments that we will encourage people to purchase by advertising them as donors of prizes and telling them where they can get other items of interest. This cross marketing will benefit businesses and involve the community in a tangible way beyond donating a prize as they've done before, hopefully helping them increase sales that day as well.

Budget

Describe the overall budget for your project and entire budget costs.

\$9000 including in-kind donations and staff labor. Costs for advertising include printing posters and flyers, paying for ads online, and costs of prizes, decorations, and craft, art, and snack supplies for children's and teen areas. Rentals of equipment and building items are also budgeted in. Here is a rough breakdown, although depending on donations and sponsorship some line items may go up or down.

Marketing: \$5500

--Poster, Flyer, Ad design, print and distribution--\$2000

--Booklet design--\$500

Print booklet, distribution with sponsors and thanks highlighting community partners and sponsors: \$1000

--Social media and print ads in newspapers: \$2000

Other costs:\$3,500

Food: \$500

Decorations: \$500

Equipment (build and rentals) \$500

Staffing and Volunteer Supplies: \$1000

Activity Supplies for Children and Teens: \$500

Prizes: \$500

What amount of that budget are you requesting from the city?

A little more than 60% of the total budget, earmarked for marketing, because this free event has the potential to bring in a significant amount of tourism if we can advertise outside of the community and in print and online. In the past, our printing costs came out of the library's office supply budget, and with current budget restraints, that isn't feasible to keep our costs in budget and have the quality of events and advertising we have previously. Our Friends of the Library sponsors the event for \$1000, although this coming year it may be less due to lost revenue. Private donors and service clubs donate funds, or donations in-kind, as well as volunteer time. Local businesses give donations in kind of prizes, and if enough funds are available we also purchase items from local businesses as part of the prizes as well.

What would you cut from your proposed project if your application is not fully funded?

We would cut advertising first, which would also cut into design costs, as we wouldn't need advertising space designed or purchased in the newspaper, or ads online. We'd spend less on marketing and then prizes. We would possibly have to design the poster in house, not be able to pay for ads, and not be able to have the interactive booklet that everyone gets that lists all sponsors, as well as functions as a part of the community engagement. Prizes would be fewer, and there might be a few less stations for each age group.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	1000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	400	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	25	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	50	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	25	Enter ###.	Enter ###.	Enter ###.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Number of attendees who did not pay for overnight lodging	900	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Social media interest, an exit survey for a small prize, and we'll ask at the door.

Describe the prior success of your project in attracting tourists.

We know we have many families drive from the surrounding area for the evening, throughout the Skagit Valley. We've never tracked before, although we've had visitors from Canada as well and family members who come stay because they know about it from someone who lives here. When we pay for ads or have good newspaper coverage, we get higher attendance, so increased marketing and the increased event time should result in more tourists.

Describe your target tourist audience (location, demographics, etc.)

Families, teens, and younger adults from Skagit and Whatcom counties.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

I applied for the 2022 grant, and then rescinded our request since COVID was too much of a risk this March and summer was too saturated with events. We want to do this well, and commit an entire day in the off-season to this event, to attract more visitors, so we are resubmitting our request with updated information and numbers.

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Diana Farnsworth TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Diana Farnsworth
Title	Librarian
Organization	Anacortes Public Library

Application

Project Detail

Project name	Historic Interpretive Signage - Q'elech'ilhch Park
Date(s) of project	January 2023 – December 2023
Amount of funding requested	\$4,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Museum Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1568957
Contact name	Bret Lunsford
Mailing address	1305 8th Street, Anacortes, WA 98221
Email address	bretl@cityofanacortes.org
Phone	360-293-1915

Project Questionnaire

Describe your project.

The Anacortes Museum would like to obtain funding to assist in the development of historic interpretive signage at the new Q'elech'ilhch Park located where the north end of N Avenue meets the Guemes Channel. The new park was named to honor Samish history on this land since time immemorial and to celebrate the current partnership between the City of Anacortes and the Samish Indian Nation.

Describe with specificity what aspects of your project you would spend the requested funds on.

City staff and Samish Indian Nation representatives are meeting to develop plans for interpretive panel designs and other amenities at Q'elech'ilhch Park. Interpretive panels for this location would feature site specific designs similar to those created in 2022 for Cap Sante and Fidalgo Bay with support from Lodging Tax Funds.

Promotion

Describe how you will promote your project to attract tourists.

Hiking the trails on Fidalgo Island and strolling the streets of downtown Anacortes have become unique "tourist destinations" for many visitors coming to the area. Creating historic interpretive signs at the new Q'elech'ilhch Park will enhance the visitors' experience as they bike and walk in the area. Q'elech'ilhch Park's proximity to the Transit Shed Event Center and Commercial Avenue will draw visitors to the new park. The historic interpretive signs will educate them about the Samish's connection to this land for time immemorial.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Tourists visiting Anacortes come to enjoy the water, the parks, the beauty of our location, and the ambiance of the town. Restaurants, businesses and lodging establishments in Anacortes benefit from the draw of these aspects of our community. Visiting Q'elech'ilhch Park will bring visitors right into the heart of our commercial area full of lodging establishments, restaurants and businesses.

Budget

Describe the overall budget for your project and entire budget costs.

The Anacortes Museum would like to undertake a project to create and install historic interpretive signs in Q'elech'ilhch Park. We would like to create four historic signs at this Guemes Channel waterfront park.

\$1,000 - Samish and Coast Salish history

\$1,000 - Industrial / neighborhood history

\$1,000 - Natural history

\$1,000 - Interpretive panel content to be determined as part of design process

\$4,000 - Total

What amount of that budget are you requesting from the city?

100%

What would you cut from your proposed project if your application is not fully funded?

Interpretive panel content to be determined as part of design process.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

For the 2022 visitation numbers requested in the following table, we used a total of actual visitation numbers from January 1 – September 15, 2022 and estimated numbers for the remainder of 2022.

Calculations to determine the number of attendees who traveled 50 miles or more; those who traveled from another state or country; attendees who stayed in paid accommodations, stayed overnight in unpaid accommodations, and the actual estimate number of paid nights, were calculated using data derived from the museum's Visitor Zip Code Survey.

A summary of the methodology used for these calculations is available upon request.

	Estimate	Estimated		
	2023	2022	month/year	month/year
Overall attendance	7540	7540	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	3870	3870	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	2500	2500	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	2260	2260	Enter ###.	Enter ###.

	Estimate	Estimated		
	2023	2022	month/year	month/year
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1415	1415	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	5280	5280	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Docents collect visitor information on daily tally sheets at the Carnegie Gallery and Maritime Heritage Center. (Maritime Heritage Center tally sheets include W.T. Preston ticket sales.)

Describe the prior success of your project in attracting tourists.

Our most recent normal year, prior to the Covid-19 Pandemic, was 2019. An estimate of 2022 full-year visitation indicates the museum will attain 83.9% of 2019 visitation. The rebound of visitation in 2022 after Covid, despite the lack of resumption of international ferry runs, shows the interest of visitors in coming to play in Anacortes.

Describe your target tourist audience (location, demographics, etc.)

Our targeted audience includes cultural tourists from the Western Washington regional market. They include overnight visitors, families, repeat visitors, and the casually interested visitor looking for a reason to visit or stop in Anacortes.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

- Q'elech'ilhch Park - Temporary Sign
- 2022-08 Fidalgo Bay Interpretive Panel
- Cap Sante Canoes

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Bret Lunsford TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Bret Lunsford
Title	Director
Organization	Anacortes Museum

WELCOME TO Q'ELECH'ILHCH PARK

Q'elech'ilhch Park is named after the village that Samish citizens created on these shores. Q'elech'ilhch (pronounced *kuh lutch eeth ch*) translates as Ironwood Village.



SCAN THIS CODE TO HEAR
THE PRONUNCIATION FROM
A NATIVE SPEAKER.

In 2021, The City of Anacortes and Samish Indian Nation renamed the park to honor Samish history on this island since time immemorial and the current partnership with the City.

Samish and the City are working on park amenities and interpretive panels. For updates scan the QR code below or call the Anacortes Parks and Recreation Department at (360) 293-1918.



LEARN MORE ABOUT OUR
COLLABORATION AND THE HISTORY
OF THE SAMISH ON FIDALGO ISLAND



SAMISH INDIAN NATION

EARLY FARMING on Fidalgo Bay

ANACORTES, WASHINGTON



For more information,
scan this QR code.

Mrs. Wooten's father belonged to the Samish tribe of Indians, and, like all respectable people, she is proud of her nationality. Well, she married Shadrach, who was a widower. They got a homestead from Uncle Sam and built a house down near S Street ... a low swamp, with rather scrubby timber...more easily cleared than the heavy timbered grounds to the north of them. Here they planted "spuds" and garden truck. They had chickens, etc., the same as

all the farmers in the early days. Shadrach planted the orchard which is still (in 1927) flourishing. Mrs. Wooten says they lived there for several years with Mr. Chas. Beale for neighbor to the south of them and brother, Richard Wooten, with his homestead adjoining theirs on the north. This homestead was later sold to Noah Nelson, who platted it at the time of the boom and called it Nelson's Addition.

Anacortes American writer Sophie Walsh featured Mary Wooten in the May 12, 1927 edition of her Trials and Hardships of Anacortes Pioneers column.



Mary Wooten (above) lived on the west shore of Fidalgo Bay where a few of many intermarried families - Euro-American men married to their Native American wives -resided there beginning in the 1850s, as well as on



In 1882, an early Anacortes schoolhouse was planned for "Wooten District No. 18." At this site, Noah Nelson and son built the original Nelson School in 1884. This view above (WF 0934), of children



from the Nelson School weaving the maypole, was likely taken prior to the school's relocation in 1902. The Nelson house (above right), a Queen Anne style Victorian at 2205 S Avenue, was built in

the 1880s and demolished for the Urban Renewal Project in the 1960s; it was last occupied by the Wiggins family.



THIS PANEL WAS CREATED COLLABORATIVELY BY The Samish Indian Nation AND the City of Anacortes TO INTERPRET SHARED HISTORY AT THIS AND OTHER LOCATIONS.



Canoes on Fidalgo Bay and the Salish Sea



For more information,
scan this QR code.

This rocky outlook was dubbed Cap Sante in 1877 by Anacortes' namesake, Anna Curtis Bowman. From here you can see the surrounding waterways navigated since time immemorial by the people of Coast Salish tribes who created and paddled dugout cedar canoes to connect their homelands across the Salish Sea.

At a time when Anacortes consisted of "three or four houses, a store and the Northwest *Enterprise* office," its newspaper of January 19, 1884 included the following *Fidalgo Items*: "Great numbers of canoes, containing entire families of Indians, the women and girls dressed in the brightest colors, passed Anacortes on Tuesday, on their way home from the potlatch held at their rendezvous on Guemes Island."

PHOTOGRAPHS (background and bottom right) Indian canoe races on Fidalgo Bay were held in 1922 during the state Elks convention held here in August. "For three days more than a thousand Indians were camped at Cap Sante and the committee in charge furnished wood, water and clams. Cap Sante beach and top was covered with sightseers, while the massed bands gave a concert that alone was sufficient to attract thousands to vantage points on this headland." — Anacortes American, 24 August 1922

PHOTOGRAPHS (top right) In a drawing on June 11, 1792 by José Cardero, Spanish ships, *Sutil* and *Mexicana*, are met by Samish Indians paddling canoes across Guemes Channel; (middle right) "Charlie Edwards' ancestors were carvers and canoe builders from time immemorial. The Samish tribe from which he comes is famous for their skill in making fine war canoes, among them being the famous *Telegraph*." —Martin J Sampson



SAMISH INDIAN NATION

THIS PANEL WAS CREATED COLLABORATIVELY BY The Samish Indian Nation AND the City of Anacortes TO INTERPRET SHARED HISTORY AT THIS AND OTHER LOCATIONS.



Application

Project Detail

Project name	Museum Tourism Marketing Program
Date(s) of project	January 2023 – December 2023
Amount of funding requested	\$2,000
Type of qualifying project	☒ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Museum Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1568957
Contact name	Bret Lunsford
Mailing address	1305 8th Street, Anacortes, WA 98221
Email address	bretl@cityofanacortes.org
Phone	360-293-1915

Project Questionnaire

Describe your project.

The Anacortes Museum Foundation requests tourism promotional funds for the Museum's 2023 advertising program. Museum staff and Foundation Board members work together to select visitor guides and travel-related media offering advertising space with good exposure, distribution, circulation, and rates that fit our planned budget. In our continual effort to encourage tourism in Anacortes, we maintain an engaging and proactive public relations campaign.

Success of the 2022 marketing program is shown by the quick recovery of museum visitation to near-normal after the challenging 2020/2021 Covid Pandemic years. Comparing the estimated 2022 visitation with our last full pre-Covid year of 2019, shows that estimated visitation for 2022 will approach 84% of our 2019 visitation.

Describe with specificity what aspects of your project you would spend the requested funds on.

The grant award will fund production and distribution of advertisements and promotional materials used in year-round and seasonal advertising to draw in our target audience. They include:

- Selected publications that will reach seasonal and year-round tourists in Washington State and British Columbia.
- Advertising that will promote our distinctive history and draw visitors looking for historic attractions. We have unique and valued cultural attractions and will advertise them in a prominent and effective way.

Promotion

Describe how you will promote your project to attract tourists.

Our promotions will include photos of our historic facilities, descriptions of what the visitor will see at the facilities, and information about new exhibits. We will advertise in ongoing and special publications that are focused on our target audience. Our annual heritage tourism marketing program is comprehensive, diverse, collaborative and proven.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Our marketing will give increased exposure for the entire Anacortes community. As visitors plan their visit to our facilities, they will seek out lodging and restaurants for their stay. Our facilities' central locations encourage visitors to walk to businesses and restaurants.

Our docents frequently are asked to recommend restaurants, businesses and lodging establishments in Anacortes. Docents encourage visitors to stop at the Anacortes Visitor Center and eagerly suggest restaurants, businesses and lodging establishments in their conversations with guests.

Our media selections will provide quality exposure for the Anacortes Museum, Maritime Heritage Center and the W.T. Preston throughout the coming year.

Budget

Describe the overall budget for your project and entire budget costs.

Publications with Anacortes Museum advertisements will include:

- Skagit Publishing, Skagit Valley Herald: Explore Skagit Valley \$1,200
- Skagit Publishing, Anacortes American: Explore Anacortes \$ 800

What amount of that budget are you requesting from the city?

100%

What would you cut from your proposed project if your application is not fully funded?

Anacortes American: Explore Anacortes

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

For the 2022 visitation numbers requested in the following table, we used a total of actual visitation numbers from January 1 – September 15, 2022 and estimated numbers for the remainder of 2022.

Calculations to determine the number of attendees who traveled 50 miles or more; those who traveled from another state or country; attendees who stayed in paid accommodations, stayed overnight in unpaid accommodations, and the actual estimate number of paid nights, were calculated using data derived from the museum's Visitor Zip Code Survey.

A summary of the methodology used for these calculations is available upon request.

	Estimate	Estimated		
	2023	2022	month/year	month/year
Overall attendance	7540	7540	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	3870	3870	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	2500	2500	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	2260	2260	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1415	1415	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	5280	5280	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Docents collect visitor information on daily tally sheets at the Carnegie Gallery and Maritime Heritage Center. (The Maritime Heritage Center tally sheets include W.T. Preston ticket sales.)

Describe the prior success of your project in attracting tourists.

Our most recent normal year, prior to the Covid-19 Pandemic, was 2019. An estimate of 2022 full-year visitation indicates the museum will attain 83.9% of 2019 visitation. The rebound of visitation in 2022 after Covid, despite the lack of resumption of international ferry runs, shows the value of our marketing program.

An analysis of total visitation for the years from 2014 to 2019, each of which received LTAC grants for marketing, shows a 30% increase in museum visitation over the six-year period.

Describe your target tourist audience (location, demographics, etc.)

Our targeted audience includes cultural tourists from the Western Washington regional market. They include overnight visitors, families, repeat visitors, and the casually interested visitor looking for a reason to visit or stop in Anacortes.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

- 2022 Explore Skagit Valley (Skagit Valley Herald)
- 2022 Explore Anacortes Visitors Guide (Anacortes American)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement

form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.

- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Bret Lunsford TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Bret Lunsford
Title	Director
Organization	Anacortes Museum

ANACORTES
BOW-EDISON
BURLINGTON
CONCRETE
CONWAY
DECEPTION PASS
LA CONNER
MOUNT VERNON
NORTH CASCADES
SEDRO-WOOLLEY

2022

A visitors guide
to a special corner
of Northwest
Washington

Explore

SKAGIT VALLEY



DISPLAY GARDENS



AZUSA FARM & GARDENS

► 14904 Highway 20, west of Mount Vernon and Burlington

► azusafarm.com, 360-424-1580

This flower farm has a large collection of shrubs and flowering plants and features a full-service garden center.

CHRISTIANSON'S NURSERY

► 15806 Best Road, west of Mount Vernon

► christiansonnursery.com, 360-466-3821

Seasonal tours of the 7-acre garden site and a one-room schoolhouse built in 1888.

WSU DISPLAY GARDENS

► 16650 Highway 536, west of Mount Vernon

► mountvernon.wsu.edu/volunteer-gardens, 360-428-4270, ext. 227

gorskagit.com

Discovery Garden: More than two dozen gardens showcase hundreds of species of plants at the Washington State University Discovery Garden. Open from dawn to dusk every day.

Washington Native Plant Society Garden: The garden offers a resource for gardeners seeking to learn how to incorporate native plants into landscaping.

Western Washington Fruit Research Foundation Garden: See fruit varieties and growing methods in this 6-acre fruit garden.

SKAGIT ACRES

► 18923 Peter Johnson Road, Mount Vernon

► skagitacres.com, 360-424-6760

Enjoy 25 picturesque acres along Interstate 5 with a retail greenhouses, a gift shop and cafe.

Anacortes Museum

For Information Call:

(360) 293-1915 or

Check our Website:

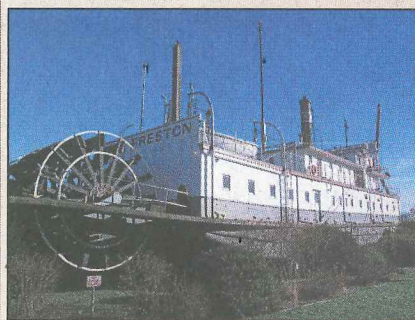
museum.cityofanacortes.org

Anacortes Museum

1305 8th Street • Anacortes, WA

Exploring the history of Fidalgo and Guemes Islands through:

- Educational Programs • Exhibits
- Research Library • Special Events



The W.T. PRESTON & Maritime Heritage Center

7th Street & R Avenue

Check our website for our current schedule



8th Street & M Avenue

The Carnegie Gallery

Gallery Open Year-Round

Check our website for our current schedule

180064-1

EXPLORE SKAGIT VALLEY 19

Explore ANACORTES



SKAGIT PUBLISHING

A supplement to the
Anacortes American

2022

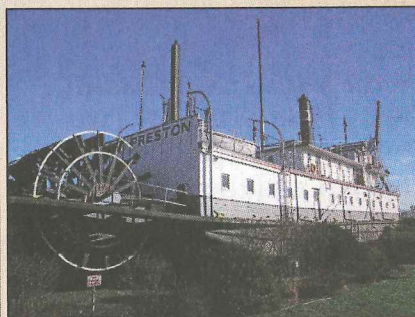
A visitors guide
for a special island
community in
northwest Washington

Anacortes Museum

For Information Call:
(360) 293-1915 or
Check our Website:
museum.cityofanacortes.org
Anacortes Museum
1305 8th Street • Anacortes, WA

Exploring the history of Fidalgo and
Guemes Islands through:

- Educational Programs • Exhibits
- Research Library • Special Events



**The W.T. PRESTON &
Maritime Heritage Center**

7th Street & R Avenue

Check our website
for our current schedule



8th Street & M Avenue

The Carnegie Gallery

Gallery Open Year-Round
Check our website
for our current schedule

Island ferry landing area with benches, picnic tables, pathways, an overlook and beach access.

- **Q'elech'ilhch Park**, formerly the N Avenue Park, Second Street and N Avenue. Small park at a street end with views of Guemes Channel. Named in honor of the Samish Indian Nation.

- **Roadside Park**, Kansas and Oakes Avenues. Small park at a street end with picnic tables and views of Guemes Channel. Stairs lead to Guemes Channel Trail.

- **Rotary Park**, 701 T Ave. The 1.5-acre park runs along the shoreline of a Fidalgo Bay inlet at the base of Cap Sante and next to Cap Sante Marina. Features disc golf course, walking trails, a gazebo, picnic tables and beach access.

- **Ship Harbor Interpretive Preserve**, between the Washington State Ferries terminal and Edwards Way cul-de-sac. Features 25 acres of freshwater wetlands, 5 acres of upland habitat and 2,000 feet of sandy beach and eelgrass beds. A walking trail/boardwalk protects sensitive areas.

- **Shugarts Playground**, 10th Street and N Avenue. A half-acre park next to the Anacortes Public Library with a small playground and benches.

- **Storvik Park**, 1110 32nd St. The 8.7-acre park is home to the community-built Our Town Our Park playground. Includes a spray park open

in the summer, plus a Little League field, two basketball courts, barbecues and picnic shelter. To reserve the shelter, call 360-293-1918.

- **Tommy Thompson Parkway** is 3.3 miles of paved trail for pedestrians and bicyclists that runs along the west side of Fidalgo Bay, leading to a walkway over the bay on a former train trestle connecting to March Point. Trailheads are at 22nd Street and R Avenue, 30th Street and U Avenue, and in the Fidalgo Bay Resort at 4701 Fidalgo Bay Road.

- **28th Street Playground** at Q Avenue intersection is a half-acre children's playground.

- **Volunteer Park**, 1915 13th St. The city's sports center has a fastpitch/Little League field, two regulation baseball fields, a field house, Kiwanis Meadows soccer field, basketball court and Doug Colglazier Playground. The park also has walking paths and a covered picnic shelter.

- **Washington Park**, 6300 Sunset Ave. The park encompasses 220 acres on the west side of Fidalgo Island. It has day-use and overnight camping facilities for tents and RVs, a boat launch, picnic shelters, playground and showers. A scenic 2.3-mile loop road around the park can be walked or driven. Camping reservations: 360-293-1918

Explore Anacortes 2022

goanacortes.com



FILE PHOTO

The W.T. Preston snagboat is located at 703 R Ave.

Explore History

History buffs will find what they need about the local area at the Anacortes Museum and the Maritime Heritage Center.

The museum, located at 1305 Eighth Street, is open daily except Mondays and is free to visit. The former Carnegie Library generally has a rotating exhibit as well as permanent displays of Anacortes history.

The museum also runs the Maritime Heritage Center and W.T. Preston snagboat, located at 703 R Ave. The Heritage Center focuses on Anacortes' tradition of fishing and history

of boatbuilding and marine transportation. Outdoor signs and displays showcase the marine history of the area and are available for viewing any time.

The center is usually open on weekends in April, May, September and October and daily (except Mondays) from June to August.

The W.T. Preston is a historical sternwheeler that served as a snagboat, located next to the heritage center. It's the last one to work in Puget Sound and one of only two snagboats remaining in the United

goanacortes.com

Explore Anacortes 2022

Port of Anacortes presents

Free Summer

CONCERT SERIES

2022

Wednesdays and
Fridays 6-8pm

July and August

www.portofanacortes.com for band information

Seafarers' Memorial Park
601 SEAFARERS' WAY ANACORTES

portofanacortes.com • events@portofanacortes.com
360-293-3134

Application

Project Detail

Project name	City Owned Public Restrooms Cleaning & Maintenance (Heart of Anacortes, 22nd Street Restrooms, the Depot Restrooms and the Upper and Lower Restrooms at Washington Park)
Date(s) of project	January 1, 2023- December 31, 2023
Amount of funding requested	\$35,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☒ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	City of Anacortes
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	Click here to enter text.
Contact name	Mac Jackson, Assistant Operations Manager, COA
Mailing address	PO Box 547, Anacortes, WA 98221
Email address	jacksonm@cityofanacortes.org
Phone	360-299-1961

Project Questionnaire

Describe your project.

Maintenance of public restrooms located at the Heart of Anacortes, 22nd Street Restrooms & Q Ave roundabout, the Depot Restrooms and the upper and lower restrooms located at Washington Park. Maintenance requested for the Heart of Anacortes, the 22nd & Q Ave and the Depot restroom would include daily cleaning, repairs and replacement of fixtures, graffiti removal, etc. Maintenance requested for the upper and lower restrooms at Washington Park would be a deep clean that would be scheduled 4 times a year.

Describe with specificity what aspects of your project you would spend the requested funds on.

Maintenance and repairs of public restrooms and then a deep clean on the uppers and lower restrooms located at Washington Park.

Promotion

Describe how you will promote your project to attract tourists.

Public Facility open to the public.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

N/A

Budget

Describe the overall budget for your project and entire budget costs.

\$20,000 for daily cleaning of restrooms; remaining funding will be used to maintain the facilities.

What amount of that budget are you requesting from the city?

100%

What would you cut from your proposed project if your application is not fully funded?

Less maintenance

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	Enter ###.	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	Enter ###.	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

N/A

Describe the prior success of your project in attracting tourists.

Many visitors to the Tommy Thompson Parkway enjoy a clean restroom that is located at 22nd & Q Ave, the Heart of Anacortes is one of the only public restrooms located in the downtown corridor, the Depot restroom is our newest facility and has been a great amenity to the Farmer's Markets and Washington Park has many visitors to the park and who also fill up our campground.

Describe your target tourist audience (location, demographics, etc.)

Everyone

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.

- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Mac Jackson TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Mac Jackson
Title	Assistant Operations Manager
Organization	City of Anacortes

Application

Project Detail

Project name	City of Anacortes Summer Concert Series at the Heart of Anacortes
Date(s) of project	Eight Saturday concerts beginning June 24 and ending August 26, 2023
Amount of funding requested	\$11,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Heart of Anacortes LLC
Type of applicant	☐ Individual ☐ Non-profit corporation ☐ Public agency ☒ Other: business
Federal tax ID #	91-1465235
Contact name	Chris Terrell
Mailing address	1014 4th St, Anacortes, WA 98221
Email address	chris@howitworks.com
Phone	360 770 5698

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Heart of Anacortes has been offering free concerts presented by the City of Anacortes since 2015, the year that the city purchased the property in 2015. The requested funds would guarantee that these well attended concerts would continue by providing funds to pay the bands and the sound engineers as well as being able to better advertise these events in publications and online advertising.

Promotion

Describe how you will promote your project to attract tourists.

We would be able to not only promote our concerts in a larger area, including Skagit, Whatcom, Snohomish and King counties, utilizing print advertising, but have greater opportunity to have our events highlighted in many event calendars and articles focused on the benefit of music in "Our Town". Furthermore, Heart of Anacortes concerts draw visitors to a concert venue that is directly adjacent to downtown restaurants and hotels and make the downtown commercial district more active and lively and attractive to visitors. In conjunction with the Port, we will continue providing concert calendars to our marine visitors and we will also increase distribution of calendars and rack cards to our hotels, restaurants and other businesses. Once our guests have enjoyed what Anacortes has to offer they will return!

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We would update the Heart of Anacortes current website to include information about our lodging and restaurants here in town, giving them the opportunity to place free ads that will not only benefit them but the Heart as well. We will work with the Anacortes Chamber of Commerce to coordinate the concert series with all other ongoing events and will again make sure that prospective tourists appreciate all that Anacortes has to offer.

Budget

Describe the overall budget for your project and entire budget costs.

Bands: \$6,400 , Sound: \$2,800, Advertising and Promotion: \$1,800

What amount of that budget are you requesting from the city?

\$11,000

What would you cut from your proposed project if your application is not fully funded?

We would have to cut expanding our advertising.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	July 2022	August 2022	month/year
Overall attendance	1,500	700	750	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	300	120	130	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	100	40	40	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	75	25	25	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	75	25	25	Enter ###.
Number of attendees who did not pay for overnight lodging	75	25	25	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will ask for headcount during concert intermissions and have a printed card for them to fill out.

Describe the prior success of your project in attracting tourists.

Having been the producer of these concerts for over 11 years, I have been approached by hundreds of tourists and boaters after the shows telling me that they are not from Anacortes, but they not only will return to this wonderful community but some have come back in later years and have purchased homes here. They said the main reason was because of how much they appreciated the music and the community spirit that they felt at the Heart...they felt the beat at the Heart of Anacortes!

Describe your target tourist audience (location, demographics, etc.)

I feel the target audience is not only our town, but the counties mentioned above, those that have come to Anacortes on their boats and those that are staying in the hotels and enjoying our restaurants, giving them a reason for them wanting to return in the future.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Chris Terrell TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Chris Terrell
Title	Manager
Organization	Heart of Anacortes LLC

Application

Project Detail

Project name	Lincoln Theatre Center Foundation: Facility HVAC and Fire Suppression design to permit.
Date(s) of project	11/1/22-11/1/23
Amount of funding requested	15000
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Lincoln Theatre Center Foundation
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	98-30524
Contact name	Damond Morris, Development Director
Mailing address	712 South First Street
Email address	damond@lincolnthetre.org
Phone	360.419.7129

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Lincoln Theatre Center Foundation is asking for help to fund the “Green Light Centennial Campaign” with the goal of updating the HVAC system and install a much-needed fire suppression system throughout the historic building. Following 35.57 and 36.100 RCW, the improvements qualify as “capital expenditures of tourism-related facilities.” There is tremendous need for the HVAC and fire suppression systems. Heating in the theatre comes from a boiler system designed in 1926, pulling air from an opening in the building. Currently there is no cooling, making hot summer months difficult for patrons and youth attending Skagit Theatre Camp. The boiler will be replaced by a modern heat pump and air filtration system that will also improve air quality by removing viruses and microbes from the air.

Fire suppression saves lives as well as preserving the historic structure. The Lincoln Theatre, constructed in 1926, has never had a fire suppression sprinkler system. Fire suppression is vital for the health and safety of patrons, performers, and staff in the theatre. Fire suppression equipment can also preserve the historic structure and keep neighboring buildings safe.

The scope of our request is for the design of both systems. Once design is implemented and a price for the project is realized, the Lincoln Theatre Center Foundation will continue the next phase of the capital campaign.

Promotion

Describe how you will promote your project to attract tourists.

HKP Architects created a detailed design to permit proposal for HVAC and fire suppression throughout the Lincoln Theatre Center, including the business office (attached). Utilizing funds requested from Washington State Department of Commerce, city and county lodging tax requests and Lincoln Theatre Center Foundation reserves, the funds will be used to bring the design to permit to fruition. Once the project is “shovel ready” with a design funding sources from City, County, State, Federal, foundations will become accessible. Promotion of the air conditioned and air purified space will be included in the Lincoln Theatre’s current targeted and aggressive marketing campaign through posters, social media and radio advertising.

The historic Lincoln Theatre serves as a major regional draw for Skagit Valley with a large variety of events that help to attract people to stay overnight in the area. Most Lincoln Theatre events throughout the year, are in the evening or on weekend days, drawing attendance from a large geographic region. The goal of the HVAC update is to increase the comfort of patrons all year long, increasing the number of patrons who return to the Lincoln Theatre. The preservation of the Lincoln Theatre structure in the event of a fire in the building or neighboring buildings in downtown Mount Vernon will preserve the structure for continued events into the future, with over 30,000 patrons attending live performance events each year.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

The comfort of Lincoln Theatre patrons will increase year-round with the updated HVAC system. In addition, the HVAC will include an ionizer which cleans the air of virus, bacteria, mold, and mildew. The ionizer is a great tool in defense of airborne pathogens. Not only will clean air increase the health of patrons, and it will also help to preserve the theatre. The safety of patrons in a fire event will increase with the installation of fire suppression sprinklers. With lower risk, insurance rates for the Lincoln Theatre Center Foundation will also decrease, allowing funds to be used for advertising and improving stage equipment.

The historic Lincoln Theatre is a key tourist draw. With multiple modes of engagement, visitors are more likely to spend a night or two and investigate the area. In addition, the Lincoln expanded its hotel reach, booking 31 Burlington rooms for Lincoln Theatre performers and acts throughout 2021/22. We anticipate booking 30 more rooms for fall and winter of 2022 and into 2023.

Budget

Describe the overall budget for your project and entire budget costs.

The Lincoln Theatre is working with HKP Architects, who have created a detailed design to permit proposal for the HVAC and fire suppression equipment (attached) The total cost for the design to permit will be \$433,000.

What amount of that budget are you requesting from the city?

The Lincoln Theatre is asking for \$15,000 to assist in the funding of the design to permit, representing 3% of the total cost.

What would you cut from your proposed project if your application is not fully funded?

The Lincoln Theatre is asking for funding from other Lodging Tax committees and from the Washington State Department of Commerce. The Lincoln Theatre has also built up a reserve fund that will be accessed as well.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	6/2022	12/2021	4/2022
Overall attendance	30000	1800	2800	1800
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	3900	234	364	234
Number of people traveling from another country or state outside of their place of residence or their business	600	54	84	54
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	50	3	5	3
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	61	30	5	6
Number of attendees who did not pay for overnight lodging	29139	1700	2700	1700

Describe methods you will use to track tourists for the purpose of mandatory reporting.

The Lincoln Theatre uses zip code tracking collected through our ticketing software to track tourist attendance. The most recent data available from our ticketing software in the 21-22 season shows that 13% of live performance attendees at Lincoln Theatre came from outside a 50-mile radius, with many staying in hotels. Zip code data indicates 3% of attendees are from another state or country. Only about 65% of our attendance are captured through the advance ticket software, as the rest of the tickets are sold at the door. In addition, the Lincoln Theatre personally booked 31 rooms with Skagit County hotels in FY22. With an increase in the number of live bands and performers now that the pandemic has moved to endemic status, the number of rooms booked will return to 2019 levels (~ 65 rooms).

Describe the prior success of your project in attracting tourists.

The 96-year-old Lincoln Theatre continues to have an active live performance schedule as well a first run film and NT Live and MET Live productions. The theatre's stage is in constant use, with 30,000 patrons a year enjoying live concerts presented by many Skagit Valley school district bands and choirs, performing arts organizations (including META and Theatre Arts Guild), award winning musical acts, national touring acts, local groups and special interest organizations. The Lincoln Theatre also provides educational engagement for youth from 6-18 years of age through camps and teen

volunteer opportunities, which occurs in the summer, making the need for cooling vital to the comfort of the students.

Describe your target tourist audience (location, demographics, etc.)

Geographic distribution: Skagit, Snohomish, Island and Whatcom counties, the Pacific Northwest region, Vancouver and the Lower Mainland, BC and outside of Washington State. For live performance events the Lincoln Theatre is currently seeing 30% of the audience from outside Skagit County.

Demographics: All ages; the marketing plans this year includes expanding more heavily to a younger audience. Live performance events can range from Skagit Theatre Camp Presenting Jungle Book, kids to nationally known performing acts such as Jessie Collin Young, Asleep at the Wheel and Leo Kottke .

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

HKP Design to permit proposal

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	 TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Damond Morris
Title	Development Director
Organization	Lincoln Theatre Center Foundation

April 22, 2022

Roger Gietzen
Director
Lincoln Theatre Center
712 S 1st St
Mount Vernon WA 98273

Re: Lincoln Theatre Renovation
Centennial Improvements
Schematic Design through Permitting

Dear Roger:

HKP Architects, PLLC ("Architect") is pleased to present the following Letter of Agreement to provide professional design services to the Lincoln Theatre Center ("Owner") for the Centennial Improvements project located at 712 S 1st St, Mount Vernon.

1. Project Description

The work for this phase is Schematic Design through Permitting. Each phase will include a respective cost estimate. We are proposing that the cost estimate for the Schematic Design phase will be the basis for defining the project scope and respective fund raising. Fees may be adjusted by Contract Amendment based on the respective redefinition or confirmation of project scope. Following a successful fundraising campaign, we will submit a subsequent proposal for the design team, based on the accepted scope, for services in support of bidding through construction and close out.

