

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- 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

May 28, 2024
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Fiber Committee (Report)
 - b. Housing Affordability and Community Services Committee (Report)
 - c. Planning Committee (Report)
 - d. Museum Committee (Report)
 - e. Parks and Recreation Committee (Report)
 - f. Information Technology Committee (Report)
 - g. Anacortes Pride Poster (Presentation)
4. **Public Comment**
 - a. Public Comment - Janet Andrews
 - b. Public Comment - William Turner
5. **Consent Agenda**
 - a. Minutes of May 20, 2024 (Action)
 - b. Approval of claims in the amount of \$1,145,854.54 (Action)
6. **Public Hearings**
 - a. * Public Hearing: Community Development Block Grant (CDBG) 2024 Action Plan (Discussion)

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

- *On matters pertaining to a particular agenda item at the invitation of the chair at the time the City Council takes up discussion of that agenda item. Items open for public comment are indicated with an asterisk (*)*
- *On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.*

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.

7. **Other Business**

- a. Appeal of Shoreline Substantial Development Permit SDP-2024-0001 (Discussion/Action)
- b. Contract Award: WTP North Line Repair & Flowmeter Upgrades - Design #24-166-WTR-001 (Discussion/Action)
- c. Contract Award: March's Point Road Water Main and Bike Lane Project – Design #24-159-ENG-001 (Discussion/Action)
- d. * Resolution 3156: Public Participation Plan for 2025 Comprehensive Plan Update (Discussion/Action)

8. **Adjournment**

Per the council rules of procedure, a person who wishes to provide public comment at this meeting may do so:

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- *On any other matter specifically pertaining to the City of Anacortes during the Public Comment agenda item.*

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.

From: [No Reply](#)
To: [CityClerk](#)
Subject: Public Comment Submission
Date: Thursday, May 23, 2024 8:28:14 PM

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Submitted by: janet andrews
Email Address: janetfromboston@gmail.com

Commented on event: <https://anacorteswa.portal.civicclerk.com/event/798/overview>
If you are having trouble viewing the URL above, cut and paste the string into your browser window.

User comment: I would like to request that the tennis courts on 22nd street be painted so pickle ball can also be played on those courts. And that some of the courts be covered for play during the winter months. Anacortes has very few pickle ball courts open to the public for use. Surrounding towns, like Oak Harbor and Mt Vernon have many more pickle ball ready courts for use. Also, the 4 courts at Clearidge have a tennis court next to it. That tennis court is used very infrequently. Two people will hit for 30 minutes on that court approximately once every few weeks in the summer. Were those courts turned into pickle ball courts, they would be used year round by residents.

From: [William Turner](#)
To: [City Council](#); [CityClerk](#); [John Coleman](#)
Subject: Is current state of "affordable" housing just a gift of state funds to owners and developers? Revised letter
Date: Wednesday, May 22, 2024 9:38:17 AM

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Dear Council and interested parties,

Affordable housing is in a lot of news, and is currently the red headed step child of State law and the planning regulations of municipalities. As a past president of Skagit Habitat for Humanity(SHFH), I have been alerting anyone who will listen (since 2018)that affordability is a myth in Anacortes if the home does not remain affordable in perpetuity. The rent or home value will just rise with the market. The SHFH model is to carry the mortgage for the homeowner who meets federal and state guidelines and to NOT allow values for any new homeowners of that property to rise. This creates an inventory of real affordable homes that lasts for the life of the home.

Our problem in Anacortes, or anywhere in Western Washington, is the increasing cost of building homes and the lack of available cheap land. This is why the State is creating laws to help production of affordable homes, including mandating that cities try to use their own land for homes. But the STARK TRUTH IS, IT WONT WORK if they rise with the market. All homes rise in cost with the tide and very quickly reach market level. Small homes can be cheaper, but we currently have small homes selling for \$6-700,000. The typical worker is cut out. The only way to provide lower rents and mortgages is to build an inventory and control their market value. That is what SHFH does.

Trickle down simply is a lie. If people in Anacortes want to have workers (who take care of us) living here and contributing(which SHFH has proved they do) then affordability must be PERMANENT. State law has mandated now, by law, that cities provide ways to create what appears to be affordable housing. The "how" is elusive. Affordability must be permanent. The City of Anacortes is out of compliance with state law if we don't make affordability permanent, as others are too. Allowing more ADUs and multi family housing without impact fees, hookup fees etc. is just a gift to owners and developers as market value will rise to UNAFFORDABILITY!

Climate migration has begun and, as we all know, Fidalgo Island and Skagit County are beautiful. We have adequate water, mild weather, great schools and great people. Who wouldn't want to live here? I built homes here for many years and had great workers who could live here. We should want those who take care of us to live here too.

Bill Turner
Past President SHFH
past City Council member
Sent from my iPad Sent from my iPad

Anacortes City Council Minutes - May 20, 2024

Call to Order

Mayor Matt Miller called to order the Anacortes City Council meeting of May 20, 2024 at 6:00 p.m. Councilmembers TJ Fantini, 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 that the Skagit County Board of Commissioners are hosting a meeting to discuss solid waste rates on May 21st at 8:30 am. He then thanked the Public Works and Fiber department personnel whose quick work during a power outage last Tuesday allowed for restoration of internet service to 2000 affected customers within several hours of the outage. He then mentioned the successful Anacortes Boat and Yacht Show held over the past weekend and that the Port of Anacortes selected Brett Greenwood as its new Executive Director. He then thanked Principal Duez of Anacortes High School for hosting him and several Councilmembers for a day at Anacortes High School. He then announced that it was National Public Works Appreciation Week and reminded the public that city offices would be closed in observance of Memorial Day on Monday, May 27th. Finally, he congratulated the Anacortes High School boys baseball team for advancing to the 2A state semifinal to be held in Bellingham on Friday, May 24th.

Economic Development Committee

Mr. Young reported from the Economic Development Committee meeting held May 14th. The topics discussed included the final contract with Western Washington University, a future plan to meet with the Downtown Anacortes Alliance, and upcoming stakeholder discussions.

Public Works Committee

Ms. Moulton reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included the solid waste contract with Waste Management, and parking and traffic safety issues.

Port / City Liaison Committee

Mr. Fantini reported from the Port / City Liaison Committee meeting held May 14th. The topics discussed included the hiring of a new executive director, the event center project, applications for \$70 million in cleanup grants through the Environmental Protection Agency, and the Wastewater Treatment Plant Outfall project.

Ms. Moulton mentioned the Samish Housing ribbon cutting for 14 affordable homes for tribal elders held on Friday, May 17th.

Mr. Fantini mentioned the Anacortes Senior Center fundraiser and fashion show held on Saturday, May 18th.

Public Comment

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

Public comment was delivered as follows:

Zoom audience members Joe Kunzler, Albert Jr, and Phil Barber raised their hands to comment, but were not audible in the Council Chambers.

Consent Agenda

Mr. McDougall moved, seconded by Ms. Hubik, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

- a. Minutes of May 13, 2024
- b. Approval of claims in the amount of \$869,862.91
The following vouchers/checks were approved for payment:
EFT numbers: 109419 through 109451, total \$800,868.38
Check numbers: 109452 through 109467, total \$64,459.05
Wire transfer numbers: 347621 through 347621, total \$4,535.48
- c. Contract Award: 2024 Trip Hazard Removal #24-155-TRN-001

Other Business

Approval of Public Participation Plan for 2025 Comprehensive Plan Update

Planning, Community, and Economic Development Director John Coleman introduced the public participation plan for the 2025 Comprehensive Plan Update as approved by the Planning Commission, referring to a slide presentation that was added to the packet materials for the meeting.

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

Linda Martin of Anacortes commented on behalf of the Planning Commission that they would like to hear questions and direction from the City Council and suggested that Planning Commissioners attend City Council Planning Committee meetings to facilitate communication between the two bodies in the Comprehensive Plan Update process.

Pat Gardner of Anacortes addressed the possibility of having a centrally located roller board with Comprehensive Plan updates and other city events to increase public awareness.

Brian Wetcher of Anacortes pointed out that there seems to be a missing element from the process where a committee of stakeholders and city staff go through the Comprehensive Plan update piece by piece prior to review by the Planning Commission and the City Council.

Discussion topics included:

- Housing types over time in a stacked bar chart.
- Land capacity analysis as a tool to make policy decisions about density and zoning.
- Who performed the land capacity analysis? The [Leland Consulting Group](#)
- The decision process timing for the Council considering land capacity analysis and potential expansion of urban growth area.
- Expanding the city limits to include the Anacortes Community Forest Lands.
- Comprehensive Plan update application due date end of June 2024.
- Inclusion of stakeholders.
- Notify Me link for subscription to Comp Plan updates.
- How does the Council scope the update?
- City Council check-in points after Planning Commission consideration as the process progresses.
- How population growth projections are developed.
- Schedule of when consultants will be available. Three workshops and land capacity analysis.
- Climate Policy Advisory Team scope of work and responsibilities.
- Land capacity analysis report to the City Council.
- Direct mailer timing and medium. Utility bill inserts, *The Clamdigger*.
- Greatest impact points in the process for public participation.
- How to ensure issues are included in the update.

- Review of docketed items from years past and new items.
- Add target participants to the plan.
- Citizen advisory board.
- The comprehensive plan articulates community values for the next twenty years.
- 2016 Comprehensive Plan as a guiding document for open houses.
- Bring back public participation plan as a resolution.

Contract Modification: R Avenue Long-Term Improvement Project - Consultant Services #20-127-TRN-001

Public Works Director Andrew Rheume introduced the proposed modification to contract #20-127-TRN-001 with H W Lochner for consultant services on the R Avenue Long-Term Improvement project.

Discussion topics included:

- The size of the water lines included in the project.

RYAN WALTERS moved, seconded by BRUCE MCDUGALL, to authorize the mayor to sign modification to contract #20-127-TRN-001 with H W Lochner.

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Contract Modification: Water Quality Assessment & Planning Project #21-184-WTR-001

Public Works Director Andrew Rheume introduced the proposed modification to contract #21-184-WTR-001 with Confluence LLC for the Water Quality Assessment and Planning project.

Discussion topics included:

- Area of unidirectional flushing.
- More of these amendments for other areas?

CAROLYN MOULTON moved, seconded by AMANDA HUBIK, to authorize the mayor to sign the modification to contract #21-184-WTR-001 with Confluence LLC.

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Resolution 3155: 2024 Lodging Tax Advisory Committee Appointment Filling a Vacancy

Mr. Walters introduced Resolution 3155 to appoint Kristy Southard to the Lodging Tax Advisory Committee, replacing Anastasia Brencick as one of three committee members that are from organizations authorized to be funded by lodging tax.

ANTHONY YOUNG moved, seconded by TJ FANTINI, to approve Resolution 3155.

Vote: Ayes - ANTHONY YOUNG, RYAN WALTERS, CHRISTINE CLELAND-MCGRATH, CAROLYN MOULTON, BRUCE MCDUGALL, AMANDA HUBIK, TJ FANTINI. Nays - None. Result: Passed

Adjournment

There being no further business, at approximately 8:06 p.m. the Anacortes City Council meeting of May 20, 2024, 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 May 28, 2024 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346716	1/1/2024	1-592167-47	DIAMOND RENTALS, INC.	TTP PORTABLE RESTROOMS 12/04/23-1/1/24	\$ 365.00	parks1
348082	1/17/2024	7422887	DEMCO, INC.	TECH SERVICES SUPPLIES	\$ 241.72	publib
348050	2/2/2024	122811	VECA ELECTRIC & TECHNOLOGIES	WTP MAIN BUILDING LIGHTING RETROFIT	\$ 27,560.60	pw1
345864	2/27/2024	1126096222	FERRELLGAS, LP	WA PARK PROPANE	\$ 90.48	parks1
347953	3/12/2024	1415062	LIFE ASSIST, INC	PHARMA: ALBUTEROL. BANDAGES, I-GEL.	\$ 1,502.91	medic
344788	3/20/2024	700000064	FAMILY CARE NETWORK PLLC	PRE-EMPLOYMENT MEDICAL EXAM - GRANGER	\$ 244.00	apd
346298	3/21/2024	Q-381492-1	CELLEBRITE, INC.	CELLEBRITE DIGITAL FORENSIC TOOLS - 4/6/24-4/5/25	\$ 7,915.20	apd
344792	3/25/2024	027459856	GALLS, LLC.	UNIFORM SHIRTS; OFC CHEESEBORO	\$ 142.54	apd
344793	3/26/2024	027471264	GALLS, LLC.	UNIFORM BELT; CAPT FULLER	\$ 44.39	apd
345824	3/26/2024	5008413339	FERRELLGAS, LP	MARCH PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 24.65	finance
347757	3/28/2024	03/28/2024	SCOTT MILO GALLERY/FRAMEMAKER	DIRECTOR PHOTO FRAMING	\$ 168.64	executive
346371	3/31/2024	3095026398	LEXISNEXIS	MARCH ONLINE LEGAL SUBSCRIPTION	\$ 354.69	attorney
345312	4/1/2024	4836590S185	LEMAY MOBILE SHREDDING	APD AND COURT SHREDDING	\$ 36.54	apd
345863	4/3/2024	1126482644	FERRELLGAS, LP	WA PARK PROPANE	\$ 114.42	parks1
345860	4/3/2024	1126484145	FERRELLGAS, LP	WA PARK PROPANE	\$ 347.52	parks1
345559	4/4/2024	249215589	SURETY PEST CONTROL	OPS PEST CONTROL	\$ 112.05	dshop
345126	4/5/2024	26	THRIFTY CLEANERS	UNIFORM CLEANING MARCH 2024	\$ 23.66	apd
345827	4/5/2024	34798456	SURETY PEST CONTROL	PEST CONTROL APD/COURT	\$ 136.00	finance
347954	4/8/2024	1424148	LIFE ASSIST, INC	CPAP MASKS	\$ 681.36	medic
345908	4/8/2024	111-9171815- 4579423	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - COMMUNITY OUTREACH	\$ 60.05	wwtpcc
345921	4/8/2024	6560363263	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 82.24	wwtpcc
347831	4/9/2024	102	SKAGIT COUNTY	MARCH 2024 - IN-CUSTODY INDIGENT SCREENING	\$ 400.00	court
345609	4/9/2024	00147200400512404 090	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 5.00	parksccl

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
345600	4/9/2024	0558001098440409243	HOBBY LOBBY	FRAMES FOR ACADEMY PHOTOS	\$ 91.75	afdcc
345606	4/9/2024	0639809-IN	SIRCHIE	TEST KITS; FENTANYL	\$ 161.37	apdcc
345599	4/9/2024	1011356	BAYSHORE OFFICE PRODUCTS INC	MARKER PEN	\$ 24.39	fibercc
345612	4/9/2024	1011381	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 5.14	pwfacc
345615	4/9/2024	112-5502806-5312261	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 486.60	wwtpcc
346150	4/9/2024	11215093 / 11257382	LANGUAGE LINE SERVICES, INC	LANGUAGE LINE SERVICES, INC	\$ 21.86	pubdefcc
345614	4/9/2024	23016241	ZORO TOOLS, INC	MAINTENANCE SUPPLIES	\$ 458.64	wwtpcc
345674	4/9/2024	3257892	NURNBERG SCIENTIFIC	LAB SUPPLIES	\$ 253.02	wwtpcc
345618	4/9/2024	WAANA155268	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 2.23	dwwtp
348028	4/10/2024	ESO-137571	ESO SOLUTIONS, INC	EPCR SOFTWARE - AMBULANCE SERVICE & ESO ACTIVITIES MODULE - 5/10/24-5/9/25	\$ 851.09	medic
345602	4/10/2024	0630DFC7-0066	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION 4/10-5/10/24	\$ 15.00	parksccl
345603	4/10/2024	0630DFC7-0067	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION 4/10-5/10/24	\$ 15.00	parksccl
345607	4/10/2024	100139	SWINOMISH CHEVRON	FUEL FOR EQUIP #715	\$ 37.70	shopcc
345691	4/10/2024	1011539	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 353.60	courtcc
345610	4/10/2024	111-9351057-2176221	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1013	\$ 133.88	shopcc
345786	4/10/2024	113-6512576-6169020	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 150.14	wwtpcc
345604	4/10/2024	26098719	GALLS, LLC.	UNIFORM SHIRT	\$ 213.24	afdcc
345608	4/10/2024	37408875	MUNICIPAL RESEARCH &	TRAINING - UNDERSTANDING HOW TO PURCHASE MATERIALS, SUPPLIES, & EQUIPMENT	\$ 40.00	legalcc
345930	4/10/2024	41600513407	LES SCHWAB TIRE CENTERS	TIRE REPAIR FOR VEHICLE #030	\$ 38.07	dshop
345695	4/10/2024	5182-1090-1-82fd	PROFESSIONAL TRAINING	TRAINING - PREP FOR WASTEWATER OPERATOR LEVEL 3&4 - SD	\$ 610.00	wwtpcc
345682	4/10/2024	8255 9094 8736 4397	DISH	STA 3 - APRIL	\$ 110.89	afdcc
345598	4/10/2024	BR44-226664	MCDONALDS CORP	FOOD FOR PATROL WORKING CRIME SCENE; 24-A02044	\$ 49.40	apdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
345613	4/10/2024	D93445	SEBO'S DO-IT CENTER	WELLNESS COMMITTEE	\$ 4.34	pwfacc
345611	4/10/2024	D93452	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 29.17	parksccl
345678	4/10/2024	RECEIPT	JIMMY JOHNS	FOOD FOR PATROL WORKING CASE; 24-A02044	\$ 95.73	apdcc
345675	4/10/2024	S000189445	AMETEK BROOKFIELD	OUTSIDE SERVICE - INCINERATOR	\$ 2,631.89	wwtpcc
345644	4/10/2024	WAANA155296	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 19.26	dwwtp
345595	4/10/2024	X02249/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 48.95	parksccl
345605	4/10/2024	X02507/1	ACE HARDWARE	TOOLS	\$ 156.64	fibercc
345692	4/11/2024	001-323039	NAPA	PARTS FOR EQUIP #4002	\$ 51.14	shopcc
345683	4/11/2024	027551563	GALLS, LLC.	UNIFORM BOOTS; CAPT FULLER	\$ 137.04	apdcc
345684	4/11/2024	027588232	GALLS, LLC.	UNIFORM SHIRTS; NEW HIRE GRANGER	\$ 237.28	apdcc
345773	4/11/2024	067067	HOBBY LOBBY	FRAMES FOR ACADEMY PHOTOS	\$ 32.64	afdcc
345791	4/11/2024	1011642	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES FOR ASAC	\$ 160.32	parksccl
345814	4/11/2024	1011666	BAYSHORE OFFICE PRODUCTS INC	CURATORIAL SUPPLIES	\$ 6.53	museumcc
345687	4/11/2024	111-1983195-1804264	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1013	\$ 18.38	shopcc
345688	4/11/2024	111-7626059-7539040	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1013	\$ 593.99	shopcc
345689	4/11/2024	1127974	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 60.82	parksccl
345681	4/11/2024	114-3219366-1389024	AMAZON.COM SERVICES, INC	DESICCANT	\$ 141.17	wtpcc
345810	4/11/2024	114-3327224-2929800	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - EARTH DAY PROMOTIONAL	\$ 15.63	wwtpcc
345809	4/11/2024	114-3636309-2000260	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - PROMOTIONAL EARTH DAY	\$ 29.80	wwtpcc
345808	4/11/2024	114-6350416-5965854	AMAZON.COM SERVICES, INC	OFFICE AND LUNCHROOM SUPPLIES	\$ 58.53	wwtpcc
345782	4/11/2024	1224314-IN	CHALLENGER TEAMWEAR	REC PROGRAM SUPPLIES	\$ 1,404.34	pkreccc
345805	4/11/2024	13601992	WILBUR-ELLIS COMPANY, LLC	WEED CONTROL	\$ 987.39	shopcc
345787	4/11/2024	1472 4 252 6703	SAFEWAY INC	VINEGAR	\$ 27.96	wtpcc
345780	4/11/2024	249216133	SURETY PEST CONTROL	CEMETERY PEST CONTROL	\$ 72.89	parksccl
345677	4/11/2024	3986-304073	O'REILLY AUTO PARTS	PARTS FOR EQUIP #4002	\$ 126.75	shopcc
345676	4/11/2024	3986-304212	O'REILLY AUTO PARTS	PARTS FOR EQUIP #7924	\$ 23.72	shopcc
345693	4/11/2024	48203	WASTESTICKERS.COM	SUPPLIES FOR SOLID WASTE	\$ 34.58	pwfacc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
345811	4/11/2024	5185-1090-1-770b	PROFESSIONAL TRAINING	TRAINING CLASS FOR BH	\$ 610.00	wwtpcc
345804	4/11/2024	52025137	HAMPTON INN/SUITES	LODGING FOR TRAINING	\$ 340.52	pwfacc
345772	4/11/2024	55584	GET SIMPLE BOX OF BURLINGTON	OUTSIDE SERVICES - PLANT	\$ 742.01	wwtpcc
345697	4/11/2024	6560365479	ARAMARK	APD NYLON MATS CLEANED	\$ 16.32	apd
345685	4/11/2024	8XNCCHKKY95	SUMMIT LAW GROUP, PLLC	SUMMIT LAW TRAINING - WAGE AND HOUR FUNDAMENTALS	\$ 75.00	hrcc
345928	4/11/2024	94273434	EMERALD SERVICES, INC	DISPOSAL SERVICE	\$ 102.14	dshop
345694	4/11/2024	D93909	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 25.57	pwfacc
345686	4/11/2024	WHV-FKSCV7W	GREEN TRANS SUMMIT & EXPO	GREEN TRANSPORTATION SUMMIT & EXPO	\$ 373.38	shopcc
345673	4/11/2024	X02782/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 35.23	pwfacc
345680	4/11/2024	X02783/1	ACE HARDWARE	SUPPLIES FOR STREET DEPT	\$ 11.74	shopcc
345679	4/11/2024	X02888/1	ACE HARDWARE	ACFL MAINTENANCE SUPPLIES	\$ 45.01	parksccl
345672	4/11/2024	X21958	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 91.98	parksccl
345799	4/12/2024	001-323193	NAPA	MAINTENANCE SUPPLIES	\$ 39.39	wwtpcc
345798	4/12/2024	111-5833640-4563421	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES CHILDREN'S	\$ 29.96	libcc
345690	4/12/2024	114-3384049-3098649	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 34.34	parksccl
345812	4/12/2024	114-4649506-4861460	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 13.44	wwtpcc
345813	4/12/2024	114-8792310-	AMAZON.COM SERVICES, INC	OFFICE AND LUNCHROOM	\$ 88.87	wwtpcc
345797	4/12/2024	179732028	DEPARTMENT OF LICENSING	LICENSING FEES FOR EQUIP #1013	\$ 64.00	shopcc
345803	4/12/2024	1Z3Y592X4216613142	THE UPS STORE	SHIPPING FOR STREET DEPT	\$ 468.74	shopcc
345779	4/12/2024	3986-304268	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #1012	\$ 17.40	shopcc
345801	4/12/2024	593 52 50 8852	SAFEWAY INC	DRINKING WATER FOR PATROL WORKING CASE 24-A02044	\$ 33.68	apdcc
345802	4/12/2024	98883	ANACORTES DIVING & SUPPLY, INC	PATROL SUPPLIES; STANDARD AIR FILL	\$ 26.11	apdcc
345783	4/12/2024	B68425/1	ACE HARDWARE	REC DEPT SUPPLIES	\$ 7.03	pkrecc
345770	4/12/2024	D94256	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 26.60	shopcc
345774	4/12/2024	I13580/44	COASTAL FARM &	FENCING POSTS	\$ 21.72	wtppcc
345790	4/12/2024	jf041224	US BANK	OPERATING SUPPLIES	\$ 11.25	wdistcc
345792	4/12/2024	WM64902115	HOME DEPOT	FLOODLIGHT, DRILL, BITS, SAWZALL, BLADES, CHARGERS, BATTERIES	\$ 4,582.39	afdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
345800	4/12/2024	X03582/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 33.90	wwtpcc
345767	4/12/2024	X22160	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 67.15	parksccl
345784	4/12/2024	X22259	SEBO'S DO-IT CENTER	REC DEPT SUPPLIES	\$ 14.29	pkreccc
345777	4/13/2024	10742550455	DELL MARKETING LP	INSTALLATION OF A 5G FIRSTNET CHIP	\$ 408.25	infosyscc
345778	4/13/2024	10742589286	DELL MARKETING LP	DELL PRECISION WORKSTATION	\$ 1,714.69	infosyscc
345781	4/13/2024	2149126	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 239.99	libcc
345856	4/13/2024	249215336	SURETY PEST CONTROL	LIBRARY PEST CONTROL 4/13/2024	\$ 106.61	publib
345775	4/13/2024	459321725	LOWE'S BUSINESS ACCOUNT/GEMB	BUCKETS	\$ 45.76	wtpcc
345776	4/13/2024	B51580/1	KAPTEIN'S ACE HARDWARE	OIL PUMP PART	\$ 13.05	wtpcc
345785	4/14/2024	113-1415760-2306614	AMAZON.COM SERVICES, INC	DRY ERASE BOARD	\$ 35.35	apdcc
345807	4/14/2024	113-9991369-792742	AMAZON.COM SERVICES, INC	3-RING BINDERS, TABS	\$ 56.74	afdcc
345788	4/14/2024	114-1994565-3068238	AMAZON.COM SERVICES, INC	CONSERVATION EDUCATION MATERIALS	\$ 78.16	wtpcc
345768	4/14/2024	X22810	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 15.56	wwtpcc
345993	4/15/2024	00433	AV DEALS - PAYPAL	MEMBERSHIP	\$ 150.00	shopcc
345911	4/15/2024	0721888-IN	NATIONAL SAFETY, INC	SAFETY SUPPLIES	\$ 237.18	wwtpcc
345919	4/15/2024	112-2282764-6157862	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 65.93	wwtpcc
346006	4/15/2024	112-8287551-5541869	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 303.06	wwtpcc
345977	4/15/2024	113-1604565-6564220	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES - EDUCATIONAL	\$ 26.96	wwtpcc
345976	4/15/2024	113-4313749-3629020	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 189.16	wwtpcc
345771	4/15/2024	114-5006379-3421824	AMAZON.COM SERVICES, INC	SUPPLIES FOR STREET DEPT	\$ 74.63	shopcc
345789	4/15/2024	114-7429783-6012223	AMAZON.COM SERVICES, INC	PAPER	\$ 23.44	wtpcc
345909	4/15/2024	114-9727200-2202635	AMAZON.COM SERVICES, INC	ROLLING TABLE FOR VR SYSTEM	\$ 380.79	apdcc
345999	4/15/2024	16190670	PACIFIC POWER BATTERIES	BATTERY DISPOSAL	\$ 108.80	shopcc
346005	4/15/2024	23073194	ZORO TOOLS, INC	MAINTENANCE SUPPLIES	\$ 536.59	wwtpcc
346018	4/15/2024	249215379	SURETY PEST CONTROL	CITY HALL PEST CONTROL	\$ 71.80	finance
345906	4/15/2024	24FRDCTNWTMCKZL X0001	CAMANO ISLAND FIRE RESCUE	FIRE EDUCATION W/ GAGLIANO	\$ 50.00	afdcc
345995	4/15/2024	41020697	DEMCO, INC.	TECH SERVICES SUPPLIES	\$ 83.00	libcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
345913	4/15/2024	6560365484	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 73.78	shopcc
345912	4/15/2024	6560365485	ARAMARK	OPS MAT CLEANING	\$ 62.34	shopcc
346615	4/15/2024	6560366655	ARAMARK	LAUNDRY SERVICE - WWTP	\$ 46.16	wwtpcc
345918	4/15/2024	7645-3	THE SHERWIN WILLIAMS CO	SUPPLIES FOR FACILITIES	\$ 219.28	pwfacc
345905	4/15/2024	D95956	SEBO'S DO-IT CENTER	CUSTOMER INSTALLATION SUPPLIES	\$ 16.33	fibercc
345980	4/15/2024	LTMZY	ALASKA AIRLINES	FLIGHTS: CARTER & RYAN FOR PIERCE TRAINING	\$ 47.98	shopcc
345981	4/15/2024	LTMZY	ALASKA AIRLINES	AIRLINE TICKETS: CARTER & RYAN	\$ 992.40	shopcc
345915	4/15/2024	X22958	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 58.86	shopcc
345916	4/15/2024	X22961	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 19.58	pwfacc
345917	4/15/2024	X22982	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 2.24	pwfacc
345991	4/16/2024	027612568	GALLS, LLC.	UNIFORM: CASE, FLASHLIGHT RING AND MAG POUCH; NEW HIRE GRANGER	\$ 75.50	apdcc
345975	4/16/2024	108661/4/22410	STOWES, INC	EMPLOYEE BOOT PURCHASE - BH	\$ 212.27	wwtpcc
346014	4/16/2024	111-2340855-7093823	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 30.41	wwtpcc
345990	4/16/2024	111-2385264-9274629	AMAZON.COM SERVICES, INC	TOOLS	\$ 355.93	fibercc
346062	4/16/2024	111-5534715-2702620	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 52.98	wwtpcc
346012	4/16/2024	111-8453520-7601064	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES - PROMOTIONAL	\$ 17.40	wwtpcc
346013	4/16/2024	111-9717818-6517015	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 10.83	wwtpcc
346007	4/16/2024	112-7793265-5076233	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 56.00	wwtpcc
345996	4/16/2024	1129950	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 278.41	parksccl
346009	45398	113-5644205-134901	AMAZON.COM SERVICES, INC	SPILLMAN MONITOR - CAPTAINS O	\$ 150.14	afdcc
345910	4/16/2024	113-6001257-8257053	AMAZON.COM SERVICES, INC	COFFEE SUPPLIES; SUGAR	\$ 17.99	apdcc
345997	4/16/2024	1130180	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 33.10	parksccl
345994	45398	11418	BACKFLOW PREVENTION SUPPLY INC	SUPPLIES FOR WATER MAINTENANCE	\$ 95.86	wdistcc
346082	4/16/2024	11520752	US BANK	PARTIAL PAYMENT: HOTEL FOR FDIC (CB & DG)	\$ 431.73	afdcc
346010	4/16/2024	24-45046	NORTHWEST SAFETY CLEAN	PPE REPAIR	\$ 87.19	afdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346071	4/16/2024	247796095,249216200	SURETY PEST CONTROL	PEST CONTROL ACC 34803359 2102 PENN AVE ROCKRIDGE BOOSTER	\$ 117.48	wtpcc
345985	4/16/2024	3986-305143	O'REILLY AUTO PARTS	PARTS FOR SHOP STOCK	\$ 71.86	shopcc
345984	4/16/2024	3986-305144	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 13.55	shopcc
345978	4/16/2024	755168430	LOWE'S BUSINESS ACCOUNT/GEMB	IMPACT WRENCH	\$ 379.71	wtpcc
345986	4/16/2024	813527	BLADE CHEVROLET, INC	PARTS FOR VEHICLE #035	\$ 241.56	shopcc
345992	4/16/2024	89403	POLICE RECORDS AND INFORMATION	TRAINING FEE; RECORDS MNGR INGRAM- STAFFING ANALYSIS	\$ 99.00	apdcc
345998	4/16/2024	D96520	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 15.55	parksccl
345973	4/16/2024	D96584	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 28.98	parksccl
345983	4/16/2024	I15283/44	COASTAL FARM &	WORK UNIFORM	\$ 299.19	shopcc
345907	4/16/2024	R02982077	TEAMVIEWER	REMOTE ACCESS SOFTWARE 4/16/24-4/15/2025	\$ 3,001.57	infosyscc
345987	4/16/2024	X05695/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 30.44	parksccl
345974	4/16/2024	X05993/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 27.35	parksccl
346002	4/16/2024	X23211	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 25.88	pwfacccl
346004	4/16/2024	X23232	SEBO'S DO-IT CENTER	PARKS GENERAL MAINTENANCE SUPPLIES	\$ 33.58	parksccl
346003	4/16/2024	X23280	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 66.14	pwfacccl
345914	4/16/2024	Y-24844	BRODART COMPANY	TECH SERVICES SUPPLIES	\$ 321.16	libcc
346147	4/17/2024	00069300400942404171	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 10.99	parksccl
346176	4/17/2024	027680990	GALLS, LLC.	UNIFORM ITEMS; HANDCUFF CASE - NEW HIRE GRANGER	\$ 27.20	apd
346153	4/17/2024	088184	SAMCOR FUEL	FUEL FOR EQUIP #90011	\$ 70.00	parksccl
346075	4/17/2024	111-0597492-8472241	AMAZON.COM SERVICES, INC	PARTS FOR EQUIP #1013	\$ 3.51	shopcc
345988	4/17/2024	111-3343615-8403456	AMAZON.COM SERVICES, INC	REC DEPT OFFICE SUPPLIES	\$ 75.06	pkrecccl
346078	4/17/2024	111-4435199-9327464	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 56.54	libcc
346011	4/17/2024	111-8016103-8625027	AMAZON.COM SERVICES, INC	EARPLUGS	\$ 26.06	afdcc
345989	4/17/2024	114-4766574-0341010	AMAZON.COM SERVICES, INC	STORAGE BOXES	\$ 41.38	wtpcc
346273	4/17/2024	118703	L.N. CURTIS & SONS	STORZ CAP	\$ 188.21	afdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346079	4/17/2024	1220749	ANACORTES AMERICAN	LIBRARY 4/24-4/2025	\$ 86.00	libcc
346058	4/17/2024	15213791	PAPE MACHINERY INC.	LAWN MOWER PARTS	\$ 184.96	wtpcc
346070	4/17/2024	1578659	SKAGIT COUNTY SOLID WASTE FUND	DISPOSAL OF HAZARDOUS MATERIALS	\$ 8.00	wwtpcc
346074	4/17/2024	240411	T-SHIRTS BY DESIGN	UNIFORMS, FIBER	\$ 588.34	fibercc
346136	4/17/2024	24267232	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #514	\$ 197.91	shopcc
346063	4/17/2024	3986-305277	O'REILLY AUTO PARTS	PARTS FOR EQUIP #028	\$ 16.04	shopcc
346064	4/17/2024	3986-305345	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #131	\$ 61.21	shopcc
346144	4/17/2024	503914	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 110.00	shopcc
346135	4/17/2024	503919	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 110.00	shopcc
346073	4/17/2024	5C47805	PLATT ELECTRIC SUPPLY INC	STEEL PIPE FOR GUY LINE BRACE	\$ 178.07	fibercc
346166	4/17/2024	6560368232	ARAMARK	STA 3 MAT/MOP SERVICE: 4/17	\$ 16.32	medic
346072	4/17/2024	8811892	JUDD & BLACK	BREAKROOM SUPPLIES - STOVE	\$ 786.28	wtpcc
346077	4/17/2024	9089914817	GRAINGER	SAFETY SUPPLIES	\$ 34.54	wwtpcc
346065	4/17/2024	9384	WASHINGTON RECREATION	PARKS STAFF WRPA ANNUAL MEMBERSHIP	\$ 172.00	parksccl
346156	4/17/2024	E 50165245	ESRI INC	ESRI TRAINING	\$ 2,880.00	pwfacc
346059	4/17/2024	E0500RSNAM	MICROSOFT CORPORATION	AZURE DEVELOPER SUPPORT 3/16-4/15/24	\$ 29.00	infosyscc
346060	4/17/2024	E0500RSPAI	MICROSOFT CORPORATION	AZURE PAY-AS-YOU-GO 3/16-4/15/24	\$ 24.25	infosyscc
346068	4/17/2024	INV01	BUBBA SUDZ CAR WASH, INC.	EXECUTIVE POOL CAR	\$ 12.00	admsrvcc
346066	4/17/2024	VP_362K0252	VISTAPRINT	BUSINESS CARDS FOR NEW PARKS EMPLOYEES	\$ 53.27	parksccl
346076	4/17/2024	X06850/1	ACE HARDWARE	NYLON ROPE	\$ 136.11	afdcc
346081	4/17/2024	X23551	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 13.83	pwfacc
346057	4/17/2024	X23556	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 8.09	pwfacc
346080	4/17/2024	X23568	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 13.85	parksccl
346067	4/17/2024	X23686	SEBO'S DO-IT CENTER	FASTENERS	\$ 2.61	afdcc
346157	4/18/2024	0041423412-00	CENTRAL WELDING SUPPLY CO, INC	SUPPLIES FOR SHOP STOCK	\$ 384.38	shopcc
346251	4/18/2024	055978	LOU'S GLOVES, INC	SAFETY SUPPLIES	\$ 669.00	wwtpcc
346247	4/18/2024	1012500	BAYSHORE OFFICE PRODUCTS INC	EXHIBIT EXPENSES	\$ 36.47	museumcc
346061	4/18/2024	10743313138	DELL MARKETING LP	LAPTOP FOR FINANCE MANAGER - RHONDA	\$ 1,830.02	infosyscc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346151	4/18/2024	111-0793366-0612231	AMAZON.COM SERVICES, INC	PARTS FOR VEHICLE #3001	\$ 103.42	shopcc
346143	4/18/2024	111-2766579-6405039	AMAZON.COM SERVICES, INC	PENS & CABLE CLIPS	\$ 173.65	fibercc
346287	4/18/2024	112-2882561-2863425	AMAZON.COM SERVICES, INC	SMALL TOOLS	\$ 35.89	wwtpcc
346139	4/18/2024	112-6773604-3666627	AMAZON.COM SERVICES, INC	PARKS DEPT OFFICE SUPPLIES	\$ 234.22	parksccl
346140	4/18/2024	112-9603059-0230650	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 76.26	parksccl
346152	4/18/2024	113-5328753-6420262	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 147.72	shopcc
346069	4/18/2024	113-9517714-9863410	AMAZON.COM SERVICES, INC	BASIC COLLISION SUPPLIES; OFFICER MELTON	\$ 105.12	apdcc
346141	4/18/2024	114-6014462-1430615	AMAZON.COM SERVICES, INC	BREAKROOM SUPPLIES	\$ 18.45	wtpcc
346146	4/18/2024	1225-1036	MN8 FOXFIRE	SCBA FACEPLATE IDENTIFIERS	\$ 98.95	afdcc
346264	4/18/2024	126384	ASSOCIATION OF WASHINGTON	AWC ANNUAL CONFERENCE REGISTRATION	\$ 500.00	execc
346265	4/18/2024	126386	ASSOCIATION OF WASHINGTON	AWC ANNUAL CONFERENCE REGISTRATION	\$ 500.00	execc
346158	4/18/2024	152513	THE HOSE SHOP, INC	SUPPLIES FOR SHOP STOCK	\$ 598.31	shopcc
346149	4/18/2024	152524	THE HOSE SHOP, INC	CAUSTIC METERING PUMP REPAIR MATERIALS	\$ 49.63	wtpcc
346279	4/18/2024	260093621-00	TACOMA SCREW PRODUCTS, INC.	INVENTORY RESTOCK - FLEET	\$ 658.40	shopcc
346134	4/18/2024	3039266763	GODADDY.COM LLC	DOMAIN NAME FEES SAFEANDCLEANWATER	\$ 114.98	infosyscc
346161	4/18/2024	388190464850	TARGUS	RUGGED CASE FOR DELL LAPTOP	\$ 112.05	afdcc
346137	4/18/2024	3986-305519	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 238.66	shopcc
346160	4/18/2024	5234405	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 521.72	pwfacc
346159	4/18/2024	5370	SIGNDOG NW	SUPPLIES FOR SOLID WASTE	\$ 542.92	shopcc
346148	4/18/2024	622598915	LOWE'S BUSINESS ACCOUNT/GEMB	TOOLS	\$ 106.36	wtpcc
346167	4/18/2024	6560368982	ARAMARK	STA 2 MAT/MOP SERVICE: 4/18	\$ 16.32	medic
346168	4/18/2024	6560368983	ARAMARK	STA 1 MAT/MOP SERVICE: 4/18	\$ 20.02	medic
346175	4/18/2024	6560368988	ARAMARK	APD NYLON MATS CLEANED	\$ 16.32	apd
346268	4/18/2024	980-2-4511-1057838-2	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$ 49.24	wtpcc
346133	4/18/2024	CI4069	NETZEALOUS LLC	EXCEL ESSENTIALS	\$ 149.00	afdcc

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346145	4/18/2024	S2424131	FIRST RESPONDER DECAL COMPANY	REFLECTIVE HELMET DECALS	\$ 60.77	afdcc
346142	4/18/2024	W243199	INTERSTATE PLASTICS	MOUNTING BOARD FOR CL17 X 4	\$ 633.10	wtpcc
346155	4/18/2024	X06903/1	ACE HARDWARE	WA PARK MAINTENANCE SUPPLIES	\$ 26.50	parksccl
346154	4/18/2024	X23881	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 14.61	parksccl
346138	4/18/2024	X23977	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 25.01	shopcc
348048	4/19/2024	0054410	THE WATERSHED COMPANY	SHORELINE PERMIT MONITORING PROJECT - THROUGH 3/31/24	\$ 2,066.75	plan
348075	4/19/2024	9336897138	GRAYBAR ELECTRIC COMPANY, INC	DATA SWITCHES	\$ 2,567.70	fiber
346280	4/19/2024	00114660	OWEN EQUIPMENT COMPANY	SUPPLIES FOR STREET DEPT	\$ 107.40	shopcc
346281	4/19/2024	00114680	OWEN EQUIPMENT COMPANY	SUPPLIES FOR STREET DEPT	\$ 93.35	shopcc
346266	4/19/2024	0041425343-00	CENTRAL WELDING SUPPLY CO, INC	OPERATING SUPPLIES	\$ 209.57	wwtpcc
346256	4/19/2024	0554110232	HONEY BUCKET	PARKS PORTABLE RESTROOM-MT ERIE	\$ 290.50	parksccl
346246	4/19/2024	1012546	BAYSHORE OFFICE PRODUCTS INC	SUPPLIES FOR FACILITIES	\$ 1,269.13	pwfacc
346272	4/19/2024	1012594	BAYSHORE OFFICE PRODUCTS INC	OFFICE & OPERATING SUPPLIES	\$ 690.29	pwfacc
346274	4/19/2024	111-0195442-1140243	AMAZON.COM SERVICES, INC	SUPPLIES FOR SHOP	\$ 218.56	shopcc
346289	4/19/2024	111-2111182-4966654	AMAZON.COM SERVICES, INC	COFFEE FILTERS	\$ 23.81	afdcc
346271	4/19/2024	111-4973488-7402650	AMAZON.COM SERVICES, INC	INSTALLATION SUPPLIES & TOOLS	\$ 326.02	fibercc
346263	4/19/2024	113-8474774-6557814	AMAZON.COM SERVICES, INC	PHONE SUPPLIES	\$ 31.43	wwtpcc
346260	4/19/2024	113-9402239-5498624	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; ENVELOPES	\$ 29.21	apdcc
346249	4/19/2024	11520752	US BANK	PARTIAL PAYMENT: HOTEL FOR FDIC (CB & DG)	\$ 750.00	afdcc
346252	4/19/2024	1216 10 264 81	COSTCO WHOLESALE CORPORATION	OPERATING SUPPLIES	\$ 185.29	wwtpcc
346250	4/19/2024	135717	RED LION HOTEL	LODGING - CERVANTES	\$ 487.48	infosyscc
346277	4/19/2024	135721	RED LION HOTEL	LODGING - VALENTINE	\$ 487.48	infosyscc
346245	4/19/2024	1619466	TIGER TOUGH	SUPPLIES FOR VEHICLE #181	\$ 388.42	shopcc
346275	4/19/2024	2018365	HEALTH & SAFETY INSTITUTE	EMS INSTRUCTOR CERT CARDS	\$ 210.00	afdcc

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346257	4/19/2024	249216480	SURETY PEST CONTROL	DEPOT MONTHLY PEST CONTROL	\$ 121.85	parksccl
346276	4/19/2024	27609492	HOLIDAY INN	LODGING -CAULFIELD	\$ 452.28	infosyscc
346255	4/19/2024	3986-305668	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #034	\$ 14.15	shopcc
346254	4/19/2024	3986-305809	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #051	\$ 22.74	shopcc
346248	4/19/2024	4089266	PARK N JET PARKING LOT 2	AIRPORT PARKING FOR FDIC	\$ 114.89	afdcc
346283	4/19/2024	4658452	FARWEST LINE SPECIALTIES	TOOLS	\$ 619.53	pwfacccl
346290	4/19/2024	505380	SKAGIT REGIONAL HEALTH	DOT PHYSICAL	\$ 110.00	wdistcc
346282	4/19/2024	593 54 38 8854	SAFEWAY INC	SAFETY TRAINING SUPPLIES	\$ 67.36	shopcc
346278	4/19/2024	S0002205	TURF STAR WESTERN	PARKS MAINTENANCE SUPPLIES-MOWER BLADES	\$ 1,084.50	parksccl
346267	4/19/2024	X07962/1	ACE HARDWARE	OPERATING SUPPLIES	\$ 6.84	wwtpcc
346285	4/19/2024	X24138	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 17.46	pwfacccl
346286	4/19/2024	X24199	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 37.31	pwfacccl
348033	4/20/2024	32757	ZOOBEAN, INC	ONLINE TRACKING SERVICE GRANT - EARLY CANCELLATION FFF	\$ 447.50	publib
346259	4/21/2024	0630DFC7-0068	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 15.00	parksccl
346258	4/21/2024	0630DFC7-0069	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 15.00	parksccl
346291	4/21/2024	1011648141	PET PLACE MARKET	K9 T-BONE FOOD	\$ 76.15	apdcc
346288	4/21/2024	111-7343957-9179433	AMAZON.COM SERVICES, INC	EQUIPMENT/INSTRUMENT BAG	\$ 51.89	afdcc
346261	4/21/2024	113-8550472-0269815	AMAZON.COM SERVICES, INC	BASIC COLLISION SUPPLIES - SCHEEPERS	\$ 104.17	apdcc
346284	4/21/2024	114-8141243-3003418	AMAZON.COM SERVICES, INC	OFFICE & OPERATING	\$ 223.99	pwfacccl
346262	4/21/2024	662 208 70 708	COSTCO WHOLESALE CORPORATION	APD COFFEE	\$ 193.55	apdcc
346860	4/21/2024	81553977	INGRAM LIBRARY SERVICES, LLC	INGRAM CHILDREN'S BOOKS	\$ 1,371.03	libcc
346363	4/22/2024	00000007	THE STORE	PROMOTIONAL TESTING LUNCH	\$ 188.55	hrcc
346369	4/22/2024	000063	S & D TESTING AND TRAINING	IFSAC TESTING 2024 RECRUIT CLASS	\$ 3,800.00	afdcc
346349	4/22/2024	0188-1021767	CED	SUPPLIES FOR WATER MAINTENANCE	\$ 113.43	wdistcc
346360	4/22/2024	0188-1021768	CED	SUPPLIES FOR WATER MAINTENANCE	\$ 88.00	wdistcc
346430	4/22/2024	1-592165-51	DIAMOND RENTALS, INC.	CEMETERY PORTABLE RESTROOMS 3/25-4/22/24	\$ 140.00	parks1
346429	4/22/2024	1-592167-51	DIAMOND RENTALS, INC.	TTP PORTABLE RESTROOMS 3/25-4/22/24	\$ 365.00	parks1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346409	4/22/2024	1012882	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - FINANCE	\$ 18.26	financecc
346355	4/22/2024	108661/10/22536	STOWES, INC	WORK BOOTS FOR WS	\$ 179.96	wwtpcc
346356	4/22/2024	108661/10/22537	STOWES, INC	SAFETY SUPPLIES	\$ 151.03	wwtpcc
346399	4/22/2024	111-5933843-8174601	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 29.37	wwtpcc
346364	4/22/2024	1132552	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 41.13	wdistcc
346367	4/22/2024	1132866	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 11.77	pwfacc
346357	4/22/2024	114-0489452-6072249	AMAZON.COM SERVICES, INC	STORAGE BOX	\$ 24.26	wtpcc
346420	4/22/2024	114-1282727-3875405	AMAZON.COM SERVICES, INC	MAINTENANCE AND OFFICE SUPPLIES	\$ 169.11	wwtpcc
346270	4/22/2024	114-6014462-1430615	AMAZON.COM SERVICES, INC	BREAKROOM SUPPLIES	\$ 6.51	wtpcc
346269	4/22/2024	114-6853502-7477050	AMAZON.COM SERVICES, INC	BOOT SCRUBBER X 2	\$ 51.06	wtpcc
346361	4/22/2024	170629	PELICAN BAY BOOKS	AGING MASTERY SUPPLIES	\$ 175.00	parksccl
346362	4/22/2024	24-04-53096	CARL'S TOWING MOUNT VERNON	TOWING; APD CASE 24-A02297	\$ 414.53	apdcc
346193	4/22/2024	249216478	SURETY PEST CONTROL	PEST CONTROL FOR WWTP	\$ 204.53	dwwtp
346322	4/22/2024	249216481	SURETY PEST CONTROL	PEST CONTROL	\$ 73.97	museum
346413	4/22/2024	363968665-001	OFFICE DEPOT, INC.	OFFICE SUPPLIES	\$ 0.98	libcc
346406	4/22/2024	410405451780	SAFEWAY INC	PROMOTIONAL TESTING REFRESHMENTS	\$ 174.08	hrcc
346616	4/22/2024	6560370324	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 46.16	wwtpcc
346407	4/22/2024	700827451780	SAFEWAY INC	PROMOTIONAL TESTING REFRESHMENTS	\$ 77.96	hrcc
346400	4/22/2024	8561 52 16155	HOME DEPOT	BUCKETS, LIDS	\$ 81.19	wtpcc
346354	4/22/2024	U2416014894	ICONIX WATERWORKS INC	LINK SEAL	\$ 259.41	wtpcc
346359	4/22/2024	WAANA155533	FASTENAL COMPANY	METER BOLTS	\$ 22.00	wdistcc
346348	4/22/2024	X09500/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 15.21	wdistcc
346365	4/22/2024	X24953	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 11.72	parksccl
346368	4/22/2024	X24968	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 4.90	parksccl
346350	4/22/2024	X25014	SEBO'S DO-IT CENTER	MAINTENANCE SUPPLIES	\$ 428.56	wwtpcc
346366	4/22/2024	X25166	SEBO'S DO-IT CENTER	PREMIX FUEL	\$ 31.54	afdcc
346352	4/23/2024	10744236547	DELL MARKETING LP	FIRSTNET CELLULAR CHIP FOR MDT	\$ 481.73	infosyscc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346353	4/23/2024	10744372030	DELL MARKETING LP	DELL ROTATING HAND STRAP FOR RUGGED EXTREME	\$ 26.10	infosyscc
346370	4/23/2024	111-9418216-5338614	AMAZON.COM SERVICES, INC	AA BATTERIES	\$ 43.62	afdcc
346411	4/23/2024	1133161	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 10.44	wdistcc
346412	4/23/2024	1133250	FRONTIER BUILDING SUPPLY	SUPPLIES FOR WATER MAINTENANCE	\$ 15.67	wdistcc
346417	4/23/2024	1133577	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 46.53	pwfacc
346403	4/23/2024	114-13841068	UNITED SITE SERVICES, INC	INTAKE PORTA POTTY 3/22/24-4/21/24	\$ 118.09	wtpcc
346419	4/23/2024	114-2449651-5347442	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 25.92	wwtpcc
346358	4/23/2024	114-3231775-4181846	AMAZON.COM SERVICES, INC	PHONE CASE	\$ 27.14	wtpcc
346422	4/23/2024	114-6672621-4350655	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 8.69	wwtpcc
346467	4/23/2024	12454 4/23/24	LAQUINTA INN	FIRST OF TWO NIGHTS STAY DURING WETRC CLASS - ANA PUREZA	\$ 152.03	wtpcc
346471	4/23/2024	133313	SWINOMISH CHEVRON	FUEL FOR SMALL ENGINE - NON ETHANOL	\$ 56.52	wwtpcc
346405	4/23/2024	24 3 29 180131	FRED MEYER	AGING MASTERY SUPPLIES	\$ 4.54	parksccl
346472	4/23/2024	244746451780	SAFEWAY INC	PROMOTIONAL TESTING REFRESHMENTS	\$ 21.77	hrcc
346463	4/23/2024	95416204	HILTON HOTELS	LODGING FOR 2024 FIRE MECHANICS SPRING WORKSHOP-CARTER	\$ 207.10	shopcc
346461	4/23/2024	95416204	HILTON HOTELS	LODGING FOR 2024 FIRE MECHANICS SPRING WORKSHOP-RYAN	\$ 227.10	shopcc
346462	4/23/2024	95416204Blake	HILTON HOTELS	LODGING FOR 2024 FIRE MECHANICS SPRING WORKSHOP-BLAK	\$ 207.10	shopcc
346401	4/23/2024	INV-25691	IMAGE360	PARKS DOG RULES SIGNS	\$ 579.87	parksccl
346408	4/23/2024	iqEU	GERE-A-DELI	PROMOTIONAL TESTING LUNCH FOR ASSESSORS	\$ 220.10	hrcc
346404	4/23/2024	SO403039	WITMER PUBLIC SAFETY GROUP INC	3 PAIR FIRE BOOTS	\$ 1,762.81	afdcc
346410	4/23/2024	X09849/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 35.76	wdistcc
346415	4/23/2024	X09930/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 9.77	parksccl

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346402	4/23/2024	X25420	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 52.86	parksgcc1
346480	4/24/2024	0188-1021817	CED	SUPPLIES FOR FACILITIES	\$ 46.64	pwfagcc
346521	4/24/2024	024169-0010	THE MARKET LLC	OPERATING SUPPLIES	\$ 6.99	parksgcc1
346470	4/24/2024	027668334	GALLS, LLC.	UNIFORM INNER BELT; NEW HIRE GRANGER	\$ 25.68	apdcc
346478	4/24/2024	05-61579	CUMMINS, INC.	PARTS FOR EQUIP #7919	\$ 4,770.43	shopcc
346523	4/24/2024	1012661	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 45.37	pwfagcc
346398	4/24/2024	10744446306	DELL MARKETING LP	DIS REPLACEMENT DELL RUGGED TABLET FOR AFD	\$ 2,387.18	infosgcc
346414	4/24/2024	111-1753525-6339424	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES TECH SERVICES	\$ 66.16	libcc
346476	4/24/2024	111-6541870-5042655	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 23.93	libcc
346466	4/24/2024	113-7732430-5021814	AMAZON.COM SERVICES, INC	PARK MAINTENANCE SUPPLIES-MOWER PARTS	\$ 157.75	parksgcc1
346479	4/24/2024	114-4687459-0890633	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 32.63	pwfagcc
346465	4/24/2024	15235538/15220608	PAPE MACHINERY INC.	PARTS FOR EQUIP #710	\$ 1,361.01	shopcc
346532	4/24/2024	247794623	SURETY PEST CONTROL	STA 1: MARCH SERVICE	\$ 90.29	afdcc
346533	4/24/2024	247796379	SURETY PEST CONTROL	STA 2 - APRIL	\$ 102.26	afdcc
346534	4/24/2024	249214727	SURETY PEST CONTROL	STA 1: APRIL	\$ 90.29	afdcc
346477	4/24/2024	300-10139141	ALL BATTERY SALES & SERVICE	SUPPLIES FOR SHOP STOCK	\$ 66.67	shopcc
346515	4/24/2024	324269	NAPA	PARTS FOR EQUIP #7924	\$ 35.51	shopcc
346514	4/24/2024	324279	NAPA	PARTS FOR EQUIP #7924	\$ 18.66	shopcc
346529	4/24/2024	324310	NAPA	SUPPLIES FOR EQUIP #7919	\$ 218.63	shopcc
346524	4/24/2024	392647451780	SAFEWAY INC	PROMOTIONAL TESTING REFRESHMENTS FOOD	\$ 24.45	hrcc
346464	4/24/2024	3986-306687	O'REILLY AUTO PARTS	PARTS FOR EQUIP #7924	\$ 10.87	shopcc
346469	4/24/2024	6560368993	ARAMARK	OPS & PARKS LAUNDRY SERVICE	\$ 73.78	shopcc
346473	4/24/2024	dM3c	GERE-A-DELI	PROMOTIONAL TESTING LUNCH FOR ASSESSORS	\$ 220.10	hrcc
346482	4/24/2024	DWR7556357	DESIGN WITHIN REACH	OFFICE FURNITURE FOR FINANCE	\$ 1,772.36	fincc1
346481	4/24/2024	E00643	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 15.98	pwfagcc
346468	4/24/2024	FS240424552274	FS.COM, INC.	OPTICAL SPLITTERS	\$ 63.10	fibercc
346599	4/24/2024	S08541	CORE & MAIN LP	SAFETY SUPPLIES	\$ 232.43	wwtpcc
346536	4/25/2024	027558974	GALLS, LLC.	UNIFORM SHIRT	\$ 70.50	afdcc
346535	4/25/2024	027625164	GALLS, LLC.	UNIFORM SHIRT, PANTS	\$ 287.01	afdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346537	4/25/2024	111-5505620-0051444	AMAZON.COM SERVICES, INC	FOG JUICE FOR SMOKE MACHINE	\$ 80.50	afdcc
346520	4/25/2024	113-8387094-8241822	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES-MOWER PARTS	\$ 175.07	parksccl
346511	4/25/2024	1134696	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 10.86	parksccl
346588	4/25/2024	12454 4/24/24	LAQUINTA INN	SECOND OF TWO NITES STAY DURING WETRC CLASS - ANA PUREZA	\$ 152.03	wtpcc
346589	4/25/2024	127290	SHELL	FUEL FOR VEHICLE #1012	\$ 289.72	shopcc
346591	4/25/2024	24267380	PURCELL TIRE AND SERVICE CENTE	TIRE REPAIR FOR EQUIP #404	\$ 69.85	shopcc
346595	4/25/2024	249215759	SURETY PEST CONTROL	WA PARK PEST CONTROL	\$ 116.41	parksccl
346530	4/25/2024	346530	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 34.42	shopcc
346516	4/25/2024	3986-306877	O'REILLY AUTO PARTS	PARTS FOR EQUIP #6945 & #6956	\$ 7.18	shopcc
346517	4/25/2024	3986-306912	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 43.51	shopcc
346518	4/25/2024	3986-306916	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 128.78	shopcc
346519	4/25/2024	41600516176	LES SCHWAB TIRE CENTERS	TIRE REPAIR FOR EQUIP #710	\$ 16.30	shopcc
347322	4/25/2024	5008481615	FERRELLGAS, LP	APRIL PROPANE INVOICE - AUTOGAS ACCOUNT	\$ 23.05	finance
346600	4/25/2024	7688	MAC & MAC ELECTRIC COMPANY INC	SUPPLIES FOR WATER MAINTENANCE	\$ 523.98	wdistcc
346528	4/25/2024	E01106	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 101.77	parksccl
346513	4/25/2024	VP_32S6DPGW	VISTAPRINT	BUSINESS CARDS, I WADE	\$ 36.97	fibercc
346525	4/25/2024	WAANA155605	FASTENAL COMPANY	MAINTENANCE SUPPLIES - INCINERATOR	\$ 129.00	wwtpcc
346526	4/25/2024	WAANA155606	FASTENAL COMPANY	MAINTENANCE SUPPLIES - INCINERATOR	\$ 5.98	wwtpcc
346527	4/25/2024	X11059/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 24.46	parksccl
346522	4/25/2024	X25726	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 42.87	wdistcc
346512	4/25/2024	X25747	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 58.60	parksccl
346531	4/25/2024	X25786	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 7.45	pwfacc
346601	4/26/2024	0-084-958-413	DEPARTMENT OF LICENSING	REPORT OF SALE FOR VEHICLE #009	\$ 13.65	shopcc
346602	4/26/2024	0-085-064-218	DEPARTMENT OF LICENSING	REPORT OF SALE FOR VEHICLE #026	\$ 13.65	shopcc
346614	4/26/2024	0271091521	CARHARTT	STAFF UNIFORMS - WD	\$ 141.40	wwtpcc
346613	4/26/2024	0271108593	CARHARTT	STAFF UNIFORM - WS	\$ 261.04	wwtpcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346596	4/26/2024	0630DFC7-0070	SPYPOINT	PARKS SECURITY CAMERA SUBSCRIPTION	\$ 15.00	parksccl
346598	4/26/2024	113540	FRONTIER BUILDING SUPPLY	SUPPLIES FOR TRAINING TABLE	\$ 22.26	apdcc
346617	4/26/2024	114-8865615-3673849	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 14.68	wwtpcc
346594	4/26/2024	15-97833	CUMMINS, INC.	PARTS FOR EQUIP #7919	\$ 5,366.06	shopcc
346619	4/26/2024	171913	PORT OF ANACORTES	FUEL: MARINE 29	\$ 80.21	afdcc
346597	4/26/2024	2151077	BLACKSTONE PUBLISHING	AUDIO BOOKS	\$ 50.00	libcc
346592	4/26/2024	3986-307140	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP	\$ 23.93	shopcc
346604	4/26/2024	6660	CODE CHECK	CODE CHECK E BOOK.BUILDING INSPECTOR.BLDG DEPT	\$ 74.99	plancc
346618	4/26/2024	D3BL	SKYLINE MARINE CENTER LLC	FUEL FOR MARINE 29	\$ 86.59	afdcc
346590	4/26/2024	SO130946	JIT TRUCK PARTS	PARTS FOR VEHICLE #515	\$ 140.99	shopcc
346593	4/26/2024	X26081	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #6979	\$ 72.48	shopcc
346603	4/27/2024	0-085-012-757	DEPARTMENT OF LICENSING	REPORT OF SALE FOR VEHICLE #011	\$ 13.65	shopcc
346609	4/27/2024	111-1163020-6154630	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 30.45	pwfacc
346606	4/27/2024	111-1339074-5937824	AMAZON.COM SERVICES, INC	TECH SERVICES SUPPLIES	\$ 9.78	libcc
346610	4/27/2024	111-2125485-2903459	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 52.22	pwfacc
346608	4/27/2024	111-2815377-1685826	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 85.77	pwfacc
346607	4/27/2024	111-9893672-4773812	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 32.82	libcc
346612	4/27/2024	1ZTP5Y920312618053	UNITED PARCEL SERVICE, INC	RETURN SHIPPING	\$ 14.74	afdcc
346611	4/27/2024	I20025/44	COASTAL FARM &	WORK UNIFORM	\$ 44.00	shopcc
346858	4/28/2024	81660965	INGRAM LIBRARY SERVICES, LLC	INGRAM ADULT BOOKS	\$ 1,701.78	libcc
346605	4/28/2024	E02261	SEBO'S DO-IT CENTER	CHAINSAW FUEL, LUBRICANT, SILICONE	\$ 61.11	afdcc
348071	4/29/2024	9337013941	GRAYBAR ELECTRIC COMPANY, INC	LICENSES FOR DATA SWITCHES	\$ 3,096.55	fiber
346693	4/29/2024	01-17481	CUMMINS, INC.	PARTS FOR VEHICLE #515	\$ 85.66	shopcc
346702	4/29/2024	04/29/2024	US BANK	FRAUD CHARGE	\$ 5.00	wtppcc
346751	4/29/2024	0755	SAMCOR FUEL	PARKS MAINTENANCE FUEL	\$ 62.86	parksccl
346845	4/29/2024	111-0823462-4441851	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 83.42	wwtpcc
346703	4/29/2024	111-7361955-3223457	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 203.45	pwfacc

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346746	4/29/2024	180 5 79 37805	THE MARKET LLC	REC PROGRAM SUPPLIES	\$ 27.96	pkreccc
346753	4/29/2024	260093621-01	TACOMA SCREW PRODUCTS, INC.	SUPPLIES FOR SHOP STOCK	\$ 1,364.83	shopcc
346700	4/29/2024	2770	LONESTAR AXE	FORCED ENTRY TOOLS	\$ 469.70	afdcc
346697	4/29/2024	3798,4970,6059,6970	UNIFIRST CORPORATION	WTP LAUNDRY - APRIL 4 INVOICES	\$ 989.44	wtpcc
346695	4/29/2024	3986-307622	O'REILLY AUTO PARTS	PARTS FOR EQUIP #9911	\$ 64.18	shopcc
346747	4/29/2024	593 93 107 8893	SAFEWAY INC	REC PROGRAM SUPPLIES	\$ 30.12	pkreccc
347000	4/29/2024	6560373860	ARAMARK	LAUNDRY SERVICE FOR WWTP	\$ 60.16	wwtpcc
346698	4/29/2024	662 10 11 95	COSTCO WHOLESALE CORPORATION	AGING MASTERY SUPPLIES	\$ 10.99	parkscc1
346704	4/29/2024	72271532	INTERSTATE BATTERIES	BATTERIES FOR VEHICLES #204 & #207	\$ 482.96	shopcc
346748	4/29/2024	9392	WEST MARINE PRODUCTS, INC	REC PROGRAM SUPPLIES	\$ 17.94	pkreccc
346696	4/29/2024	95909402883440053200	UNITED STATES POSTAL SERVICE	ECOLOGY WASTE FORM SENT CERTIFIED MAIL	\$ 8.73	wtpcc
346694	4/29/2024	B56270/1	KAPTEIN'S ACE HARDWARE	TRIMMER HEAD X 2	\$ 63.08	wtpcc
346699	4/29/2024	MPP-237573	MY PARKING PERMIT	PARKING HANG TAGS - VISITORS PASS TAGS	\$ 182.29	apdcc
347187	4/29/2024	RI106208423	FRANCOTYP-POSTALIA, INC	TRACKING LABELS FOR ILL BOOKS	\$ 35.58	publib
346705	4/29/2024	VP_2TZN00FC	VISTAPRINT	BUSINESS CARDS	\$ 149.00	pwfacc
346701	4/29/2024	X12795/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 70.21	wdistcc
346692	4/29/2024	X26583	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 39.16	parkscc1
346706	4/29/2024	X26701	SEBO'S DO-IT CENTER	SUPPLIES FOR STORM DEPT	\$ 26.65	shopcc
347912	4/30/2024	090087001-0424	KIMLEY-HORN AND ASSOCIATES, IN	PASS LAKE 10-INCH WATERMAIN REPLACEMENT PROJECT - DESIGN - THROUGH 04/30/2024	\$ 74,033.13	pw1
346750	4/30/2024	027747564	GALLS, LLC.	UNIFORM SHIRTS; MONAGHAN	\$ 159.27	apdcc
346974	4/30/2024	111-1189918-4909057	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 87.31	wwtpcc
346741	4/30/2024	111-3961465-4870640	AMAZON.COM SERVICES, INC	TOOLS FOR FACILITIES	\$ 307.90	pwfacc
346743	4/30/2024	111-5660429-9348263	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 136.00	wwtpcc
346973	4/30/2024	111-9771963-8743433	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 111.70	wwtpcc
346755	4/30/2024	114185	MORTENSON SIGNS INC	OFF LEASH SIGN CAMPAIGN	\$ 804.73	apdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346740	4/30/2024	15-97872	CUMMINS, INC.	PARTS FOR VEHICLE #515	\$ 172.19	shopcc
346866	4/30/2024	26255534	MCMaster-CARR SUPPLY CO.	MAINTENANCE SUPPLIES - INCINERATOR	\$ 60.71	wwtpcc
346843	4/30/2024	324794	NAPA	PARTS FOR VEHICLE #516	\$ 554.72	shopcc
346744	4/30/2024	3986-307904	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #515	\$ 12.61	shopcc
346749	4/30/2024	8812466	JUDD & BLACK	WTP DISHWASHER	\$ 1,031.47	wtpcc
346742	4/30/2024	959256	SAFETY PRODUCTS, INC	SAFETY SUPPLIES FOR STREET DEPT	\$ 315.69	shopcc
346752	4/30/2024	E03359	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 63.08	parksccl
346851	4/30/2024	Google-2404	GOOGLE ANALYTICS	GOOGLE ADVERTISING, APR 2024	\$ 212.52	fibercc
346981	4/30/2024	INV-4457109	UNITED SITE SERVICES, INC	PARKS PORTABLE RESTROOM SERVICE 4/1/24-4/30/24	\$ 193.00	parksccl
346745	4/30/2024	X26879	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #8007	\$ 3.81	shopcc
348041	5/1/2024	0542005-001	UNUM LIFE INS CO OF AMERICA	UNUM LONG TERM CARE INSURANCE - MAY	\$ 1,247.70	hr
346854	5/1/2024	0-085-139-407	DEPARTMENT OF LICENSING	REPORT OF SALE FOR EQUIP #834/2919	\$ 13.65	shopcc
346853	5/1/2024	0-085-176-577	DEPARTMENT OF LICENSING	REPORT OF SALE FOR VEHICLE #160	\$ 13.65	shopcc
347001	5/1/2024	012706348	EWING IRRIGATION PRODUCTS, INC	RAPID MIX REPAIR MATERIALS	\$ 122.46	wtpcc
347002	5/1/2024	1013854	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 8.69	museumcc
347003	5/1/2024	1013859	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 68.54	museumcc
346870	5/1/2024	111-4694804-3950629	AMAZON.COM SERVICES, INC	SCREWDRIVER SET, TAPE MEASURE	\$ 34.77	afdcc
346869	5/1/2024	111-7682469-9754640	AMAZON.COM SERVICES, INC	NOTEPADS	\$ 33.27	afdcc
346848	5/1/2024	113-0460391-3208221	AMAZON.COM SERVICES, INC	PARKS MOWER MAINTENANCE PARTS	\$ 427.56	parksccl
346862	5/1/2024	1137064	FRONTIER BUILDING SUPPLY	PARKS MAINTENANCE SUPPLIES	\$ 16.93	parksccl
346758	5/1/2024	141206	G12 COMMUNICATIONS	SIP TRUNKS 5/1-5/31/24	\$ 975.92	infosys
346864	5/1/2024	15253161	PAPE MACHINERY INC.	PARTS FOR EQUIP #7002	\$ 69.70	shopcc
346856	5/1/2024	180739067	DEPARTMENT OF LICENSING	LICENSING FEES FOR VEH #1011	\$ 64.00	shopcc
346855	5/1/2024	21090	JUSTICE WORKS, LLC	MONTHLY SUBSCRIPTION 4/1-4/30/24	\$ 60.00	pubdefcc
346849	5/1/2024	22455	RESPSAFETY	SAFETY EVALUATIONS - 12	\$ 240.00	wwtpcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346970	5/1/2024	260094601-00	TACOMA SCREW PRODUCTS, INC.	TOOLS FOR STREET DEPT	\$ 1,843.12	shopcc
346852	5/1/2024	30833	SHIFTNOTE, LLC	LOGBOOK 5/1-7/1/24	\$ 113.25	wtpcc
346985	5/1/2024	324933	NAPA	OPERATING SUPPLIES	\$ 27.15	wwtpcc
346868	5/1/2024	326258	THRIFTY CLEANERS	MARCH LAUNDRY	\$ 32.73	afdcc
346867	5/1/2024	327358	THRIFTY CLEANERS	APRIL LAUNDRY	\$ 104.01	afdcc
346846	5/1/2024	3986-308056	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #189	\$ 6.77	shopcc
346847	5/1/2024	3986-308113	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #035	\$ 55.85	shopcc
347150	5/1/2024	40	THRIFTY CLEANERS	UNIFORM CLEANING 4/1-4/30/24	\$ 163.20	apd
346776	5/1/2024	4840492S185	LEMAY MOBILE SHREDDING	APD AND COURT ON-SITE SHREDDING	\$ 36.54	apd
346764	5/1/2024	4840493s185	LEMAY MOBILE SHREDDING	CONTAINER SHREDDING - CITY HALL 4/10	\$ 7.82	financecc
346859	5/1/2024	50802918	THE SEATTLE TIMES	SEATTLE TIMES LIBRARY SUBSCRIPTION 4/2024-4/2025	\$ 884.00	libcc
346865	5/1/2024	5274640	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 88.43	pwfacc
346989	5/1/2024	593 5 113 9629	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 12.89	parksccl
346990	5/1/2024	66K08954BK9343058	ASSOCIATION OF WASHINGTON	AWC 10-PACK JOB POSTINGS	\$ 350.00	hrcc
346986	5/1/2024	8371	CORE & MAIN LP	HACH STABLCAL CALIBRATION SET FOR TURBIDIMETER	\$ 733.58	wtpcc
346871	5/1/2024	E03711	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 48.94	wwtpcc
346872	5/1/2024	I-38485	BELLINGHAM SIGNS BY TOMORROW	MURAL SUPPLIES	\$ 85.00	museumcc
346857	5/1/2024	RD129148	RADIO DEPOT	ICOM BELT CLIPS, CHARGER	\$ 194.60	afdcc
346850	5/1/2024	WEB2513173355	GRAINGER	SAFETY SUPPLIES	\$ 80.72	wwtpcc
346861	5/1/2024	X13742/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 16.64	parksccl
348078	5/2/2024	1095	FIDALGO CLEANING	CLEANING MUSEUM 5/2-5/16/24	\$ 200.00	museum
348076	5/2/2024	1096	FIDALGO CLEANING	CLEANING HERITAGE CENTER 5/2-5/16/24	\$ 140.00	museum
346991	5/2/2024	000000078	THE STORE	PROMOTIONAL TESTING REFRESHMENTS FOR ASSESSORS	\$ 11.69	hrcc
347111	5/2/2024	1013956	BAYSHORE OFFICE PRODUCTS INC	PARKS GENERAL OFFICE SUPPLIES	\$ 22.94	parksccl
346844	5/2/2024	10746210004	DELL MARKETING LP	SECONDARY BATTERY FOR RUGGED TABLET AT AFD	\$ 77.24	infosyscc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
346994	5/2/2024	110556291	B & H PHOTO - VIDEO	CEILING ENCLOSURE RACK FOR WTP KEYCARD READERS	\$ 743.37	infosyscc
346999	5/2/2024	111-1415137-3251425	AMAZON.COM SERVICES, INC	DELL LAPTOP USB CHARGER	\$ 39.16	afdcc
346863	5/2/2024	111-1971476-0098660	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 13.43	pwfacc
346984	5/2/2024	112-2216843-8767422	AMAZON.COM SERVICES, INC	REC PROGRAM SUPPLIES	\$ 64.60	parksccl
346983	5/2/2024	112-3820532-2626640	AMAZON.COM SERVICES, INC	PARKS MAINTENANCE SUPPLIES	\$ 17.38	parksccl
346972	5/2/2024	113-8215265-3521042	AMAZON.COM SERVICES, INC	SOLAR LED LIGHTS FOR STORAGE CONTAINER	\$ 32.63	infosyscc
346971	5/2/2024	114-1878982-7331404	AMAZON.COM SERVICES, INC	SUPPLIES FOR FILMING TRAININGS	\$ 93.50	apdcc
347143	5/2/2024	114-2298171-7170614	AMAZON.COM SERVICES, INC	LUNCHROOM SUPPLIES	\$ 7.56	wwtpcc
346995	5/2/2024	155593313	CITY OF ANACORTES	WA PARK CITY PERMIT	\$ 123.60	parksccl
346987	5/2/2024	22914	INDUSTRIAL RESOURCES, INC.	DUPLICATE RAW WATER SAMPLE LINE	\$ 461.88	wtpcc
347107	5/2/2024	24267523	PURCELL TIRE AND SERVICE CENTE	TIRES FOR STOCK	\$ 355.24	shopcc
346988	5/2/2024	33107	COLORCASE	PELICAN CASE HANDLE & LATCHES	\$ 44.68	afdcc
346979	5/2/2024	3986-308249	O'REILLY AUTO PARTS	SUPPLIES FOR SHOP STOCK	\$ 191.42	shopcc
346976	5/2/2024	3986-308354	O'REILLY AUTO PARTS	PARTS FOR EQUIP #425	\$ 37.14	shopcc
346977	5/2/2024	3986-308389	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #218	\$ 22.74	shopcc
346978	5/2/2024	3986-308390	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #218	\$ 11.37	shopcc
346968	5/2/2024	45587062	SURVEYMONKEY, INC.	ONE MONTH SERVICE	\$ 107.72	afdcc
347126	5/2/2024	5393	SIGNDOG NW	ACCESS & COA LOGOS FOR EDA SIGN	\$ 121.86	fibercc
346992	5/2/2024	58781429	LOWE'S BUSINESS ACCOUNT/GEMB	HAND TRUCK, DISHWASHER PARTS	\$ 162.07	wtpcc
347115	5/2/2024	77398	ELECTRO-CHEMICAL DEVICES, INC	MAINTENANCE SUPPLIES	\$ 1,103.56	wwtpcc
347130	5/2/2024	8561 51 34630	HOME DEPOT	PARTS FOR PPE DRYER	\$ 53.27	afdcc
346980	5/2/2024	ACT-00089607	UNITED SITE SERVICES, INC	WA PARK PORTABLE RESTROOMS 4/1/24-4/30/24	\$ 339.70	parksccl
347134	5/2/2024	B18279425	SHI INTERNATIONAL CORP.	STANDALONE COPY OF EXCEL FOR NEW WWTP SCADA SERVER	\$ 126.22	infosyscc
346993	5/2/2024	DP-66574771586E71565	UDEMY	TRAINING	\$ 21.75	pwfacc

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346996	5/2/2024	INV255173214	ZOOM VIDEO COMMUNICATIONS INC.	COURT 5/2-6/1/24	\$ 17.40	courtcc
346982	5/2/2024	MC19412890	MAILCHIMP	REC MAILING LIST SUBSCRIPTION	\$ 28.83	parkscc1
346998	5/2/2024	X14273/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 20.90	pwfacc
346997	5/2/2024	X14302/1	ACE HARDWARE	PARTS FOR VEHICLE #609	\$ 25.44	shopcc
346969	5/2/2024	X27404	SEBO'S DO-IT CENTER	PARTS FOR EQUIP #712	\$ 39.44	shopcc
347108	5/3/2024	00242456	WESTERN SAFETY PRODUCTS	PARTS FOR EQUIP #6974	\$ 407.46	shopcc
347131	5/3/2024	027817909	GALLS, LLC.	UNIFORM VEST AND CARRIER; CORP SCHEEPERS	\$ 1,279.79	apdcc
347119	5/3/2024	1014108	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES	\$ 7.44	fibercc
347105	5/3/2024	1014158	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES FOR PLANNING DEPT	\$ 119.95	plancc
347139	5/3/2024	1014168	BAYSHORE OFFICE PRODUCTS INC	WHITEBOARD	\$ 49.55	afdcc
347144	5/3/2024	114-4346275-6317031	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 41.57	wwtpcc
347146	5/3/2024	114-4607458-2602609	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES	\$ 19.52	wwtpcc
347123	5/3/2024	12258	LAQUINTA INN	HOTEL STAY AT AWWA CONFERENCE - SETH SCHUH	\$ 294.74	wtpcc
347122	5/3/2024	12259	LAQUINTA INN	LODGING AWWA CONFERENCE - ANA PUREZA	\$ 294.74	wtpcc
347103	5/3/2024	15261459	PAPE MACHINERY INC.	PARTS FOR EQUIP #867	\$ 68.15	shopcc
347140	5/3/2024	16191059	PACIFIC POWER BATTERIES	SUPPLIES FOR FACILITIES	\$ 267.00	pwfacc
347124	5/3/2024	16305	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED 19.803 GALLONS	\$ 101.97	wtpcc
347128	5/3/2024	172203	CAP SANTE MARINE LTD	FUEL FOR EQUIP #90013	\$ 58.10	shopcc
347109	5/3/2024	325127	NAPA	PARTS FOR EQUIP #1904	\$ 328.47	shopcc
347110	5/3/2024	3986-308515	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #204	\$ 540.31	shopcc
347121	5/3/2024	4456892	UNITED SITE SERVICES, INC	PORTA POTTI RENTAL PENN AVE 4/1/24-4/30/24	\$ 210.25	wtpcc
347102	5/3/2024	502658	HARBOR FREIGHT TOOLS	PARTS FOR VEHICLE #159	\$ 13.05	shopcc
347117	5/3/2024	62878	MARRIOTT	LODGING AWWA CONFERENCE - ISAAC BRUNK	\$ 442.47	wtpcc
347116	5/3/2024	65957	MARRIOTT	LODGING FOR AWWA CONFERENCE	\$ 294.98	wdistcc
347127	5/3/2024	65958	MARRIOTT	LODGING FOR AWWA CONFERENCE	\$ 294.98	wdistcc
347129	5/3/2024	65959	MARRIOTT	LODGING FOR AWWA CONFERENCE	\$ 294.98	wdistcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347142	5/3/2024	CE1300	COLUMBIA SOUTHERN UNIVERSITY	CERTIFIED COMMUNITY PARAMEDIC COURSE	\$ 325.00	afdcc
347132	5/3/2024	E05006	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 4.89	shopcc
347118	5/3/2024	INV255314976	ZOOM VIDEO COMMUNICATIONS INC.	EXECUTIVE 05/03-06/02/2024	\$ 60.92	execc
347138	5/3/2024	X27648	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 77.50	parkscc1
347136	5/3/2024	X27681	SEBO'S DO-IT CENTER	MURAL SUPPLIES	\$ 11.96	museumcc
347141	5/3/2024	X27720	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 233.84	pwfacc
347120	5/4/2024	112-3119901-1678644	AMAZON.COM SERVICES, INC	DAILY JOURNAL BOOKS	\$ 32.62	fibercc
347112	5/4/2024	662 7 112 618	COSTCO WHOLESALE CORPORATION	REHAB SUPPLIES	\$ 116.94	afdcc
347135	5/4/2024	I22801/44	COASTAL FARM &	WORK UNIFORM	\$ 182.65	pwfacc
347145	5/5/2024	0271315489	CARHARTT	STAFF UNIFORMS - WD	\$ 141.40	wwtpcc
347113	5/5/2024	113-5729258-7516234	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; STAPLERS	\$ 23.65	apdcc
347114	5/5/2024	113-8947895-5009010	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES; DRY ERASE MARKERS	\$ 15.93	apdcc
347125	5/5/2024	114-5667123-5608251	AMAZON.COM SERVICES, INC	CALIPER	\$ 134.66	wtpcc
347106	5/5/2024	11940	MN8 FOXFIRE	ILLUMINATING SCBA FACEPIECE IDENTIFIERS	\$ 130.95	afdcc
347928	5/6/2024	1120	FIDALGO CLEANING	APD CLEANING & SUPPLIES 5/6-5/19/24	\$ 875.00	apd
348065	5/6/2024	2663	SKAGIT COUNTY PUBLIC HEALTH	1ST QTR CITY SHARE OF LIQUOR TAX BALANCE OWED	\$ 3,249.46	finance
347293	5/6/2024	1014096	BAYSHORE OFFICE PRODUCTS INC	OFFICE EQUIPMENT	\$ 580.03	wwtpcc
347104	5/6/2024	111-3181907-6192210	AMAZON.COM SERVICES, INC	SUPPLIES FOR FACILITIES	\$ 33.61	pwfacc
347133	5/6/2024	111-3422081-9656244	AMAZON.COM SERVICES, INC	SAFETY SUPPLIES FOR STREET DEPT	\$ 334.74	shopcc
347392	5/6/2024	111-6216380-9743408	AMAZON.COM SERVICES, INC	LAB SUPPLIES	\$ 10.22	wwtpcc
347247	5/6/2024	146283	PACKTRACK	PACKTRACK - K9 TRACKING APP (3RD TRIAL MONTH) 5/5-6/5/24	\$ 14.00	apdcc
347237	5/6/2024	177797007	ULINE, INC.	OPERATING SUPPLIES	\$ 1,584.35	wwtpcc
347248	5/6/2024	1933-3587	PASADO'S SAFE HAVEN	TRAINING FEE; ANIMAL CONTROL OFC NYBO / PAIN OVERVIEW - ANIMALS	\$ 125.00	apdcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347232	5/6/2024	1944036535334130080	LYFT	TRANSPORTATION AT TRAINING CLASS- CARTER/RYAN	\$ 29.99	shopcc
347294	5/6/2024	24267485	PURCELL TIRE AND SERVICE CENTE	TIRES FOR VEHICLE #3001	\$ 614.94	shopcc
346919	5/6/2024	250755078	SURETY PEST CONTROL	PEST CONTROL APD/COURT	\$ 136.00	finance
347235	5/6/2024	4462594	UNITED SITE SERVICES, INC	PARKS PORTABLE RESTROOMS 4/01/24-4/30/24	\$ 563.73	parksccl
347231	5/6/2024	7017/7018	LEFEBER BULB CO INC	SUPPLIES FOR WATER MAINTENANCE	\$ 1,022.04	wdistcc
347299	5/6/2024	9981	WEST MARINE PRODUCTS, INC	REC PROGRAM SUPPLIES	\$ 19.57	pkreccc
347246	5/6/2024	E06260	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 63.00	parksccl
347242	5/6/2024	E06445	SEBO'S DO-IT CENTER	SUPPLIES FOR WATER MAINTENANCE	\$ 27.92	wdistcc
347233	5/6/2024	INV11983670	PLURALSIGHT, LLC	TECHNICAL SKILLS TRAINING FOR IT	\$ 2,519.81	infosyscc
347243	5/6/2024	N3N2NDJPJMD	AMERICAN PUBLIC WORKS	TRAINING CLASS - CONTRACTING FOR PUBLIC WORKS	\$ 30.00	legalcc
347239	5/6/2024	VP_7BVDKXCF	VISTAPRINT	BUSINESS CARDS; PLEADWELL	\$ 26.09	apdcc
347238	5/6/2024	X16659/1	ACE HARDWARE	MINI USB CABLE	\$ 14.13	afdcc
347245	5/6/2024	X28267	SEBO'S DO-IT CENTER	PARKS TOOLS	\$ 902.14	parksccl
347244	5/6/2024	X28380	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 6.39	parksccl
347946	5/7/2024	600001064	SKAGIT REGIONAL HEALTH	PHYSICAL: HONNOLL	\$ 415.00	medic
347395	5/7/2024	020493	WASHINGTON STATE FERRY (ALL)	FERRY TO TRAINING - WHIA CONF; CORP MICHAEL	\$ 17.25	apdcc
347313	5/7/2024	027693503	GALLS, LLC.	UNIFORM SHIRT & PANTS	\$ 287.01	afdcc
347315	5/7/2024	027693504	GALLS, LLC.	UNIFORM SHIRT, PANTS	\$ 287.01	afdcc
347311	5/7/2024	027723620	GALLS, LLC.	UNIFORM SHIRT, PANTS	\$ 205.14	afdcc
347309	5/7/2024	027747549	GALLS, LLC.	UNIFORM SHIRTS	\$ 243.47	afdcc
347314	5/7/2024	027747550	GALLS, LLC.	UNIFORM SHIRTS	\$ 382.98	afdcc
347312	5/7/2024	027747551	GALLS, LLC.	UNIFORM SHIRTS, PANTS	\$ 383.82	afdcc
347310	5/7/2024	027772128	GALLS, LLC.	UNIFORM SHIRTS	\$ 222.63	afdcc
347316	5/7/2024	111-6896471-6173001	AMAZON.COM SERVICES, INC	12 LBS COFFEE BEANS	\$ 102.33	afdcc
347236	5/7/2024	113-5920023-4744229	AMAZON.COM SERVICES, INC	WALL CLOCK FOR PATROL ROOM	\$ 23.93	apdcc
347317	5/7/2024	1246536	ANACORTES AMERICAN	MUSEUM	\$ 96.40	museumcc
347397	5/7/2024	127711	ASSOCIATION OF WASHINGTON	AWC ANNUAL CONFERENCE REGISTRATION	\$ 500.00	execcc

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347307	5/7/2024	1358	MAKE NORTHWEST	DOMAIN RENEWAL	\$ 116.79	pwfacc
347302	5/7/2024	145736	FULLY INVOLVED LEATHERWORKS	HELMET SHIELDS	\$ 186.22	afdcc
347292	5/7/2024	19131	HOW IT WORKS, INC	EXHIBIT EXPENSES	\$ 155.74	museumcc
347304	5/7/2024	2093937	ANACORTES AMERICAN	APD - YEAR SUBSCRIPTION	\$ 70.40	apdcc
347296	5/7/2024	3986-309244	O'REILLY AUTO PARTS	PARTS FOR EQUIP #11967	\$ 10.87	shopcc
347297	5/7/2024	3986-309250	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #204	\$ 158.92	shopcc
347389	5/7/2024	4106	SSCOR INC	BATTERIES FOR SUCTION UNIT	\$ 154.00	afdcc
347416	5/7/2024	42 2 79 37753	THE MARKET LLC	SUPPLIES: INSPECTION CLASS	\$ 5.59	afdcc
347303	5/7/2024	45631826	WASHINGTON STATE DEPARTMENT	TOLL FEES	\$ 6.50	shopcc
347300	5/7/2024	811777569	SHOE CARNIVAL	UNIFORM BOOTS; OFC MELTON	\$ 69.85	apdcc
347301	5/7/2024	8807495-PI	SALUS BIOSCIENCE, LLC	MILLIPORE DI WATER SYSTEM PARTS	\$ 1,355.00	wtpcc
347190	5/7/2024	ANA-1218628	ANACORTES AMERICAN	EXECUTIVE 6/12/24-2025	\$ 96.40	finance
347306	5/7/2024	PSI00187668	WOOD'S LOGGING SUPPLY	PARTS FOR EQUIP #2940, 2941, 2942	\$ 5,007.04	shopcc
347305	5/7/2024	R67314623	AMERICAN WATER WORKS	AWWA JOB POSTING BOARD - WATER SYSTEM MANAGER	\$ 399.00	hrcc
347396	5/7/2024	R810B3	SUQUAMISH CLEARWATER CASINO	HOTEL STAY - WHIA CONF; CORP MICHAEL	\$ 356.94	apdcc
347415	5/7/2024	WM67754010	HOME DEPOT	MAINTENANCE SUPPLIES	\$ 379.71	wwtpcc
347290	5/7/2024	X17173/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 111.60	wdistcc
347291	5/7/2024	X17361/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 22.28	wdistcc
347308	5/7/2024	X17443/1	ACE HARDWARE	SUPPLIES FOR FACILITIES	\$ 29.34	pwfacc
347289	5/7/2024	X28607	SEBO'S DO-IT CENTER	SUPPLIES FOR STREET DEPT	\$ 60.91	shopcc
348043	5/8/2024	0275699	SIRENNET.COM	PARTS FOR EQUIP #3008, 3009, & 3010	\$ 259.49	dshop
347646	5/8/2024	20671	ACADEMIC APPAREL	JUDICIAL ROBE FOR COMMISSIONER SARAH HAYNE	\$ 388.00	court
347933	5/8/2024	220035067093	PUGET SOUND ENERGY INC	STATION 3 OUTSIDE LIGHTS 4/15-5/6/24	\$ 72.40	medic
348042	5/8/2024	24498	ANCHOR QEA, INC	FORMER WTP MATTER NO. 96	\$ 67,476.90	dwtpp
347647	5/8/2024	44921	SKAGIT PUBLISHING LLC	PUBLISH AA-509837	\$ 162.40	plan
348077	5/8/2024	9337149055	GRAYBAR ELECTRIC COMPANY, INC	INDOOR WALLPLATES	\$ 4,465.15	fiber
347474	5/8/2024	013556411060	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 12.75	parksccl

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347418	5/8/2024	027788822	GALLS, LLC.	UNIFORMS - HONNOLL	\$ 1,170.31	afdcc
347472	5/8/2024	030836422920	SAFEWAY INC	AGING MASTERY SUPPLIES	\$ 12.60	parksccl
347473	5/8/2024	1014407	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES FOR SENIOR CENTER USE	\$ 137.09	parksccl
347486	5/8/2024	1014533	BAYSHORE OFFICE PRODUCTS INC	OFFICE SUPPLIES - PW	\$ 55.80	pwfacc
347402	5/8/2024	101783403	INTERNATIONAL CODE COUNCIL, INC	CERTIFICATION RENEWAL & REINSTATEMENT	\$ 315.00	afdcc
347411	5/8/2024	102633097	SPRINKLER WAREHOUSE	PARKS MAINTENANCE SUPPLIES	\$ 435.96	parksccl
347408	5/8/2024	111-2257805-4025034	AMAZON.COM SERVICES, INC	SUPPLIES FOR WATER MAINTENANCE	\$ 239.34	pwfacc
347406	5/8/2024	111-3821547-3082648	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 10.87	libcc
347407	5/8/2024	111-3821547-3082648	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 14.68	libcc
347484	5/8/2024	112-4868695-4003424	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 43.08	wwtpcc
347483	5/8/2024	112-6389365-7910627	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES - PUMP STATIONS	\$ 255.48	wwtpcc
347485	5/8/2024	112-9161117-5313016	AMAZON.COM SERVICES, INC	MAINTENANCE SUPPLIES	\$ 130.50	wwtpcc
347401	5/8/2024	113-7185720-8018654	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES FOR SENIOR CENTER USE	\$ 50.05	parksccl
347461	5/8/2024	113-9776766-2861845	AMAZON.COM SERVICES, INC	OPERATING SUPPLIES	\$ 450.27	wwtpcc
347413	5/8/2024	114-8386904-3419422	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 16.31	pwfacc
347412	5/8/2024	13608851	AMERICAN ASSOCIATION FOR	TRAINING	\$ 25.00	museumcc
347298	5/8/2024	177834247	ULINE, INC.	TABLES FOR DEPOT USE	\$ 782.12	parksccl
347419	5/8/2024	1ZTP5Y920314424660	UNITED PARCEL SERVICE, INC	SHIPPING: AIR TESTING	\$ 17.11	afdcc
347465	5/8/2024	200040452	BIEDLER'S ELECTRIC MOTOR	SAND PUMP BELTS	\$ 208.76	wtpcc
347458	5/8/2024	325557	NAPA	PART FOR #90011	\$ 218.63	shopcc
347394	5/8/2024	3986-309384	O'REILLY AUTO PARTS	SUPPLIES FOR EQUIP #7002	\$ 78.31	shopcc
347410	5/8/2024	49176	SKAGIT COUNTY PUBLIC HEALTH	STORVIK SPRAY PAD ANNUAL FEE	\$ 315.00	parksccl
347390	5/8/2024	53496	ODDJOB HATS	OVER-SIZED UNIFORM HATS	\$ 88.42	afdcc
347457	5/8/2024	5725	FAB-TECH INC	SERVICE FOR VEHICLE #1012	\$ 217.20	shopcc
347388	5/8/2024	840-59800076-2-65675	UNITED STATES POSTAL SERVICE	POSTAGE	\$ 1.87	museumcc
347405	5/8/2024	9PG31377AU207222E	ETSY	SUPPLIES FOR OPS	\$ 11.96	shopcc

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347391	5/8/2024	E0600RZ6XL	MICROSOFT CORPORATION	AZURE DISASTER AND RECOVERY 4/2-5/1/24	\$ 1,111.19	infosyscc
347409	5/8/2024	E07162	SEBO'S DO-IT CENTER	PARKS MAINTENANCE SUPPLIES	\$ 73.10	parksccl
347420	5/8/2024	VP_WBWGPXZX	VISTAPRINT	PUBLICITY	\$ 59.82	museumcc
347400	5/8/2024	W243655	NORTHWEST RIVER SUPPLIES	5 DRY SUITS & GLOVES	\$ 6,886.61	afdcc
347398	5/8/2024	X18157/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 36.67	wdistcc
347387	5/8/2024	X28760	SEBO'S DO-IT CENTER	SUPPLIES FOR FACILITIES	\$ 17.17	pwfacc
347456	5/9/2024	101783872	INTERNATIONAL CODE COUNCIL, INC	RENEWAL & REINSTATE INSPECTOR CERT	\$ 315.00	afdcc
347470	5/9/2024	101783895	INTERNATIONAL CODE COUNCIL, INC	RENEW & REINSTATE INSPECTOR CERT	\$ 315.00	afdcc
347454	5/9/2024	110045	SWINOMISH CHEVRON	PARKS MAINTENANCE FUEL	\$ 42.68	parksccl
347467	5/9/2024	111-4163353- 6320246	AMAZON.COM SERVICES, INC	FISH FOR CABLE PULLING	\$ 37.50	fibercc
347480	5/9/2024	111-5113067- 3169062	AMAZON.COM SERVICES, INC	OFFICE SUPPLIES	\$ 126.03	libcc
347471	5/9/2024	111-6369259- 8123459	AMAZON.COM SERVICES, INC	LAPTOP HOLDER	\$ 42.42	afdcc
347466	5/9/2024	111-6523323- 3729815	AMAZON.COM SERVICES, INC	FISH STICK FOR CABLE PULLING	\$ 18.90	fibercc
347476	5/9/2024	113-2222940- 3289054	AMAZON.COM SERVICES, INC	SUPPLIES FOR OPS	\$ 129.33	shopcc
347475	5/9/2024	113-3236636- 2617861	AMAZON.COM SERVICES, INC	SUPPLIES FOR SENIOR CENTER	\$ 59.05	parksccl
347462	5/9/2024	113-4561800- 6529852	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 39.44	execc
347463	5/9/2024	113-5262600- 5761868	AMAZON.COM SERVICES, INC	EXECUTIVE OFFICE SUPPLIES	\$ 65.20	execc
347477	5/9/2024	2604607	FERGUSON ENTERPRISES, INC	SLOAN EL-128-A ACTUATOR CARTRIDGE REPAIR KIT X 5	\$ 179.47	wtpcc
347459	5/9/2024	3986-309797	O'REILLY AUTO PARTS	PARTS FOR VEHICLE #513	\$ 19.56	shopcc
347481	5/9/2024	5294235	FRONTIER BUILDING SUPPLY	SUPPLIES FOR FACILITIES	\$ 264.12	pwfacc
347478	5/9/2024	PSI100189321	WOOD'S LOGGING SUPPLY	PARTS FOR EQUIP #11993	\$ 1,036.01	shopcc
347469	5/9/2024	SO411870	WITMER PUBLIC SAFETY GROUP INC	WILDLAND PANTS & SHIRT	\$ 467.10	afdcc
347479	5/9/2024	US1018656	UBIQUITI INC	NETWORK POE++ POWER SUPPLY	\$ 42.44	infosyscc
347468	5/9/2024	X18476/1	ACE HARDWARE	SUPPLIES FOR WATER MAINTENANCE	\$ 92.78	wdistcc
347455	5/9/2024	X18528/1	ACE HARDWARE	PARKS MAINTENANCE SUPPLIES	\$ 43.04	parksccl

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347464	5/9/2024	X29131	SEBO'S DO-IT CENTER	OPERATING SUPPLIES	\$ 23.44	wwtpcc
347482	5/9/2024	X29794	SEBO'S DO-IT CENTER	WA PARK MAINTENANCE SUPPLIES	\$ 27.70	parksccl
347460	5/9/2024	Z0038902	NOVUS AUTO GLASS	SERVICE FOR VEHICLE #515	\$ 244.80	shopcc
347636	5/10/2024	12P46202	MOTOR TRUCKS, INC	PARTS FOR VEHICL #605	\$ 35.56	dshop
347949	5/10/2024	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE 4/1024 - 5/9/2024	\$ 192.43	dwwtp
348039	5/10/2024	20INV000563742	WASTEQUIP, LLC	PURCHASE OF DUMPSTERS	\$ 32,201.08	pw1
347847	5/10/2024	610789456	UNITED STATES POSTAL SERVICE	USPS-ATOWN BULK MAILING POSTAGE SPRING/SUMMER 2024	\$ 3,601.85	finance
347931	45422	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 5/19	\$ 142.48	finance
347640	5/13/2024	00114959	OWEN EQUIPMENT COMPANY	PARTS FOR EQUIP #715	\$ 1,078.57	dshop
347637	5/13/2024	12P49520	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #220	\$ 702.83	dshop
347850	5/13/2024	24104i	BEAVER EQUIPMENT, LLC	WTP ROTORK ACTUATORS TROUBLESHOOTING AND TRAINING	\$ 2,682.42	dwwtp
347915	5/13/2024	300000000343	PUGET SOUND ENERGY INC	PARKS/CEM/WASH. PARK/FAC/DEPOT 4/4/24-5/3/24	\$ 5,064.91	parks1
347948	5/13/2024	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS: 4/4 - 5/3/24	\$ 1,049.17	medic
347945	5/13/2024	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 4/5-5/3/24	\$ 5,009.89	dwwtp
348072	5/13/2024	300000290035	PUGET SOUND ENERGY INC	MUSEUM 4/5-5/3/24	\$ 243.62	museum
347932	5/13/2024	300000300008	PUGET SOUND ENERGY INC	WWTP AND PUMP STATIONS 4/5-5/3/24	\$ 22,588.91	dwwtp
347642	5/13/2024	300000305007	PUGET SOUND ENERGY INC	SKYLINE STREET LIGHTS: 4/2-4/30/24	\$ 467.67	dshop
347941	5/13/2024	INV00363574	USA BLUE BOOK	SULFURIC ACID, CHLORINE SWIFTEST REFILLS	\$ 432.49	dwwtp
347707	5/14/2024	12P49594	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #513	\$ 239.89	dshop
347638	5/14/2024	12P49605	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #220	\$ 502.65	dshop
347705	5/14/2024	12P49614	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #517	\$ 18.80	dshop
347950	5/14/2024	1435668	LIFE ASSIST, INC	EAR SENSOR	\$ 346.80	medic
347641	5/14/2024	1697254	WALTON BEVERAGE COMPANY, INC	OPS BREAKROOM SUPPLIES	\$ 209.00	dshop
347919	5/14/2024	240533	T-SHIRTS BY DESIGN	REC PROGRAM SUPPLIES	\$ 843.20	parks1
348053	5/14/2024	606825	HUGHES FIRE EQUIPMENT, INC.	PARTS FOR VEHICLE #221	\$ 342.48	dshop
348049	5/14/2024	606826	HUGHES FIRE EQUIPMENT, INC.	PARTS FOR VEHICLE #221	\$ 314.43	dshop
348058	5/14/2024	6580845	NATIONAL OILWELL VARCO, O.P.	MAINTENANCE SUPPLIES - INCINERATOR	\$ 400.38	dwwtp

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347934	5/14/2024	9118748814	GRAINGER	MAINTENANCE SUPPLIES - INCINERATOR	\$ 15.60	dwwtp
347951	5/14/2024	978 800 0000 1	CASCADE NATURAL GAS CORP.	STA 3: 4/12 - 5/13/24	\$ 34.84	medic
347837	5/14/2024	LNW-112105	LITHTEX NW	ATOWN MAGAZINE	\$ 26,005.38	execc
347935	5/14/2024	SI080828	FLEXASEAL	MAINTENANCE SUPPLIES	\$ 3,269.87	dwwtp
347956	5/15/2024	0002069679	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 110.42	medic
347921	5/15/2024	00940-MENGER	CAMPBELL LAW FIRM	PUBLIC DEF CONFL	\$ 120.00	pubdef
347923	5/15/2024	00941-HOWSON	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 20.00	pubdef
347922	5/15/2024	00942-LANE JOHNSON	CAMPBELL LAW FIRM	PUBLIC DEF CONFL	\$ 130.00	pubdef
347920	5/15/2024	00943-THIBERT	CAMPBELL LAW FIRM	PUBLIC DEF CONFL	\$ 30.00	pubdef
347925	5/15/2024	00986-HERMSTAD	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 250.00	pubdef
347926	5/15/2024	00987-AINSLEY	CAMPBELL LAW FIRM	PUB DEF CONFL	\$ 100.00	pubdef
348038	5/15/2024	0275883	SIRENNET.COM	PARTS FOR EQUIP #3008, 3009, & 3010	\$ 862.94	dshop
348034	5/15/2024	12P49643	MOTOR TRUCKS, INC	PARTS FOR VEHICLE #517	\$ 71.44	dshop
347924	5/15/2024	45090	SKAGIT PUBLISHING LLC	PUBLISH AA-514009	\$ 101.50	plan
347940	5/15/2024	LAU-WA-G885-24	DEPARTMENT OF ECOLOGY	WTP LAB ACCREDITATION RENEWAL FEE 5/2/24-5/1/25	\$ 300.00	dwtp
347648	5/15/2024	rh05082024	HARRIS, RYAN	TRANSPORTATION REIMBURSEMENT FOR FIRE TRAINING	\$ 98.63	dshop
347756	5/16/2024	03/28/2024	SCOTT MILO GALLERY/FRAMEMAKER	COUNCIL MEMBER PHOTO FRAMING	\$ 92.48	executive
347936	5/16/2024	132644596	SOLENIS, LLC	PLANT CHEMICALS - POLYMER - ZETAG 8819	\$ 8,133.00	dwwtp
348059	5/16/2024	14292	OCEANID	INFLATABLE RESCUE CRAFT	\$ 5,331.20	medic
347952	5/16/2024	1436447	LIFE ASSIST, INC	EXAM GLOVES, SUCTION TUBING	\$ 412.03	medic
347836	5/16/2024	344154	DEPT OF LABOR & INDUSTRIES	ANNUAL OPERATING CERTIFICATE RENEWAL	\$ 590.10	pwfac
348036	5/16/2024	895829	CASCADE COLUMBIA DISTRIBUTION	SODIUM HYPOCHLORITE	\$ 13,148.12	dwtp
348040	5/16/2024	90106939	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	\$ 6,063.83	dwtp
347755	5/16/2024	INV2827682	COPIERS NORTHWEST, INC	CANON COPIERS CITY WIDE 4/15-5/14/24	\$ 423.86	finance
347758	5/16/2024	ReimbMeyer	MEYER, TYSON	UNIFORM BOOTS; DET MEYER	\$ 239.31	apd
348031	5/17/2024	00115015	OWEN EQUIPMENT COMPANY	HYDRO-EXCAVATION TRUCK PURCHASE	\$ 555,732.76	pw1
347913	5/17/2024	114667	MCCULLOUGH HILL PLLC	CITY OF ANACORTES - AVENUE A LANDFILL	\$ 468.00	legal

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
347942	5/17/2024	1200620991	HDR ENGINEERING, INC	GENERAL SEWER PLAN - 03/31/2024 - 05/04/2024	\$ 6,146.33	dwwtp
348055	5/17/2024	1200621012	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 3/31/24-5/4/24	\$ 15,127.50	pw1
348032	5/17/2024	1698377	WALTON BEVERAGE COMPANY, INC	WTP BREAKROOM SUPPLIES	\$ 132.50	dwwtp
347840	5/17/2024	23-273-SEW-0011	WHITNEY EQUIPMENT CO INC	RETAINAGE RELEASE	\$ 767.25	pw1
347842	5/17/2024	24-034-FAC-0011	AXIOM DIVISION 7 INC SEATTLE	RETAINAGE RELEASE	\$ 271.80	pw1
347845	5/17/2024	24-042-FAC-0011	AXIOM DIVISION 7 INC SEATTLE	RETAINAGE RELEASE	\$ 180.25	pw1
347955	5/17/2024	24-1438	IMS ALLIANCE	PASSPORT NAMETAGS	\$ 175.71	medic
347843	5/17/2024	APD	ISLAND HOSPITAL	PRE-EMPLOYMENT DRUG SCREENINGS 4/1/24-4/30/24	\$ 87.00	apd
347832	5/17/2024	INV2828434	COPIERS NORTHWEST, INC	COURT & ASC COPIES 4/16-5/15/24	\$ 682.24	finance
348046	5/17/2024	P0001-96	QCC QUALITY CONTROLS CORP.	ON CALL PROFESSIONAL SERVICES AT WWTP - APRIL 2024	\$ 140.00	dwwtp
348047	5/17/2024	P0002-72	QCC QUALITY CONTROLS CORP.	ON-CALL PROFESSIONAL SERVICES AT THE WTP - APRIL 2024	\$ 1,440.00	dwwtp
347930	5/18/2024	00005W5A83204	UNITED PARCEL SERVICE, INC	UPS SHIPPING CHARGES; WEEK ENDING 5-18-24	\$ 13.37	apd
348067	5/20/2024	038 200 0000 2	CASCADE NATURAL GAS CORP.	APD 4/18-5/17/24	\$ 1,478.78	apd
348080	5/20/2024	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 4/18-5/17/2024	\$ 1,020.64	publib
348062	5/20/2024	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 4/18-5/17/24	\$ 69.81	medic
348029	5/20/2024	19411.07-8	GRAY & OSBORNE INC	ON-CALL STORMWATER-RELATED ENVIRONMENTAL SERVICES - 4/21/24-5/18/24	\$ 103.23	plan
348074	5/20/2024	199 800 0000 4	CASCADE NATURAL GAS CORP.	703 R AVE 4/18-5/17/24	\$ 87.09	museum
347911	5/20/2024	23-140-TRN-0011	DOOLITTLE CONSTRUCTION	RETAINAGE RELEASE	\$ 17,250.67	pw1
347909	5/20/2024	23-140-TRN-0021	JB ASPHALT PAVING INC	RETAINAGE RELEASE	\$ 28,380.03	pw1
348057	5/20/2024	2347-4	MAKERS ARCHITECTURE	2025 PERIODIC COMPREHENSIVE PLAN UPDATE - APRIL 2024	\$ 8,287.50	plan
348061	5/20/2024	674 400 0000 7	CASCADE NATURAL GAS CORP.	STA 1: 4/18 - 5/17/24	\$ 136.49	medic
348064	5/20/2024	710 300 0000 5	CASCADE NATURAL GAS CORP.	OPS: 4/18-5/17/24	\$ 497.06	dshop
348060	5/20/2024	77071	UNDERWOOD & ASSOCIATES, LLC	LIBRARY TEEN AREA REMODEL: DESIGN	\$ 1,980.00	publib
348063	5/20/2024	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 4/18-5/17/24	\$ 863.82	finance

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348073	5/20/2024	912 800 0000 0	CASCADE NATURAL GAS CORP.	MUSEUM 4/18-5/17/24	\$ 146.52	museum
348079	5/20/2024	989 800 0000 8	CASCADE NATURAL GAS CORP.	WWTP 4/18-5/17/24	\$ 13.00	dwwtp
347927	5/20/2024	RefundMarfleet	MARFLEET, BRUCE	WA PARK CAMPING REFUND	\$ 246.00	parks1
348027	5/21/2024	INV2829544	COPIERS NORTHWEST, INC	S/N 2YJ30356 LIBRARY FL1 STAFF COPIER 4/18-5/17/24	\$ 92.89	publib
348044	5/21/2024	ReimbRoss	ROSS, WILLIAM	LEOFF 1, PHARMACY COPAY - W, ROSS	\$ 25.99	hr
	Total				\$ 1,145,854.54	



City Council Agenda Bill

Meeting Date: May 28, 2024 **Agenda Item:** 6.a.