The project scope is to include several areas of renovation for the existing Lincoln Theatre building

1. HVAC Renovation

- a. *Installation of HVAC Equipment, assumed to be located at the roof above the adjacent administration offices, to serve the Theatre building.*
- b. *Evaluate the possible use of the roof above the Auditorium as an auxiliary or alternative location for equipment.*
- c. *Existing HVAC equipment and ducting to be removed from Theatre basement.*
- d. *Existing and new spaces in Theatre basement to be served by HVAC.*

2. Green Room

- a. *Investigate use of space in the basement of the Theatre, as part of reclaiming area vacated by removed HVAC equipment and ducting, for creating a new Green Room, Dressing Room and Restroom(s).*
- b. *Investigate a "better path" from green room to stage with better head height clearances.*

3. *Electrical upgrades*
 - a. *Related to HVAC upgrades as well as lighting and communications upgrades.*
 - b. *Support for addition of future solar panels to roof of administration office and Theatre building roof*
4. *Structural upgrades*
 - a. *As required at the administration offices and/or Auditorium roof to support HVAC equipment.*
 - b. *Provide support for addition of solar panels to roof of administration office and Auditorium roof*
 - c. *Seismic investigation of Unreinforced Masonry Walls and parapets. Bracing of parapets, if determined to be needed, in conjunction with the reroofing project.*
 - d. *Slab modifications at basement level for green room and dressing rooms. Foundation revisions are not contemplated at this point and would be included as an additional service.*
5. *Reroof*
 - a. *Theatre Building Roof reroof*
 - b. *Removal of existing ventilator hoods*
 - c. *Installation of new ventilation hoods/devices*
 - d. *Installation of new insulation*
 - e. *Insulation of blocking/curbs for future Solar Panels at roof of administration office and Auditorium roof*
 - f. *Reroofing and patching of the administration offices roof to allow for installation of HVAC equipment on new curbs.*
6. *Screening of exterior HVAC equipment and ducting.*
 - a. *Equipment at Admin and/or Auditorium roof*
 - b. *Ducting at east wall of auditorium*
 - c. *Determine what screening is required by the City.*
 - d. *Design Review of screening*
7. *Fire Sprinklers*
 - a. *Add fire sprinklers to the entire building (Theatre and Administration offices)*
 - b. *Theatre Consultant to specifically address maintaining historic character of the auditorium while incorporating fire protection*
 - c. *Investigate potential for one fire valve vault to provide protection to entire city owned property (south half of block).*
8. *Historic Organ*
 - a. *Investigate potential for incorporating a mechanical lift for the organ which would protect the organ while also creating space for expanded seating, orchestra seating, or stage*
9. *Cost Estimating Criteria*
 - a. *Publicly Bid Construction*
 - b. *Prevailing Wages*
 - c. *Lincoln to notify HKP of any requirements for the project tied to funding sources*
10. *Marketing*
 - a. *Include BrandQuery as a consultant to HKP for assisting the Owner in fundraising campaign*

11. Hazardous Materials

- a. Lincoln to provide hazardous materials survey.*

2. Scope of Basic Services

2.1 General

- 2.1.1. Architect's Basic Services consist of those described in **Scope of Basic Services**, and in addition to the architectural services to be provided by Architect, include the usual and customary services pertaining to the Basic Services of the Consultants listed below:

Structural	Kingworks
Mechanical/ Electrical/ Plumbing	AMC
Lighting	AMC
Acoustics	Greenbusch Group
Theatre Consultant	PLA Designs, Inc.
Cost Estimating	DCW
Fire Protection Engineer	Sazan
Roofing Consultant	Wetherholt and Associates
Marketing Assistance	BrandQuery

- 2.1.2. Architect shall coordinate with the Owner's consultants. Architect's sole responsibility in coordinating with the Owner's consultants shall be to coordinate Architect's and Architect's Consultants schedule, drawings, and specifications with the Owner's consultants' portion of the work. Architect is not responsible to Owner for any delays caused by Owner's consultants or for any errors, omissions or other defaults of any other design professional rendering design, engineering or related services to Owner not contracted with Architect.

2.2 Evaluation of Existing Conditions

- 2.2.1. Owner will provide HKP information regarding existing circumstances in hard copy or digital format, which may include the following: as-built drawings, studies, surveys, Environmental Impact Statement (EIS), and maintenance surveys.
- 2.2.2. Owner to provide hazardous material survey information relevant to the portions of the building which may be impacted by the scope of this project.
- 2.2.3. HKP shall review all Existing Project Data with their sub-consultants to assess the relationship between the existing and proposed project conditions. Following this review, HKP and their consultants will perform a site investigation to verify existing conditions.

2.3 Schematic Design (SD)

- 2.3.1. Architect shall meet with Owners and their representatives to develop a Program for all of the spaces to be included in the buildings and on the site. This Program describes the

spaces physically as well as the intent, vision, feel and long-range goals of the Owner. This Program is used to develop conceptual diagrams and sketches to convey different options to satisfy the goals. For this project, this phase will also include review of zoning regulations by the City of Mount Vernon.

- 2.3.2. The design team will provide those services necessary to prepare Schematic design documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of project components for approval by the Owner. Design should be conceptual in character, based on the requirements developed for the Program, approved by the owner, or program requirements provided by the Owner and reviewed and agreed upon by the Architect and consultants. The Architect may present up to two Schematic Design Options for consideration and review these with the Owner.
- 2.3.3. Architect shall facilitate two (2) Schematic Design Review meetings with the Owner during the development of plans, either in person or via web conference.
- 2.3.4. Architect shall revise the Schematic Design once after the initial review with the Owner to address requested changes. Additional revisions will be negotiated on a Time and Materials basis.
- 2.3.5. Structural engineering services consist of recommendations regarding basic structural material and systems, analysis, and development of conceptual design solutions.
- 2.3.6. Mechanical Engineering Services consist of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for energy sources/conservation, heating, ventilating and air conditioning (HVAC), plumbing, fire protection, and general space requirements.
- 2.3.7. Electrical Engineering Services consist of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment, analysis, and development of conceptual design solutions for power service and distribution, lighting, communication raceways, fire detection and alarms, and general space requirements.
- 2.3.8. The Architect will work with their Cost Estimating consultant to develop preliminary Construction Cost Estimates and confirm with the Owner the Project Budget and Schedule. The preferred option (or combination of ideas) will be approved by the Owner prior to moving into the next phase. Deliverables include site plan, floor plan, elevations and basic sections.
- 2.3.9. Following Approval of the Schematic Design documents we will proceed with Design and Construction Documents and Bidding services.
- 2.3.10. The Approved Schematic Design Documents, including cost estimate, shall be the basis for the project scope for subsequent phases and fundraising.

2.4 Fund Raising Support

- 2.4.1. Following approval of the Schematic Design documents and acceptance of the Schematic Design Cost Estimate it is our understanding that the Lincoln Theatre Center will embark on a fund-raising campaign. BrandQuery is to provide Fundraising

Assistance for marketing the Fundraising Campaign. HKP can and will participate on a time and effort basis in assisting this effort as Additional Services. Assistance may take the form of cooperation with the Owner's staff, creation of rendered drawings, and presentations to the Board, local groups, government entities and departments.

- 2.4.2. Provide professional renderings i.e. Monochromatic, color, Photoshop, CAD and/or 3D software, Virtual 3D animation walkthroughs.

2.5 *Permitting*

- 2.5.1. Architect shall review the preliminary plans with local Planning and Building Department Authorities to discuss any potential permitting issues and timing.
- 2.5.2. It is assumed the City will require extensive review of the project as part of their Design Review process.
- 2.5.3. We will provide services consisting of preparation of drawings based on approved design development documents setting forth in detail the architectural construction requirements for the project. We will continue to consult with the local Authority Having Jurisdiction (AHJ) and research critical applicable regulations, including preparation of written and graphic explanatory materials. The services apply to applicable laws, statutes, regulations, and codes. We will assist in obtaining approval from approving agencies as required.
- 2.5.4. Permitting scope will be re-evaluated after the initial Schematic Design Pre-Application meeting with the AHJ.

2.6 *Design Development Phase*

- 2.6.1. Upon Approval of preferred Schematic Design plan, Architect shall continue with Design Development.
- 2.6.2. In the Design Development (DD) phase, the design team will provide those services necessary to prepare from the approved schematic design documents, the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire project for approval by the Owner. Owner approval will be requested for proceeding to Construction Documents.
- 2.6.3. The Schematic Design phase documents will be developed further in detail in an effort to further define the site plan, floor plans, building elevations, building sections, interior elevations, materials, construction techniques, electrical layout, mechanical layout, and incorporating or modifying details of the existing building.
- 2.6.4. Scope of work includes up to three (3) coordination meetings with the Owner and Contractor. Architect will work with the Contractor to further define and adjust the construction estimate and schedule. Architect to keep the Owner apprised of changes in estimate and schedule.
- 2.6.5. Design Development plans will be approved by the Owner prior to continuing into the Construction Documents Phase.

- 2.6.6. Cost estimating services will be provided at the conclusion of the Design Development phase.

2.7 Construction Documents Phase

- 2.7.1. Architect shall develop and coordinate with the Owner and consultants all necessary drawings and specifications to submit for permit and construct the facilities.
- 2.7.2. In the Construction Documents (CD) phase, we will provide the services necessary to prepare for approval by the Owner - from the approved design development documents; construction documents consisting of drawings, specifications, and other documents describing the requirements for construction of the project; and bidding and contracting for the construction of the project.
- 2.7.3. Architect shall work with our Consultants to provide necessary documents for providing the Owner with a final Construction Cost.
- 2.7.4. Includes up to three (3) progress meetings with Owner.
- 2.7.5. Architect shall assist the owner in review of the Contractor's Construction Cost, including confirming appropriateness of costs, cost saving recommendations, or value-added recommendations.
- 2.7.6. Architect shall assist the Owner with identifying appropriate form of Construction Contracts.
- 2.7.7. Cost estimating services will be provided at 75% and 95% development of the Construction Documents.

2.8 FOLLOWING SUCCESSFUL FUNDRAISING FOR THE IDENTIFIED PROJECT SCOPE THE OWNER SHALL NOTIFY THE ARCHITECT OF THE INTENT TO PROCEED TO BIDDING. DESIGN TEAM SHALL THEN SUBMIT A CONTRACT AMENDMENT FOR SERVICES FOR BIDDING AND CONSTRUCTION CONTRACT ADMINISTRATION PHASES.

2.9 Bid / Negotiation Phase – NOT YET CONTRACTED

- 2.9.1. Following confirmation of Funding, the Owner's acceptance of the 95% Construction Document set, and respective cost estimate the owner shall approve proceeding to bidding.
- 2.9.2. Owner shall be responsible for executing the Contract with the Contractor.

2.10 Construction Contract Administration Phase – NOT YET CONTRACTED

- 2.10.1. In the Construction Contract Administration phase, the design team shall provide services necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction.
- 2.10.2. Project Closeout Services are initiated upon notice from the contractor that the work is sufficiently complete, in accordance with the contract documents, to permit occupancy

or utilization for the use for which it is intended, and consisting of a detailed inspection for conformity of the work to the contract documents, issuance of certificate of substantial completion, issuance of a list of remaining work required (punch list), final inspections, receipt and transmittal of warranties, affidavits, receipts, releases and waivers of lien or bonds, permits, and issuance of final certificate for payment.

3. Additional Services

The following services, though they could be provided by Architect, are not included in our **Scope of Basic Services** and, if requested will be provided and billed as Additional Services. This is not intended to be an all-inclusive list, but is intended to specifically note some of the more commonly requested services the Owner may desire to have Architect provide. Any service that is not included in the **Scope of Basic Services** is an Additional Service.

- 3.1 *Provision of consultant services not listed in Scope of Basic Services.*
- 3.2 Coordination of Owner's consultants that are not listed in **Owner's Responsibilities**.
- 3.3 Development of a Pricing Set(s) and facilitation of a Pricing Exercise(s).
- 3.4 Value Engineering.
- 3.5 Design Team developing a energy model and testing alternative material and systems for optimization.
- 3.6 Design Team developing an embodied carbon analysis and reviewing alternatives to optimize reduction.
- 3.7 Prolonged construction due to phased construction or prolonged construction due to accommodation for events or partial occupancy of the Theatre.
- 3.8 Prepare "Request for Proposal" (RFP) documents and solicit proposals from consultants that may be required including but not limited to; project management consultants, code consultants, voice/data consultants, food service consultants, audio/visual consultants, and construction managers.
- 3.9 Additional feasibility analyses and test layouts during the preconstruction phases.
- 3.10 Detailed field survey of the new premises that shall be translated into an existing conditions plan in the event that no existing conditions plan is available.
- 3.11 Overtime premium, if requested by the Owner to accelerate the mutually agreed to schedule.
- 3.12 Highly personalized or individual design and selection of new furniture and/or visits to product showrooms.
- 3.13 Research for the inclusion of antiques and one-of-a-kind items.
- 3.14 The preparation and installation of architectural or fixture mock-ups.
- 3.15 Design and coordination of any signage, artwork and graphics program.
- 3.16 Preparation of any documents and presentations to any governmental agency including but not limited to; landmarks commissions, zoning boards, boards of standards and appeals, local

planning boards. Preparation of any documents related to Public Assembly, Certificate of Occupancy, etc. See Construction Documents.

- 3.17 Priority filings with local jurisdictions.
- 3.18 As-built documents representing all revisions and field conditions upon completion of construction.
- 3.19 Modifications, beyond minor adjustments, to drawings that have been previously approved or are substantially finished. This includes, but is not limited to changes to the plans, elevations, sections or details, as well as the selection of new color and materials specifications or substitution for any material previously approved.
- 3.20 Additional costs associated with restarts after a stop or hold on work for longer than four (4) months during any phase of the work.

4. Owner's Responsibilities

The Owner agrees to provide full information including a program, setting forth its design objectives, constraints and criteria, a legal description and certified land survey showing boundary and topography of the site, dimensioned drawings describing all existing improvements, and the services of soil engineers, hazardous materials surveyors or other consultants when such services are deemed necessary by Architect. In addition, the Owner's responsibilities extend to the items listed below. The services, information, surveys and reports required shall be furnished at the Owner's expense, and Architect shall be entitled to rely upon the accuracy and completeness thereof.

- 4.1 Work cooperatively to bring the project to a successful conclusion.
- 4.2 Provide complete and accurate information in a timely manner in accordance with the approved project schedule, including a program, setting forth its design objectives, constraints and criteria, dimensioned drawings describing all existing improvements, and hazardous materials surveyors, as may be required. The services, information, surveys and required reports shall be furnished at the Owner's expense, and the Designer shall be entitled to rely upon the accuracy and completeness thereof.
- 4.3 Provide a project budget and periodic updates to ensure the project is within the Owner's Financial Pro-forma.
- 4.4 Render decisions promptly to avoid unreasonable delay in the progress of the services or project schedule.
- 4.5 Provide all low voltage systems including, POS, loss prevention, computers, audio/ video and telephone equipment & cabling including design, documentation, and installation.
- 4.6 Provide purchase orders, as required, for Owner vendors and coordinate.
- 4.7 Construction materials testing and inspections.
- 4.8 Provide a complete listing of all new or existing equipment that is to be relocated or maintained, along with the corresponding technical data, including but not limited to; power [amps/ volts], heat load [BTU]) and cabling information required for the project.

- 4.9 Owner shall require all consultants retained directly by the Owner or by Owner's agent to coordinate their services, documents, and scheduling with Architect and Architect's Consultants.
- 4.10 Within 15 days of a request by Architect, Owner shall provide the legal description of the property on which the project is located, the legal owner of the property, and the address at which the legal owner can be reached.

5. Compensation

- 5.1 Compensation for Basic Services identified in Section 2 **Scope of Basic Services** shall be a fixed fee of \$432,723.00 (Four Hundred Thirty-Two Thousand, Seven Hundred Thirty-Two US Dollars and Zero Cents) plus reimbursable expenses and will be billed monthly as services are completed.

The basic services fee is based on the State of Washington Architecture and Engineering Fees Schedule for a provisional Maximum Allowable Construction Cost (MACC) of \$3,000,000.

The Approved Schematic Design Documents, including cost estimate, shall be the basis for the project scope for subsequent phases and fundraising. The design team fees may be adjusted at that point to match the accepted project scope.

HKP reserves the right to shift fees between phases and consultants as required.

As noted earlier, fees for Bidding through Construction and Closeout will be submitted as a Contract Amendment.

- 5.2 Additional Services will be billed to the Owner separately, either in a lump sum, or on an hourly basis, in accordance with the applicable hourly rate schedule, whichever form of fee is defined in the contract change amendment.
- 5.3 Reimbursable and consultant expenses are in addition to compensation for professional services and include expenditures required by the project or requested by the Owner, such as printing and reproduction, travel, long distance telephone calls, faxes, postage, permit fees, special sample preparation, models, renderings and similar project related expenses, and are charged at a rate of 1.10 times the value of expenditures. Also included is the expense of administrative time expended in compiling backup for invoices.
- 5.4 Fees for the services of Architect's Consultants shall be marked-up by fifteen percent (15%) for the administrative cost of carrying and processing said Consultants.
- 5.5 Fees for the services of Architect's Consultants for any Additional Services added by Amendment to the Contract shall be marked-up by twenty percent (20%) for generation of the Amendment and the administrative cost of carrying and processing said Consultants.
- 5.6 Architect's current hourly rate schedule is as follows:

Hourly Rates:

Billing Rate Level 5	\$ 210	Principal, Senior Designer
Billing Rate Level 4	\$ 175	Project Architect, Technical Architect, Specifier, Risk Manager

Billing Rate Level 3	\$ 125	Architectural/Interior Staff, Senior Admin., Project Manager.
Billing Rate Level 2	\$ 100	Junior Architectural/Interior Staff.
Billing Rate Level 1	\$ 90	Interns, Admin.

MACC	\$3,000,000.00	
State of Washington Fee Schedule A	10.73%	
Add for Remodel	3.00%	
Fee %	13.73%	\$411,900.00

Basic Services

Design - Permitting	69%	\$284,211.00
	Schematic Design - 18%	
	Design Development - 20%	
	Construction Documents - 31%	
Bidding - Closeout	31%	
	Bidding - 2%	
	Construction Contract Admin - 27%	
	Project Closeout - 2%	

Basic Services		\$284,211.00
HKP Architects	Design & Permitting	\$123,211.00
Kingworks	Structural Engineer	\$9,500.00
AMC	Mechanical/Electrical	\$151,500.00

Added Services

Wetherholt & Assoc	Roofing	\$18,500.00
PLA Design	Theatre Design	\$10,895.00
Sazan	Fire Protection Engineering	\$32,000.00
Greenbusch Group	Acoustic Engineering	\$9,200.00
BrandQuery	Marketing Assistance	\$7,350.00
DCW	Cost Estimating	\$17,940.00

O&P on Basic and Added Services Consultants	15%	\$35,842.00
HKP Permitting Allowance		\$7,500.00
HKP Marketing Assistance Allowance		\$5,000.00
Reimbursables & Contingency	1.0%	\$4,285.00

Total Design - Permitting Fee Request		\$432,723.00
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6. Schedule

- 6.1 HKP is prepared to start work on the project 4-6 weeks after contract signing. Generally, the Design-Permitting phase of the project is expected to take 12 months to complete.
- 6.2 Concurrently with Design the Lincoln Theatre will embark on a Fundraising Campaign to secure funding for construction of the identified and agreed to project scope.
- 6.3 Following successful completion of fundraising, and upon notification by the owner, HKP will submit a fee proposal for Bidding, Construction, and Project Closeout services.
- 6.4 Construction Schedule will be based upon the identified and agreed to project scope and the availability of the building for the exclusive use by the contractor.
- 6.5 Phased construction or prolonged construction due to accommodation for events or partial occupancy of the Theatre will prolong the construction process.

7. Method of Payment:

- 7.1 Invoices will be submitted monthly, in accordance with the work completed. Payments for Services shall be made monthly according to the invoices issued and include compensation for the professional services plus reimbursable and Consultant expenses. Payments are due within 30 days of the date of Architect's invoice. Payments due Architect and unpaid shall bear interest from thirty (30) days after the date of Architect's invoice at an annual percentage rate of eighteen (18) percent, or at the highest legal rate under the loan usury laws then in effect in the principal place of business of Architect, whichever is less. Architect may withhold issuance of drawings and work product, suspend work on the Project, or terminate this Agreement, upon seven (7) days written notice, if payments are past due
- 7.2 The Owner may not deduct or withhold from amounts invoiced by Architect, to offset sums requested by or paid to contractors for the cost of changes in the Work, or for damages due to errors or omissions of any consultant contracted by, or at the request of, the Owner.

8. Standard of Care

The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances on similar types of projects. The Owner understands the Architect's performance consistent with this Standard of Care does not guarantee perfection in the performance of Architect's Services. No warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services. The Owner agrees to release the Architect from liability and to include sufficient contingency within the Project budget for unforeseen conditions, changes due to regulatory requirements during construction, Owner's design changes, and the errors and omissions of the Architect and its Consultants, the number and cost of which fall within the Standard of Care. The provisions of this clause shall survive termination of the Agreement.

9. Sustainability

- 9.1 HKP Architects endeavors to promote sustainability for all projects. Site design, planning, material and systems selections and construction methods will be all be performed with consideration of environmental impacts. Owners are encouraged to implement as many sustainable strategies as possible throughout the design and construction process.
- 9.2 As an Additional Service, HKP can assist Owners in creating a Healthy Materials Program for their project.

10. Promotion and Marketing

- 10.1 Architect shall have the right to promote the project during design and construction and after final completion.
- 10.2 Owner's names will be withheld from promotional materials unless approvals are granted.
- 10.3 Architect shall be granted access to the project to conduct professional photography at the conclusion of the project, or as otherwise coordinated with the Owner.
- 10.4 Architect shall have the right to submit the project to professional award programs and publications. Owner's name will be withheld unless approvals are granted.
- 10.5 Architect shall request that the Owner complete/participate in a brief Post-Occupancy evaluation a minimum of one-year after Final Completion to assess the Project's success and/or issues as well as the performance of the Architect and its team.

11. Miscellaneous

11.1 *Entire Agreement*

This Agreement contains the entire agreement of Owner and Architect with respect to the Services and the Project(s), and supersedes any prior oral or written contracts or agreements between them with respect to the subject matter contained herein. There are no representations, contracts, duties, arrangements or understandings, oral or written, between the Parties relating to the subject matter of this Agreement, which are not fully expressed herein.

11.2 *Counterparts*

This Agreement may be executed in any number of counterparts, and each such counterpart hereof, or copies or electronic versions of the same shall be deemed to be an original instrument, but all such counterparts shall constitute one agreement.

11.3 *Services Provided Prior to Date of Agreement*

Notwithstanding the effective date of this Agreement, this Agreement includes all Services performed by Architect or its Consultants on the Project, whether performed prior to or subsequent to the effective date of this Agreement.

11.4 *Severability*

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Clause shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

11.5 *Successors and Assigns*

Each party binds itself and its successors and permitted assigns to the other party to this Agreement and to the successors and permitted assigns of such other party in respect to all provisions of this Agreement.

11.6 *No Assignment Without Written Consent*

Neither this Agreement nor any rights, assets, interests, claims or causes of action arising out of or related to this Agreement shall be assigned without written consent of the parties; provided, however, the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and duties under this Agreement.

This Agreement shall be governed by the law of the principal place of business of the Architect's Principal who sealed the drawings, unless otherwise provided in the Letter

11.7 *Governing Law of the Agreement*

This Agreement shall be governed by the laws of the State of Washington to the exclusion of that jurisdiction's conflict or choice of laws provisions.

12. Time Period of Agreement

This Agreement shall terminate (18) months after the execution date of this Agreement. The Agreement can be extended, upon mutual consent of the parties. If services covered by this Agreement have not been completed by this termination date and the parties agree to extend the Agreement and the Architect's services, extension of the Architect's services shall be compensated as Additional Services.

13. Terms of Agreement

The enclosed Terms of Agreement for Design Services is, by reference, included as part of this Agreement and further details the responsibilities of Architect and Owner related to the project.

This proposal is valid for 60 days upon receipt.

14. Summary

We are excited to be working with you on this project. Please sign both copies where indicated below and return one copy for our files. If you have any questions please do not hesitate to call. Services will not commence until receipt of the signed LOA.

Owner:	The Lincoln Theatre Center	Architect:	HKP Architects, PLLC
By:		By:	
Name/Title:		Name/Title:	
Date:		Date:	

TERMS OF AGREEMENT FOR DESIGN SERVICES

Termination / Suspension

This Agreement may be terminated or suspended by either party, for material breach or convenience, upon seven (7) days written notice to the other party. Owner's failure to make payments in accordance with the terms of this Agreement is a material breach. In the event of termination, Architect shall be paid for services performed and expenses incurred to the termination notice date plus reasonable termination expenses.

In the event Architect's services on the Project are suspended for 90 days or longer at the Owner's direction, due to Owner's failure to provide required information after being advised of such by Architect, or due to a Force Majeure Event, Architect shall be paid for services performed prior to the notice of suspension (or if no actual notice is issued, from the date of commencement of the effective suspension) and shall be entitled to start-up costs of \$5,000.00 when the services are resumed. In the event of termination or a suspension of its Services, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such termination or suspension of its Services.

Ownership of Documents

Drawings and Specifications for the project as instruments of Architect's service are and shall remain the property of Architect whether the project for which they are made is executed or not. They may not be used, sold, or transferred by the Owner on other projects or extensions to the project, except by agreement in writing and with appropriate compensation to Architect. The Owner may, however, retain copies of these documents for records and reference. The Owner shall release, defend, hold harmless, and indemnify Architect against all losses, damages, and costs arising out of any use of the documents by the Owner or his agents, not specifically authorized by Architect. The provisions of this clause shall survive termination of the Agreement.

Construction Phase Services

Architect will provide personnel to observe and report on specific aspects or phases of construction in accordance with the agreed scope of services to determine if the Contractor's performance conforms generally with the intent of the Contract Documents. It should be understood that the presence of Architect's field representative will be for the purpose of providing the observation in order to allow Architect to provide the Owner with a continuing source of professional advice, opinions, and recommendations based upon Architect's representative's observations of the Contractor's work.

Architect shall not be responsible for construction means and methods, safety precautions, acts or omissions or general performance of the Contractor. Neither the presence of Architect's field representative nor the observations of Architect shall limit or reduce the Contractor's liability for defects in his work. The Owner agrees to require the Contractor to name Architect and its consultants as additional insureds on the Contractor's general commercial liability insurance policy. It is understood that the Contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work, and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the Contractor's performance conducted by Architect does not include a review of the adequacy of the Contractor's safety measures in or near the construction site.

When required to certify amounts due the Contractor, Architect's certification shall constitute a representation to the Owner, based on Architect's evaluation of the Work during Architect's observation visits and on the data comprising the Contractor's Application for Payment, that the Work has generally progressed to the point indicated.

Hazardous Materials

Architect shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances, and the Owner agrees to indemnify Architect from any claims or liability, including attorneys' fees, related to such hazardous materials.

Limit of Liability

The Owner recognizes, and assumes the inherent risks connected with construction. No warranty or other representation, expressed or implied, is included or intended in the contracts, proposal or documents. The Owner agrees to limit Architect's liability for insured claims, damages, and expenses arising from Architect's negligence to the amount of insurance then available to fund any settlement, award, or verdict; for all uninsured claims, damages, and expenses Owner

agrees to limit Architect's liability to \$100,000.00. Client further agrees that, to the fullest extent permitted by law, no shareholder, member, officer, director, manager, partner, principal, or employee of Consultant shall have personal liability under any provision of the Agreement, or for any matter in connection with the professional services provided on this Project. The provisions of this clause shall survive termination of the Agreement.

Certificates

The proposed language of any certificate or lender consent the Owner requests or the Architect is otherwise required to execute shall be provided to the Architect in sufficient time for the Architect to reasonably conduct a review of the certificate language. The Architect shall not be required to execute any certificate or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement or that otherwise, in its professional judgment the Architect could not make.

Delay/Consequential Damages

Regardless of the presence or absence of insurance coverage, Architect shall not be liable for loss or damage occasioned by delays beyond Architect's control, or for loss of earnings, or loss of use. Nor shall Architect be liable for any other incidental, consequential, indirect, special or punitive damages of any kind, or other financial or economic loss arising out of or in connection with the professional services, whether based in contract, tort (including negligence) or any other theory, even if Architect has been advised of the possibility of such damages. The provisions of this clause shall survive termination of the Agreement.

Disputes

Any claim or dispute relating to this Agreement shall be subject to mediation as a condition precedent to instituting legal or equitable proceedings by either party; except that Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation.

In the event either party defaults under this Agreement and a lawsuit is commenced by the other party, for lawsuits in which the total amount of the claim(s) and counterclaim(s), if any, does not exceed \$100,000.00, the prevailing party in such action shall be entitled to recover its costs and reasonable attorneys' fees, whether before or during trial or on appeal.

Force Majeure

Neither party shall be liable for its failure to perform any of its obligations hereunder during any period in which performance is delayed by an act of Force Majeure. A Force Majeure Event is an event, circumstance or condition that was unforeseeable and beyond the control of either party or their respective consultants. Force Majeure Events include, but are not limited to:

1. Fire, or other casualty such as flood, earthquake, volcanic disturbances, sustained electrical power or internet access outages, or Unusually Severe Weather Conditions (as defined in AIA document A-201-2018 Section 8.3.5);
2. Acts of public enemy, including, embargo, malicious mischief or riot, acts of terrorism, threats of terrorism;
3. Quarantine, pestilence outbreaks, medical epidemics or pandemics (such as COVID-19), personal medical emergency, family crisis;
4. Strike or defensive lockout; or,
5. An intervention, act, or omission of any government authority that causes business interruption.

As soon as reasonably practicable after the occurrence of any such event, Architect shall provide written notice to the Owner of the nature and extent of any such Force Majeure Event, and use commercially reasonable efforts to mitigate the effects of such Force Majeure Event.

Savings Clause

Notwithstanding any other provision contained within this Agreement, nothing shall be construed so as to void, vitiate, or adversely affect any insurance coverage held by either party to this Agreement.

(10-01-2020 Edition)

ENGINEERING SERVICES AGREEMENT with Kingworks Structural Engineers

CLIENT: HKP KW No: 22095
204 W Montgomery St
Mount Vernon, WA 98273

PROJECT: HKP Lincoln Theater Reroof Structural
712 S 1st St
Mount Vernon, WA 98273

CLIENT REPRESENTATIVE: Brian Poppe

Description of Project:

Re-roof of the existing theater structure which is constructed with un-reinforced masonry walls and wood framed roof structure. The building is not a registered historic building. Structural aspects are expected to include: Investigation and possible bracing of URM parapets, evaluation of the existing structure for moving and/or replacing roof top mechanical equipment.

KW Scope of Basic Services:

Design Phase: Attend coordination meetings, review existing documentation, perform/direct site investigation as needed. Prepare notes and details as needed for the structural aspects. If structural revisions are necessary, provide drawings with details and notes.

Deliverables to include: SD Scoping notes/memo, 50% CD Submittal, Permit Set submittal (90%), and Bid Set.

List of Information Provided by CLIENT to Prepare this Agreement:

Email discussion string from BP

Engineering Services Fee:

Design Phase: Hourly, not to exceed \$9500

(note: Not to exceed limit may be reduced by approximately \$5000 if it is determined that seismic bracing of parapets is not required)

The attached Fee Schedule and the attached Statement of Terms and Conditions are incorporated into and made a part of this Engineering Service Agreement.

Issued by: _____ Date: 4/21/2022
John R. (Jack) King, PE SE/ Principal

Accepted by: _____ Date: _____
(Signature of the authorized representative of the client)

Note: Each page of this Terms and Conditions and Fee Schedule shall be read and initialed by Client and shall be returned with the signed Agreement.

STATEMENT OF TERMS AND CONDITIONS

This Statement of Terms and Conditions is incorporated into and made part of the Engineering Services Agreement between Kingworks Structural Engineers (referred to hereinafter as "KW"), and "CLIENT" (as named in the attached Agreement) for the "PROJECT" (as named in the attached Agreement). The Engineering Services Agreement and the Fee Schedule referenced in it and this Statement of Terms and Conditions are collectively referred to hereinafter as "this Agreement."

1. RESPONSIBILITIES OF KW

KW will perform the professional engineering services delineated in the Engineering Services Agreement ("the Basic Services"). Services beyond those delineated in the Engineering Services Agreement are defined as "Extra Services" and may be performed by subsequent written instrument. The Basic Services and any authorized Extra Services are collectively referred to hereinafter as "the Services."

2. RESPONSIBILITIES OF CLIENT

CLIENT shall:

- A. Provide all criteria and full information as to requirements for the PROJECT. KW is entitled to rely upon the completeness and accuracy of the information and documents provided by CLIENT.
- B. Designate a person to act as the CLIENT's representative with respect to communications with KW. KW is entitled to rely upon all decisions, approvals and commitments communicated by the CLIENT's designated representative.
- C. Give prompt notice to KW of any development that affects the scope and/or timing of KW's services.
- D. Coordinate KW's design/services with those of CLIENT's other consultants.

3. COMPENSATION

- A. All charges for Reimbursable Expenses other than mileage, printing and communication shall bear a 10% handling charge unless stated otherwise in the attached Fee Schedule.
- B. Unless otherwise stated, CLIENT will be invoiced monthly. Payment is due upon receipt of the invoice. Interest is charged at the rate of twelve percent per annum on amounts not paid within thirty days of the invoice date. KW may suspend and/or terminate performance of Services in the event of a payment default. In that case, KW shall have no liability for any delays, costs or damages occasioned as a result of the suspension or termination.
- C. If the PROJECT is postponed, suspended, or abandoned, KW will be paid for all services performed and Reimbursable Expenses incurred prior to the date on which KW is notified of the postponement, suspension or abandonment.

4. CONSTRUCTION PHASE

- A. KW shall not have control over and shall have no responsibility for construction means, methods, techniques, sequences or procedures.
- B. KW shall have no control over and shall have no responsibility for jobsite safety.
- C. KW shall have no responsibility for any failure on the part of any contractor to perform construction in accordance with drawings and/or specifications and shall have no responsibility for any act, error or omission committed by any contractor.
- D. KW will not perform inspections. Any site observations are conducted by KW only to become generally familiar with the progress of the construction work.

5. DISPUTES AND RESOLUTION

- A. KW and CLIENT agree that, as a prerequisite to commencing litigation, all disputes between them arising out of or related to this Agreement shall be submitted to mediation before the American Arbitration Association acting under its Construction Industry Mediation Rules. Any litigation that

- is commenced before completion of a mediation proceeding required by this provision shall be dismissed upon the motion of the party that did not commence the litigation.
- B. The sole venue for any litigation arising out of or related to this Agreement shall be Whatcom County Superior Court.
 - C. Any litigation between the parties out of or related to this Agreement – whether commenced by complaint, third-party complaint or cross-claim – must be commenced within three years of the date on which KW last performs substantial services under this Agreement.
 - D. KW waives all claims for damages against CLIENT and CLIENT's employees to the extent the damages are covered by insurance carried by or for the benefit of KW. CLIENT waives all claims for damages against KW and KW's employees to the extent the damages are covered by insurance carried by or for the benefit of CLIENT.
 - E. Each party waives all claims for consequential damages against the other.
6. MISCELLANEOUS
- A. This Agreement may be terminated by either party on seven days written notice to the other party.
 - B. In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances within Whatcom, Skagit, and Island Counties in Washington State. No warranty, expressed or implied, is made or intended by this Agreement, by the Services, by the documents prepared and issued by KW or by oral or written reports furnished by KW.
 - C. Neither KW nor CLIENT may assign this Agreement or any rights arising under it, whether during or after performance, to any other person or entity without first receiving the written consent of the other party, which consent may be withheld for any reason.
 - D. Drawings and specifications prepared by KW are instruments of service and are the property of KW whether the work for which they are prepared is executed or not. The instruments of service are not to be used on other projects, except by specific, written agreement. Copies of the instruments of service may be retained by the CLIENT for its reference in the use, maintenance and occupancy of the completed PROJECT. The instruments of service shall not be altered in any manner without the permission of KW. Any use of the instruments of service on another project, or on this PROJECT following a termination of this Agreement when KW is not in default, shall be at the CLIENT'S sole risk and without liability on the part of KW.
 - E. Nothing contained in this Agreement shall create a contract relationship with, or a cause of action in favor of, any person or entity not a party hereto. There are no third party beneficiaries of this Agreement.
 - F. This Agreement states all of the terms of the agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous representations, negotiations, commitments and agreements respecting its subject matter. This Agreement shall not be modified or amended except by way of an instrument signed by both parties.



FEE SCHEDULE

Services performed by Kingworks Structural Engineers ("KW") on the basis of hourly rates will be charged at the following rates:

CLASSIFICATION	HOURLY RATE
Principal	\$167.00
Project Manager / Associate	151.00
Senior Engineer	139.00
Staff Engineer	109.00
EIT	99.00
Technician	88.00

The rates may be changed annually in accordance with KW's normal review practices.

Reimbursable Expenses are in addition to compensation for Basic Services and Extra Services and include expenses incurred by KW directly related to the PROJECT, including the following:

- 1 Outside consultant or testing services will be charged at cost plus 10%
- 2 Mileage in private or company vehicles will be charged at the current IRS Standard Mileage Rate for miles driven on PROJECT related business.
- 3 Actual travel and subsistence expenses incurred by KW personnel when away from the home office performing services related to the PROJECT will be charged at cost.
- 4 Delivery expenses, such as express shipment and postage will be charged at cost.
- 5 Other similar PROJECT-related expenses.

Reimbursable Expenses will be billed monthly. Except as specifically stated above, Reimbursable Expenses will be charged at cost.



701 East Tudor Road, Suite 250
Anchorage, AK 99503 | 907.257.9100

2950 Newmarket Street, Suite 101 PMB 265
Bellingham, WA 98226 | 360.255.7235
amc-engineers.com

April 15, 2022

Brian Poppe, AIA, LEED AP
HKP Architects
204 W. Montgomery St.
Mount Vernon, WA 98273

Subject: Lincoln Theater Building Renovation and HVAC Expansion - AMC Engineers Scope of Services

Dear Brian:

This letter outlines our scope for Mechanical, Electrical and Plumbing (MEP) design services for the Lincoln Theater Building Renovation and HVAC Expansion project.

Project Scope:

1. The project address is 712 S 1st St, Mount Vernon, WA 98273.
2. The Lincoln Theater is listed on the National Register of Historic Places, and therefore the design must address how to maintain the historic character of the building.
3. The existing building has a footprint of approximately 5,400 SF, and an estimated 12,000 SF of usable floorspace.
4. The building is approximately 96 years old.
5. The project scope is detailed in the letter from HKP Architects to Roger Gietzen of the Lincoln Theater dated October 18, 2017, and further clarified in our email correspondence dated April 4, 2022.
6. Construction cost is assumed to be \$3 million or approximately \$240/SF.

MEP Scope of Services:

Design Services:

1. HVAC system design to include demolition of existing system, design of new system, and coordination with historic building and WSEC requirements.
2. Mechanical and plumbing system testing, adjusting, and balancing (TAB) requirements will be performance specified.
3. Plumbing design to support new toilets near the proposed green rooms.
4. The automatic fire protection system (FPS) will be performance specified. FPS riser piping with appurtenances will be designed, space planned, and shown in diagrammatic format.
5. Fire protection design will include coordination with the Theater Consultant to identify pipe routing constraints and requirements for maintaining the historic character of the building.