Agenda Item Title: Public Hearing: Community Development Block Grant (CDBG) 2024 Action Plan

Staff Contact(s): John Coleman, Stephanie Snyder

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Public Hearing
Stephanie Snyder	
John Coleman	

Item Summary: The framework and goals that support the 5-Year Consolidated Plan for the Community Development Block Grant are achieved through CDBG Annual Action Plans. In year 2 of the 2023-2027 CDBG Consolidated Plan, 2024, \$106,279 has been allocated to the City of Anacortes by the Dept of Housing & Urban Development (HUD). Expenditure of these funds must meet HUD's national objectives, while aligning with the objectives in the City's 5-Year Consolidated Plan. Applications for funding were published and applied for in March. The draft 2024 Annual Action plan can be reviewed on the CDBG page on the City Website. A paper version of the draft 2024 Annual Action Plan is posted on the Planning Message Board on the main floor of City Hall. The public is encouraged to review and share thoughts, opinions or comments on the draft. Notice of the public comment period and public hearings for the draft 2024 Annual Action Plan was published in the Anacortes American on May 8th, 2024.

Tonight is the first of two required public hearings on the draft 2024 Annual Action Plan. A second public hearing in front of the City Council is scheduled for June 3, 2024. The Council may take action after the second public hearing.

Budget Impact:
\$157,747 This is a combination of \$106,279 grant for 2024 annual entitlement grant, added to previous grant years' remaining funds of \$51,468.

Previous Action:

Recommended Motion: No Motion today.

Alternative Actions:

Attachments (listed in order presented):

1. 2024 CDBG Draft Action Plan
2. 2024 CDBG Action Plan_JC



2024 Action Plan

Covering the period from July 1, 2024-June 30, 2025

A component of the 2023-2027 Consolidated Plan

City of Anacortes Washington

Public Comment Draft

April 26th, 2024

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

In year 2 of Anacortes Consolidated Plan, our intentions will remain aligned with our goals. This year we intend to accomplish the following items -

- Provide public service funding 15%
- Provide maintenance and improvements to a local food bank 25%
- Provide maintenance funding to preserve low cost rentals 60%
- Provide maintenance to our emergency shelter Using 2021 remainder of funds
- Install sidewalk ramps for disabled persons to access public transportation using 2022 remainder of funds

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goals of this plan include increasing and preserving the existing supply of affordable rental housing, funding supportive services to help individuals and families from becoming homeless and supporting efforts to reduce poverty, supporting efforts to connect low income individuals and families with accessible services and support efforts to expand economic opportunities for low income citizens. The outcomes of these objectives will create a viable community of a diverse population where all can live and work in safe, suitable environments.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City focused on assisting our local Housing Authority with a roof replacement on 49 low income units built in 1974. This creates quality housing, and a safe and sustainable housing environment for 49 low income households. The Anacortes entitlement funded support administration costs of our local Anacortes Family Center. Assisting with costs associated for coordinated entry for emergency shelter for families with children. The Public services activity included \$15,789 to the Anacortes Family Center (AFC)

to provide emergency shelter for women, children, and families with children for 60-90 days. The services include weekly case management to identify goals and barriers, development of client action plans that include appropriate referrals to services and resources. Also one-on-one counseling, assist clients with finding permanent and stable housing, employment, and appropriate services to aid in the client's long-term success, viability, and self-sufficiency. A total of 46 households consisting of 127 individuals, 66 of which were children, were served during the 2022 program year. There were 333 program applications to the Anacortes Family Center in 2022. The Anacortes Housing Authority received \$89,471 from this year's CDBG Grant. A complete tear off and reroof of the Harbor House building will assure sustainability will serve the low income households it shelters for another 50 years.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In deciding the 2024 program year allocations, the City of Anacortes worked with community leaders and the City Council Housing Affordability & Community Services (HACS) committee to determine the proposed projects. The City held a 30 day public comment period in accordance with the HUD requirements. The City held 2 virtual and in person public hearings on May 20th and June 3rd, 2024. Notices were published on the website and in the local newspaper and encouraged public comment in conjunction with the CDBG program. The notices for the 30 day comment period and meetings were posted on the City's website on April 26th, 2024 and published in the local newspaper on May 15th, 2024 and May 29th, 2024.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

7. Summary

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	ANACORTES	Planning, Community & Economic Development	

Table 1 – Responsible Agencies

Narrative

The City of Anacortes Planning, Community and Economic Development Department has an assigned co-ordinator to manage the CDBG Grant, monitoring the projects, paperwork and deadlines. Our grant is one of the smallest in the United States. Due to the small amount of our grant, based on the population of Anacortes, the city has chosen not to use the 20% allocation allotted for staff pay, but instead to put it into the community where it can do the most good in meeting HUD's national objectives.

Consolidated Plan Public Contact Information

Stephanie Snyder, PCED Project Coordinator

360.293.1907

stephanies@cityofanacortes.org

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Anacortes is very involved with its local citizens and community care partners. Each week the city holds a committee meeting, Housing Affordability and Community Services Committee. This has 3 elected Council Members, the PCED Director, and the administrator of these weekly meetings is the PCED Project Coordinator, who also serves as the Housing Division Coordinator for the City. This meeting is open to the public and is also well attended each week by community care partners. This helps to keep information throughout the City consistent while also showing all of us where the greatest needs are and sharing the wins and gains.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

The weekly HACS committee at the City is open to the public, in person and virtually. CDBG Items are discussed at the HACS Committee.

The guests who regularly attend are representatives from our local Community Action, Salvation Army, Volunteers of America, The Anacortes Family Center, the local Fire and Police Chiefs as well as the leader from the Anacortes Health Council.

In addition to hosting HACS Committee meetings, the PCED Coordinator also attends outside care partner meetings to bring information back to the City Council and HACS Committee.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In 2024, Skagit County enacted a new intake system so those that need assistance can dial "211". This call center is run by the local Volunteers of America division in Western Washington and allocates the care needs to our care partners, while tracking through HMIS. This has worked well so far and has been in place for about 3 months. The local care partners work closely together, and we all support each other and provide a lot of assistance to our community citizens with needs.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

We do not have ESG funds at Anacortes. Our Consortium at Skagit County utilizes ESG Funding.

2. Agencies, groups, organizations and others who participated in the process and consultations

DRAFT

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Community Action of Skagit County
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-homeless Services-Education
	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We work regularly with Community Action, and fund with general funds from the City. We get quarterly updates to City Council on how the funds are being spent as well as where the needs are and what is working. We recently assisted Community Action to obtain a permanent leased office space in the downtown area of our City and the representatives of Community Action regularly attend HACS Committee meetings. Recently, the PCED Coordinator and a Council Member toured the new facility. We have highlighted Community Action and their services in our local City Magazine, called A Town, that is a standing 6 month publication.

2	Agency/Group/Organization	Anacortes Family Center
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We work closely with the Anacortes Family Center, providing public services funds for their outreach and assistance to our local families. They regularly attend HACS meetings and always provide feedback and assistance to our citizens and council.
3	Agency/Group/Organization	Anacortes Community Health Council
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Education
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We attend their meetings for feedback and their director attends our weekly meetings.
4	Agency/Group/Organization	Anacortes Housing Authority
	Agency/Group/Organization Type	Housing PHA Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	We work closely with the Housing Authority, often using CDBG funding to maintain high quality of living in low income communities. The director of our local Housing Authority meets at least once a month with the PCED Housing Coordinator who administers the PCED Grant.

Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Skagit County Public Health	We are part of a larger consortium. We work with the lead agency, Skagit County Public Health as well as the other cities and counties in our community to work together addressing and assessing needs locally. Skagit County is the lead agency who created the 2023-2027 Consolidated Plan and we work together under them. Our plans follow theirs, and our annual action plans are designed to be a part of the larger plan so the intentions, goals and numbers all align at the final Capex for the consolidated plan. Looking ahead and behind is important while choosing projects.

Table 3 - Other local / regional / federal planning efforts

Narrative

We work closely with all care partners on a weekly basis. This helps our community as a whole and also helps us identify priority needs quickly.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal setting

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community				
2	Newspaper Ad	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

For CDBG Grant Year, 2024, The City anticipates approximately \$104,537, based on 2023 grant amount. This year we have also amended our 2023-2027 Consolidated Plan to bring forth funding leftover from 2021 and 2022 grant years, as well as adding a goal to serve persons with disabilities to the 5-year plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	104,537	0	51,469	156,006	For 2024 We anticipate the following projects:1) \$15,680 Public Services2) \$25,000 Food Bank Maintenance & Safety3) \$63,857 Rehabilitation Public Housing4) \$17,649 Rehabilitation Emergency Shelter5) \$33,819 Installation ADA sidewalk ramps

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Annual Action Plan
2024

11

All of the projects intended for 2024 are a portion of the costs for the non-profit entities that are being assisted with federal funding. Each non-profit also utilizes other programs, City, County, State and Federal as well as private funding to maintain their overall needs.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

This year we plan to cut sidewalk curbs and install ramps for disabled persons in an LMI area of our city. A wheelchair is not able to access public transportation from a specific location in the city and we are making changes to correct this. This will cost approximately \$78,000, with \$33,819 coming from CDBG and the balance coming from general city funds.

Discussion

The projects anticipated this year follow the 2023-2027 Consolidated Plan in these ways:

- 1) Public Service Funding - to enhance our city continuum of care
- 2) Non-Housing Community Development Needs: Repairing the floors of the Food Pantry located in the Salvation Army Building for Low-income residents' safety and ease of use for food needs
- 3) Non-Housing Community Development Needs: Continuing with our sidewalk ramp program throughout the city for disabled persons to move freely through the city and have access to public transportation.
- 4) Housing Needs: 2 projects: One project for the urgently needed exterior maintenance of our local emergency shelter, and the other to assist the cost for the PHA to replace roofing on a multi family residence

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Preservation - Public Housing	2023	2024	Public Housing				

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Preservation - Public Housing
	Goal Description	Provide Partial roofing replacement for 2 multifamily apartments operated by our local PHA.

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Geographic Distribution

Target Area	Percentage of Funds
Tracts 940600 & 940500	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

Actions planned to foster and maintain affordable housing

Actions planned to reduce lead-based paint hazards

Actions planned to reduce the number of poverty-level families

Actions planned to develop institutional structure

Actions planned to enhance coordination between public and private housing and social service agencies

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(l)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.0
3. The amount of surplus funds from urban renewal settlements0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan0
5. The amount of income from float-funded activities0
- Total Program Income:0

Other CDBG Requirements

1. The amount of urgent need activities17,650
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.100.00%

Annual Action Plan
2024

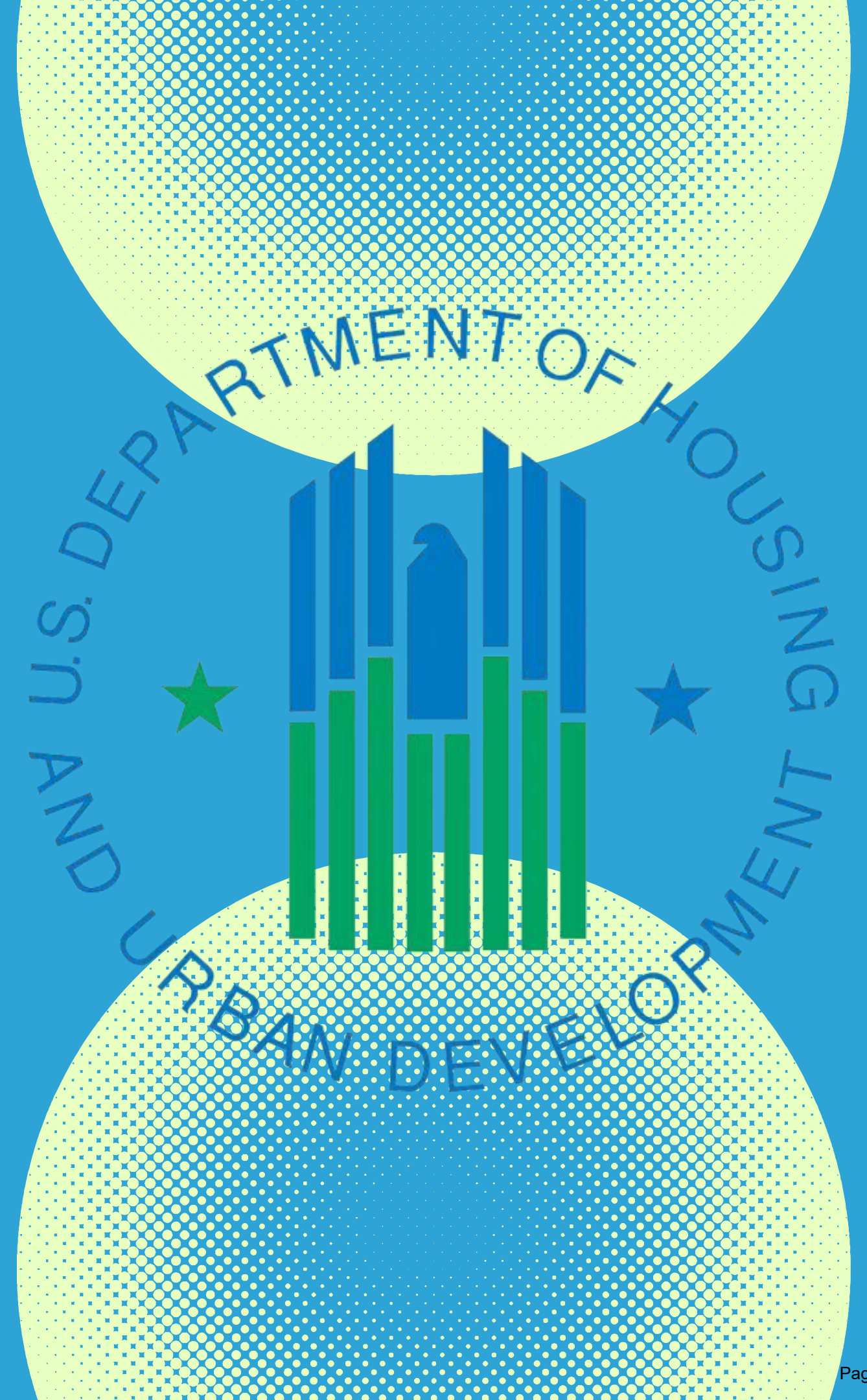
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CITY OF ANACORTES



CDBG 2024

2024 CDBG Action Plan



Anacortes CDBG Grant Funding Applications Received 2024:

The open application period to request CDBG Funding March 26-April 15th, 2024.

The City received 3 application requests for 2024 allocations of CDBG Funding. The three requests total \$140,941.85:

1. Anacortes Family Center-15%
 - a. 15% of annual grant allocation (\$15,941.85) to support Public Services:
2. The Salvation Army - \$25,000
 - a. Repair & Replace Flooring in the Food Pantry
 - b. Install Permanent Shelving in the Food Pantry
3. The Anacortes Housing Authority - \$100,000
 - a. Remove & Replace Roofing, Gutters Facia, and Caps at Site II. (14 Units)

- **On May 7th, 2024, CDBG Allocations from HUD were announced.**
- **The City of Anacortes will be allotted \$106,279 for the 2024 funding year.**
- **Our 2024 CDBG Entitlement year is July 1, 2024 - June 30th, 2025.**

TOTAL FUNDS:
\$ 157,747

**2024
Funds:
\$106,279**

**2021
FUNDS
\$33,819**

**2022
FUNDS
\$17,649**

**Public Services AFC
\$15,942**

**Curb Cuts:
Disabled Access
24th & H
\$33,819**

**Floor Repair &
Replacement:
Permanent
Shelving:
Salvation Army
\$25,000**

**Exterior
Maintenance for
AFC Temporary
Shelter: Housing
\$17,649**

**Roof Removal &
Replacement,
facia, gutters and
caps:
Anacortes
Housing Authority
\$65,337**

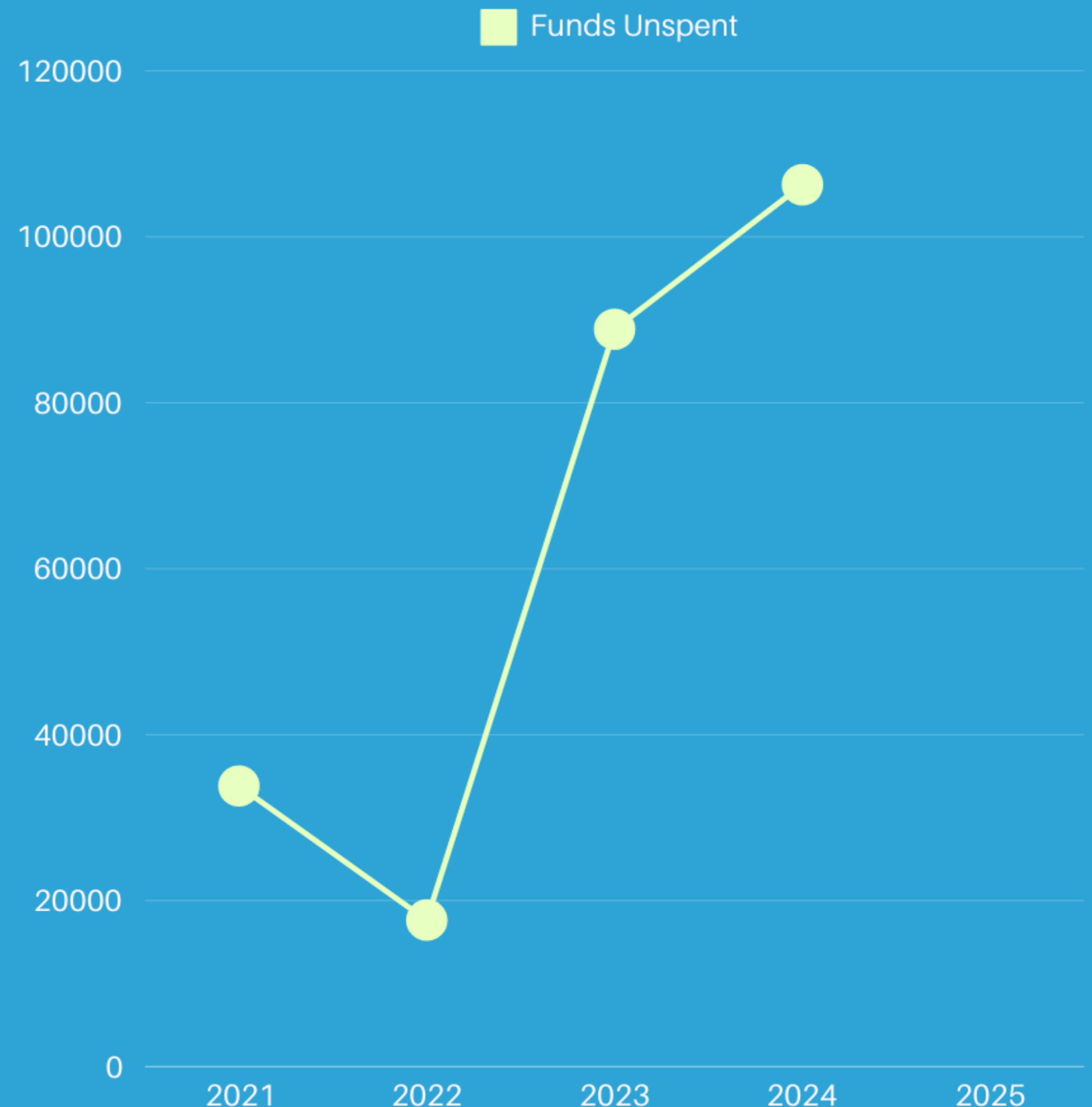


2023-2027 CDBG Consolidated Plan - Recent Balances - Projected Funding-

CDBG Funds that are unspent in the past 4 years:

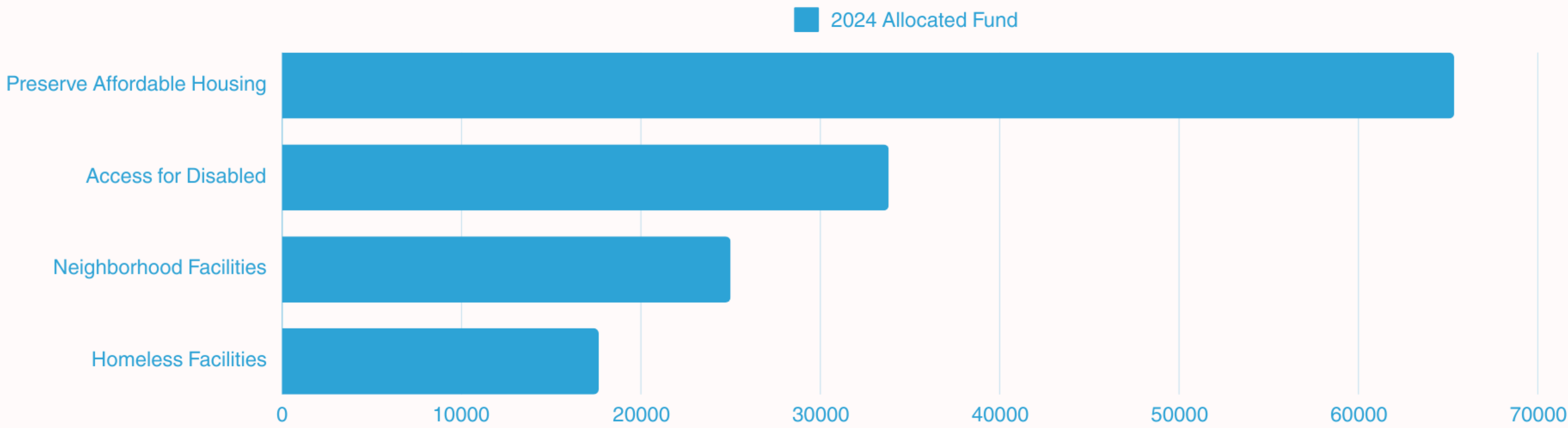
- 2021 and 2022 Funds have been added to the 2023-2027 Anacortes CDBG 5-Year Consolidated Plan as resources in a recently submitted amendment intended to assign to projects.
- All of 2023 Unspent Funds are fully assigned to a project under contract with the Anacortes Housing Authority.
- New 2024 Funding has been allocated this month, May, 2024, by HUD.

We are planning on funding the 2024 annual grant to all of the 3 CDBG applications that came into the City this year.



Allocated Funds

ALL REMAINING CDBG BALANCES ARE BALANCED TO FUND PROJECTS WHICH WILL ALIGN WITH ANACORTES CDBG 5-YEAR CONSOLIDATED PLAN ALONG WITH HUD’S NATIONAL OBJECTIVES.



Evaluating Impact

A key indicator will help us to track and evaluate our target and impact from time to time. This is how we measure our impact in community.

PROGRAMS	SALVATION ARMY COMMUNITY FOOD PANTRY	ANACORTES HOUSING AUTHORITY SITE 2	ANACORTES FAMILY CENTER PUBLIC SERVICE EMERGENCY SHELTER
KEY INDICATOR	• Serving 80 Families per week. The need for replacement flooring is for the safety and better shopping experience of clients and volunteers. • Shelving This will become storage for the bags of Client Choice Food Pantry Items and get them off of the floor.	Preserving Affordable Housing for Site 2. Remove and replace existing roof, gutters, facia and caps. • 4 buildings • 14 units • 42 Individuals.	• Providing 15% of the annual allocation, as the maximum allowed by HUD for Public Services. Expected to serve 197 individuals from 79 Households. • Exterior Maintenance Project for the AFC Emergency Shelter, sheltering an average of 62 Households and 161 individuals (including children) each year.

City Accessibility



Sidewalk curb cuts are necessary at the corners of 24th Street and H Avenue. This will assist mobility challenged persons have easier accessibility to local public transportation.

This project is estimated to cost approximately \$78,000, mostly funded by the City, with approximately 43% being funded with CDBG.



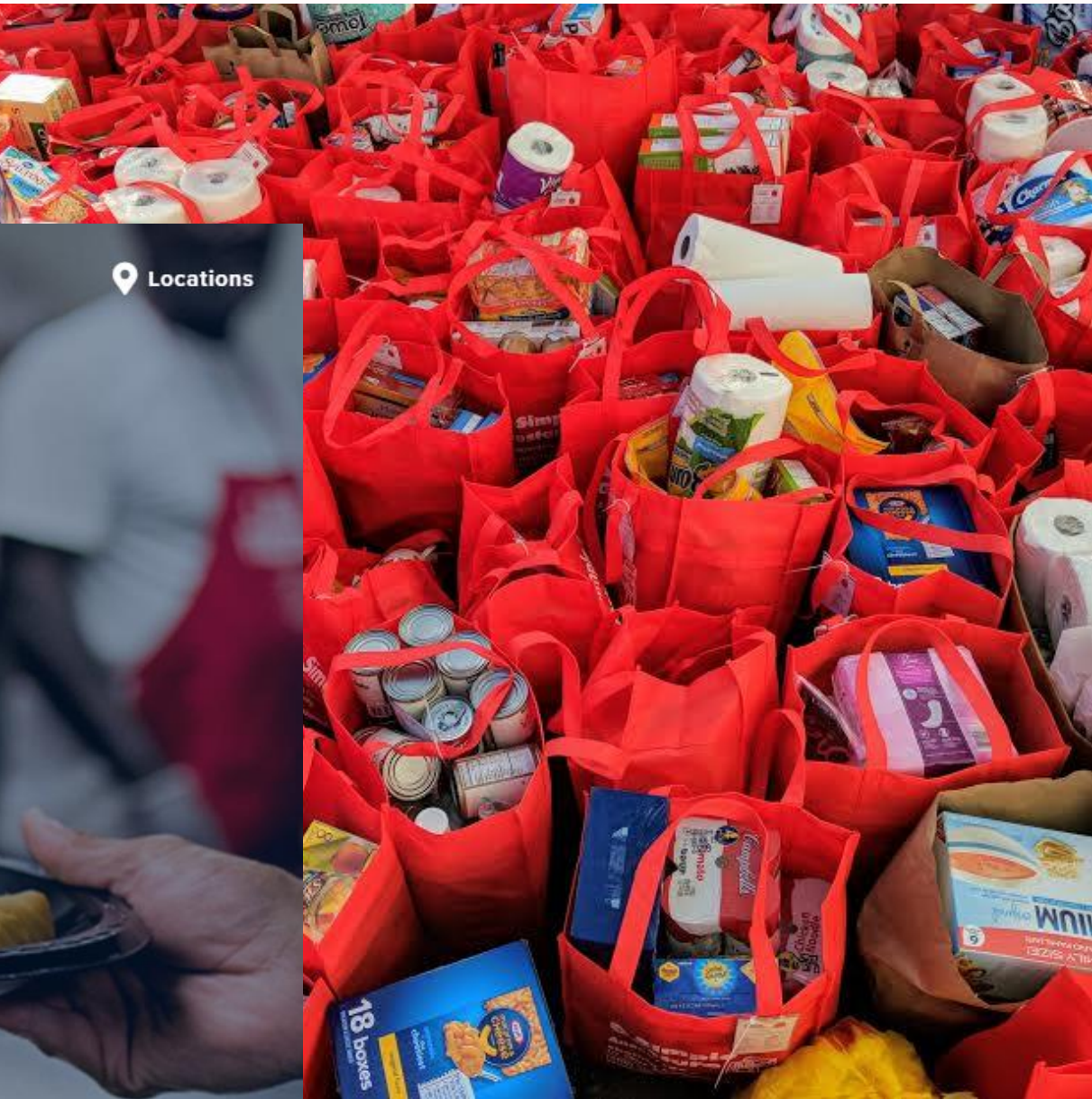
Funding For Public Services



THE ANACORTES FAMILY CENTER

The Anacortes Family Center works hand-in-hand with families and individuals to achieve goals through emergency sheltering, caseworker services, and group and individual learning sessions. We help with “Rent Ready” training, resumé assistance, budgeting discussions, life skills classes, and more.

PUBLIC SERVICE 2024 CDBG ALLOTMENT 15%





DOING THE MOST GOOD[®]

Anacortes Corps

Locations

WILL YOU HELP US FEED THE HUNGRY?

Food insecurity is on the rise

Give Now

<

1 2 3 4 5 6 7 8 9 10

>

 VOLUNTEER IN THIS COMMUNITY

 WAYS WE HELP IN THIS COMMUNITY

 DONATE TO THIS COMMUNITY

 HOW YOU CAN HELP IN THIS COMMUNITY

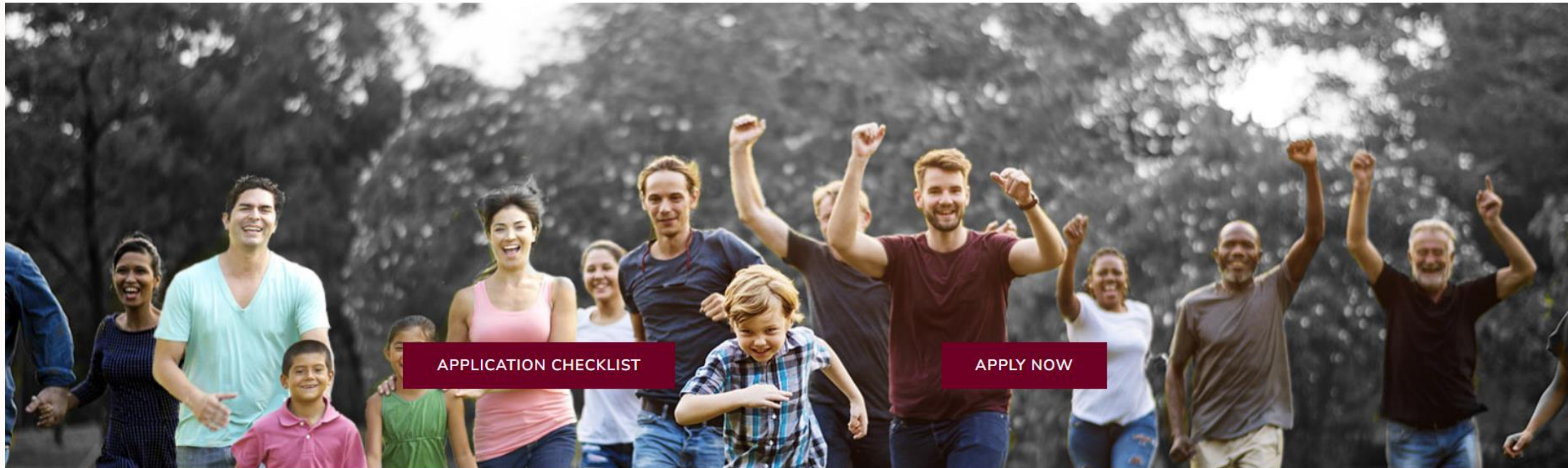
 HEAR MORE FROM THIS COMMUNITY





*Helping qualified families and individuals
achieve greater stability and self-reliance.*

[Home](#) [Application Packet](#) [Update Application](#) [Residents](#) [Housing](#) [About](#) [Doing Business With Us](#) [Contact Us](#) [Q](#)



Welcome to Anacortes Housing Authority



Our CDBG Team



MATT MILLER
MAYOR



JOHN COLEMAN
PCED DIRECTOR



HEIKO MILES
FINANCE LEAD



STEPHANIE SNYDER
PCED COORDINATOR

Keep in Touch

Get the latest information and updates about our CDBG program.

📍 904 6th Street, Anacortes, WA 98221

📞 360.293.1907

✉️ stephanies@cityofanacortes.org

<https://www.anacorteswa.gov/171/CDBG-Information>





City Council Agenda Bill

Meeting Date: May 28, 2024 **Agenda Item:** 7.a.

Agenda Item Title: Appeal of Shoreline Substantial Development Permit SDP-2024-0001

Staff Contact(s): DARCY SWETNAM

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Closed Record Appeal Hearing
DARCY SWETNAM	

Item Summary: Appellant Ashlan Chidester appeals the Planning Commission's decision to grant the Port of Anacortes a shoreline substantial development permit, number SDP-2024-0001, to install fiber conduit at Cap Sante Marina to connect the north basin from the pier at JKL Docks with the west basin at a junction box by the harbor master's office. An application for a shoreline substantial development permit of the project size is a Type 3 Planning Commission decision, with a local appeal to the City Council. The local appeal is a closed record appeal hearing per AMC 19.20.030. City staff will be supplementing the packet with a response and additional materials as received by the applicant and appellant.

Budget Impact:
n/a

Previous Action: Planning Commission public hearing with decision on April 24, 2024

Recommended Motion: Motion will be to direct staff to prepare and bring back a decision consistent with Council's decision on the appeal.

Alternative Actions:

Attachments (listed in order presented):

1. 240508 - SDP-2024-0001 Appeal - Chidester
2. SDP-2024-0001 - PC Decision
3. 4_24_24 PC Packet-SDP-2024-0001
4. City response to appeal
5. Port response to appeal

6. Appellant Chidester Reply on the appeal with attachments a.-g.
7. a. Port agenda
8. b. JARPA application
9. c. Marina fiber upgrade narrative
10. d. North and West Basin Fiber Conduit shoreline exemption drawings
11. e. Planning Commission decision
12. f. Development Critical Areas Report
13. g. Chidester attachment email
14. Email Public Comment SSDP Appeal
15. APPEAL page2
16. APPEAL of type3 OFFICIAL
17. 240528 Lit- Chidester Appeal



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6th Street, Anacortes WA 98821

Phone: (360) 299-1984

SA
5.8.24
9:59 PM

APPEAL OF TYPE 3-PC/HE DECISION

An appeal of a Type 3 decision must be filed using this form. Attach any additional pages that are needed.

DECISION BEING APPEALED	
CITY FILE NUMBER: SDP-2024-0001	PERMIT/ACTION TYPE: shoreline substantial development
SITE ADDRESS: Cap Santa Marina 1019 Q Ave Anacortes WA	
DECISION/DETERMINATION: Approved with conditions	DATE OF DECISION/ACTION: 4-24-24
APPELLANT INFORMATION	
NAME: ASHLAN CHIDESTER	MAILING ADDRESS: 1004 commercial Ave #502
CITY, STATE, ZIP: anacortes WA 98221	PHONE #: 360 541 0882
Describe your STANDING to appeal: (see AMC 19.20.180.A) I have participated and provided testimony and comments at the public hearing during this process.	
APPEAL INFORMATION	
A. Appellant's statement of grounds for appeal and the facts upon which the appeal is based, with specific references to the facts in the record.	
1.1. Violation of Planning Commissioner's Term in Office: 1.4. Paul Ryan term expired 12/23 This violation of their term in office renders their participation invalid and calls into question the validity of the decision reached by the planning commission. * Validity of Decision - Lack of Legitimacy	

Planning, Community, & Economic Development Department

Land Use Application Fees - Updated Effective 2/1/2022

Permit Type	Fee	Notes
PLN Administrative Permits	\$120	Min. 1 hour
Interpretations, determinations, departures		
PLN Appeals	\$200	If appeal is won, City will reimburse appeal fee
Decisions, Administrative Orders, SEPA Determinations		
LPS Annexation	\$1,870	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
BLA Boundary Line Adjustment	\$240	
Comprehensive Plan Amendment		
CPA Amendment Petition Submittal	\$960	
If Docketed	\$1,870	Must be paid within 14 days of Ord. setting docket
Conditional Use Permit		
Administrative	\$850	
Quasi-Judicial	\$1,870	
Essential Public Facility	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
CUP Wireless Facility	\$1,330	Plus \$120 per facility and actual cost of HE, including \$1,000 pre-payment
Critical Areas		
CAX Letter of Exemption	\$120	
CAP Permitted Alteration	\$1,090	
CAV Reasonable Use/Variance	\$1,630 plus HE fees	
BLD Demolition Permit	\$60	
PLN Development Agreement	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
BLD Fence Permit	\$15	

12. Failure to Consider Alternatives:

- The Planning Commission failed to fulfill its obligation to consider reasonable alternatives to the proposed project. This failure to explore alternative locations, designs, or methods that could achieve the same objectives with fewer adverse impacts on the environment constitutes a procedural error that undermines the integrity of the decision-making process.

Facts Supporting the Appeal:

- **Absence of Alternative Analysis: None**
- **Availability of Viable Alternatives: None**

SDP-2024-0001
Appeal
Ashlan Chidester

ASHLAN CHIDESTER

Mega corp
telecom

360 206 9887





ANACORTES PLANNING COMMISSION

Findings of Fact, Conclusions of Law and Decision

File Number	SDP-2024-0001
Project Name	Cap Sante Marina North and West Basin Fiber Conduit Installation
Proposal	The applicant has requested a shoreline substantial development permit for the installation of fiber conduits at Cap Sante Marina to provide bandwidth for growing data needs. The fiber conduit will link the north basin of the marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbormaster's office. The proposed run is approximately 1,250-linear-feet and approximately 12-inches-deep and 4-inches-wide. The proposed route is directly outside the esplanade walkway, waterward of the railing.
Public Hearing & Decision Body	Anacortes Planning Commission
Public Hearing Date	April 24, 2024
PC Deliberations & Decision Date	April 24, 2024
Exhibits	1. Staff Report 2. Application 3. Project Narrative 4. Drawings 5. SEPA Exemption Determination 6. JARPA Application 7. West Basin FEMA_Boundary_Memo_4-26-23 8. Cap Sante Marina North and West Basin Redevelopment Critical Areas Report DRAFT (1) 9. Notice of Application and Public Hearing 10. Public Comment – Port of Anacortes, 4/24/24 11. Public Comment – Port of Anacortes, 4/23/24 12. Public Comment – Ashlan Chidester, 4/23/24 13. Public Comment – Ashlan Chidester, 4/23/24 14. Staff presentation slides

Documents are available at City Hall in the Planning, Community, and Economic Development Department or may be accessed on the public portal:

<https://anacorteswa.portal.civicclerk.com/event/1152/overview>

After considering the written and spoken comments and considering the record before it, the Planning Commission enters the following findings of fact, conclusions of law, and decision:

Findings of Fact & Conclusions of Law

1. The Staff report dated April 18, 2024, accurately describes the project proposal, and is hereby incorporated by reference. (Exhibit 1)
2. The following individuals spoke on behalf of the applicant at the public hearing:
 - a. Kevin Anderson, Port Environmental Specialist
 - b. Jenkins Dossen, Project Manager
3. The following members of the public provided testimony during the public hearing:
 - a. Ashlan Chidester
4. The following additional exhibits were entered into the record at the public hearing: N/A
5. The following additional Findings of Fact and/or Conclusions of Law are entered: N/A

Decision

Based on the foregoing findings and conclusions of law, and review of the City's regulatory authority to implement the policies, standards, and regulations of the Anacortes Municipal Code, the Planning Commission hereby makes the following decision regarding the subject Shoreline Substantial Development Permit:

- ☒ **Approve with Conditions**
☐ Approve
☐ Deny

Conditions:

1. The applicant/landowner shall comply with all applicable state law requirements regarding preservation of archaeological and historic resources, including provisions to stop work and notify the appropriate agencies should protected resources be uncovered during excavation.
2. The scope of the project shall not exceed that as set out in the shoreline permit application and shall be valid only for the improvements described within the application materials, except as modified by this decision or other jurisdictional agencies, or as approved through a permit revision, if applicable.
3. The existence of the fiber conduit installed under this permit may not be used as justification to avoid compliance with shoreline vegetation planting requirements that may be triggered under future shoreline development permit applications.
4. All applicable permits (local, state, & federal) shall be secured before any construction activities begin onsite and copies provided to the City of Anacortes' PCED.
5. Prior to site work, the applicant/landowner shall submit to the City an erosion and sedimentation control plan for activities that involve the removal of vegetation, stockpiling of earth or other materials, or any activity that could result in shoreline erosion or siltation. Said program shall conform to the City of Anacortes' Engineering Design Standards and shall

at a minimum, utilize Best Management Practices (BMPs) to prevent shoreline erosion and siltation.

6. After site construction activities are completed, the site shall be restored to the pre-project configuration, or an enhanced condition.
7. The applicant/landowner shall comply with federal statutes including but not limited to: Endangered Species Act, Clean Water Act, Marine Mammal Protection Act, and other federal statutes.
8. The project shall comply with all applicable Shoreline Master Program regulations, including but not limited to those listed above.
9. Development shall comply with AMC 18.16.130 regulating the time limit for shoreline permits as follows:

8.1 Construction, or substantial progress toward completion, must begin within two (2) years after approval of the permit. Substantial progress toward construction shall include, but not limited to, the letting of bids, making of contracts, purchasing of materials involved in development, but shall not include development or uses which are inconsistent with the Shoreline Management Act or the city's master program. In determining the running two-year period hereof, there shall not be included the time during which development was not actually pursued by construction and the pendency of litigation reasonably related thereto made it reasonable not to so pursue; provided, that the city may, in its discretion, extend the two-year time period for a reasonable time based on factors, including the inability to expeditiously obtain other governmental permits which are required prior to the commencement of construction.

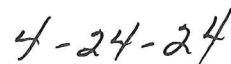
8.2 5-Year Permit Authorization: If construction has not been completed within five years of approval by the City of Anacortes, the city will review the permit, with prior notice to parties of record, and, upon showing of good cause, either extend the permit for one additional year, or terminate the permit. Prior to the city authorizing any permit extensions, it shall notify any parties of record and the Department of Ecology. Note: Only one single extension is permitted.

PLANNING COMMISSION VOTE				
Planning Commissioners	Support	Oppose	Absent	Abstain
Michael Mills			X	
Luke Currier	X			
Paul Ryan	X			
Frank Jeretzky, Vice Chair	X			
Linda Martin, Chair	X			
James Stoneman	X			
William McCombs	X			
TOTAL	6		1	

ANACORTES PLANNING COMMISSION
Anacortes, Washington



Linda Martin
Planning Commission Chair



Date

Appeals

Pursuant to AMC 19.20.030, a closed record local appeal to the City Council is available for Type 3-PC Planning Commission Decisions. Appeals of this decision must be filed in accordance with AMC 19.20.180 within 14-days from the date of issuance of the decision. Pursuant to AMC 18.16.110 appeals of the final decision shall be filed within 21-days from the date the permit decision is filed with Ecology and shall be heard by the Shorelines Hearings Board pursuant to the procedures and timelines of RCW 90.58.180.



Planning Commission Agenda Bill

Meeting Date: April 24, 2024

Agenda Item: 4.a.

Subject: SDP-2024-0001 - Shoreline substantial development permit application for the installation of fiber conduit at Cap Sante Marina (Port of Anacortes)

Staff Contact: Grace Pollard, LIBBY GRAGE

Approved for Submittal to Commission by

LIBBY GRAGE

John Coleman

Action Type

Public Hearing

Summary Statement: Tonight, the Planning Commission will hold an open-record public hearing on the above-referenced permit application. Upon close of the public hearing, the Planning Commission may deliberate and make a decision on the application.

Background: The Port of Anacortes proposes to install fiber conduit at Cap Sante Marina. The fiber conduit will link the north basin of the marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbormaster's office. The proposed run is approximately 1,250-linear-feet and approximately 12-inches-deep and 4-inches-wide. The proposed route is directly outside the esplanade walkway, waterward of the railing. The area of work is located within the Urban Shoreline Environment Designation and is zoned Commercial Marine (CM).

Previous Action: N/A

Competing Viewpoints Considered:

Recommended Motion: I move to approve Shoreline Substantial Development Permit SDP-2024-0001 with the conditions recommended in the staff report.

Alternative Actions: Approve the application with alternative conditions
Deny the application

Attachments (listed in order presented):

1. Staff Report
2. Application
3. Project Narrative
4. Drawings
5. SEPA Exemption Determination
6. JARPA Application
7. West Basin FEMA_Boundary_Memo_4-26-23
8. Cap Sante Marina North and West Basin Redevelopment Critical Areas Report DRAFT (1)
9. Notice of Application and Public Hearing
10. 20240424-PoA

11. 20240423-PoA
12. 20240423-Chidester2
13. 20240423-Chidester1



Anacortes Planning, Community & Economic Development Department

904 6TH Street / P.O. Box 547, Anacortes, WA 98221

360.299-1984 - Office Hours: Mon-Fri 8:00 AM – 5:00 PM

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT: STAFF REPORT

File Number	SDP-2024-0001	Date of Report	April 18, 2024
Project Title	Cap Sante Marina North and West Basin Fiber Conduit Installation	Related File(s)	PRE-2023-0048
Project Location	Cap Sante Marina – 1019 Q Ave.		
Request	The applicant has requested a shoreline substantial development permit for the installation of fiber conduits at Cap Sante Marina to provide bandwidth for growing data needs. The fiber conduit will link the north basin of the marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbormaster's office. The proposed run is approximately 1,250-linear-feet and approximately 12-inches-deep and 4-inches-wide. The proposed route is directly outside the esplanade walkway, waterward of the railing.		
Landowner/Applicant	Port of Anacortes Kevin Anderson, Port Environmental Specialist 100 Commercial Ave Anacortes, WA 98821		

SITE INFORMATION

Zoning & Comp. Plan Des.	Commercial Marine (CM)	Shoreline Environment Designation	Urban
Present Use of Property	Cap Sante Marina		

Exhibit # 1
SDP-2024-0001

PROJECT LOCATION



PROCEDURAL

1. **Type of Review.** According to AMC Table 19.20.030(1) and 18.16.100(B), shoreline substantial development permit applications for projects valued less than \$1 million are considered a Type 3 review. For Type 3 reviews, the Planning Commission holds the public hearing and renders the final decision regarding the proposed shoreline substantial development permit.
2. **Project History.**
 - A mandatory preapplication meeting was held on January 2, 2024, with the mandatory preapplication neighborhood meeting held on January 23, 2024.
3. **Environmental Review.** The Port of Anacortes, as lead agency, determined the scope of work to be categorically exempt from SEPA Review per WAC 197-11-800(23).

4. **Public notice and reviewing departments/agencies.** A notice of application with a 30-day public comment period was published in the Anacortes American, posted on the project site and mailed to property owners within 300 ft.

Application Submitted	January 8, 2024
Determination of Completeness	February 5, 2024
Notice of Application & Public Hearing	March 6, 2024
Open Record Public Hearing (Planning Commission)	April 24, 2024

5. **Reviewing departments/agencies.** The project application was routed for review to applicable agencies and City departments.

REVIEWING DEPARTMENTS & AGENCIES			
City of Anacortes	Local Agencies	State & Federal	Other
• Building • PW – Operations • PW – WWTP • PW – Engineering • PW – Water	N/A	• USACE • DAHP • DOE • WDFW • WA DNR	• Samish Indian Nation • Sauk-Suiattle • Skagit System Cooperative • Stillaguamish Tribe • Swinomish Tribe

6. **Consideration of written comments and applicant responses.** The notice of application public comment period ended April 5, 2024. In making its recommendation, the Department considered timely received written comments and the applicant’s responses, if any, as required in AMC 19.20.130(C).

6.1. The following comments from the Building Department were received: “All proposed work is above the flood elevation of 7' NGVD 29 or 11' on the site plans. Proposed top of trench is 14' and bottom at 12', so a Flood Development Permit is not required. Documentation has been attached to the Floodplain Documents submittal.”

These comments were relayed to the applicant.

6.2. No other public or agency comments were received for the proposal.

DEPARTMENT REVIEW – FINDINGS OF FACT

1. **The City of Anacortes Shoreline Master Program (SMP)** contains many goals, policies, and development regulations. Not all are applicable to each Shoreline Substantial Development Permit project proposal. Below, staff has listed some of the goals, policies, and regulations believed to be the most relevant, however all applicable regulations apply even if not noted below.
2. **SMP Chapter 5: Shoreline Environments & Associated Policies and Regulations.** This section contains the shoreline environment designations. The intent of designating shoreline environments is to encourage development that will enhance the present or desired character of the shoreline. Management policies are an integral part of the environment designations and are used for determining uses and activities that can be permitted in each environment. Specific development

regulations specify how and where permitted development can take place within each shoreline environment.

2.1. The subject property is located within the **Urban** shoreline environment designation.

2.1.1. The purpose of the Urban designation is to provide for commercial, industrial, and recreational uses; residential uses in some locations; and public land uses while seeking opportunities for protection and restoration of ecological functions.

2.2. **Shoreline Uses and Modification Matrix and Development Standards:**

2.2.1. Per Table 5.1 Shoreline Use and Modification Matrix the following uses are permitted in the Urban environment designation.

2.2.1.1. Marinas

2.2.1.2. Utilities. Accessory utilities are small-scale distribution services directly serving a permitted shoreline use. For example, power, telephone, cable, communication antennas, water, sewer lines, including stormwater systems.

3. **SMP Chapter 6: Environmental Protection General Regulations.** The intent of these regulations is to provide policies and regulations that protect the shoreline environment as well as the critical areas found within the shoreline jurisdiction. The Shoreline Management Act (SMA) mandates the preservation of the ecological functions of the shoreline by preventing impacts that would harm the fragile shorelines of the state.

3.1. DR-6.3.2 In approving shoreline developments, the City of Anacortes shall ensure that shoreline development, use, and/or activities will result in no net loss of ecological functions necessary to sustain shoreline resources, including loss that may result from cumulative impacts of similar developments over time to the extent consistent with constitutional and statutory limitations on the regulation of private property.

3.1.1. The proposal is anticipated to result in no net loss of ecological functions necessary to sustain shoreline resources provided appropriate Best Management Practices (BMPs) are implemented during construction activities and the area is restored to its pre-project configuration, or an enhanced condition, upon construction completion.

3.2. DR-6.4.2 All shoreline permits shall contain provisions that require developers to comply with all applicable state law requirements regarding preservation of archaeological and historic resources, including provisions to stop work and notify the appropriate agencies should protected resources be uncovered during excavation.

3.3. DR-6.4.7 An erosion and sedimentation control plan shall be submitted with a permit application for activities that involve the removal of vegetation, stockpiling of earth or other materials, or any activity that could result in shoreline erosion or siltation. Said program shall conform to the City of Anacortes' Engineering Design Standards and shall at a minimum, utilize Best Management Practices (BMPs) to prevent shoreline erosion and siltation.

3.4. DR-6.5.8 requires certain new development, expansion, or redevelopment projects of non-water-dependent uses to install dense native riparian vegetation consisting of trees, shrubs, and groundcovers along portions of the fifteen-foot wide strip of land lying immediately landward of the edge of existing shoreline armoring.

3.4.1. The project proposes to install the fiber conduit between the waterward edge of the waterfront esplanade and the landward edge of the existing shoreline armoring, which is where native riparian vegetation may be required to be installed under future development proposals.

4. **SMP Chapter 8: Specific Use Policies and Development Regulations.** This chapter provides specific policies and regulations for specific uses. The performance standards contained herein augment standards established through other land development regulations. Where conflict arises between these and other applicable controls, the regulations that provide more protection to the shoreline area shall apply.

4.1. Section 8.14 Utilities (Primary)

4.1.1. Utilities are services and facilities that produce, transmit, carry, store, process, or dispose of electric power, water, sewage, communications, oil, gas, stormwater, and the like. The provisions in section 8.14 apply to primary use and activities such as sewage treatment plants, sewer lift pumps, stormwater outfalls, and fuel storage facilities. On-site utility features serving a primary use, such as water, sewer, or gas line to a residence are “accessory utilities” and shall be reviewed as appurtenances to the primary use. The proposed fiber conduit is an “accessory utility”.

CONCLUSIONS OF LAW

1. Installation of accessory utilities to serve a primary use is a permitted action.
2. The shoreline permit was reviewed for conformance with all applicable Shoreline Master Program regulations, including but not limited to, the above list.
5. The subject proposal is consistent with the Washington State’s Shoreline Management Act, City of Anacortes’ 2010 Shoreline Master Program and development regulations listed therein for developments within the Urban shoreline environment designation.
6. Any Finding of Fact that is more correctly a Conclusion of Law is hereby incorporated as such by this reference.
7. Staff reserves the right to supplement the record of the case to respond to matters and information raised subsequent to the writing of this report.

RECOMMENDATION

Based upon the application, Findings of Fact, and Conclusions of the staff report, staff recommends that the Planning Commission approve the shoreline substantial development permit subject to the following conditions of approval:

1. The applicant/landowner shall comply with all applicable state law requirements regarding preservation of archaeological and historic resources, including provisions to stop work and notify the appropriate agencies should protected resources be uncovered during excavation.
2. The scope of the project shall not exceed that as set out in the shoreline permit application and shall be valid only for the improvements described within the application materials, except as modified by this decision or other jurisdictional agencies, or as approved through a permit revision, if applicable.

3. The existence of the fiber conduit installed under this permit may not be used as justification to avoid compliance with shoreline vegetation planting requirements that may be triggered under future shoreline development permit applications.
4. All applicable permits (local, state, & federal) shall be secured before any construction activities begin onsite and copies provided to the City of Anacortes' PCED.
5. Prior to site work, the applicant/landowner shall submit to the City an erosion and sedimentation control plan for activities that involve the removal of vegetation, stockpiling of earth or other materials, or any activity that could result in shoreline erosion or siltation. Said program shall conform to the City of Anacortes' Engineering Design Standards and shall at a minimum, utilize Best Management Practices (BMPs) to prevent shoreline erosion and siltation.
6. After site construction activities are completed, the site shall be restored to the pre-project configuration, or an enhanced condition.
7. The applicant/landowner shall comply with federal statutes including but not limited to: Endangered Species Act, Clean Water Act, Marine Mammal Protection Act, and other federal statutes.
8. The project shall comply with all applicable Shoreline Master Program regulations, including but not limited to those listed above.
9. Development shall comply with AMC 18.16.130 regulating the time limit for shoreline permits as follows:
 - 8.1 *Construction, or substantial progress toward completion, must begin within two (2) years after approval of the permit. Substantial progress toward construction shall include, but not limited to, the letting of bids, making of contracts, purchasing of materials involved in development, but shall not include development or uses which are inconsistent with the Shoreline Management Act or the city's master program. In determining the running two-year period hereof, there shall not be included the time during which development was not actually pursued by construction and the pendency of litigation reasonably related thereto made it reasonable not to so pursue; provided, that the city may, in its discretion, extend the two-year time period for a reasonable time based on factors, including the inability to expeditiously obtain other governmental permits which are required prior to the commencement of construction.*
 - 8.2 *5-Year Permit Authorization: If construction has not been completed within five years of approval by the City of Anacortes, the city will review the permit, with prior notice to parties of record, and, upon showing of good cause, either extend the permit for one additional year, or terminate the permit. Prior to the city authorizing any permit extensions, it shall notify any parties of record and the Department of Ecology. Note: Only one single extension is permitted.*



City of Anacortes, WA

City of Anacortes, WA

904 6th Street
Anacortes, WA 98221
(360) 293-1902
<http://cityofanacortes.org/>

PERMIT

SDP-2024-0001

SHORELINE SUBSTANTIAL DEVELOPMENT PERMIT

SITE ADDRESS: 1019 Q AVENUE ANACORTES
PRIMARY PARCEL: P32888
PROJECT NAME: MARINA FIBER UPDATE

ISSUED:

EXPIRES:

APPLICANT: PORT OF ANACORTES - ANDERSON
100 COMMERCIAL AVE
ANACORTES, WA 98221
360-770-5194

OWNER: PORT OF ANACORTES
100 COMMERCIAL AVE
ANACORTES, WA 98221

Detail Name

Are there additional properties included in project site boundary? (besides the address/parcel number already provided)
If so, list the site address and parcel numbers here, and add the 'owners' to the Permit Contacts list

Is more than 1 land use permit application type required for your project?

Related preapplication file # (if applicable)

Estimated project value (Labor plus materials)

Present zone designation

Are there critical areas or buffers on site or within 300'?

Shoreline Environment Designation as determined by the SMP.

Type 3-PC: SSDP projects valued less than \$1MIL on sites less than 3 acres. Type 4-CC: SSDP projects valued at \$1MIL or more or on a site of 3 acres or more.

Flood Zone

Detail Value

Yes

P32881, P32880

No

Pre-2023-0048

\$37,000

CM

Yes

URBAN

Type 3

AE

FEES:

Shoreline Substantial
Development Permit Fee
Critical area report
review/confirmation

Paid

\$1,630.00

\$120.00

Totals : **\$1,750.00**

Due

\$0.00

\$0.00

\$0.00

Exhibit # 2
SDP-2024-0001



January 2, 2024

Planning Staff
City of Anacortes
904 6th Street
Anacortes, WA 98221

RE: Port of Anacortes Fiber Upgrade

Dear PCED Staff,

The Port of Anacortes proposes installation of fiber conduits at Cap Sante Marina to provide bandwidth for growing data needs. Cap Sante Marina is a public marina serving both recreational and commercial vessel owners. The facility includes 107 acres of in-water and upland property, approximately 1,000 slips for boats, a fuel dock, a pump out, a small craft hoist, a trailer boat launch, a commercial loading dock with 1-ton hoists (T-Dock), and web lockers to support maritime commerce.

The proposed fiber conduits would link the north basin of the marina with the west basin and harbor master's office. The Port has been incrementally improving communication lines at the marina to provide higher speed and more reliable data connections; the most recent work included connections of fiber at the fuel dock, trailer boat launch, and harbor masters office with the installation data lines in conduit (see permit number SDP-2019-0001 for reference). The proposed work is like previous work in scope and methods. The Port proposes installation of conduit from a junction box at the central pier at the harbor master's office to the pier at JKL Docks (Figure 1).



Figure 1: Fiber conduit route at Cap Sante Marina

Exhibit # 3
SDP-2024-0001

The proposed run of conduit is approximately 1,250 feet in length. The proposed conduit is 1.5" schedule-80 PVC conduit; this size of conduit allows for future expansion, if necessary, by being able support more than one Cat-6 fiber cable. The conduit will be laid in a shallow trench approximately 12" deep and approximately 4" wide (Figure 2). The proposed route will be directly inside the esplanade walkway at the marina. This route was chosen to minimize disruption to paved surfaces and public access. At the section of the route where the esplanade bends to the east the conduit will be surface mounted to the side of the existing esplanade slab with brackets. The substrate in this portion of the route are not suitable for burial of conduit, consisting mostly of rip-rap and quarry spalls.

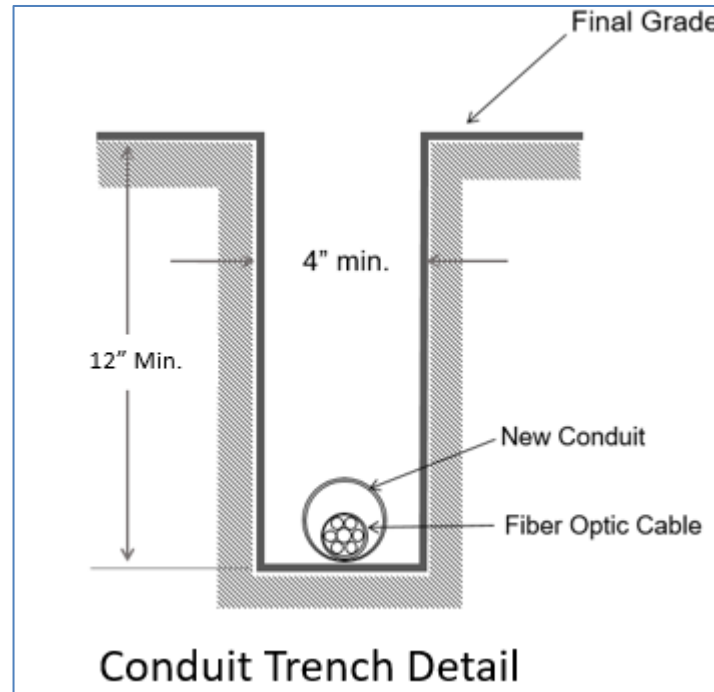


Figure 2: Trench details

The conduit route is above the high tide line (10.63') and ordinary high water (10.2') at about +14' and outside the jurisdictional boundaries of the Army Corps of Engineers and Department of Fish and Wildlife. The excavation will be shallow and excavated materials will be laid on a tarp or board and prevented from entering the water. Once the excavation is complete, the conduit will be laid. Prior to backfill a metallic locate tape will be placed over the conduit. Grade will be restored and compacted once the conduit has been laid. Finally, the fiber lines will be pulled through the conduit, connected, and brought into service. This work will require the use of hand tools and power equipment (mini excavator or trencher, and a compressor) to dig the trench, install conduit, and pull cable lines. The Port estimates the work to take less than a week and would like to conduct the work in the Spring of 2024.

Thank you for your attention to this issue. If you have any questions, please contact me by email or phone (360-293-1827 kevin.anderson@portofanacortes.com).

Best regards,
Kevin Anderson



PROJECT SITE MAP

LATITUDE: 48.521483N
LONGITUDE: -122.606469W

PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

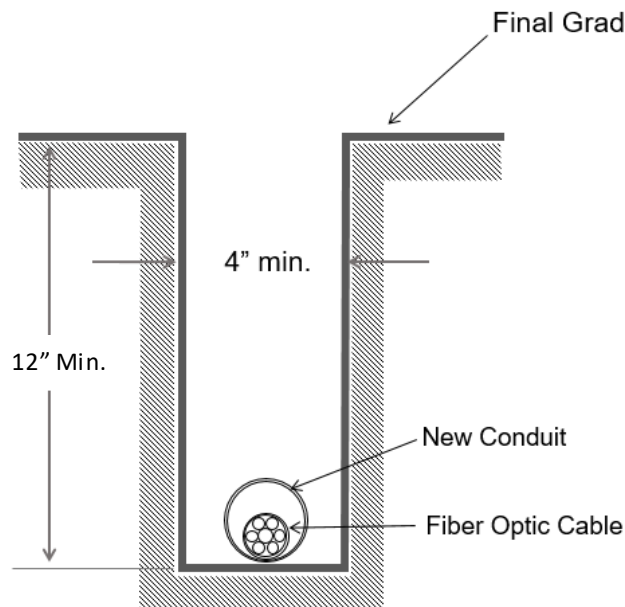
- Excavate a shallow trench
- Lay 1" PVC conduit
- Backfill with native materials

CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit

PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221

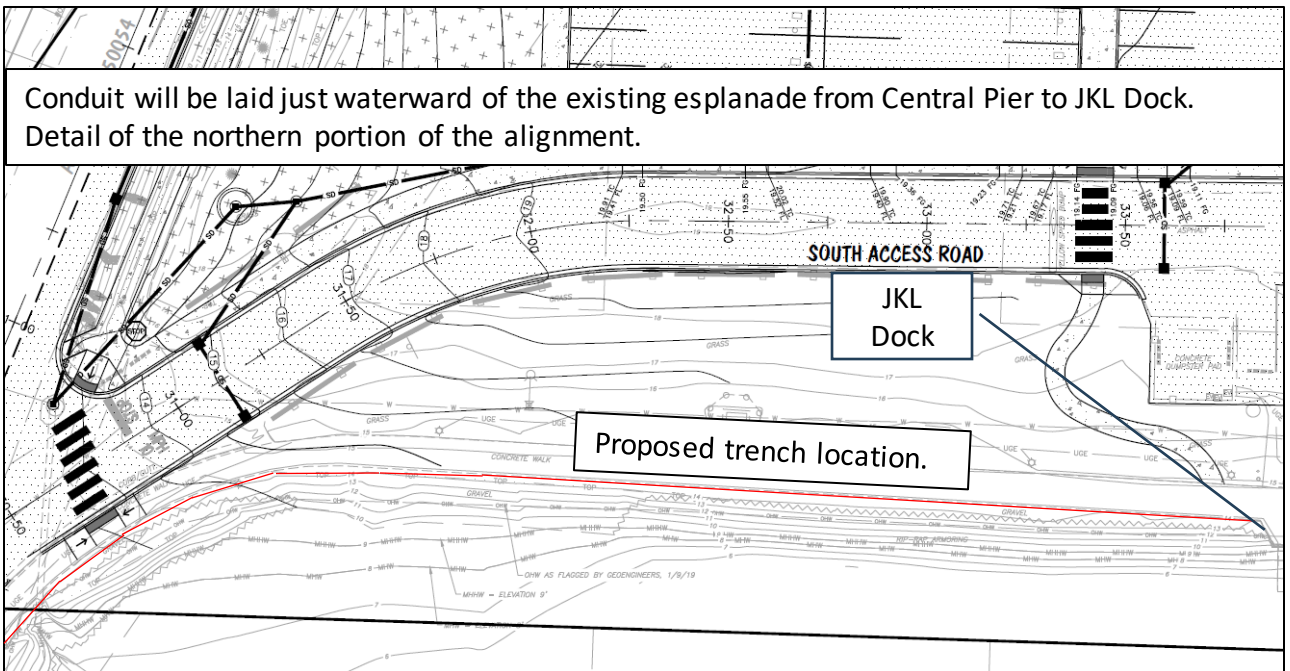
PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES

Exhibit # 4
SDP-2024-0001



Conduit Trench Detail

Install ~1,250 lf of conduit for fiber optic data cables at the marina to meet growing data capacity. Conduit will be 1" diameter PVC conduit with locate tape.



PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

- Excavate a shallow trench
- Lay 1" PVC conduit
- Backfill with native materials

CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit

PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221

PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES



Date: December 19, 2023

To: Port of Anacortes SEPA Files
Marina Fiber Upgrade

From: Kevin Anderson, Environmental Specialist

Re: SEPA Review of Marina Fiber Upgrades

The Port of Anacortes proposes utility-related actions encompassing underground fiber installation at Cap Sante Marina. Cap Sante Marina, a year-round marina with 1,007 slips, is located in Fidalgo Bay at 1019 Q Avenue.

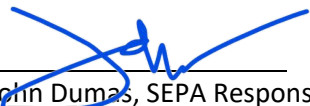
The proposed utility-related project involves underground fiber installation from the Central Pier to the J-K-L Dock pier. The underground fiber work will consist of sections of utility trenching parallel to the existing esplanade. The proposed trench will be approximately one-foot deep, and the conduit will be two 1-inch diameter PVC conduits with locate tape. One of the conduits will be a spare "dark conduit" without fiber cables to meet possible future needs.

The Port of Anacortes requires fiber improvement to continue providing quality service to marina customers and tenants and meet growing data demands. The proposed utility-related actions constitute the improvement of existing shoreline structures.

The Port of Anacortes, as lead agency, has determined that this project is categorically exempt from SEPA review based on the criteria described in WAC 197-11-800 (23):

Utilities. *The utility-related actions listed below shall be exempt, except for installation, construction, or alteration on lands covered by water. The exemption includes installation and construction, relocation when required by other governmental bodies, repair, replacement, maintenance, operation or alteration that does not change the action from an exempt class.*

- a. *All communications lines, including cable TV, but not including communication towers or relay stations.*



John Dumas, SEPA Responsible Official

20 Dec 2023

Date

Exhibit # 5
SDP-2024-0001



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA) Form^{1,2} [\[help\]](#)

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.



US Army Corps
of Engineers®
Seattle District

AGENCY USE ONLY

Date received:

Agency reference #: _____

Tax Parcel #(s): _____

Part 1–Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [\[help\]](#)

Marina Fiber Upgrade

Part 2–Applicant

The person and/or organization responsible for the project. [\[help\]](#)

2a. Name (Last, First, Middle)

Anderson, Kevin

2b. Organization (If applicable)

Port of Anacortes

2c. Mailing Address (Street or PO Box)

100 Commercial Avenue

2d. City, State, Zip

Anacortes, WA, 98221

2e. Phone (1)

2f. Phone (2)

2g. Fax

2h. E-mail

360-7705194

Kevin.Anderson@portofanacortes.com

¹Additional forms may be required for the following permits:

- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at <http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/PermitGuidebook/EndangeredSpecies.aspx>.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

²To access an online JARPA form with [\[help\]](#) screens, go to

http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

For other help, contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Exhibit # 6
SDP-2024-0001

Part 3–Authorized Agent or Contact

Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [\[help\]](#)

3a. Name (Last, First, Middle)			
3b. Organization (If applicable)			
3c. Mailing Address (Street or PO Box)			
3d. City, State, Zip			
3e. Phone (1)	3f. Phone (2)	3g. Fax	3h. E-mail

Part 4–Property Owner(s)

Contact information for people or organizations owning the property(ies) where the project will occur. Consider both **upland and aquatic** ownership because the upland owners may not own the adjacent aquatic land. [\[help\]](#)

- ☒ Same as applicant. (Skip to Part 5.)
- ☐ Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)
- ☐ There are multiple upland property owners. Complete the section below and fill out [JARPA Attachment A](#) for each additional property owner.
- ☐ Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don't know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete [JARPA Attachment E](#) to apply for the Aquatic Use Authorization.

4a. Name (Last, First, Middle)			
4b. Organization (If applicable)			
4c. Mailing Address (Street or PO Box)			
4d. City, State, Zip			
4e. Phone (1)	4f. Phone (2)	4g. Fax	4h. E-mail

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [\[help\]](#)

- ☐ There are multiple project locations (e.g. linear projects). Complete the section below and use [JARPA Attachment B](#) for each additional project location.

5a. Indicate the type of ownership of the property. (Check all that apply.) [help]			
☐ Private ☐ Federal ☒ Publicly owned (state, county, city, special districts like schools, ports, etc.) ☐ Tribal ☐ Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)			
5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]			
Cap Sante Marina: 1019 Q Avenue			
5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]			
Anacortes, WA 98221			
5d. County [help]			
Skagit			
5e. Provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
	18 and 19	35	02
5f. Provide the latitude and longitude of the project location. [help]			
Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83)			
48.513636 N lat. / -122.609513 W long.			
5g. List the tax parcel number(s) for the project location. [help]			
The local county assessor's office can provide this information.			
P32880, P32881, P32888			
5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]			
Name	Mailing Address		Tax Parcel # (if known)
Port of Anacortes	100 Commercial Avenue Anacortes, WA 98221		Multiple throughout Cap Sante Marina
City of Anacortes	PO Box 547 Anacortes, WA 98221		City right-of-way

Samish Indian Nation	PO Box 217	P125270
	Anacortes, WA 98221	
Seafarers' LLP	PO Box 973	P118627
	Anacortes, WA 98221	

5i. List all wetlands on or adjacent to the project location. [\[help\]](#)

N/A

5j. List all waterbodies (other than wetlands) on or adjacent to the project location. [\[help\]](#)

Fidalgo Bay

5k. Is any part of the project area within a 100-year floodplain? [\[help\]](#)

☒ Yes ☐ No ☐ Don't know

5l. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

The proposed project will occur within the Port's Cap Sante Marina within areas with no vegetation present. The southern, western, and northern portion of the marina uplands are heavily developed and consist of an armored shoreline extending from the MHHW down to a depth of -12 ft to -14 ft MLLW.

The marina uplands are heavily developed and consists of concrete sidewalks, asphalt roads and commercial and Port buildings. The shoreline is dominated by riprap down to a depth of 0 ft MLLW. Below the riprap, the substrates consist of mud, which has historically been dredged.

5m. Describe how the property is currently used. [\[help\]](#)

The project site located within a large recreational and commercial boat marina operated by the Port. The marina includes approximately 107 acres of in-water and upland property and provides 1,007 boat moorage slips that support local tourism, fishing and other commercial marine activities. Existing structures within the marina include moorage floats, a fuel dock, one small craft hoist at P/Q dock, two 1-ton hoists at T-Dock for commercial usage, a boat travel lift, a floating pumpout facility, along with upland amenities such as vehicle and boat trailer parking and webblockers, retail space, a public esplanade and the Port's Harbormaster's office.

5n. Describe how the adjacent properties are currently used. [\[help\]](#)

Adjacent properties include commercial and retail west of Q Avenue, Seafarers' Memorial Park and an office complex to the south and Port properties to the north.

5o. Describe the structures (above and below ground) on the property, including their purpose(s) and current condition. [\[help\]](#)

Within the scope of the project, riprap, concrete abutments, timber pier, concrete sidewalk and asphalt roadways are located aboveground and are in good condition. Various utilities (power, water, sewer, storm, natural gas and communications) are located belowground and in good condition.

5p. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

From I-5, take SR-20 to Anacortes. Continue on SR-20, and exit in Anacortes at R Avenue. At the roundabout, take the second turn onto Q Avenue. Turn right at Seafarers Way.

Part 6–Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [\[help\]](#)

The Port's proposed utility-related project involves underground fiber installation from the ramp and lighting pole at JKL Docks in the north basin to the harbormaster office.

6b. Describe the purpose of the project and why you want or need to perform it. [\[help\]](#)

The Port requires the fiber improvement in order to continue providing quality service to marina customers and tenants.

6c. Indicate the project category. (Check all that apply) [\[help\]](#)

- ☒ Commercial
 ☐ Residential
 ☐ Institutional
 ☐ Transportation
 ☐ Recreational
☐ Maintenance
 ☐ Environmental Enhancement

6d. Indicate the major elements of your project. (Check all that apply) [\[help\]](#)

- | | | | |
|--|--|---|--|
| ☐ Aquaculture
☐ Bank Stabilization
☐ Boat House
☐ Boat Launch
☐ Boat Lift
☐ Bridge
☐ Bulkhead
☐ Buoy
☐ Channel Modification | ☐ Culvert
☐ Dam / Weir
☐ Dike / Levee / Jetty
☐ Ditch
☐ Dock / Pier
☐ Dredging
☐ Fence
☐ Ferry Terminal
☐ Fishway | ☐ Float
☐ Floating Home
☐ Geotechnical Survey
☐ Land Clearing
☒ Marina / Moorage
☐ Mining
☐ Outfall Structure
☐ Piling/Dolphin
☐ Raft | ☐ Retaining Wall (upland)
☐ Road
☐ Scientific Measurement Device
☐ Stairs
☐ Stormwater facility
☐ Swimming Pool
☒ Utility Line |
|--|--|---|--|

☐ Other:

6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [\[help\]](#)

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

The project is located within Cap Sante Marina in Fidalgo Bay, Anacortes. The project site lies within a 1% annual chance flood hazard area.

The proposed utility-related project involves underground fiber installation from JKL dock to the harbormaster office. The work entails upland trenching just waterward of the esplanade along the marina basin. The trench will begin at the JKL dock ramp and ends at the esplanade adjacent to the harbormaster office at the central pier to connect to existing conduit. It is anticipated that the proposed project will require the operation of a small excavator, dump truck, horizontal directional boring equipment and hand tools.

6f. What are the anticipated start and end dates for project construction? (Month/Year) [\[help\]](#)

- If the project will be constructed in phases or stages, use [JARPA Attachment D](#) to list the start and end dates of each phase or stage.

Start Date: Spring 2024 End Date: Spring 2024 ☐ See JARPA Attachment D
(once all permits have been obtained)

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [help]
\$37,000
6h. Will any portion of the project receive federal funding? [help]
If yes, list each agency providing funds.
☐ Yes ☒ No ☐ Don't know

Part 7–Wetlands: Impacts and Mitigation

☐ Check here if there are wetlands or wetland buffers on or adjacent to the project area.
 (If there are none, skip to Part 8.) [\[help\]](#)

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [help]						
☐ Not applicable						
7b. Will the project impact wetlands? [help]						
☐ Yes ☐ No ☐ Don't know						
7c. Will the project impact wetland buffers? [help]						
☐ Yes ☐ No ☐ Don't know						
7d. Has a wetland delineation report been prepared? [help]						
If Yes, submit the report, including data sheets, with the JARPA package.						
☐ Yes ☐ No						
7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System? [help]						
If Yes, submit the wetland rating forms and figures with the JARPA package.						
☐ Yes ☐ No ☐ Don't know						
7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands? [help]						
- If Yes, submit the plan with the JARPA package and answer 7g. - If No, or Not applicable, explain below why a mitigation plan should not be required.						
☐ Yes ☐ No ☐ Don't know						
7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [help]						
7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a similar table, you can state (below) where we can find this information in the plan. [help]						
Activity (fill, drain, excavate, flood, etc.)	Wetland Name¹	Wetland type and rating category²	Impact area (sq. ft. or Acres)	Duration of impact³	Proposed mitigation type⁴	Wetland mitigation area (sq. ft. or acres)

¹ If no official name for the wetland exists, create a unique name (such as "Wetland 1"). The name should be consistent with other project documents, such as a wetland delineation report. ² Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package. ³ Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter "permanent" if applicable. ⁴ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)						
Page number(s) for similar information in the mitigation plan, if available: _____						
7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [help]						
7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [help]						

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, "waterbodies" refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [\[help\]](#)

☒ Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [help]
☐ Not applicable
The project is located upland the regulatory elevations for both the Army Corps of Engineers and will not directly impact adjacent waterbodies.
8b. Will your project impact a waterbody or the area around a waterbody? [help]
☒ Yes ☐ No
8c. Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies? [help] If Yes, submit the plan with the JARPA package and answer 8d. If No, or Not applicable, explain below why a mitigation plan should not be required.
☐ Yes ☒ No ☐ Don't know
See answer to 8a.
8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan. If you already completed 7g you do not need to restate your answer here. [help]
N/A
8e. Summarize impact(s) to each waterbody in the table below. [help]

Activity (clear, dredge, fill, pile drive, etc.)	Waterbody name ¹	Impact location ²	Duration of impact ³	Amount of material (cubic yards) to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected
N/A	N/A	N/A	N/A	N/A	N/A

¹ If no official name for the waterbody exists, create a unique name (such as "Stream 1") The name should be consistent with other documents provided.
² Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain.
³ Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter "permanent" if applicable.

8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [\[help\]](#)

N/A

8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [\[help\]](#)

N/A

Part 9–Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [\[help\]](#)

Agency Name	Contact Name	Phone	Most Recent Date of Contact
WA Department of Fish and Wildlife	Beth Tate	360-466-4345	October 2023
City of Anacortes	Grace Pollard	360-293-1901	October 2023

9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology's 303(d) List? [\[help\]](#)

- If **Yes**, list the parameter(s) below.
- If you don't know, use Washington Department of Ecology's Water Quality Assessment tools at: <http://www.ecy.wa.gov/programs/wq/303d/>.

☒ Yes ☐ No

The project takes place within the Port's Cap Sante Marina in Fidalgo Bay, Puget Sound. Fidalgo Bay is located immediately south and east of the project site. The combined areas of Padilla Bay, Fidalgo Bay, and Guemes Channel are listed on Ecology's 303(d) list for bacteria, copper, dissolved oxygen, temperature and ammonia-N.

9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [\[help\]](#)

- Go to <http://cfpub.epa.gov/surf/locate/index.cfm> to help identify the HUC.

HUC 17110002

9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [help] Go to http://www.ecy.wa.gov/water/wria/index.html to find the WRIA #.
WRIA 3
9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help] Go to http://www.ecy.wa.gov/programs/wq/swqs/criteria.html for the standards.
☐ Yes ☐ No ☒ Not applicable
9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help] - If you don't know, contact the local planning department. - For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html.
☐ Urban ☐ Natural ☒ Aquatic ☐ Conservancy ☒ Other: <u>Urban Shoreline</u>
9g. What is the Washington Department of Natural Resources Water Type? [help] Go to http://www.dnr.wa.gov/forest-practices-water-typing for the Forest Practices Water Typing System.
☒ Shoreline ☐ Fish ☐ Non-Fish Perennial ☐ Non-Fish Seasonal
9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help] If No, provide the name of the manual your project is designed to meet.
☒ Yes ☐ No
Name of manual: _____
9i. Does the project site have known contaminated sediment? [help] If Yes, please describe below.
☐ Yes ☒ No
No known contamination has been identified at the immediate project site.
9j. If you know what the property was used for in the past, describe below. [help]
The project site was developed as a public marina in 1927. There are no places or objects within the project site that have been identified on or proposed for listing on national, state or local preservation registers.
9k. Has a cultural resource (archaeological) survey been performed on the project area? [help] If Yes, attach it to your JARPA package.

☐ Yes ☒ No

In 2009, a Cultural Resources Assessment was completed for the adjacent Scott Paper Company lumber mill (Scott site), which identified no close buildings or structures, no indications of shipwrecks, and no evidence for ethnohistoric or other tribal sites in the immediate area. Given the history of the well-developed site and recent construction projects completed in the marina at the nearby Scott Site and at Seafarers' Memorial Park, archeological or cultural impacts are not anticipated. However, if evidence of these features is encountered during construction, the Port will notify local tribes and the state's Department of Archeology and Historic Preservation (DAHP) and take appropriate steps.

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [\[help\]](#)

Three salmonid species that are listed under the Endangered Species Act (ESA) that may be present at the project site include the Puget Sound Chinook salmon (*Oncorhynchus tshawytscha*), Coastal-Puget Sound bull trout (*Salvelinus confluentus*) and Puget Sound steelhead trout (*O. mykiss*). Additionally, two rockfish species present in Puget Sound are listed under the ESA, though their presence in the marina is unlikely: bocaccio (*Sebastes paucispinis*) and yelloweye rockfish (*S. ruberrimus*). Marbled murrelet (*Brachyramphus marmoratus*), an ESA-listed bird species, is potentially present in Fidalgo Bay but unlikely to use the marina. Additional listed species in the vicinity that are extremely unlikely to occur include the Southern Resident killer whale (*Orcinus orca*), humpback whale (*Megaptera novaeangliae*) and leatherback sea turtle (*Dermochelys coriacea*).

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [\[help\]](#)

WDFW includes bocaccio and yelloweye rockfish on its priority habitat species list.

Fish resources in Fidalgo Bay area include Pacific salmon, forage fish and a number of flatfish and pelagic species typical of Puget Sound. Surf smelt (*Hypomesus*), sand lance (*Ammocetes hexapterus*) and Pacific herring (*Clupea harengus pallasii*) are important forage fish for salmonids. Surf smelt require high intertidal beaches with gravel for spawning. Sand lance also require upper intertidal spawning habitat, with sandy gravel beaches. Although the steep intertidal shorelines within the marina do not provide suitable spawning habitat for these species, surf smelt spawning has been mapped as occurring on and around both the north and south breakwaters at the mouth of the marina. The eastern shoreline of the marina basin has also been mapped for spawning. Surf smelt spawning activity occurs on this beach from May to September, unlike adjacent spawning beaches across Fidalgo Bay, which receive smelt spawn virtually year-round. The nearest known sand lance spawning beach is in the southern portion of Fidalgo Bay over 1.5 miles from the project site. No herring spawning occurs near the marina.

In summary, it is determined that there will be no effect to the listed species (in 9l.) due to the location and type of work being proposed. Listed species will not be susceptible to impacts related to the project activities because there is no suitable habitat present at the project location. The project involves upland. Therefore, we have determined that this project will have no effect on the listed species. Additionally the project will have no effect on designated critical habitats for these species. See attached No Effects Letter.

Part 10–SEPA Compliance and Permits

Use the resources and checklist below to identify the permits you are applying for.

- Online Project Questionnaire at <http://apps.oria.wa.gov/opas/>.
- Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.
- For a list of addresses to send your JARPA to, click on [agency addresses for completed JARPA](#).

10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [\[help\]](#)

- For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html.

☒ A copy of the SEPA determination or letter of exemption is included with this application.

☐ A SEPA determination is pending with _____ (lead agency). The expected decision date is _____.

☐ I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.) [\[help\]](#)

☒ This project is exempt (choose type of exemption below).

☒ Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt?
WAC 197-11-800 (23)(a) Utilities

☐ Other: _____

☐ SEPA is pre-empted by federal law.

10b. Indicate the permits you are applying for. (Check all that apply.) [\[help\]](#)

LOCAL GOVERNMENT

Local Government Shoreline permits:

☒ Substantial Development ☐ Conditional Use ☐ Variance

☐ Shoreline Exemption Type (explain): _____

Other City/County permits:

☐ Floodplain Development Permit ☐ Critical Areas Ordinance

STATE GOVERNMENT

Washington Department of Fish and Wildlife:

☐ Hydraulic Project Approval (HPA) ☐ Fish Habitat Enhancement Exemption – [Attach Exemption Form](#)

Washington Department of Natural Resources:

☐ Aquatic Use Authorization

Complete [JARPA Attachment E](#) and submit a check for \$25 payable to the Washington Department of Natural Resources.

Do not send cash.

Washington Department of Ecology:

☐ Section 401 Water Quality Certification

FEDERAL GOVERNMENT

United States Department of the Army permits (U.S. Army Corps of Engineers):

☐ Section 404 (discharges into waters of the U.S.) ☐ Section 10 (work in navigable waters)

United States Coast Guard permits:

☐ General Bridge Act Permit ☐ Private Aids to Navigation (for non-bridge projects)

Part 11—Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [\[help\]](#)

11a. Applicant Signature (required) [\[help\]](#)

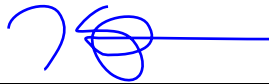
I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. _____ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. _____ (initial)

Kevin Anderson

Applicant Printed Name



Applicant Signature

12/19/2023

Date

11b. Authorized Agent Signature [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name

Authorized Agent Signature

Date

11c. Property Owner Signature (if not applicant) [\[help\]](#)

Not required if project is on existing rights-of-way or easements (provide copy of easement with JARPA).

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name

Property Owner Signature

Date

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-011 rev. 07/2017



Pacific Surveying & Engineering, Inc

land surveying • civil engineering • consulting • environmental
909 Squalicum Way #111, Bellingham, WA 98225
Phone 360.671.7387 Facsimile 360.671.4685 Email info@psurvey.com

April 26, 2023

Grace Pollard

City of Anacortes Planning, Community & Economic Development Department

904 6th Street

Anacortes, WA 98221

**RE: PRE_2023_0003: West Basin Development Plan
Cap Sante Marina- FEMA Boundary**

Dear Grace,

On behalf of our client, the Port of Anacortes, I have attached for City of Anacortes review and approval an exhibit map depicting the difference between FEMA and surveyed floodplain boundaries in the vicinity of our proposed Cap Sante West Basin Redevelopment project. Based on correspondence with the City Floodplain Manager, Rob Frisinger, and pursuant to the provisions of City of Anacortes Municipal Code 19.74.040(C)(5) we are requesting a formal determination from the City that the proposed project is not actually located in the floodplain (despite current FIRM map designations) and may continue without the need for a Flood Development Permit.

The attached map depicts the following features for your review:

- ... Proposed West Basin Development Map
- ... FEMA FIRM Map Floodplain Boundary intended to represent the Base Flood Elevation of 7' (NGVD 29 vertical datum). This line is shown as a blue dashed line.
- ... Ground Survey determined Floodplain Boundary representing the true location of the 7' NGVD 29 contour. This line is shown as a solid green line near the Cap Sante Marina shoreline

As can plainly be seen on the attached exhibit map and based on the results of an actual ground survey using the methods prescribed in WAC 332-130-145, it has become evident that the FEMA FIRM Maps for this area are inaccurate and not based on reliable topographic data.

Please take note that our West Basin project datum is MLLW (Tidal). A conversion factor of -4.3 feet was used to convert project datum to FEMA datum (NGVD 29) for this exercise. The translated Base Flood Elevation would represent the 11' contour (rounded) on our West Basin existing conditions map, which actually lands near the top of slope of the existing Cap Sante Marina revetment rock wall (see map). Vertical Datum conversions were determined using a published elevation benchmark records and verified using NOAA's VDatum conversion tool. A copy of these results are attached for your records.

**Exhibit # 7
SDP-2024-0001**

Please let us know if you have any questions or need additional information to support this request for determination.

Sincerely,
Pacific Surveying and Engineering



Adam Morrow, PLS
Survey Project Manager
Principal

Enclosures

cc: Rob Frisinger, City of Anacortes Deputy Building Official
Steve Lange, City of Anacortes Department of Public Works
Brenda Treadwell, Port of Anacortes
Brad Tesch, Port of Anacortes
Kevin Anderson, Port of Anacortes

CAP SANTE MARINA - WEST BASIN FEMA EXHIBIT



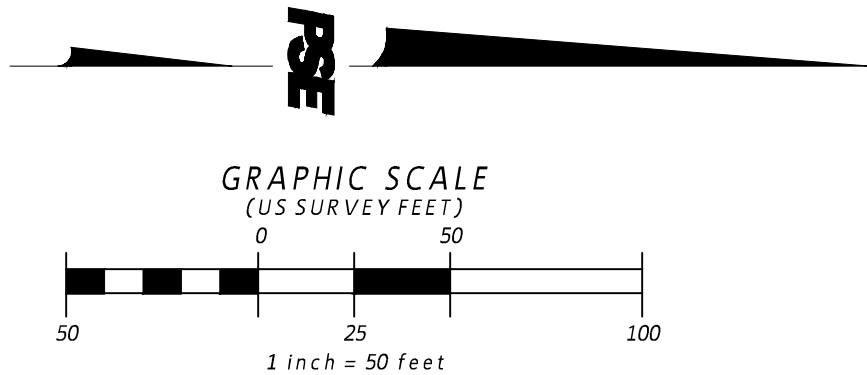
DATA	
DRAWN:	TJM
CHECKED:	ASM
DATE:	04/25/2023
DWG:	2022331_svE_FEMA.dwg
SCALE:	1" = 50'
JOB#:	2022331
FIELD BOOK:	N/A
SHEET	1 OF 1

CAP SANTE MARINA
FEMA EXHIBIT
PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221



PACIFIC SURVEYING
& ENGINEERING, INC.

909 Squalicum Way, Suite 111 | BELLINGHAM, WA 98225
T: 360.671.7387 | F: 360.671.4685
WWW.PSESURVEY.COM | INFO@PSESURVEY.COM



National Flood Hazard Layer FIRMette



122°36'40"W 48°31'5"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

122°36'2"W 48°30'41"N

Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
		Area of Undetermined Flood Hazard Zone D
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Cross Sections with 1% Annual Chance Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
		Coastal Transect Baseline
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped



The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **10/19/2021 at 5:15 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

NOTES TO USERS

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all areas subject to flooding, particularly from local drainage sources of small size. The **community map repository** should be consulted for possible updated or additional flood hazard information.

To obtain more detailed information in areas where **Base Flood Elevation** (BFEs) and/or **floodways** have been determined, users are encouraged to consult the Flood Profiles and Floodway Data tables contained within the Flood Insurance Study (FIS) report that accompanies this FIRM. Users should be aware that BFEs shown on the FIRM represent rounded whole-foot elevations. These BFEs are intended for flood insurance rating purposes only and should not be used as the sole source of flood elevation information. Accordingly, flood elevation data presented in the FIS should be utilized in conjunction with the FIRM for purposes of construction and/or floodplain management.

Coastal Base Flood Elevation (BFEs) shown on this map apply only landward of 0.0' National Geodetic Vertical Datum (NGVD). Users of this FIRM should be aware that coastal flood elevations may also be provided in the Summary of Stillwater Elevations table in the Flood Insurance Study report for this community. Elevations shown in the Summary of Stillwater Elevations table should be used for construction, and/or floodplain management purposes when they are higher than the elevations shown on this FIRM.

Boundaries of the **floodways** were computed at cross sections and interpolated between cross sections. The floodways were based on hydraulic considerations with regard to requirements of the National Flood Insurance Program. Floodway widths and other pertinent floodway data are provided in the Flood Insurance Study report for this jurisdiction.

Certain areas not in Special Flood Hazard Areas may be protected by **flood control structures**. Refer to Section 2.4 "Flood Protection Measures" of the Flood Insurance Study report for information on flood control structures in this jurisdiction.

The **projection** used in the preparation of this map is Universal Transverse Mercator (UTM) zone 10. The **horizontal datum** is NAD83, GRS1980 spheroid. Differences in datum, spheroid, projection or UTM zones used in the production of FIRMs for adjacent jurisdictions may result in slight positional differences in map features across jurisdiction boundaries. These differences do not affect the accuracy of the FIRM.

Flood elevations on this map are referenced to the National Geodetic Vertical Datum of 1929. These flood elevations must be compared to structure and ground elevations referenced to the same **vertical datum**. For information regarding conversion between the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, visit the National Geodetic Survey website at www.ngs.noaa.gov or contact the National Geodetic Survey at the following address:

Spacial Reference System Division
National Geodetic Survey, NOAA
Silver Spring Metro Center
1315 East-West Highway
Silver Spring, Maryland 20910
(301) 713-3191

To obtain current elevation, description, and/or location information for **bench marks** shown on this map, please contact the Information Services Branch of the National Geodetic Survey at **(301) 713-3242**, or visit their website at www.ngs.noaa.gov.

Base map information shown on this FIRM was provided in digital format by the City of Anacortes, Washington.

Corporate limits shown on this map are based on the best data available at the time of publication. Because changes due to annexations or de-annexations may have occurred after this map was published, map users should contact appropriate community officials to verify current corporate limit locations.

Please refer to the separately printed **Map Index** for an overview map showing the layout of map panels for this jurisdiction.

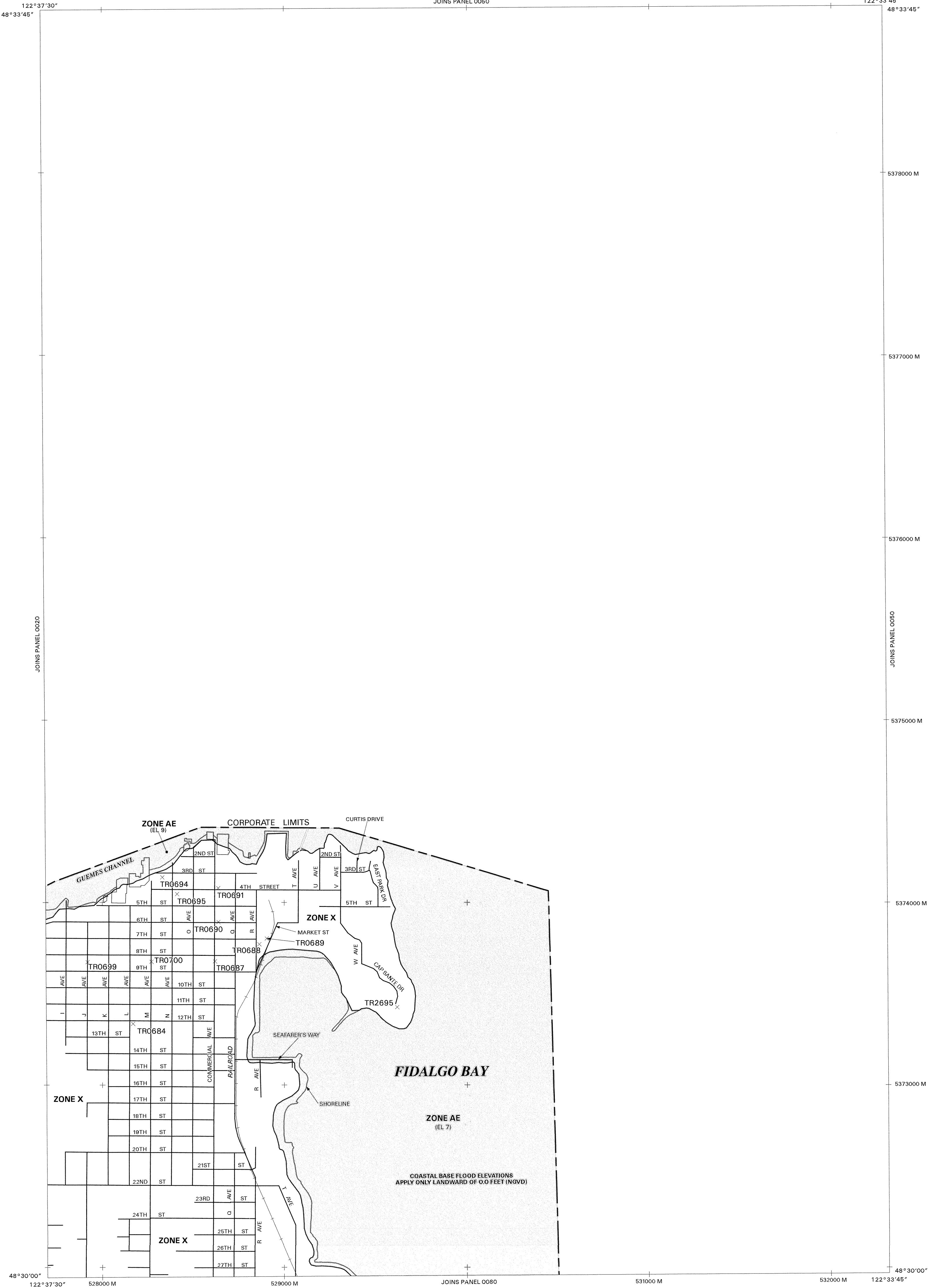
An accompanying Flood Insurance Study report, Letters of Map Revision or Letters of Map Amendment revising portions of this panel, and digital versions of this PANEL may be available. Contact the **FEMA Map Service Center** at the following phone numbers and Internet address for information on all related products available from FEMA:

Phone: 800-358-9616
FAX: 800-358-9620
www.fema.gov/msc

If you have **questions about this map** or questions concerning the National Flood Insurance Program in general, please call **1-877-FEMA-MAP** (1-877-336-2927) or visit the FEMA website at www.fema.gov.

This map reflects more detailed and up-to-date stream channel configurations than those shown on the previous FIRM for this jurisdiction. The floodplains and floodways that were transferred from the previous FIRM may have been adjusted to conform to these new stream channel configurations. As a result, the Flood Profiles and Floodway Data tables in the Flood Insurance Study report may reflect stream channel distances that differ from what is shown on this map.

All Special Flood Hazard Areas shown within the City of Anacortes were previously published for the Unincorporated Areas of Skagit County, Washington. Dates shown below are from the Effective FIRM for Skagit County: Initial Identification - October 25, 1974; Flood Hazard Boundary Map Revisional - September 13, 1977 & April 1, 1980; Flood Insurance Rate Map Effective - January 3, 1985



LEGEND

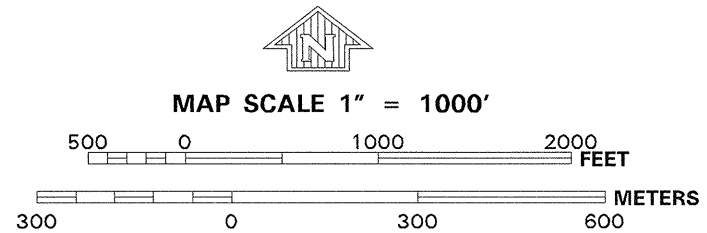
- SPECIAL FLOOD HAZARD AREAS SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD EVENT
- The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water surface elevation of the 1% annual chance flood.
- ZONE A** No base flood elevations determined.
- ZONE AE** Base flood elevations determined.
- ZONE AH** Flood depths of 1 to 3 feet (usually areas of ponding); base flood elevations determined.
- ZONE AO** Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
- ZONE AR** Area of special flood hazard formerly protected from the 1% annual chance flood event by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood event.
- ZONE A99** Area to be protected from 1% annual chance flood event by a Federal flood protection system under construction; no base flood elevations determined.
- ZONE V** Coastal flood zone with velocity hazard (wave action); no base flood elevations determined.
- ZONE VE** Coastal flood zone with velocity hazard (wave action); base flood elevations determined.
- FLOODWAY AREAS IN ZONE AE
- The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.
- OTHER FLOOD AREAS
- ZONE X** Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.
- OTHER AREAS
- ZONE X** Areas determined to be outside the 0.2% annual chance floodplain.
- ZONE D** Areas in which flood hazards are undetermined, but possible.
- COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS
- OTHERWISE PROTECTED AREAS (OPAs)
- CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

- Floodplain boundary
- Floodway boundary
- Zone D boundary
- CBRS and OPA boundary
- Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or velocities.
- Base Flood Elevation line and value; elevation in feet*
- Base Flood Elevation value where uniform within zone; elevation in feet*
- (EL 987)
- *Referenced to the National Geodetic Vertical Datum of 1929
- Cross Section Line
- Transect Line
- 97°07'30", 32°22'30" Geographic coordinates referenced to the North American Datum of 1983 (NAD 83)
- 4276000M 1000-meter Universal Transverse Mercator grid values, zone 10
- 600000 FT 5000-foot grid ticks
- Bench mark (see explanation in Notes to Users section of this FIRM panel).
- River Mile
- M1.5

- MAP REPOSITORY**
- City of Anacortes City Hall 804 6th Street Anacortes, WA 98221 (Maps available for reference only, not for distribution.)
- INITIAL IDENTIFICATION**
- See Notes to Users Area
- FLOOD HAZARD BOUNDARY MAP REVISIONS
- See Notes to Users Area
- FLOOD INSURANCE RATE MAP EFFECTIVE
- See Notes to Users Area
- FLOOD INSURANCE RATE MAP REVISIONS

Refer to the FLOOD INSURANCE RATE MAP EFFECTIVE date shown on this map to determine when actuarial rates apply to structures in the zones where elevations or depths have been established.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at (800) 638-6620.



NATIONAL FLOOD INSURANCE PROGRAM

FEDERAL EMERGENCY MANAGEMENT AGENCY

PANEL 0040A

FIRM

FLOOD INSURANCE RATE MAP

CITY OF ANACORTES, WASHINGTON

SKAGIT COUNTY

PANEL 40 OF 100

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTAINS:

COMMUNITY	NUMBER	PANEL	SUFFIX
ANACORTES, CITY OF	530317	0040	A

Notice to User: The **Map Number** shown below should be used when placing map orders; the **Community Number** shown above should be used on insurance applications for the subject community.

FEDERAL EMERGENCY MANAGEMENT AGENCY

MAP NUMBER
5303170040A

EFFECTIVE DATE:
SEPTEMBER 17, 2003

Federal Emergency Management Agency

Page 43 of 326

BENCHMARK	TIDAL MLLW (US Survey Ft)	NAVD88 (US Survey Ft)	NGVD29 (US Survey Feet)	MLLW-NGVD 29 Difference
Q 329	17.005	16.457	12.674	4.331
P 329	31.394	30.846	27.060	4.334
Cap Sante	201.059	200.511	196.752	4.308
Tidal 14	27.290	26.742	22.976	4.314
S 329	70.912	70.364	66.588	4.324
R 329	159.193	158.645	154.859	4.334

Regional Information

* Region : Contiguous United States

Horizontal Information

	Source	Target
Reference Frame:	NAD 1927	NAD83(2011)
Coor. System:	Geographic (Longitude, Latitude)	Geographic (Longitude, Latitude)
Unit:	meter (m)	meter (m)
Zone:	AL E - 0101	AL E - 0101

Vertical Information

	Source	Target
Reference Frame:	NGVD 1929	NAVD83
Unit:	foot (U.S. Survey) (US_ft)	foot (U.S. Survey) (US_ft)
	☒ Height ☐ Sounding	☒ Height ☐ Sounding
	☐ GEOID model:	☐ GEOID model:

Point Conversion ASCII File Conversion

Input

Latitude: 48.516156
e.g. 33.7586 or 33 45 30.9600

Longitude: -122.606811
e.g. -118.7691 or -118 46 8.7600

Height: 7
e.g. 3.037

[Drive to on map](#)

[Reset Map](#)

☐ to DMS

Output

Latitude: 48.5159840554

Longitude: -122.6080893779

Height: 11.285

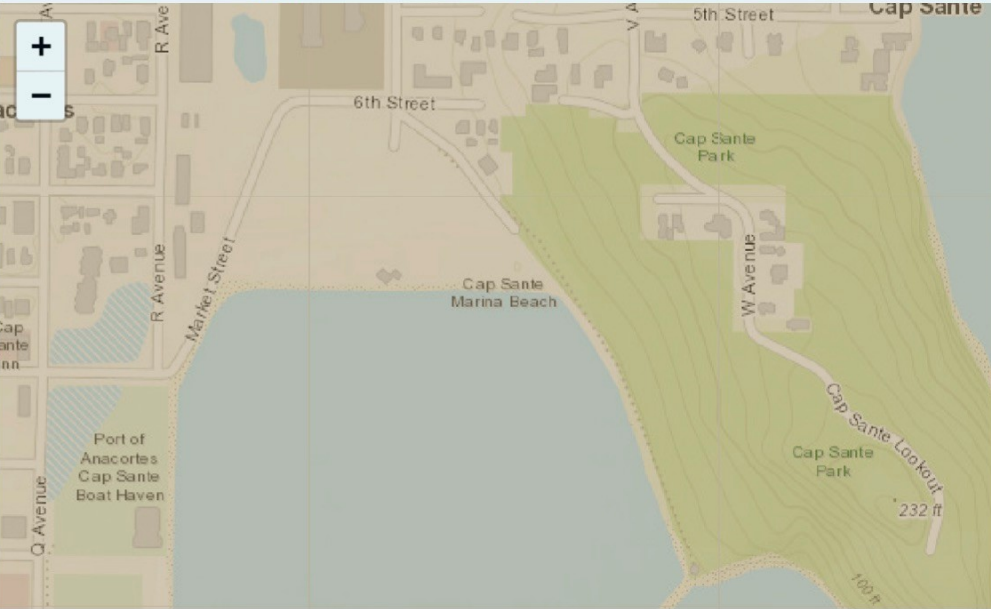
[Drive to on map](#)

[Reset Map](#)

Vertical Uncertainty (+/-): 0.3985678 US_ft

Vertical_Area: WAjdfuca03_8301:3:0

- ☒ Valid Tidal area
- ☒ Non-Tidal area
- ☒ Non-Valid area
- ☒ IGLD85
- ☒ SVU area



Critical Areas Assessment Report

West Basin Master Plan
Anacortes, Washington

for
Port of Anacortes

July 10, 2023



554 West Bakerview Road
Bellingham, Washington 98226
360.647.1510

Exhibit # 8
SDP-2024-0001

Critical Areas Assessment Report

West Basin Master Plan Anacortes, Washington

File No. 5147-031-02

July 10, 2023

Prepared for:

Port of Anacortes
100 Commercial Avenue
Anacortes, Washington 98221

Attention: Brenda Treadwell

Prepared by:

GeoEngineers, Inc.
554 West Bakerview Road
Bellingham, Washington 98226
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John T. Porco, BS
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Associate Biologist and Wetland Scientist

JTP:FMM:tlm

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

Table of Contents

1.0 INTRODUCTION AND PROJECT UNDERSTANDING	1
1.1. Project Location and Site Description	1
2.0 DATA REVIEW	1
3.0 FIELD ASSESSMENT METHODS.....	3
4.0 FIELD ASSESSMENT RESULTS	3
5.0 RELEVANT MUNICIPAL CODE	3
6.0 SUMMARY.....	4
7.0 LIMITATIONS.....	5
8.0 REFERENCES.....	5

LIST OF FIGURES

Figure 1. Vicinity Map

Figure 2. Wetland and Shoreline Map

APPENDICES

Appendix A. West Basin Upland Redevelopment Conceptual Design and North Basin Upland
Improvements Plan Set

Appendix B. Background Maps and Data

Appendix C. Site Photographs

1.0 INTRODUCTION AND PROJECT UNDERSTANDING

GeoEngineers, Inc. (GeoEngineers) was contracted by the Port of Anacortes (Port) to perform wetland and stream ordinary high water mark (OHWM) delineation and fish and wildlife habitat conservation areas (FWHCAs) assessment in support of the proposed West Basin Masterplan (project) in Anacortes, Washington as shown on Figure 1, Vicinity Map. We understand that the Port is designing improvements to the Cap Sante Marina Waterfront, with proposed mixed-use development that will include updated circulations patterns, improved parking amenities, public access upgrades, formalized development pads and enhanced utilities. See Appendix A, West Basin Upland Redevelopment Conceptual Design and North Basin Upland Improvements Plan Set for a Conceptual Design of the West Basin Upland Redevelopment and a Plan Set for the already permitted North Basin Upland Improvements. This report is intended to provide baseline critical areas (wetland, stream and FWHCAs) data in accordance with the City of Anacortes Shoreline Master Plan (SMP) (Anacortes Municipal Code [AMC] Chapter 18.16) and Critical Areas Code (AMC Chapter 19.70).

1.1. Project Location and Site Description

The project is located along the shoreline of Cap Sante near Cap Sante Park and the Port in Anacortes, Washington within Section 18 of Township 35 Range 02E of the Willamette Meridian (W.M.) and located within Water Resource Inventory Area (WRIA) 3 Lower Skagit/Samish and Hydrologic Unit Code (HUC) 17110002 Strait of Georgia. Approximately 26 acres of assessment area, shown on Figure 2, Wetland and Shoreline Map, was investigated for the presence (or absence) of wetlands, streams and other FWHCAs. The majority of the project area is already developed with multiple parking lots and commercial and residential buildings. Trees, shrubs and grasses are present, but they are mostly ornamental species located within isolated landscaped areas. The majority of the shoreline within the Cap Sante Marina was covered in quarry spall/riprap armoring with scattered weedy species. Salt marsh habitats were observed at the northeast and northwest corners of the marina basin, below the OHWM, within the assessment area. Cap Sante Park abuts the eastern border of the assessment area.

2.0 DATA REVIEW

The US Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) map depicts estuarine and marine, freshwater emergent and freshwater forested/scrub-shrub wetlands within the assessment area (USFWS 2023a). The United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Web Soil Survey maps the majority of the project area as Xerorthents, 0 to 5 percent slopes (USDA-NRCS 2023), which is a soil on the national hydric soils list (USDA-NRCS 2015). A small section in the northeastern part of the project area is mapped as Fidalgo-Lithic Xerochrepts – rock outcrop complex, 3 to 30 percent slopes (USDA-NRCS 2023), a soil that is not on the national hydric soils list (USDA-NRCS 2015).

Portions of the proposed project located within 200 feet of the OHWM of the marine shoreline, are within shoreline jurisdiction and are subject to review under the City of Anacortes SMP (AMC Chapter 18.16). The project area has an Urban shoreline environmental designation with an associated shoreline setback of 25 feet (Figure 2) per Table 5.2 (Shoreline Development Standards Matrix) of the Anacortes SMP.

Within the assessment area, the Federal Emergency Management Agency (FEMA) National Flood Hazard Mapper depicts areas within approximately 75 to 150 feet of the marine OHWM as within a special flood hazard area, Zone AE¹ (100-year floodplain) (FEMA 2023). The remaining assessment area is mapped as an area of minimal flood hazard (Zone X) (FEMA 2023). The base flood elevation (BFE) within the Zone AE area is mapped as +7 feet (North American Vertical Datum of 1988 [NAVD88]) (FEMA 2023). The OHWM in the Anacortes area is approximately 9½ to 10 feet (NAVD88), and therefore the areas immediately adjacent to the OHWM, which are generally above the OHWM and flat and paved, are likely above the BFE.