6. Electrical design will include power service and distribution design to support the HVAC upgrades in accordance with applicable code requirements.
7. A mounting location for solar panels will be coordinated with Structural design team and a connection point to the building electrical system will be identified. The photovoltaic will be performance specified to be provided by a photovoltaic contractor.
8. Lighting design will include fixture selection, layouts, and lighting controls to meet WSEC requirements.
9. Fire alarm upgrades will be designed to support architectural, HVAC, and fire protection upgrades.
10. Communications and Audio/Video cabling requirements designed to support owner provided equipment.

Design Meetings:

1. We will attend one formal design meeting per phase of the project, anticipated to be approximately two hours in duration and be conducted online. Informal coordination meetings with a narrower scope will be scheduled as required during the normal course of design.

Site Visits:

2. We will conduct a single day site visit with two engineers during each phase of design (3 total) to observe existing building construction, MEP systems condition and locations, and available space for new system routing.

Cost Estimate:

1. We will review and comment on construction the cost estimate provided by others at the completion of the Schematic Design and Design Development phases.

WSEC Forms:

1. HKP will initiate the online forms with project information and complete the architectural portions of the forms.
2. AMC will complete the MEP portions of the online forms.
3. We will work with you to complete forms where input from multiple disciplines is required.

Permit Services:

1. We will address questions from the AHJ during the permitting process and make updates to the drawings if required to obtain permits.

Project Assumptions:

1. Bid support and Construction Administration services are not included in this proposal.
2. Construction cost estimate will be provided by others.
3. Hazards such as asbestos will be addressed by HKP Architects through other consultants, as required.
4. We will reuse utility service connections to the greatest extent possible.
5. We assume recent fire hydrant flow test data (closest to property service water branch connection) is available and will confirm adequate flow capacity (GPM) and pressure (PSIG) is available to support the FPS without need for a fire water booster pump and/or water storage tank.
6. Design of electronic safety and security systems (CCTV, Access Control, and Intrusion Detection) is not included in this project.

Deliverables:

1. Schematic Design: Narrative in PDF format with our Infrastructure Assessment findings and Schematic Design. PDF sketches may be included with our narrative if necessary to convey design intent.
2. Design Development: One set of drawings and book specifications in PDF format suitable for cost estimating.
3. Construction Documents: One set of drawings and book specifications in PDF format suitable for permitting and construction.
4. Permit: Sketches or Conformed drawings as required to obtain permits.

Fee Proposal:

We propose to provide our MEP design services as detailed in the attached fee proposal.

Schedule:

We understand the total duration for the project from design through completion of construction is anticipated to be 4 years. A schedule will be coordinated with the design team to allow the design to be completed in a reasonable amount of time without having to fast-track the design process. We anticipate that design will take place in 2022 or 2023.

Flexibility:

This is our best current understanding of the scope and effort required for this project. We remain flexible and can work with you to adjust the scope, modify our list of deliverables, discuss the schedule, and negotiate our fee accordingly. Please let us know how we can serve you better. If this proposal is acceptable as written, your written acknowledgment would be appreciated.

We look forward to working with you on this exciting project!

Sincerely,

A handwritten signature in black ink, appearing to read 'John Lackey', with a stylized, cursive flourish at the end.

John Lackey, PE
Senior Electrical Engineer

Attachment: Fee220415 Lincoln Theater HVAC - AMC Fee Proposal.pdf



Project Number: P3407
Project Name: Lincoln HVAC
Prepared by: JDL/CJD

Date: 4/15/2022
Approved by: *M. Longfellow* 4-15-2022

Lincoln Theater Building Renovation and HVAC Expansion

SUMMARY OF DESIGN SERVICES

	Mechanical	Electrical	Total	Basis
Infrastructure Assessment & Schematic Design	\$21,000	\$8,300	\$29,300	LSFF
Design Development	\$31,500	\$12,400	\$43,900	LSFF
Contract Documents	\$52,500	\$20,700	\$73,200	LSFF
Permit Services	\$3,100	\$2,000	\$5,100	LSFF
Total Design Services	\$108,100	\$43,400	\$151,500	

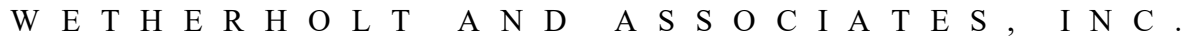
Note that numbers have been rounded to the nearest \$100 increment.

Key: LSFF = Lump Sum Fixed Fee, T&E = Time and Expense, NTX = Time and Expense Not to Exceed, NIC = Not in Contract.

BASIC ASSUMPTIONS

Our Standard Rate Schedule applies to all additional services. The prevailing rate schedule will apply to all

Thank you for selecting AMC Engineers to work with you on this project!



Page 460 of 587

Roof areas included in our scope are shown in yellow highlight in the aerial image below.



Final product selection, specification and design detailing are the responsibility of the Architect or Owner. Proper execution of the design is the responsibility of the Contractor.

Our services exclude cost estimating, hazardous material/mold analysis, structural, and mechanical. These services should be provided by other consultants contracting directly with HKP. These services are not included in our budget.

A total budget of \$18,500 should be set aside for Phase I and Phase II services.

The actual cost for services will depend upon the time spent. Billing will be on an hourly basis and invoices are itemized showing dates, hours, and description of work performed. Should it appear the probable cost of consulting services will be exceeded, authorization would be requested prior to the performance of additional work.

The billing rate for Ray Wetherholt, PE/RRC/RWC/REWC/RBEC/F-IIBEC is \$300/hr. Don Davis, RRC/RWC/REWC/RBEC; Bob Card, F-IIBEC, RRC/RWC/REWC/RBEC; Mike Caniglia, RRO/RRC/RWC/REWC/RBEC RBEC; Pravat Sripranaratanakul, RRO/RRC/RWC, Jose Laurean, RRO/RRC/RWC, Principals of Wetherholt and Associates, Inc. is \$230/hr. Field Engineers are billed at \$195/hr. Roofing Application Inspectors and Technical Services are billed at \$110/hr. for straight time, overtime at \$165/hr. Technical Assistants are billed at \$85/hr. A supply fee of \$25 per cut will be billed for all test cuts. Expenses are billed at cost plus 10%. Mileage will be billed at \$0.65 per mile. Time is billed portal to portal.

Wetherholt and Associates, Inc. does not guarantee the product application or materials, as this is the province of the manufacturer and applicator. We provide experienced eyes and judgment, along with detailed reporting to represent the client in a professional manner.

We have performed similar services for clients including Benaroya Company, Kemper Development, Rosen Properties, and Martin Smith. Services included investigation of leakage, and evaluation of roof membrane, wall transitions, sheet metal flashings, below grade waterproofing, and walking decks.

By retaining Wetherholt and Associates, Inc. you will be working with a knowledgeable consultant familiar with the various wall cladding, roofing, and waterproofing systems available. However, due to the nature of waterproofing specification, installation, and consulting, we have found it necessary to limit our liability.

You, as our client, agree to limit the aggregate amount of any damages and/or costs (including attorney fees and expert witness fees) that you may recover against Wetherholt and Associates, Inc. (together with its officers, directors and employees) on any and all claims and/or causes of action arising under or related to this Agreement and/or the Project to the amount of compensation paid by you to Wetherholt and Associates, Inc. for our services pursuant to this Agreement. The types of claims to which this limitation applies include, but are not limited to, claims based on negligence, professional negligence, professional malpractice, professional errors or omissions, indemnity or contribution, breach of contract, breach of expressed or implied warranty and strict liability.

Should our proposal merit your approval, please so indicate your understanding and authorization to proceed by your signature below or issuance of a purchase order referencing this proposal, and return a signed copy to us.

Thank you for the opportunity to discuss our services. If you have any questions, or if we may be of further assistance, please do not hesitate to call.

Respectfully,



Michael Caniglia, RRO/RBEC
Senior Field Engineer/Principal

Signature of Authorization

Date

To: Brian Poppe, AIA/HKP Architects
Project: Lincoln Theatre Renovation Project – Mount Vernon, WA
Subject: Fee Proposal for Theatre Consultant Services
Date: 04-22-2022
From: Robert R. Smulling, ASTC

Dear Brian:

Thank you for inviting PLA Designs to propose theatre consultation for your Lincoln Theatre Renovation project. We are very excited about this opportunity to work with you and have assembled our team to provide design services for your Project's success.

This letter defines our understanding of your Project's content, delivery method and schedule, and proposes our Theatre Consulting services. Our proposal is based upon information received via your emails dated August 30, 2019, April 4, 7, 15 and 22nd, 2022. The attachments identified at the close of this letter provide complete detail for each of our proposed design disciplines' scope, process, deliverables, fees and expenses, and the terms and conditions upon which this Proposal is based and offered for your consideration.

PROJECT DESCRIPTION

We understand this Project to consist of: HVAC Renovation, Electrical Upgrades, Structural Upgrades, Reroof, Lift for Historic Organ, and Cost Estimation. Our fee proposal includes the following specialty spaces: Auditorium and Stage. Our scope of services will include the following: Review and comment on routing of HVAC in the Auditorium and Stage, the proposed Green Room and New Dressing Rooms, Electrical Upgrades relating to the foot lights and cove lights, Structural Upgrades for interior areas related to the auditorium and stage, interior of the Auditorium Reroof, locations of sprinkler pipes in the Auditorium and Stage, Design of the motorized lift for the historic organ and Cost Estimation of the motorized lift for the historic organ.

PROJECT UNDERSTANDING

We are informed that this Project is to provide design services for schematic design, design development, contract documents, bidding, and construction administration. We also understand that this project construction budget of \$3MM and a MACC project delivery method.

EXCLUSIONS

We will exclude stage lighting, stage rigging/drapery, stage floor, auditorium seating, architectural lighting design. Egress and emergency lighting from our scope, but we will coordinate that work with the electrical engineer.

DESIGN SCHEDULE

We will commit our team of professionals to accomplish services for this Project according to our understanding of your Project design schedule. Our proposal is thus based upon the following design phase increments' duration of which we will be participating, each to commence upon your written Notice to Proceed:

DESIGN PHASE	PHASE WORK DURATION (Estimated)
Schematic Design	June 2022 thru August 2022

Design Development
Contract (Permit, Bond) Document
Bidding/Negotiations
Construction Administration

September 2022 thru December 2022
January 2023 thru April 2023
May 2023
June 2023 thru December 2023

PROPOSED DESIGN TEAM

We are pleased to offer you our following design disciplines' professional services and key team members for your Project's successful completion:

This team will be led by:

Senior Theater & Lighting Consultant / Project Lead/Robert R. Smulling, ASTC

BASIC SERVICES COMPENSATION

Basic Services Fees shall be Fixed Lump Sum (FX) by phase.

BASIC SERVICES ESTIMATED REIMBURSABLE EXPENSES

Our estimated expenses listed above are defined in ATTACHMENT B and are billed at cost plus 10% handling fee. Our expenses represent those directly encumbered Project costs associated with the scope of each discipline's services as defined in the attachments identified at the close of this letter.

DESIGN AGREEMENT

We offer our services for this Project according to the terms and conditions defined in ATTACHMENT B. We are prepared to provide all our designated services for this Project under one Agreement generated by you or to offer you our Professional Services Design Agreement if you so desire.

Please note that our Proposal is open for your consideration and acceptance for a period of sixty (60) calendar days from the date of this letter, after which all content is subject to adjustment. If you have any questions, require any additional information, desire revisions or clarifications, or have additional instructions for this Proposal to better satisfy your needs, please contact me.

Thank you again for considering PLA Designs for this exciting project.

Sincerely,



Robert R. Smulling, ASTC
senior theater consultant
senior lighting consultant

enclosures:

Attachment A: Theatre Consulting Proposal
Attachment B: Terms and Conditions

ATTACHMENT 'A'
THEATRE CONSULTING PROPOSAL
BY PLA DESIGNS, INC.

This Attachment defines PLA Designs Proposed Basic Services Theatre Consulting scope, process, deliverables; fees and expenses; and current standard hourly billing rates. This Proposal has been prepared by Robert R. Smulling, ASTC Senior Theatre Consultant and is offered according to the content and declarations of this Proposal Cover Letter and the Terms and Conditions contained herein in Attachment B.

BASIC SERVICES SCOPE, PROCESS & DELIVERABLES

This Scope will be addressed by each Design Work Phase as follows:

SCHEMATIC DESIGN

- Review and confirm programming documentation and owner's program, requirements, and schedule.
- One (1) Schematic Design Meeting with Owner/End Users and Architect online via Zoom or Microsoft Teams.
- One (1) Schematic design coordination online meeting via Zoom or Microsoft Teams.
- One (1) site visit to Lincoln Theatre to survey locations of the motorized lift for the historic organ.
- Review and comment on the layout of the HVAC system in the Auditorium and Stage.
- Review and comment on the layouts for the Green Room and Dressing Rooms.
- Review and comment on the restoration of the foot lights and cove lights.
- Review and comment on the structural upgrades to the Auditorium roof (interior).
- Review and comment on the Auditorium reroof (interior).
- Review and comment on the Fire Sprinkler layouts over the auditorium and stage so to maintain the historic character of the auditorium.
- Review, investigate and comment the potential to incorporate a motorized lift for the historic organ while creating additional space for expanded seating or stage extension.
- Preliminary layouts of proposed locations of the motorized lift for the historic organ. (Plan & Section sketches to be incorporated into architectural and structural drawings)
- Outline specification of the motorized lift for the historic organ.
- Provide preliminary requirements for the motorized lift to Electrical.
- Coordination with other disciplines.
- Advisory role for architectural lighting design for the foot lights and cove lights. PLA will assist the electrical engineer the control for the foot lights and cove lights; provide SD level coordination between PLA & Electrical Engineer as needed.
- Schematic level Cost Opinion for the motorized lift for the historic organ.

DESIGN DEVELOPMENT PHASE

- Review and confirm schematic documentation and Owner's program, budget, and schedule
- Set-up of backgrounds provided by Architect and two updates
- Three Drawing issues at 50%, 75% and at 100% Design Development completion
- One (1) Design Development Review Meeting with Owner/End Users and Architect online meeting via Zoom or Microsoft Teams.
- Two (2) Design Development coordination online meetings via Zoom or Microsoft Teams.
- One (1) site visit to Lincoln Theatre to finalize the location of the motorized lift for the historic organ.
- Review and comment on the DD layout of the HVAC system in the Auditorium and Stage.

- Review and comment on the DD layouts for the Green Room and Dressing Rooms.
- Review and comment on the restoration of the foot lights and cove lights.
- Review and comment on the structural upgrades to the Auditorium roof (interior).
- Review and comment on the Auditorium reroof (interior).
- Review and comment on the Fire Sprinkler DD layouts over the auditorium and stage so to maintain the historic character of the auditorium.
- Review, investigate and comment the potential to incorporate a motorized lift for the historic organ while creating additional space for expanded seating or stage extension.
- Design development plan and section layouts of the final location of the motorized lift for the historic organ. (Plan & Section sketches to be incorporated into architectural and structural drawings)
- Design development specification of the motorized lift for the historic organ.
- Provide preliminary requirements for the motorized lift to Electrical.
- Coordination with other disciplines.
- Advisory role for architectural lighting design for the foot lights and cove lights. PLA will assist the electrical engineer the control for the foot lights and cove lights; provide DD level coordination between PLA & Electrical Engineer as needed.
- Design Development level Cost Opinion for the motorized lift for the historic organ.

CONTRACT DOCUMENT PHASE

- Review and confirm design development documentation and Owner's program, budget, and schedule
- Set-up of backgrounds provided by Architect and two updates
- Three Drawing issues at 50%, 75% and at 100% Construction Document completion
- One (1) Contract Document Review Meeting with Owner/End Users and Architect online meeting via Zoom or Microsoft Teams.
- Two (2) Contract Document coordination online meetings via Zoom or Microsoft Teams.
- Review and comment on the final layouts of the HVAC system in the Auditorium and Stage.
- Review and comment on the final layouts for the Green Room and Dressing Rooms.
- Review and comment on the restoration of the foot lights and cove lights.
- Review and comment on the final structural upgrades to the Auditorium roof (interior).
- Review and comment on the Auditorium reroof (interior).
- Review and comment on the Fire Sprinkler final layouts over the auditorium and stage so to maintain the historic character of the auditorium.
- Final plan and section layouts of the motorized lift for the historic organ. (Plan & Section sketches to be incorporated into architectural and structural drawings)
- Final specification of the motorized lift for the historic organ.
- Provide final requirements for the motorized lift to Electrical.
- Coordination with other disciplines.
- Advisory role for architectural lighting design for the foot lights and cove lights. PLA will assist the electrical engineer the control for the foot lights and cove lights; provide CD level coordination between PLA & Electrical Engineer as needed.
- Final Cost Opinion for the motorized lift for the historic organ.

BIDDING/NEGOTIATION

- Respond to bidder's questions and record.
- Analysis of alternates or substitutions (prior approvals) and recommendation.
- Review prior approvals.
- Prepare addenda required.

CONSTRUCTION ADMINISTRATION

- Answer contractor's questions and record.

- Answer contractor's Request for Information (RFIs) and record.
- Review shop drawings/submittal of the motorized lift for the historic organ.
- Coordination review of sprinkler, mechanical and structural shop drawings.
- Construction site observation (One (1) site visit is included).
- One (1) site visit to perform the Substantial completion punch and provide a written punch list report.

EXCLUSIONS

Any Theatre Consulting scope, process and deliverables not shown in above Basic Services shall be Additional Services and may be provided as defined in Attachment B: Proposal Terms and Conditions. Examples of services which are excluded, but may be added as Additional Services are:

- Additional meetings other than those listed per phase.
- Additional owner/end user meetings other than those listed per phase.
- Project Close-Out
- Additional site visits during construction other than those listed in CA.
- Site Visit to Back Punch and provide Back Punch List.
- Design and specification of an all-motorized stage rigging system.
- Preparation of design mock-ups.
- Mock-ups.
- Architectural lighting design and specifications for lighting in the Auditorium, Stage, and backstage rooms.
- Design and specification for rigging, studio lighting, dimming/control, stage floor.
- Site visits to other facilities or factories to review stage lighting systems or components.
- Site visits to other facilities or factories to review stage rigging systems or components.
- Site visits to other facilities or factories to review orchestra pit covers.
- Analysis of substitute/alternative stage lighting fixture submittals after the award of construction contract.
- Preparation for design presentations to Owner.
- Design presentation to Owner.

BASIC SERVICES COMPENSATION

Basic Services Theatrical Consulting Fees shall be Fixed Lump Sum (FX) as shown:

DESIGN PHASE	COMPENSATION
Schematic Design	\$3,500
Design Development	\$4,200
Construction Documents	\$3,195
Bidding/Negotiation	\$450
Construction Administration	\$4,050
TOTAL "BASIC SERVICES" FEES	\$15,395

Basic Services Theatre Consulting Reimbursable Expenses are in addition to fee compensation above and include expenses incurred directly related to the Project, as defined in Attachment B: Proposal Terms and Conditions. Reimbursable Expenses will be continuously monitored and may be adjusted if required to conform to Project requirements.

Total Estimated Reimbursable expenses: **\$350.**

ADDITIONAL SERVICES

Additional Services may include, but are not limited to:

- Item (A) –As-Built Review & Documentation. **Add \$1,200**
- Item (B) – Record Drawings. **Add \$1,500**
- Item (C) – Conformed Set. **Add \$1,500**

END ATTACHMENT A: THEATRE CONSULTING PROPOSAL

**ATTACHMENT B:
PROPOSAL TERMS AND CONDITIONS:**

These Terms and Conditions further define the basis of this Proposal and govern its complete content:

1. All references herein to the word "Consultant" refer to PLA Designs, Inc. all references herein to the word 'Client' refer to HKP Architects of Mount Vernon, WA.
2. All references to the words "Instruments of Professional Services" refer to the deliverable drawings, sketches, BIM content, specifications, data sheets, email produced or provided by the Consultant, and commentary markups made by the Consultant on documents prepared or provided by others.
3. Client will act a coordinating project manager between themselves, other consultants, the Consultant and the Owner.
4. Consultant is not a licensed Architectural or Engineering firm and is not representing the services include in the proposal as Engineering services. The conclusions and suggestions included in the documents which constitute Consultant's Instruments of Professional Service should be considered as the opinions of a professional Theater Planner and Lighting Consultant only. The Fee quoted herein does not include the services of a licensed Engineer. In the event that the Client or the Owner does not choose to engage the professional services of a licensed Electrical Engineer, Consultant shall not be held liable for any incompleteness in the Instruments of Professional Services due to the lack of involvement by a licensed Engineer.
5. Design and documentation of general power outlets, Alarm and low-voltage building technology systems, EXIT and Emergency lighting in the building areas where the Consultant has design scope are not part of the Consultant's scope.
6. Opinions of Probable Cost for Equipment prepared by the Consultant will not include rough estimations for general building materials and installation of general building infrastructure elements, such as structural steel and electrical items. Supplemental input from other consultants and/or contractors should be obtained by Client in order to have a complete installed cost amount.
7. Consultant will produce all deliverables using REVIT 2019 or REVIT 2020 at the choice of Client, but shall use their own sheet numbers, sheet titles, scope boxes and view depths that Consultant determines best serves accurate 2D deliverables and 3D model communication of the unique systems that are part of their scope.
8. The Client agrees that electronic transmission of information shall be considered equivalent to physical delivery of correspondence, except for any physical Deliverables referenced herein.
9. All invoices for services of Consultant are considered due NET 30 days. Consultant allows an additional grace period for receipt of payment in their office. This allows time for cutting a check and mailing delay. Invoices paid in excess of this period may, at the discretion of the Consultant, be assessed a 1.5% service fee per month or fraction thereof beyond the grace period. This service fee will be reflected on the next invoice. The Consultant recognizes that the grace period is elastic, based on the pay timing of the Owner, a public entity.
10. The unique and specialized nature of the Consultant's scope of services will require the Consultant to reach design status milestones well in advance of other design team members, so that they may use the information prepared by the Consultant to complete their work for any upcoming milestone. Thus, the billing percentages employed by the Consultant may appear front-loaded in the SD and DD phases. The Consultant shall submit invoicing based on actual services performed, which will require compensation during SD and DD which may exceed the standard project percentages.

11. Our work scope is limited to that which is listed above in the section titled "STANDARD SCOPE UNDER THIS PROPOSAL", plus any Added Services listed herein which are authorized by the Client. Any additional work beyond this shall require written approval before being performed. Hourly rates (listed below) shall be used to calculate in-scope services and additional services.

▪ Principal in Charge	\$ 175 / hour
▪ Senior Consultant	\$ 150 / hour
▪ Consultant	\$ 125 / hour
▪ Production/Project Support	\$ 90 / hour
12. Consultant carries a General Liability insurance policy for \$1 million and a Professional Liability / E&O policy for \$1 Million per event and \$1 Million annual aggregate. Consultant carries Workmen's Comp at State of Washington requirements. Consultant prefers to limit liability to not exceed total fees earned, and retain the right to make corrections at its expense, using its own resources. Cost for increase to coverage above Consultant's standard limits shall be charged as a reimbursable direct expense in addition to fee.
13. The Client agrees that electronic transmission of information shall be considered equivalent to physical delivery of correspondence, except for any physical Deliverables referenced herein.
14. All documents produced by Consultant, and the content contained therein, are Instruments of Professional Service and are not Products. They are furnished to the Client for use under a limited license for this particular project only. No right of unlimited use or ownership of the documents is conveyed by transmission of work product by Consultant to the Client. The documents and the intellectual property contained therein (in any form) provided by Consultant to the Client, or to third parties at the request of the client, are the sole property of Consultant and may not be reproduced or distributed to third parties who are outside of the scope of this particular project, nor used in part or in whole for other projects. Consultant claims full copyright protection for the content and presentation represented in the Instruments of Professional Services on this project. The Client agrees to instruct, and be responsible for compliance with this condition, with regard to all staff members, volunteers, vendors, contractors and other consultants or designers engaged by the Client, for the benefit and protection of the interest of Consultant, with regard to the value of intellectual property belonging to Consultant.
15. Consultant does not include specification or supervision of the contractor's means and methods regarding maintaining safe working conditions during execution of the work, within the scope of its proposed services.
16. Consultant acknowledges that a Prime Agreement between the Owner and Client has been or shall be executed, and that certain sections of the Prime Agreement are binding on the Consultant, except as modified by the current agreement between the Client and Consultant, of which this proposal is a modification, once accepted by the Client.
17. Schedule established in the documents used to prepare this proposal affect the content of this proposal. Changes to the schedule may have cost impact to fee and may affect content of deliverables. Technical changes by manufacturers over long schedule periods may require re-design in order to keep current with best practices. Such re-design will be performed as an Additional Service.
18. Reimbursable expenses are in addition to fees compensation and are expenses incurred by us directly related to our provision of our design services for this Project. Our Reimbursable Expenses are billed at cost plus 10% handling fee and include:

- Transportation and living expenses in connection with out of town travel (greater than 50 miles round trip from our origin office location)
 - Long-distance communications
 - Fees paid for securing approval of authorities having jurisdiction over this Project
 - If authorized in advance by Client, expense of overtime work requiring higher than standard hourly billing rates
 - Renderings, models, mock-ups and 3D CADD/computer modeling requested by Client
 - Expense of reproductions, postage, couriers, handling and delivery of our Instruments of Service borne directly by us
 - Expense of any additional insurance coverage or limits, including professional liability insurance, requested by our Client or Owner in excess of that currently carried by us
 - Preparation of floor plan and other drawing backgrounds and associated production costs
 - Photographic or other documentation of existing conditions and/or conditions during construction
 - Expense of mylars, special media, composites and photographic production techniques
 - Testing equipment, rental fees and costs of electrician/specialist to place and remove equipment.
 - Cost of sub-consultants required for us to retain in order to augment our work with that of a licensed professional engineer at the request or direction of authorities with jurisdiction.
19. This proposal is based on the condition that a reasonably modified AIA C401 Standard Form of Agreement between Architect and Consultant shall be executed between Client and Consultant, with this proposal included as a part of the agreement by reference as an Exhibit, subject to any modifications that may need to be made and marked up as a part of negotiation.
20. PLA Designs does not accept agreements with Indemnification language which requires us to "defend" our Client or the Owner in the area of professional liability. Per our insurance carrier, such language renders our Professional Liability status as uninsurable, thereby diminishing protection for us, our client and for the Owner.
21. This proposal is predicated upon expectation that it shall be included as part of an executed agreement either in whole, or by extraction and duplication to a separate document containing the same content in context.

END ATTACHMENT B: PROPOSAL TERMS AND CONDITIONS.

4/25/2022

Brian Poppe, AIA, LEED AP, Assoc. DBIA
HKP Architects
204 W. Montgomery Street
Mount Vernon, WA 98273

Re: Lincoln Theatre Renovation
Professional Services Proposal

Dear Brian:

Thank you for the opportunity to provide you with our proposal for the referenced project. We have made an effort to capture the scope of engineering services for this project.

Project Description

Project Owner
Lincoln Theatre

Project Location
712 S. 1st Street
Mount Vernon, WA 98273

Building/Project Description

The scope of work is a building reroof, HVAC modernization and the addition of fire sprinklers to the existing historical building which is approximately 6,400 square feet.

CONSTRUCTION COSTS

Based on our conversation/information we received, we have assumed the following preliminary estimate:

A. Total Construction Cost: \$3 Million

INFORMATION SOURCE

Proposal is based on the following correspondences:

A. Email from Brian Poppe dated 04/20/2022.

ASSUMPTIONS

Based on information received, we understand that this project:

- A. Will have a single bid/construction packet.
- B. Will have a single document/construction phase.
- C. Scope of work is limited to fire protection design build documentation only.

PROJECT SCHEDULE

- A. Design and Specifications: From July 2022 to TBD.
- B. Construction: TBD.

111 SW Fifth Avenue
Suite # 3210
Portland, OR 97204
503.416.2400

600 Stewart Street
Suite # 1400
Seattle, WA 98101
206.267.1700

311 E. Veteran's Way
Suite #102
Tempe, AZ 85281
480.530.9101

sazan.com

DESIGN SUBMITTALS

Design Build Submittal

MEETINGS

Meetings with design team, owner representative, and construction team during consultation for coordination.

A. Up to 4 fire / life safety meetings.

BASE SERVICES SUMMARY

A. Fire/Life Safety Systems

1. Fire Suppression
 - a. Design Build Services

ENGINEERING SERVICES DESCRIPTION

Our scope of services is limited to the following. Services not included are Additional Services.



A. Fire/Life Safety Engineering Services

Fire Protection Sprinkler Services

Design Build Service

1. Performance specifications, based on the following.
 - a. Code requirements
 - b. Local AHJ requirements
 - c. Owner standards / project requirements provided to confirm owner requirements.
2. Design shall be by the contractor; we will review the design for conformance to project requirements & specifications.
3. Preliminary sizing of fire main service and coordination with civil engineer and AHJ.
4. Riser location and room size estimate.
5. Determination of need for standpipes.
6. Washington Fire Code fire flow calculation.
7. Includes up to two submittal reviews, Construction Administration.
8. Review of adequacy of water supply for fire protection.

Design Intent Drawings - Shop drawings by Contractor

1. Design of piping and head layout that is coordinated effort by design team.
2. We will provide drawings to fire sprinkler contractor for preparations of shop drawings. Contractor will submit shop drawings and calculations to AHJ for approval and permit.
3. Drawings include:
 - a. Piping and head layout
 - b. Estimated main sizing
 - c. Preliminary sizing for fire pump and layout of pump room (if need)
 - d. Sizing of on-site storage of water for fire protection (if needed)

CONSTRUCTION ADMINISTRATION: BIDDING AND NEGOTIATIONS

- A. Answer questions during bidding phase.
- B. Issue addenda as may be required under the original design scope.
- C. Answer RFIs, DCVRs, and construction questions.
- D. Construction observation site visits:
 - 2 site visits during construction for fire protection.

- 1 final construction review site visit/punch list for fire protection.
- E. Issue of ASIs, change orders, plan revisions generated by others is not included. Additional fees will be submitted if required.
 - F. Review of change order costs initiated by others will be billed hourly, on prior approval.

EXCLUSIONS AND CLARIFICATIONS

- A. Construction cost estimates will be by construction cost estimator.
- B. Prebid and preconstruction meetings are not included.
- C. Construction record drawings are not included.
- D. Life cycle cost analysis for alternate mechanical/electrical systems are not included.
- E. Waterproofing details/requirements for building components by others are not included.
- F. Commissioning of systems is not included unless proposed and accepted.
- G. Cost reduction requiring redesign after approved systems have been designed is not included.
- H. Change order issues, ASIs, and revisions requiring redesign and additional design are not included.
- I. Acoustical calculations for systems are not included. We will design our systems per your acoustical consultants' recommendations.
- J. Fee assumes that the existing system is adequate to serve the project area as noted above.
- K. Commissioning participation unless proposed and accepted.

FEE

Lump Sum

Project Phase	Fire/Life Safety
Schematic Design	\$8,000
Design Development	\$12,000
Construction Documents	\$12,000
Bidding and Negotiation	\$2,500
Construction Administration	\$8,000
Discipline Totals	\$42,500

Total Fee: \$42,500

STANDARD REIMBURSABLE EXPENSES

Standard reimbursable expenses include, but are not limited to: check plots, final plots, copies, phone calls, mileage to jobsite, parking, shipping, messenger services, electronic transmittal of drawings to contractors to develop shop drawings.

Project reimbursable costs ARE included in the fees above.

Airfare, car rental, lodging, and other travel expenses will be billed at our cost, plus 10%.

We will bill fees and reimbursable expenses monthly as services are performed. Payment is due within 60 days of receipt of invoice. Finance charges may be added after that time at a rate of 1.5% per month (annual rate of 18%). Finance charges will be applied to delayed payments resulting from lack of project funding.

This proposal is valid for 90 days from the date first written above. Săzăn Group, Inc. reserves the right to modify or update this proposal after that date.

ADDITIONAL SERVICES

Services requested beyond those included in this proposal will be considered additional services and will be billed either at hourly rates listed below or will be estimated on a lump sum basis. Săzăn Group, Inc. will not proceed with services we consider to be in addition to the contract without first notifying you and obtaining your authorization.

Additional services will be billed at our standard hourly rates at the time the work is performed.

BUILDING INFORMATION MODELING (BIM)

The MEP drawings and the BIM Model shall be diagrammatic in nature and show general routing and connections and may not show all parts in its exact position.

A. Model Level of Design

The design model is not intended on being used for take-offs, counts or fabrication. In general, the Revit model will be modeled to Level of Design (LOD) of 200 with some items or systems modeled to LOD 300 depending on the project phase or system being modeled. Below is a general guide for each system LOD as defined in the **2021 Level of Development Specification** published **December 2021** by **BIM Forum**:

- Plumbing Piping: LOD 200
- Plumbing Fixtures: To be modeled by others. Connections provided.
- Mechanical Piping: LOD 200
- Mechanical Ducting: LOD 200
- Mechanical Equipment: LOD 200 – 300
- Electrical Wiring and Conduits: LOD 200. *(No Conduits under 2" will be modeled)*
- Electrical Equipment: LOD 200
- Lighting: LOD 200
- Data and Low Voltage: LOD 200 *(only devices will be modeled. No wiring or conduits)*

Săzăn will not model above LOD 300 as model above this LOD (as listed herein) are best completed by the contractors who will be choosing the specific manufacturer and models of equipment, routing preferences, as well as means and methods of fabrication, installation, and construction.

B. Clash Detection

As noted above the routing is diagrammatic in nature so using clash detection on the design model other than checking for general clearances at locations like shafts or other choke points will not be performed past a basic visual check at these areas. If clash detection is desired this shall be performed by the General Contractor/Subcontractors using their construction/fabrication level models and desired routing.

C. BIM360 Modeling

If BIM 360 is used for the project, Săzăn assumes the following:

- All Săzăn BIM Managers will be added to the BIM360 project with administrator rights so Săzăn group can properly manage permissions and users on the Săzăn team as they are added or removed from the project.
- Only Săzăn Group employees will open the Săzăn model and make modifications or corrections.
- A Revit model waiver is signed by all 3rd parties given access to the BIM 360 project if Săzăn does not already have a contract with the party.
- Săzăn Group shall be given at least two weeks' notice prior to being removed from the project

or the project being archived so that Săzăn can retrieve all of the electronic files stored on the project.

D. Construction Operations Building Information (COBie)

If COBie standards are utilized, Săzăn shall specify a range of acceptable makes and models of equipment, acceptable for use on this project. The General Contractor / Subcontractors shall be responsible for providing COBie spreadsheets with final installed equipment manufacturer, and model information. Any COBie documents provided by Săzăn shall be "preliminary" and not for final record.

DESIGN-BUILD SERVICES CLARIFICATION

If design-build services are provided, Client acknowledges that Săzăn Group, Inc. will provide performance specifications. In the event that drawings are provided, they will be conceptual drawings only. Conceptual drawings and performance specifications are intended as guidelines for the design of system(s) by the design-build contractor. Conceptual drawings and performance specifications are not intended for use to obtain a building permit or as bid documents. The design-build contractor is responsible for complete design, engineering, permit documents, construction documents, and coordination with architectural, all trades and utilities, and governing jurisdictions and licensing agencies. The design-build contractor is responsible for system quantities, capacities, routing, and installation adequate for its intended use. All detailing by design builder. Client agrees that Săzăn Group, Inc. is not responsible for the design and will indemnify and hold harmless Săzăn Group, Inc. for any and all claims, damages, allegations, and costs, including attorneys' fees at trial, arbitration and on appeal, arising out of the design and installation of design-build systems. The following are the design-build services to where this clause will apply:

A. Fire protection/sprinkler system design

Client acknowledges that Săzăn Group, Inc.'s review of submittals by design-build contractor is for the limited purpose of checking for conformance with the performance concept expressed in the contract document. Săzăn Group, Inc.'s review does not constitute approval of safety precautions, means and methods, approval of an assembly, or approval of a component.

If this Proposal meets with your approval, please sign below and return to us. By your signature, you acknowledge that you have read and agree to the terms of this proposal. We will not proceed with the work until this signed Agreement is returned to us. In addition, you represent that you have authority to bind for HKP Architects. If you have modified this proposal, we will review your modifications. This Agreement shall not be in effect until we sign, accepting your modifications.

If you have any questions, please contact this office.

Sincerely,

Săzăn Group, Inc.



Daniel Touger, PE
Managing Principal

HKP Architects: _____ Date: _____

General Conditions

These General Conditions are incorporated into and are part of the design services proposal letter from Săzăn Group, Inc. ("Săzăn") to HKP Architects, ("Client") dated 4/25/2022 related to the Project identified therein. These General Conditions, and the design services proposal letter, together, are referred to below as "this Agreement". Săzăn and Client are sometimes referred to in this Agreement individually as "party" and jointly as "parties".

Compensation

Compensation shall be as proposed in the proposal letter.

Billing and Payment

Săzăn will send invoices approximately monthly covering services performed and costs incurred during the preceding period. Payment is due within thirty days of receipt of each invoice. If Client fails to pay within forty-five days of receipt of an invoice, Săzăn may, at its option: terminate this Agreement for default; and/or charge interest at the rate of twelve percent per annum on all amounts unpaid more than thirty days after receipt of the invoice; and/or suspend performance until all payments, including any accrued interest, have been brought current and the parties have agreed to appropriate changes to the schedule and/or compensation. In the event of a suspension under this provision, Săzăn shall not be liable for any costs or damages incurred as a result of delays or interruptions to the progress of the Project.

Client-Furnished Information

Săzăn is entitled to rely upon the completeness and accuracy of information and documents furnished by Client and Client's consultants.