The Washington Department of Fish and Wildlife (WDFW) Priority Habitat and Species (PHS) mapping tool depicts the same wetlands as shown by NWI within the assessment area (WDFW 2023). PHS reports documented surf smelt (*Hypomesus pretiosus*) and Pacific herring (*Clupea pallasii*) breeding areas, Dungeness crab (*Metacarcinus magister*) presence, Pinto Abalone (*Haliotis kamtschatkana*) potential habitat, Yuma myotis (*Myotis yumanensis*), cliffs/bluffs and a biodiversity area/corridor (Cap Sante Park) (WDFW 2023). Because Cap Sante Park is a Priority Habitat it is a designated FWHCA and may require a buffer per City of Anacortes SMP Appendix A-5.1 (Designation of fish and wildlife habitat conservation areas).

The USFWS Information for Planning and Consultation (IPaC) report (USFWS 2023b) for the project area lists seven threatened, endangered or candidate species and one critical habitat on the species list (potential to occur at the project site) including:

- North American Wolverine (*Gulo gulo luscus*) - Proposed Threatened
- Marbled Murrelet (*Brachyramphus marmoratus*) – Threatened
- Streaked Horned Lark (*Eremophila alpestris strigata*) – Threatened
- Yellow-billed Cuckoo (*Coccyzus americanus*) - Threatened
- Bull Trout (*Salvelinus confluentus*) - Threatened
- Dolly Varden (*Salvelinus malma*) - Proposed Similarity of Appearance (Threatened)
- Golden paintbrush (*Castilleja levisecta*) – Threatened
- Bull Trout (*Salvelinus confluentus*) - Critical Habitat

The National Oceanic and Atmospheric Administration (NOAA) Fisheries *Status of ESA Listings & Critical Habitat Designations for West Coast Salmon & Steelhead* report (NOAA 2023) includes a total of two threatened salmon and steelhead species and their critical habitat with potential to occur at the project site including:

- Puget Sound Steelhead (*Oncorhynchus mykiss*) – Threatened and Critical Habitat
- Puget Sound Chinook Salmon (*Oncorhynchus tshawytscha*) – Threatened and Critical Habitat

Maps and data reports from the file review are included in Appendix B, Background Maps and Data.

¹ Defined by FEMA as areas subject to inundation by the 1-percent-annual-chance flood event determined by detailed methods.

3.0 FIELD ASSESSMENT METHODS

Two GeoEngineers' biologists conducted a field investigation on June 20, 2023 to characterize and delineate wetlands and streams within the assessment area. Figure 2 depicts the delineated marine shoreline OHWM, shoreline setback and shoreline jurisdiction within the assessment area and estimated wetland habitat and buffer outside of the assessment area. The OHWM of the Cap Sante Marina shoreline was identified by examining breaks in the topography and shifts in vegetation according to United States Army Corps of Engineers (USACE) protocol as referenced from Regulatory Guidance Letter (No. 05-05) (Riley 2005), Ordinary High Water Mark Identification, December 7, 2005 and according to the Washington State Department of Ecology (Ecology) 2016 guidance (Anderson et al. 2016). The Washington Administrative Code (WAC) was also referenced for the definition of OHWM (WAC 173-22-030 § 11). A photographic record was also collected during the field investigation to document existing site conditions. Representative photos are included in Appendix C, Site Photographs.

4.0 FIELD ASSESSMENT RESULTS

The majority of the marine shoreline was covered in quarry spall/riprap armoring with some salt marsh areas of the shoreline vegetated by saltgrass (*Distichlis spicata*), pickleweed (*Salicornia sp.*), Puget Sound gumweed (*Grindelia squarrosa*). GeoEngineers delineated the OHWM of the shoreline to establish a 200-foot buffer in which the project would be subject to shoreline jurisdiction.

Salt marsh habitats were observed at the northeast and northwest corners of the marina basin, below the OHWM, within the assessment area, and one freshwater wetland was identified just outside the project area to the northwest. Salt marsh habitats were not delineated because they are outside of the proposed development footprint and the potential wetland to the northwest was not formally delineated or rated because it is just outside of the assessment area. Figure 2 shows the estimated wetland boundary and estimated buffer. The wetland appeared to be a depressional wetland with moderate habitat functions and a highly disturbed buffer, so we estimate the wetland is most likely not Category I or Category II (this cannot be confirmed without a formal wetland rating). With a high intensity of proposed adjacent land use, the required wetland buffers for Category IV wetlands is 50 feet and for Category III wetlands ranges from 80 to 300 feet (AMC 19.70.235(C)). The offsite wetland is likely a Category III wetland with a low or moderate habitat score, thus would have a maximum buffer of 150 feet (AMC 19.70.235(C)). The buffer is shown as stopping at Market Street and 6th Street on Figure 2 because the roads functionally and physically isolate the areas south/east of the roads per AMC 19.70.235(M).

Cap Sante Park, a mapped biodiversity area, was observed to the east of the assessment area. The forested park included Douglas fir (*Pseudotsuga menziesii*), Pacific madrone (*Arbutus menziesii*), western redcedar (*Thuja plicata*), oceanspray (*Holodiscus discolor*), nootka rose (*Rosa nutkana*), Himalayan blackberry (*Rubus armeniacus*) and Oregon grape (*Mahonia aquifolium*). Because the park is a biodiversity area, it is considered a priority Habitat and is designated as a FWHCA and subject to AMC 19.70.

5.0 RELEVANT MUNICIPAL CODE

Portions of the proposed project located within 200 feet of the OHWM of the marine shoreline, are within shoreline jurisdiction and are subject to review under the City of Anacortes SMP (AMC 18.16, SMP 2.3). Per AMC 18.16.010, "All proposed uses and development occurring within shoreline jurisdiction must conform

to Chapter 90.58 RCW, the Shoreline Management Act and this master program whether or not a permit is required.” All new structures or additions to structures on any lot shall meet all buffer, setback, height and other construction requirements of the Master Program and the Shoreline Management Act. The project area is located within an Urban shoreline environmental designation. Per Table 5.2 (Shoreline Development Standards Matrix) of the SMP, projects within an Urban environmental designation outside of Burrows Bay are subject to a shoreline setback² of 25 feet (for non-water-dependent uses), a maximum structure height of 50 feet and a lot coverage maximum³ of 50 percent. According to Chapter 12 of the SMP, a water-dependent use is defined as, “A use or a portion of a use, which, as its primary characteristic, cannot exist in any other location than on the water because it is dependent on the water by the intrinsic nature of its operations.”

For redevelopment along the marine shoreline, the SMP provides requirements for riparian vegetation in connection with new development and redevelopment projects of non-water dependent uses that abut the City of Anacortes’ marine shorelines (AMC 18.16).

The City of Anacortes critical areas code provides requirements for assessment and reporting of all shoreline areas, floodplains, wetlands, streams, other critical areas and related buffers within 300 feet of a proposed project area and provides requirements for proposed mitigation of any impacts to critical areas or their buffers (AMC 19.70.115 and 19.70.220). All wetlands that are located within shoreline jurisdiction are subject to Appendix A of the SMP, “Shoreline Critical Areas Regulations”. Appendix A of the SMP summarizes protections to critical areas within shoreline jurisdiction (AMC 18.16).

The observed wetland lies outside the assessment area and has an estimated maximum buffer of at least 150 feet (AMC 19.70.235(C)) that, per AMC 19.70.235(M), stops at Market Street and 6th Street (paved public roadways greater than 8 feet wide) and thus does not extend into the project area for the proposed North Basin Upland Improvements (see the site plan in Appendix A). We understand that the Cap Sante Marina North Basin Upland Improvements portion of the project has already been permitted, see Appendix A.

6.0 SUMMARY

GeoEngineers performed wetland, stream OHWM and FWHCA delineation and assessment services for the West Basin Master Plan. One marine shoreline (Fidalgo Bay) was identified, and one Priority Habitat (Cap Sante, biodiversity corridor) was observed during the site investigation within the assessment area. Salt marsh habitats were observed at the northeast and northwest corners of the marina basin, below the OHWM. These areas were not delineated because they are located outside the project footprint and delineation of these features was not part of our scope. The project will be subject to the City of Anacortes SMP (AMC 18.16) and Critical Areas Code (AMC 19.70) including AMC requirements for riparian vegetation in areas abutting the marine shoreline (AMC 18.16). Portions of the proposed project located within 200 feet of the OHWM of the marine shoreline are within shoreline jurisdiction and are subject to review

² Setback shall be the minimum distance measured in feet from the OHWM on a horizontal plane perpendicular to the shoreline.

³ Buildings or structures in the Shoreline Area shall not occupy a greater percentage of a lot than indicated.

under the City of Anacortes SMP and development within areas abutting the marine shoreline are subject to a shoreline setback⁴ of 25 feet.

7.0 LIMITATIONS

GeoEngineers has prepared this critical areas report in general accordance with the scope and limitations of our proposal. Within the limitations of scope, schedule and budget, our services have been executed in accordance with the generally accepted practices for critical areas assessments in this area at the time this report was prepared. No warranty or other conditions, express or implied, should be understood.

This letter has been prepared for the exclusive use of the Port of Anacortes, authorized agents and regulatory agencies following the described methods and information available at the time of the work. No other party may rely on the product of our services unless we agree in advance to such reliance in writing. The information contained herein should not be applied for any purpose or project except the one originally contemplated.

The applicant is advised to contact all appropriate regulatory agencies (local, state and federal) prior to design or construction of any development to obtain necessary permits and approvals.

8.0 REFERENCES

Anacortes Municipal Code (AMC). 2022. City of Anacortes Municipal Code, Title 19. Division 7, Chapters 18.16 and 19.70. Available at: https://anacortes.municipal.codes/AMC/19_Div7

Anderson, Paul S., S. Meyer, Dr. P. Olson, and E. Stockdale. 2016. Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State. Publication Number 16-06-029. March 2010, revised October 2016. City of Lynden Municipal Code 16.08 Shoreline Management. Available at : [Chapter 16.08 - SHORELINE MANAGEMENT | Code of Ordinances | Lynden, WA | Municode Library](#)

City of Anacortes. 2010. City of Anacortes Shoreline Master Program. September 2010. Available at: <https://www.anacorteswa.gov/DocumentCenter/View/861/2010-Shoreline-Master-Program-PDF>

Federal Emergency Management Agency (FEMA). 2023. National Flood Hazard Layer. Available at: <https://www.fema.gov/national-flood-hazard-layer-nfhl>

National Oceanic and Atmospheric Administration (NOAA). 2023. Fisheries *Status of ESA Listings & Critical Habitat Designations for West Coast Salmon & Steelhead*. Available at: https://www.westcoast.fisheries.noaa.gov/publications/gis_maps/maps/salmon_steelhead/critical_habitat/wcr_salmonid_ch_esa_july2016.pdf

Riley, Don T. 2005. Ordinary High Water Mark Identification. United States Army Corps of Engineers, Regulatory Guidance Letter, No. 05-05.

⁴ Setback shall be the minimum distance measured in feet from the OHWM on a horizontal plane perpendicular to the shoreline.

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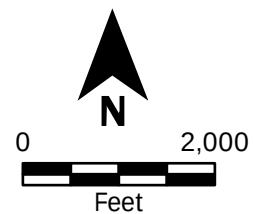
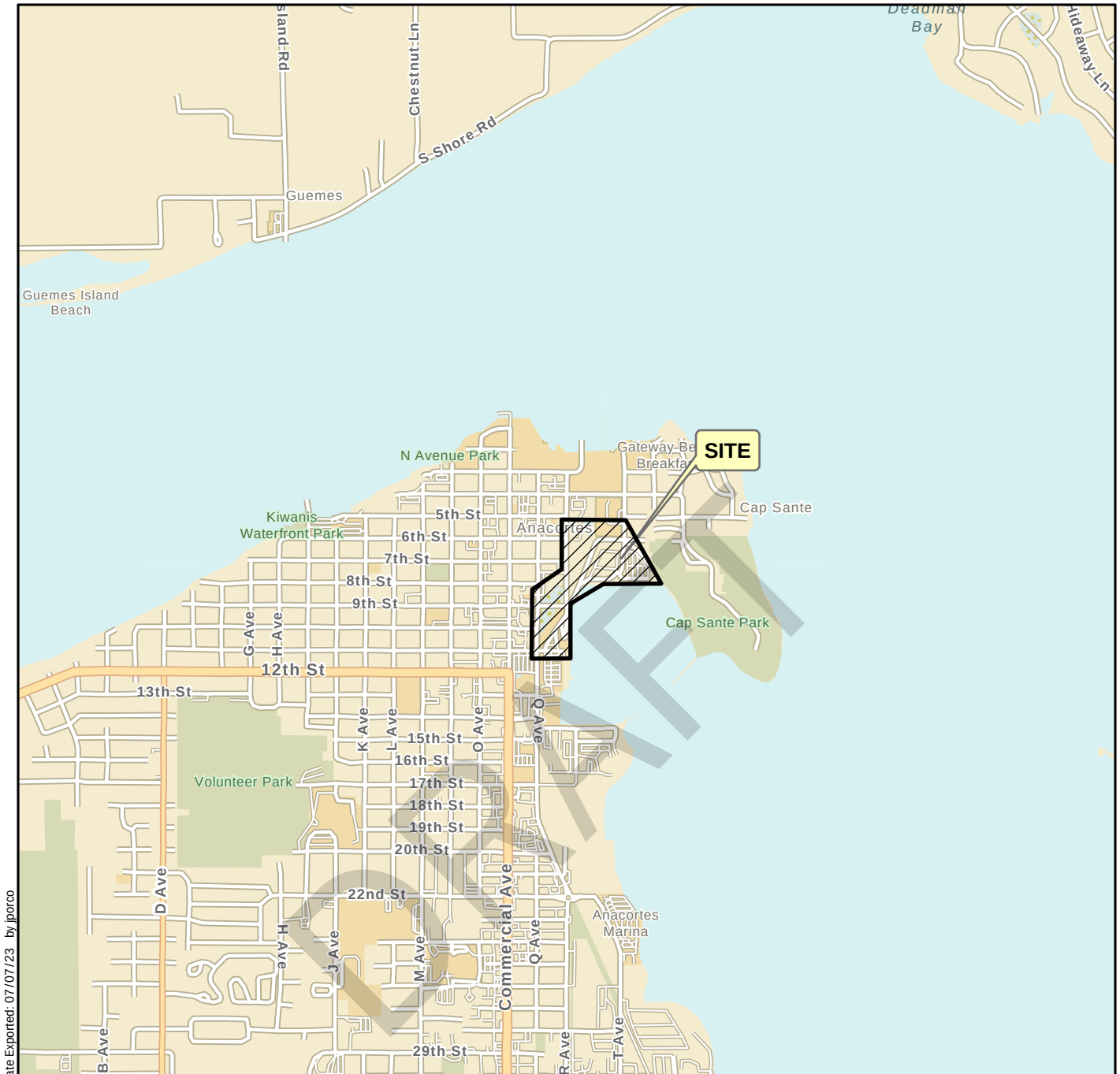
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United States Fish and Wildlife Service (USFWS). 2023a. Wetlands Mapper. Available at: <http://www.fws.gov/wetlands/Data/mapper.html>

United States Fish and Wildlife Service (USFWS). 2023b. Information for Planning and Consultation. Available at: <https://ecos.fws.gov/ipac/>

Washington Administrative Code (WAC) 173-22-30 Interim water typing system. Available at: <https://app.leg.wa.gov/WAC/default.aspx?cite=173-22-030>

Washington Department of Fish and Wildlife (WDFW). 2023. Priority Habitat and Species Interactive Map Viewer. Available at: <http://wdfw.wa.gov/mapping/phs/>



Source(s):
• ESRI

Coordinate System: NAD 1983 UTM Zone 10N

Disclaimer: This figure was created for a specific purpose and project. Any use of this figure for any other project or purpose shall be at the user's sole risk and without liability to GeoEngineers. The locations of features shown may be approximate. GeoEngineers makes no warranty or representation as to the accuracy, completeness, or suitability of the figure, or data contained therein. The file containing this figure is a copy of a master document, the original of which is retained by GeoEngineers and is the official document of record.

Vicinity Map

West Basin Master Plan
Anacortes, Washington



Figure 1

P:\15147031\GIS\15147031 Project_JTP\15147031 Project.aprx\15147031 Project Date Exported: 07/10/23 by jporco



Maxar, Microsoft

Legend

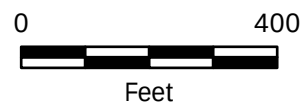
-  Assessment Area
-  OHWM
-  Shoreline Jurisdiction
-  Shoreline Setback (25 feet)
-  Approximate Wetland Boundary
-  Maximum Wetland Buffer (150 feet)

Notes:

1. Wetland boundary was estimated using lidar and aerial imagery

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

Disclaimer: This figure was created for a specific purpose and project. Any use of this figure for any other project or purpose shall be at the user's sole risk and without liability to GeoEngineers. The locations of features shown may be approximate. GeoEngineers makes no warranty or representation as to the accuracy, completeness, or suitability of the figure, or data contained therein. The file containing this figure is a copy of a master document, the original of which is retained by GeoEngineers and is the official document of record.



Wetland and Shoreline Map

West Basin Master Plan
Anacortes, Washington

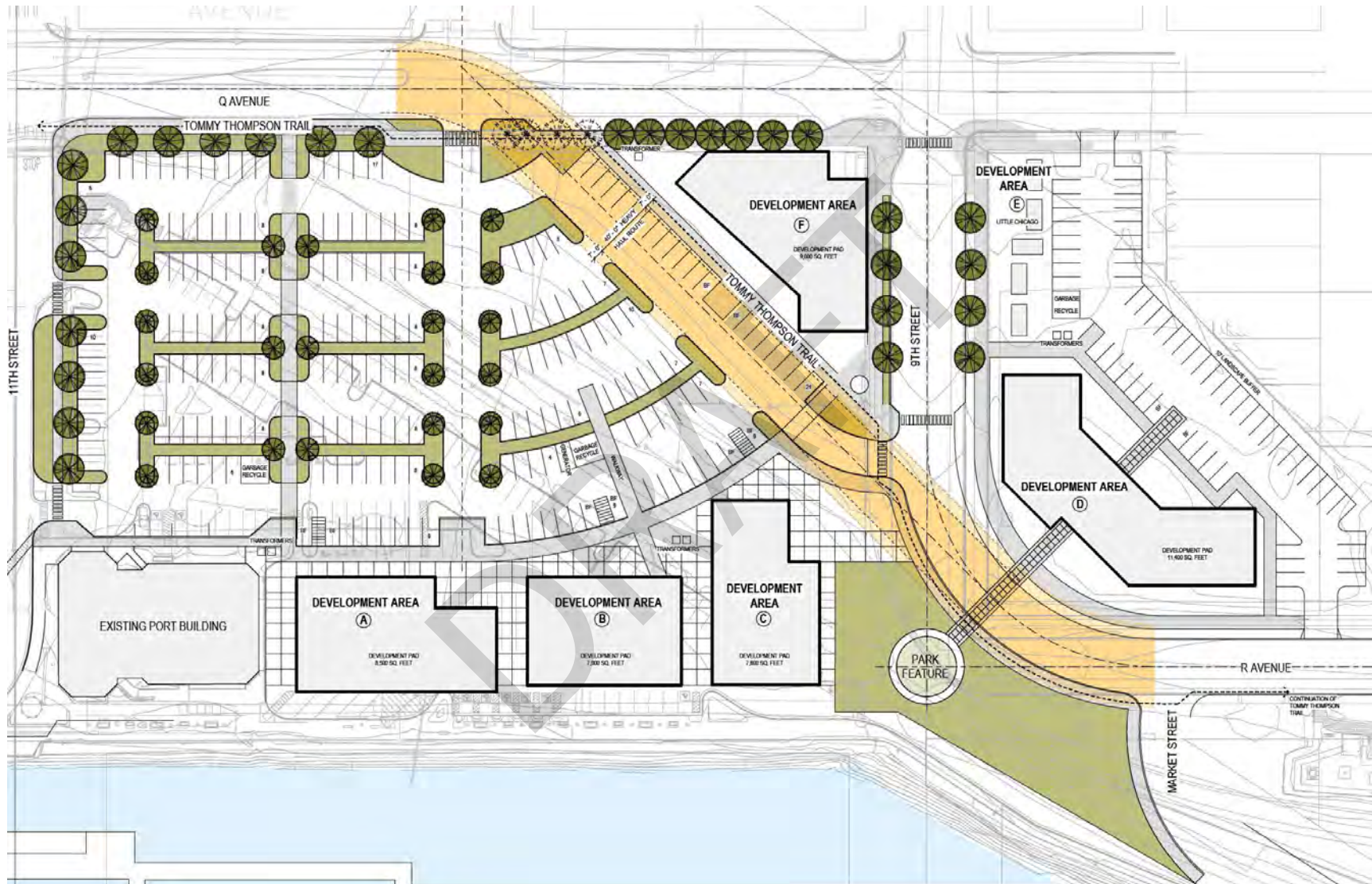


Figure 2

APPENDIX A
**West Basin Upland Redevelopment Conceptual Design
and North Basin Upland Improvements Plan Set**

DRAFT

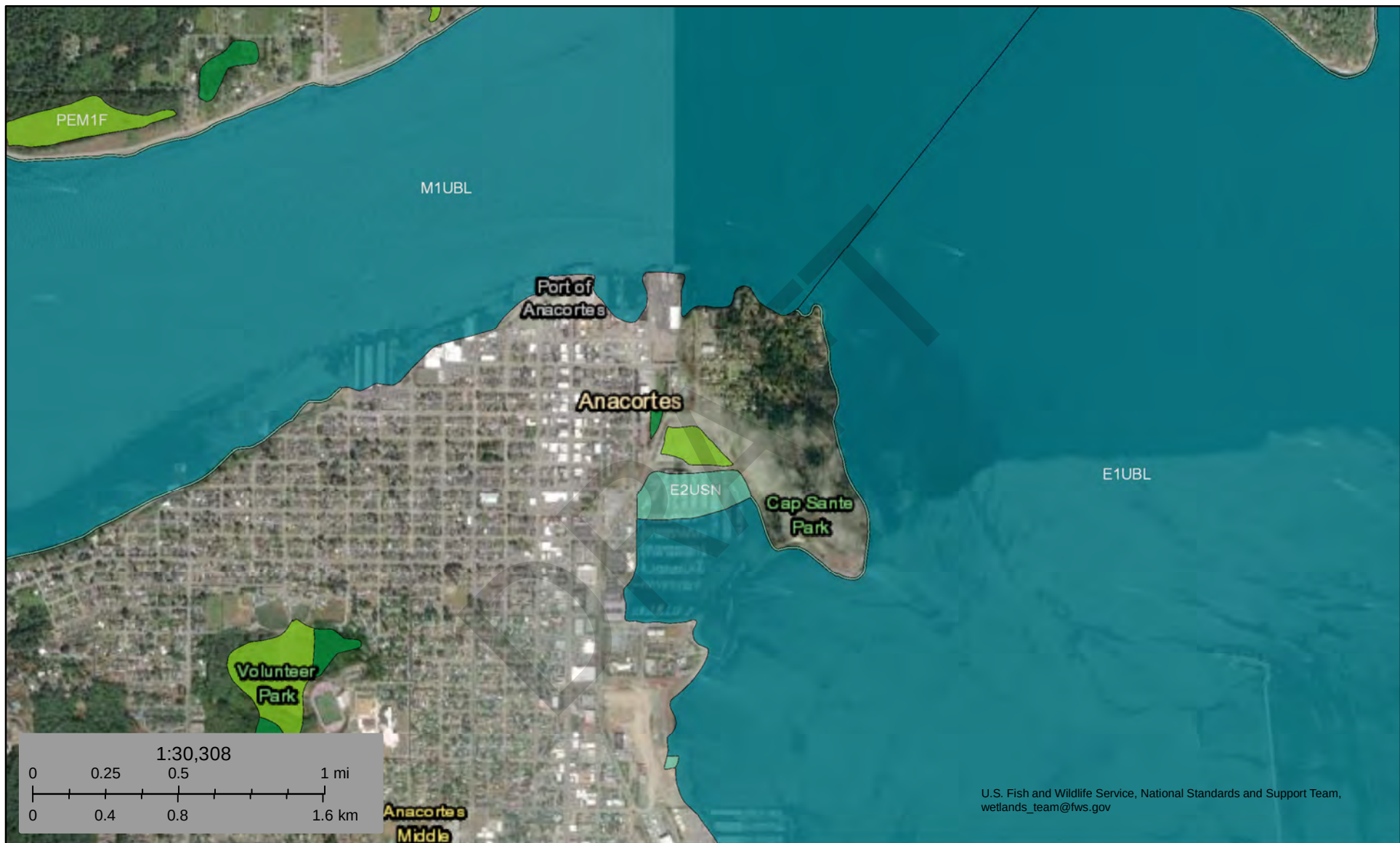
West Basin Upland Redevelopment Conceptual Design



APPENDIX B

Background Maps and Data

DRAFT



June 28, 2023

Wetlands_Alaska

- | | | |
|--|---|--|
|  Estuarine and Marine Deepwater |  Freshwater Emergent Wetland |  Lake |
|  Estuarine and Marine Wetland |  Freshwater Forested/Shrub Wetland |  Other |
| |  Freshwater Pond |  Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

Soil Map—Skagit County Area, Washington

Soil Map may not be valid at this scale.

Map Scale: 1:11,300 if printed on A landscape (11" x 8.5") sheet.

0 150 300 600 900 Meters

0 500 1000 2000 3000 Feet

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 10N WGS84

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 25, 2020—Jul 28, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
20	Bow-Urban land complex, 0 to 8 percent slopes	29.5	5.5%
31	Clallam-Urban land complex, 0 to 8 percent slopes	93.9	17.5%
55	Fidalgo-Lithic Xerochrepts-Rock outcrop complex, 3 to 30 percent slopes	72.0	13.4%
165	Xerorthents, 0 to 5 percent slopes	88.0	16.4%
Totals for Area of Interest		535.5	100.0%

Skagit County Area, Washington

20—Bow-Urban land complex, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2hv1

Elevation: 0 to 450 feet

Mean annual precipitation: 20 to 60 inches

Mean annual air temperature: 48 to 50 degrees F

Frost-free period: 150 to 220 days

Farmland classification: Not prime farmland

Map Unit Composition

Bow and similar soils: 60 percent

Urban land: 35 percent

Minor components: 5 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Bow

Setting

Landform: Terraces, hillslopes

Parent material: Volcanic ash, glaciolacustrine deposits, and glacial drift

Typical profile

H1 - 0 to 7 inches: gravelly ashy loam

H2 - 7 to 17 inches: very gravelly ashy loam

H3 - 17 to 31 inches: clay loam

H4 - 31 to 60 inches: silty clay

Properties and qualities

Slope: 0 to 8 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Somewhat poorly drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately low to moderately high (0.06 to 0.20 in/hr)

Depth to water table: About 6 to 18 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: High (about 10.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4w

Hydrologic Soil Group: C/D

Ecological site: F002XA007WA - Puget Lowlands Wet Forest

Forage suitability group: Seasonally Wet Soils (G002XN202WA)

Other vegetative classification: Seasonally Wet Soils (G002XN202WA)

Hydric soil rating: Yes

Description of Urban Land

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 8

Hydric soil rating: No

Minor Components

Bellingham, undrained

Percent of map unit: 5 percent

Landform: Depressions

Other vegetative classification: Wet Soils (G002XN102WA)

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Skagit County Area, Washington

31—Clallam-Urban land complex, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2hvf

Elevation: 30 to 150 feet

Mean annual precipitation: 23 inches

Mean annual air temperature: 48 degrees F

Frost-free period: 160 to 200 days

Farmland classification: Not prime farmland

Map Unit Composition

Clallam and similar soils: 45 percent

Urban land: 40 percent

Minor components: 5 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Clallam

Setting

Landform: Hillslopes

Parent material: Glacial drift

Typical profile

H1 - 0 to 11 inches: gravelly ashy loam

H2 - 11 to 27 inches: very gravelly loam

H2 - 27 to 60 inches: very gravelly sandy loam

Properties and qualities

Slope: 0 to 8 percent

Depth to restrictive feature: 20 to 40 inches to densic material

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately low (0.00 to 0.06 in/hr)

Depth to water table: About 18 to 36 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Very low (about 2.6 inches)

Interpretive groups

Land capability classification (irrigated): 3w

Land capability classification (nonirrigated): 4s

Hydrologic Soil Group: C

Ecological site: F002XA001WA - Puget Lowlands Dry Forest

Forage suitability group: Limited Depth Soils (G002XN302WA)

Other vegetative classification: Limited Depth Soils (G002XN302WA)

Hydric soil rating: No

Description of Urban Land

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 8

Hydric soil rating: No

Minor Components

Bow

Percent of map unit: 5 percent

Landform: Terraces

Other vegetative classification: Seasonally Wet Soils
(G002XN202WA)

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Skagit County Area, Washington

55—Fidalgo-Lithic Xerochrepts-Rock outcrop complex, 3 to 30 percent slopes

Map Unit Setting

National map unit symbol: 2hw8

Elevation: 20 to 1,300 feet

Mean annual precipitation: 15 to 30 inches

Mean annual air temperature: 48 to 52 degrees F

Frost-free period: 160 to 210 days

Farmland classification: Not prime farmland

Map Unit Composition

Fidalgo and similar soils: 45 percent

Rock outcrop: 20 percent

Lithic xerochrepts and similar soils: 20 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Fidalgo

Setting

Landform: Hillslopes

Parent material: Volcanic ash, and colluvium from glacial drift, argillite, and argillitic residuum

Typical profile

H1 - 0 to 3 inches: gravelly ashy loam

H2 - 3 to 25 inches: very gravelly ashy fine sandy loam

H3 - 25 to 29 inches: extremely gravelly loamy sand

H4 - 29 to 33 inches: unweathered bedrock

Properties and qualities

Slope: 3 to 30 percent

Depth to restrictive feature: 20 to 40 inches to lithic bedrock

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately high to high (0.57 to 1.98 in/hr)

Depth to water table: About 19 to 36 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Low (about 3.7 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4e

Hydrologic Soil Group: C

Ecological site: F002XA001WA - Puget Lowlands Dry Forest

Forage suitability group: Limited Depth Soils (G002XN302WA)

Other vegetative classification: Limited Depth Soils (G002XN302WA)

Hydric soil rating: No

Description of Rock Outcrop

Typical profile

R - 0 to 60 inches: unweathered bedrock

Properties and qualities

Slope: 3 to 30 percent

Depth to restrictive feature: 0 inches to lithic bedrock

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 8s

Hydric soil rating: No

Description of Lithic Xerochrepts

Setting

Landform: Hillslopes

Parent material: Glacial drift and residuum from argillite

Typical profile

H1 - 0 to 2 inches: gravelly loam

H2 - 2 to 16 inches: gravelly loam

H3 - 16 to 20 inches: unweathered bedrock

Properties and qualities

Slope: 3 to 30 percent

Depth to restrictive feature: 10 to 20 inches to lithic bedrock

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately high to high (0.57 to 1.98 in/hr)

Depth to water table: More than 80 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Very low (about 2.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6s

Hydrologic Soil Group: D

Hydric soil rating: No

Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Skagit County Area, Washington

165—Xerorthents, 0 to 5 percent slopes

Map Unit Setting

National map unit symbol: 2htw

Elevation: 0 to 250 feet

Mean annual precipitation: 15 to 60 inches

Mean annual air temperature: 48 to 50 degrees F

Frost-free period: 180 days

Farmland classification: Not prime farmland

Map Unit Composition

Xerorthents and similar soils: 95 percent

Minor components: 5 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Xerorthents

Setting

Landform: Flood plains, hillslopes

Parent material: Human transported and disturbed material

Typical profile

H1 - 0 to 7 inches: variable

H2 - 7 to 60 inches: stratified extremely gravelly sandy loam

Properties and qualities

Slope: 0 to 5 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Excessively drained

Capacity of the most limiting layer to transmit water (Ksat): High
(1.98 to 5.95 in/hr)

Depth to water table: About 24 to 72 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Very low (about 2.7 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 7e

Hydrologic Soil Group: A

Hydric soil rating: No

Minor Components

Bow

Percent of map unit: 5 percent

Landform: Terraces

Other vegetative classification: Seasonally Wet Soils
(G002XN202WA)

Hydric soil rating: Yes

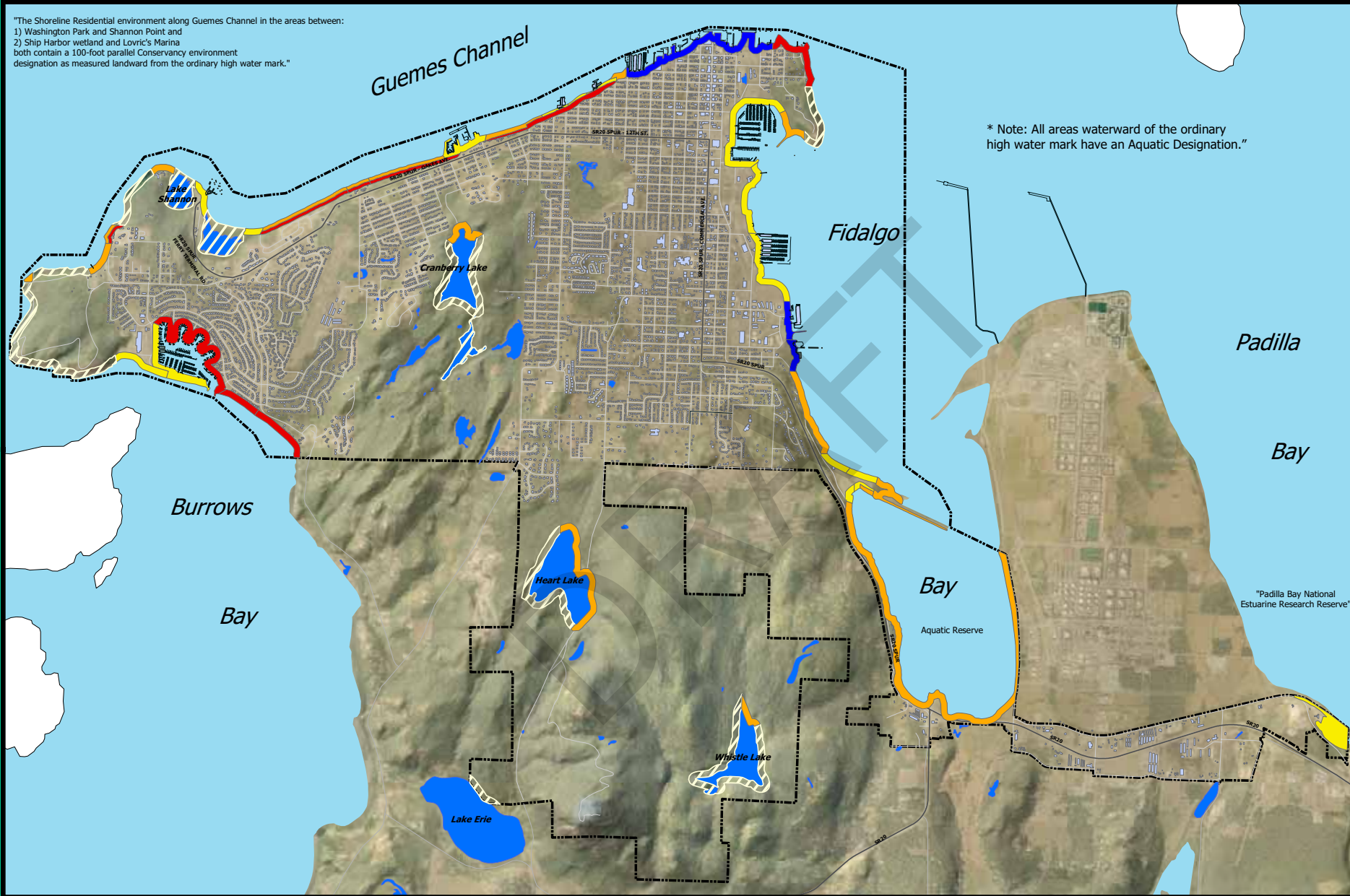
Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

DRAFT

"The Shoreline Residential environment along Guemes Channel in the areas between:
 1) Washington Park and Shannon Point and
 2) Ship Harbor wetland and Lovric's Marina
 both contain a 100-foot parallel Conservancy environment
 designation as measured landward from the ordinary high water mark."



City of Anacortes Shoreline Master Program

Environment Designation

	Conservancy
	Natural
	Shoreline Residential
	Urban
	Urban Maritime
	Buildings-2010
	Lakes & Ponds
	Major Streets
	Minor Streets
	City Limits

0 0.25 0.5
Miles

February 2010

This map was created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration to the ownership parcels map. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing".

Official Shoreline Environment Designation Map

Figure 5.1



P:\0_0382030\GIS\MXD\0382030001_F02_Streams and Wetlands.mxd Date Exported: 12/15/17 by mtrrost

Notes:

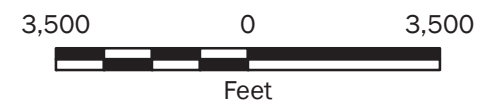
1. The locations of all features shown are approximate.
2. This drawing is for information purposes. It is intended to assist in showing features discussed in an attached document. GeoEngineers, Inc. cannot guarantee the accuracy and content of electronic files. The master file is stored by GeoEngineers, Inc. and will serve as the official record of this communication.

Data Source: ESRI Data and Maps

Projection: NAD 1983 UTM Zone 10N

Legend

- CityLimits
- Wetlands
- Streams
- ACFL Anacortes Community Forest Lands
- Project Location



Streams and Wetlands

North & West Basin Upland Redevelopment
Anacortes, Washington



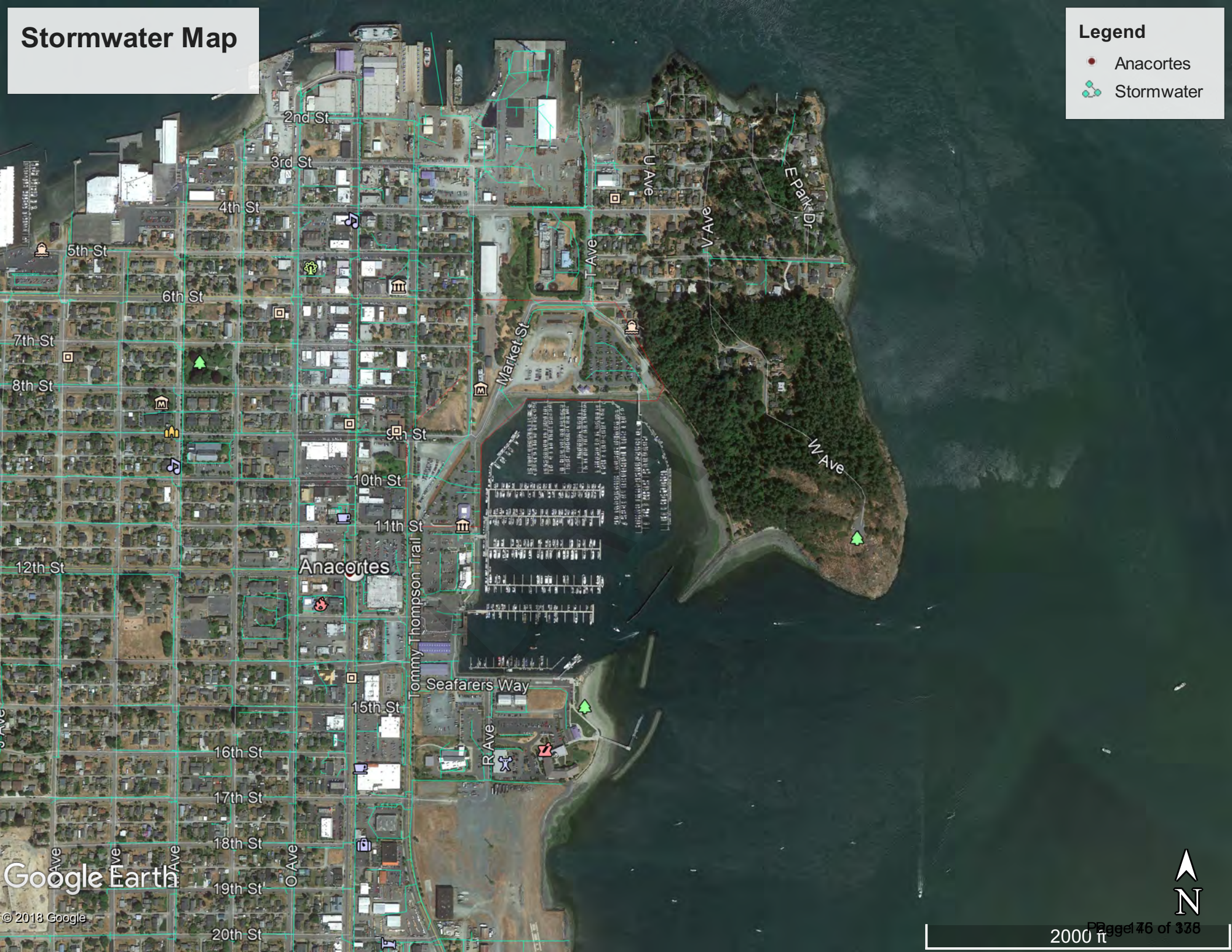
Figure 2

Stormwater Map

Legend

Anacortes

Stormwater



Cap Sante



Eelgrass

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)

Dunegrass

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)

Surfgrass

- Fringe (continuous)
- Fringe (patchy)

Kelp

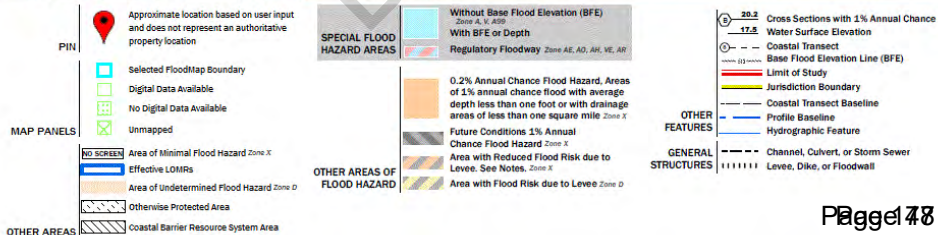
- Fringe (continuous)
- Fringe (patchy)

Salt Marsh

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)

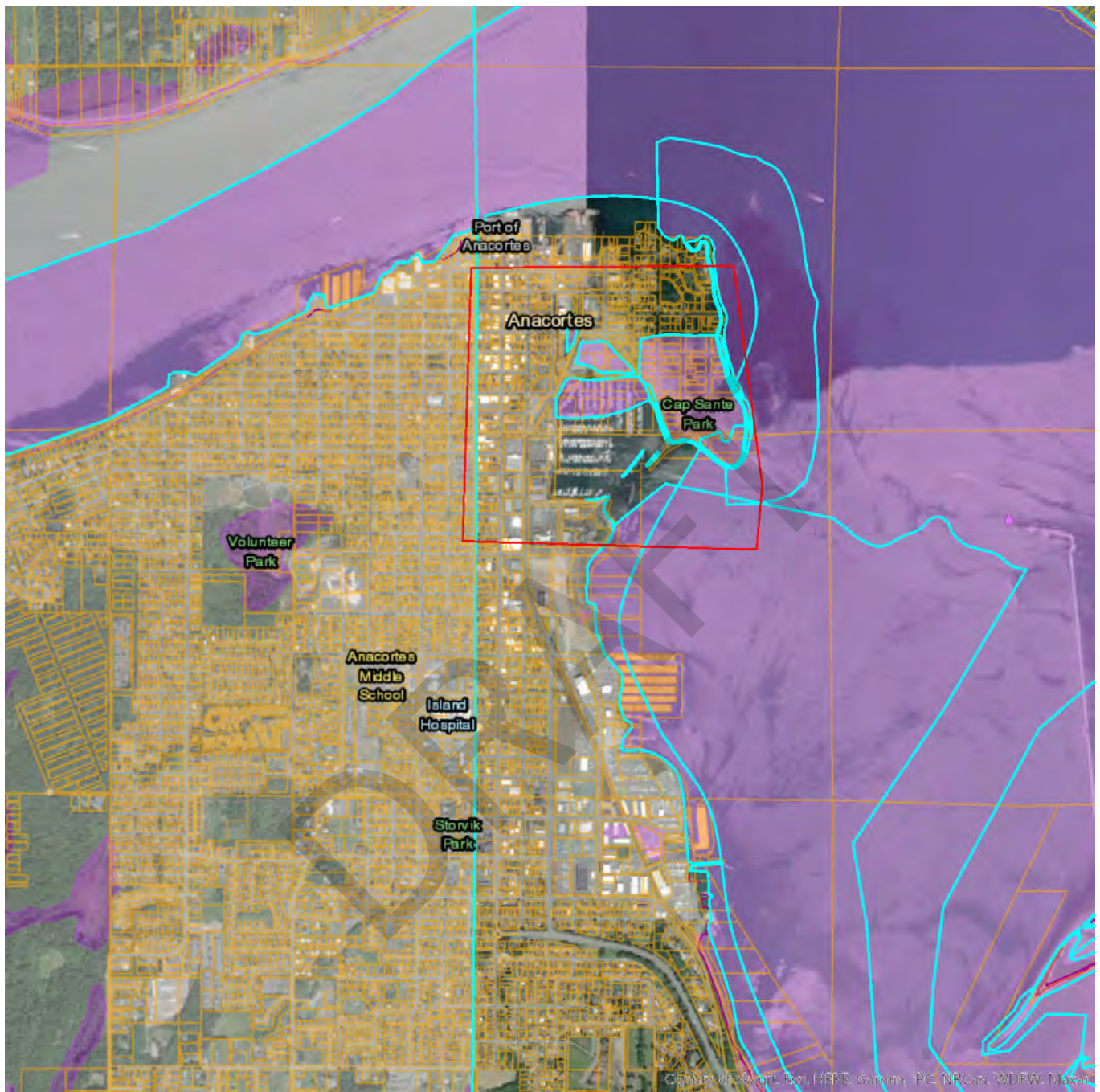
Low Marsh

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)





Priority Habitats and Species on the Web



Report Date: 06/28/2023

PHS Species/Habitats Overview:

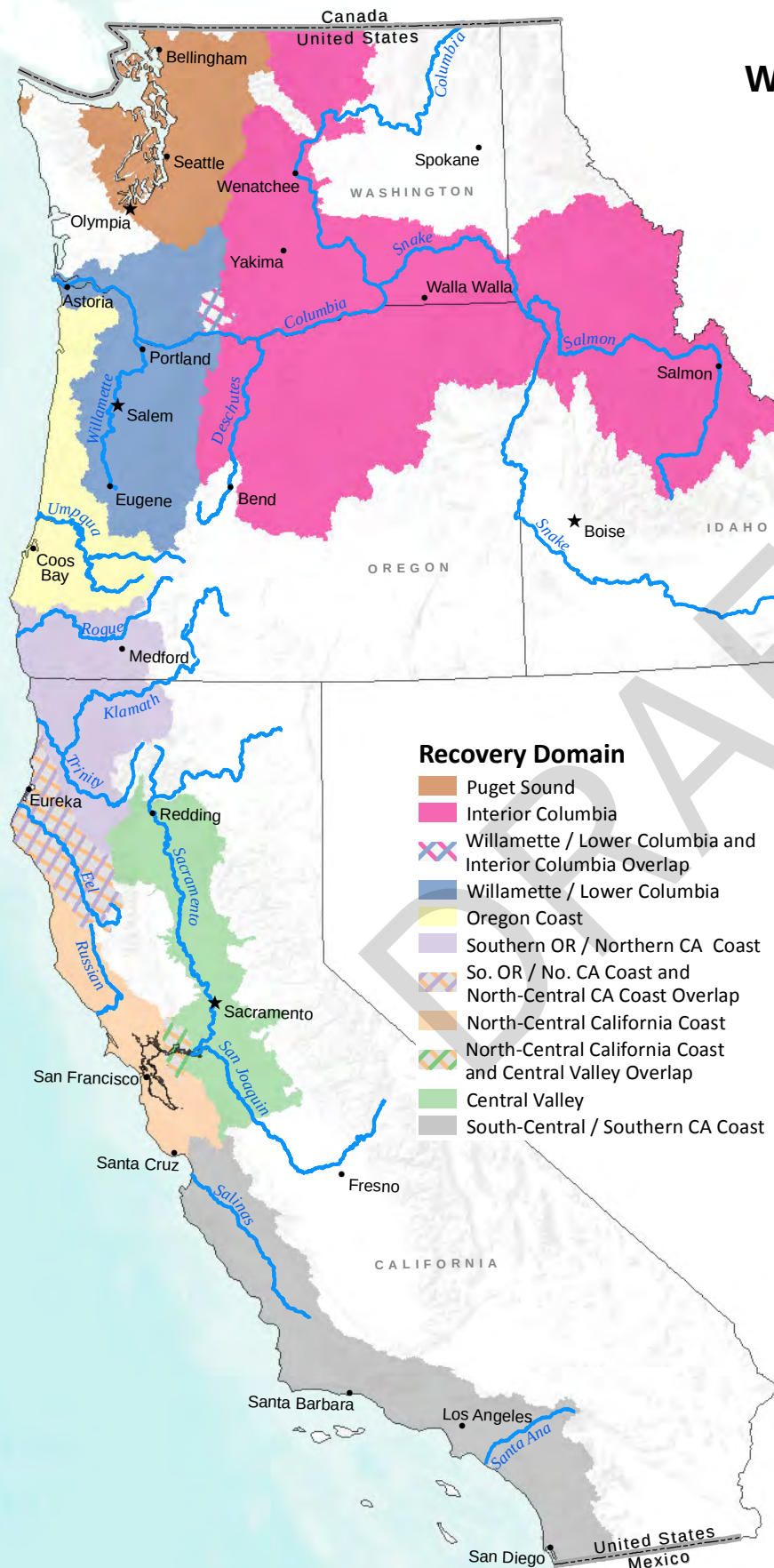
Occurrence Name	Federal Status	State Status	Sensitive Location
Surf Smelt	N/A	N/A	No
Dungeness crab	N/A	N/A	No
Pinto Abalone Potential Habitat	N/A	Endangered	No
Pacific Herring (Georgia Basin DPS)	N/A	Candidate	No

DRAFT

Biodiversity Areas And Corridor	N/A	N/A	No
Cliffs/bluffs	N/A	N/A	No
Estuarine and Marine Wetland	N/A	N/A	No
Freshwater Pond	N/A	N/A	No
Freshwater Emergent Wetland	N/A	N/A	No
Freshwater Forested/Shrub Wetland	N/A	N/A	No
Yuma myotis	N/A	N/A	Yes



Status of ESA Listings & Critical Habitat Designations for West Coast Salmon & Steelhead



Evolutionarily Significant Unit / Distinct Population Segment	ESA Status	Date of ESA Listing	Date of CH Designation
Puget Sound Recovery Domain			
Hood Canal Summer-run Chum Salmon	T	3/25/1999	9/2/2005
Ozette Lake Sockeye Salmon	T	3/25/1999	9/2/2005
Puget Sound Chinook Salmon	T	3/24/1999	9/2/2005
Puget Sound Steelhead	T	5/11/2007	2/24/2016

Interior Columbia Recovery Domain			
Middle Columbia River Steelhead	T	3/25/1999 1/5/2006	9/2/2005
Snake River Fall-run Chinook Salmon	T	4/22/1992	12/28/1993
Snake River Spring / Summer-run Chinook Salmon	T	4/22/1992	10/25/1999
Snake River Sockeye Salmon	E	11/20/1991	12/28/1993
Snake River Steelhead	T	8/18/1997 1/5/2006	9/2/2005
Upper Columbia River Spring-run Chinook Salmon	E	3/24/1999	9/2/2005
Upper Columbia River Steelhead	T	8/18/1997 1/5/2006	9/2/2005

Willamette / Lower Columbia Recovery Domain			
Columbia River Chum Salmon	T	3/25/1999	9/2/2005
Lower Columbia River Chinook Salmon	T	3/24/1999	9/2/2005
Lower Columbia River Coho Salmon	T	6/28/2005	2/24/2016
Lower Columbia River Steelhead	T	3/19/1998 1/5/2006	9/2/2005
Upper Willamette River Chinook Salmon	T	3/24/1999	9/2/2005
Upper Willamette River Steelhead	T	3/25/1999 1/5/2006	9/2/2005

Oregon Coast Recovery Domain			
Oregon Coast Coho Salmon	T	2/11/2008	2/11/2008

Southern Oregon / Northern California Coast Recovery Domain			
Southern OR / Northern CA Coasts Coho Salmon	T	5/6/1997	5/5/1999

North-Central California Coast Recovery Domain			
California Coastal Chinook Salmon	T	9/16/1999	9/2/2005
Central California Coast Coho Salmon	E	10/31/1996 (T) 6/28/2005 (E) 4/2/2012 (RE)	5/5/1999
Central California Coast Steelhead	T	8/18/1997 1/5/2006	9/2/2005
Northern California Steelhead	T	6/7/2000 1/5/2006	9/2/2005

Central Valley Recovery Domain			
California Central Valley Steelhead	T	3/19/1998 1/5/2006	9/2/2005
Central Valley Spring-run Chinook Salmon	T	9/16/1999	9/2/2005
Sacramento River Winter-run Chinook Salmon	E	11/5/1990 (T) 1/4/1994 (E)	6/16/1993

South-Central / Southern California Coast Recovery Domain			
South-Central California Coast Steelhead	T	8/18/1997 1/5/2006	9/2/2005
Southern California Steelhead	E	8/18/1997 5/1/2002 (RE) 1/5/2006	9/2/2005

ESA = Endangered Species Act, CH = Critical Habitat, RE = Range Extension
E = Endangered, T = Threatened

Updated July 2016

Critical Habitat Rules Cited

- 2/24/2016 (81 FR 9252) Final Critical Habitat Designation for Puget Sound Steelhead and Lower Columbia River Coho Salmon
- 2/11/2008 (73 FR 7816) Final Critical Habitat Designation for Oregon Coast Coho Salmon
- 9/2/2005 (70 FR 52630) Final Critical Habitat Designation for 12 ESU's of Salmon and Steelhead in WA, OR, and ID
- 9/2/2005 (70 FR 52488) Final Critical Habitat Designation for 7 ESU's of Salmon and Steelhead in CA
- 10/25/1999 (64 FR 57399) Revised Critical Habitat Designation for Snake River Spring/Summer-run Chinook Salmon
- 5/5/1999 (64 FR 24049) Final Critical Habitat Designation for Central CA Coast and Southern OR/Northern CA Coast Coho Salmon
- 12/28/1993 (58 FR 68543) Final Critical Habitat Designation for Snake River Chinook and Sockeye Salmon
- 6/16/1993 (58 FR 33212) Final Critical Habitat Designation for Sacramento River Winter-run Chinook Salmon

ESA Listing Rules Cited

- 4/2/2012 (77 FR 19552) Final Range Extension for Endangered Central California Coast Coho Salmon
- 2/11/2008 (73 FR 7816) Final ESA Listing for Oregon Coast Coho Salmon
- 5/11/2007 (72 FR 26722) Final ESA Listing for Puget Sound Steelhead
- 1/5/2006 (71 FR 5248) Final Listing Determinations for 10 Distinct Population Segments of West Coast Steelhead
- 6/28/2005 (70 FR 37160) Final ESA Listing for 16 ESU's of West Coast Salmon
- 5/1/2002 (67 FR 21586) Range Extension for Endangered Steelhead in Southern California
- 6/7/2000 (65 FR 36074) Final ESA Listing for Northern California Steelhead
- 9/16/1999 (64 FR 50394) Final ESA Listing for Two Chinook Salmon ESUs in California
- 3/25/1999 (64 FR 14508) Final ESA Listing for Hood River Canal Summer-run and Columbia River Chum Salmon
- 3/25/1999 (64 FR 14517) Final ESA Listing for Middle Columbia River and Upper Willamette River Steelhead
- 3/25/1999 (64 FR 14528) Final ESA Listing for Ozette Lake Sockeye Salmon
- 3/24/1999 (64 FR 14308) Final ESA Listing for 4 ESU's of Chinook Salmon
- 3/19/1998 (63 FR 13347) Final ESA Listing for Lower Columbia River and Central Valley Steelhead
- 8/18/1997 (62 FR 43937) Final ESA Listing for 5 ESU's of Steelhead
- 5/6/1997 (62 FR 24588) Final ESA Listing for Southern Oregon / Northern California Coast Coho Salmon
- 10/31/1996 (61 FR 56138) Final ESA Listing for Central California Coast Coho Salmon
- 1/4/1994 (59 FR 222) Final ESA Listing for Sacramento River Winter-run Chinook Salmon
- 4/22/1992 (57 FR 14653) Final ESA Listing for Snake River Spring/summer-run and Snake River Fall Chinook Salmon
- 11/20/1991 (56 FR 58619) Final ESA Listing for Snake River Sockeye Salmon
- 11/5/1990 (55 FR 46515) Final ESA Listing for Sacramento River Winter-run Chinook Salmon



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington Fish And Wildlife Office

510 Desmond Drive Se, Suite 102

Lacey, WA 98503-1263

Phone: (360) 753-9440 Fax: (360) 753-9405



In Reply Refer To:
Project Code: 2023-0099137
Project Name: Cap Sante

June 28, 2023

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2) (c)). For projects other than major construction activities, the Service suggests that a biological

evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

<http://www.fws.gov/endangered/esa-library/pdf/TOC-GLOS.PDF>

Migratory Birds: In addition to responsibilities to protect threatened and endangered species under the Endangered Species Act (ESA), there are additional responsibilities under the Migratory Bird Treaty Act (MBTA) and the Bald and Golden Eagle Protection Act (BGEPA) to protect native birds from project-related impacts. Any activity, intentional or unintentional, resulting in take of migratory birds, including eagles, is prohibited unless otherwise permitted by the U.S. Fish and Wildlife Service (50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)). For more information regarding these Acts see <https://www.fws.gov/birds/policies-and-regulations.php>.

The MBTA has no provision for allowing take of migratory birds that may be unintentionally killed or injured by otherwise lawful activities. It is the responsibility of the project proponent to comply with these Acts by identifying potential impacts to migratory birds and eagles within applicable NEPA documents (when there is a federal nexus) or a Bird/Eagle Conservation Plan (when there is no federal nexus). Proponents should implement conservation measures to avoid or minimize the production of project-related stressors or minimize the exposure of birds and their resources to the project-related stressors. For more information on avian stressors and recommended conservation measures see <https://www.fws.gov/birds/bird-enthusiasts/threats-to-birds.php>.

In addition to MBTA and BGEPA, Executive Order 13186: *Responsibilities of Federal Agencies to Protect Migratory Birds*, obligates all Federal agencies that engage in or authorize activities that might affect migratory birds, to minimize those effects and encourage conservation measures that will improve bird populations. Executive Order 13186 provides for the protection of both migratory birds and migratory bird habitat. For information regarding the implementation of Executive Order 13186, please visit <https://www.fws.gov/birds/policies-and-regulations/executive-orders/e0-13186.php>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Code in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List

DRAFT

OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

Washington Fish And Wildlife Office

510 Desmond Drive Se, Suite 102

Lacey, WA 98503-1263

(360) 753-9440

DRAFT

ENDANGERED SPECIES ACT SPECIES

There is a total of 8 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries¹, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

MAMMALS

NAME	STATUS
North American Wolverine <i>Gulo gulo luscus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/5123	Proposed Threatened

BIRDS

NAME	STATUS
Marbled Murrelet <i>Brachyramphus marmoratus</i> Population: U.S.A. (CA, OR, WA) There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/4467	Threatened
Yellow-billed Cuckoo <i>Coccyzus americanus</i> Population: Western U.S. DPS There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/3911	Threatened

FISHES

NAME	STATUS
Bull Trout <i>Salvelinus confluentus</i> Population: U.S.A., conterminous, lower 48 states There is final critical habitat for this species. Your location overlaps the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/8212	Threatened
Dolly Varden <i>Salvelinus malma</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/1008	Proposed Similarity of Appearance (Threatened)

INSECTS

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9743	Candidate
Taylor's (=whulge) Checkerspot <i>Euphydryas editha taylori</i> There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/5907	Endangered

FLOWERING PLANTS

NAME	STATUS
Golden Paintbrush <i>Castilleja levisecta</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/7706	Threatened

CRITICAL HABITATS

There is 1 critical habitat wholly or partially within your project area under this office's jurisdiction.

NAME	STATUS
Bull Trout <i>Salvelinus confluentus</i> https://ecos.fws.gov/ecp/species/8212#crithab	Final

IPAC USER CONTACT INFORMATION

Agency: GeoEngineers

Name: John Porco

Address: 554 W Bakerview Road

City: Bellingham

State: WA

Zip: 98226

Email: jporco@geoengineers.com

Phone: 5099910982

DRAFT

APPENDIX C

Site Photographs

DRAFT



Photograph 1. A paved pathway runs between Cap Sante Park and Cap Sante Marina.



Photograph 2. A small salt marsh is located in the northeast corner of Cap Sante Marina.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-1



Photograph 3. A parking lot is present north of the marina. Grass and small trees are scattered through this area.



Photograph 4. The northeastern salt marsh and armored shoreline are dominated by saltgrass and gumweed.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-2



Photograph 5. Looking west along the armored shoreline.



Photograph 6. Looking east along the armored shoreline; vegetated areas begin to transition to bare riprap.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-3



Photograph 7. The shoreline consists of bare riprap along the northern edge of the marina.



Photograph 8. A small salt marsh is located in the northeast corner of the marina and is characterized by saltgrass and gumweed.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-4



Photograph 9. Rotary Park is located north of the marina and consists of mowed grass with a few scattered small trees.



Photograph 10. A creeping ornamental plant dominates the western shoreline of the marina.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-5



Photograph 11. The parking lot on the western edge of the marina.



Photograph 12. Another parking lot on the northwestern edge of the marina.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-6



Photograph 13. A dog park is located along the western edge of the proposed project area. The park consists of an open, grassy field.



Photograph 14. An apartment building is located northeast of the dog park and within the northwestern corner of the proposed project area.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-7



Photograph 15. A wetland is located near the northwest corner of the proposed project area. The wetland has a Himalayan blackberry overstory that transitions into reed canary grass and cattails.



Photograph 16. This wetland had standing water at the time of the site visit.

Site Photographs	
West Basin Master Plan Anacortes, Washington	
	Figure C-8



Photograph 17. A parking lot is located in the northeast corner of the proposed project area.



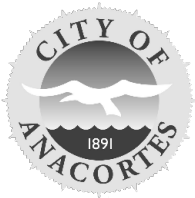
Photograph 18. This paved parking lot in the northeast corner of the project area abuts a raised gravel lot in the background of this photo. This gravel lot is in an area that NWI maps as emergent wetland.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-9



NOTICE OF APPLICATION including written comment period & NOTICE OF PUBLIC HEARING

File Number: SDP-2024-0001
Property Owner: Port of Anacortes
Applicant: Kevin Anderson, Port Environmental Specialist
100 Commercial Ave. – 360.770.5194 –
kevin.anderson@portofanacortes.com



Date of Application: January 8, 2024

Date of Completeness: February 5, 2024

Project Location: Cap Sante Marina - JKL Dock to Central Pier

NOTICE IS HEREBY GIVEN THAT AN APPLICATION WAS MADE FOR THE FOLLOWING PROPOSAL:

The applicant has requested a shoreline substantial development permit for the installation of fiber conduits at Cap Sante Marina. The fiber conduit will link the north basin of the marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbor master's office. The proposed run is approximately 1,250-linear-feet and approximately 12-inches-deep and 4-inches-wide. The proposed route is directly outside the esplanade walkway, waterward of the railing. The area of work is located within the Urban Shoreline Environment Designation and is zoned Commercial Marine (CM).

SEPA Review: The Port of Anacortes, as lead agency, has determined that this project is categorically exempt from SEPA Review based on the criteria described in WAC 197-11-800(23).

Existing Environmental Documents: Critical Areas Assessment Report (DRAFT).

Required Project Permits/Approval: City of Anacortes Grading Permit

Public Comment Period: The joint Notice of Application and Public Hearing was published on March 6, 2024. Written comments must be submitted to the contact person listed below by **5:00 PM on April 5, 2024**, verbal testimony will be accepted at the public open-record decision hearing.

Hearing Body: An open-record decision hearing will be held by the Planning Commission on **April 24, 2024, at 6:00 pm** in the Council Chambers (904 6th Street), and via Zoom video conferencing.

- Virtual meeting participation instructions and connection information can be viewed at anacorteswa.gov/700. Hearings will be conducted in accordance with the rules of procedure adopted by the hearing body.
- Members of the public who require special assistance to participate in or access the public hearing may contact the City Clerk 24 hours before the meeting to make special arrangements. Dial 360-299-1960.

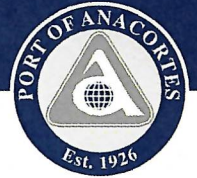
ANY PERSON HAS THE RIGHT TO RECEIVE NOTICE, PARTICIPATE IN ANY HEARINGS, REQUEST A COPY OF THE FINAL DECISION AND APPEAL THE DECISION AS PROVIDED BY LAW.

Document Availability: Application documents may be reviewed by scanning the above QR Code or at <https://ci-anacortes-wa.smartgovcommunity.com/Public/Home> and clicking "Public Notices" then selecting file no. **SDP-2024-0001**. The staff report will be available at 2pm the Thursday before the scheduled open-record decision hearing.

City Contact: Grace Pollard, Senior Planner; Phone: (360) 588-8231
Email: gracep@cityofanacortes.org; City of Anacortes Planning Dept., P.O. Box 547, Anacortes, WA 98221
Written comments must be substantive and include the name and address of the commentor.

Appeal: Within 14-days after written notice of the decision is distributed, any party with standing may file a local appeal to be heard by City Council, per AMC 19.20.180. Appeal of the final decision of the City of Anacortes shall be filed within twenty-one days of the date of filing the final permit with the Department of Ecology and shall be heard by the Shorelines Hearings Board pursuant to the procedures and timelines of RCW 90.50.180.

Exhibit # 9
SDP-2024-0001



April 23, 2024

City of Anacortes Planning Commission
City of Anacortes
904 6th Street
Anacortes, WA 98221

RE: SDP-2024-0001: Shoreline substantial development permit application for the installation of fiber conduit at Cap Sante Marina

Dear Planning Commissioners,

It has been brought to my attention that a letter bearing my name was submitted by Mega Corp. That letter was not produced by me, nor do I stand behind any of its contents.

I had one interaction with Mr. Chidester regarding this project whereby I told him I am only aware the project is happening and do not have any details.

It is not my role at the Port of Anacortes to endorse any contractors or their means and methods. That said, if a formal communication was to come from me it would be on this letterhead.

Please disregard the contents of the letter submitted under my name by Mega Corp.

Thank you,

A handwritten signature in red ink that reads 'Brad Johnson'.

Brad Johnson
Harbormaster

Exhibit # 10
SDP-2024-0001

Libby Grage

From: Kevin Anderson <Kevin.Anderson@portofanacortes.com>
Sent: Tuesday, April 23, 2024 10:09 AM
To: Libby Grage
Subject: FW: comments - Cap Sante fiber

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Hi Libby,

The letter purported to be authored by our Harbor Master, Brad Johnson, is not from him. He did not write the letter of support. How do we address this?

-Kevin

Best Regards,

Kevin Anderson | Environmental Specialist

Direct (360) 299-1827 | Mobile (360) 770-5194

317 Commercial Ave, Anacortes, WA 98221



Port of Anacortes  

Public Communication: Information contained in any communication to or from the Port of Anacortes, including attachments, may be subject to the disclosure requirements of Washington's Public Records Act, Ch. 42.56 RCW.

Our administrative office has moved. Please note the new address listed in my signature.

From: Brad Johnson <Brad.Johnson@portofanacortes.com>
Sent: Tuesday, April 23, 2024 10:05 AM
To: Kevin Anderson <Kevin.Anderson@portofanacortes.com>
Subject: RE: comments - Cap Sante fiber

No, I did not write that letter.

Brad

Brad Johnson | Harbormaster

Mobile (360) 661-0259

From: Kevin Anderson <Kevin.Anderson@portofanacortes.com>
Sent: Tuesday, April 23, 2024 10:01 AM

Exhibit # 1
SDP-2024-0001

To: Brad Johnson <Brad.Johnson@portofanacortes.com>

Subject: FW: comments - Cap Sante fiber

This you brad?

Kevin Anderson | Environmental Specialist

Mobile (360) 770-5194

From: Libby Grage <LibbyB@cityofanacortes.org>

Sent: Tuesday, April 23, 2024 9:56 AM

To: Kevin Anderson <Kevin.Anderson@portofanacortes.com>

Subject: comments - Cap Sante fiber

Hi Kevin,

We just received the attached comments regarding the fiber project.

Libby Grage | City of Anacortes

Planning, Community & Economic Development Department

Planning Manager

P.O. Box 547 | 904 6th Street | Anacortes, WA 98221

360.299.1986 (work) | 360-661-3505 (work cell)

libbyb@cityofanacortes.org | www.cityofanacortes.org

My incoming and outgoing email messages are subject to public disclosure requirements per RCW 42.56.



PCED Received

04/23/2024

Document received by the Planning, Community
& Economic Development Department

Submitted by: Ashlan Chidester

04/23/24

To Whom It May Concern,

As the Harbor Master at the Port of Anacortes Cap Sante Marina, I am pleased to provide my recommendation for Mega Corp Telecom's proposed fiber optic infrastructure project within our marina premises.

Mega Corp Telecom's proposal outlines the installation of fiber conduits to enhance connectivity within Cap Sante Marina, linking critical areas and facilities. The proposed project aligns with our vision of promoting technological advancement and improving services for our tenants, visitors, and stakeholders.

The implementation of fiber optic infrastructure offers numerous benefits to Cap Sante Marina. It provides high-speed internet connectivity, enabling efficient communication, data transmission, and access to online services for businesses, residents, and guests. Additionally, fiber optics support advanced applications such as video surveillance, environmental monitoring, and smart marina management systems, enhancing safety, security, and operational efficiency.

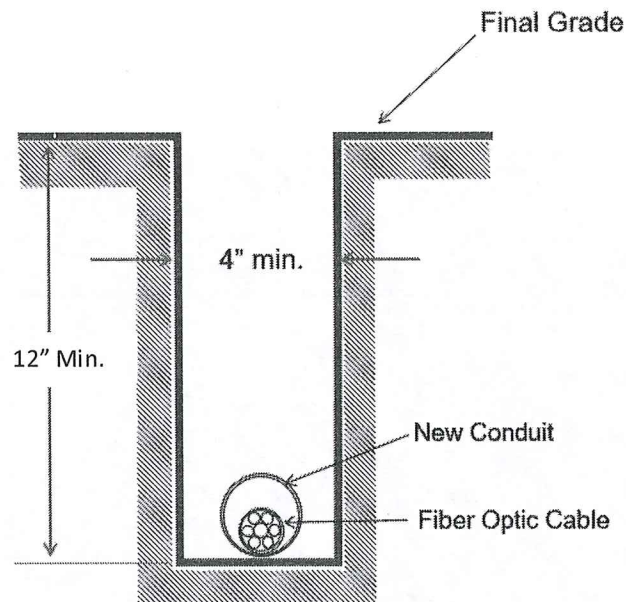
Furthermore, Mega Corp Telecom has demonstrated a commitment to quality, reliability, and customer satisfaction, making them a preferred vendor and supplier for fiber optic solutions. Their expertise in telecommunications infrastructure, combined with their track record of successful projects, instills confidence in their ability to deliver exceptional service and value to Cap Sante Marina.

I fully endorse Mega Corp Telecom's proposal and recommend proceeding with the installation of fiber optic infrastructure as outlined. This collaboration represents an opportunity to elevate the technological capabilities of Cap Sante Marina and enhance the overall experience for our community members.

Sincerely,

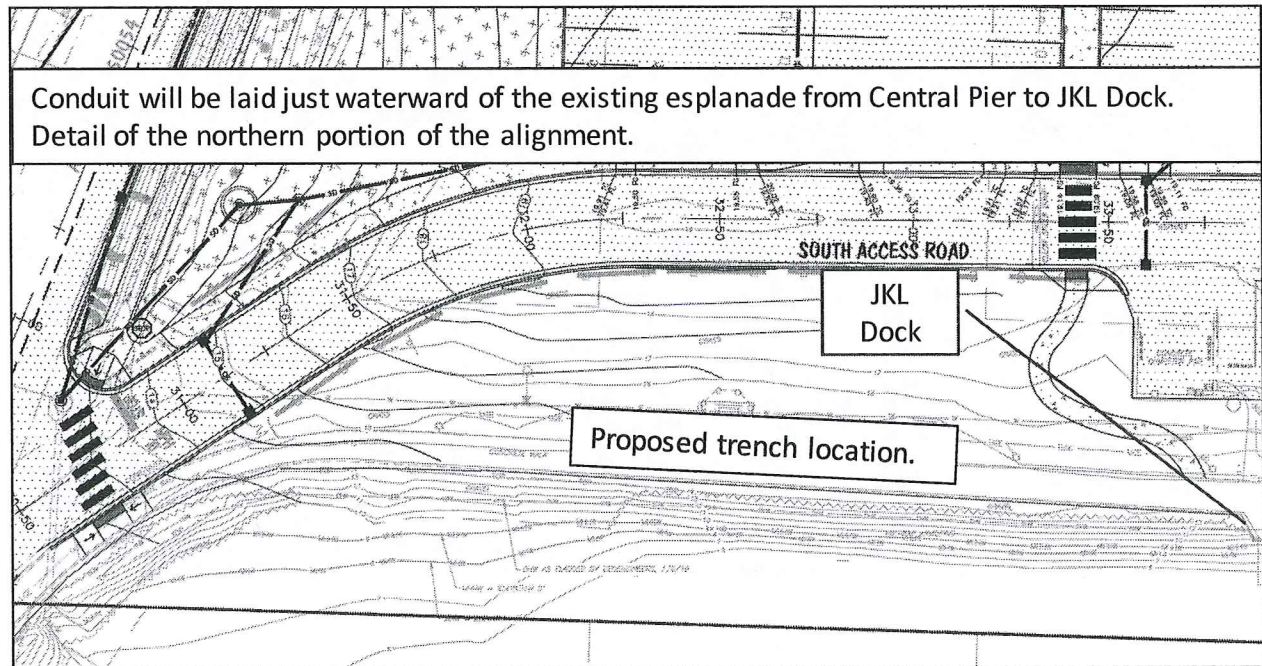
Brad Johnson
Harbor Master
Port of Anacortes - Cap Sante Marina

Exhibit # 12
SDP-2024-0001



Conduit Trench Detail

Install ~1,250 lf of conduit for fiber optic data cables at the marina to meet growing data capacity. Conduit will be 1" diameter PVC conduit with locate tape.



PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

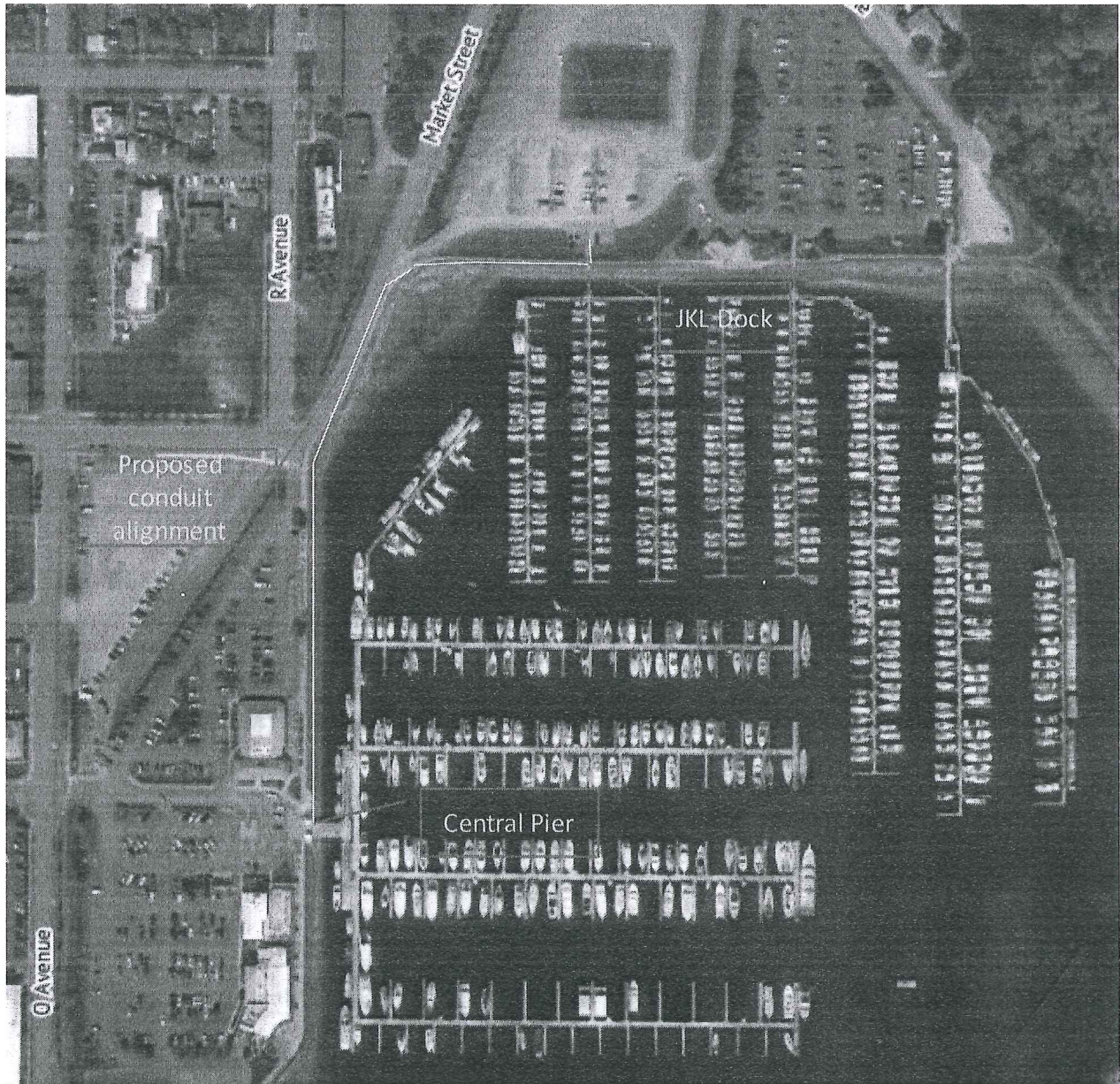
- Excavate a shallow trench
- Lay 1" PVC conduit
- Backfill with native materials

CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit

PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221

PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES

SHEET 1 of 2 DATE: OCT 2023



PROJECT SITE MAP

LATITUDE: 48.521483N
LONGITUDE: -122.606469W

PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

- Excavate a shallow trench
- Lay 1" PVC conduit
- Backfill with native materials

**CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit**

**PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221**

PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES

SHEET 1 of 2 DATE: OCT 2023

	Recurring	Time
Grand Totals - 36 Months	7,564.85	5,500.00

Request Paperwork

The quote information shown is based upon the specific location information, requirements, and terms shown below.

Quote Details

1019 Q AVE, ANACORTES, WA, 98221

Quote Date: 04/22/2024

Valid Through: 06/21/2024

One Pipe Multi-Connect
3 YEAR TERM

Service Requirements

Service Type:	One Pipe Multi-Connect	Blended Internet?:	Yes
Total Blended Internet Bandwidth:	2000	Total Bandwidth:	2000
Port Speed:	2000	Extended Demarc Provider:	Customer
Public IP's:	6		

Network Services			
Description	Qty	Price	Monthly
One Pipe Multi-Connect Managed Service - 2000M 10GigE	1	1,645.71	1,645.71
Massive Blended Internet Connect - 2000M 10GigE	1	700.00	700.00
24/7 Circuit Monitoring with Alerts	1	0.00	0.00
/29 = 8 IP addresses (6 Usable)	1	18.00	18.00
Sub Total:			2,363.71

Network Services- Installation Fees

Description	Qty	Price	Unit Discount	One-Time
One Pipe Multi-Connect Managed Service - 2000M 10GigE	1	2,500.00	0.00	2,500.00
Massive Blended Internet Connect - 2000M 10GigE	1	1,500.00	-1,500.00	0.00
/29 = 8 IP addresses (6 Usable)	1	0.00	0.00	0.00
Customer to Provide Extended Demarc	1	0.00	0.00	0.00
Sub Total:				2,500.00

Site Summary	Monthly (\$)	Install (\$)
Original Totals	2,363.71	4,000.00
Discount	0.00	-1,500.00
Revised Totals	2,363.71	2,500.00

Request

1019 Q AVE, ANACORTES, WA, 98221

Quote Date: 04/22/2024

Valid Through: 06/21/2024

One Pipe Multi-Connect
3 YEAR TERM

Service Requirements

Service Type:	One Pipe Multi-Connect	Blended Internet?:	Yes
Total Blended Internet Bandwidth:	1000	Total Bandwidth:	1000
Port Speed:	1000	Extended Demarc Provider:	Customer
Public IP's:	6		

Network Services

Description	Qty	Price	Monthly
One Pipe Multi-Connect Managed Service - 1000M GigE	1	892.86	892.86
Massive Blended Internet Connect - 1000M GigE	1	370.00	370.00
24/7 Circuit Monitoring with Alerts	1	0.00	0.00
/29 = 8 IP addresses (6 Usable)	1	18.00	18.00
Sub Total:			1,280.86

Network Services- Installation Fees

Description	Qty	Price	Unit Discount	One-Time
One Pipe Multi-Connect Managed Service - 1000M GigE	1	250.00	0.00	250.00
Massive Blended Internet Connect - 1000M GigE	1	1,500.00	-1,500.00	0.00
/29 = 8 IP addresses (6 Usable)	1	0.00	0.00	0.00
Customer to Provide Extended Demarc	1	0.00	0.00	0.00
Sub Total:				250.00

Site Summary	Monthly (\$)	Install (\$)
Original Totals	1,280.86	1,750.00
Discount	0.00	-1,500.00
Revised Totals	1,280.86	250.00

Request

1019 Q AVE, ANACORTES, WA, 98221

Quote Date: 04/22/2024
Valid Through: 06/21/2024

One Pipe Multi-Connect

3 YEAR TERM

Service Requirements

Service Type:	One Pipe Multi-Connect	Blended Internet?:	Yes
Total Blended Internet Bandwidth:	500	Total Bandwidth:	500
Port Speed:	500	Extended Demarc Provider:	Customer
Public IP's:	6		

Network Services			
Description	Qty	Price	Monthly
One Pipe Multi-Connect Managed Service - 500M GigE	1	738.57	738.57
Massive Blended Internet Connect - 500M GigE	1	210.00	210.00
24/7 Circuit Monitoring with Alerts	1	0.00	0.00
/29 = 8 IP addresses (6 Usable)	1	18.00	18.00
Sub Total:			966.57

Network Services- Installation Fees				
Description	Qty	Price	Unit Discount	One-Time
One Pipe Multi-Connect Managed Service - 500M GigE	1	250.00	0.00	250.00
Massive Blended Internet Connect - 500M GigE	1	1,500.00	-1,500.00	0.00
/29 = 8 IP addresses (6 Usable)	1	0.00	0.00	0.00
Customer to Provide Extended Demarc	1	0.00	0.00	0.00
Sub Total:				250.00

Site Summary	Monthly (\$)	Install (\$)
Original Totals	966.57	1,750.00
Discount	0.00	-1,500.00

Revised Totals	966.57	250.00
----------------	--------	--------

Request

1019 Q AVE, ANACORTES, WA, 98221

Quote Date: 04/22/2024
Valid Through: 06/21/2024

One Pipe Multi-Connect
3 YEAR TERM

Service Requirements

Service Type:	One Pipe Multi-Connect	Blended Internet?:	Yes
Total Blended Internet Bandwidth:	3000	Total Bandwidth:	3000
Port Speed:	3000	Extended Demarc Provider:	Customer
Public IP's:	6		

Network Services			
Description	Qty	Price	Monthly
One Pipe Multi-Connect Managed Service - 3000M 10GigE	1	1,885.71	1,885.71
Massive Blended Internet Connect - 3000M 10GigE	1	1,050.00	1,050.00
24/7 Circuit Monitoring with Alerts	1	0.00	0.00
/29 = 8 IP addresses (6 Usable)	1	18.00	18.00
Sub Total:			2,953.71

Network Services- Installation Fees				
Description	Qty	Price	Unit Discount	One-Time
One Pipe Multi-Connect Managed Service - 3000M 10GigE	1	2,500.00	0.00	2,500.00

Massive Blended Internet Connect - 3000M 10GigE	1	1,500.00	-1,500.00	0.00
/29 = 8 IP addresses (6 Usable)	1	0.00	0.00	0.00
Customer to Provide Extended Demarc	1	0.00	0.00	0.00
Sub Total:				2,500.00

Site Summary	Monthly (\$)	Install (\$)
Original Totals	2,953.71	4,000.00
Discount	0.00	-1,500.00
Revised Totals	2,953.71	2,500.00

[Request](#)

Above prices are budgetary, subject to capacity, vendor availability and subject to verification at time of orders.

FAQs

Question: How can I get more information about one of the quotes?

Answer: Please feel free to contact me with any questions you may have.

Question: How much time do I have to make a decision based upon the pricing provided?

Answer: Quotes are typically valid for 30 days but promotions can have different expirations. We will confirm all pricing prior to placing the order for you.

Question:

Answer:

This proposal contains confidential and proprietary information.



Members of the City Planning Commission

Submitted by: Ashlan Chidester

My name is Ashlan Chidester and I am the Owner of Mega Corp Telecommunications located in Anacortes. I am also a Certified Fiber Optics Engineer. I would like to submit a few comments and requests for information about this project.

1. Avoiding Surface Mounting

A. Addressing unsuitable substrate that consists of rip-rap and quarry spalls should use a more durable conduit material. For example, high density polyethylene(HDPE) or rigid Steel conduit. Exploring the feasibility of boring or directional drilling to install the conduit beneath the unsuitable substrate, rather than surface-mounting.

B. Avoid the surface mounting due to damage & vandalism at high traffic tourist hub and the aesthetics are not pleasing.

2. Proper Trench Burial Depth & Cable Protection

A. Industry standard is 18-36" for fiber and 48" for conduit; the proposed trench diagram is 12" deep x 4" wide. As a general guideline, the trench width should be at least twice the diameter of the conduit to allow for proper placement and compacting of backfill material. Not recommended.

B. We ask the project team to provide specifics on their plans for cable slack, bend radius, and splicing locations to ensure the fiber is properly protected and can effectively provide uninterrupted service to 1,007 boats at full capacity during peak times. For cable protection we recommend Underwater Fiber Optic Sensing Cables to utilize specialized sensing techniques.

3. Testing and Verifying Cable Performance

A. After cable run, we would like a defined procedure for validating the cables performance and integrity and provide data on bit-error rate, fiber loss, and other optical characteristics to ensure the cables are functioning as expected.

B. We request to establish a process to closely monitor the actual cable installation process and provide feedback to the project team if any concerns arise and maintain open communication to ensure best practices are adhered to.

Thank you for your attention and consideration.

megacorp telecom.com

360-541-0882

support@megacorp telecom.com



Planning Commission

Open Record Pre-Decision Hearing & Decision

April 24, 2024 @ 6:00 PM

Libby Grage, Planning Manager

**Exhibit # 14
SDP-2024-0001**

SDP-2024-0001

Cap Sante Marina North & West Basin Fiber Conduit Installation

Project Location:
Cap Sante Marina – 1019 Q Avenue

Applicant:
Port of Anacortes

Contact Person:
Kevin Anderson, Port Environmental Specialist

Owner:
Port of Anacortes



PROJECT SITE MAP
LATITUDE: 48.521483N
LONGITUDE: -122.606469W

PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina. - Excavate a shallow trench - Lay 1" PVC conduit - Backfill with native materials	CAP SANTE MARINA JKL to Central Pier Fiber Conduit PORT OF ANACORTES 100 COMMERCIAL AVENUE ANACORTES, WA 98221	PROPOSED: AT: 1019 Q Ave APPLICATION BY: PORT OF ANACORTES SHEET 1 of 2 DATE: OCT 2023
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PROPOSAL

The project proposes to install fiber conduit at Cap Sante Marina to provide bandwidth for growing data needs.

- The total length of conduit will be approximately **1,250 linear feet**.
- The trench will be approximately **1-foot deep and 4-inches wide**.
- Two **1-inch diameter PVC conduits** with locate tape.



Figure 1: Fiber conduit route at Cap Sante Marina



NOTICE OF APPLICATION including written comment period & NOTICE OF PUBLIC HEARING

File Number: SDP-2024-0001
Property Owner: Port of Anacortes
Applicant: Kevin Anderson, Port Environmental Specialist
100 Commercial Ave. – 360.770.5194 –
kevin.anderson@portofanacortes.com



Date of Application: January 8, 2024
Date of Completeness: February 5, 2024
Project Location: Cap Sante Marina - JKL Dock to Central Pier

NOTICE IS HEREBY GIVEN THAT AN APPLICATION WAS MADE FOR THE FOLLOWING PROPOSAL:

The applicant has requested a shoreline substantial development permit for the installation of fiber conduits at Cap Sante Marina. The fiber conduit will link the north basin of the marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbor master's office. The proposed run is approximately 1,250-linear-feet and approximately 12-inches-deep and 4-inches-wide. The proposed route is directly outside the esplanade walkway, waterward of the railing. The area of work is located within the Urban Shoreline Environment Designation and is zoned Commercial Marine (CM).

SEPA Review: The Port of Anacortes, as lead agency, has determined that this project is categorically exempt from SEPA Review based on the criteria described in WAC 197-11-800(23).

Existing Environmental Documents: Critical Areas Assessment Report (DRAFT).

Required Project Permits/Approval: City of Anacortes Grading Permit

Public Comment Period: The joint Notice of Application and Public Hearing was published on March 6, 2024. Written comments must be submitted to the contact person listed below by **5:00 PM on April 5, 2024**, verbal testimony will be accepted at the public open-record decision hearing.

Hearing Body: An open-record decision hearing will be held by the Planning Commission on **April 24, 2024, at 6:00 pm** in the Council Chambers (904 6th Street), and via Zoom video conferencing.

- Virtual meeting participation instructions and connection information can be viewed at anacorteswa.gov/700. Hearings will be conducted in accordance with the rules of procedure adopted by the hearing body.
- Members of the public who require special assistance to participate in or access the public hearing may contact the City Clerk 24 hours before the meeting to make special arrangements. Dial 360-299-1960.

ANY PERSON HAS THE RIGHT TO RECEIVE NOTICE, PARTICIPATE IN ANY HEARINGS, REQUEST A COPY OF THE FINAL DECISION AND APPEAL THE DECISION AS PROVIDED BY LAW.

Document Availability: Application documents may be reviewed by scanning the above QR Code or at <https://ci-anacortes-wa.smartgovcommunity.com/Public/Home> and clicking "Public Notices" then selecting file no. **SDP-2024-0001**. The staff report will be available at 2pm the Thursday before the scheduled open-record decision hearing.

City Contact: Grace Pollard, Senior Planner; Phone: (360) 588-8231
Email: gpollard@cityofanacortes.org; City of Anacortes Planning Dept., P.O. Box 547, Anacortes, WA 98221
Written comments must be substantive and include the name and address of the commenter.

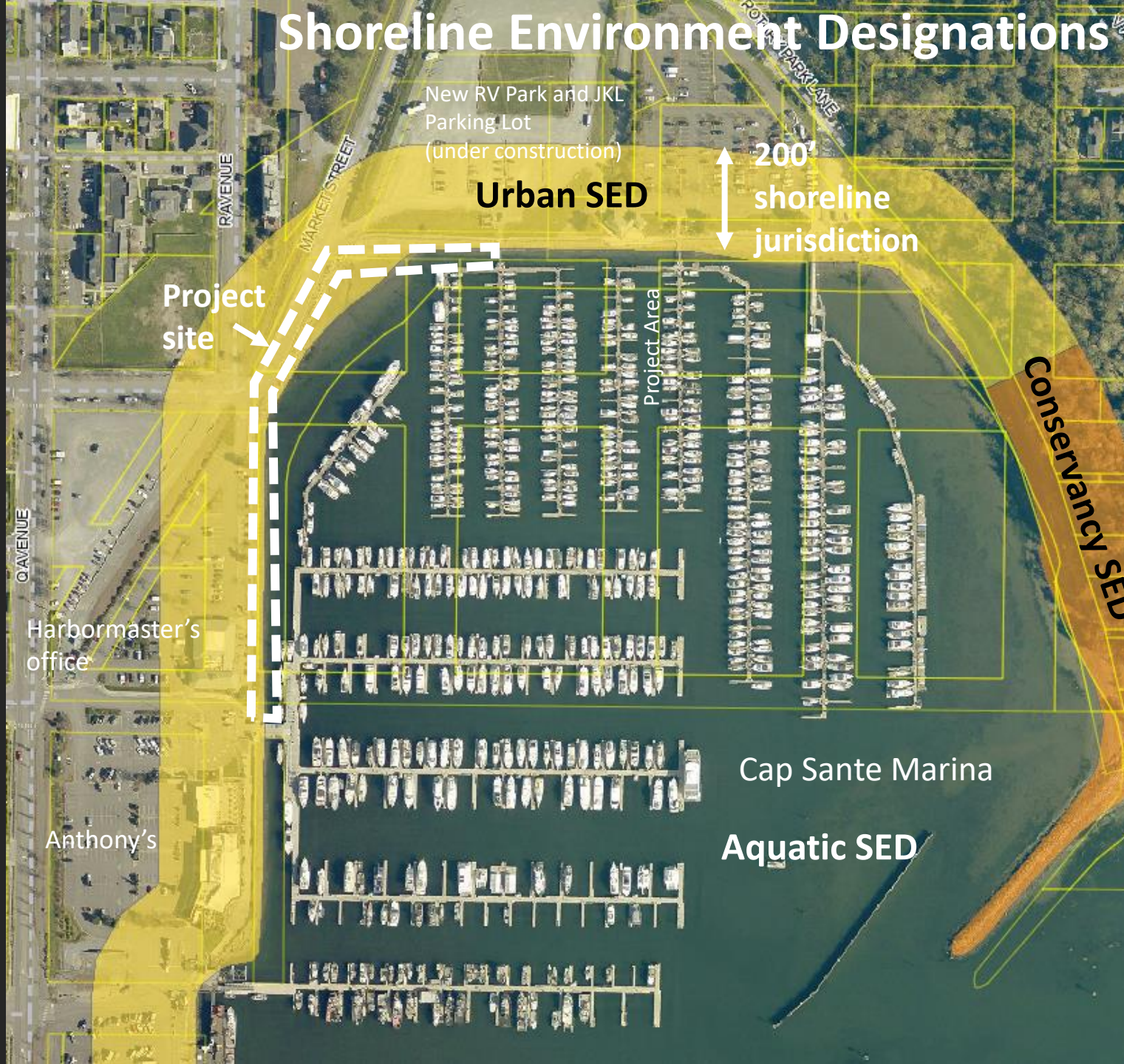
Appeal: Within 14-days after written notice of the decision is distributed, any party with standing may file a local appeal to be heard by City Council, per AMC 19.20.180. Appeal of the final decision of the City of Anacortes shall be filed within twenty-one days of the date of filing the final permit with the Department of Ecology and shall be heard by the Shorelines Hearings Board pursuant to the procedures and timelines of RCW 90.58.180.

Permit Application Type:
Shoreline Substantial Development Permit
TYPE 3-PC REVIEW

PROJECT HISTORY

- **January 2, 2024** – Mandatory Pre-Application Meeting
- **January 23, 2024** – Mandatory Neighborhood Meeting
- **January 8, 2024** – Application for SSDP Submitted
- **February 5, 2024** – Application Deemed Complete
- **March 6, 2024** – Notice of Application and Public Hearing
- **April 5, 2024** – Public Comment period ends
- **April 24, 2024** – Public Hearing

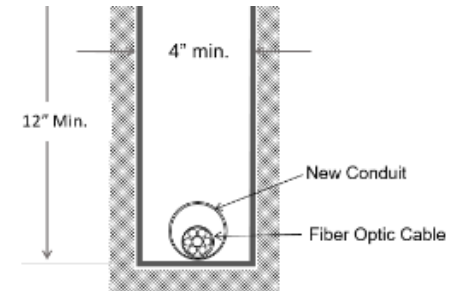
Shoreline Environment Designations



Shoreline Area Vicinity Map

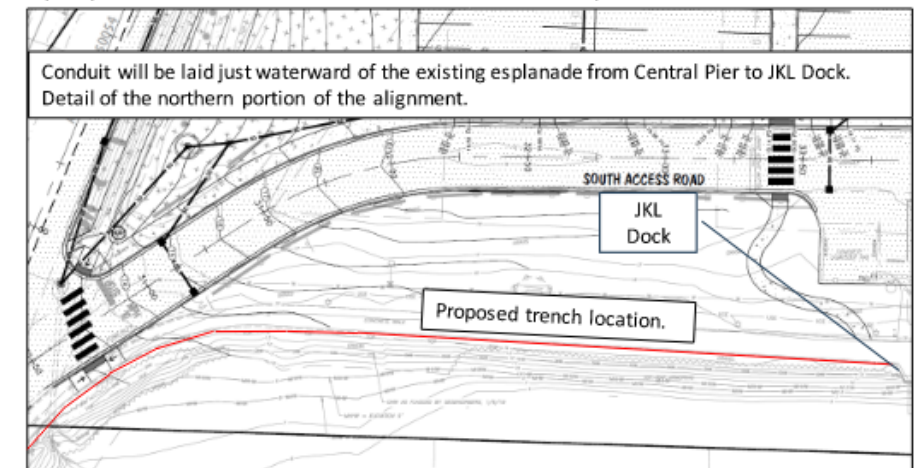
Project Details

- Use of hand tools and power equipment for trenching
- Excavated materials will be laid on a tarp or board to prevent them from entering the water
- Conduit laid and metallic locate tape placed over conduit
- Grade restored and compacted
- Where substrate is not suitable for conduit burial, will be mounted to side of the esplanade slab with brackets
- Fiber lines pulled through conduit



Conduit Trench Detail

Install ~1,250 lf of conduit for fiber optic data cables at the marina to meet growing data capacity. Conduit will be 1" diameter PVC conduit with locate tape.



PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

- Excavate a shallow trench
- Lay 1" PVC conduit

CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit

PORT OF ANACORTES
100 COMMERCIAL AVENUE

PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES



Site photos



SHORELINE MANAGEMENT ACT (RCW 90.58)

- Within Shoreline Jurisdiction; subject to City of Anacortes' Shoreline Master Program (SMP)
- Urban shoreline environment designation
- On-site utility features serving a primary use are “**accessory utilities**” and shall be reviewed as appurtenances to the primary use.

The chart is coded according to the following legend.

P = **Permitted**, when meeting requirements for that use and shoreline area, may be subject to Shoreline Substantial Development Permit or shoreline exemption requirements

C = **Conditional Use**, when approved by the City and Department of Ecology

X = **Prohibited**; the use is not eligible for a Variance or Conditional Use Permit

	Natural	Conservancy	Shoreline Residential	Urban	Urban Maritime	Aquatic
Advertising and Signs	X	P	P	P	P	P
Agriculture	X	X	X ¹	X ¹	X	X
Aquaculture						
Non-commercial aquaculture for recovery of a native population	C	C	P	P	P	P
All other aquaculture	X	X	X	C	C	X
Commercial Development						
Water-dependent	X	X	P ²	P	P	C
Water-related	X	X	P ²	P	P	C
Water-enjoyment	X	X	P ²	P	P	C
Non-water-oriented	X	X	P ²	C	C	X
Forest Practices	X	C	X	X	X	X
Industrial and Port Facilities						
Water-dependent	X	X	X	P	P	P
Water-related	X	X	X	P	P	C
Non-water-oriented	X	X	X	C	C	X
Marinas	X	X	X	P	P	P
Mining	X	X	X	X	X	X

SSDP Decision Criteria

AMC 18.16.090 Decision Maker Approval Criteria

18.16.090 Decision maker approval criteria.



A. *Decision Maker Review Criteria.* The decision maker shall review the application and related information and make a decision to approve, approve with conditions, or deny the application for a substantial development permit, conditional use, or variance. No permit shall be granted unless the proposed development is consistent with the provisions of this master program, the Shoreline Management Act of 1971, and the rules and regulations adopted by the Department of Ecology thereunder.

B. *Burden of Proof on Applicant.* The applicant must prove that the proposed substantial development is consistent with the criteria before a permit is granted.

C. *Conditional Approval.* Should the decision maker find that any application does not substantially comply with criteria imposed by the master program and the Shoreline Management Act of 1971, such application may be denied or made subject to any terms or conditions that are deemed suitable and reasonable to affect the purpose and objective of this master program.

D. *Bonds.* The decision maker may require the applicant to post a bond in favor of the City of Anacortes to assure full compliance with any terms and conditions imposed by the decision maker on any substantial development permit, variance, or conditional use permit. Said bond shall be in an amount to reasonably assure the city that any deferred improvement will be carried out within the time stipulated.

E. *Final Decisions.* Within five days of the decision, the administrator shall send the final decision, including findings and conclusions to the following:

- a. The applicant;
- b. Parties of record; and
- c. The Department of Ecology.

The administrator shall provide notice of final decision per the requirements of WAC 173-27. (Ord. 2838 § 1 (Att. A), 2010)

KEY POINTS

Project is **consistent** with applicable SMP policies and development regulations:

- Urban Shoreline Environment
- Specific Use – Marinas, accessory utilities
- Environmental Protection

Project is anticipated to result in **no net loss** of shoreline ecological functions:

- Site is completely armored with a continuous rock bulkhead, contains minimal habitat for terrestrial plants and animals
- All work to occur above the OHWM
- Erosion and sedimentation control plan
- Restore site to pre-project configuration, or enhanced conditions



STAFF RECOMMENDATION

Based upon the application materials, Findings of Fact and Conclusions within the staff report, staff recommends the Planning Commission APPROVE the shoreline substantial development permit subject to the proposed Conditions of Approval

THANK YOU.

Suggested Meeting Order:

- Questions for Staff?
- Applicant remarks or presentation
- Public comments
- Planning Commission questions, deliberation, & decision.

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BEFORE THE CITY COUNCIL
FOR THE CITY OF ANACORTES

In the Matter of the Appeal of

Ashlan Chidester

Of Shoreline Substantial Development Permit
Number SDP-2024-0001

Cause No.: SDP-2024-0001

CITY’S RESPONSE TO APPEAL

COMES NOW the City of Anacortes (“City”), by and through the assistance of counsel,
Darcy Swetnam, and provides its response to appeal as follows.

I. INTRODUCTION

City staff recommend denial of the appeal of shoreline substantial development permit
number SDP-2024-0001 filed by Ashlan Chidester for the reasons laid out herein. To prevail on
his appeal, appellant must meet his burden of proving that the Planning Commission committed
clear error in approving the appealed shoreline substantial development permit. To meet that
burden, the City Council must be left with the firm and definite impression that a mistake has

CITY’S RESPONSE TO APPEAL - 1

City of Anacortes
904 6th Street
Anacortes, WA 98221
(360) 299-1950

1 been made. Appellant has raised concerns about the permit, but the Planning Commission as
2 decision-maker is entitled to deference in its judgment and appellant has not established firmly
3 and definitely that it made a mistake.
4

5 6 **II. BACKGROUND**

7 The present appeal is of a shoreline substantial development permit to authorize the
8 installation of fiber conduit at the Cap Sante Marina. The applicant is the Port of Anacortes
9 (“Port”), who plans to use the conduit to link the north basin of the marina from the pier at JKL
10 Docks with the west basin at a junction box at the central pier by the harbormaster’s office to
11 provide bandwidth in the area for growing data needs. The Port’s application was considered at
12 a public hearing on April 24, 2024, where the Planning Commission issued Findings of Fact,
13 Conclusions of Law, and Decision to grant the requested permit. The value of the project for
14 which the present permit was sought is valued at less than \$1,000,000 on a site less than three
15 acres.
16
17

18 The Port of Anacortes assumed lead agency status under the State Environmental Policy Act
19 (“SEPA”) for this project pursuant to section 197-11-050 of the Washington Administrative
20 Code (“WAC”). As lead agency, the Port determined that the project is categorically exempt
21 from SEPA based on the criteria described in WAC 197-11-800(23) as installation of utility
22 infrastructure.
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25

1 Ashlan Chidester submitted a timely appeal on May 8, 2024, which raised two issues on
2 appeal. City staff will address the issues on appeal below.

3 The City notes that Mr. Chidester has standing to appeal because of his participation in the
4 shoreline substantial development permit process. Mr. Chidester was the only non-applicant
5 party to submit public comment on the application. He submitted comments on his own behalf,
6 which became part of the record on the project.

7
8 In addition, he submitted a letter dated April 23, 2024, which was purported to be from the
9 Port of Anacortes Harbor Master, Brad Johnson. The content of the letter appeared to be Mr.
10 Johnson advocating for the Port to hire Mr. Chidester's company, Mega Corp Telecom, to install
11 fiber optic infrastructure in the Cap Sante Marina. City staff conferred with Port staff, including
12 Mr. Johnson, who indicated that he had never seen the letter, that its contents were false, and that
13 he was misrepresented without permission. City staff were able to confirm that Mr. Chidester
14 himself hand-delivered this letter to the Planning Department counter and that it was not actually
15 submitted by the Port. This letter, with staff's note that it was submitted by Mr. Chidester, is on
16 page 105 of the Planning Commission agenda packet for the April 24, 2024 meeting.

19 20 **III. STANDARD OF REVIEW AND BURDEN OF PROOF**

21 Shoreline substantial development permits for projects valued less than \$1,000,000 on a site
22 less than three acres are Type 3-PC Planning Commission decisions, which have a local appeal
23 to the City Council with a closed record appeal hearing. Table 19.20.030 AMC. A "closed
24

1 record appeal” means an administrative appeal on the record to a local government body or
2 officer with no or limited new evidence or information allowed to be submitted and only appeal
3 argument allowed. 19.12.020, 19.12.040 AMC.

4
5 At a closed record appeal, the standard of review is whether the shoreline substantial
6 development permit was clearly erroneous, and the burden of proof is on the appellant.
7 19.20.140 AMC. The clearly erroneous standard asks whether the reviewing body is “left with
8 the definite and firm conviction that a mistake has been committed.” *Anderson v. Pierce County*,
9 86 Wn.App. 290, 302 (citing *Norway Hill Preservation & Protection Ass’n v. King County*
10 *Council*, 87 Wn.2d 267, 274 552 P.2d 674 (1976). See also *Polygon Corp. v. Seattle*, 90 Wn.2d
11 59, 69, 578 P.2d 1309 (1978)). The Court emphasized the broad discretion owed to local
12 governments and the deference due to an agency’s planning decisions in *City of Arlington v.*
13 *CPSGMHB*, 164 Wn.2d 768, 193 P.3d 1077 (2008). According to the court, review under the
14 clearly erroneous standard should not seek to second guess the planning decisions of the local
15 agency. *Id* at 778-81.
16
17

18 IV. ANALYSIS

19 The appellant Ashlan Chidester has the burden of proof to demonstrate definitely and firmly
20 that a mistake has been committed even after deference is given to the Planning Commission’s
21 decision to approve the shoreline substantial development permit. Mr. Chidester has not met his
22 burden of proof and has provided no legal authority or compelling analysis supporting his
23 appeal. City staff respectfully recommend and request that his appeal be dismissed.
24
25

CITY’S RESPONSE TO APPEAL - 4

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904 6th Street
Anacortes, WA 98221
(360) 299-1950

1
2 A. Chidester Appeal Failed to Meet the Requirements of 19.20.180 AMC and is not
3 a Valid Appeal
4

5 The Anacortes Municipal Code clearly articulates required contents for appeals of land
6 use decisions. Specifically, section 19.20.180 entitled “Appeals” states:

7 F. Contents. ***Appeals must*** be submitted on forms provided by the Department and
8 ***contain the following:***

- 9 1. Appellant’s name, address, and phone number.
10 2. A description of the appellant’s standing to appeal.
11 3. Identification of the application or decision that is the subject of the appeal.
12 4. Appellant’s statement of grounds for appeal and the facts upon which the
13 appeal is based, with specific references to the facts in the record.
14 5. ***The specific relief sought.***
15 6. ***A statement that the appellant has read the appeal and believes the contents***
16 ***to be true, followed by the appellant’s signature*** or the signature of the
17 appellant’s agent, provided such agent’s authorization is in writing and
18 accompanies the appeal. (emphasis added) 19.20.180 AMC.

19 In this case, Mr. Chidester’s appeal is missing requested relief and his signature declaring
20 that he has read the appeal and believes the contents to be true. The code language, adopted in
21 2019, was very clear that any appeal must contain all required contents. These provisions ensure
22 that the City can properly respond to appeals and that an appellant takes seriously the content of
23 their appeal and the significant cost to the public to conduct land use appeal proceedings. City
24 staff respectfully request that the appeal be dismissed as improper.
25

1 B. Commissioner Ryan’s Term Expiration Did Not Impact the Proceedings and Was
2 Harmless

3 Mr. Chidester questions the validity of the Planning Commission’s decision to approve
4 the Port’s permit request because Commissioner Paul Ryan’s term had expired in December of
5 2023¹. However, this oversight was harmless and had no impact on the Port’s permit approval.

6 The Planning Commission is a body of seven members with a quorum consisting of four
7 members. 2.42.020, 2.42.070 AMC. For a permit application to come before the Planning
8 Commission and achieve valid approval, at least four voting members must be present.