Instruments of Service

Plans, specifications and other materials prepared by Săzăn are instruments of service intended for use only on the Project that is the subject of this Agreement and shall remain the property of Săzăn. Any use of the instruments of service on a different project or on this Project following a termination of Săzăn's services when Săzăn is not in default shall be at Client's sole risk and without liability on the part of Săzăn or its directors, principals, employees or consultants. Săzăn shall not be obligated to provide electronic versions of any of the instruments of service except upon arrangements to which the parties may mutually agree at a later date.

Plans, specifications and other materials prepared by Săzăn are instruments of service intended for use only on the Project that is the subject of this Agreement. Săzăn shall assign to the Owner, without reservation, all copyrights to all project related documents, models, computer drawings and other electronic expression, only as related to this Project. Săzăn shall obtain a written assignment of copyrights from the design consultants in terms identical to those that obligate the architect to the owner as expressed herein, which copyrights the architect hereby assigns to the Owner. The Owner, in turn, hereby grants to Săzăn a nonexclusive license to reproduce the documents for the purposes relating directly to the Săzăn's performance of this Project, for Săzăn's archival record, and for Săzăn's reproduction of drawings and photographs in their marketing materials, provided that the contents of those materials are approved by the Owner prior to publication. No other project related documents may be reproduced for any other purpose without the express written permission of the Owner.

Any use of the instruments of service on a different project or on this Project following a termination of Săzăn's services when Săzăn is not in default shall be at Client's sole risk and without liability on the part of Săzăn or its directors, principals, employees or consultants.

Construction Cost Projections

Client recognizes that Săzăn has no control over the cost of or availability of labor, equipment or materials, over market conditions or over prospective contractors' methods of pricing. Any opinions of probable construction costs provided by Săzăn are offered only for purposes of general guidance and are made on the basis of Săzăn's judgment as a professional familiar with the industry. Săzăn makes no warranty or representation that bids or proposals from contractors will not vary from any opinions of probable construction costs provided by Săzăn.

Construction

Săzăn shall not be responsible for any failure on the part of the contractor(s) to construct in accordance with the plans and specifications or applicable codes or standards. Săzăn shall not be responsible for construction means, methods, techniques, sequences or procedures or for jobsite safety or safety programs in connection with the construction.

Assignment

Neither party may, either during performance or after performance or termination, assign this Agreement or any rights or liabilities arising under it or related to it without the written consent of the non-assigning party, which consent may be withheld for any reason or in the non-assigning party's discretion. There are no third party beneficiaries of this Agreement.

Termination

This Agreement may be terminated by either party upon seven days' written notice should the other party fail to perform in accordance with its terms through no fault of the party initiating the termination. In the event of a termination for a reason other than Săzăn's default, Client shall compensate Săzăn for all services performed and reimbursable expenses incurred up to the point of termination within fifteen days of the effective date of the termination.

Dispute Resolution

Any dispute that arises under or related to this Agreement, or the breach or alleged breach of this Agreement, that cannot be resolved by direct discussions between the parties shall be submitted to non-binding mediation. Unless the parties subsequently agree otherwise, the mediation shall be conducted in Seattle by the American Arbitration Association acting under its Construction Industry Arbitration Rules. Neither party may commence arbitration on any claim that has not first been considered in mediation. Any dispute that has not been resolved after being considered in mediation shall be resolved by binding arbitration. Unless the parties subsequently agree otherwise in writing, the arbitration shall be conducted in Seattle by the American Arbitration Association acting under its Construction Industry Arbitration Rules, provide, however, that there shall be a single arbitrator regardless of the amount in dispute. The arbitrator's decision shall be final and binding. No arbitration between the parties shall be consolidated with any other proceeding involving any third parties or entities, and no other person or entity shall be made a party to any such arbitration without the consent of both parties to this Agreement. The foregoing mandatory procedures shall not preclude Săzăn from recording a lien and/or commencing an action in Superior Court to foreclose a lien in advance of mediation and/or arbitration to comply with statutory time limitations.

Waiver of Subrogation

The Client waives all claims for damages against Săzăn to the extent such damages are covered by insurance carried by or for the benefit of Client. Săzăn waives all claims for damages against Client to the extent such damages are covered by insurance carried by or for the benefit of Săzăn. The foregoing waivers shall not apply to the extent, if any, that they impair coverage under the subject insurance policy or policies.

Consequential Damages / Claims Against Individuals

The parties waive all claims for consequential damages against each other. Each party waives all claims for damages against the other party's members, shareholders, officers, directors and employees; provided, however, that this waiver shall not apply to protect any individual's intentionally wrongful act.

Time Limit

Any claim or cause of action between the parties arising under or related to this Agreement, or the breach or alleged breach of this Agreement, shall be forever barred if litigation concerning the claim or cause of action is not commenced within three years of Săzăn's last performance of services under this Agreement.

Risk Allocation

The Client agrees to limit the aggregate amount of any damages and/or costs (including attorney fees and expert witness fees) that Client may recover against Săzăn (together with its principals and employees) to the amount of proceeds available under the liability insurance policy that covers the claim at the time the claim is finally resolved. The types of claims to which this limitation applies include, but are not limited to, claims based on negligence, professional errors or omissions, indemnity, contribution, breach of contract, breach of expressed or implied warranty and strict liability. If the Project is residential condominiums, the amount that may be recovered against Săzăn (together with its principals and employees) shall be limited to the lesser of (1) the amount of proceeds available under the liability policy that covers the claim at the time the claim is finally resolved, or (2) the amount of compensation paid to Săzăn for its services pursuant to this Agreement.

Limit of Liability

As of the date of this contract, Săzăn Group carries limited professional liability insurance inclusive of attorney fees and expenses. Additional professional liability insurance beyond the basic coverage can be provided to the Client if the Client wishes and agrees to compensate Săzăn Group for the amount of additional premiums. If such additional coverage is requested, the Client shall notify Săzăn Group in writing concurrent with the signing of this agreement.

If such additional coverage is not requested by the Client and appropriate increased compensation is not made to Săzăn Group, the Client agrees to indemnify and hold harmless Săzăn Group and limit their liability to the Client, his/her heirs and /or assigns, and to all construction contractors and subcontractors on the project, for any costs, expenses or liabilities arising from any disputes, claims or third party claims, due to any acts, errors, or omissions, such that the aggregate liability shall not exceed the basic coverage.

Entire Agreement

This Agreement states all terms of the agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous representations, negotiations, commitments and agreements respecting its subject matter. This Agreement shall not be modified or amended except by way of an instrument signed by both parties.

Additional Services

When requested by the Client, Săzăn Group will provide Additional Services which are those services not included in the scope described under Basic Services. Compensation for Additional Services shall be at the hourly rates described in the agreement unless agreed otherwise.

Ownership of Documents

Project records, design concepts, drawings and specifications, including electronic CADD data, are instruments of the Săzăn Group's service and shall remain the property of the Săzăn Group, whether the project for which they are made is completed or not. They are not to be used, sold or transferred by the Client on this or other projects or extensions thereof except by written agreement between Client and Săzăn Group, and with appropriate compensation to the Săzăn Group. The Client may, however, retain copies of these documents for the purpose of records and reference only.

Litigation and/or Collection

In the event either party to the Agreement is required to refer this matter to an attorney and/or initiate or defend litigation against the other party arising out of or relating to this Agreement, or the services to be performed hereunder, then the prevailing party in such litigation shall, in addition to other remedies, be entitled to reasonable attorneys' fees, including recovery costs and attorneys' fees on any appeal.

Hazardous Materials and Pollution

Săzăn Group is not suited to provide and has not been retained to provide any services related to hazardous materials or pollution. Săzăn Group assumes no knowledge or liability in connection with the presence, handling, or removal of asbestos, pollutants, mold, mildew or other hazardous materials or waste. The Client shall retain an expert consultant to deal with those conditions and exposures should they arise. Recognizing this limit on the Săzăn Group's services, the Client agrees to indemnify and hold harmless Săzăn Group against any costs, expenses, or liabilities arising from any disputes, claims, or third party claims purportedly, or in fact, caused by exposure to asbestos or other discharge, dispersal, release or escape of pollutants or other hazardous materials or waste relating to this project.





April 21, 2022

Brian Poppe, AIA, LEED AP, Assoc. DBIA™
HKP Architects
204 W. Montgomery Street
Mount Vernon, WA 98273

**Re: Proposal for Acoustical Design Services
Lincoln Theater Renovation**

Dear Brian:

The Greenbusch Group, Inc. is pleased to submit the following proposal for Acoustical Design Services on the subject project in Mount Vernon, Washington.

GENERAL SCOPE OF SERVICES

Renovations to existing theater and admin buildings. Scope is not fully defined, but could include a reroof, relocation and/or replacement of rooftop mechanical equipment, new interior mechanical systems, new fire sprinkler system, and other renovations to the basement area. The assumed total construction budget is \$3M.

SCOPE OF ACOUSTICAL SERVICES

Schematic Design

- Task 1.* Attend up to two meetings with the design team via teleconference.
- Task 2.* Author a schematic narrative for acoustics, outlining the acoustical performance requirements for sound isolation between spaces, reverberation control, and background sound levels associated with the new mechanical system.
- Task 3.* Prepare the following SD deliverables:
- Narrative report
 - Conceptual sketches or diagrams, if needed

Design Development

- Task 4.* Attend up to three meetings with the design team via teleconference.
- Task 5.* Provide recommendations and detailing for construction necessary to acoustically separate noise-sensitive spaces. Recommendations would include wall and ceiling construction.
- Task 6.* Analyze the acoustical environment of the various spaces in the facility and develop the requirements for surface finishes to control noise and reverberation.
- Task 7.* Establish criteria for acceptable background noise levels throughout the facility due to the operation of the mechanical system.
- Task 8.* Furnish recommendations for silencing of ductborne fan noise, control of noise generated by turbulent airflow, diffuser and grille noise and airborne equipment noise within the building. Recommendations will also be provided to control crosstalk between spaces.

Page 2
Lincoln Theater Renovation
April 21, 2022

- Task 9. Evaluate sound levels from any outdoor mechanical equipment and design mitigation as required to meet local Noise Code requirements and to minimize sound exposure for adjacent buildings.
- Task 10. Coordinate with architectural, structural and mechanical disciplines.
- Task 11. Prepare the following DD deliverables:
- Report outlining approach to acoustical systems.
 - Assist with Outline or preliminary specifications.
 - Assist in the cost estimation for acoustical elements

Construction Documents & Permitting

- Task 12. Attend up to three meetings with the design team via teleconference.
- Task 13. Coordination with architectural and structural disciplines.
- Task 14. Refine recommendations as required to coordinate with other disciplines and to respond to Owner comments.
- Task 15. Prepare the following CD deliverables:
- Review of interim construction documents and issue memo outlining areas where acoustical elements have not been incorporated, if any.
 - Respond to Owner comments, if any.

FEES

Our fee for the total scope of services outline above will be billed on a fixed-fee basis as follows.

Phase	Fee
Schematic Design	\$1,800
Design Development	\$3,200 ¹
Construction Documents & Permitting	\$4,200 ¹
Column Total	\$9,200¹

1. These are rough estimates and would need to be confirmed after SD is complete.

Our fee is based on a linear design process. Significant delays, and revisions or variations that occur as the design matures will result with additional design cost. Additional services, as may be authorized, will be billed in accordance with our prevailing hourly rates, which are currently \$225 for principals and \$80-\$115 for acousticians. The contractual arrangements for our services would be in general accordance with AIA C401, by reference. The Greenbusch Group would maintain professional and general liability insurance in effect for the duration of the project with limits of \$2,000,000.

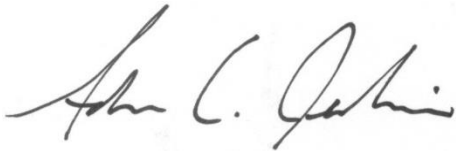
We appreciate the opportunity to propose this work and are looking forward to working with you on this interesting project. Please do not hesitate to contact us if you have any questions or wish to request revisions to this proposal.

THE GREENBUSCH GROUP, INC.

Page 3
Lincoln Theater Renovation
April 21, 2022

This fee proposal remains valid for a period of 90 days.

Sincerely,
The Greenbusch Group, Inc.

A handwritten signature in black ink, appearing to read "Adam C. Jenkins". The signature is fluid and cursive, with the first name "Adam" and last name "Jenkins" clearly legible, and "C." in the middle.

Adam C. Jenkins, PE, INCE Bd. Cert.
Vice President – Acoustics / Audio-Video



Lincoln Theatre Capital Campaign / HKP Architects
Brian Poppe, Partner, HKP architects
204 W Montgomery Street
Mount Vernon, Washington 98273

Authorization

Date 04.19.22
Number TLT005
Revision
AE/Team JLB
Due Date TBD

Project Title: Lincoln Theatre
BrandQuery Contact: Jacque Beamer

Scope of Work

Develop a marketing campaign to promote and launch the Lincoln Theatre Capital Campaign. The marketing will clearly outline the capital campaigns intent and purpose for work.

Process:

- project management, coordination, and vendor management (as needed).
- discovery meeting, internal meetings, Presentations.
- strategy, message, and design development
- copywriting
- final production, digital file creation and preparation

Deliverables:

- 1) Strategic Plan
- 2) Marketing Plan incorporating:
 - a) Advertising Plan, both print and digital
 - b) Social Media Plan
- 3) Campaign Development
- 4) Fundraising Brochure**
- 5) Site Signage (banner, poster)**
- 6) Web Elements (for existing site)

Project Management | Research | Strategy | Meetings | Coordination | Review | Design | Copywriting | Editing | Production

Project Total: \$7,350.00*

**Plan implementation and advertising fees are the responsibility of the Lincoln Theatre. BrandQuery can be contracted for this portion under a separate agreement.*

***Fee includes a \$1500 budget for printing #4 & #5. Should costs exceed the budgeted amount, notification will be made prior to completion.*

Thank you for your consideration in working with BrandQuery, LLC. Should you have any questions regarding this estimate, please do not hesitate to call us at 360/336-0152.

Acceptance

Should the terms of this proposal /authorization meet with your approval, please sign and return a copy of this agreement. Billing will proceed monthly as work in progress with the first billing applied (and shown) to the deposit currently on hand.

Approval

Brian Poppe

Date:

April 25, 2022

Brian Poppe
HKP Architects
204 W Montgomery St
Mount Vernon, WA 98273

RE: Lincoln Theater – Centennial Projects

FP-WA-2020-0082

Dear Brian Poppe,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,



Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for the Lincoln Theater – Centennial Projects located at 712 S 1st St, Mount Vernon, WA 98273. The cost study scope of work includes costing the Schematic Design, Design Development, Permit Set.

The intended design package consists of a reroof of the historic theatre and adjacent administrative office area. A HVAC renovation, updates to the Green Room, electrical and structural upgrades, the addition of sprinklers, and the development of the basement area are priorities in design. A mechanical lift of the historic organ will be investigated.

Detailed Scope of Work:

Task 1 Schematic Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- This stage includes a maximum of five alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 2 Design Development

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- This stage includes a maximum of three alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 3 Permit Set

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformalt II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

SCHEDULE 2
Fee Schedule

Fee Breakdown

	HRS	RATE	SUM
Task 1 Schematic Design	30	\$165	\$4,950.00
Task 2 Design Development	36	\$165	\$5,940.00
Task 3 Permit Set	40	\$165	\$6,600.00
SUM Total	106		\$17,490.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$17,490**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

SCHEDULE 3

DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$175.00
Specialists	\$165.00- \$175.00
Cost Estimators*	\$155.00 - \$165.00
Clerical	\$100.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: HKP Architects

DATE: 4/25/2022

DATE:

By: Trish Drew

By: Brian Poppe

Its: Managing Director

Its: Partner



From: development@lincolnthatre.org
To: [Joann Stewart](#)
Subject: RE: Lincoln Theatre Lodging grant = HVAC and fire suppression
Date: Wednesday, August 31, 2022 2:31:01 PM

Greetings Joann,

Many national performing artists have limited tours of Washington State and many prefer performing in the Lincoln Theatre. Patrons who follow the national acts, like Leo Kottke, Asleep at the Wheel, the Blind Boys of Alabama or Jessie Collin Young, travel over 50 miles and many live in the San Juan Islands or on the Olympic Peninsula. The patrons who attend the special events and have to catch the ferry, stay in Anacortes.

Looking over our ticket sales by zip code over last year has revealed that patrons from the islands and from the Olympic Peninsula attended events at the Lincoln Theatre. Lincoln Theatre performances happen in the evening, after the last ferry has run. Patrons having to catch the ferry have a high probability that they lodged in Anacortes before catching the ferry the next morning.

The ticketing data identified:

17 patrons from the islands, including Orcas, Shaw, Blakely and San Juan

32 patrons from the 983 area code on the Olympic Peninsula

11 patron from the 985 area code on the Olympic Peninsula

~60 patrons

The most data from our ticketing software in the 21-22 season shows that 13% of live performance attendees at Lincoln Theatre came from outside a 50-mile radius, with many staying in hotels. Zip code data indicates 3% of attendees are from another state or country. Further, data suggests that the special touring artists have 30% of the population coming from outside Skagit County. Only about 65% of our attendance are captured through the advance ticket software, as the rest of the tickets are sold at the door. This leave a portion of 35% of patrons that may have stayed in Anacortes lodging.

The Lincoln Theatre lodging request is the first since 2020. The request made this year is very special. The Lincoln Theatre Center Foundation is asking for help with climate control in the historic Skagit County Theatre, constructed in 1926. Without an HVAC system the heat is often unbearable for large concert events, particularly when the hot stage lights are at full and the theatre is at capacity. With climate control the Lincoln Theatre will be able to increase programming in the summer months, increase assistance to Skagit County Public Health as one of the ONLY cooling centers available in Skagit County, and comfortably serve students pursuing arts education during the summer in Skagit Theatre Camp.

Let me know if you have any questions.

I look forward to hearing from you.

Cheers.

Damond Morris

Damond Morris
Development Director
Lincoln Theatre Center Foundation



Skagit County's Historic Performing & Cinematic Arts Center

Post Office Box 2312 • 712 South First Street

Mount Vernon, Washington 98273

Office 360-419-7129 • www.lincolntheatre.org

From: Joann Stewart <joanns@cityofanacortes.org>

Sent: Wednesday, August 31, 2022 9:44 AM

To: development@lincolntheatre.org

Subject: RE: Lincoln Theatre Lodging grant = HVAC and fire suppression

Hi Damond! Thanks for sending your application! I wonder if you have any stats on hotel stays for Anacortes for any of the events at the Lincoln. If you do, that could help! Review of applications will begin in October so if you have any info to add, please send before the end of September. Thanks.

Joann Stewart
Program Coordinator
City of Anacortes
360-293-1907 (o)
360-503-9041 (mobile)

From: development@lincolntheatre.org <development@lincolntheatre.org>

Sent: Friday, August 19, 2022 4:29 PM

To: Joann Stewart <joanns@cityofanacortes.org>

Subject: Lincoln Theatre Lodging grant = HVAC and fire suppression

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Greetings JoAnn,

Please accept the lodging tax grant application for HVAC and Fire Suppression design from the Lincoln Theatre Center Foundation.

I will be out of the office next week, and will return any questions you may have the following week. Thank you.

Damond Morris
Development Director
Lincoln Theatre Center Foundation



Skagit County's Historic Performing & Cinematic Arts Center

Post Office Box 2312 • 712 South First Street

Mount Vernon, Washington 98273

Office 360-419-7129 • www.lincolntheatre.org

Application

Project Detail

Project name	Oyster Run 2022
Date(s) of project	September 25, 2022
Amount of funding requested	15,549.51
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Click here to enter text.
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	601878357
Contact name	ANGIE HAYNES
Mailing address	5129 EVERGREEN WAY, SUITE D, # 473, EVERETT WA 98203
Email address	ANGELA.HAYNES@COMCAST.NET
Phone	425-508-8524

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

THIS GRANT WOULD BE USED TO PAY FOR POLICE AND FIRE DEPARTMENT OVERTIME BILLED BY CITY OF ANACORTES ON 9/30/2022

Promotion

Describe how you will promote your project to attract tourists.

THIS EVENT IS ADVERTISED LOCALLY BY ALL SPONSORS. WE ALSO ADVERTISE ON FACEBOOK, SOCIAL MEDIA AND OUR WEBSITE.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

ALL LODGING ESTABLISHMENTS, RESTAURANTS AND BUSINESSES IN ANACORTES ARE INVITED TO SUPPORT OUR EVENT, AND THOSE WHO CHOOSE TO, ARE LISTED ON OUR PROMOTIONAL FLIERS WHICH ARE POSTED IN ESTABLISHMENTS THROUGHOUT THE CITY.

Budget

Describe the overall budget for your project and entire budget costs.

BUDGET:
 DUMPSTERS \$1,900
 SANICANS \$3,700
 BAND \$800
 INSURANCE \$500
 ADVERTISING \$5,000
 COSSACKS \$1,500
 BARRICADES \$500
 DONATIONS \$2,400
 OFFICE SUPPLIES \$300
 PHONE BILL \$200
 POLICE & FIRE \$15,550
 TOTAL: \$32,350

What amount of that budget are you requesting from the city?

\$15,500

What would you cut from your proposed project if your application is not fully funded?

NOTHING CAN BE CUT FROM THE BUDGET

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	SEPT 2022	SEPT 2019	SEPT 2018
Overall attendance	20000	20000	20000	20000
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	15000	15000	15000	15000
Number of people traveling from another country or state outside of their place of residence or their business	5000	5000	5000	5000
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	2500	2500	2500	2500
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	1500	1500	1500	1500
Number of attendees who did not pay for overnight lodging	UNKNOWN	UNKNOWN	UNKNOWN	UNKNOWN

Describe methods you will use to track tourists for the purpose of mandatory reporting.

AS WE DON'T SELL TICKETS AND PEOPLE COME AND GO AS THEY PLEASE, WE CAN ONLY ESTIMATE BY INVERIVEWING THE LOCAL ESTABLISHMENTS ABOUT SALES FOR THE WEEKEND.

Describe the prior success of your project in attracting tourists.

OUR EVENT HAS BEEN ATTRACTING LOCAL AND OUT OF STATE/COUNTRY TOURISTS FOR THE PAST 40 YEARS. WE HAVE GROWN SIGNIFICANTLY OVER THE LAST 15 YEARS BRING HUNDREDS OF THOUSANDS OF DOLLARS INTO THE LOCAL ANACORTES ECONOMY.

Describe your target tourist audience (location, demographics, etc.)

OUR AUDIENCE IS MOSTLY MOTORCYCLE RIDERS. MOST OF THEM EARN \$75,000 PER YEAR OR MORE. MANY ARE PROFESSIONALS, INCLUDING DOCTORS, LAWYERS, ENGINEERS, ETC. THEY ENJOY RIDING ON THE WEEKENDS AND HAVE EXCESS INCOME TO SPEND ON HIGH END TOYS, RESTAUNTS, VACATIONS, ETC.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	ANGIE HAYNES TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	ANGIE HAYNES
Title	OYSTER RUN COMMITTEE COORDINATOR
Organization	OYSTER RUN

Application

Project Detail

Project name	Summer Concert Series
Date(s) of project	July through August 2023
Amount of funding requested	\$10,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Port of Anacortes
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	91-6001013
Contact name	Kristy Southard
Mailing address	100 Commercial Ave, Anacortes WA 98221
Email address	Kristy.southard@portofanacortes.com
Phone	360.299.1822

Project Questionnaire

Describe your project.

The Port of Anacortes' free Summer Concert Series has become a must on the summer list of activities for locals and visitors alike, giving a greater reason to stay and play in Anacortes. Situated on the shoreline of Seafarers' Memorial Park, with a backdrop of Cap Sante Marina and Mount Baker, it is the perfect stage for talent. The outdoor concerts are held on Wednesday and Friday evenings during the month of July and Friday evenings through August (twelve shows in total planned for 2023).

Describe with specificity what aspects of your project you would spend the requested funds on.

The funds will go to the advertising, marketing and promotions of the event. A new digital marketing campaign through Skagit Publishing for the two months will provide analytics for us moving forward. Printing inserts that go into our boater's statements and boater bags distributed to our moorage guests. Bands coming from Whatcom and King county (as well as Skagit) that we will expand our marketing reach through their social media. MFA will coordinate social media outreach on POA social media accounts.

Promotion

Describe how you will promote your project to attract tourists.

Promotions will be initiated through advertising in the greater Seattle and BC areas with website, social media, and print advertising to drive overnight stays for attendees. We also promote this event through the Marina via

the Seattle Boat Show and numerous publications that attract boaters and RV'ers. Local events are also listed on the banners at the Marina all summer long.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We will advertise the local businesses and downtown through printed and social media promotion encouraging stay and play in Anacortes all weekend long. We encourage attendees to get take out from local restaurants to bring to the concert.

Budget

Describe the overall budget for your project and entire budget costs.

The overall budget for this event covers the entertainment, sound system, advertising, and marketing. Our budget for 2023 is \$34,000.

What amount of that budget are you requesting from the city?

30%

What would you cut from your proposed project if your application is not fully funded?

If the project is not fully funded, we would greatly reduce the digital marketing campaign.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	2022	2021	2020
Overall attendance	7500	7500	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	1125	1125	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	700	1125	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	1500	1500	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	400	400	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	6000	6000	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Because this is a non-ticketed event, it is very difficult to determine the number of attendees coming from out of town. The easiest way we have found to track is with vendors' sale transactions. This event was cancelled for 2020 and 2021.

Describe the prior success of your project in attracting tourists.

The Summer Concert Series are always a full house. Each of the concerts are averaging 500-750 guests. This year's late start event and popular line-up increased a few shows to over 1,000 in attendance. The bands came from, all over the state this year and brought with them their fan base as well.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is from Canada to Oregon and of all ages

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

We promoted through Skagit Publishing with email that was sent to all their subscribers, the La Conner Weekly News, Rack Cards and posters
PA 2022 Concert Series Posters

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
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Signature	Kristy Southard TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Kristy Southard
Title	Properties and Events Coordinator
Organization	Port of Anacortes

Port of Anacortes presents



Free Summer
CONCERT SERIES
2022

Wednesdays and Fridays 6-8pm

July 8: Eden
July 13: Swing Connection
July 15: Laurel Canyon Legacy
July 20: The SeaNotes Big Band
July 22: Cherry Cherry
July 27: A'Town Big Band
July 29: Heart By Heart
August 3: Cascadia Big Band
August 12: The Stacy Jones Band
August 19: Santa Poco
August 26: No Rules

Seafarers' Memorial Park
601 SEAFARERS' WAY ANACORTES



portofanacortes.com • events@portofanacortes.com • 360-293-3134



Application

Project Detail

Project name	Rock the Dock
Date(s) of project	July 4. 2023
Amount of funding requested	\$4,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Port of Anacortes
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	91-6001013
Contact name	Kristy Southard
Mailing address	100 Commercial Ave, Anacortes WA 98221
Email address	Kristy.southard@portofanacortes.com
Phone	360.299.1822

Project Questionnaire

Describe your project.

Rock the Dock has become THE 4th of July celebration for Anacortes. It was intended to increase the vacationing family experience with music, in a family-friendly atmosphere, giving a greater reason to stay in Anacortes and it has succeeded. Located at the beautiful Seafarers' Memorial Park. Two bands kick off the event that includes children's activities, food vendors and beer garden to help support the music crowd as they anticipate the City's annual fireworks display over Fidalgo Bay. This event continues to grow each year with guests from Vancouver B.C. to the greater Puget Sound region coming to experience our small town celebration. With scenic views and community support, this event offers the tourist an opportunity to experience our unique celebration.

Describe with specificity what aspects of your project you would spend the requested funds on.

The funds will go directly to the advertising and marketing for the event including print and social media. It will also pay for inserts that go into our boater's statements, boater bags, chamber newsletter, and distributed through town. It will help with costs associated with the entertainment.

Promotion

Describe how you will promote your project to attract tourists.

Promotions will be initiated through advertising venues with reach from Vancouver to Portland via print advertising, social media, and website to drive overnight stays for attendees. We also promote this event through the marina such as the Seattle Boat Show and numerous publications that attract boaters and RV'ers. Local events

are also listed on the banners at the marina all summer long

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We will advertise and promote Anacortes as a destination for this holiday event through print, and social media. With July 4th being on a Wednesday, we will encourage staying for the weekend with much to see and do in Anacortes.

Budget

Describe the overall budget for your project and entire budget costs.

The overall budget for this event is the entertainment including children's activities, advertising, and marketing. Our budget for 2023 is \$11,000.

What amount of that budget are you requesting from the city?

30%

What would you cut from your proposed project if your application is not fully funded?

If the project is not fully funded, we would have to reduce the print advertising.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	2022	2021	2020
Overall attendance	7000	6500	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	1800	1700	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	750	700	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	2000	1800	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	700	600	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	5000	4700	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Because this is a non-ticketed event, it is very difficult to determine numbers of attendees coming from out of town. The easiest way we have found to track these numbers is with vendor sales transactions. (Because this event was cancelled for 2020 and 2021, we submit prior years.)

Describe the prior success of your project in attracting tourists.

Rock the Dock is always a full house and has steadily grown over the years because this is a free community, family-friendly event.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is from Canada to Oregon and of all ages.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
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- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
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Signature	Kristy Southard TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Kristy Southard
Title	Properties and Events Coordinator
Organization	Port of Anacortes

ROCK *the* DOCK

JULY 4th 2022 starts 5:00pm

at Seafarers' Memorial Park

Free Community Concert

Featuring

PACIFIC TWANG

DARIN JONES and

the Last Men Standing

FIREWORKS

Thank you to our sponsors



Application

Project Detail

Project name	Race Week Anacortes
Date(s) of project	June 26-30, 2022
Amount of funding requested	\$25,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Whidbey Island Race Week LLC
Type of applicant	☐ Individual ☐ Non-profit corporation ☐ Public agency ☒ Other: LLC
Federal tax ID #	47-2033593
Contact name	Schelleen Rathkopf
Mailing address	2400 NW 80th Street #130, Seattle WA 98117
Email address	schelleen@rathkopf.org
Phone	(206) 384-5254

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

Race Week is the premier sailboat racing event in the Pacific Northwest. Whidbey Island Race Week LLC is an organization member of US Sailing and the Burgee Program by the Gowrie Group and the mission of Race Week is to grow the sport of sailboat racing in the region by providing the most qualified race management team in a venue that can offer compelling buoy and distance racing possibilities. We offer PHRF, One Design, ORC and ORCi racing programs.

Promotion

Describe how you will promote your project to attract tourists.

Print Advertising Campaign

A print ad campaign will be designed to run Jan-June in the region's top boating and yachting magazines.

Trophies

Special unique fleet and perpetual trophies for the top 3 finishers in each class will be designed and embellished with the City of Anacortes included in the Race Week logo.

Branded Outerwear / Merchandise

Event merchandise will be available for sale as well as used as event trophies, staff and volunteer uniforms, race

management and Race Week Advisory Board recognition. Merchandise will include (but not limited to) branded sailing shirts, sailing hats, jackets, vests, etc. that will feature the Race Week Anacortes branding logo.

Direct Mail

A direct mail campaign will be designed and mailed to all yacht clubs in the region including Vancouver BC, Victoria, Bellingham, Bellevue, Seattle, Tacoma, Olympia and Portland. The direct mail piece will also be mailed to fleet directors in the region.

On-Site Banners

Banners will be displayed on C Dock for the duration of Race Week. This will create on-site visibility to draw boaters attention to Race Week and the sponsors.

Website and Social Development

A webmaster and social media guru would be retained to maintain the event website and social media campaigns.

Official Program

An official program is printed and handed out to all event participants and sponsors. This program includes the SI's and special instructions governing the racing, in addition to letters from the Mayor and Port Commissioner welcoming racers to the event.

Event Poster

An event poster will be designed that features the Race Week dates and sponsors. These posters are hung up at all drop locations of 48 North and Northwest Yachting magazine in the region. Each year, special artwork is designed for the poster and later used on the official event shirt (a long sleeve, quick dry performance wear piece).

In all these areas listed above, the City of Anacortes will be featured predominantly. Our sponsorship cycle runs Jan 1 (the day registration opens) to June 30 (the last day of the month in which Race Week takes place).

COVID-19 Requirements

If required, Race Week will do whatever is required to be compliant with federal, state, city, and county requirements governing COVID-19 and social distancing and mask mandates. If necessary, Race Week would provide branded high quality sport-tek / quick dry masks as was done in 2021 for distribution in event registration materials and available for distribution for the duration of Race Week at the Cap Sante Marina.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

See notes above, including the following:

In 2022, Race Week arranged for a beer garden set up on the party barges at Cap Sante featuring Rockfish Brewery; an Anacortes favorite. As a result of this, Rockfish was able to make a donation to the Anacortes. Here is the note Race Week received following this collaboration from Rick Star, of Rockfish:

"Because of our involvement with the Race Week beer garden, we were able to make a donation of close to \$1000 to the Anacortes Family Center to address homelessness, poverty and domestic violence in our community. Thanks for that opportunity."

In addition to collaborations with Anacortes restaurants and pubs like Rockfish, Race Week will concentrate on the following areas:

Print Advertising Campaign

Trophies

Branded Outerwear

Direct Mail

On-Site Banners

Website Development
Official Program
Event Poster

Social Media
Facebook and Instagram posts featuring fleet teasers, fun stories, photos from previous years.

Monthly Mailchimp Newsletter
Thousands of sailors and boaters in the region subscribe to the Race Week newsletter. A monthly newsletter is sent out to inform racers of event developments, and sponsor links.

Retail Sales Promotion
Race Week may work with a sponsor to build a contest for a free registration giveaway at the sponsor's retail location. Here, a POP display would be set up months in advance of the event to bring marketing exposure to all involved.

In the 4 decades that Race Week has been in existence, the event has earned the reputation of being "Adult Summer Camp". Racers get to get away for an entire week to do what they love to do: sail and be on the water with their closest friends and family. Race Week will continue to promote the health benefits of this endeavor, and remind people of the importance of healthy adventure within the constraints of a global pandemic. Due to the event's stellar reputation, the news of the event dates and new venue in Anacortes will spread rapidly.

Budget

Describe the overall budget for your project and entire budget costs.

\$100,000

What amount of that budget are you requesting from the city?

25%

What would you cut from your proposed project if your application is not fully funded?

Print Advertising Campaign
The ad size, frequency would be cut back.

Trophies
The value of the trophies would be re-evaluated.

Branded Merchandise
Quantities of branded merchandise would be re-evaluated.

Direct Mail
Nothing would change with the direct mail plan.

On-Site Banners
Nothing would change with the banner plan.

Website Development
Race Week would seek out volunteers to maintain the website.

Event Staffing may be impacted in the following paid positions:
Principle Race Officer
Chief Judge
Official Scorekeeper
Two Mark Set Drivers
Special Event Coordinator

Official Program

Nothing would change with the official program plan.

Event Poster

Nothing would change with the official program plan, but we may look for an artist who will provide artwork at no charge.

COVID-19 Requirements

Nothing would change with the COVID-19 plan.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	2022	2021	2019
Overall attendance	1500	1220	1400	1210
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	1230	1000	1148	993
Number of people traveling from another country or state outside of their place of residence or their business	90	70	84	72
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	1425	1140	1330	1149
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	4275	3800	3990	3630
Number of attendees who did not pay for overnight lodging	50	50	50	50

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Race Week uses Yacht Scoring, a race management software program that tracks boat and crew registrations. Here, we know where racers are coming from and what their home yacht clubs are. Our data shows that 82% of people travel 50+ miles to participate in Race Week. 6% are travelling from outside the state of Washington or the USA. 95% of the people coming to Race Week are staying in paid accommodations and the average paid accommodation stay is 6 nights.

The 'Estimate' figures are based on the 100 estimated boats participating, with 5-6 persons on an average crew. In addition to the racers, family members often accompany a race program so there is an uptick of numbers based on this. Additionally, event staff factor into the estimate. Race participants generally sail with the same team for the entire week. This puts crews in town for 5-6 nights who are paying for accommodations, frequenting the restaurants and bars, and shopping in the local grocery stores.

[Click here to enter text.](#)

Describe the prior success of your project in attracting tourists.

Race Week is a magnet for sailboat racers in the region. The event has earned the well-deserved reputation for providing the best race management in the region, and also having a place for beginners new to racing to hone their skills. One full week of sailboat racing makes people better sailors and people come to the event because they want to fine tune their skills and their crew. Year after year, event participants have built summer vacations around Race Week and thanks to the Anacortes venue, racers can bring the entire family as there is so much activities available that do not involve racing (shopping, hiking, Anacortes Waterfront Alliance activities, ferry rides

to San Juan Islands, etc).

Additionally, Race Week has attracted outdoor photographers and drone photographers looking to capture the race boats in this unique racing environment. Many in the region inquire about dates well in advance of Race Week in an effort to secure accommodations and plan ahead.

Describe your target tourist audience (location, demographics, etc.)

Our target audience is active sailors in the Pacific Northwest region who belong to yacht clubs that provide race programs.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

2022 Race Week Anacortes Ad
2022 Race Week Anacortes Program
2022 Race Week Anacortes Poster
2022 Race Week Anacortes Recap
2022 Race Week Anacortes Shirts
2022 Race Week Anacortes C Dock Slip Assignments
2022 Race Week Anacortes New Logo

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
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Signature	Schelleen Rathkopf TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Schelleen Rathkopf
Title	Event Producer / Owner
Organization	Whidbey Island Race Week LLC

REGISTRATION OPEN

raceweek

June 20-24, 2022 🚢 Anacortes, WA

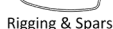
www.RaceWeekPNW.com

"Race Week
in Anacortes
exceeded our
expectations
in every way."