9 At the April 24, 2024 Planning Commission meeting, there were six Planning
10 Commissioners present, none of whom abstained. All six present Planning Commissioners voted
11 to support the application. Upon review of the meeting video, Commissioner Ryan neither made
12 the motion to approve the permit nor seconded it. He did not provide substantive comments on
13 the application. Therefore, even without Commissioner Ryan’s involvement in the permit
14 application, there would have been five Planning Commissioners present, which met the
15 requirement for a quorum. There is no reason to believe Commissioner Ryan’s presence in any
16 way influenced the outcome of the decision, so the remaining five votes in support of the
17 application would have been enough to satisfy the requirements for approval. This oversight was
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24 ¹ Commissioner Ryan was reappointed to the Planning Commission by action of City Council
upon recommendation from Mayor Matt Miller at its regular meeting on May 13, 2024. This approval ratified Mr.
Ryan’s actions on Commissioner prior to that date.

1 harmless and it would be improper to use it as the basis for invalidating the permit decision or
2 requiring further proceedings.

3
4
5 C. The Planning Commission Properly Considered the Criteria for a Shoreline
6 Substantial Development Permit

7 Mr. Chidester in his appeal fails to provide any legal standards or requirement that the
8 Planning Commission was required to consider reasonable alternatives to the proposed project.
9 He also fails to describe any adverse impacts on the environment created by the proposed
10 project. Absent any actual description of an affirmative obligation on the part of the City to
11 consider alternatives, he has failed to meet his burden of establishing there was any substantial
12 error.
13

14 In evaluating a shoreline substantial development permit, the Planning Commission is
15 required to evaluate the application to determine its consistency with (1) the policies and
16 procedures of Chapter 90.58 of the Revised Code of Washington (“RCW”), and (2) the
17 regulations of the City’s Shoreline Master Program. 18.16.040(C) AMC. The Planning
18 Commission’s decision, specifically Findings of Fact & Conclusions of Law number 1,
19 incorporated the staff report dated July 18, 2024. Subpoint 5 of the staff report states “[t]he
20 subject proposal is consistent with the Washington State Shoreline Management Act, City of
21 Anacortes’ 2010 SMP and development regulations therein...” Pln. Comm’n Findings,
22 Conclusions, and Decision, 1. Therefore the Planning Commission decision addressed all
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CITY’S RESPONSE TO APPEAL - 7

City of Anacortes
904 6th Street
Anacortes, WA 98221
(360) 299-1950

1 criteria required in the Code that the project proposal was consistent with the Anacortes
2 Municipal Code, the Shoreline Master Program, and state law.

3
4
5 D. The Port was Lead Agency for SEPA and any Consideration of Environmental
6 Impacts Should Have Been Addressed through Port Proceedings

7 The Port is lead agency for this project pursuant to WAC 197-11-050. Lead agency
8 status empowers a local government with evaluating new proposals to ensure they comply with
9 the procedural requirements of SEPA, that all environmental aspects of the project are
10 considered when necessary, to make threshold determinations, and to prepare Environmental
11 Impact Statements if required. As lead agency, the Port determined that the project is
12 categorically exempt from SEPA based on the criteria described in WAC 197-11-800(23).

13
14 Record Exhibit 5. This section provides:

15 **Utilities.** The utility-related actions listed below shall be exempt, except for installation,
16 construction, or alteration on lands covered by water. The exemption includes installation
17 and construction, relocation when required by other governmental bodies, repair,
18 replacement, maintenance, operation or alteration that does not change the action from an
19 exempt class.

- 20 a. All communications lines, including cable TV, but not including communication towers
21 or relay stations.

22 This means that “[n]either a threshold determination nor any environmental document, including
23 an environmental checklist or environmental impact statement, is required for any categorically
24 exempt action.” 197-11-720 WAC. The Port was not required under SEPA to perform analysis
25 of alternatives to the project to mitigate environmental impacts.

1 City staff notes that, if any party disagreed with the Port's determination that the project
2 was categorically exempt, they should have appealed that December 20, 2023 determination.
3 Appeals of categorical exemption determinations must go to Skagit County Superior Court and
4 the timeframe for filing an appeal is based on the time limit for appealing the underlying permit.
5 In this case, that is up to 21 days. 19.20.180, AMC 18.16.110 AMC. That date has long passed,
6 so the window to appeal issues related to the Port's determination of categorical exemption or
7 SEPA analysis is long closed.
8

9 Additionally, because the City is not lead agency for SEPA, an appeal based on SEPA to
10 the City Council is not appropriate. The City Council does not have the authority through its
11 appellate role reviewing appeals of a shoreline substantial development permit application to
12 undo the decision of a separate municipal agency acting as lead agency under SEPA. Similarly,
13 the Planning Commission in its role as decisionmaker on the application does not have the legal
14 authority to engage in or require the applicant to engage in SEPA analysis at this point.
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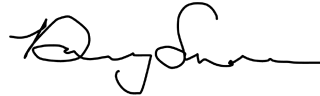
16 The appellant has failed to meet his burden of proving that the Planning Commission
17 committed clear error in approving the shoreline substantial development permit.
18

19 20 **V. CONCLUSION**

21 City staff recommend that the City Council deny the appeal filed by Mr. Chidester because
22 he failed to satisfy appeal application requirements in the Anacortes Municipal Code and did not
23

1 meet his burden of establishing that the Planning Commission clearly erred in approving
2 shoreline substantial development permit SDP-2024-0001.

3
4 Respectfully submitted this 23rd of May, 2024.

5
6
7 

8 _____
9 Darcy Swetnam, WSBA #40530
10 City Attorney
11 904 6th Street
12 Anacortes, Washington 98221
13 (360) 299-1950
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Darcy Swetnam
City Attorney
City of Anacortes

5/24/2024

RE: Appeal of SDP-2024-0001

Dear Ms. Swetnam,

The Port of Anacortes is providing these comments in response to the appeal of Shoreline Substantial Development Permit SDP-2024-0001 (Cap Sante Marina Fiber Upgrade). We have reviewed the appeal and would like to provide the Port's perspective on the issues.

Purpose and need for the project:

As part of ongoing operational improvements at the Cap Sante Marina, the Port identified a need for improved connectivity to the marina's north basin. The existing point-to-point wireless does not provide adequate or a reliable data connection for current and future operations. The data connection from the north basin connects to the Harbormaster Office where the Wi-Fi switch and internet connection are located. This data connection is integral to the marina's operations; this connection not only provides Wi-Fi for tenants and guests, but more importantly provides connectivity for access controls for the buildings, point of sales, and security cameras. Updating the data connection for the north basin will allow for high levels of service and security.

Alternatives analysis:

After identifying a need for improved connectivity, the Port explored options to put this improvement in place. Two primary options were evaluated: point to point wireless and a fiber optic connection. The point-to-point Wi-Fi is not a suitable solution from a reliability and bandwidth perspective. Having upgraded connectivity at the fuel dock and boat launch in 2020 with fiber, the Port considered a similar fiber-optic connection to the north basin. The fiber service to the fuel dock and boat launch have proved to be reliable and have ample bandwidth for our current data needs while accommodating future growth. This is the option the Port decided to pursue.

The route of a potential fiber conduit runs is limited given the layout of the marina and its surroundings. The Port opted not to micro trench through the parking lot, marina esplanade, and along the right-of-way on Market Street. This reduces the amount of disruption to public access and traffic at the Marina, Market Street, and surrounding areas. The Port, in consultation with the fiber installer planned a route just outside of the marina esplanade between the walkway and top of the riprap lining the marina basin. This route minimally disrupts the paved areas and is readily constructable.

SEPA Review:

This type of project is categorically exempt from SEPA (WAC 197-11-800 (23) Utilities). The Port as lead agency for SEPA filed a memo stating this on December 20, 2023. This documentation was provided to the City during the application process.

Environmental Impacts:

Though the project is within the shoreline zone, the project as designed will have minimal environmental impacts. There is no native vegetation along the proposed alignment of the fiber line. The construction impacts are minor and best management practices will be in place to prevent

environmental impacts during the construction phase of the project. These will include measures such as covering piles of excavated material, sweeping, and fueling any equipment away from the shoreline. Additionally, the contractor will be required to have a spill prevention and countermeasure plan in place prior to work. The fiber upgrade is a minor project and is designed to minimize potential impacts while delivering a high level of service and security for guests and tenants.

This is an important project for the operation of the marina. The Port hopes to proceed with this work in a timely fashion with minimal delay. The Port will adhere to the conditions of the Shoreline Permit and strives to put this matter to bed. If you have additional questions, please do not hesitate to reach out to me directly.

Best regards,
Kevin Anderson

Ashlan Chidester
1004 Commercial Avenue #502
Anacortes, WA 98221
support@megacorp telecom.com
360-541-0882

Date: 05-23-24

City Council of Anacortes
904 6th Street
Anacortes, WA 98221

Re: Appeal of Shoreline Substantial Development Permit SDP-2024-0001 - Cap Sante Marina Fiber Update

Dear Members of the Anacortes City Council,

I am writing to formally appeal the Planning Commission's decision to grant the Shoreline Substantial Development Permit SDP-2024-0001 to the Port of Anacortes for the installation of fiber conduit at Cap Sante Marina. The grounds for my appeal are detailed below, focusing on two primary issues: the participation of a Planning Commissioner whose term had expired and the Planning Commission's failure to consider reasonable alternatives to the proposed project.

1. Violation of Planning Commissioner's Term in Office

Argument:

The decision rendered by the Planning Commission on April 24, 2024, must be vacated due to the unlawful participation of Commissioner Paul Ryan, whose term expired in December 2023. According to the relevant provisions of the Anacortes Municipal Code, specifically AMC 19.10.040, the tenure of Planning Commissioners is strictly defined. Any actions or decisions undertaken by a Commissioner post-term expiration are ultra vires and consequently null and void ab initio.

The doctrine of "holdover" does not apply in this context, as there was no explicit authorization or interim appointment legitimizing Commissioner Ryan's involvement beyond his prescribed term. His participation not only contravenes municipal regulations but also fundamentally compromises the procedural integrity of the Commission's deliberations.

Supporting Evidence:

1. **Term Records:** Certified documentation indicating the expiration of Commissioner Paul Ryan's term as of December 2023.
2. **Meeting Minutes:** Official minutes from the April 24, 2024, Planning Commission meeting, explicitly noting Commissioner Ryan's participation and influence in the decision-making process.

2. Failure to Consider Alternatives

Argument:

The Planning Commission abrogated its statutory duty by failing to adequately explore and evaluate reasonable alternatives to the proposed fiber conduit installation at Cap Sante Marina. This failure constitutes a significant procedural lapse under the State Environmental Policy Act (SEPA), RCW 43.21C, which mandates a thorough examination of alternative proposals that could potentially mitigate adverse environmental impacts.

Specifically, the Planning Commission did not undertake a comprehensive analysis of alternative locations, designs, or methodologies that could achieve the project's objectives while minimizing environmental degradation. This omission is a dereliction of the Commission's duty to ensure that all feasible alternatives are considered, as required by SEPA and related local ordinances.

Supporting Evidence:

1. **Project Proposal:** Examination of the project proposal submitted by the Port of Anacortes, highlighting the lack of documented consideration of alternative solutions.
2. **Environmental Impact Reports:** Detailed review of Environmental Impact Reports associated with the project, identifying sections that underscore potential adverse impacts and the necessity for alternative approaches.
3. **Meeting Records:** Transcripts and records from Planning Commission meetings demonstrating an absence of substantive discussion or deliberation on feasible alternatives to the proposed project.

Conclusion

In light of the foregoing arguments, I respectfully urge the City Council to vacate the Planning Commission's decision to grant the Shoreline Substantial Development Permit SDP-2024-0001. The involvement of an unauthorized Commissioner and the failure to conduct a requisite analysis of alternatives invalidate the decision-making process and

undermine the foundational principles of procedural fairness and environmental stewardship. I request that the Council remand the matter for reconsideration in compliance with applicable legal standards.

Attachments:

1. **Commissioner Term Records:** Documentation of Commissioner Paul Ryan's term expiration.
2. **April 24, 2024, Meeting Minutes:** Evidence of Commissioner Ryan's participation.
3. **Project Proposal Analysis:** Demonstrating lack of consideration for alternatives.
4. **Environmental Impact Reports:** Pertinent sections identifying environmental impacts.
5. **Meeting Records:** Evidence of insufficient discussion on alternatives.

Thank you for your time and consideration.

Respectfully submitted,

Ashlan Chidester

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- To watch, listen to, or participate in the meeting live, visit <https://us02web.zoom.us/j/84685300609> or telephone 1-253-215-8782 and enter Meeting ID 846 8530 0609.
- The public is encouraged to comment via email to pced@cityofanacortes.org, via written comment addressed to PCED, P.O. Box 547, Anacortes, WA 98221. Public comments received 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 Planning Commission meetings are available [here](#) (page 2). View the quick video example for connecting to the meeting [here](#).

Anacortes Planning Commission
Municipal Building - Council Chambers
904 6th Street

April 24, 2024
6:00 PM

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

1. **Roll Call**
2. **Minutes**
 - a. Minutes of 02/28/2024 and 03/27/2024 were submitted for approval.
3. **General Public Comment**
4. **Public Hearings**
 - a. SDP-2024-0001 - Shoreline substantial development permit application for the installation of fiber conduit at Cap Sante Marina (Port of Anacortes)
 - b. 2025 Comprehensive Plan Update Public Participation Plan
5. **Other Business**
 - a. Planning Commission Procedures
6. **Planning Department Update**
7. **Adjournment**

**Citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment during a public hearing may do so as those items are considered by the Planning Commission 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.



WASHINGTON STATE

Joint Aquatic Resources Permit Application (JARPA) Form^{1,2} [\[help\]](#)

USE BLACK OR BLUE INK TO ENTER ANSWERS IN THE WHITE SPACES BELOW.



US Army Corps
of Engineers®
Seattle District

AGENCY USE ONLY

Date received:

Agency reference #: _____

Tax Parcel #(s): _____

Part 1–Project Identification

1. Project Name (A name for your project that you create. Examples: Smith's Dock or Seabrook Lane Development) [\[help\]](#)

Marina Fiber Upgrade

Part 2–Applicant

The person and/or organization responsible for the project. [\[help\]](#)

2a. Name (Last, First, Middle)

Anderson, Kevin

2b. Organization (If applicable)

Port of Anacortes

2c. Mailing Address (Street or PO Box)

100 Commercial Avenue

2d. City, State, Zip

Anacortes, WA, 98221

2e. Phone (1)

2f. Phone (2)

2g. Fax

2h. E-mail

360-7705194

Kevin.Anderson@portofanacortes.com

¹Additional forms may be required for the following permits:

- If your project may qualify for Department of the Army authorization through a Regional General Permit (RGP), contact the U.S. Army Corps of Engineers for application information (206) 764-3495.
- If your project might affect species listed under the Endangered Species Act, you will need to fill out a Specific Project Information Form (SPIF) or prepare a Biological Evaluation. Forms can be found at <http://www.nws.usace.army.mil/Missions/CivilWorks/Regulatory/PermitGuidebook/EndangeredSpecies.aspx>.
- Not all cities and counties accept the JARPA for their local Shoreline permits. If you need a Shoreline permit, contact the appropriate city or county government to make sure they accept the JARPA.

²To access an online JARPA form with [\[help\]](#) screens, go to

http://www.epermitting.wa.gov/site/alias_resourcecenter/jarpa_jarpa_form/9984/jarpa_form.aspx.

For other help, contact the Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.

Part 3–Authorized Agent or Contact

Person authorized to represent the applicant about the project. (Note: Authorized agent(s) must sign 11b of this application.) [\[help\]](#)

3a. Name (Last, First, Middle)			
3b. Organization (If applicable)			
3c. Mailing Address (Street or PO Box)			
3d. City, State, Zip			
3e. Phone (1)	3f. Phone (2)	3g. Fax	3h. E-mail

Part 4–Property Owner(s)

Contact information for people or organizations owning the property(ies) where the project will occur. Consider both **upland and aquatic** ownership because the upland owners may not own the adjacent aquatic land. [\[help\]](#)

- ☒ Same as applicant. (Skip to Part 5.)
- ☐ Repair or maintenance activities on existing rights-of-way or easements. (Skip to Part 5.)
- ☐ There are multiple upland property owners. Complete the section below and fill out [JARPA Attachment A](#) for each additional property owner.
- ☐ Your project is on Department of Natural Resources (DNR)-managed aquatic lands. If you don't know, contact the DNR at (360) 902-1100 to determine aquatic land ownership. If yes, complete [JARPA Attachment E](#) to apply for the Aquatic Use Authorization.

4a. Name (Last, First, Middle)			
4b. Organization (If applicable)			
4c. Mailing Address (Street or PO Box)			
4d. City, State, Zip			
4e. Phone (1)	4f. Phone (2)	4g. Fax	4h. E-mail

Part 5–Project Location(s)

Identifying information about the property or properties where the project will occur. [\[help\]](#)

- ☐ There are multiple project locations (e.g. linear projects). Complete the section below and use [JARPA Attachment B](#) for each additional project location.

5a. Indicate the type of ownership of the property. (Check all that apply.) [help]			
☐ Private			
☐ Federal			
☒ Publicly owned (state, county, city, special districts like schools, ports, etc.)			
☐ Tribal			
☐ Department of Natural Resources (DNR) – managed aquatic lands (Complete JARPA Attachment E)			
5b. Street Address (Cannot be a PO Box. If there is no address, provide other location information in 5p.) [help]			
Cap Sante Marina: 1019 Q Avenue			
5c. City, State, Zip (If the project is not in a city or town, provide the name of the nearest city or town.) [help]			
Anacortes, WA 98221			
5d. County [help]			
Skagit			
5e. Provide the section, township, and range for the project location. [help]			
¼ Section	Section	Township	Range
	18 and 19	35	02
5f. Provide the latitude and longitude of the project location. [help]			
Example: 47.03922 N lat. / -122.89142 W long. (Use decimal degrees - NAD 83)			
48.513636 N lat. / -122.609513 W long.			
5g. List the tax parcel number(s) for the project location. [help]			
The local county assessor's office can provide this information.			
P32880, P32881, P32888			
5h. Contact information for all adjoining property owners. (If you need more space, use JARPA Attachment C.) [help]			
Name	Mailing Address	Tax Parcel # (if known)	
Port of Anacortes	100 Commercial Avenue	Multiple throughout Cap Sante Marina	
	Anacortes, WA 98221		
City of Anacortes	PO Box 547	City right-of-way	
	Anacortes, WA 98221		

Samish Indian Nation	PO Box 217	P125270
	Anacortes, WA 98221	
Seafarers' LLP	PO Box 973	P118627
	Anacortes, WA 98221	

5i. List all wetlands on or adjacent to the project location. [\[help\]](#)

N/A

5j. List all waterbodies (other than wetlands) on or adjacent to the project location. [\[help\]](#)

Fidalgo Bay

5k. Is any part of the project area within a 100-year floodplain? [\[help\]](#)

☒ Yes ☐ No ☐ Don't know

5l. Briefly describe the vegetation and habitat conditions on the property. [\[help\]](#)

The proposed project will occur within the Port's Cap Sante Marina within areas with no vegetation present. The southern, western, and northern portion of the marina uplands are heavily developed and consist of an armored shoreline extending from the MHHW down to a depth of -12 ft to -14 ft MLLW.

The marina uplands are heavily developed and consists of concrete sidewalks, asphalt roads and commercial and Port buildings. The shoreline is dominated by riprap down to a depth of 0 ft MLLW. Below the riprap, the substrates consist of mud, which has historically been dredged.

5m. Describe how the property is currently used. [\[help\]](#)

The project site located within a large recreational and commercial boat marina operated by the Port. The marina includes approximately 107 acres of in-water and upland property and provides 1,007 boat moorage slips that support local tourism, fishing and other commercial marine activities. Existing structures within the marina include moorage floats, a fuel dock, one small craft hoist at P/Q dock, two 1-ton hoists at T-Dock for commercial usage, a boat travel lift, a floating pumpout facility, along with upland amenities such as vehicle and boat trailer parking and webblockers, retail space, a public esplanade and the Port's Harbormaster's office.

5n. Describe how the adjacent properties are currently used. [\[help\]](#)

Adjacent properties include commercial and retail west of Q Avenue, Seafarers' Memorial Park and an office complex to the south and Port properties to the north.

5o. Describe the structures (above and below ground) on the property, including their purpose(s) and current condition. [\[help\]](#)

Within the scope of the project, riprap, concrete abutments, timber pier, concrete sidewalk and asphalt roadways are located aboveground and are in good condition. Various utilities (power, water, sewer, storm, natural gas and communications) are located belowground and in good condition.

5p. Provide driving directions from the closest highway to the project location, and attach a map. [\[help\]](#)

From I-5, take SR-20 to Anacortes. Continue on SR-20, and exit in Anacortes at R Avenue. At the roundabout, take the second turn onto Q Avenue. Turn right at Seafarers Way.

Part 6–Project Description

6a. Briefly summarize the overall project. You can provide more detail in 6b. [\[help\]](#)

The Port's proposed utility-related project involves underground fiber installation from the ramp and lighting pole at JKL Docks in the north basin to the harbormaster office.

6b. Describe the purpose of the project and why you want or need to perform it. [\[help\]](#)

The Port requires the fiber improvement in order to continue providing quality service to marina customers and tenants.

6c. Indicate the project category. (Check all that apply) [\[help\]](#)

- ☒ Commercial
 ☐ Residential
 ☐ Institutional
 ☐ Transportation
 ☐ Recreational
☐ Maintenance
 ☐ Environmental Enhancement

6d. Indicate the major elements of your project. (Check all that apply) [\[help\]](#)

- | | | | |
|--|--|---|--|
| ☐ Aquaculture
☐ Bank Stabilization
☐ Boat House
☐ Boat Launch
☐ Boat Lift
☐ Bridge
☐ Bulkhead
☐ Buoy
☐ Channel Modification | ☐ Culvert
☐ Dam / Weir
☐ Dike / Levee / Jetty
☐ Ditch
☐ Dock / Pier
☐ Dredging
☐ Fence
☐ Ferry Terminal
☐ Fishway | ☐ Float
☐ Floating Home
☐ Geotechnical Survey
☐ Land Clearing
☒ Marina / Moorage
☐ Mining
☐ Outfall Structure
☐ Piling/Dolphin
☐ Raft | ☐ Retaining Wall (upland)
☐ Road
☐ Scientific Measurement Device
☐ Stairs
☐ Stormwater facility
☐ Swimming Pool
☒ Utility Line |
|--|--|---|--|

☐ Other:

6e. Describe how you plan to construct each project element checked in 6d. Include specific construction methods and equipment to be used. [\[help\]](#)

- Identify where each element will occur in relation to the nearest waterbody.
- Indicate which activities are within the 100-year floodplain.

The project is located within Cap Sante Marina in Fidalgo Bay, Anacortes. The project site lies within a 1% annual chance flood hazard area.

The proposed utility-related project involves underground fiber installation from JKL dock to the harbormaster office. The work entails upland trenching just waterward of the esplanade along the marina basin. The trench will begin at the JKL dock ramp and ends at the esplanade adjacent to the harbormaster office at the central pier to connect to existing conduit. It is anticipated that the proposed project will require the operation of a small excavator, dump truck, horizontal directional boring equipment and hand tools.

6f. What are the anticipated start and end dates for project construction? (Month/Year) [\[help\]](#)

- If the project will be constructed in phases or stages, use [JARPA Attachment D](#) to list the start and end dates of each phase or stage.

Start Date: Spring 2024 End Date: Spring 2024 ☐ See JARPA Attachment D
(once all permits have been obtained)

6g. Fair market value of the project, including materials, labor, machine rentals, etc. [help]
\$37,000
6h. Will any portion of the project receive federal funding? [help]
If yes, list each agency providing funds.
☐ Yes ☒ No ☐ Don't know

Part 7–Wetlands: Impacts and Mitigation

☐ Check here if there are wetlands or wetland buffers on or adjacent to the project area.
 (If there are none, skip to Part 8.) [\[help\]](#)

7a. Describe how the project has been designed to avoid and minimize adverse impacts to wetlands. [help]						
☐ Not applicable						
7b. Will the project impact wetlands? [help]						
☐ Yes ☐ No ☐ Don't know						
7c. Will the project impact wetland buffers? [help]						
☐ Yes ☐ No ☐ Don't know						
7d. Has a wetland delineation report been prepared? [help]						
If Yes, submit the report, including data sheets, with the JARPA package.						
☐ Yes ☐ No						
7e. Have the wetlands been rated using the Western Washington or Eastern Washington Wetland Rating System? [help]						
If Yes, submit the wetland rating forms and figures with the JARPA package.						
☐ Yes ☐ No ☐ Don't know						
7f. Have you prepared a mitigation plan to compensate for any adverse impacts to wetlands? [help]						
- If Yes, submit the plan with the JARPA package and answer 7g. - If No, or Not applicable, explain below why a mitigation plan should not be required.						
☐ Yes ☐ No ☐ Don't know						
7g. Summarize what the mitigation plan is meant to accomplish, and describe how a watershed approach was used to design the plan. [help]						
7h. Use the table below to list the type and rating of each wetland impacted, the extent and duration of the impact, and the type and amount of mitigation proposed. Or if you are submitting a mitigation plan with a similar table, you can state (below) where we can find this information in the plan. [help]						
Activity (fill, drain, excavate, flood, etc.)	Wetland Name¹	Wetland type and rating category²	Impact area (sq. ft. or Acres)	Duration of impact³	Proposed mitigation type⁴	Wetland mitigation area (sq. ft. or acres)

¹ If no official name for the wetland exists, create a unique name (such as "Wetland 1"). The name should be consistent with other project documents, such as a wetland delineation report. ² Ecology wetland category based on current Western Washington or Eastern Washington Wetland Rating System. Provide the wetland rating forms with the JARPA package. ³ Indicate the days, months or years the wetland will be measurably impacted by the activity. Enter "permanent" if applicable. ⁴ Creation (C), Re-establishment/Rehabilitation (R), Enhancement (E), Preservation (P), Mitigation Bank/In-lieu fee (B)						
Page number(s) for similar information in the mitigation plan, if available: _____						
7i. For all filling activities identified in 7h, describe the source and nature of the fill material, the amount in cubic yards that will be used, and how and where it will be placed into the wetland. [help]						
7j. For all excavating activities identified in 7h, describe the excavation method, type and amount of material in cubic yards you will remove, and where the material will be disposed. [help]						

Part 8–Waterbodies (other than wetlands): Impacts and Mitigation

In Part 8, "waterbodies" refers to non-wetland waterbodies. (See Part 7 for information related to wetlands.) [\[help\]](#)

☒ Check here if there are waterbodies on or adjacent to the project area. (If there are none, skip to Part 9.)

8a. Describe how the project is designed to avoid and minimize adverse impacts to the aquatic environment. [help]
☐ Not applicable
The project is located upland the regulatory elevations for both the Army Corps of Engineers and will not directly impact adjacent waterbodies.
8b. Will your project impact a waterbody or the area around a waterbody? [help]
☒ Yes ☐ No
8c. Have you prepared a mitigation plan to compensate for the project's adverse impacts to non-wetland waterbodies? [help] If Yes, submit the plan with the JARPA package and answer 8d. If No, or Not applicable, explain below why a mitigation plan should not be required.
☐ Yes ☒ No ☐ Don't know
See answer to 8a.
8d. Summarize what the mitigation plan is meant to accomplish. Describe how a watershed approach was used to design the plan. If you already completed 7g you do not need to restate your answer here. [help]
N/A
8e. Summarize impact(s) to each waterbody in the table below. [help]

Activity (clear, dredge, fill, pile drive, etc.)	Waterbody name ¹	Impact location ²	Duration of impact ³	Amount of material (cubic yards) to be placed in or removed from waterbody	Area (sq. ft. or linear ft.) of waterbody directly affected
N/A	N/A	N/A	N/A	N/A	N/A
¹ If no official name for the waterbody exists, create a unique name (such as "Stream 1") The name should be consistent with other documents provided. ² Indicate whether the impact will occur in or adjacent to the waterbody. If adjacent, provide the distance between the impact and the waterbody and indicate whether the impact will occur within the 100-year flood plain. ³ Indicate the days, months or years the waterbody will be measurably impacted by the work. Enter "permanent" if applicable.					
8f. For all activities identified in 8e, describe the source and nature of the fill material, amount (in cubic yards) you will use, and how and where it will be placed into the waterbody. [help]					
N/A					
8g. For all excavating or dredging activities identified in 8e, describe the method for excavating or dredging, type and amount of material you will remove, and where the material will be disposed. [help]					
N/A					

Part 9–Additional Information

Any additional information you can provide helps the reviewer(s) understand your project. Complete as much of this section as you can. It is ok if you cannot answer a question.

9a. If you have already worked with any government agencies on this project, list them below. [help]			
Agency Name	Contact Name	Phone	Most Recent Date of Contact
WA Department of Fish and Wildlife	Beth Tate	360-466-4345	October 2023
City of Anacortes	Grace Pollard	360-293-1901	October 2023
9b. Are any of the wetlands or waterbodies identified in Part 7 or Part 8 of this JARPA on the Washington Department of Ecology's 303(d) List? [help] - If Yes, list the parameter(s) below. - If you don't know, use Washington Department of Ecology's Water Quality Assessment tools at: http://www.ecy.wa.gov/programs/wq/303d/.			
☒ Yes ☐ No			
The project takes place within the Port's Cap Sante Marina in Fidalgo Bay, Puget Sound. Fidalgo Bay is located immediately south and east of the project site. The combined areas of Padilla Bay, Fidalgo Bay, and Guemes Channel are listed on Ecology's 303(d) list for bacteria, copper, dissolved oxygen, temperature and ammonia-N.			
9c. What U.S. Geological Survey Hydrological Unit Code (HUC) is the project in? [help] Go to http://cfpub.epa.gov/surf/locate/index.cfm to help identify the HUC.			
HUC 17110002			

9d. What Water Resource Inventory Area Number (WRIA #) is the project in? [help] Go to http://www.ecy.wa.gov/water/wria/index.html to find the WRIA #.
WRIA 3
9e. Will the in-water construction work comply with the State of Washington water quality standards for turbidity? [help] Go to http://www.ecy.wa.gov/programs/wq/swqs/criteria.html for the standards.
☐ Yes ☐ No ☒ Not applicable
9f. If the project is within the jurisdiction of the Shoreline Management Act, what is the local shoreline environment designation? [help] - If you don't know, contact the local planning department. - For more information, go to: http://www.ecy.wa.gov/programs/sea/sma/laws_rules/173-26/211_designations.html.
☐ Urban ☐ Natural ☒ Aquatic ☐ Conservancy ☒ Other: <u>Urban Shoreline</u>
9g. What is the Washington Department of Natural Resources Water Type? [help] Go to http://www.dnr.wa.gov/forest-practices-water-typing for the Forest Practices Water Typing System.
☒ Shoreline ☐ Fish ☐ Non-Fish Perennial ☐ Non-Fish Seasonal
9h. Will this project be designed to meet the Washington Department of Ecology's most current stormwater manual? [help] If No, provide the name of the manual your project is designed to meet.
☒ Yes ☐ No
Name of manual: _____
9i. Does the project site have known contaminated sediment? [help] If Yes, please describe below.
☐ Yes ☒ No
No known contamination has been identified at the immediate project site.
9j. If you know what the property was used for in the past, describe below. [help]
The project site was developed as a public marina in 1927. There are no places or objects within the project site that have been identified on or proposed for listing on national, state or local preservation registers.
9k. Has a cultural resource (archaeological) survey been performed on the project area? [help] If Yes, attach it to your JARPA package.

☐ Yes ☒ No

In 2009, a Cultural Resources Assessment was completed for the adjacent Scott Paper Company lumber mill (Scott site), which identified no close buildings or structures, no indications of shipwrecks, and no evidence for ethnohistoric or other tribal sites in the immediate area. Given the history of the well-developed site and recent construction projects completed in the marina at the nearby Scott Site and at Seafarers' Memorial Park, archeological or cultural impacts are not anticipated. However, if evidence of these features is encountered during construction, the Port will notify local tribes and the state's Department of Archeology and Historic Preservation (DAHP) and take appropriate steps.

9l. Name each species listed under the federal Endangered Species Act that occurs in the vicinity of the project area or might be affected by the proposed work. [\[help\]](#)

Three salmonid species that are listed under the Endangered Species Act (ESA) that may be present at the project site include the Puget Sound Chinook salmon (*Oncorhynchus tshawytscha*), Coastal-Puget Sound bull trout (*Salvelinus confluentus*) and Puget Sound steelhead trout (*O. mykiss*). Additionally, two rockfish species present in Puget Sound are listed under the ESA, though their presence in the marina is unlikely: bocaccio (*Sebastes paucispinis*) and yelloweye rockfish (*S. ruberrimus*). Marbled murrelet (*Brachyramphus marmoratus*), an ESA-listed bird species, is potentially present in Fidalgo Bay but unlikely to use the marina. Additional listed species in the vicinity that are extremely unlikely to occur include the Southern Resident killer whale (*Orcinus orca*), humpback whale (*Megaptera novaeangliae*) and leatherback sea turtle (*Dermochelys coriacea*).

9m. Name each species or habitat on the Washington Department of Fish and Wildlife's Priority Habitats and Species List that might be affected by the proposed work. [\[help\]](#)

WDFW includes bocaccio and yelloweye rockfish on its priority habitat species list.

Fish resources in Fidalgo Bay area include Pacific salmon, forage fish and a number of flatfish and pelagic species typical of Puget Sound. Surf smelt (*Hypomesus*), sand lance (*Ammocetes hexapterus*) and Pacific herring (*Clupea harengus pallasii*) are important forage fish for salmonids. Surf smelt require high intertidal beaches with gravel for spawning. Sand lance also require upper intertidal spawning habitat, with sandy gravel beaches. Although the steep intertidal shorelines within the marina do not provide suitable spawning habitat for these species, surf smelt spawning has been mapped as occurring on and around both the north and south breakwaters at the mouth of the marina. The eastern shoreline of the marina basin has also been mapped for spawning. Surf smelt spawning activity occurs on this beach from May to September, unlike adjacent spawning beaches across Fidalgo Bay, which receive smelt spawn virtually year-round. The nearest known sand lance spawning beach is in the southern portion of Fidalgo Bay over 1.5 miles from the project site. No herring spawning occurs near the marina.

In summary, it is determined that there will be no effect to the listed species (in 9l.) due to the location and type of work being proposed. Listed species will not be susceptible to impacts related to the project activities because there is no suitable habitat present at the project location. The project involves upland. Therefore, we have determined that this project will have no effect on the listed species. Additionally the project will have no effect on designated critical habitats for these species. See attached No Effects Letter.

Part 10–SEPA Compliance and Permits

Use the resources and checklist below to identify the permits you are applying for.

- Online Project Questionnaire at <http://apps.oria.wa.gov/opas/>.
- Governor's Office for Regulatory Innovation and Assistance at (800) 917-0043 or help@oria.wa.gov.
- For a list of addresses to send your JARPA to, click on [agency addresses for completed JARPA](#).

10a. Compliance with the State Environmental Policy Act (SEPA). (Check all that apply.) [\[help\]](#)

- For more information about SEPA, go to www.ecy.wa.gov/programs/sea/sepa/e-review.html.

☒ A copy of the SEPA determination or letter of exemption is included with this application.

☐ A SEPA determination is pending with _____ (lead agency). The expected decision date is _____.

☐ I am applying for a Fish Habitat Enhancement Exemption. (Check the box below in 10b.) [\[help\]](#)

☒ This project is exempt (choose type of exemption below).

☒ Categorical Exemption. Under what section of the SEPA administrative code (WAC) is it exempt?
WAC 197-11-800 (23)(a) Utilities

☐ Other: _____

☐ SEPA is pre-empted by federal law.

10b. Indicate the permits you are applying for. (Check all that apply.) [\[help\]](#)

LOCAL GOVERNMENT

Local Government Shoreline permits:

☒ Substantial Development ☐ Conditional Use ☐ Variance

☐ Shoreline Exemption Type (explain): _____

Other City/County permits:

☐ Floodplain Development Permit ☐ Critical Areas Ordinance

STATE GOVERNMENT

Washington Department of Fish and Wildlife:

☐ Hydraulic Project Approval (HPA) ☐ Fish Habitat Enhancement Exemption – [Attach Exemption Form](#)

Washington Department of Natural Resources:

☐ Aquatic Use Authorization

Complete [JARPA Attachment E](#) and submit a check for \$25 payable to the Washington Department of Natural Resources.

Do not send cash.

Washington Department of Ecology:

☐ Section 401 Water Quality Certification

FEDERAL GOVERNMENT

United States Department of the Army permits (U.S. Army Corps of Engineers):

☐ Section 404 (discharges into waters of the U.S.) ☐ Section 10 (work in navigable waters)

United States Coast Guard permits:

☐ General Bridge Act Permit ☐ Private Aids to Navigation (for non-bridge projects)

Part 11—Authorizing Signatures

Signatures are required before submitting the JARPA package. The JARPA package includes the JARPA form, project plans, photos, etc. [\[help\]](#)

11a. Applicant Signature (required) [\[help\]](#)

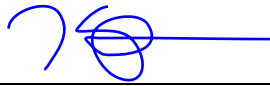
I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities, and I agree to start work only after I have received all necessary permits.

I hereby authorize the agent named in Part 3 of this application to act on my behalf in matters related to this application. _____ (initial)

By initialing here, I state that I have the authority to grant access to the property. I also give my consent to the permitting agencies entering the property where the project is located to inspect the project site or any work related to the project. _____ (initial)

Kevin Anderson

Applicant Printed Name



Applicant Signature

12/19/2023

Date

11b. Authorized Agent Signature [\[help\]](#)

I certify that to the best of my knowledge and belief, the information provided in this application is true, complete, and accurate. I also certify that I have the authority to carry out the proposed activities and I agree to start work only after all necessary permits have been issued.

Authorized Agent Printed Name

Authorized Agent Signature

Date

11c. Property Owner Signature (if not applicant) [\[help\]](#)

Not required if project is on existing rights-of-way or easements (provide copy of easement with JARPA).

I consent to the permitting agencies entering the property where the project is located to inspect the project site or any work. These inspections shall occur at reasonable times and, if practical, with prior notice to the landowner.

Property Owner Printed Name

Property Owner Signature

Date

18 U.S.C §1001 provides that: Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly falsifies, conceals, or covers up by any trick, scheme, or device a material fact or makes any false, fictitious, or fraudulent statements or representations or makes or uses any false writing or document knowing same to contain any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years or both.

If you require this document in another format, contact the Governor's Office for Regulatory Innovation and Assistance (ORIA) at (800) 917-0043. People with hearing loss can call 711 for Washington Relay Service. People with a speech disability can call (877) 833-6341. ORIA publication number: ORIA-16-011 rev. 07/2017

January 2, 2024

Planning Staff
City of Anacortes
904 6th Street
Anacortes, WA 98221

RE: Port of Anacortes Fiber Upgrade

Dear PCED Staff,

The Port of Anacortes proposes installation of fiber conduits at Cap Sante Marina to provide bandwidth for growing data needs. Cap Sante Marina is a public marina serving both recreational and commercial vessel owners. The facility includes 107 acres of in-water and upland property, approximately 1,000 slips for boats, a fuel dock, a pump out, a small craft hoist, a trailer boat launch, a commercial loading dock with 1-ton hoists (T-Dock), and web lockers to support maritime commerce.

The proposed fiber conduits would link the north basin of the marina with the west basin and harbor master's office. The Port has been incrementally improving communication lines at the marina to provide higher speed and more reliable data connections; the most recent work included connections of fiber at the fuel dock, trailer boat launch, and harbor masters office with the installation data lines in conduit (see permit number SDP-2019-0001 for reference). The proposed work is like previous work in scope and methods. The Port proposes installation of conduit from a junction box at the central pier at the harbor master's office to the pier at JKL Docks (Figure 1).



Figure 1: Fiber conduit route at Cap Sante Marina

The proposed run of conduit is approximately 1,250 feet in length. The proposed conduit is 1.5" schedule-80 PVC conduit; this size of conduit allows for future expansion, if necessary, by being able support more than one Cat-6 fiber cable. The conduit will be laid in a shallow trench approximately 12" deep and approximately 4" wide (Figure 2). The proposed route will be directly inside the esplanade walkway at the marina. This route was chosen to minimize disruption to paved surfaces and public access. At the section of the route where the esplanade bends to the east the conduit will be surface mounted to the side of the existing esplanade slab with brackets. The substrate in this portion of the route are not suitable for burial of conduit, consisting mostly of rip-rap and quarry spalls.

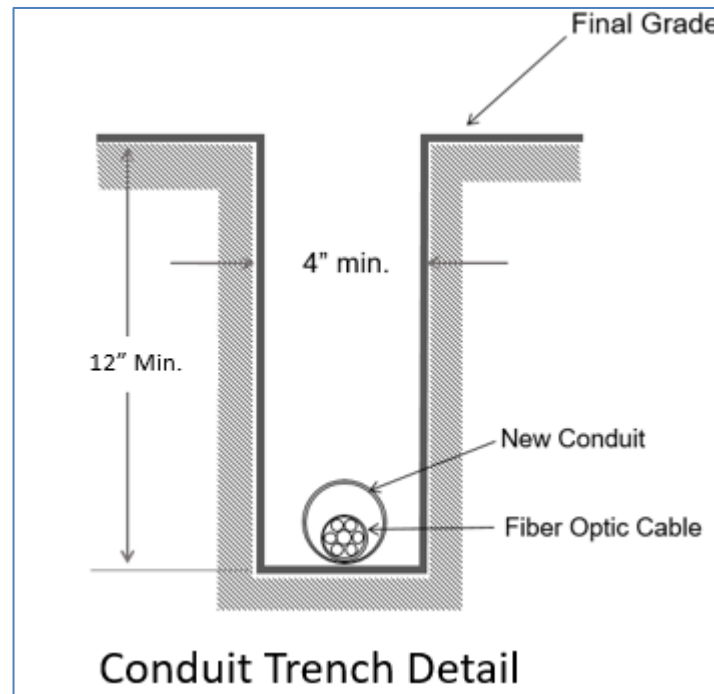


Figure 2: Trench details

The conduit route is above the high tide line (10.63') and ordinary high water (10.2') at about +14' and outside the jurisdictional boundaries of the Army Corps of Engineers and Department of Fish and Wildlife. The excavation will be shallow and excavated materials will be laid on a tarp or board and prevented from entering the water. Once the excavation is complete, the conduit will be laid. Prior to backfill a metallic locate tape will be placed over the conduit. Grade will be restored and compacted once the conduit has been laid. Finally, the fiber lines will be pulled through the conduit, connected, and brought into service. This work will require the use of hand tools and power equipment (mini excavator or trencher, and a compressor) to dig the trench, install conduit, and pull cable lines. The Port estimates the work to take less than a week and would like to conduct the work in the Spring of 2024.

Thank you for your attention to this issue. If you have any questions, please contact me by email or phone (360-293-1827 kevin.anderson@portofanacortes.com).

Best regards,
Kevin Anderson



PROJECT SITE MAP

LATITUDE: 48.521483N
LONGITUDE: -122.606469W

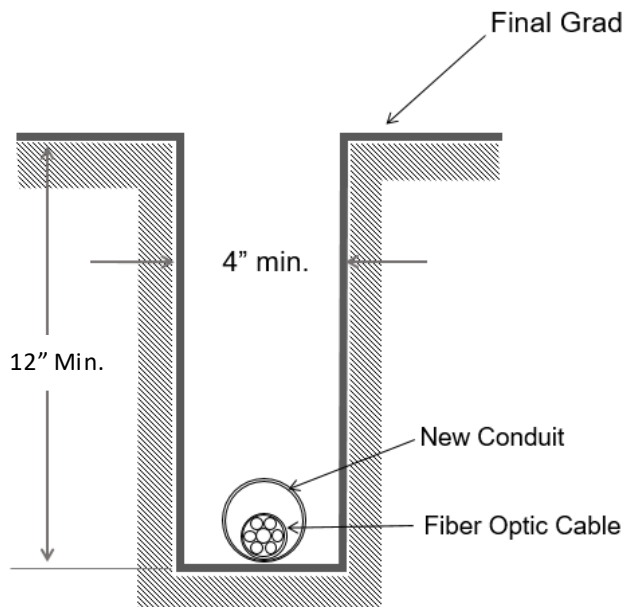
PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

- Excavate a shallow trench
- Lay 1" PVC conduit
- Backfill with native materials

CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit

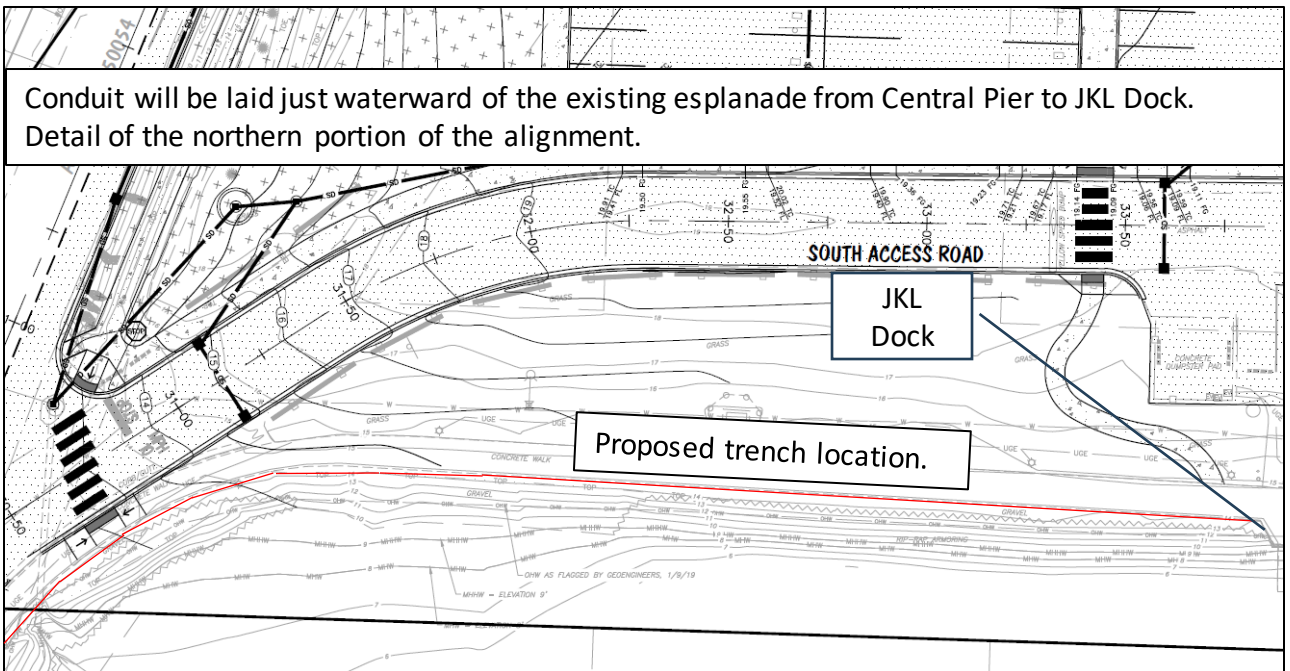
PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221

PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES



Conduit Trench Detail

Install ~1,250 lf of conduit for fiber optic data cables at the marina to meet growing data capacity. Conduit will be 1" diameter PVC conduit with locate tape.



PURPOSE: Install fiber conduits from the Central Pier to JKL dock at Cap Sante Marina.

- Excavate a shallow trench
- Lay 1" PVC conduit
- Backfill with native materials

CAP SANTE MARINA
JKL to Central Pier Fiber
Conduit

PORT OF ANACORTES
100 COMMERCIAL AVENUE
ANACORTES, WA 98221

PROPOSED:
AT: 1019 Q Ave
APPLICATION BY: PORT OF
ANACORTES



ANACORTES PLANNING COMMISSION

Findings of Fact, Conclusions of Law and Decision

File Number	SDP-2024-0001
Project Name	Cap Sante Marina North and West Basin Fiber Conduit Installation
Proposal	The applicant has requested a shoreline substantial development permit for the installation of fiber conduits at Cap Sante Marina to provide bandwidth for growing data needs. The fiber conduit will link the north basin of the marina from the pier at JKL Docks with the west basin at a junction box at the central pier by the harbormaster's office. The proposed run is approximately 1,250-linear-feet and approximately 12-inches-deep and 4-inches-wide. The proposed route is directly outside the esplanade walkway, waterward of the railing.
Public Hearing & Decision Body	Anacortes Planning Commission
Public Hearing Date	April 24, 2024
PC Deliberations & Decision Date	April 24, 2024
Exhibits	1. Staff Report 2. Application 3. Project Narrative 4. Drawings 5. SEPA Exemption Determination 6. JARPA Application 7. West Basin FEMA_Boundary_Memo_4-26-23 8. Cap Sante Marina North and West Basin Redevelopment Critical Areas Report DRAFT (1) 9. Notice of Application and Public Hearing 10. Public Comment – Port of Anacortes, 4/24/24 11. Public Comment – Port of Anacortes, 4/23/24 12. Public Comment – Ashlan Chidester, 4/23/24 13. Public Comment – Ashlan Chidester, 4/23/24 14. Staff presentation slides

Documents are available at City Hall in the Planning, Community, and Economic Development Department or may be accessed on the public portal:

<https://anacorteswa.portal.civicclerk.com/event/1152/overview>

After considering the written and spoken comments and considering the record before it, the Planning Commission enters the following findings of fact, conclusions of law, and decision:

Findings of Fact & Conclusions of Law

1. The Staff report dated April 18, 2024, accurately describes the project proposal, and is hereby incorporated by reference. (Exhibit 1)
2. The following individuals spoke on behalf of the applicant at the public hearing:
 - a. Kevin Anderson, Port Environmental Specialist
 - b. Jenkins Dossen, Project Manager
3. The following members of the public provided testimony during the public hearing:
 - a. Ashlan Chidester
4. The following additional exhibits were entered into the record at the public hearing: N/A
5. The following additional Findings of Fact and/or Conclusions of Law are entered: N/A

Decision

Based on the foregoing findings and conclusions of law, and review of the City's regulatory authority to implement the policies, standards, and regulations of the Anacortes Municipal Code, the Planning Commission hereby makes the following decision regarding the subject Shoreline Substantial Development Permit:

- ☒ **Approve with Conditions**
☐ Approve
☐ Deny

Conditions:

1. The applicant/landowner shall comply with all applicable state law requirements regarding preservation of archaeological and historic resources, including provisions to stop work and notify the appropriate agencies should protected resources be uncovered during excavation.
2. The scope of the project shall not exceed that as set out in the shoreline permit application and shall be valid only for the improvements described within the application materials, except as modified by this decision or other jurisdictional agencies, or as approved through a permit revision, if applicable.
3. The existence of the fiber conduit installed under this permit may not be used as justification to avoid compliance with shoreline vegetation planting requirements that may be triggered under future shoreline development permit applications.
4. All applicable permits (local, state, & federal) shall be secured before any construction activities begin onsite and copies provided to the City of Anacortes' PCED.
5. Prior to site work, the applicant/landowner shall submit to the City an erosion and sedimentation control plan for activities that involve the removal of vegetation, stockpiling of earth or other materials, or any activity that could result in shoreline erosion or siltation. Said program shall conform to the City of Anacortes' Engineering Design Standards and shall

at a minimum, utilize Best Management Practices (BMPs) to prevent shoreline erosion and siltation.

6. After site construction activities are completed, the site shall be restored to the pre-project configuration, or an enhanced condition.
7. The applicant/landowner shall comply with federal statutes including but not limited to: Endangered Species Act, Clean Water Act, Marine Mammal Protection Act, and other federal statutes.
8. The project shall comply with all applicable Shoreline Master Program regulations, including but not limited to those listed above.
9. Development shall comply with AMC 18.16.130 regulating the time limit for shoreline permits as follows:

8.1 Construction, or substantial progress toward completion, must begin within two (2) years after approval of the permit. Substantial progress toward construction shall include, but not limited to, the letting of bids, making of contracts, purchasing of materials involved in development, but shall not include development or uses which are inconsistent with the Shoreline Management Act or the city's master program. In determining the running two-year period hereof, there shall not be included the time during which development was not actually pursued by construction and the pendency of litigation reasonably related thereto made it reasonable not to so pursue; provided, that the city may, in its discretion, extend the two-year time period for a reasonable time based on factors, including the inability to expeditiously obtain other governmental permits which are required prior to the commencement of construction.

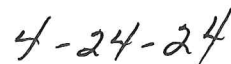
8.2 5-Year Permit Authorization: If construction has not been completed within five years of approval by the City of Anacortes, the city will review the permit, with prior notice to parties of record, and, upon showing of good cause, either extend the permit for one additional year, or terminate the permit. Prior to the city authorizing any permit extensions, it shall notify any parties of record and the Department of Ecology. Note: Only one single extension is permitted.

PLANNING COMMISSION VOTE				
Planning Commissioners	Support	Oppose	Absent	Abstain
Michael Mills			X	
Luke Currier	X			
Paul Ryan	X			
Frank Jeretzky, Vice Chair	X			
Linda Martin, Chair	X			
James Stoneman	X			
William McCombs	X			
TOTAL	6		1	

ANACORTES PLANNING COMMISSION
Anacortes, Washington



Linda Martin
Planning Commission Chair



Date

Appeals

Pursuant to AMC 19.20.030, a closed record local appeal to the City Council is available for Type 3-PC Planning Commission Decisions. Appeals of this decision must be filed in accordance with AMC 19.20.180 within 14-days from the date of issuance of the decision. Pursuant to AMC 18.16.110 appeals of the final decision shall be filed within 21-days from the date the permit decision is filed with Ecology and shall be heard by the Shorelines Hearings Board pursuant to the procedures and timelines of RCW 90.58.180.

Critical Areas Assessment Report

West Basin Master Plan
Anacortes, Washington

for
Port of Anacortes

July 10, 2023



554 West Bakerview Road
Bellingham, Washington 98226
360.647.1510

Critical Areas Assessment Report

West Basin Master Plan Anacortes, Washington

File No. 5147-031-02

July 10, 2023

Prepared for:

Port of Anacortes
100 Commercial Avenue
Anacortes, Washington 98221

Attention: Brenda Treadwell

Prepared by:

GeoEngineers, Inc.
554 West Bakerview Road
Bellingham, Washington 98226
360.647.1510

John T. Porco, BS
Staff Biologist

Fiona M. McNair, PWS
Associate Biologist and Wetland Scientist

JTP:FMM:tlm

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

Table of Contents

1.0 INTRODUCTION AND PROJECT UNDERSTANDING	1
1.1. Project Location and Site Description	1
2.0 DATA REVIEW	1
3.0 FIELD ASSESSMENT METHODS.....	3
4.0 FIELD ASSESSMENT RESULTS	3
5.0 RELEVANT MUNICIPAL CODE	3
6.0 SUMMARY.....	4
7.0 LIMITATIONS.....	5
8.0 REFERENCES.....	5

LIST OF FIGURES

Figure 1. Vicinity Map

Figure 2. Wetland and Shoreline Map

APPENDICES

Appendix A. West Basin Upland Redevelopment Conceptual Design and North Basin Upland
Improvements Plan Set

Appendix B. Background Maps and Data

Appendix C. Site Photographs

1.0 INTRODUCTION AND PROJECT UNDERSTANDING

GeoEngineers, Inc. (GeoEngineers) was contracted by the Port of Anacortes (Port) to perform wetland and stream ordinary high water mark (OHWM) delineation and fish and wildlife habitat conservation areas (FWHCAs) assessment in support of the proposed West Basin Masterplan (project) in Anacortes, Washington as shown on Figure 1, Vicinity Map. We understand that the Port is designing improvements to the Cap Sante Marina Waterfront, with proposed mixed-use development that will include updated circulations patterns, improved parking amenities, public access upgrades, formalized development pads and enhanced utilities. See Appendix A, West Basin Upland Redevelopment Conceptual Design and North Basin Upland Improvements Plan Set for a Conceptual Design of the West Basin Upland Redevelopment and a Plan Set for the already permitted North Basin Upland Improvements. This report is intended to provide baseline critical areas (wetland, stream and FWHCAs) data in accordance with the City of Anacortes Shoreline Master Plan (SMP) (Anacortes Municipal Code [AMC] Chapter 18.16) and Critical Areas Code (AMC Chapter 19.70).