Spencer Kunath, Navigator
TP52 Glory



RACE WEEK 2022 SPONSORS



raceweek

June 20-24, 2022

ANACORTES



Kevin Welch and the crew of Recon (J111), took the coveted Overall Winner trophy at Race Week in 2021. The crew included Kevin Welch, Jenny Welch, Jeff Madrigalli, Mark Ivey, Ian Sloan, Serena Vilage, Austin Hanks, and Martin Lee with guest appearances by Evan Sjostedt, Simon Miles, Heather Ivey, Heather Jennings, and Amanda Hubik.

SEATTLE YACHTS *International*

Info@Seattleyachts.com

844.692.2487

www.Seattleyachts.com

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Cap Sante Marine & Northwest Marine Center are now Seattle Yachts Service, part of the Seattle Yachts Family. We're growing to better serve our customers! For scheduling & Estimates call: 360.293.3145



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Moody

NIMBUS

Nordic Tugs



NORTHWEST
YACHTS

REGENCY

SCHAEFER
YACHTS

TARTAN
YACHTS

Welcome to Race Week 2022!

It is wonderful to be back in Anacortes! May this year's Race Week event be chock full with great breeze, competitive racing, and fun memories. A special welcome to the J70 fleet, who will be conducting their Pacific Coast Championships at Race Week!

Though the racing conditions were perfect, last year was tough. Losing Gregory Mueller in the MOB incident will forever be a reminder that safety on board our boats cannot be taken for granted. In this program, you'll find the Man Overboard Return and Recovery piece, and I'd respectfully ask that all crews review this information together before leaving the docks. This information was prepared by Richard York, Chair of the US Sailing Safety at Sea Committee in conjunction with the Storm Trysail Foundation and Ed Padin, who allowed us to extract from their materials. As emphasized in this piece, *"Practice the principles, use your seamanship skills, and you can tailor your return and recovery for the specific conditions."* Spending this time in advance on board your own boats, with your own crews can (and will) make the difference in a MOB victim's survival.

It takes a village to produce an event the size of Race Week. Big thanks to our sponsors, and all those who work hard throughout the year to make it all happen!

Best wishes for a safe, and memorable Race Week!

Schelleen Rathkopf, Organizing Authority (OA)

Event Partners

Port of Anacortes
The City of Anacortes
The Anacortes Chamber of Commerce
Anacortes Yacht Club
Anacortes Waterfront Alliance
Jennifer Bowman

Race Committee

John Abel, PRO
Jared Hickman, Chief Judge
Craig Daniels, Jury Lead
Paul Evenden, DRO
Margaret Brunsden, Scorekeeper
Tim Dorwin, Mark Set
Warren Pawley, Mark Set
Del Fox, Skipper Finish Boat
Fred Abelman
Stephen Orisini
Scott Truesdell
Judie Abel
Steve Brunsden
Marc Dejong
Rob Woodbury

Race Committee Jury

IJ – Intl Judge
IU – Intl Umpire
NJ – Natl Judge
CJ – Club Judge
NU – Natl Umpire
RU – Regional Umpire
IRO – Intl Race Officer
RRO – Regional Race Officer
UIT – Umpire in Training
Don Becker, USA, IJ, IU
Jared Hickman, IJ, USA
Rick Hatch, IJ, Canada
Egil Wold, IJ, Norway

Francisco Jauregui, IJ, Mexico
Craig Daniels, NJ, USA

Official Photographer

Jan Anderson

Event Staff & Volunteers

Catherine Picha
Arden Rathkopf
Grace Rathkopf
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Anacortes, Washington USA

June 20-24, 2022

SAILING INSTRUCTIONS

1. RULES

- 1.1. The event is governed by the rules as defined in *The Racing Rules of Sailing*.
- 1.2. The US Sailing Prescriptions to *The Racing Rules of Sailing* shall apply and will be posted on the event website.

2. CHANGES TO SAILING INSTRUCTIONS

- 2.1. Any change to the sailing instructions (SIs) will be posted before 0900 hours on the day it will take effect, except that any change to the schedule of races will be posted by 1800 hours on the day before it will take effect.

3. COMMUNICATIONS WITH COMPETITORS

- 3.1. On the water, the race committee intends to monitor and communicate with competitors on VHF radio channel 72(USA). RC communications are courtesy only and are not grounds for redress. This changes RRS 62.1(a).
- 3.2. Notices to competitors will be posted on the [Official Notice Board](#).
- 3.3. The Regatta Office is located at the base of "C" dock.

4. SIGNALS MADE ASHORE

- 4.1. No signals shall be made ashore.

5. SCHEDULE OF RACES

- 5.1. The race committee may start up to 3 races per day, conditions permitting.

6. CLASS FLAGS

- 6.1. The Class flags are as follows:

ORC 1	 - Delta
PHRF 2	 - Echo
PHRF 3	 - Golf
PHRF 4	 - Juliet
Melges 24	Class Flag
J105	Class Flag

PHRF 5	 - Kilo
J80	Class Flag
J70	Class Flag
PHRF 6	 - Oscar
PHRF Cruising	 - Quebec

- 6.2 Class assignments will be made by the OA and competitors will race with their assigned fleet. The class assignments will be posted on the official notice board on June 19, 2022. Any changes to the class assignments will be posted no later than 0900 on June 20, 2022.

7. RACING AREA

- 7.1. The racing area will be in the waters on the northeast side of Guemes Island.
- 7.2. The starting area will be in the approximate location 48° 34.50'N, 122° 35.30'W. Approximately 4.5nm from Cap Sante Marina.



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8. COURSES

- 8.1. See SI Addendum A - Courses

9. MARKS

- 9.1. The starting marks are the motor vessel YC5 and a yellow inflatable mark.
- 9.2. The finishing marks are the finish vessel and a yellow inflatable mark.
- 9.3. Course marks are described in SI Addendum A – Courses.

10. THE START

- 10.1. Races will be started using RRS 26 with the warning signal made 5 minutes before the starting signal.
- 10.2. The starting line is between a staff displaying an orange flag on the starting mark at the starboard end and the course side of the port-end starting mark.
- 10.3. Classes may be started in any order depending on when all boats have finished the previous race.
- 10.4. [DP] Boats whose warning signal has not been made shall avoid the starting area during the starting sequence for other races.
- 10.5. If any part of a boat's hull is on the course side of the starting line at her starting signal and she is identified, the race committee will attempt to hail her sail number on VHF channel 72. Failure to hail her number, failure of her to hear such a hail, or the order in which boats are hailed will not be grounds for redress. This changes RRS 62.1(a). This hail will not be made if starting under the "U" or the "Black" flag.
- 10.6. A boat that does not start within 4 minutes after her starting signal will be scored Did Not Start without a hearing. This changes RRS A5.1.

11. CHANGE OF THE NEXT LEG OF THE COURSE

- 11.1. To change the next leg of the course, the race committee will move the original mark or the finishing line to a new position.

12. THE FINISH

- 12.1. The finishing line is between a staff displaying a blue flag on the finishing mark at the port end and the course side of the starboard end finishing mark.
- 12.2. Boats shall not pass through the finish line except to finish.

13. PENALTY SYSTEM

- 13.1. Judge actions on the water:
- 13.2. A vessel that has a member of the Jury on board will display a code flag 'J.'
- 13.3. Protests by a boat:
 - 13.3.1. A boat may protest another boat by acting in accordance with RRS 61.1. A judge may respond by one of the following:
 - 13.3.1.1. No signal and remains silent. The judge did not see the incident. The protesting boat may deliver a protest in accordance with RRS 61.
 - 13.3.1.2. The display of a green flag with a sound signal means "No penalty." The protesting boat shall remove her red flag.
 - 13.3.1.3. The display of a red flag with a sound signal and identifying a boat by hailing means the identified boat shall take a penalty in accordance with NOR 10.1. If the boat does not take the penalty, she shall be scored DSQ without a protest hearing. This changes RRS 63.1. The protesting boat shall remove her red flag.
 - 13.3.2. When a judge decides that a boat has broken RRS 31 and she is not exonerated, the judge will make one sound signal, display a red flag and identify the boat by hailing. The identified boat shall take a penalty by complying with NOR 10.1. If the boat does not take a penalty, she shall be scored DSQ without a protest hearing. This changes RRS 63.1.
 - 13.3.3. Any non-action by a judge under SIs 13.3.1 or 13.3.2 shall not be ground for redress. Jury boats may be positioned anywhere in the course area and this positioning shall not be grounds for redress.



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This changes RRS 62.1(a).

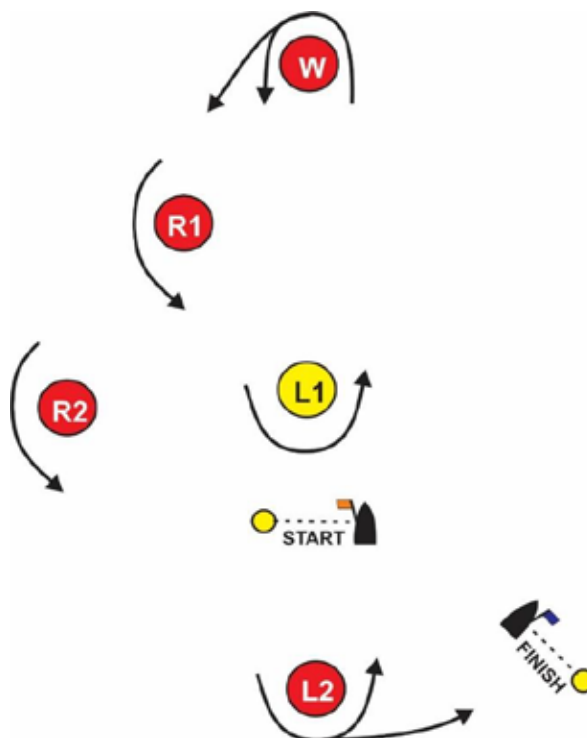
14. HEARING REQUESTS

- 14.1. The protest time limit is 45 minutes after the RC signal vessel ties at the dock after each day of racing.
- 14.2. Hearing Requests forms can be picked up and submitted at the regatta office at the base of "C" dock.
- 14.3. Notices will be posted on the official notice board no later than 30 minutes after the protest time limit to inform competitors of hearings in which they are parties or named as witnesses. Hearings will be held in the protest room, located downstairs at the Anacortes Yacht Club, beginning at the time posted. Check in for hearings/arbitration at the protest desk located downstairs.
- 14.4. Arbitration meetings and hearings will begin 15 minutes after protest filing time limit. If all parties are present and ready, they may begin earlier. Arbitration meetings will take place at the Anacortes Yacht Club, downstairs.
- 14.5. Protests will be heard by an international jury composed per RRS 91(b) and RRS Appendix N and right to appeal is denied per RRS 70.5.
- 14.6. Scoring enquiry forms can be picked up and submitted at the Regatta Office and must be submitted no later than 30 minutes after scores are posted on the official notice board.
 - 14.6.1. The RC will review each scoring inquiry and inform the submitting boat of their findings and resulting actions if any.
 - 14.6.2. If the submitting boat is unsatisfied, they may then file a request for redress based on its claims in the original enquiry.
 - 14.6.3. The boat must request the redress hearing within 15 minutes of the decision being delivered to it.
 - 14.6.4. The original scoring enquiry will be considered a request for redress in order to satisfy the requirements of RRS 62.2.

15. [DP] SAFETY REGULATIONS

- 15.1. A boat that retires from a race shall notify the race committee at the first reasonable opportunity.
- 15.2. Upon arrival in the vicinity of the start area each morning before the first race, boats shall identify themselves on VHF channel 72 by sail number and division. All boats must check in, in this manner, no later than 10 minutes before the first warning of the day.
- 15.3. An Emergency Action Plan (EAP) has been included in skipper bags at check in and shall be reviewed by all skippers and their crew.

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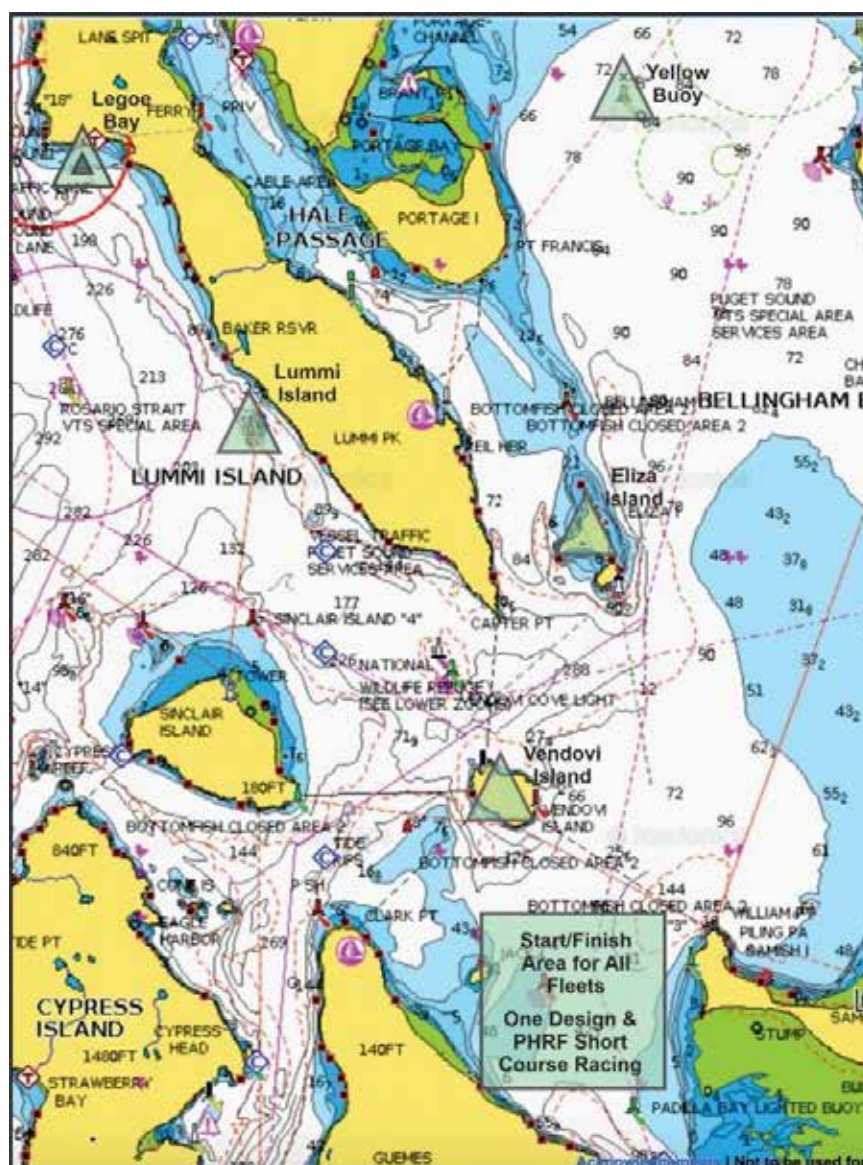
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SI ADDENDUM “A” – COURSES



DESCRIPTION OF MARKS

Courses will be displayed by numerical pennant no later than each fleet's warning signal. Course designation will be lowered at end of each fleet's preparatory period.			
Course	Marks (All marks taken to PORT)		
1	Start - W - L2 - Finish	Legoe Bay	Inflatable mark, approx 48.42.794N 122.42.832W
2	Start - W - L1 - W - L2 - Finish	Lummi Rocks	Fixed mark (FI R 6S), approx 48.40.171N 122.40.133W
3	Start - W - R1 - L1 - W - L2 - Finish	Eliza Island	approx 48.39.172N 122.35.045N
4	Start - W - R2 - L2 - Finish	Vendovi Island	approx 48.36.621N 122.36.374W
5	Start - W - R2 - L2 - W - L2 - Finish	Jack Island	approx 48.34.884N 122.36.747W
6	Start - Jack - L2 - Finish	W	Inflatable mark (color Red)
7	Start - Vendovi - L2 - Finish	R1	Inflatable mark (color Red)
8	Start - Vendovi - Jack - Vendovi - L2 - Finish	R2	Inflatable mark (color Red)
9	Start - Legoe Bay - L2 - Finish	L1	Inflatable mark (color Yellow)
10	Start - Lummi - L2 - Finish	L2	Inflatable mark (color Red)
11	Start - Eliza - L2 - Finish		
12	Start - Eliza - L1 - Eliza - L2 - Finish		
13	Start - "B" - L2 - Finish		

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MAN OVERBOARD RETURN AND RECOVERY

A summary of the current thinking about MOB Return and Recovery

Every Man Overboard (MOB) incident is different, but some principles still hold. Add these skills to your seamanship and you will have a better chance of recovering an MOB.

The key principles: **FIRST**, drop floatation to help the MOB and mark the spot. **SECOND**, quickly stop the boat near the MOB. **THIRD**, return the boat in a controlled manner, being careful you do not hit the MOB with the boat. **FINALLY**, pick up the MOB with a LifeSling (or other means).

It is important that you practice a variety of MOB maneuvers with your own crew aboard your own boat, as each boat is different. Practice the principles, use your seamanship skills, and you can tailor your return and recovery for the specific conditions.



UPWIND QUICK STOP, USING A LIFESLING RECOVERY

POSITION 1: Shout "Man Overboard!" Pull the pin on the MOM 8; throw other flotation. Assign one crew as "Pointer", who shouts the bearing and range to the MOB continuously. The helmsman or navigator shall push the "MOB button" for five seconds. Begin your quick stop by having the helmsman shout "Hold on! Tacking!"

POSITION 2: Tack the boat. In the tack, the jib sheet is not released, nor is the main. With a backed jib the boat "heaves to", and slows and stays close to the MOB—the desirable position. Start the engine, but keep it in neutral (check for lines in the water before putting it in gear!).

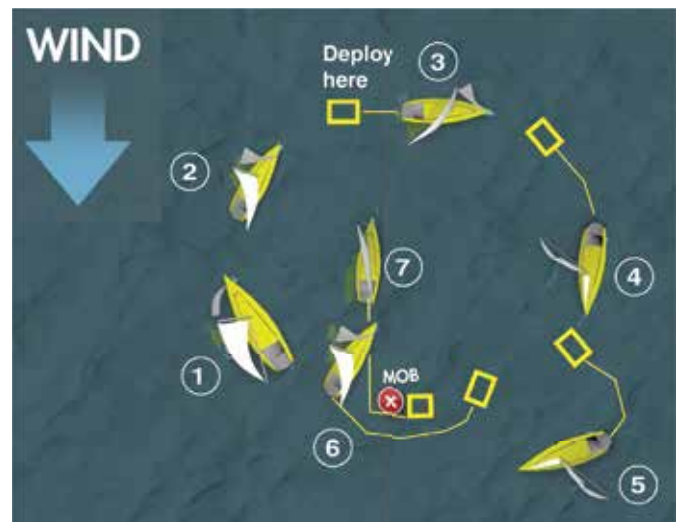
POSITION 3: Launch the LifeSling. As soon as the crew on deck is prepared, begin to bear off, staying about 2-4 lengths from MOB. Keep the jib cleated and backed.

POSITION 4: Bear off to a dead run, and gybe the main.

POSITION 5: When the boat is 1-1.5 boat lengths below the MOB, the helmsman luffs toward the MOB, onto a close reach,

using the engine as needed. (The Pointer should move forward to the mast to keep MOB in sight and to guide the helmsman). Begin to luff and circle the MOB staying away from them; keep the boat from hitting the MOB.

POSITION 6: Circle the MOB "water skier pickup style", without touching the sheets insofar as possible. Once the MOB makes contact with the floating line, free sheets to stop the boat immediately; you don't want to pull the MOB with the boat at speed. The MOB should slip the sling part of the Lifesling over their head and under their armpits.



POSITION 7: Douse, furl or flog all sails. Pull the MOB to amidships where you can secure the MOB next to the boat. Attach a halyard to the Lifesling bridle (or a knot you tied about 12 feet above the bridle). Hoist the MOB on deck.

If you are NOT using the Lifesling for a pickup, then:

POSITION 4: Strike or furl the jib on the run. (n.b. some boats may need to leave it up for control.)

POSITION 6: Decide whether to pick up the MOB on the windward or leeward side and tell your crew. Foredeck readies the throw bag. Trim and ease the mainsail to control speed, and/or use the engine engaged to control boat speed (1-2 knots maximum as your bow passes the MOB).

POSITION 7: As your bow passes MOB, toss the throw bag; the MOB will be pulled in amidships as they move aft. Stop the boat. Lower the Lifesling to MOB and with a halyard on the Lifesling bridle (or a knot on the line above the bridle), hoist the MOB on deck. Or, grapple the MOB aboard (less recommended as you may lose contact with MOB)



QUICK STOP RECOVERY WHEN SAILING DOWNWIND

POSITION 1: Shout “Man Overboard!” Pull the pin on the MOM. Throw flotation. Hit the MOB button. Assign the “Pointer”. The helmsman shouts: “Hold on! Coming up!”

POSITION 2: On boats with poles: Ease pole to headstay, trim foreguy. On both pole and sprit boats: do not let the tack run. The trimmer should give a quick luff to the spinnaker sheet to unload the sail. Crew holds on as helmsman luffs up until the spinnaker is flying just off the spreaders.

POSITION 3: Quickly ease the spinnaker halyard, assuring there are no jams! Pull the spinnaker sheet tight as the crew grabs the foot of the chute and pulls it on deck. Control it with the guy until you can stuff it below.

POSITION 4: Start the engine and keep it in neutral; check for lines in the water. Tack up towards MOB using the engine to gain speed and steerage.

FOLLOW POSITIONS 5, 6 & 7 as in the previous recovery — Upwind Quick Stop Return.



PRACTICE THESE SKILLS ON YOUR BOAT WITH YOUR CREW IN DIFFERENT CONDITIONS—ONLY THEN YOU WILL BUILD YOUR SKILLS

MORE INFORMATION: LIFESLING, DOWNWIND QUICK STOP

The Lifesling is a floating sling,

connected by a bridle to a long, yellow, floating line.

- We recommend you tie a figure-8 or other loop knot about 12 to 20 feet above the sling's bridle. This will let you secure the MOB to a cleat and at the same time have a length of line on which to clip the halyard.
- Also, add a water-activated light on the sling if you will be sailing at night.

The Lifesling is required for all coastal and ocean races, and it is a “must-have” for any short-handed crew, double-handers, or cruisers. Just a few advantages include: The Lifesling does not require a precise, close approach; once the MOB is in the Lifesling, you won't lose contact with them; and it is easier to get the MOB aboard if they are in the sling. Fully crewed race boats should practice recoveries with and without a Lifesling.

Shorthanded and cruising crew should focus on Lifesling recoveries.

Use your engine appropriately to provide critical maneuverability during a recovery. The racing rules allow this.

If the MOB is unconscious or weak, the MOB will not be able to grab and secure the Lifesling. If the MOB appears compromised once close aboard, a fully-crewed boat may lower a tethered “Rescue Crew” in a bosun's chair or foredeck harness by halyard to water level as you come alongside the MOB. This crew can clip onto the MOB and then you hoist both aboard.

For Downwind Recoveries in heavy air. Depending on your boat's characteristics, a downwind Quick Stop in heavy air (over 25 knots more or less) could risk serious damage or injury, delaying the return

to the MOB. Each boat and crew must establish their own threshold of wind and waves. Before these takedowns (both routine and emergency), we recommend an extra sheet be rigged to the clew and over the boom for a “letterbox” takedown.

GO TO THESE KEY RESOURCES

- US Sailing Safety at Sea Courses
www.ussailing.org/education/adult/safety-at-sea-courses-2022
- From Storm Trysail Foundation
– Man Overboard Recovery
[www.YouTube.com/Practical MOB Recovery](http://www.YouTube.com/Practical%20MOB%20Recovery)
– Advances in MOB Recovery
[www.YouTube.com/Advances in MOB Recovery 2021](http://www.YouTube.com/Advances%20in%20MOB%20Recovery%202021)
- UK Sailmakers letterbox video
[www.YouTube.com/The Letter Box Takedown](http://www.YouTube.com/The%20Letter%20Box%20Takedown)



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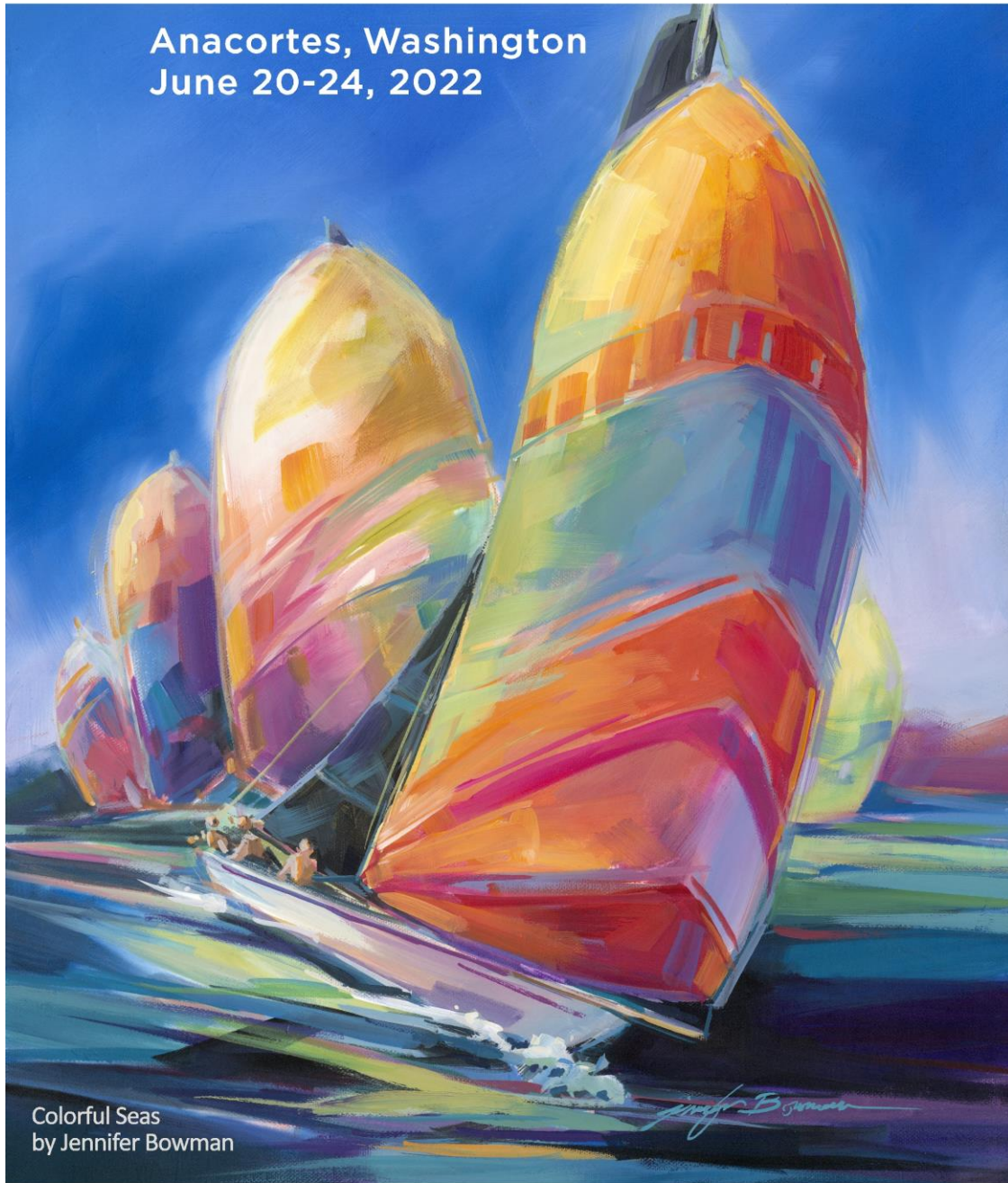
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Colorful Seas
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Race Week 2022 Recap

Race Week 2022 in Anacortes June 20-24 was the perfect kick off for the summer racing season!

With 61 boats that featured 11 fleets (7 PHRF and 4 OD) good times were had by all who came to Anacortes to race, party, and play! The RC was led by PRO John Abel from Victoria, (also PRO of Swiftsure, Charleston Race Week, Melges 24 Worlds, and more) who got his first look at the stellar race area off the NE shores of Guemes Island. Abel was joined by an international jury and umpire team representing Norway, Mexico, Canada, and the USA who chased the fleets around mark roundings in 8-18 knots of breeze. 9 races per fleet were packed into 3 ½ of 5 days; and on those days when crews waited for something to fill in, many enjoyed water fights, sun bathing, and spontaneous pop-up performances of the Time Warp.

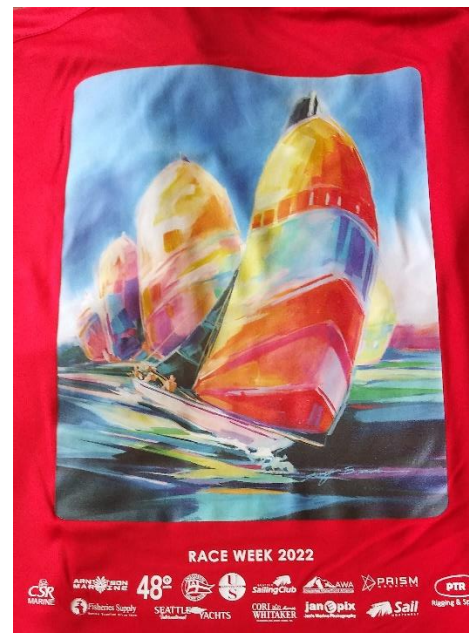
The City of Anacortes, the Anacortes Chamber of Commerce, and the Port of Anacortes have been really welcoming to Race Week, and we have much to look forward to as we return to tent parties following the race day, and the start of so many new summertime traditions at Race Week.

For final results, visit: <https://www.sailwave.com/results/AnacortesRaceWeek2022.htm>. For pictures captured by Jan and Skip of Jan's Marine Photography, visit <https://janpix.smugmug.com/Anacortes-Race-Week-2022/>



Race Week 2022 Shirts

Visit the merch tent at Race Week (base of the C-Dock Ramp at Cap Sante) to secure a shirt for yourself and your crew! The shirt features the painting *Colorful Seas*, by Anacortes artist Jennifer Bowman. As a reminder, the painting itself will be awarded to the Overall Winner of Race Week!



FINAL Race Week / C Dock / Cap Sante Marina / Anacortes **FINAL**

RC Rick Hatch Tender / Bon Bini

12 Happy Thoughts Tender / Magic Carpet

Left Side
66' x 50'

Right Side
46' x 40'

53 North	53 Middle	53 South
51 Snoop / J70	USA TBD / J70	Jugo / J120 64
49 Aha-mmingbird / J70	Aha-mmingbird Tender/Okvinna	RIVA / J121 62
47 RIFF / J70	RIFF Tender / Summer Daze	Flash / J111 60
45 Baba Lu / J70	Taz Tender/BayCat 19 Taz / J70	Recon / J111 58
43 Greenwich / J70	Reckless / J80	65 Red Roses / J111 56
41 Uproar / J80	Uproar Tender / Keala	Spyhop / J109 54
39 Jolly Green / J80	Underdog / J80	Elusive / C&C 115 52
37 Joustier / J80	Litonya / J80	Hydra / King 40 50
35 Jam Jam / J88	Celebration / J30	Goes to 11 / Antrim 27 48
33 Skya / SC 27	Papillon / Cat 30	Goes to 11 Tender / Zilla 46
31 Myst / M24	Puff / J105	Insubordination / J105 44
29 12 Happy Thoughts / M24	Corvo / J105	Creative / J105 42
27 Apex / M24	Corvo Tender / Sjojungrun	Moose Unknown / J105 40
25	Distraction Tender / Dreams	Jaded / J105 38
23 Comfort Monkey / M24	Distraction / M24	Jaded Tender / Nordic Star 36
21 Jabberwocky/M24	TC / Hobie 33	Liftoff / J105 34
19 DOS/ Sierra 26	DOS Tender / Island Time	Flicka / J35 32
17Time Warp / Farr 395	Time Warp Tender/Gotcha	Grace E / J35 30
15 One Life / J99	Nefarious / Farr 30	Shrek / ID35 28
13 More UffDa/Moore 24	Sporting Jenny / S2	Pangaea / Baltic 39 26
11 Kowloon / Olson 911	Annapurna / Farr 360 D	Irie / Beneteau 36.7 24
9	Bribery / Hanse 455	Vitesse / Beneteau 36.7 22
7	Bat out of Hell/ Farr 30	Absolutely / Farr 39 ML 20
5	Bat out of Hell Tender / Heron	Mad Dash/ Dash 34 18
3	Kelly & Tracey's Place	RC Finish Boat 16
1	Rockfish Wine/Beer	RC Chase Boats 14
	Stage / RC BBQ	RC Chase Boats 12
	Daily 4:30-6:30 pm	YC5 Start Boat 10
		Eye Eye Tender / Toonces 8
		Eye Eye / J90 6
		Moose Unknown Tender / Moose Unknown 4
		Safety Boat 2

Transformer
6' x 9'

NOTES

12 Happy Thoughts Tender / Magic Carpet / 45' Dave Brede

Aha-mmingbird Tender / Okvinna / 36' Jon Anderson

Bat out of Hell Tender / Heron / 40' Lance Staughten

Corvo Tender / Sjojungrun / Catalina 400 / Stefan Damstrom

Distraction Tender / Dreams / 54' / Tom Greetham

DOS Tender / Island Time / 26' / Brad Butler

Eye Eye Tender / Toonces / Cal '39 / Neil Stapish

Goes to 11 Tender / Zilla 46' / Jeremy Bush

Jaded Tender / Nordic Star 31' / Laurie Anna Kaplan

Moose Unknown Tender / Moose Unknown-t / American Tug 36' John Aitchison

Race Week Rick Hatch Tender / Bon Bini / 62.5' Prestige 630

Race Week Safety Boat / Anacortes Fire Dept & NW Marine Academy

RIFF Tender / Summer Daze / Hewes Craft 21' / Boris Luchterhand

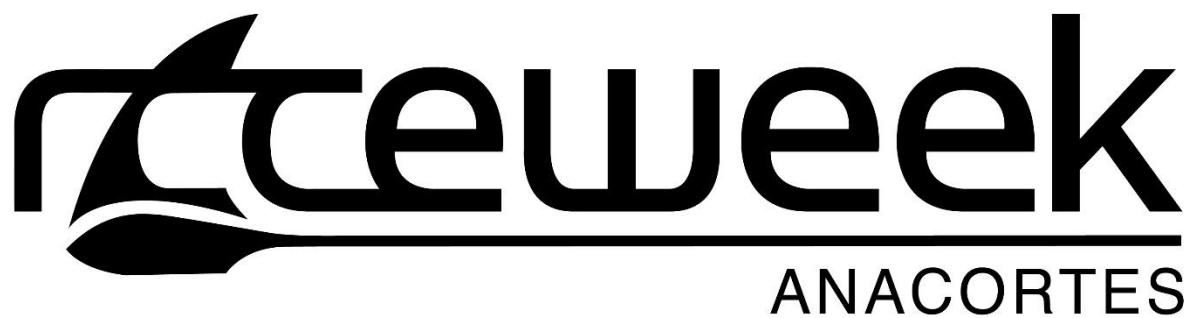
Taz Tender / Bay Cat 19 / Ron Rosenberg

Time Warp Tender/Gotcha / Catalina 30 / Jennifer Flannery

Undine / No slip needed / Anacortes Boat

Uproar Tender / Keala / 45' / Morris Lowitz

New Race Week Anacortes Logo



Application

Project Detail

Project name	SHIPWRECK DAY
Date(s) of project	JULY 15, 20223
Amount of funding requested	\$4,000.00
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	FIDALGO ISLAND ROTARY
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	20-872-1928
Contact name	VALERIE TIBBETTS
Mailing address	1919 36TH ST ANACORTES WA 98221
Email address	VALTRAVELQ@HOTMAIL.COM
Phone	360-299-9390

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

Funds are to be used for event costs such as potties, dumpsters, website, billboard and mailings. Funds would also provide for advertising in Skagit, Whatcom, King and Snohomish counties.

Promotion

Describe how you will promote your project to attract tourists.

Our Shipwreckfest.com website promotes the event and provides vendor information and applications. We advertise locally as well as farther away with print advertising. We'll use a billboard on Highway 20 to catch ferry traffic and will post large banners entering town. Our vendors remain our best and most important advertisers as they move around to other events in and out of the state.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We take lots of phone calls and refer visitors to the chamber information on line and by phone.

Budget

Describe the overall budget for your project and entire budget costs.

Our costs are advertising, porta potties, dumpsters, mailings and lots of toilet paper. Our entire budget is \$7,000.

What amount of that budget are you requesting from the city?

About 58%

What would you cut from your proposed project if your application is not fully funded?

Advertising

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	7/2022	7/2019	7/2018
Overall attendance	15,000	15,000	20,000	10,000
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	5100	5100	6200	300
Number of people traveling from another country or state outside of their place of residence or their business	100	100	100	50
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	1200	1200	200	500
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	600	600	100	250
Number of attendees who did not pay for overnight lodging	50	50	n/a	n/a

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We take a random measured count of people twice a day for 20 minutes and estimate attendance over the 8 hour event.

Describe the prior success of your project in attracting tourists.

We've always attracted vendors as well as visitors to this well established event. Last year seemed larger but the COVID gap skewed things.

Describe your target tourist audience (location, demographics, etc.)

Bargain hunters always!

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Print advertising samples from 2022.

1—Clamdigger front page

2---Clamdigger inside pages

3—Anacortes American

4—Whidbey Weekly summer edition 2022

Certification

- I am an authorized agent of the organization applying for funding.

- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	VALERIE TIBBETTS TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	VALERIE TIBBETTS
Title	SECRETARY
Organization	FIDALGO ISLAND ROTARY

FREE WEEKLY

THE ANACORTES, WASHINGTON

WE DIG EVERYTHING BUT THE NEWS



FREE WEEKLY

FREE WEEKLY

FREE WEEKLY

FREE WEEKLY

Vol. 27, No. 26

THURSDAY, JULY 7, 2022 — WEDNESDAY, JULY 13, 2022

e-mail: info@clamdigger.com

www.clamdigger.com

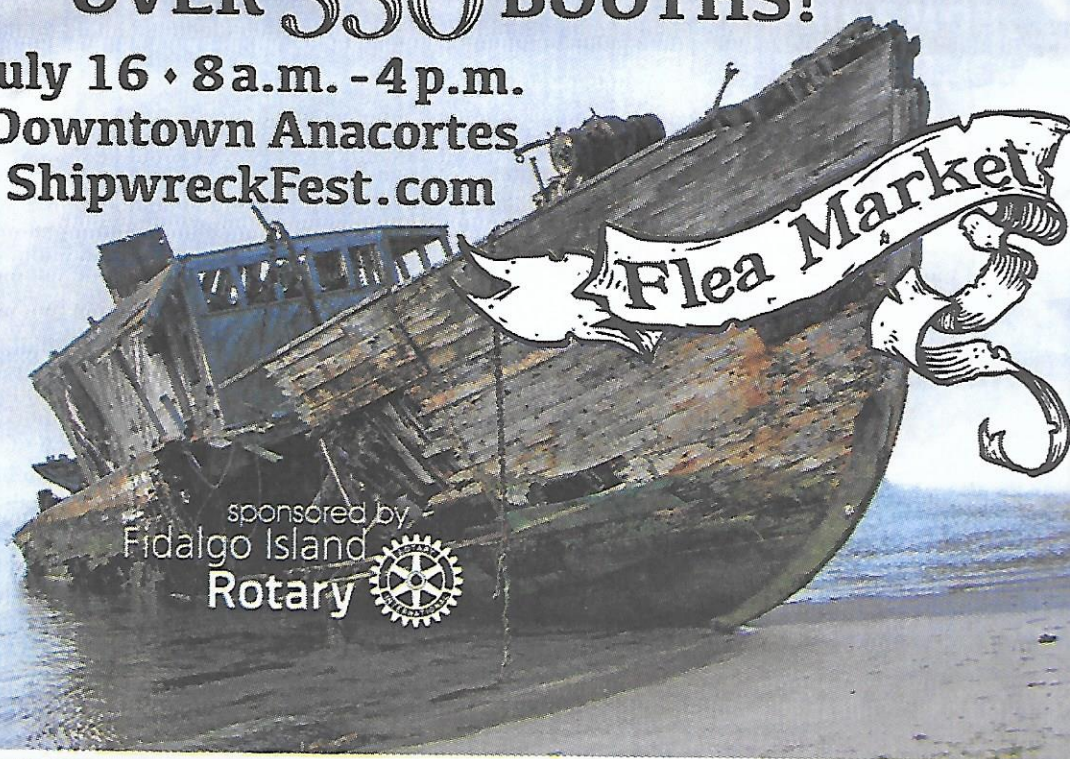
shipwreck fest

OVER 350 BOOTHS!

July 16 • 8 a.m. - 4 p.m.

Downtown Anacortes

ShipwreckFest.com



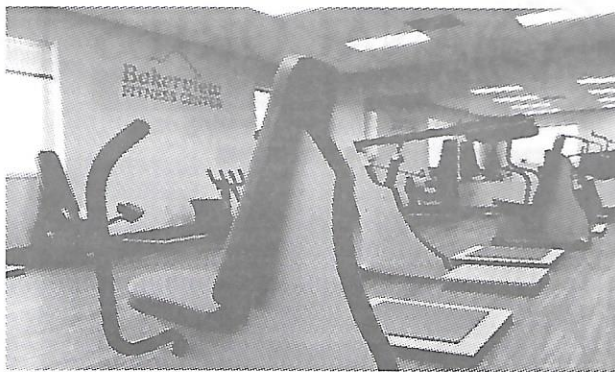
sponsored by
Fidalgo Island
Rotary



OUR CLASSIFIEDS WORK - CALL 299-DIGG(3444) FOR ALL THE DETAILS

Bakerview FITNESS CENTER

2801 Commercial Ave., Suite A, Anacortes
(360) 899-0229 • BakerviewFitness.com

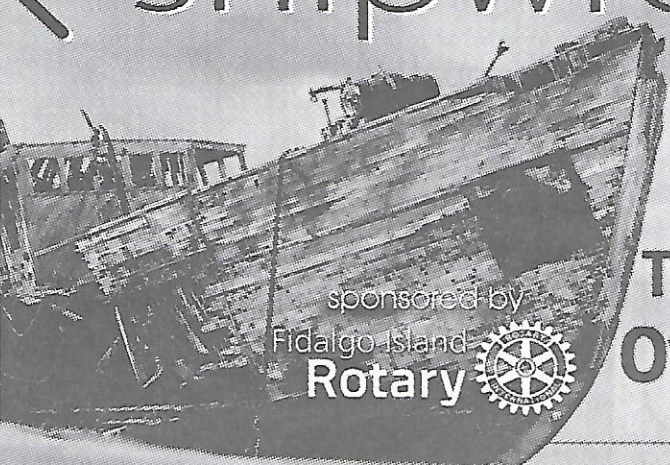


Voted Best New Business in Best of Anacortes 2022!

A workout that is great
for building:

- ☒ Cardio
- ☒ Strength
- ☒ Flexibility
- ☒ Endurance
- ☒ Balance

No Annual or enrollment fees!
We take many fitness benefit programs!
Schedule your preview today!



shipwreck fest

sponsored by
Fidalgo Island
Rotary



Third Saturday in July
Over 400 Booths
Anacortes
shipwreckfest.com

Flea Market

NOW ACCEPTING VENDOR APPLICATIONS!

5-19-22 CLAM DIGGER INSIDE

A poster for the Shipwreck Fest Flea Market. The background is a photograph of a large, rusted metal shipwreck on a grassy hill under a blue sky. The text is arranged as follows: 'shipwreck fest' in large, bold, black letters at the top; 'Flea Market' in a white banner with a black outline below it; 'Third Saturday in July' in bold black letters; 'Over 400 Booths' in large, bold, black letters; 'Anaortes' in bold black letters; and 'shipwreckfest.com' in a smaller font at the bottom. On the left side, there is a logo for 'Rotary' with a gear icon and the text 'Rotary' and 'Fiduciary' below it.

shipwreck fest

Flea Market

Third Saturday in July

Over 400 Booths

Anaortes

shipwreckfest.com

Rotary

Fiduciary

Vendor spaces available see our website at
www.shipwreckfest.com
or call Valerie Tibbetts at 360-299-9390

Anaortes American May 11 - July 6 2022

shipwreck fest



Third Saturday in July
Over **400** Booths
Anacortes
shipwreckfest.com

SHIPWRECK FEST

is a giant garage sale
on Commercial Avenue
in Historic Downtown Anacortes
from 8am to 4pm on
Saturday, July 16, 2022.

A huge variety of "treasures"
are available for sale.

Vendor spaces available.

Admission is free.

shipwreckfest.com

Application

Project Detail

Project name	Promotion of Skagit Valley Tulip Festival
Date(s) of project	Tulip Festival Runs from April 1-30, promotion of the festival will begin in January 2023
Amount of funding requested	\$3,500
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Skagit Valley Tulip Festival
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1662982
Contact name	Cindy Verge
Mailing address	PO Box 1784, Mount Vernon, WA 98273
Email address	cindy@tulipfestival.org
Phone	(360) 428-5959

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The Skagit Valley Tulip Festival is poised to invite people back from all over the world. We are proposing using lodging tax grants from around the county to help us enhance the comprehensive marketing effort we undertake each year. Our marketing, as always, will include print, social media and our website.

We will design, print and distribute 150,000 brochures (in Oregon, Washington and in the greater Vancouver BC area in Canada). We plan on utilizing Certified Folder Service to distribute our brochures. In addition, our entire brochure will be available for download from our website, visited by over 700,000 individuals in the first five months of 2022. We find that our fans still utilize our printed material and that it works to bring people here.

We will hire a marketing firm to enhance our current social media and website marketing efforts with the goal being: 1) Engage our tulip fans and 2) Activate visits to the Skagit Valley Tulip Festival. This effort will include promoting hoteliers throughout our area, both in cities and rural areas, and encouraging visitors to come and stay a night or two by providing suggested itineraries that will in turn promote the various events and activities associated with the Skagit Valley Tulip Festival. We have new events to announce for the 40th Tulip Festival and currently it looks like most of our signature events, including the PACCAR Open House, will be back in 2023. We like it when we can send people to the Anacortes Ship Harbor Inn, have dinner at The Rockfish and enjoy the Quilt Walk along Commercial. And, of course, on the way to and from the tulip fields, we like to encourage perhaps a stop at Scott Milo Gallery to see the exhibit of Tulip Festival artists, past and present.

We are also hopeful that the Anacortes Arts Festival will have a new event designed to bring more Tulip Fans to Anacortes. This is our 40th annual Skagit Valley Tulip Festival and it is the perfect time to bring back LOTS of our fans.

Promotion

Describe how you will promote your project to attract tourists.

We will utilize our brochure (as described above), our website (which had 700,000+ visitors during the first 5 months of 2022), our Facebook page (which has over 80,000+ followers) and our Instagram page (which has over 16,000 followers) to help get the word out about the Skagit Valley Tulip Festival. We, of course, also work with local and regional media outlets as they contact us to talk about the festival and what we are doing. In addition to these tools, we have 3 events (our fall poster unveiling, the February Tulip Ambassador Event and the March Opening Gala celebration) leading up to the festival and we find that the resultant publicity from those events helps to keep the Skagit Valley Tulip in front of people as a destination event.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

We have a number of hotels and restaurants that are in Anacortes and featured on our website and in our official brochure who sponsor the festival. In addition, we provide on-line links to the Anacortes Chamber so people can access additional lodging and restaurant information from that site. We look to promote our valley year-round. We suggest Anacortes as a great place to shop and visit as visitors come into our headquarters looking for something to do. In particular, we often suggest a journey over to Washington Park, with a stop by one of the local restaurants on the way. We are always happy to have additional eateries, hoteliers and B&Bs join the festival line-up.

Budget

Describe the overall budget for your project and entire budget costs.

Budget for 2023 Tulip Festival Comprehensive Marketing

Revenue

Tulip Festival General Fund	\$36,840
City of Anacortes Lodging Tax Grant	\$3,500
Requested Lodging Tax Grants (other jurisdictions)	\$46,600
• Skagit County	\$9,500
• City of Burlington	\$19,000
• City of Anacortes	\$15,000
• Town of La Conner	\$3,000
• City of Sedro-Woolley	\$ 100
Total Revenue	\$85,940

Expenses

Personnel	\$26,190
Admin/Support	\$ 6,200
Direct Marketing & Promotion (mailing promo packets)	\$ 2,000
Travel (mileage reimbursement for volunteers)	\$ 700
Consultants/Professional Services	\$50,850
(grafixCORP and Certified Folder Service, Marketing Agency)	
Total Expenses	\$85,940

What amount of that budget are you requesting from the city?

4% or \$3,500

What would you cut from your proposed project if your application is not fully funded?

The amount of funding we receive will impact the amount of help we can get from the Marketing Agency, the number of brochures that we print and distribute and the number of pieces we can mail out.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	350,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	269,500	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	70,000	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	52,500	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	17,500	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	298,000	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

We will use indirect counts. We ask for attendance figures from our events and activities, work with the Skagit Tourism Bureau for geo-fencing information on attendance, collect information from visitors coming into our headquarters and ask our hoteliers to share occupancy information with us. We use this information, along with informal surveys from participants to determine the information.

Describe the prior success of your project in attracting tourists.

The reason the Skagit Valley Tulip Festival exists is to celebrate spring with people from around the world and across our nation. We are a proven destination event, now preparing our 40th annual festival.

In a “normal” year the festival brings in an estimated \$65 million to Skagit County during its 30-day run. People come from 80+ countries, and all 50 United States. They stay at our area hotels, they eat in our area restaurants, they shop at our retail establishments, and they buy gas and groceries. We have a full line up of many different events and activities, in addition to the star attraction of 100s of acres of tulip crops and 3 beautiful tulip gardens.

Attendance figures show us that about 350,000 people come to the Skagit Valley each year during the festival.

Describe your target tourist audience (location, demographics, etc.)

This is a family friendly event that attracts people from around the world.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	Cynthia L. Verge TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Cynthia L. Verge
Title	Executive Director
Organization	Skagit Valley Tulip Festival

Welcome to the 2022 Skagit Valley Tulip Festival

Our Thirty-Ninth Festival

Welcome to the beautiful Skagit Valley. We are so very excited to have you visit during this special time of year and to enjoy the spring majesty of the tulips. The Tulip Festival returned in 2021 with some new options and activities and 2022 is building up to be even better.

RoozenGaarde and Tulip Town have world class gardens on display and this year we are welcoming our newest tulip garden, Garden Rosalyn. Many of the favorite Tulip Festival events and activities are planned for 2022, some are returning from time away due to the pandemic, and

there is always something new to do and try. Be sure to check out an updated list of events on the Tulip Festival website, www.tulipfestival.org.

While visiting the magical Skagit Valley, please enjoy the agriculture, the local communities, businesses and locally made products. It truly is a one-of-a-kind experience. Remember to stay safe and check on the most current health guidelines when visiting.

Thomas Boucher

President, Skagit Valley Tulip Festival Board of Directors

Tips on Touring the Festival

HELLO TULIP FANS! We are happy to have you attend the Skagit Valley Tulip Festival which runs from April 1-30, 2022. There will be millions of tulips for you to see and there are events and activities for you to enjoy during your visit.

Our office/store/information center, the three gardens (Garden Rosalyn, RoozenGaarde and Tulip Town), our venues and the flower fields will all be adhering to COVID-19 regulations. Age-related outdoor venues are a great outing and we know we can have you visit safely **IF YOU HELP US.**

HOW TO BEST NAVIGATE THE SKAGIT VALLEY TULIP FESTIVAL IN 2022:

Get the most up-to-date information on ticketing to the gardens, hours of operations, COVID-19 regulations, and venues from our website, www.tulipfestival.org. **IT IS VERY IMPORTANT** that you do this to have an enjoyable and safe visit. You can also call our office at (360) 428-5959; go to our Facebook page, www.facebook.com/SkagitValley-TulipFestival or drop by our office at 311 W Kincaid St. in Mount Vernon.

SHOW GARDENS: (Garden Rosalyn, RoozenGaarde and Tulip Town)

We now have **three** show gardens, all very different! Check out Garden Rosalyn, Tulip Town (tuliptown.com) and RoozenGaarde

(www.tulips.com) on pages 2 and 3. All three charge admission, have **FREE PARKING** and acres of tulips to see. Find out more information by visiting the Growers section on our website.

FIELDS of TULIPS:

These are the crops of RoozenGaarde. They are planted to harvest and use both the bulbs and flowers. The field tulips bloom in April, but weather determines exactly when. You can check bloom status at www.tulipfestival.org or at www.tulips.com/bloommap. Information about admission to the fields is also **VERY CHANGEABLE. PLEASE** check before you come so you know what to expect! Remember, we love our April showers, but many times those showers mean the tulip fields are not accessible because the soil is too wet.

PLEASE NOTE:

Drones are **NOT** allowed in the gardens or the fields. Pets are not allowed at Tulip Town or RoozenGaarde; Garden Rosalyn allows leashed dogs.

**FREE
PARKING**
at all 3
Gardens

START your ADVENTURE

Growers	2-3
Travel Info	3
Schedule of Events	4-7
Things To Do	
Points of Interest/Tours	8
Farms & Nurseries	9
Retail & Service	10-11
Local Foods & Produce	11
Wineries & Breweries	14
Museums	15
Tulip Field Map	12-13
Places to Eat	16-19
Places to Stay	20-22
Return Visit	23



WHERE is THE SKAGIT VALLEY



60 miles north of Seattle/60 miles south of Vancouver, BC

Directly off I-5 – using Exits 221 - 231. See page 3 for travel details.

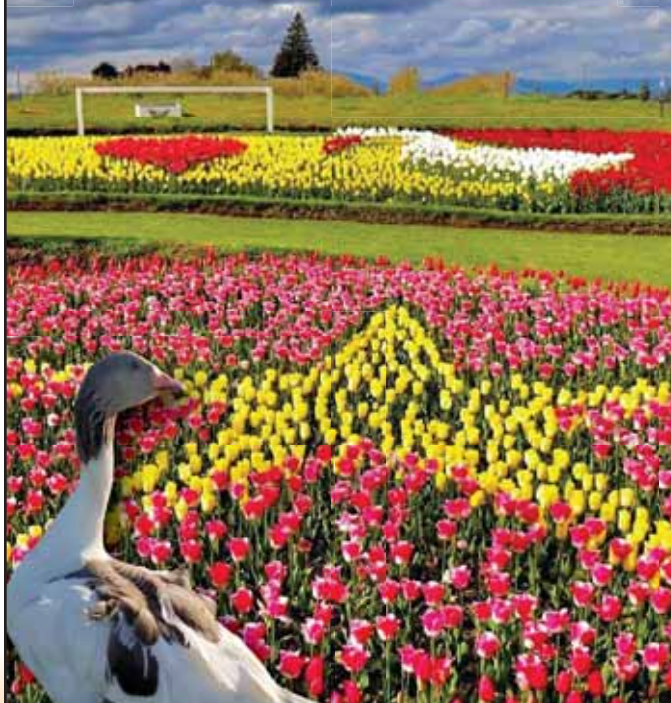
Garden Rosalyn

OUR NEWEST TULIP GARDEN

Enjoy the garden with acres of tulips in intricate designs. Come see the resident waterfowl, picnic tables, and food trucks on-site. Well-behaved dogs on leashes welcome.

Admission \$12
Children 5 and under free
Free Parking

Open April 1-30, 2022



16648 Jungquist Rd, Mount Vernon, WA 98273 • (360) 202-7982

ROOZENGAARDE

www.Tulips.com



[f](#) [@roozengaarde](#)

Visit www.tulips.com for tickets, flowering dates, hours and more info regarding the 2022 Tulip Festival and our spring bloom at RoozenGaarde.

RoozenGaarde is a world renown flower garden that is annually redesigned and hand planted with over one million spring flowering bulbs. Featuring a full-sized Dutch windmill + 30 acre tulip field + 20 acre daffodil field, RoozenGaarde showcases breathtaking scenes and endless opportunities for truly amazing photos. Brilliant color combinations, spectacular floral designs, flowering rivers of deep blue muscari and more!

- 🌷 Bloom with us on [f](#) Facebook and [@](#) Instagram.
- 🌷 View our Bloom Map and virtual tours at www.tulips.com.
- 🌷 Choose from your favorite tulip colors fresh from our fields – buy 4 bunches and get the 5th FREE!
- 🌷 Our bulb catalog has a FREE tulip bulb offer for customers in 2022.
- 🌷 Unable to visit this spring? Check back to see what's new and in bloom at RoozenGaarde for the summer.



We ship fresh cut flowers from our Skagit Valley farm (year-round) to anywhere in the United States – always overnight!

Tulips.com 🌷 360.424.8531

15867 Beaver Marsh Rd. Mount Vernon, WA 98273



**WE GROW
AMAZING.**

EXPERIENCE IT WITH US!

15002 Bradshaw Road
Mount Vernon, WA 98273

GORGEOUS PHOTO OPS • FOOD & DRINKS

RETAIL MARKETPLACE • INDOOR GARDEN DISPLAY

BEER & WINE GARDEN • TROLLEY RIDES

YEP, FREE  PARKING!

TICKETS AVAILABLE NOW!

OPEN **8AM - 7PM** DAILY

TULIPTOWN.COM

TULIPTOWN.COM • 360.424.8152

DETAILED travel DIRECTIONS

These detailed instructions should help you get from I-5 Exits to the tulip growing area. Exits 230 and 221 are recommended during peak travel times (weekends, Fridays and Mondays).

**EXIT
230**

Burlington Exit

Exit I-5 and head west on SR 20 toward Anacortes

Proceed west on SR 20 for 3 miles until you reach Best Rd/Farm To Market Rd; Turn Left on Best Rd and proceed 1.7 miles until you reach McLean Rd. This will put you at the McLean Rd roundabout, in the center of the tulip growing area. There are numerous routes you can follow — consult the Festival map to decide.

**EXIT
221**

Conway Exit

Exit off Interstate 5 and head west toward LaConner

Proceed approximately 0.1 mile. Enter the roundabout and turn onto Fir Island Rd and proceed west 5.1 miles where the road curves to the left and up an incline to a bridge over the Skagit River. Cross the bridge and continue for 3.1 miles when you will arrive at the intersection of Best and Calhoun roads. You are now at the southern edge of the tulip growing area. From here, use the Festival map to visit events and activities, your favorite field or the gardens, Garden Rosalyn, RoozenGaarde and Tulip Town.

**EXIT
226**

Mount Vernon Exit

Exit off I-5 and head west for 0.1 mile

Turn right onto S Third St for 0.3 miles, then
EITHER continue onto W. Division St for 0.5 miles (you will cross the Skagit River)
Turn Left onto S Wall St; Wall St turns into McLean Rd in 249 feet; Continue on McLean Rd for 2.5 miles.

OR continue onto W Division St for 2.3 miles (you will cross the Skagit River)
Turn Left onto Avon Allen Rd for 1.1 miles; Turn Right onto McLean Rd and proceed 1 mile to Beaver Marsh Rd.

At this point you can turn Left onto Beaver Marsh Rd and proceed to RoozenGaarde and Garden Rosalyn. Or, you can proceed on for 1 mile and turn Right onto Bradshaw Rd and proceed to Tulip Town.

**As You
Leave**

The quickest route out of the tulip field area is SR 20

Use the Festival map to locate where you are and proceed to SR 20 and east to I-5. If you decide to leave via Fir Island Rd to the south, we suggest you consider using the following route from the intersection of Fir Island Rd and Pioneer Highway: Enter the roundabout and turn onto Pioneer Highway and proceed south 2.3 miles; Turn left onto Milltown Rd and proceed east 0.9 miles. This is the intersection of I-5 and Exit 218. From here you can proceed north or south on I-5 to your end destination.

Urgent Care

**NO APPOINTMENT
NECESSARY**

Check wait times at
SkagitRegionalHealth.org

 **Skagit Regional Health**



SCHEDULE of EVENTS

April 1–30, 2022

2022 Photo Contest presented by North Coast Credit Union

April 1–30, 2022

Our annual Photo Contest is running on our Facebook page. Check www.Facebook.com/SkagitValley-TulipFestival for entry details, weekly finalists and the winning photos. Get your camera and join us.

Peoples Bank/ Judd & Black Appliance 2022 Gala Celebration

(360) 428-5959

Advance ticket purchase required at www.tulipfestival.org

Help us kick-off the 2022 festival! Celebrate with us for an evening of music, good food, awards, an auction, and fun as we welcome you back to our valley and the beautiful tulips signaling the arrival of spring. Details, invitations, programs and more will be available on-line and through the Tulip Festival office.

2022 Poster Artist Jack Gunter Appearances

Skagit Valley Tulip Festival Office and Store

311 W Kincaid St.

Mount Vernon, WA 98273

(360) 428-5959

April 13 and April 27

3-6 pm

www.tulipfestival.org

Meet Jack and get your 2022 poster signed during his guest appearances at our office in downtown Mount Vernon. ★

Cantabile Chamber Choir Concerts

Various Venues

TBA

April 8, 9 and 16

Performances at 3

pm and 7:30 pm

(425) 289-6803

www.cantabilechamberchoir.org/

Cantabile Chamber Choir, Skagit Valley's only auditioned choir, shar-



ing beautiful music since 2006, celebrates the 2022 Tulip Festival. Cap off your day of viewing the glorious tulips with glorious music. Join us at one of our various concert venues and bask in the beauty of music. Tickets: \$18 - 22

Downtown Mount Vernon Street Fair

S First Street

Mount Vernon, WA 98273

(360) 336-3801

April 15-17, Fri & Sat 10 am-6 pm,

Sun 10 am – 5 pm

www.tulipfestivalstreetfair.com

www.facebook.com/tulipfestival-streetfair

Join us in downtown Mount Vernon for the 37th Annual Tulip Festival Street Fair, presented by the Mount Vernon Downtown Association. We welcome juried arts and crafts vendors from throughout the USA; including painting and fine

art, photography, jewelry, clothing, gourmet food stuffs, unique gifts, garden art, children's toys – fun for the whole family! Masks ARE required and other modifications may be implemented in the interest of public health. Check our website and the Tulip Festival Facebook page for up-to-the-minute details on attendance regulations. 9

English Tea at Willowbrook Manor

27420 Minkler Rd

Sedro-Woolley, WA 98284

(360) 218 – 4585

Every Friday and Saturday in April, 11 am-7 pm

www.teaandtours.com

A decadent tea experience awaits you at Willowbrook Manor. Enjoy delicious savories and sweets, quaint gardens, beautiful art, and feel as if you are stepping back in time. Limited seating. \$40/person. Online reservations required. 8

Proud to support the

2022 Tulip Festival

Peoples Bank

peoplesbank-wa.com
Member FDIC

TIMBER WOOD TO TECH

April 23, 2022 9 am - 4 pm
April 24, 2022 10 am - 3pm

Sedro-Woolley High School
1235 3rd Street
sedro-woolley.com/events

Willowbrook Manor
27420 Minkler Rd
Sedro-Woolley
call for reservations
(360) 218-4585

April 22 & 23, 2022
11:00 to 5:00
27420 Minkler Rd
Sedro-Woolley
call for reservations
(360) 218-4585

Logos: Eagle Haven Winery, Sedro-Woolley Chamber of Commerce, NCWA, Sedro-Woolley High School, E.E. Sedro-Woolley, Lewis Knife & Tool Services

SCHEDULE of EVENTS

April 1–30, 2022

Kiwanis Barbecue

Kiwanis Club of Mount Vernon proudly supports children locally and internationally through scholarships, youth-centered programs and parks. The annual Tulip Festival Kiwanis Salmon Barbeque raises nearly \$80,000 towards these efforts. For more information on 2022 fundraising and to support Kiwanis, visit www.kiwanisbbq.com

Skagit Chili & Chowder Cook-Off

Farmstrong Brewing Co.
110 Stewart Rd
Mount Vernon, WA 98273
(360) 428-8547
April 2, 1 pm-4 pm
www.mountvernonchamber.com

4th Annual Skagit Chili & Chowder Cook-Off – where you choose

the winner! Sample entries from both professionals and amateurs. \$15 gets you six samples and a vote (a large portion of your favorite). 24

Skagit Farm to Pint ROADSHOW

Supporting Viva Farms' mission to grow the next generation of farmers at Skagit Valley Breweries
April 1-30, 2022

www.skagitfarmtopint.com/fest

A month-long beer, cider, and bounty celebration featuring craft beers brewed with Skagit Valley Malt and delicious bites highlighting local and handcrafted ingredients; and a homebrewers competition, cornhole & trivia tournament, prizes and unique VIP experiences.

cont'd on next page



OFFICIAL Products

We have developed an Official Product program to promote locally made products. These businesses highlight some of the best Skagit Valley has to offer.

OFFICIAL COFFEE – Fidalgo Bay Coffee Roasters

856 N Hill Blvd, Burlington, WA 98233 • (360) 757-8818
www.fidalgocoffee.com Map 25

OFFICIAL JEWELRY – Warren Jewelers

1126 S Burlington Blvd., Burlington, WA • (360) 707-5444
www.WarrenJewelers.net Map 13

OFFICIAL CHOCOLATE – Forté Chocolates

700 S First St., Mount Vernon, WA 98273 • (360) 588-4859
www.ForteChocolates.com Map 9

OFFICIAL HARD CIDER – Ragged & Right Cider Project

At Farmstrong Brewery
110 Stewart Rd, Mt Vernon, WA 98273 • (360) 873-8852
www.farmstrongbrewing.com Map 24

OFFICIAL CANDLE AND BATH PRODUCTS – Reclamation Candle Company and Coffee Bar

106 1st St Suite A, La Conner, WA 98257 • (360) 466-5138
www.reclamationcandlecompany.com Map 11

OFFICIAL WINE – Pasek Cellars

2615 Old Hwy 99 S, Mt Vernon, WA 98273 • (360) 404-5640
www.pasekcellars.com Map 12

OFFICIAL BEER – Anacortes Brewery/Rockfish Grill

320 Commercial Ave, Anacortes, WA 98221 • (360) 588-1720
www.anacortesrockfish.com Map 5

OFFICIAL FRAMER – William Bounds Custom Framing

1034 S Anacortes St, Burlington, WA 98233 • (360) 404-2002
www.WilliamBounds.com Map 10

OFFICIAL CANNABIS – Skagit Organics/Natural Care

Skagit Organics is the premier cannabis processor in Skagit County with products found in over 200 stores in Washington State. Northwest Natural Care creates THC-free hemp products that can be purchased online and shipped right to your house. • (360) 627-1555
www.SkagitCannabis.com • www.NWNaturalCare.com

OFFICIAL SOAP – Barn Cat Creations

Handcrafted blend of skin-loving, vegan oils. Inspired by Skagit's famous blossoms and found at local retailers and on-line. • (470) 665-7627
www.BarnCatProducts.com



SCHEDULE of EVENTS

April 1–30, 2022

Tulip Days Basketball Tournament

Various gyms throughout Skagit County

(360) 416-1350

March 25 - 27

Games played 9 am-7 pm daily

www.skagitcounty.net/parks

Boys & Girls teams 4th-8th Grades.
\$290 per team with a four-game guarantee. Daily admission for spectators.

Tulip Pedal – 40th Annual Safe Kids Northwest

La Conner Middle School

503 N 6th St.

La Conner, WA 98257

(360) 708-2454

Saturday, April 23, 2022

www.thetulippedal.com

www.active.com for registration

Registration from 7 am-Noon.

Course open until 4 pm.

Ride on your own on 20, 40 and 60-mile routes, or ride all three!
Pre-registration: \$40. Day of: \$45.
Kids 14 and under free. **11**

Tulip Parade

First Street, La Conner, WA 98257

(360) 428-5959

April 9, 2 pm

www.tulipfestival.org

Day of parade entries welcome!

The 35th Annual Kiwanis Club of La Conner Not So Impromptu Tulip Parade. Join in the fun as a spectator or participant. No entry is too small; wacky impromptu entries welcome. Line up for the parade in the Port of Skagit complex. Entry forms available on-line at www.tulipfestival.org. **11**

Woodfest

Sedro-Woolley High School

1235 Third St

Sedro-Woolley, WA 98284

(360) 855-1841

April 23-24

Sat 9 am-4 pm, Sun 10 am -3 pm

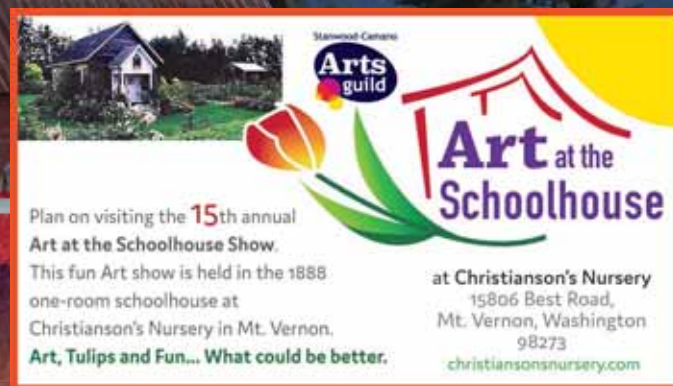
www.sedro-woolley.com/events

Sedro-Woolley's Career and Technology Education is hosting Woodfest, where students showcase their industrial skills in woodworking, technology and more! There is more: woodworking displays, welding competition (in the parking lot) and additional events at multiple locations. Plus, vendors with handcrafted wood products and demonstrations of woodworking and turning from

local master craftsmen.

Check out the incredible projects created by the students! Prizes will be awarded for their best work on Sunday!

Enjoy English Tea at Willowbrook Manor April 22&23. Call for reservations at (360) 218-4584. **27**



ART SHOWS & GALLERIES

April 1–30, 2022

Art at the Schoolhouse

Christianson's Nursery
15806 Best Rd
Mount Vernon, WA 98273
(360) 466-3821
April 1-30, 10 am-5 pm
www.stanwoodcamanoart.com

The Stanwood Camano Arts Guild returns to the historic schoolhouse at Christianson's Nursery where we will be offering paintings, photography, rustic garden art, stained glass, mixed media, metal sculptures, and jewelry. **18**

Art in a Pickle Barn

located at:
Schuh Farms "Bakery Barn"
15530 State Route 20
Mount Vernon, WA 98273
April 1-30
Mon-Fri 10 am – 5 pm; Sat-Sun
9 am – 6 pm

Fine Art & Gift show. Local artists present an eclectic mix of works. Enjoy 2D and 3D art, jewelry, glass, fiber arts, woodwork, photography, soaps, ceramics, and much more. Free parking. Tour groups welcome. **20**

Rexville Grange Art Show

19299 Rexville Grange Rd
Mount Vernon, WA 98273
(425) 327-0661 or
(360) 466-0477 during show
April 1-10, 10 am-6 pm

For 10 days in April the Rexville Grange is transformed into an extraordinary gallery of art and fine crafts. Come and enjoy the collection featuring pottery, painting, jewelry, glass, garden art, photography, fine woodwork, purses and scarves. **26**



2022 POSTER ARTIST JACK GUNTER

Jack is a self-taught artist, author and filmmaker from Camano Island who uses an ancient technique called egg tempera when painting. This bright, joyful print captures the feel of our annual festival. For more about Jack (and to see more of his art), visit jackgunterart.com.





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THINGS to DO

Points of Interest

Lincoln Theatre

712 S First St
Mount Vernon, WA 98273
(360) 336-8955

A variety of events during April. Visit our website for details.
www.lincolnthetre.org

A 1926 historic theatre gem in downtown Mount Vernon presenting a wide range of performing arts, concerts and art house films. Open House with free tours and Wurlitzer music during the street fair. **9**

Seattle Premium Outlets

10600 Quil Ceda Blvd
Tulalip, WA 98271
(360) 654-3000

www.premiumoutlets.com/seattle

Enjoy up to 65% savings at over 125 brand name and designer stores including Burberry, Karl Lagerfeld, Prada, Jimmy Choo, lululemon, Bath & Body Works, kate spade new york, Levi's Outlet, Theory, J. Crew, Disney, Arc'teryx, Columbia, Under Armour and more. **4**



Swinomish Casino & Lodge

12885 Casino Dr
Anacortes, WA 98221
(360) 293-2691 or (888) 288-8883
www.swinomishcasinoandlodge.com

Located on the water's edge near Anacortes. Enjoy over 700 of the most popular slots, virtual Keno on our EZ Keno Kiosks, and a wide selection of table games including Blackjack, Roulette, Craps and more! Join our brand new Signature Rewards membership program to win up to \$500 in Promo Play! Dine in one of our delectable restaurants featuring fresh and local ingredients. **1**

The Shops at Burlington

448 Fashion Way
Burlington, WA 98233
(360) 757-3548

Open daily; hours of individual stores vary
www.theshopsatburlington.com

Conveniently located near the Tulip Fields, on I-5 at Exit 229. Visitors can save 25% to 70% in well-known designer outlets including Nike Clearance, Lane Bryant, Julz

Animal Houz, Pendleton, and more. Enjoy the Bigger, Better, Brighter Skagit Valley Children's Museum. **2**

The Skagit Casino Resort

5984 N Darrk Lane
Bow, WA 98232
(877) 275-2448

www.theskagit.com

Enjoy nonstop action at The Skagit Casino Resort! Our comfortable property offers over 800 of the hottest slots and rewarding monthly promotions along with two dining restaurants to choose from! Just 5 minutes north of Burlington; on I-5 at Exit 236. **17**

Boat, Bike, Vehicle & Air Tours

Outer Island Excursions

Whale & Wildlife Tours
Departs from Anacortes
(360) 376-3711

Reserve on-line at:
www.outerislandx.com

Buy one get one 50% off! Use promo code **TULIP22**. Ask about Tulip Festival prebook. Naturalist guided, family friendly, fast and comfortable. Visits 172 islands abounding with whales and wildlife. Individuals, groups, parties, or transportation. A must do while visiting the Northwest! **5**

Tulip Country Bike Tours

13391 Avon Allen Rd
Mount Vernon, WA 98273
(360) 424-7461

www.countrycycling.com

Experience the festival on our self-guided tours. Bike rental equipment, maps and festival tips/information. \$40/adults, \$10 per child or tag-a-long bike per day. Group and guided tours available. **16**

WSU Master Gardener

Step-On Guides

Step up your group tour itinerary. Learn more about the agriculture and history of the Skagit Valley with our WSU Skagit County Master Gardeners as your guide. To reserve, contact us at antoinettecaskey3@gmail.com or (360) 848-9053



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theskagit.com • On I-5 at Exit 236 • 877-275-2448

Facebook and Instagram icons.

experience **ANACORTES**™
your island getaway

THINGS to DO

Farms & Nurseries

Beaks, Noses, and Bills 4-H Club Petting Farm

Location to be announced at www.tulipfestival.org

(360) 202-5023

Weekends only: April 2-3, 9-10, 16-17, 23-24

10 am-4 pm

Visit our rabbits, chicks, goats, ponies, ducks, and baby pigs. \$5/ea. donation appreciated.

Christianson's Nursery

15806 Best Rd

Mount Vernon, WA 98273

(360) 466-3821

Daily 9 am-6 pm

www.christiansonsnursery.com

"An enticing selection of common and uncommon plants." Largest selection of roses, perenni-

als & trees in NW Washington. Browse our greenhouses, 1888 Schoolhouse, antiques & gift shop and greet resident animals. Christianson's is a Skagit Valley's People's Choice Award Winner. **18**

Garden Rosalyn

16648 Jungquist Rd

Mount Vernon, WA 98273

(360) 202-7982

See complete listing on page 2.

RoozenGaarde

Division of Washington Bulb Co., Inc.

15867 Beaver Marsh Rd

Mount Vernon, WA 98273

(360) 424-8531

www.tulips.com

See complete listing on page 2.

Skagit Acres

18923 Peter Johnson Rd

Mount Vernon, WA 98273

(360) 424-6760

Open daily 9 am-6 pm

www.skagitacres.com

Dig in with us at Skagit Acres – the premiere garden center and gift shop in Skagit Valley. Stop in for lunch at our café and take a walk through our colorful nursery and greenhouses. Don't forget to browse through our gift shop which is curated with many items from local vendors. **15**

South Fork Farms

19115 Dike Rd

Mount Vernon, WA 98273

(360) 840-3666

Daily in April: 11 am-4 pm

www.alpacasofsouthforkfarms.com

Have you ever fed an alpaca?

These beautiful animals will capture your heart. Shop Bunkhouse Boutique, with "all things alpaca," for yarn, garments, scarves, gloves, and children's items. We're a one-of-a-kind store, open all year! **7**

Tulip Town

15002 Bradshaw Rd

Mount Vernon, WA 98273

(360) 424-8152

www.tuliptown.com

See complete listing on page 3.

WSU Discovery Garden

16650 State Route 536

Mount Vernon, WA 98273

Open Dawn-Dusk

Enjoy a stroll through this wonderful garden showcasing plants that do well in the Pacific Northwest. Docents available weekends. **23**

WARREN JEWELERS

Sterling Silver or Gold
starting at \$29.95

Patchwork Tulip

Petite Pink Diamond Tulip

Tulip Tile

1126 S. Burlington Blvd Burlington WA 98233
360-707-5444 www.warrenjewelers.net

Local Family Owned
Award Winning Winery

While visiting Skagit County
stop by and enjoy our hand-
crafted wines.

Gilkey Square—106-1st Street.
LaConner, WA

360 708 2801

SKAGIT CELLARS

THINGS to DO

Retail & Services

Alaska USA Federal Credit Union

2022 Bloom Map Sponsor
(800) 525-9094

www.alaskausa.org

We're a not-for-profit, member-owned financial services cooperative providing service, value, and convenience since 1948 – with great rates on loans and deposits, plus low service fees. Because of our commitment to each member's financial well-being, more than 700,000 members have chosen us to be their partner. All we're missing is you!

Bargains Galore Thrift Store

224 Chenoweth St
Mount Vernon, WA 98273

(360) 424-0908

Open Mon – Sat 10 - 6

www.bargainsgalorethrift.org

Our non-profit organization provides funds to Mount Vernon Christian School making Christian education more affordable. Whether you are a casual or advanced thrifter, discover the Bargains Experience – unique fashions, housewares, home décor and more for the lowest prices in Skagit Valley. Show this listing and get 20% off.

Bunnies by the Bay

710 S First St
La Conner, WA 98257

www.bunniesbythebay.com

Visit our LaConner Re-Tail Shop where you can find delightful gifts for

all ages. Learn the about the “Hareytale” of Bunnies By The Bay and why Bunnies Are Your Best Friends!

Cascade Lumber

825 Good Rd.
Camano Island, WA 98282
(360) 629-2119 or (800) 366-6495
www.cascadelumber.com

Cascade Lumber, Inc. was established in 1985 to meet the lumber and building material needs of our community. Whether your project is one house, many houses or a home repair, our commitment is to provide the knowledge, service and products you need to be successful.

Conway Foods

18707 Main Street
Conway, WA 98238
(360) 445-5612

Your one-stop local shop for all the essentials! Whether it's fuel, firewood, groceries, or the finer things in life – hot food, kegs, beer – Conway Foods has you covered and is open daily. Our newest additions include bait, tackle and ammunition. Come on by anytime!

Country Meadow Village

1501 Collins Rd
Sedro-Woolley, WA 98284
(360) 856-0404
www.villageconcepts.com/country-meadow-village

Country Meadow Village is an

award-winning family-owned business celebrating over 20 years of dedicated stable service in the senior living industry in the greater Skagit Valley. We “Bring Retirement to Life” everyday! Come in for a tour today!

HomeLight, Inc.

100 First St., Suite 2600
San Francisco, CA 94133
(888) 998-1909 or (916) 249-4122
www.homelight.com

HomeLight empowers people to make smarter decisions during one of life's most important moments: buying or selling their home. Their products put more power in clients' hands and make it easier to get the best outcome. HomeLight helps clients use top real estate agents, and facilitates sales on the HomeLight platform.

Land Title & Escrow

Mon-Fri 8 am-5 pm
www.ltcwa.com

“Local Service is our Passion.” Since 1940, Land Title and Escrow has provided our communities with exemplary Title Insurance and Escrow services. We serve Skagit & Island County with five locations in Burlington, Anacortes, Oak Harbor, Freeland, and Stanwood/Camano Island.

Quantum Construction

12761 Quantum Ln
Anacortes, WA 98221
(360) 293-0656

www.quantumci.com

Quantum Construction is a local, family-owned firm. Founded in 1984, they specialize in new and remodeled commercial and industrial construction, as well as premium custom homes.

Pacific Premier Bank

528 E College Way
Mount Vernon, WA 98273
(360) 336-5007

www.ppbi.com

PPB is one of the strongest performing and fastest growing banks in the nation. We offer a full array of deposit and loan products and services, specializing in working with small, middle-market and corporate businesses and individuals who need a broad range of services.

Premier Recreational Cannabis (PRC)

18729 Fir Island Rd, Ste C
Mount Vernon, WA 98274
(360) 550-9333
Mon-Sat 8 am-9 pm; Sun 9 am-7 pm
www.PRCwa.com

PRC is here to bring our passion for medical cannabis to the recreational market. We strive to give customers an experience like no other. Friendly and knowledgeable Cannabis Consultants will be there to educate you on available products. A staple of the community with locations in Arlington and Edmonds as well!



360.707.2353 | northwestfcs.com

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BURLINGTON WA
360-755-0570  



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OPEN MON - SAT 9AM - 6PM

THINGS to DO

Retail & Services – cont'd

PNW Marketplace

14285 Laconner-Whitney Rd
Mount Vernon, WA 98273
(360) 224-2387
Open Daily 10 am-6 pm April 1-24
www.pnwartisanmarketplace.com

We are proud to welcome over 40 artists to The Old Berry Barn this year. Filled to the rafters with Fiber Arts, Local Photography, Watercolor, Pottery, Jewelry, Glass Art, Yard Art, Raw Local Honey, Gourmet Foods and More!

Re-feather Your Nest

121 A Freeway Dr
Mount Vernon, WA 98273
(360) 755-3126
Daily 9 am-5 pm
www.facebook.com/ReFeatherYourNest/

Re-Feather your Nest Home Décor, Clothing & Gift Shoppe is located in Old Town Mount Vernon. The HUGE brick building offers one-of-a-kind shopping experience. COME GET INSPIRED! Cottage-Farmhouse-Shabby Chic-Eclectic.

Spane Buildings & Roofing

1611 Buck Way
Mount Vernon, WA 98273
1-(800)-310-2136
www.spane.com
Founded in 1945, Spane Buildings is the Pacific Northwest's most trusted and experienced builder of post-frame buildings. Interested in

learning more? Please call (800) 310-2136 today to speak with one of our Estimating Experts! Come build with us!

Warren Jewelers

1126 S Burlington Blvd
Burlington, WA 98233
(360) 707-5444
12559 116th Ave. NE
Kirkland, WA 98034
(425) 821-1444
Closed Sundays
www.warrenjewelers.net

Award winning tulip jewelry inspired by and made for the Skagit Valley Tulip Festival. Pendants, earrings, pins and rings in different colors of gold plus sterling silver. Prices start at \$29.95 and are available year round. 13

Western Bud Cannabis

20291 State Route 20
Burlington, WA 98233
(360) 982-2258
Open daily 8:00 am - 11:30 pm
www.westernbud.com

Enjoy our daily happy 25% hours with a minimum \$20 purchase 8-10am & 9:30-11:30pm. Bundle mania every Tuesday & Wednesday, where the more you buy, the more you save. \$0 ATM fees, and discounts for students, veterans and people 55+!

THINGS to DO

Local Foods & Produce

Schuh Farms

15565 State Route 536
Mount Vernon, WA 98273
(360) 424-6982
Daily 9 am-6 pm
Century old barn loaded with seasonal produce, jams, pickles, raspberry honey, cider, fresh eggs, and unique cut tulips. Watch as we bake fresh berry pies, Grandma Schuh's cinnamon rolls and other delights. Visit goats and chickens, play at the Recycled Junktion play area. Weekends: get mini-doughnuts and hand-dipped corndogs. 20

Skagit's Own Fish Market

18042 State Route 20
Burlington, WA 98233
(360) 707-2722
Mon-Sat 10:30 am-5:30 pm;
lunch until 4:30 pm
Sun 11 am-4 pm; lunch until 3 pm
www.skagitfish.com

Run by local fishermen, we have the freshest seafood, and the freshest locally crafted food items year-round. From fresh, smoked, or pickled fish to local balsamic vinegars, chutneys, honey, salsas, and more, you'll enjoy the taste of Skagit Valley here. Lunch daily! 21

Snow Goose Produce

15170 Fir Island Rd
Mount Vernon, WA 98273
(360) 445-6908
Open daily 8:30 am-6:30 pm

www.snowgooseproducemarket.com

A true farmer's market in the heart of Skagit cropland. A seasonal, family-run, country market offering the best in local produce and fare: smoked and fresh seafood, baked breads, artisan cheeses and carefully selected wines, plus fresh flowers (including tulips). We are famous for our Immodest Ice Cream Cones. 22

Taylor Shellfish Farms

2182 Chuckanut Dr
Bow, WA 98232
(360) 766-6002
Open Daily 9 am-5 pm,
www.taylorshellfish.com

From our sustainable farms to your table, purchase oysters, clams, mussels, & geoducks, plus a variety of other fresh & frozen seafood. Enjoy our outdoor seating and grilling area and our full service restaurant and oyster bar on Samish Bay. 6

The Rex

19271 Best Rd
Mount Vernon, WA 98273
360-466-5522
Tue – Sat 7am-7pm
Sun 7am-6pm

Family friendly and a great place for a meal and a beverage. The Rex offers a variety of local organic food from one of the best agricultural areas in the state. Try our specialty sandwiches and burgers; you'll come back for more! 19



MAP NUMBERS & COORDINATING EVENTS

- ★ Festival Office
- ★ RoozenGaarde
- ★ Tulip Town
- ★ Garden Rosalyn

- | | | |
|--------------------------------------|--|--------------------------------|
| 1 Swinomish Casino & Lodge | 9 Downtown Mount Vernon Street Fair | 15 Skagit Acres |
| 2 Children's Museum of Skagit County | 9 Lincoln Theatre | 16 Tulip County Bike Tours |
| 2 The Shops at Burlington | 10 William Bounds Custom Framing | 17 The Skagit Casino Resort |
| 4 Seattle Premium Outlets | 11 La Conner Brewing Company | 18 Christianson's Nursery |
| 5 Anacortes Brewery/Rockfish Grill | 11 Pacific NW Quilt & Fiber Museum | 18 Art at the Schoolhouse |
| 5 Outer Island Excursions | 11 Skagit County Historical Museum | 19 The Rex |
| 6 Taylor Shellfish Farms | 11 Skagit Cellars | 20 Schuh Farms |
| 7 South Fork Farms | 11 Skagit Crest Vineyard & Winery | 20 Art in a Pickle Barn |
| 8 Eagle Haven Winery | 11 Tulip Pedal | 21 Skagit's Own Fish Market |
| 8 English Tea/Willowbrook Manor | 11 Reclamation Candle Company and Coffee Bar | 22 Snow Goose Produce |
| 9 Forté Chocolates | 11 Tulip Parade | 23 WSU Discovery Garden |
| | 12 Pasek Cellars Winery | 24 Farmstrong Brewery |
| | 13 Warren Jewelers | 25 Fidalgo Bay Coffee Roasters |
| | 14 Chuckanut Brewery | 26 Rexville Grange Art Show |
| | 14 Heritage Flight Museum | 27 Woodfest |



TRAVEL Tips

- 1) **CHECK WWW.TULIPFESTIVAL.ORG** for current admission and COVID-related information.
- 2) **STATE ROUTE 20 AT EXIT 230** – Use it! Wide open, efficient, fast.
- 3) **BE PATIENT** – These are rural farm roads that are easily overwhelmed.
- 4) **FLAGGERS** are there for your safety – Please be courteous to them.
- 5) **LOOK** for designated parking areas – They are next to fields.
- 6) **NO PARKING ZONES** will be enforced and tickets will be issued.
- 7) **NO PARKING** allowed in travel lanes of any public road or on private property.
- 8) **PRIVATE LAND** The tulip area is all private property. Please respect it.
- 9) **FARM EQUIPMENT** – Slow tractors now ensure a good harvest later.
- 10) **NO DRONES** – Drones are NOT allowed in gardens or tulip fields.

INFO

Key MILEAGE Information (approximate values)

Tulip Office to RoozenGaarde:	3.7 miles
Tulip Office to Tulip Town:	4.8 miles
Tulip Office to Garden Rosalyn:	4.8 miles
Tulip Office to Best and McLean Rd:	5.3 miles
Conway to Best and Calhoun Rd:	8.3 miles
I-5 and SR 20 to Best and McLean Rd:	5.6 miles

TOILETS At all events, Visitor Centers, and Info Stations.

Official INFORMATION Stations

Tulip Festival Office: (I-5 Exit 226) 311 W Kincaid, Mount Vernon, WA – 7 days a week 9am-5pm during April
Fir-Conway Lutheran Church: (I-5 Exit 221) 18101 Fir Island Rd, Mount Vernon, WA
Conway Foods: (I-5 Exit 221) 18707 Main St, Conway, WA
Skagit's Own Fish Market: (I-5 Exit 230) 18042 SR 20, Burlington, WA
Holiday Inn Express Hotel & Suites: (I-5 Exit 230) 900 Andis Rd, Burlington, WA
Additional Locations: All Skagit County Visitor Information Centers

www.TulipFestival.org Page 552 of 587




 Pets aren't allowed
 in the gardens.

4 Miles to Anacortes



MAP NOT TO SCALE

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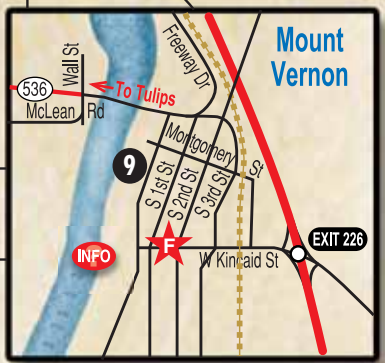
By Guy D. Corp. DBA grafixCORP.
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 Skagit Valley Tulip Festival.



Concrete
 Lyman Hamilton
 Rockport 8 miles East of Concrete
 Marblemont 16 miles East of Concrete

MAP LEGEND

-  Festival Office
-  RoozenGaarde
-  Tulip Town
-  Garden Rosalyn
-  Tulips
-  Daffodils
-  Bike Parking
-  Route to Fields
-  Local Traffic ONLY
-  INFO
-  Hospital
-  Parking



CAUTION
 Wet, muddy, slick fields;
 dress accordingly – parking
 restrictions are for your safety.
 Please do not park in NO PARKING ZONES

THINGS to DO

Wineries & Breweries

Anacortes Brewery/ Rockfish Grill

320 Commercial Ave
Anacortes, WA 98221
(360) 588-1720
Opens 11am daily
www.anacortesrockfish.com

Full menu and bar. Beers from the 10th oldest brewery in the state. Live music. Extensive outdoor seating. Online ordering. We love families! 5

Chuckanut Brewery

Two locations:
11937 Higgins Airport Way
Burlington, WA 98233
(also in Portland at 920 Caruthers St)
(360) 752-3377
Open Daily
www.chuckanutbrewery.com

All ages welcome to our South Nut Tap Room in the heart of Skagit Valley. Bring your own food or enjoy some of our snacks. Award-winning European style ales and lagers on site or to go in cans, bottles, growlers, and kegs. Covered heated outdoor seating! 14

Eagle Haven Winery

8243 Sims Rd
Sedro-Woolley, WA 98284
(360) 856-6248
Fri: 11 am-7 pm;
Sat & Sun: 11 am-6 pm
www.EagleHavenWinery.com

Come by and taste our wines and check us out. Follow us on Facebook, email us at info@eagle-havenwinery.com. 8

Farmstrong Brewing Co.

110 Stewart Rd
Mount Vernon, WA 98273
(360) 873-8852
Hours: Mon 3 pm-close,
Tue - Sun Noon-close
www.farmstrongbrewing.com
Pet and family friendly 24

La Conner Brewing Company

117 S First St
La Conner, WA 98257
(360) 466-1415
Daily Noon
www.laconnerbrewery.com
Unique Northwest-style family-

friendly brewpub featuring wood-fired pizza, burgers and other fresh local pub fare served with our small-batch, hand-crafted beers. Enjoy by the fireplace or on the garden terrace. 11

Pasek Cellars Winery

2615 Old Hwy 99 South
Mount Vernon, WA 98273
(360) 404-5640.
Wed-Sun 11:30 am-5:30pm; Open daily in April 11:30 am-5:30 pm
www.pasekcellars.com

Pasek Cellars crafts unique and delicious wines from NW and tropical fruits, plus Washington grapes. Stop by our tasting room and sample the Official Tulip Festival wines. 12

Skagit Cellars Winery

106 First St
La Conner, WA 98257
(360) 708-0345
www.facebook.com/SkagitCellars/

Google maps: Skagit Cellars.

Stop by Skagit Cellars and enjoy award winning Washington wines. Family owned and operated with production here in Skagit County. Indoor and Outdoor seating available – Children and Pets Welcome. 11

Skagit Crest Vineyard & Winery

105 N First St, Suite 1
La Conner, WA 98257
(360) 333-9819
Sat-Sun April-Oct Noon-6 pm;
Nov-Mar Noon-5 pm; April also Fri Noon – 6 pm

www.skagitcrest.com or
www.facebook.com/skagitcrest/

Skagit Crest produces premium wines from grapes locally grown in our Sedro-Woolley vineyard. Visit us at our La Conner tasting room on the boardwalk north of Gilkey Square. We are delighted to share a true taste of Skagit Valley. 11

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THINGS to DO

Museums

Children's Museum of Skagit County

448 Fashion Way
Burlington, WA 98233
(360) 757-8888

Check our website for current operating schedule

\$7.75 per person (12 mos. and under FREE); \$6.75 Military/Seniors (65 and older)

www.skagitchildrensmuseum.net

Visit the Children's Museum of Skagit County where kids 10 and under will learn and have fun. 2



Heritage Flight Museum

15053 Crosswind Dr
Burlington, WA 98233
(360) 424-5151

Visit our website for more info:
www.heritageflight.org

"Where history flies in Skagit County!" Founder Bill Anders Apollo 8 astronaut, created the museum to preserve, educate and honor veterans. Check out Fly Days every third Saturday April - September (2022 Season). 14



Pacific Northwest Quilt & Fiber Arts Museum

703 S 2nd St
La Conner, WA 98257
(360) 466-4288
Open Wed-Sun 11 am - 5 pm
www.qfamuseum.org

Three floors of quilts and fiber art exhibits in the 1891 Victorian Gaches Mansion, presenting national and international exhibits ranging from historic to contemporary. Enjoy "La Conner In Bloom," a Tulip Festival exhibit in April. Admission \$7, kids 12 and under free! PNWQFAM is a NARM member! 11

Skagit County Historical Museum

501 S 4th St
La Conner, WA 98257
(360) 466-3365
www.skagitcounty.net/museum

Contact the Museum for current schedule. Experience Skagit History "at the Top of the Hill." Call or email us at (360) 466-3365, museum@co.skagit.wa.us. www.skagitcounty.net/museum 11



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PLACES to EAT

Restaurants

13moons Restaurant at Swinomish Casino and Lodge

12885 Casino Dr
Anacortes, WA 98221
(855)794-6563
www.swinomishcasinoandlodge.com

Dine in our beautiful 13moons Restaurant and watch as your meal is prepared in our exhibition kitchen. Swinomish Casino & Lodge also offers the Carvers Café and two fast, casual dining options including Fatburger and Manchu WOK.

2nd Street Deli & Dogs

1300 2nd Street
Mount Vernon, WA 98273
360-982-2605
www.mountvernondeli.com
Monday - Saturday
11:00 - 4:00

2nd Street Deli & Dogs offers PREMIUM clean meats sliced in house, the FRESHEST produce, and quality non-GMO bread; DELICIOUS jaw-dropping good, hot and cold sandwiches, varieties of nitrate free hotdogs, vegetarian items, salads, soups and more!

Anacortes Brewery/ Rockfish Grill

320 Commercial Ave
Anacortes, WA 98221
(360) 588-1720
www.anacortesrockfish.com

Home of the Official Festival beer, the Rockfish Grill features Northwest food made with fresh local ingredients and beers made right next door at the Anacortes Brewery. Family friendly. Live music every week.

Annie's Pizza Station

44568 State Route 20
Concrete, WA 98237
(360) 853-7227
Tues-Sat, 11 am-9 pm
www.anniespizzastation.net

The best pizza anywhere, well worth the trip through breathtaking Upper Skagit Valley. We use only the finest ingredients, preparing freshly handcrafted pizzas, sandwiches, salads, soups and pasta. Family Friendly.

Anthony's Restaurants

Cap Sante Marina
1207 Q Ave, Anacortes, WA 98221
(360) 588-0333

Anthony's Hearthfire Grill

(360) 527-3473
Anthony's at Squalicum Harbor
(360) 647-5588
Both on Bellwether Way,
Bellingham, WA
www.anthonys.com

Dedicated to a truly Northwest dining experience, Anthony's has earned the reputation for the finest fresh seafood with an uncompromising commitment to quality and value.

Big Scoop Sundae Palace

327 E College Way
Mount Vernon, WA 98273
(360) 424-3558
Daily 11 am-10 pm
www.bigscoopsundaepalace.com

Old fashioned ice cream parlor and restaurant. Open lunch and dinner, featuring a great dinner menu, gourmet burgers and over 38 different ice cream flavors to choose from. Have your next birthday party here!

Bob's Burgers and Brew

9394 Old Hwy 99
Burlington, WA 98233
(360) 757-9097
www.bobsburgersandbrewburlington.com
8822 Quil Ceda Parkway
Tulalip, WA 98271
(360) 716-3605

www.bobsburgersandbrewtulalip.com

Enjoy gourmet burgers, salads, seafood, steaks and more. Family dining featuring large TV screens, full-service lounge, great food and service. Check our website for current operating hours.

Burgermaster

2030 Freeway Dr
Mount Vernon, WA 98273
(360) 899-4075

Open daily, Sun-Thurs. 10 am-9 pm, Fri-Sat. 10 am-10 pm

www.burgermaster.biz/mount-vernon

Classic drive-in with car-hop service, take-out window, outside picnic area. Great food – grass-fed beef burgers, fish & chips, plus shakes and desserts. Watch for summer cruise-ins on Fridays.

Calico Cupboard Café and Bakery

An award-winning specialty café and bakery, featuring breakfasts and lunches, vegetarian and gluten free entrees and bakery, famous cinnamon rolls, cookies and pies. NW wines, microbrews, and espresso. Three locations:
121B Freeway Dr
Mount Vernon, WA 98273
(360) 336-3107



SKAGIT VALLEY'S FARMHOUSE RESTAURANT

Home Cooking at its Best

Known for our Comfort Food • Famous Homemade Pies
Serving Breakfast, Lunch & Dinner daily 7am – 9pm
Nestled in the heart of tulip fields with plenty of parking at SR 20 & La Conner-Whitney Rd
www.thefarmhouserestaurant.net | 360-466-4411



Find all the best places to visit, eat and shop!

Pick up your copy of Explore Skagit Valley or find it at gосkagit.com

SKAGIT PUBLISHING

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Calico Cupboard Café and Bakery

720 S First St
La Conner, WA 98257
(360) 466-4451
901 Commercial Ave
Anacortes, WA 98221
(360) 293-7315
Open Daily
www.calicocupboardcafe.com

COA

Two Locations:
1810 Riverside Dr.
Mount Vernon, WA 98273
(360) 840-1938
214 Maple Avenue
La Conner, WA 98257
(360) 466-0267
Mon-Sat: 11 am-9 pm,
Sun 11 am – 4 pm
www.coaeatery.com

Step inside a COA Restaurant and you're instantly in old Mexico, with décor as authentic as the menu. With soft lighting, colors, art, music and wonderful aromas coming from the kitchen, the stage is set for a superb dining experience.

Conway Pub and Eatery

18611 Main St
Conway, WA 98238
(360) 445-4733
10 am Daily

Off of I-5 Exit 221 on the Tulip Route. We serve the Ultimate Best Burgers, steaks and "Pan-Fried Oysters." Families welcome. Spirits added to our menu enhance our old time atmosphere and great hospitality. Family owned since 1991.

District Brewing

520 Main Street
Mount Vernon, WA 98273
360-873-6714
www.districtbrewco.com
Mon – Sat 11 am – 9 pm
Sun 12 pm – 7 pm

Two-story Restaurant/Brewery on the Riverwalk in Mount Vernon. Largest selection of craft beer in the area. Excellent Menu: Pizzas, Wings, Salads, Appetizers. Family Friendly. Best Pizza and Wings in town!

Farmhouse Restaurant

13724 La Conner Whitney Rd
Mount Vernon, WA 98273
(360) 466-4411
7 am-9 pm Daily (April)
www.thefarmhouserestaurant.net

A Skagit Valley Landmark, Country charm, and home-style cooking. Traditional turkey dinners, yummy sandwiches and salads, freshly-baked desserts, including our famous Mile-High lemon meringue pie. Bus tours welcome.

Five Guys

1870 Marketplace Dr
Burlington, WA 98233
(360) 757-8677
11 am–10 pm every day
Also serving you in:
Bellingham, Lakewood, Marysville,
Monroe, Puyallup, Tacoma
www.fiveguys.com/orderonline.aspx

With over 250,000 possible ways to order a burger (and with great hot dogs), everyone will enjoy their visit. Free peanuts available!

Kelley's BBQ & Catering

805 W Division St
Mount Vernon, WA 98273
(425) 238-8515
April hours: 11 am-6 pm daily
www.kelleysbbq.com

Kelley's Southern Style BBQ smokes our meats with our savory seasonings for mouth watering perfection. Homemade sides, Mac n' Cheese, Cowboy Beans, Potato Salad, Slaw & Corn Bread Muffins, compliment your meal. Swing by, open 7 days a week in April.

Kiwanis Salmon Barbecue

Kiwanis Club of Mount Vernon proudly supports children locally and internationally through scholarships, youth-centered programs and parks. The annual Tulip Festival Kiwanis Salmon Barbeque raises nearly \$80,000 towards these efforts. For more information on 2022 fundraising and to support Kiwanis, visit www.kiwanis-bbq.com

La Conner Brewing Company

117 S First St
La Conner, WA 98257
(360) 466-1415
Daily Noon
www.laconnerbrewery.com

Unique Northwest-style family-friendly brewpub featuring wood-fired pizzas, burgers and other fresh local pub fare served with our small-batch, hand-crafted beers. Enjoy by the fireplace or on the garden terrace.

cont'd on next page



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Conserving the lands, waters, wildlife habitat, and special places of the Skagit. Celebrating 30 years with nature walks at various properties.
RSVP at skagitlandtrust.org



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www.iloveSkagit.com | 360.424.5268

PLACES to EAT

Restaurants – cont'd

La Conner Pub & Eatery

702 S First St
La Conner, WA 98257
(360) 466-9932
Open Daily
www.laconnertavern.com

Along the Swinomish Channel, La Conner Pub & Eatery is home to affordable waterfront, family dining. With full menu options, customer favorites include fish & chips and chowder. Complete bar and pull tabs available. Family owned and operated since 1972.

La Conner Seafood and Prime Rib House

614 S First St
La Conner, WA 98257
(360) 466-4014
Daily 11:30 am
www.laconnorseafood.com

Waterfront restaurant voted the Best Seafood Restaurant in Skagit Valley and featured in Northwest Best Places. Everything prepared from scratch, fresh seafood, aged beef, pasta and chicken result in quality dining.

Max Dale's Steak & Chop House

2030 Riverside Dr
Mount Vernon, WA 98273
(360) 424-7171
www.maxdales.com

Serving Skagit County since 1951. Spacious dining room with comfortable, private high back booths. Featuring Prime Rib, steaks and seafood and northwest fare. Classy martini lounge with daily happy hour, specialty cocktails and signature bar snacks Dining room reservations gladly accepted.

Mr. T's Café

503 W Fir Street
Mount Vernon, WA 98273
360-848-1000
www.mrtscafe.com

Come for homestyle cooking and farm style portions. This award-winning cafe is a favorite breakfast and lunch stop for locals. Serving crave-worthy fresh baked biscuits since 1984. You'll savor every bite of any selection. The fresh food and mom and pop charm will leave you coming back for more.

My Cup of Tea

Tea Room & Café
127 E Fairhaven Ave
Burlington, WA 98233
Tues- Sun 10 am-4 pm (closed Mon)
(360) 419-9090
www.facebook.com/MyCupofTea

An adorable tearoom right in the heart of Burlington. Menu offers various levels of afternoon tea from Queen's Tea (champagne, soup or salad, finger sandwiches, scones or desserts) to an afternoon refreshment of lighter fare and tea. Something for Everyone! A perfect way to complete the day!

Nell Thorn Restaurant and Pub

116 S First St
La Conner, WA 98257
(360) 466-4261
Dinner: Tues-Sun 4 pm-8:30pm
Lunch: Tues-Fri 11:30 am-2:30 pm;
Brunch: Sat-Sun 11:30 am-2:30 pm
www.nellthorn.com

A local jewel of Northwest dining, our waterfront location features a local farm to table menu, craft cocktails, fine wines and microbrews on tap. Enjoy the channel-side view from our lovely seasonal patio.

Olive Garden

1809 Marketplace Dr
Burlington, WA 98233
(360) 757-0480
Daily 11 am
www.olivegarden.com

When you're here, you're family! Our cuisine is made fresh for you and is inspired by the great chefs of Tuscany. Enjoy all your favorites along with soft breadsticks and endless salad – a genuine Italian dining experience!

Ristretto Coffee Lounge & Wine Bar

416 South First St
Mount Vernon, WA 98273
(360) 336-0951
Mon-Fri 7 am-6 pm
Sat 8 am-6 pm
Sun 9 am-4 pm
www.ristrettocoffeelounge.com

Located in charming, historic downtown Mount Vernon, we're a locally owned and operated coffee and wine bar featuring Victrola Coffee, a rotating wine and beer list and tasty food options. Enjoy a great drink, local art and see why Ristretto was voted "Best Coffee and Cafe" in Skagit Valley.

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Logos: Manchu WOK, BAR, Swinomish SPORTS, Swinomish GOLF LINKS, 13moons, CARVERS.

NELL THORN
WATERFRONT BISTRO & PUB
reservations:
360 466 4261
NELLTHORN.COM
116 1ST STREET
LA CONNER, WA 98257

Revival Lounge

306A Pine St
Mount Vernon, WA 98273
(360) 399-7880
Mon-Thurs 4 pm-11 pm, Fri-Sat 4 pm-12 am, Sun 4 pm-10 pm
www.facebook.com/revivalcocktails/

A vintage vibe experience offering classic cocktails, carefully selected wines, draft beers, spirits, and lite bites. Occasional live music; reservations recommended when music is featured.

Sakura Japanese Steak House & Sushi Bar

1830 S Burlington Blvd
Burlington, WA 98233
(360) 588-4281
Open for lunch and dinner daily
www.sakuraburlington.com

Enjoy the quality cuisine of the award-winning Sakura Japanese Steak House and Sushi bar, located close to freeway in Burlington. Great food for the whole family, where only high-grade meats and fresh vegetables are served and there's NO MSG in any dish.

Shambala Bakery & Bistro

614 S 1st St
Mount Vernon 98273
(360) 588-6600
OPEN Breakfast Lunch & Dinner Daily
Hours at www.ShambalaBakery.com

Enjoy delicious options with our allergen-smart bakery menu. Lots of variety; the bakery and restaurant is dedicated Gluten, Soy, Peanut and Nut FREE. We source local; baked goods and sauces are egg and dairy free. We serve our own signature organic Shambala Barista coffees and local Kombucha.

Skagit River Brewery

404 S Third St
Mount Vernon, WA 98273
(360) 336-2884
Daily 11 am-10 pm, closes 11 pm
Fri & Sat
www.skagitbrew.com

A full-service restaurant and brewery founded in 1995. Menu features local ingredients hand selected and prepared by Chef Patrick McMahon and his team. Our signature

Gorilla Chili and Fish and Chips are the best you will find anywhere. Welcome!

Skagit Valley Food Co-op

202 S First St
Mount Vernon, WA 98273
(360) 336-9777

Open Daily
www.skagitfoodcoop.com

Stock up for your adventure, featuring local organic produce, an award-winning Deli with hot entrees, espresso, salads, ice cream, juice, smoothies and plenty of picnic-ready ingredients. A sweet mercantile with lots of local crafts and gifts.

Subway Sandwiches

Picnic in the tulips with fresh, delicious SUBWAY sandwiches. Any 3 FOOTLONG's \$24.99!
www.order.subway.com
9660 Old Hwy 99 N Ste B
Burlington, WA 98233
Mon-Sun 8 am - 10 pm
1765 S Burlington Blvd
Burlington, WA 98233
Mon-Sun 8 am-10 pm

108A N Township
Sedro-Woolley, WA 98284
Mon-Fri 7 am-10 pm;
Sat-Sun 8 am-10 pm
2323 E Section St
Mount Vernon, WA 98274
Mon-Sun 8 am-10 pm

The Skagit Casino Resort

5984 N Darrk Lane
Bow, WA 98232
(877) 275-2448
www.theskagit.com
Located right off I-5 at Exit 236, Skagit Valley Casino Resort offers a restaurant to suit every taste - Express Eats and Tacos & Tequila!

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- Onsite Restaurant & Room Service.
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107 S Second St. || LaConnerCountryInn.com || PH: 360-399-1518

PLACES to STAY

Hotels & Motels

Anacortes Ship Harbor Inn

5316 Ferry Terminal Rd
Anacortes, WA 98221
(360) 293-5177

www.shipharborinn.com

Come to the Sea and Breathe. Remodeled accommodations with ferry and island views. Amenities: Extended Continental Breakfast, luxury bedding and W-Fi, Bistro, Bar and deck w/fireplace overlooking the water. Come see why many of our guests check in and don't want to leave.

Best Western PLUS Skagit Valley Inn

2300 Market St
Mount Vernon, WA 98273
(360) 428-5678

www.bestwestern.com

Convenient access to I-5. Located near Shopping Centers, downtown Mount Vernon, and local attractions and eateries. Enjoy our complimentary buffet breakfasts in a 100%

smoke-free environment all while earning Best Western Rewards. Remember to inquire about our new Extended Stay options!

Candlewood Suites

1866 S Burlington Blvd
Burlington, WA 98233
(360) 755-3300 or
www.ihg.com/candlewood/burlingtonwa

Skagit Valley's exclusive Extended Stay. Stay one night or one year at this apartment-style hotel featuring full kitchens in each room, complimentary Laundry/Gym and the Candlewood Cupboard store. Our clean rooms and friendly staff will make your Tulip experience one to remember.

Cocosa Motel

370 W Rio Vista Ave
Burlington, WA 98233
(360) 757-6044 or (800) 628-2257
www.cocosamotel.com

Located at Exit 230. Enjoy our 63 rooms, some just remodeled, with beautiful courtyard views! All rooms include free Continental breakfast, in-room coffee, Wi-Fi, microwaves and fridges. Pet and smoking rooms available.

Comfort Suites

500 E George Hopper Rd
Burlington, WA 98233
(360) 255-5830
www.choicehotels.com/washington/burlington

Brand new pet-friendly hotel. Largest rooms in Burlington; all suites, 100% smoke free with sleeper sofa, microwave, and refrigerator. Complimentary full hot breakfast and wi-fi. Easy I-5 access; close to Tulip Fields, shopping and restaurants. Indoor pool, fitness center, business center and laundry facilities.

Days Inn

2009 Riverside Dr
Mount Vernon, WA 98273
(360) 424-4141

www.daysinn.com/hotel/04735

I-5 Exit 227 - College Way. Full service facility with oversized rooms. Complimentary Deluxe Daybreak Breakfast. Seasonal heated pool. Free wireless internet. Pet friendly. Moreno's Family Mexican Restaurant/lounge on-site. Close to shopping centers and casinos. Meeting rooms available. Free truck parking.

Fairfield Inn & Suites by Marriott

9384 Old Hwy 99 N
Burlington, WA 98233
(360) 757-2717

www.marriott.com/otsfs

Easy access to I-5. Recently remodeled, centrally located and minutes from the Tulip Fields, shopping, dining, and area attractions. Enjoy room service from



Burlington, WA

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T. 360-755-7338
900 Andis Rd. Burlington, WA
(I-5 exit 229)

www.holidayinnexpress.com/burlingtonwa





La Conner Channel Lodge



SKAGIT'S BEST WINNER

www.LaConnerLodging.com • 888.466.4113 or 360.466.1500

Bob's Burgers and Brew. Indoor pool, 100% smoke-free, and includes complimentary breakfast. Earn Marriott Rewards Points.

Hampton Inn & Suites by Hilton

1860 S Burlington Blvd
Burlington, WA 98233
(360) 757-7100

www.burlingtonsuites.hamptoninn.com

Feel our award winning Hamptonality! Clean, comfortable beds, friendly staff, FREE hot breakfast, FREE wireless internet, indoor pool, hot tub, fitness and business center. Easy access off I-5, near shopping and restaurants. Minutes from the tulips.

Holiday Inn Express & Suites

900 Andis Rd
Burlington, WA 98233
(360) 755-7338

www.holidayinnexpress.com/burlingtonwa

100% non-smoking hotel in the heart of tulip country. Offers complimentary hot breakfast, indoor heated pool/hot tub, microwave/refrigerators in every room and one-bedroom suites with comfortable living area perfect for a family vacation. Earn IHG Rewards.

La Conner Channel Lodge

205 N First St
La Conner, WA 98257
(360) 466-1500 or (888) 466-4113
www.laconnerchannellodge.com

Waterfront luxury awaits you! La Conner's only waterfront property includes a continental breakfast, gas fireplaces, private balconies, parking, wi-fi, complimentary wine tasting and suites with jacuzzi tubs. The Channel Lodge is minutes from the tulips and within walking distance of La Conner's gorgeous restaurants, shops and exploring!

La Conner Country Inn

107 S Second Street
La Conner, WA 98257
(360) 399-1518

www.laconnercountryinn.com

Come enjoy our charming inn, located in the heart of downtown La Conner just minutes from the tulip fields. Each room includes a gas fireplace, continental breakfast, parking, wi-fi, and afternoon cookies and coffee. Enjoy Oyster & Thistle our onsite restaurant featuring Northwest cuisine! Banquet facilities and pet friendly rooms available. Newly refreshed rooms!

LaQuinta by Wyndham

1670 S Burlington Blvd
Burlington, WA 98233
(360) 205-9205

www.wyndhamhotels.com/laquinta/burlington-washington/laquinta-burlington/overview

Join us at La Quinta Burlington! Close to I-5 & 30 miles from Bellingham International Airport. We're minutes from the tulips, The Shops at Burlington and restaurants. Count on Us Cleaning Protocols, Pet-friendly, Free breakfast, Wi-Fi & Fitness Center.

Marina Inn

3300 Commercial Ave
Anacortes, WA 98221
(360) 293-1100 or (800) 231-5198
www.marinainnwa.com

"Modern Comfort~Traditional Hospitality." Come on in & enjoy immaculately clean, well-maintained accommodations with friendly rates year-round. Complimentary Wi-Fi throughout/Deluxe Continental Breakfast. Guest Laundry, Fitness Center and Business Center. Warm, welcoming service 24 hours Every Single Day!

cont'd on next page

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Two Meeting Rooms

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Recently Remodeled





1860 S. Burlington Blvd. Burlington, WA 98233 -- Exit 229

PLACES to STAY

Hotels & Motels – cont'd

Swinomish Casino & Lodge

12885 Casino Dr
Anacortes, WA 98221
(888) 288-8883

www.swinomishcasinoandlodge.com

Explore Swinomish Casino and Lodge! Enjoy the breath-taking views of the San Juan Islands, Mt. Baker, and Padilla Bay. Relax on the patio at 13moons Restaurant and experience the excitement of the casino. Try a specialty cocktail at the Center Bar.

The Skagit Casino Resort

5984 N Darrk Lane
Bow, WA 98232
(877) 275-2448
www.theskagit.com

The Skagit Hotel offers 103 restful rooms, including 29 suites with jetted spas and fireplaces. Amenities include an indoor heated pool

with retractable roof, dry sauna, hot tub, and fitness room. Each room comes with HBO movie channels, LCD flat screen TVs, high-speed internet access, coffee maker, and more!

Tulip Inn

2200 Freeway Dr
Mount Vernon, WA 98273
(360) 428-5969 or (800) 599-5969
www.tulipinn.net

Deluxe Guest Rooms, Complimentary Continental Breakfast, In-room Coffee, Refrigerators/Microwaves, Free WIFI, Cable TV with HBO, Queen/King Beds, Kitchenette Units, 100% Smoke Free, some Pet Friendly Rooms, Near Tulip Fields, Restaurants, Shopping. AAA-approved. I-5 Exit 227.

Bed & Breakfast

Katy's Inn

503 S Third St
La Conner, WA 98257
(360) 466-9909
www.katysinn.com

In the heart of La Conner! View of the Channel! Walking distance to all shops and restaurants! Victorian home built in 1882. Four rooms all with Private Baths. Fantastic breakfast. Come Stay with Us!

Nantucket Inn Anacortes

3402 Commercial Ave
Anacortes, WA 98221
(360) 333-5282

www.nantucketinnanacortes.com

A 1925 Colonial Bed & Breakfast Only minutes from the tulip fields. We offer 8 rooms all with a private attached bathroom and a complimentary home cooked breakfast. Children 12 & up welcome. 100% smoke free property. Sorry no pets

Whispering Firs B&B

19357 Kanako Lane
Mount Vernon, WA 98274
(360) 428-1900 or (800) 428-1992
www.whisperingfirs.com

Set on 250 acres overlooking Puget Sound and San Juan islands. Wooded hiking, private fishing and wildlife. Large rooms, astonishing views, Jacuzzi and full breakfast. Children and pets accepted with prior arrangements. Vic and Linda Benson, Innkeepers.

RV/Camping Sites

Burlington-Anacortes KOA

6397 N Green Rd
Burlington, WA 98233
(800) 562-9154 or (360) 724-5511
www.koa.com/campgrounds/burlington

Quiet and beautiful country setting campgrounds near the tulip festival. Enjoy our new 50amp full service pull-thru sites with great Wi-Fi, indoor pool, and large meeting room for RV groups. Newly located camping cabins and deluxe cabins will deliver real camping experience.

La Conner Marina RV Park

420 Pearle Jensen Rd
La Conner, WA 98257
(360) 466-3118
www.portofskagit.com/la-conner-marina

Walking distance to beautiful downtown La Conner and a 10-minute drive to Tulip Town and RoozenGaarde! Standard and premium back-in sites (30 amp) and pull through sites (30 or 50 amp power). Full hook-ups, showers, laundry and free wi-fi. Reserve your spot today!

Mount Vernon RV Park

1229 Memorial Hwy
Mount Vernon, WA 98273
(360) 428-8787 or (800) 385-9895
Located next to downtown Mount Vernon in the heart of Skagit Valley. 81 full service sites including large pull thrus. Picnic tables, immaculate restrooms with free showers, 50-amp service. Free Cable TV and Wi-Fi.

YOUR SKAGIT VALLEY *return* VISIT

www.VisitSkagitValley.com

We love visitors coming to our valley!

Please visit the websites listed below or call for up-to-date information.

ANACORTES

(360) 293-3832

Anacortes Chamber of Commerce
819 Commercial Ave #F
Anacortes, WA 98221
www.anacortes.org

CONCRETE

(360) 853-8784

Concrete Chamber of Commerce
45770 Main St, Concrete, WA 98327
www.concrete-wa.com
Skagit Eagle Festival: Every full weekend
in January

MOUNT VERNON

(360) 428-8547

Mount Vernon Chamber of Commerce
301 W Kincaid, Mount Vernon, WA 98273
www.visitmountvernon.net

BURLINGTON

(360) 757-0994

Burlington Chamber of Commerce
520 E Fairhaven Ave
Burlington, WA 98233
www.burlington-chamber.com

LA CONNER

(360) 466-4778

La Conner Chamber of Commerce
413 Morris St, La Conner, WA 98257
Details at www.lovelaconner.com

SEDRO-WOOLLEY

(360) 855-1841

Sedro-Woolley Chamber of Commerce
810 Metcalf St
Sedro-Woolley, WA 98284
www.sedro-woolley.com

OTHER EVENTS

Skagit River Salmon Festival – www.skagitriverfest.org • Festival of Family Farms – www.festivaloffamilyfarms.com

LODGING
TAX GRANT
RECIPIENT

We receive funding from the town of La Conner, the cities of Anacortes, Burlington, Mount Vernon, Sedro-Woolley, and from Skagit County through hotel/motel lodging tax grants.



Photos used in the brochure were all entries in the 2021 North Coast Credit Union Photo Contest.

Best Western PLUS

- Spacious Rooms
- Complimentary Buffet Breakfast
- Seasonal Heated Pool
- Business Center
- Complimentary WiFi & Parking
- Ask us about our newly added Extended Stay services
- Blue Taco – Open Daily 11am–2am

(360) 428-5678 • 2300 Market St., Mount Vernon
www.BWSkagitValleyInn.com

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Receive 25% off EVERY SINGLE DAY

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8:00-10:00AM & 9:30-11:30PM
(\$10 from \$12.95)

WESTERN BUD
CANNABIS CO.

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www.westernbud.com

OPEN EVERY DAY FROM 8:00AM – 11:30PM
2027 IVA-20 Burlington, WA 98233

Numbers and symbols at end of listings refer to center map.

2022



Get Your Official Merchandise



Tulip Ambassadors: George Windler and Cadence Natoli



2022

Skagit Valley Tulip Festival

April 1-30, 2022



BLOOM DATES ACCORDING TO MOTHER NATURE

TulipFestival.org

buy online tulipfestival.org
or call for locations 360-428-5959

Tulip Festival Administration & Store
360-428-5959
311 W Kincaid St, Mount Vernon, WA 98273

Application

Project Detail

Project name	Water Front Festival Car Shows
Date(s) of project	2023 TBD (June 3rd and 4th)
Amount of funding requested	\$1800
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Click here to enter text.
Type of applicant	☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other: enter text.
Federal tax ID #	91-1486882
Contact name	William Ruch
Mailing address	532 SE Pasek St. Oak Harbor, Wa. 98277
Email address	mgccedgar@yahoo.com
Phone	360-929-9261

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

2 car shows. 1 on Saturday (All Corvette) and 1 on Sunday (Open class)

Promotion

Describe how you will promote your project to attract tourists.

Show flyers, radio adds, Internet, social media (Facebook)

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

During the registration process we will inform show entrants on the local establishments. Many participants will spend the 1 or 2 nights at local hotels/motels.

Budget

Describe the overall budget for your project and entire budget costs.

Trophies \$1750.00, Show flyers \$150.00, radio adds, not available at this time

What amount of that budget are you requesting from the city?

\$1800

What would you cut from your proposed project if your application is not fully funded?

Radio ads

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	06/2022	2021	2020
Overall attendance	150+	89	NA	NA
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	75+	50	NA	NA
Number of people traveling from another country or state outside of their place of residence or their business	3+	1	NA	NA
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	50+	50	NA	NA
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	75+	25+	NA	NA
Number of attendees who did not pay for overnight lodging	Unknown	Unknown	NA	NA

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Registration and ballot forms have sections to note where they ate, stayed or visited during the festival. And we ask that they fill this out during the process.

Describe the prior success of your project in attracting tourists.

Observation of the number of people walking through the show and the registrations.

Describe your target tourist audience (location, demographics, etc.)

Automotive enthusiasts.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.

- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	William Ruch TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	William Ruch
Title	Club President
Organization	Majestic Glass Corvette Club

Application

Project Detail

Project name	Whidbey Island Marathon
Date(s) of project	April 21 -2, 2023
Amount of funding requested	\$20,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☒ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	City of Oak Harbor
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	91-6001476
Contact name	Wendy Horn, Grants Administrator
Mailing address	865 SE Barrington Drive
Email address	whorn@oakharbor.org
Phone	360-279-4546

Project Questionnaire

Describe your project.

Describe with specificity what aspects of your project you would spend the requested funds on.

The City of Oak Harbor started managing the Whidbey Island Marathon (WIM) in 2009. The two-day event takes place in April each year. The Marathon begins in Skagit County at Bowman Bay Boat Launch, crosses Deception Pass Bridge and ends in Oak Harbor. In the last few years, the race has had between 1300-1600 participants. Over 60% of the participants come from over 50 miles away, that translates to over 900 racers. Most bring at least one supporter and many stay at least one night. The event starts on Saturday with a Pre-Race Expo for participants to pick up the race essentials early, allowing them time to get back to their accommodations and have dinner in order to be ready for an early race start time on Sunday at 7am. The City of Oak Harbor averages about 350 room nights a year, but we know that participants stay in many other places outside the City because the City does not have enough hotel rooms to meet participants needs. We have not surveyed the participants to see how many stay in Anacortes, but anecdotally we know participants are staying in a wide variety of places.

The WIM is designed to promote tourism across the region. Deception Pass Park is the most visited state park in Washington. Bringing people into the region to stay longer than one day to cross the bridge or visit the park in one of the primary goals of the WIM. It is also the goal of the race to bring people to the region in the 'shoulder season,' when fewer visitors are traveling to the area.

The request for \$20,000 from the Anacortes LTAC will be spent on the marketing and production efforts to bring participants, their family and friends to the race for the weekend. Marketing & production of the race costs is

almost \$50,000 or 43% of the overall budget for the event. It includes print, online, social media and email marketing. The production of the race includes all the marketing pieces, ordering t-shirts and medals, updating the website (www.runwhidbey.org), renting equipment, lining up ground support, including volunteers, entertainment, photography and a variety of small, but important tasks to make the marathon run smoothly.

If awarded the funding, the City will also collect data to report back to Anacortes the number of participants who choose to stay in Anacortes for the race weekend.

Promotion

Describe how you will promote your project to attract tourists.

The WIM is extensively advertised and marketed via publications, social media and online portals that reach well beyond Whidbey Island, Skagit County, Washington State, and the U.S.A.

An example of such advertising and promotion will include, but not be limited to, local newspaper ads, the Oak Harbor chamber of commerce events webpage, social media, national and international runner magazines, various running websites, registration brochures distributed at race events and in stores and at partner events websites through the Salish Seas Road Race Series which includes races in Olympia, WA; Port Angeles, WA and Victoria, Canada.

WIM race and registration information is posted by various online running guides and informational running event websites. They list the WIM full marathon and half marathon each year. The WIM is also promoted continuously throughout the year electronically to a 50,000+ email database of runners who have traveled from all over to participate in races in the Pacific Northwest. The WIM is an USATF Certified Course and a Boston Marathon Qualifying race and is promoted as such to runners all over the country.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

Knowing there are not enough hotels to meet participant demand in Oak Harbor, the WIM promotes all options across the region for people wanting different lodging experiences and a listing of lodging options available. These participants and their supporters staying in overnight accommodations then spend money on meals, tours and other experiences during their non-running times in the region. Anacortes is so close to the race that it makes sense to promote Anacortes lodging options within the promotional materials. While we have not done this in the past, we will intentionally market Anacortes as a destination to stay overnight and run the WIM. We also have not tracked where all participants stay, but it is easy to assume that a number of participants each year stay in Anacortes hotels and B&Bs. We will add Anacortes as a destination for the race on the website and in other marketing materials.

Budget

Describe the overall budget for your project and entire budget costs.

See attached Budget.

What amount of that budget are you requesting from the city?

\$20,000.00

What would you cut from your proposed project if your application is not fully funded?

The marathon has been put on annually for the last 22 years. With the exception of 2020, the event costs approximately \$115,000. Participant numbers dropped drastically with the COVID-19 pandemic. Numbers for 2021 and 2022 grew, but have not reached pre-pandemic levels. Over the next few years, we expect numbers to increase, but it will take some time to reach the pre-pandemic level of participation. We are estimating flat revenues for 2023 at \$65,000. The 2022 marathon brought in \$64,826. We hope that our projections will be close, but there is still a lot of guesswork in developing a reasonable budget. Our goal is to have the marathon break even through bringing in more participants, but until numbers increase to pre-pandemic levels and beyond, we are requesting outside funding to support this regional race.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2023	month/year	month/year	month/year
Overall attendance	400	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	400	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	100	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	200	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	100	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	unsure	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

All participants are required to register through the online registration system, where they are asked about the plans for the trip including overnight stay questions. While registering, participants have to provide their address thus enabling us to track where participants are coming from.

The Whidbey Island Marathon asks participants the following questions (which are mandatory):

1. Will You be staying in paid accommodations while participating in the Whidbey Island Marathon?
2. (If Answering Yes) - How many nights will you be staying in paid accommodations on your trip (answers to select are: 1, 2 or 3+)
3. Will You be staying in unpaid accommodations while participating in the Whidbey Island Marathon? (example: friends/family)?
4. How many nights do you plan to stay? (1, 2, 3+)
5. In what community will you be staying for the race?

Describe the prior success of your project in attracting tourists.

The WIM has been attracting participants from over 50 miles away for 21 years. More than half (60%) of the participants are traveling more than those 50 miles to be a part of the race. Most, if not all, of the racers bring at least one supporter, many bring the whole family. Oak Harbor sees 350 room nights and we know that other communities see an increase in their room nights over the April weekend as well. In 2022, racers came from 22 different states and 1 other country. While the race is a Boston Marathon-Qualifying race, the WIM is also promoted as a Family Event, encouraging racers, walkers and children to participate in the marathon, ½ marathon, 10K run/walk, 5K run/walk and 1K Kids Run. The event wraps up at about 2:00pm each year, allowing participants and their family and friends time to enjoy the region before they head home. With 1,239 participants last year, we conservatively estimate that the region saw an influx of 2500 people of the course of that one weekend in April.

Describe your target tourist audience (location, demographics, etc.)

As mentioned above, the target tourist audience is primarily runners from across the country. The average age of participants is 37-years-old. More women (59%) than men (41%) participate in the race. But the WIM is also marketed locally and around the region as a fun family event. There is entertainment and awards at the end of the race. The children's events all take place at Windjammer Park. The goal is to market the event to the widest possible audience to increase the number of tourists who come to the WIM and stay for the weekend to enjoy the Pacific Northwest.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

1. 2023 Whidbey Island Marathon Estimated Budget
2. Sample Marketing Efforts

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	
Printed name	Blaine Oborn
Title	City Administrator
Organization	City of Oak Harbor

**Whidbey Island Marathon
2023 Event Budget**

Projected Revenue	Budget
Number of Participants	
Participant Fees:	
Full Marathon	\$15,000.00
Half Marathon	\$25,000.00
1/5/10K Walk / Run	\$25,000.00
Total Participant Fees	\$65,000.00
Contributions:	
LTAC 2% Grant	\$20,000.00 <i>Anacortes LTAC request</i>
Sponsorship	\$2,500.00
Other grant request	\$30,000.00
Total Contributions	\$52,500.00
Total Revenue	\$117,500.00
Projected Expenses	
Office & Operating Supplies	
Shirts	\$15,000.00
Medals	\$7,000.00
Food	\$2,000.00
Operating Supplies	\$2,000.00
Expo Events	
Participant Housing	\$2,000.00
Advertising	\$8,000.00 <i>includes ads for Anacortes marketing</i>
Travel	
Fees & Membership	\$200.00
B&O Taxes	\$1,200.00
Operating Rentals	
Tents/Tables	
Port-a-Potties	\$6,000.00
Vehicles	\$2,000.00
Barricades/ Signs	\$6,000.00
Professional Services	
Website	\$200.00
Marketing	
Event Production	\$41,500.00 <i>Includes most Marketing efforts</i>
Timing	\$7,000.00
Photography	\$1,400.00
Entertainment	\$1,000.00
Ground Support	\$15,000.00
Total Expenses	\$117,500.00
Net Income	\$0.00

MARKETING EFFORTS

- ▶ Print Publications
 - ▶ Race Center NW
 - ▶ Adventures NW
 - ▶ Run Guides
 - ▶ Whidbey Weekly
- ▶ Increased Facebook Presence creating increased interactions
- ▶ 8 Promotional Email sent to 50,000+ database
- ▶ Salish Sea Running Series Partnership – International Race Series rewarding participants for running multiple events throughout the year



Application

Project Detail

Project name	Heart of Anacortes Accessibility Improvement
Date(s) of project	As soon as possible
Amount of funding requested	\$15,000
Type of qualifying project	☐ Tourism Promotion/Marketing ☐ Operation of a Special Event/Festival designed to attract tourists ☐ Operation of a Tourism Promotion Agency ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization ☒ Operation and/or Capital Costs of a Tourism-Related Facility owned by a municipality

Applicant Detail

Applicant name	Anacortes Parks and Recreation
Type of applicant	☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other: enter text.
Federal tax ID #	Click here to enter text.
Contact name	Jonn Lunsford
Mailing address	PO Box 547, Anacortes, WA 98221
Email address	jonn1@cityofanacortes.org
Phone	360-293-1918

Project Questionnaire

Describe your project. Improve restroom accessibility at the Heart of Anacortes by rebuilding the hand railings along the ADA ramp. S

Describe with specificity what aspects of your project you would spend the requested funds on.

The access to the restrooms at the Heart of Anacortes for people with disabilities is hampered by a failing fence that was constructed when the facilities were built. We would like to update and upgrade this ramp with a metal hand railing that is safe, durable and will assist with access. Because the ramp already exists, the railings will have to be custom made to fit. We would then need to powder coat the railings to last in the elements.

Promotion

Describe how you will promote your project to attract tourists.

Improving and updating the railings will make the restrooms accessible for all of our visitors. The Heart of Anacortes is used for events during summer months, but the restroom is open year round from about 8am to 8pm to better serve all of our guests.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes.

The restroom is one of the few public restrooms downtown and is open to serve guests and visitors to Anacortes. Clean, accessible restroom facilities are important for downtown visitors regardless of the season. Improving accessibility makes Anacortes a desirable destination for a broader group of tourists.

Budget

Describe the overall budget for your project and entire budget costs.

Our overall budget is approximately \$17,000. The City would provide the labor and equipment to remove the old railing and prepare the site for installation. We would also do the install. The \$15,000 is our estimate for the labor and material to build and powder coat the railings.

What amount of that budget are you requesting from the city?

\$15,000

What would you cut from your proposed project if your application is not fully funded?

In the current proposal, if a metal works shop can produce the railing, the City will pick up the finished product and install. This will save close to \$2000 in costs.

Tourism-Impact Estimate

Provide the following estimates of the number of visitors to Anacortes as a direct result of your project. For recurring events, provide actual data from prior years. Leave blank if prior year data is not available.

	Estimate	Actuals		
	2022	month/year	month/year	month/year
Overall attendance	50,000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling more than 50 miles or more one way from their place of residence or business for the day or staying overnight	5000	Enter ###.	Enter ###.	Enter ###.
Number of people traveling from another country or state outside of their place of residence or their business	500	Enter ###.	Enter ###.	Enter ###.
Number of people staying in PAID accommodations (e.g., hotel, motel, bed-and-breakfast) in Anacortes	3000	Enter ###.	Enter ###.	Enter ###.
Number of paid lodging room nights resulting from your project (e.g., 25 rooms on Friday and 50 rooms on Saturday = 75 room nights)	0	Enter ###.	Enter ###.	Enter ###.
Number of attendees who did not pay for overnight lodging	0	Enter ###.	Enter ###.	Enter ###.

Describe methods you will use to track tourists for the purpose of mandatory reporting.

Estimate based on attendance to the Anacortes Arts Festival, Fourth of July Parade, Oyster Run and tourists in town for a variety of events each year.

Describe the prior success of your project in attracting tourists.

Tourists who come to Anacortes for events at the Heart of Anacortes, and all the downtown tourist events use our facilities. Most people prefer flush toilets and sinks where they can wash up instead of using a port-a-pottee.

Describe your target tourist audience (location, demographics, etc.)

Those in need of convenience.

Attachments

Prior recipients for similar proposals must attach examples of ads, promotional materials, reports, or other materials they have generated with prior allocations of lodging tax funds.

List the titles of any attachments you have included with this application:

[Click here to enter text.](#)

Certification

- I am an authorized agent of the organization applying for funding.
- If awarded, my organization intends to enter into a Municipal Services Contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property, if applicable.
- I understand that the City will only reimburse those costs actually incurred by the Applicant and only after the service is rendered, paid for if provided by a third party, and a signed Request for Reimbursement form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- I understand that the Applicant will be required to submit a report in a format determined by the City.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Signature	<i>Jonn Lunsford</i> TYPE NAME IN PLACE OF SIGNATURE IF SUBMITTING ELECTRONICALLY
Printed name	Jonn Lunsford
Title	Director
Organization	Anacortes Parks and Recreation



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13576 Bayview Edison Rd. Mount Vernon, WA 98273 (360)466-1234 phone (360)466-5678 fax

City of Anacortes
Parks & Recreation Dept.
904 6th St/PO Box 547
Anacortes, WA 98221

September 8, 2022

ATTN: Jonn Lunsford
RE: Project Pricing

Jonn,

We appreciate the opportunity to offer our proposal for the fabrication of the projects we looked at with you recently. Please review the following information and let me know if you have any questions.

~~Superior Systems, Inc. offers to furnish the following items:~~

- ~~1) Supply one (1) each 20' access barrier gate with pivot post and two (2) latching posts~~
 - ~~a. Gate to be fabricated of 2 1/2" square tubing; posts to be 6" square tubing~~
 - ~~b. Pivot brackets to be 3/8" plate steel welded to post with 4-bolt flange mount bearings and 1 15/16" Ø pivot pins at top and bottom of gate~~
 - ~~c. Posts are priced as 8' long for embedment in a concrete footing~~
 - ~~d. The "height" of the gate is approximately 48"~~
 - ~~e. Price includes primer and paint~~

~~Quote Price: \$ 4,725.00~~
~~FOB our shop~~

- 2) Supply two (2) sections of railing with grab-bar for ADA ramp at bathroom access for Heart of Anacortes park

- a. Railing lengths: one (1) at 258 1/2" OAL, one (1) at 276" OAL
- b. Railing details:
 - i. 42" overall height with anchor bolt pads at posts
 - ii. Top and bottom horizontals and posts: 1 1/2" x 1 1/2" x .120" wall HSS
 - iii. Secondary top horizontal: 1" x 1" x .083" wall HSS
 - iv. Vertical picket (at 6" o.c. approximately): 3/4" x 3/4" x .083" wall HSS
 - v. Inclined "grab rail": 1 1/4" schedule 40 pipe (1.660" OD)
 - vi. Railings to be powdercoated with primer base coat for exterior use

Quote Price: \$ 13,025.00
FOB our shop

- 3) Supply labor to deliver and install railings listed in Item #2 of this proposal

Quote Price: \$ 1,885.00

Customer: City of Anacortes
RE: Project Pricing

September 8, 2022
Page 2 of 2

The following items are specifically **not** included in our proposal:

- Sales tax
- Permits and/or engineering
- Overtime labor
- Prevailing wage labor rates and/or prevailing wage fees
- Detailed CAD drawings
- Dismantle of existing wood railings at Heart of Anacortes project

Lead time and payment terms to be determined based on final scope of work agreed upon

Sincerely,

Mark S. Wolfe
Superior Systems, Inc.

MW:lw/22059



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 6.e.

Agenda Item Title: Ordinance 4036: Sidewalk Obstruction

Staff Contact(s): DAVE FLOYD, DARCY SWETNAM

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

Item Summary: This proposed ordinance separates sidewalk obstruction from blocking streets or alleys and provides clearer guidance about when sidewalk obstruction is prohibited by the Code and when it is allowed. The revised ordinance is submitted for consideration with the following edits:

- Changed obstruction of streets and alleyways to a class 2 civil infraction, and allows for the registered owner to be cited
- Changed the prohibited time of lying and sitting to 8am to 8pm. ([BMC 10.24.070](#) sets the times at 7am to 9pm; Trying to capture the times that people may be out at restaurants at night with 8am to 10pm. Because 90% of the City remains accessible for sidewalk sleeping, it could arguably be prohibited 24 hours a day in the CBD and Commercial zones.)
- Added several other minor wording edits
- Deleted the escalation to a misdemeanor for sidewalk obstruction after two infractions
- Added a requirement for a first warning

Budget Impact:
N/A

Previous Action: N/A

Recommended Motion: Approve Ordinance 4036: Sidewalk Obstruction as presented.

Alternative Actions: Explore other policy options.

Attachments (listed in order presented):

1. Ord 4036 - Sidewalk Obstruction Ordinance
2. Public Comment Submission - Kate Clark - Ordinance 4036

Ordinance No. 4036

An Ordinance Amending AMC Chapter 9.24 Regarding Street and Sidewalk Obstructions

Whereas it is the intent of the City Council to ensure that municipal rights of ways, including streets, alleys, and sidewalks can be effectively and safely used for vehicular and pedestrian transportation and short-term parking;

Whereas obstruction of streets and alleys is distinguishable from obstruction of sidewalks;

Whereas obstruction of sidewalks is of particular concern for ~~low-income~~ people who may not have vehicles and elderly and other people with mobility challenges;

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

Section 1. AMC 9.24.010, Obstructing streets, alleys, or sidewalks, is amended to read as follows:

9.24.010 Obstructing streets, or alleys, or sidewalks.

A. A person is guilty of obstructing streets, sidewalks or alleys if he (1) places or allows to remain on any sidewalk or alley any object or objects, including a vehicle, which obstructs free and public travel upon said alley or sidewalk, except that goods, wares and merchandise may be placed on the sidewalk in front of any commercial building by the occupant thereof, not to exceed thirty inches from the property line; (2) It is unlawful to leaves any object except a vehicle licensed under RCW Title 46, on a street or alley in such a manner as to interfere with or obstruct free and public travel thereon. Vehicles licensed under RCW Title 46 are regulated by parking ordinances regulations in AMC Chapter 10.12.

B. Obstructing streets, alleys or sidewalks is a crime. A person who violates this section is guilty of a misdemeanor and may be punished by a fine not to exceed \$1,000 or imprisonment not to exceed 90 days, or by both such fine and imprisonment. A person who violates this Section, or the registered owner of any vehicle found in violation of this Section, may be punished by a class 2 civil infraction per Chapter 7.80 RCW, carrying a maximum penalty and default amount of \$125.00, not including statutory assessments.

Section 2. *New section* AMC 9.24.015, Sidewalk obstruction, is adopted to read as follows:

9.24.015 Sidewalk obstruction.

A. It is unlawful to obstruct a sidewalk by placing or allowing to remain on any sidewalk any object or objects, including a vehicle, that obstructs free and public travel upon said sidewalk, except when permitted by a sidewalk use permit issued per AMC

Title 12, and except that goods, wares, and merchandise may be placed on the sidewalk in front of any commercial building by the occupant thereof within 30 inches of the property line.

B. It is unlawful to sit or lie down upon a public sidewalk, or upon a blanket, chair, stool, bollard, planter, fountain, railing or any other object placed upon a public sidewalk, between 8:00 a.m. and ~~108~~:00 p.m. in the Central Business District or Commercial zones as defined in AMC 19.40.030.

C. Exceptions. The prohibition in subsection B of this section does not apply to any person:

1. sitting or lying down due to a medical or mental health emergency while awaiting assistance;
2. who, as the result of a disability, utilizes a wheelchair, walker, or similar device to move about the public right-of-way and sits or rests on that device;
3. operating or patronizing a commercial establishment conducted on the public right-of-way pursuant to a street-sidewalk use permit;
4. participating in or attending a parade, festival, performance, rally, demonstration, meeting, or similar event conducted on the public right-of-way pursuant to a street-sidewalk use or other applicable permit;
5. sitting on a chair or bench located on the public sidewalk which is supplied by a public agency or by the abutting private property owner;
6. sitting on a public sidewalk within a bus stop zone while waiting for public or private transportation.

D. Nothing in any of the exceptions in subsection C may be construed to permit any conduct which is prohibited by AMC 9.24.030, Disorderly conduct, or AMC 9.24.050, Pedestrian interference.

E. A violation of this section is a class 3 civil infraction per Chapter 7.80 RCW, carrying a maximum penalty and default amount of \$50.00, not including statutory assessments.

F. No person may be cited under this section unless the person engages in conduct prohibited by this section after having been notified by a law enforcement officer that the conduct violates this section.

F. Notwithstanding and in lieu of the penalties provided under subsection E, a person who violates this section, upon conviction of a third or subsequent offense, is guilty of a misdemeanor and may be punished by a fine not to exceed \$1,000 or imprisonment not to exceed 90 days, or by both such fine and imprisonment.

Section 3. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage and publication.

PASSED and APPROVED this ____ day of _____, 2022.

CITY OF ANACORTES:

Matt Miller, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

December 14, 2022

To the Members of Anacortes City Council:

On November 30, 2022 our City Council member Walters mentioned that how the language of ordinances gets created is through the copy catting of policy language from cities. Regarding the proposed sidewalk ordinance language, if city council indeed insists on passing this ordinance, I urge you to copy cat directly from the precedent of Martin vs. Boise.

Harvard Law Review writes how less than a month after the lawsuit was filed on the grounds that municipal ordinances that criminalize sleeping, sitting, or lying in public spaces violate the Eighth Amendment, the Boise City Council created a Police Special Order. This order:

"...restricted officers from enforcing the ordinances on nights when no shelter beds were available. In 2014, the City Council voted to include these policies in the ordinances themselves."

If our city council insists on passing the sidewalk ordinance- restrict ordinance enforcement to when no shelter beds in Anacortes are available, and include this policy within the ordinance.

In 2020, The U.S. Department of Housing and Urban Development published that **the number of unsheltered homeless people in the United States surpassed the number of sheltered homeless people for the first time.** Please recognize that the ordinances that are being proposed narrowly address a systemic issue throughout our nation- including Anacortes. We need city council to devote financial resources to hiring a full time City Social worker with drug and alcohol harm reduction training. We need city council to enact HACS committee affordable housing recommendations with **urgency.**

Sincerely,



Kate Clark
Anacortes Resident



City Council Agenda Bill

Meeting Date: December 19, 2022 **Agenda Item:** 6.f.

Agenda Item Title: Resolution 3105: City of Anacortes 2023 Legislative Priorities

Staff Contact(s): Emily Schuh

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

Item Summary: Each year the City Council adopts legislative priorities which provide a focused direction for City staff and the Mayor when speaking with legislators.

Budget Impact:

Previous Action:

Recommended Motion: I move to approve Resolution 3105 establishing Anacortes' Legislative Priorities for the 2023 Legislative Session.

Alternative Actions: I move to approve Resolution 3105 establishing Anacortes' Legislative Priorities for the 2023 Legislative Session with these edits _____.

Attachments (listed in order presented):

1. Resolution 3105 Legislative Priorities 2023
2. COA Legislative Priorities 2023

RESOLUTION NO. 3105

**A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON,
APPROVING THE 2023 LEGISLATIVE PRIORITIES**

WHEREAS, during the 2023 Washington Legislative Session, the City Council desires to provide input to the Senators and Representatives who represent the City's constituents pertaining to the development of laws that will have a significant effect on the City's ability to provide a wide variety of services to its constituents; and

WHEREAS the 2023 Legislative Priorities are the documents that set forth the City Council's policy position on broad public policy areas that are of concern to the City: and

WHEREAS, during the 2023 Legislative Session, proposed legislation in other areas of concern to the City will be monitored and reviewed with City Council when appropriate: and

WHEREAS it is the intent of the City Council to take positions of support or opposition to proposed legislation impacting the City and to lobby the legislature based on these positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

1. The City's 2023 Legislative Priorities attached hereto and incorporated herein are hereby approved.
2. By adopting the 2023 Legislative Priorities, City Council may support or oppose proposed legislation consistent with these positions and direct staff to lobby on their behalf.

PASSED AND ADOPTED this ____ day of _____

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST:

By: _____
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney

CITY OF ANACORTES 2023 LEGISLATIVE PRIORITIES

PUBLIC SAFETY POLICIES

MODIFY THE DRUG POSSESSION STATUTE

Delete the requirement in [RCW 10.31.115](#) for law enforcement to twice refer to treatment persons subject to arrest for drug possession.

Continue to characterize drug possession as a misdemeanor (or gross misdemeanor), rather than as a felony, and rather than decriminalizing drug possession.

MODIFY THE VEHICLE PURSUIT STATUTE

Revise or eliminate the restrictions in [RCW 10.116.060](#) on vehicular pursuits by police officers.

Revise or increase the penalty for, the crime of eluding a police vehicle under [RCW 46.61.024](#) (currently a class C felony), especially at high speed.

HOUSING POLICIES

Support housing for our lowest income residents, affordable homeowner opportunities, incentives to increase supply, and tools to preserve existing units.

Exempt residential development consistent with local plans from SEPA review.

Allow for adoption of an additional tier of REET to pay for affordable housing.

Support state building code changes to allow for use of the residential building code for larger multifamily construction.

Incentivize multifamily construction by allowing cities to exempt qualifying multifamily housing projects from state and local sales tax (a similar program for qualifying commercial office space projects already exists in [RCW 82.14.532](#)).

INFRASTRUCTURE POLICIES

Update the bid limit for goods and materials listed in [RCW 35.23.352\(7\)](#) to reflect current pricing.

Update the bid limit for use of vendor roster per [RCW 35.23.352\(9\)](#) to reflect inflation and current price index.

STATE INVESTMENTS

HUMAN SERVICES

Provide substantial improvements in behavioral health service capacity including voluntary and involuntary inpatient treatment for both drug addiction and mental health. Support Skagit County's funding request for its **Crisis Stabilization Center**.

Fund alternate response models and specialized court programs such as enforcement-assisted diversion and therapeutic courts.

Fund social worker, law enforcement, and behavioral health workforce development and recruiting.

AFFORDABLE AND SUBSIDIZED HOUSING

Provide additional funding for subsidized housing with **relaxed grant requirements**.

Provide additional funding for the **Connecting Housing to Infrastructure Program**.

INFRASTRUCTURE

Expand state **funding opportunities for broadband expansion** even in the case of incumbent providers.

Fully fund the **Public Works Assistance Account**, allow current revenue diversions to sunset at the end of fiscal year, and avoid further transfers or diversions to other programs.

Reinstate Sidney, B.C. ferry route from Washington State Ferry Terminal at Anacortes.