1.1. Project Location and Site Description

The project is located along the shoreline of Cap Sante near Cap Sante Park and the Port in Anacortes, Washington within Section 18 of Township 35 Range 02E of the Willamette Meridian (W.M.) and located within Water Resource Inventory Area (WRIA) 3 Lower Skagit/Samish and Hydrologic Unit Code (HUC) 17110002 Strait of Georgia. Approximately 26 acres of assessment area, shown on Figure 2, Wetland and Shoreline Map, was investigated for the presence (or absence) of wetlands, streams and other FWHCAs. The majority of the project area is already developed with multiple parking lots and commercial and residential buildings. Trees, shrubs and grasses are present, but they are mostly ornamental species located within isolated landscaped areas. The majority of the shoreline within the Cap Sante Marina was covered in quarry spall/riprap armoring with scattered weedy species. Salt marsh habitats were observed at the northeast and northwest corners of the marina basin, below the OHWM, within the assessment area. Cap Sante Park abuts the eastern border of the assessment area.

2.0 DATA REVIEW

The US Fish and Wildlife Service (USFWS) National Wetland Inventory (NWI) map depicts estuarine and marine, freshwater emergent and freshwater forested/scrub-shrub wetlands within the assessment area (USFWS 2023a). The United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Web Soil Survey maps the majority of the project area as Xerorthents, 0 to 5 percent slopes (USDA-NRCS 2023), which is a soil on the national hydric soils list (USDA-NRCS 2015). A small section in the northeastern part of the project area is mapped as Fidalgo-Lithic Xerochrepts – rock outcrop complex, 3 to 30 percent slopes (USDA-NRCS 2023), a soil that is not on the national hydric soils list (USDA-NRCS 2015).

Portions of the proposed project located within 200 feet of the OHWM of the marine shoreline, are within shoreline jurisdiction and are subject to review under the City of Anacortes SMP (AMC Chapter 18.16). The project area has an Urban shoreline environmental designation with an associated shoreline setback of 25 feet (Figure 2) per Table 5.2 (Shoreline Development Standards Matrix) of the Anacortes SMP.

Within the assessment area, the Federal Emergency Management Agency (FEMA) National Flood Hazard Mapper depicts areas within approximately 75 to 150 feet of the marine OHWM as within a special flood hazard area, Zone AE¹ (100-year floodplain) (FEMA 2023). The remaining assessment area is mapped as an area of minimal flood hazard (Zone X) (FEMA 2023). The base flood elevation (BFE) within the Zone AE area is mapped as +7 feet (North American Vertical Datum of 1988 [NAVD88]) (FEMA 2023). The OHWM in the Anacortes area is approximately 9½ to 10 feet (NAVD88), and therefore the areas immediately adjacent to the OHWM, which are generally above the OHWM and flat and paved, are likely above the BFE.

The Washington Department of Fish and Wildlife (WDFW) Priority Habitat and Species (PHS) mapping tool depicts the same wetlands as shown by NWI within the assessment area (WDFW 2023). PHS reports documented surf smelt (*Hypomesus pretiosus*) and Pacific herring (*Clupea pallasii*) breeding areas, Dungeness crab (*Metacarcinus magister*) presence, Pinto Abalone (*Haliotis kamtschatkana*) potential habitat, Yuma myotis (*Myotis yumanensis*), cliffs/bluffs and a biodiversity area/corridor (Cap Sante Park) (WDFW 2023). Because Cap Sante Park is a Priority Habitat it is a designated FWHCA and may require a buffer per City of Anacortes SMP Appendix A-5.1 (Designation of fish and wildlife habitat conservation areas).

The USFWS Information for Planning and Consultation (IPaC) report (USFWS 2023b) for the project area lists seven threatened, endangered or candidate species and one critical habitat on the species list (potential to occur at the project site) including:

- North American Wolverine (*Gulo gulo luscus*) - Proposed Threatened
- Marbled Murrelet (*Brachyramphus marmoratus*) – Threatened
- Streaked Horned Lark (*Eremophila alpestris strigata*) – Threatened
- Yellow-billed Cuckoo (*Coccyzus americanus*) - Threatened
- Bull Trout (*Salvelinus confluentus*) - Threatened
- Dolly Varden (*Salvelinus malma*) - Proposed Similarity of Appearance (Threatened)
- Golden paintbrush (*Castilleja levisecta*) – Threatened
- Bull Trout (*Salvelinus confluentus*) - Critical Habitat

The National Oceanic and Atmospheric Administration (NOAA) Fisheries *Status of ESA Listings & Critical Habitat Designations for West Coast Salmon & Steelhead* report (NOAA 2023) includes a total of two threatened salmon and steelhead species and their critical habitat with potential to occur at the project site including:

- Puget Sound Steelhead (*Oncorhynchus mykiss*) – Threatened and Critical Habitat
- Puget Sound Chinook Salmon (*Oncorhynchus tshawytscha*) – Threatened and Critical Habitat

Maps and data reports from the file review are included in Appendix B, Background Maps and Data.

¹ Defined by FEMA as areas subject to inundation by the 1-percent-annual-chance flood event determined by detailed methods.

3.0 FIELD ASSESSMENT METHODS

Two GeoEngineers' biologists conducted a field investigation on June 20, 2023 to characterize and delineate wetlands and streams within the assessment area. Figure 2 depicts the delineated marine shoreline OHWM, shoreline setback and shoreline jurisdiction within the assessment area and estimated wetland habitat and buffer outside of the assessment area. The OHWM of the Cap Sante Marina shoreline was identified by examining breaks in the topography and shifts in vegetation according to United States Army Corps of Engineers (USACE) protocol as referenced from Regulatory Guidance Letter (No. 05-05) (Riley 2005), Ordinary High Water Mark Identification, December 7, 2005 and according to the Washington State Department of Ecology (Ecology) 2016 guidance (Anderson et al. 2016). The Washington Administrative Code (WAC) was also referenced for the definition of OHWM (WAC 173-22-030 § 11). A photographic record was also collected during the field investigation to document existing site conditions. Representative photos are included in Appendix C, Site Photographs.

4.0 FIELD ASSESSMENT RESULTS

The majority of the marine shoreline was covered in quarry spall/riprap armoring with some salt marsh areas of the shoreline vegetated by saltgrass (*Distichlis spicata*), pickleweed (*Salicornia* sp.), Puget Sound gumweed (*Grindelia squarrosa*). GeoEngineers delineated the OHWM of the shoreline to establish a 200-foot buffer in which the project would be subject to shoreline jurisdiction.

Salt marsh habitats were observed at the northeast and northwest corners of the marina basin, below the OHWM, within the assessment area, and one freshwater wetland was identified just outside the project area to the northwest. Salt marsh habitats were not delineated because they are outside of the proposed development footprint and the potential wetland to the northwest was not formally delineated or rated because it is just outside of the assessment area. Figure 2 shows the estimated wetland boundary and estimated buffer. The wetland appeared to be a depressional wetland with moderate habitat functions and a highly disturbed buffer, so we estimate the wetland is most likely not Category I or Category II (this cannot be confirmed without a formal wetland rating). With a high intensity of proposed adjacent land use, the required wetland buffers for Category IV wetlands is 50 feet and for Category III wetlands ranges from 80 to 300 feet (AMC 19.70.235(C)). The offsite wetland is likely a Category III wetland with a low or moderate habitat score, thus would have a maximum buffer of 150 feet (AMC 19.70.235(C)). The buffer is shown as stopping at Market Street and 6th Street on Figure 2 because the roads functionally and physically isolate the areas south/east of the roads per AMC 19.70.235(M).

Cap Sante Park, a mapped biodiversity area, was observed to the east of the assessment area. The forested park included Douglas fir (*Pseudotsuga menziesii*), Pacific madrone (*Arbutus menziesii*), western redcedar (*Thuja plicata*), oceanspray (*Holodiscus discolor*), nootka rose (*Rosa nutkana*), Himalayan blackberry (*Rubus armeniacus*) and Oregon grape (*Mahonia aquifolium*). Because the park is a biodiversity area, it is considered a priority Habitat and is designated as a FWHCA and subject to AMC 19.70.

5.0 RELEVANT MUNICIPAL CODE

Portions of the proposed project located within 200 feet of the OHWM of the marine shoreline, are within shoreline jurisdiction and are subject to review under the City of Anacortes SMP (AMC 18.16, SMP 2.3). Per AMC 18.16.010, "All proposed uses and development occurring within shoreline jurisdiction must conform

to Chapter 90.58 RCW, the Shoreline Management Act and this master program whether or not a permit is required.” All new structures or additions to structures on any lot shall meet all buffer, setback, height and other construction requirements of the Master Program and the Shoreline Management Act. The project area is located within an Urban shoreline environmental designation. Per Table 5.2 (Shoreline Development Standards Matrix) of the SMP, projects within an Urban environmental designation outside of Burrows Bay are subject to a shoreline setback² of 25 feet (for non-water-dependent uses), a maximum structure height of 50 feet and a lot coverage maximum³ of 50 percent. According to Chapter 12 of the SMP, a water-dependent use is defined as, “A use or a portion of a use, which, as its primary characteristic, cannot exist in any other location than on the water because it is dependent on the water by the intrinsic nature of its operations.”

For redevelopment along the marine shoreline, the SMP provides requirements for riparian vegetation in connection with new development and redevelopment projects of non-water dependent uses that abut the City of Anacortes’ marine shorelines (AMC 18.16).

The City of Anacortes critical areas code provides requirements for assessment and reporting of all shoreline areas, floodplains, wetlands, streams, other critical areas and related buffers within 300 feet of a proposed project area and provides requirements for proposed mitigation of any impacts to critical areas or their buffers (AMC 19.70.115 and 19.70.220). All wetlands that are located within shoreline jurisdiction are subject to Appendix A of the SMP, “Shoreline Critical Areas Regulations”. Appendix A of the SMP summarizes protections to critical areas within shoreline jurisdiction (AMC 18.16).

The observed wetland lies outside the assessment area and has an estimated maximum buffer of at least 150 feet (AMC 19.70.235(C)) that, per AMC 19.70.235(M), stops at Market Street and 6th Street (paved public roadways greater than 8 feet wide) and thus does not extend into the project area for the proposed North Basin Upland Improvements (see the site plan in Appendix A). We understand that the Cap Sante Marina North Basin Upland Improvements portion of the project has already been permitted, see Appendix A.

6.0 SUMMARY

GeoEngineers performed wetland, stream OHWM and FWHCA delineation and assessment services for the West Basin Master Plan. One marine shoreline (Fidalgo Bay) was identified, and one Priority Habitat (Cap Sante, biodiversity corridor) was observed during the site investigation within the assessment area. Salt marsh habitats were observed at the northeast and northwest corners of the marina basin, below the OHWM. These areas were not delineated because they are located outside the project footprint and delineation of these features was not part of our scope. The project will be subject to the City of Anacortes SMP (AMC 18.16) and Critical Areas Code (AMC 19.70) including AMC requirements for riparian vegetation in areas abutting the marine shoreline (AMC 18.16). Portions of the proposed project located within 200 feet of the OHWM of the marine shoreline are within shoreline jurisdiction and are subject to review

² Setback shall be the minimum distance measured in feet from the OHWM on a horizontal plane perpendicular to the shoreline.

³ Buildings or structures in the Shoreline Area shall not occupy a greater percentage of a lot than indicated.

under the City of Anacortes SMP and development within areas abutting the marine shoreline are subject to a shoreline setback⁴ of 25 feet.

7.0 LIMITATIONS

GeoEngineers has prepared this critical areas report in general accordance with the scope and limitations of our proposal. Within the limitations of scope, schedule and budget, our services have been executed in accordance with the generally accepted practices for critical areas assessments in this area at the time this report was prepared. No warranty or other conditions, express or implied, should be understood.

This letter has been prepared for the exclusive use of the Port of Anacortes, authorized agents and regulatory agencies following the described methods and information available at the time of the work. No other party may rely on the product of our services unless we agree in advance to such reliance in writing. The information contained herein should not be applied for any purpose or project except the one originally contemplated.

The applicant is advised to contact all appropriate regulatory agencies (local, state and federal) prior to design or construction of any development to obtain necessary permits and approvals.

8.0 REFERENCES

Anacortes Municipal Code (AMC). 2022. City of Anacortes Municipal Code, Title 19. Division 7, Chapters 18.16 and 19.70. Available at: https://anacortes.municipal.codes/AMC/19_Div7

Anderson, Paul S., S. Meyer, Dr. P. Olson, and E. Stockdale. 2016. Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State. Publication Number 16-06-029. March 2010, revised October 2016. City of Lynden Municipal Code 16.08 Shoreline Management. Available at : [Chapter 16.08 - SHORELINE MANAGEMENT | Code of Ordinances | Lynden, WA | Municode Library](#)

City of Anacortes. 2010. City of Anacortes Shoreline Master Program. September 2010. Available at: <https://www.anacorteswa.gov/DocumentCenter/View/861/2010-Shoreline-Master-Program-PDF>

Federal Emergency Management Agency (FEMA). 2023. National Flood Hazard Layer. Available at: <https://www.fema.gov/national-flood-hazard-layer-nfhl>

National Oceanic and Atmospheric Administration (NOAA). 2023. Fisheries *Status of ESA Listings & Critical Habitat Designations for West Coast Salmon & Steelhead*. Available at: https://www.westcoast.fisheries.noaa.gov/publications/gis_maps/maps/salmon_steelhead/critical_habitat/wcr_salmonid_ch_esa_july2016.pdf

Riley, Don T. 2005. Ordinary High Water Mark Identification. United States Army Corps of Engineers, Regulatory Guidance Letter, No. 05-05.

⁴ Setback shall be the minimum distance measured in feet from the OHWM on a horizontal plane perpendicular to the shoreline.

United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS). 2023. Web Soil Survey. Available at: <https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx>

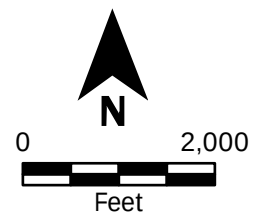
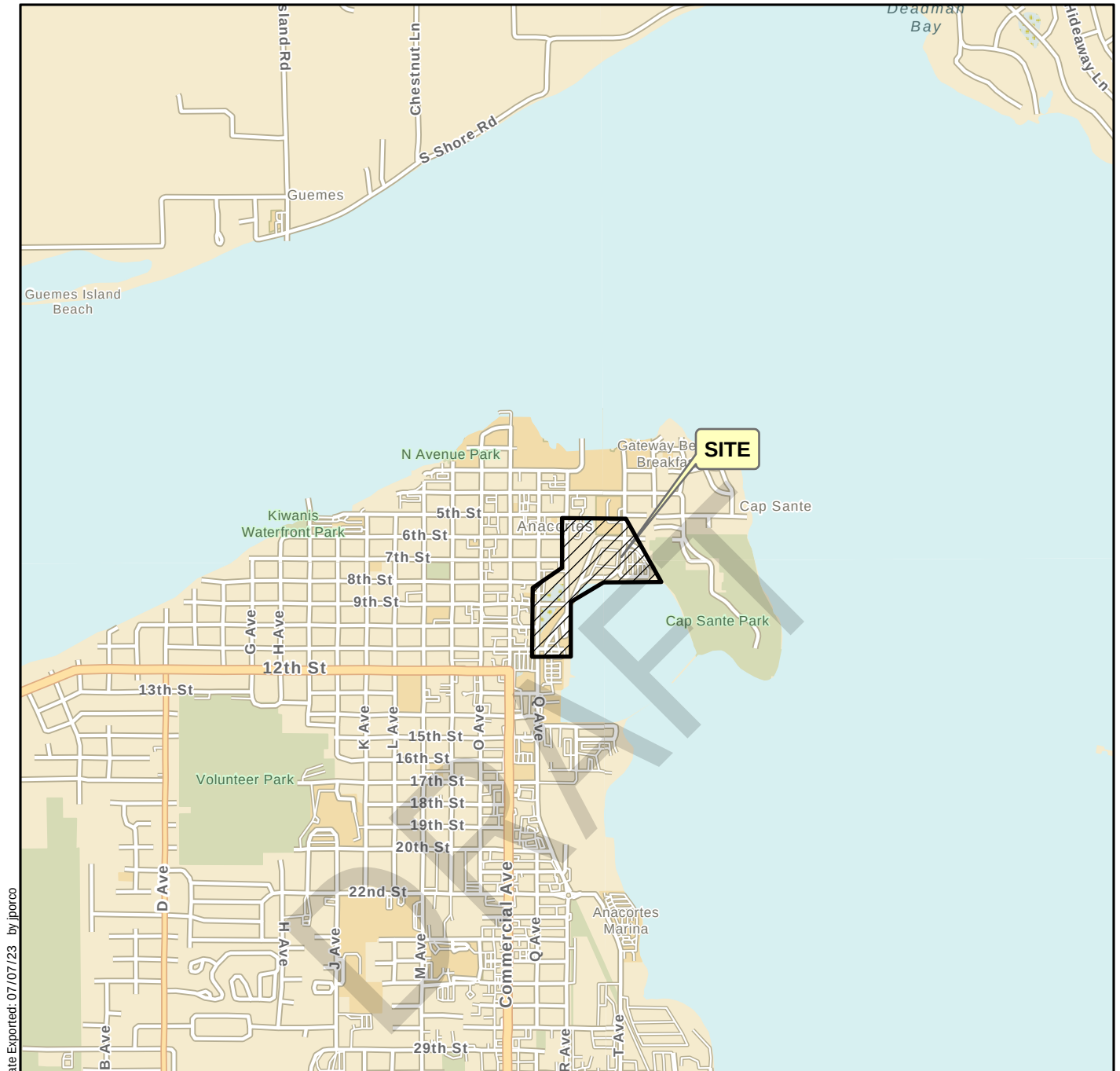
United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS). 2015. National Hydric Soils List. Updated December 2015. Available at: http://www.nrcs.usda.gov/wps/PA_NRCSCconsumption/download?cid=stelprdb1248596&ext=xlsx

United States Fish and Wildlife Service (USFWS). 2023a. Wetlands Mapper. Available at: <http://www.fws.gov/wetlands/Data/mapper.html>

United States Fish and Wildlife Service (USFWS). 2023b. Information for Planning and Consultation. Available at: <https://ecos.fws.gov/ipac/>

Washington Administrative Code (WAC) 173-22-30 Interim water typing system. Available at: <https://app.leg.wa.gov/WAC/default.aspx?cite=173-22-030>

Washington Department of Fish and Wildlife (WDFW). 2023. Priority Habitat and Species Interactive Map Viewer. Available at: <http://wdfw.wa.gov/mapping/phs/>



Source(s):
• ESRI

Coordinate System: NAD 1983 UTM Zone 10N

Disclaimer: This figure was created for a specific purpose and project. Any use of this figure for any other project or purpose shall be at the user's sole risk and without liability to GeoEngineers. The locations of features shown may be approximate. GeoEngineers makes no warranty or representation as to the accuracy, completeness, or suitability of the figure, or data contained therein. The file containing this figure is a copy of a master document, the original of which is retained by GeoEngineers and is the official document of record.

Vicinity Map

West Basin Master Plan
Anacortes, Washington



Figure 1

P:\1515147031\GIS\15147031 Project_JTP\15147031 Project.aprx\15147031 Project Date Exported: 07/10/23 by jporco



Legend

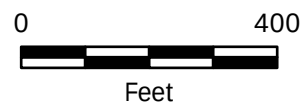
-  Assessment Area
-  OHWM
-  Shoreline Jurisdiction
-  Shoreline Setback (25 feet)
-  Approximate Wetland Boundary
-  Maximum Wetland Buffer (150 feet)

Notes:

1. Wetland boundary was estimated using lidar and aerial imagery

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

Disclaimer: This figure was created for a specific purpose and project. Any use of this figure for any other project or purpose shall be at the user's sole risk and without liability to GeoEngineers. The locations of features shown may be approximate. GeoEngineers makes no warranty or representation as to the accuracy, completeness, or suitability of the figure, or data contained therein. The file containing this figure is a copy of a master document, the original of which is retained by GeoEngineers and is the official document of record.



Wetland and Shoreline Map

West Basin Master Plan
Anacortes, Washington

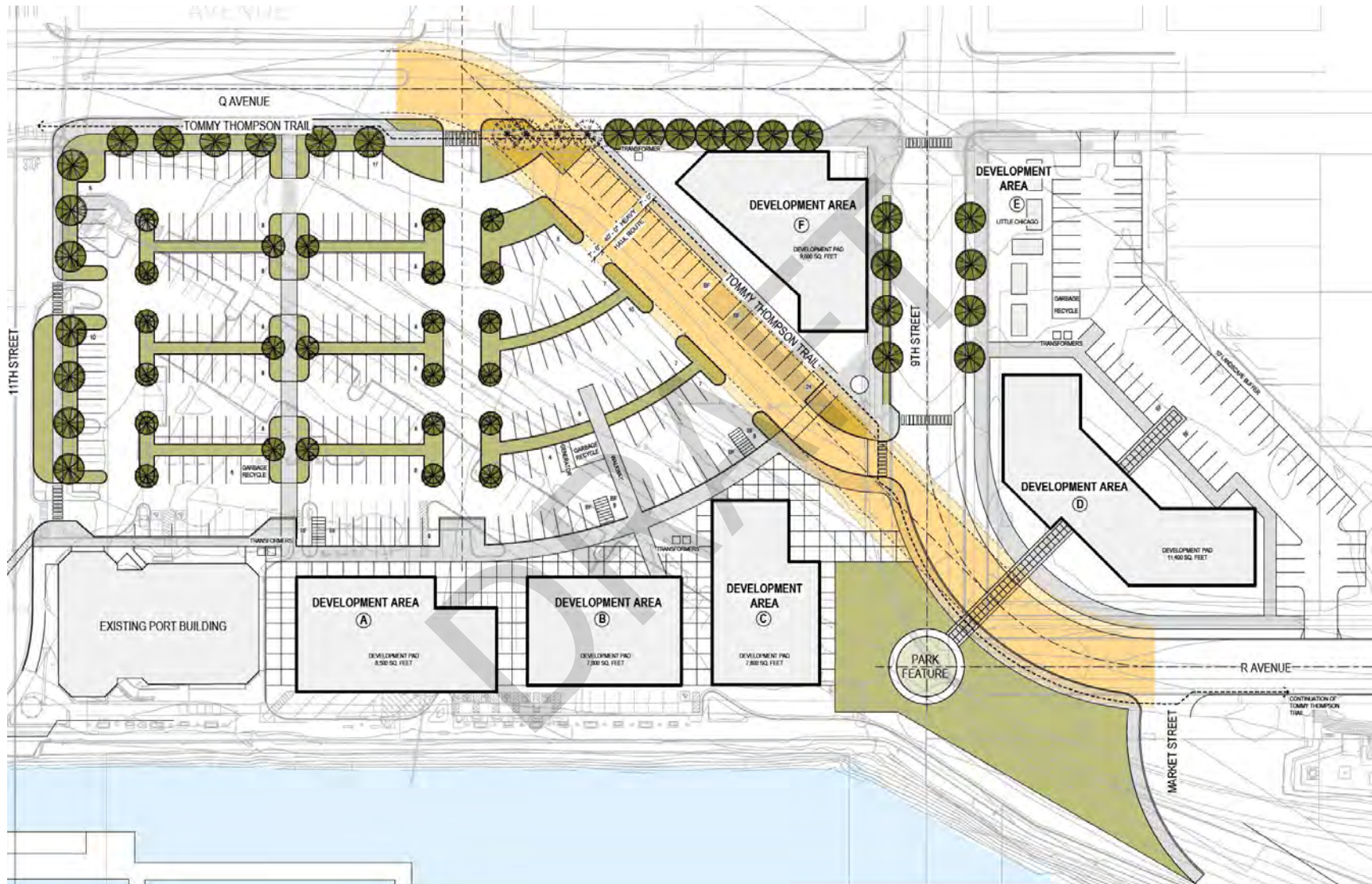


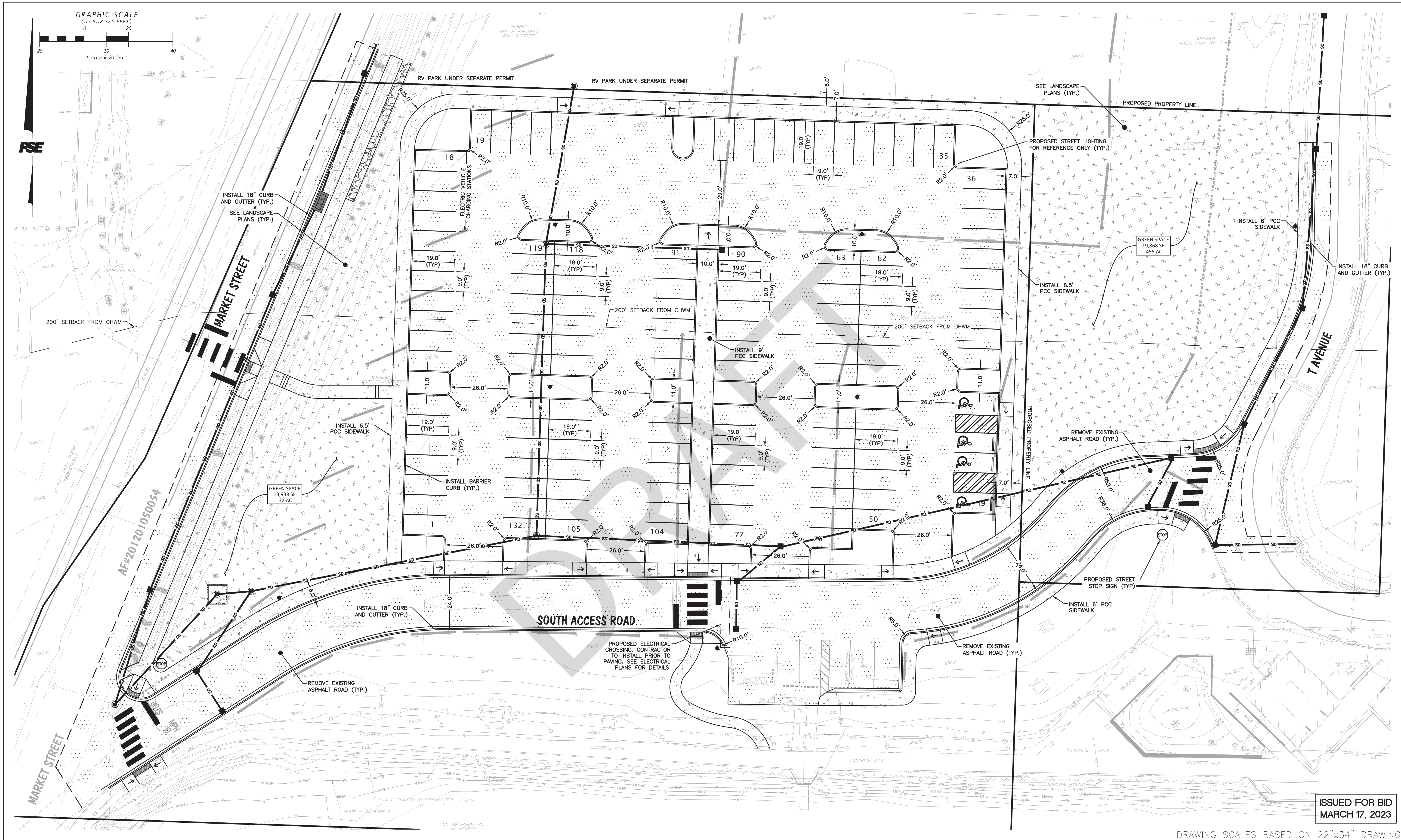
Figure 2

APPENDIX A
**West Basin Upland Redevelopment Conceptual Design
and North Basin Upland Improvements Plan Set**

DRAFT

West Basin Upland Redevelopment Conceptual Design





PACIFIC SURVEY & ENGINEERING INC
909 SQUALICUM WAY·SUITE 111
BELLINGHAM, WA 98225
PHONE:360.671.7387 FAX:360.671.4685 EMAIL: info@psurvey.com
www.psurvey.com



NO.	DATE	BY	REVISION



CAP SANTE MARINA NORTH BASIN
UPLAND IMPROVEMENTS, PORT OF ANACORTES
PROJECT #PROP-18

JKL PARKING, PROP-18C
SITE PLAN

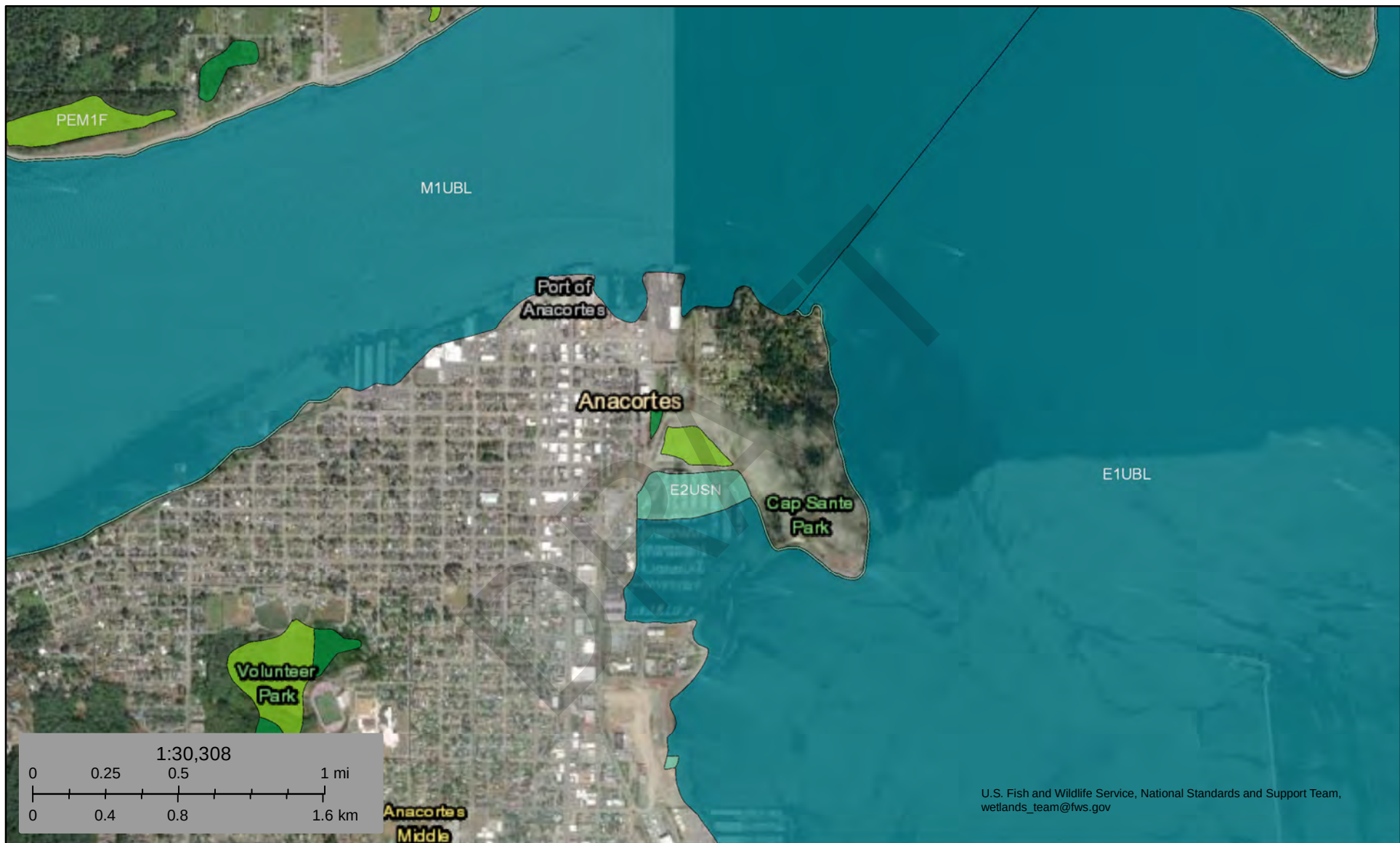
DRAWN: JG	PROJECT NO.:2020064
DESIGN: JG	SCALE: AS NOTED
CHECKED: DG	DATE: 03/17/2023
SHEET NO.	INDEX: 17 OF 34
CC.02	

ISSUED FOR BID

APPENDIX B

Background Maps and Data

DRAFT



June 28, 2023

Wetlands_Alaska

- | | | |
|--|---|--|
|  Estuarine and Marine Deepwater |  Freshwater Emergent Wetland |  Lake |
|  Estuarine and Marine Wetland |  Freshwater Forested/Shrub Wetland |  Other |
| |  Freshwater Pond |  Riverine |

This map is for general reference only. The US Fish and Wildlife Service is not responsible for the accuracy or currentness of the base data shown on this map. All wetlands related data should be used in accordance with the layer metadata found on the Wetlands Mapper web site.

Soil Map—Skagit County Area, Washington



Natural Resources
Conservation Service

Web Soil Survey
National Cooperative Soil Survey

6/28/2023
Page 1 of 3
Page 252 of 378

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 25, 2020—Jul 28, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
20	Bow-Urban land complex, 0 to 8 percent slopes	29.5	5.5%
31	Clallam-Urban land complex, 0 to 8 percent slopes	93.9	17.5%
55	Fidalgo-Lithic Xerochrepts-Rock outcrop complex, 3 to 30 percent slopes	72.0	13.4%
165	Xerorthents, 0 to 5 percent slopes	88.0	16.4%
Totals for Area of Interest		535.5	100.0%

Skagit County Area, Washington

20—Bow-Urban land complex, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2hv1

Elevation: 0 to 450 feet

Mean annual precipitation: 20 to 60 inches

Mean annual air temperature: 48 to 50 degrees F

Frost-free period: 150 to 220 days

Farmland classification: Not prime farmland

Map Unit Composition

Bow and similar soils: 60 percent

Urban land: 35 percent

Minor components: 5 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Bow

Setting

Landform: Terraces, hillslopes

Parent material: Volcanic ash, glaciolacustrine deposits, and glacial drift

Typical profile

H1 - 0 to 7 inches: gravelly ashy loam

H2 - 7 to 17 inches: very gravelly ashy loam

H3 - 17 to 31 inches: clay loam

H4 - 31 to 60 inches: silty clay

Properties and qualities

Slope: 0 to 8 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Somewhat poorly drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately low to moderately high (0.06 to 0.20 in/hr)

Depth to water table: About 6 to 18 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: High (about 10.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4w

Hydrologic Soil Group: C/D

Ecological site: F002XA007WA - Puget Lowlands Wet Forest

Forage suitability group: Seasonally Wet Soils (G002XN202WA)

Other vegetative classification: Seasonally Wet Soils (G002XN202WA)

Hydric soil rating: Yes

Description of Urban Land

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 8

Hydric soil rating: No

Minor Components

Bellingham, undrained

Percent of map unit: 5 percent

Landform: Depressions

Other vegetative classification: Wet Soils (G002XN102WA)

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

DRAFT

Skagit County Area, Washington

31—Clallam-Urban land complex, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2hvf
Elevation: 30 to 150 feet
Mean annual precipitation: 23 inches
Mean annual air temperature: 48 degrees F
Frost-free period: 160 to 200 days
Farmland classification: Not prime farmland

Map Unit Composition

Clallam and similar soils: 45 percent
Urban land: 40 percent
Minor components: 5 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Clallam

Setting

Landform: Hillslopes
Parent material: Glacial drift

Typical profile

H1 - 0 to 11 inches: gravelly ashy loam
H2 - 11 to 27 inches: very gravelly loam
H2 - 27 to 60 inches: very gravelly sandy loam

Properties and qualities

Slope: 0 to 8 percent
Depth to restrictive feature: 20 to 40 inches to densic material
Drainage class: Moderately well drained
Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately low (0.00 to 0.06 in/hr)
Depth to water table: About 18 to 36 inches
Frequency of flooding: None
Frequency of ponding: None
Available water supply, 0 to 60 inches: Very low (about 2.6 inches)

Interpretive groups

Land capability classification (irrigated): 3w
Land capability classification (nonirrigated): 4s
Hydrologic Soil Group: C
Ecological site: F002XA001WA - Puget Lowlands Dry Forest
Forage suitability group: Limited Depth Soils (G002XN302WA)
Other vegetative classification: Limited Depth Soils (G002XN302WA)
Hydric soil rating: No

Description of Urban Land

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 8

Hydric soil rating: No

Minor Components

Bow

Percent of map unit: 5 percent

Landform: Terraces

Other vegetative classification: Seasonally Wet Soils
(G002XN202WA)

Hydric soil rating: Yes

Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Skagit County Area, Washington

55—Fidalgo-Lithic Xerochrepts-Rock outcrop complex, 3 to 30 percent slopes

Map Unit Setting

National map unit symbol: 2hw8

Elevation: 20 to 1,300 feet

Mean annual precipitation: 15 to 30 inches

Mean annual air temperature: 48 to 52 degrees F

Frost-free period: 160 to 210 days

Farmland classification: Not prime farmland

Map Unit Composition

Fidalgo and similar soils: 45 percent

Rock outcrop: 20 percent

Lithic xerochrepts and similar soils: 20 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Fidalgo

Setting

Landform: Hillslopes

Parent material: Volcanic ash, and colluvium from glacial drift, argillite, and argillitic residuum

Typical profile

H1 - 0 to 3 inches: gravelly ashy loam

H2 - 3 to 25 inches: very gravelly ashy fine sandy loam

H3 - 25 to 29 inches: extremely gravelly loamy sand

H4 - 29 to 33 inches: unweathered bedrock

Properties and qualities

Slope: 3 to 30 percent

Depth to restrictive feature: 20 to 40 inches to lithic bedrock

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately high to high (0.57 to 1.98 in/hr)

Depth to water table: About 19 to 36 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Low (about 3.7 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4e

Hydrologic Soil Group: C

Ecological site: F002XA001WA - Puget Lowlands Dry Forest

Forage suitability group: Limited Depth Soils (G002XN302WA)

Other vegetative classification: Limited Depth Soils (G002XN302WA)

Hydric soil rating: No

Description of Rock Outcrop

Typical profile

R - 0 to 60 inches: unweathered bedrock

Properties and qualities

Slope: 3 to 30 percent

Depth to restrictive feature: 0 inches to lithic bedrock

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 8s

Hydric soil rating: No

Description of Lithic Xerochrepts

Setting

Landform: Hillslopes

Parent material: Glacial drift and residuum from argillite

Typical profile

H1 - 0 to 2 inches: gravelly loam

H2 - 2 to 16 inches: gravelly loam

H3 - 16 to 20 inches: unweathered bedrock

Properties and qualities

Slope: 3 to 30 percent

Depth to restrictive feature: 10 to 20 inches to lithic bedrock

Drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water

(Ksat): Moderately high to high (0.57 to 1.98 in/hr)

Depth to water table: More than 80 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Very low (about 2.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6s

Hydrologic Soil Group: D

Hydric soil rating: No

Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

Skagit County Area, Washington

165—Xerorthents, 0 to 5 percent slopes

Map Unit Setting

National map unit symbol: 2htw

Elevation: 0 to 250 feet

Mean annual precipitation: 15 to 60 inches

Mean annual air temperature: 48 to 50 degrees F

Frost-free period: 180 days

Farmland classification: Not prime farmland

Map Unit Composition

Xerorthents and similar soils: 95 percent

Minor components: 5 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Xerorthents

Setting

Landform: Flood plains, hillslopes

Parent material: Human transported and disturbed material

Typical profile

H1 - 0 to 7 inches: variable

H2 - 7 to 60 inches: stratified extremely gravelly sandy loam

Properties and qualities

Slope: 0 to 5 percent

Depth to restrictive feature: More than 80 inches

Drainage class: Excessively drained

Capacity of the most limiting layer to transmit water (Ksat): High
(1.98 to 5.95 in/hr)

Depth to water table: About 24 to 72 inches

Frequency of flooding: None

Frequency of ponding: None

Available water supply, 0 to 60 inches: Very low (about 2.7 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 7e

Hydrologic Soil Group: A

Hydric soil rating: No

Minor Components

Bow

Percent of map unit: 5 percent

Landform: Terraces

Other vegetative classification: Seasonally Wet Soils
(G002XN202WA)

Hydric soil rating: Yes

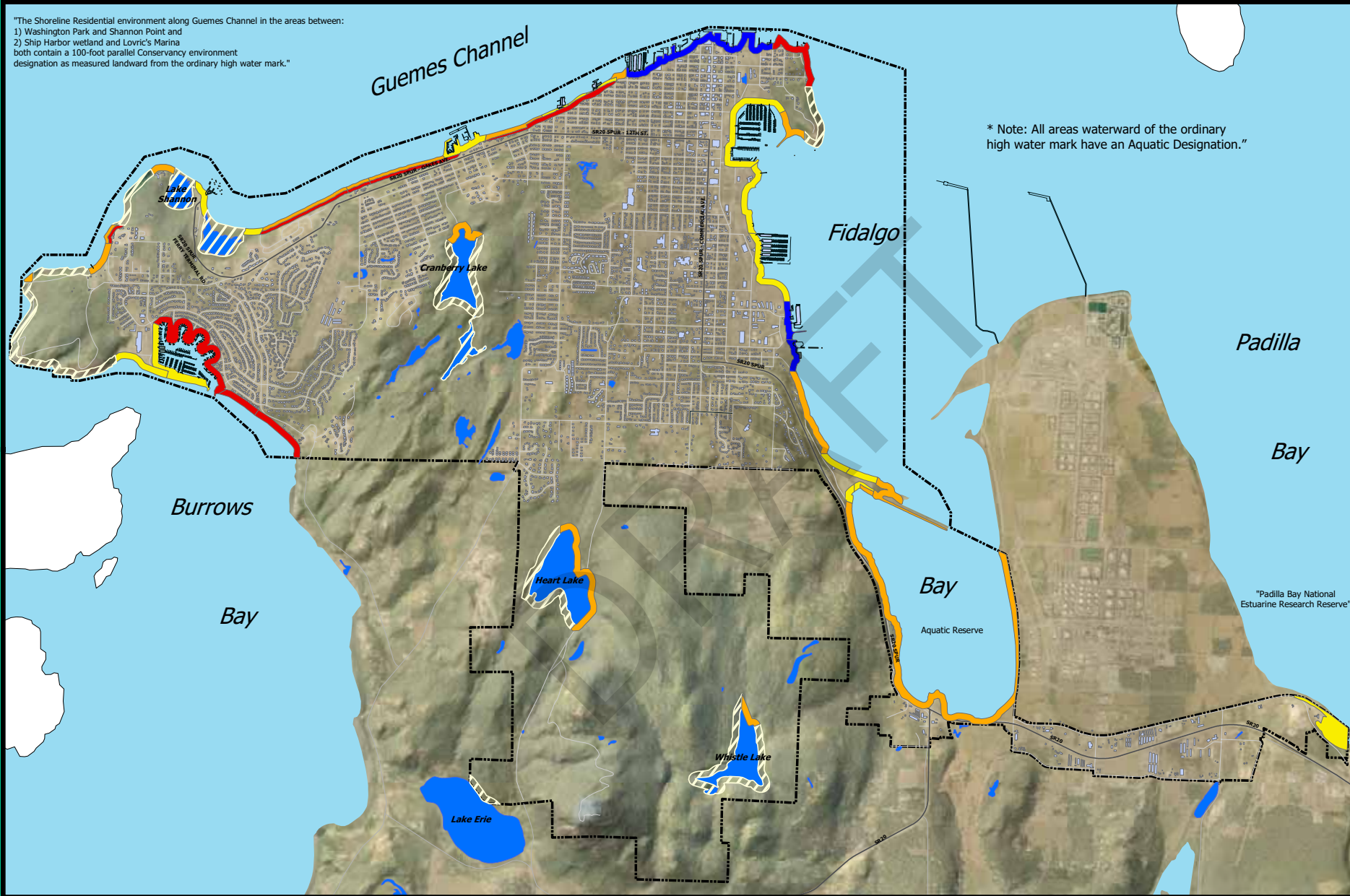
Data Source Information

Soil Survey Area: Skagit County Area, Washington

Survey Area Data: Version 22, Sep 8, 2022

DRAFT

"The Shoreline Residential environment along Guemes Channel in the areas between:
 1) Washington Park and Shannon Point and
 2) Ship Harbor wetland and Lovric's Marina
 both contain a 100-foot parallel Conservancy environment
 designation as measured landward from the ordinary high water mark."



City of Anacortes Shoreline Master Program

Environment Designation

	Conservancy
	Natural
	Shoreline Residential
	Urban
	Urban Maritime
	Buildings-2010
	Lakes & Ponds
	Major Streets
	Minor Streets
	City Limits

0 0.25 0.5
Miles

February 2010

This map was created from available public records and existing map sources, not from field surveys. Map features from all sources have been adjusted to achieve a "best fit" registration to the ownership parcels map. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field "ground truthing".

Official Shoreline Environment Designation Map

Figure 5.1



P:\0382030\GIS\MXD\0382030001_F02_Streams and Wetlands.mxd Date Exported: 12/15/17 by mtrrost

Notes:

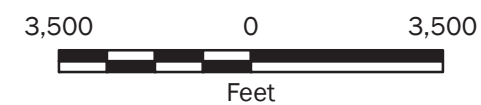
1. The locations of all features shown are approximate.
2. This drawing is for information purposes. It is intended to assist in showing features discussed in an attached document. GeoEngineers, Inc. cannot guarantee the accuracy and content of electronic files. The master file is stored by GeoEngineers, Inc. and will serve as the official record of this communication.

Data Source: ESRI Data and Maps

Projection: NAD 1983 UTM Zone 10N

Legend

- City Limits
- Wetlands
- Streams
- ACFL Anacortes Community Forest Lands
- Project Location



Streams and Wetlands

North & West Basin Upland Redevelopment
Anacortes, Washington



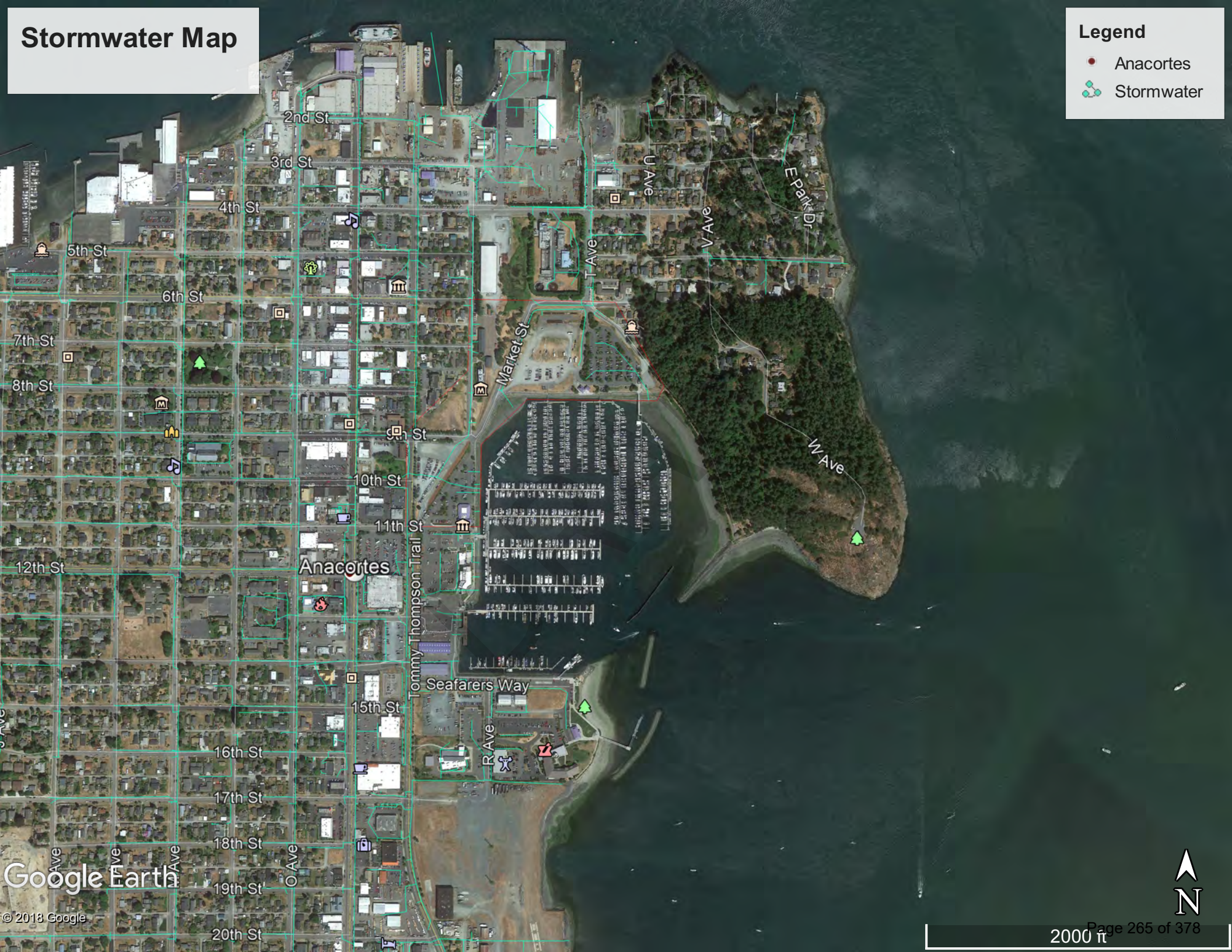
Figure 2

Stormwater Map

Legend

Anacortes

Stormwater



Google Earth

© 2018 Google

Cap Sante



Eelgrass

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)

Dunegrass

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)

Surfgrass

- Fringe (continuous)
- Fringe (patchy)

Kelp

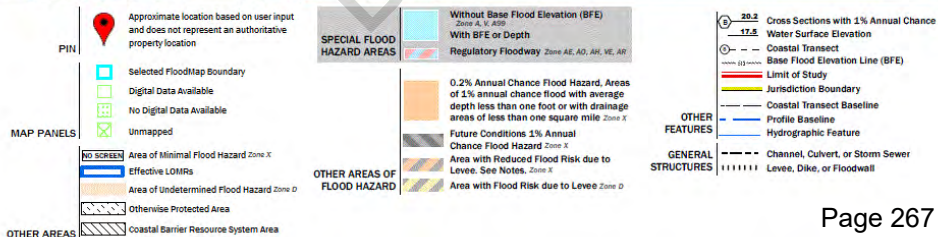
- Fringe (continuous)
- Fringe (patchy)

Salt Marsh

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)

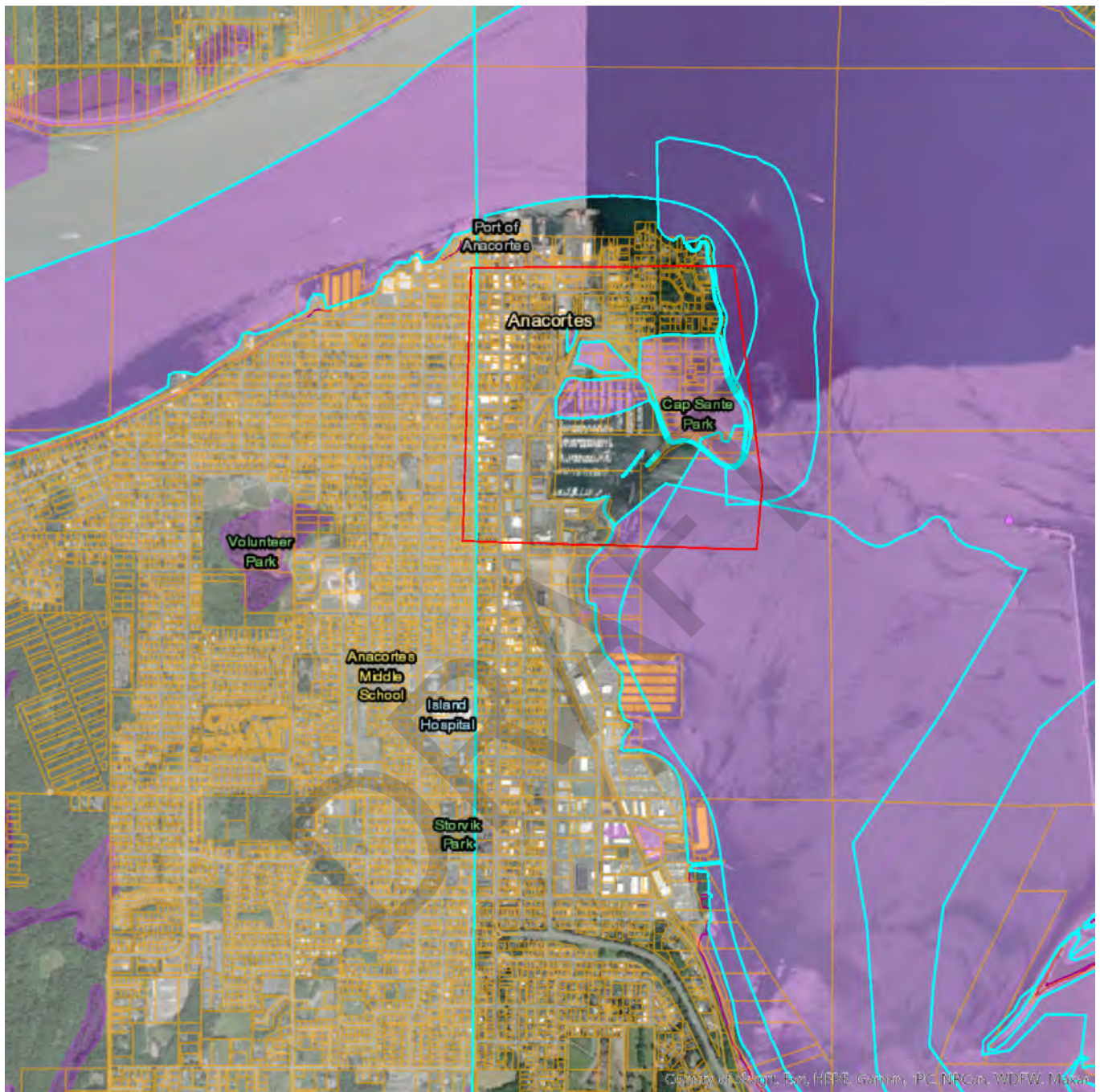
Low Marsh

- Fringe (continuous)
- Fringe (patchy)
- Bed (continuous)
- Bed (patchy)





Priority Habitats and Species on the Web



Report Date: 06/28/2023

PHS Species/Habitats Overview:

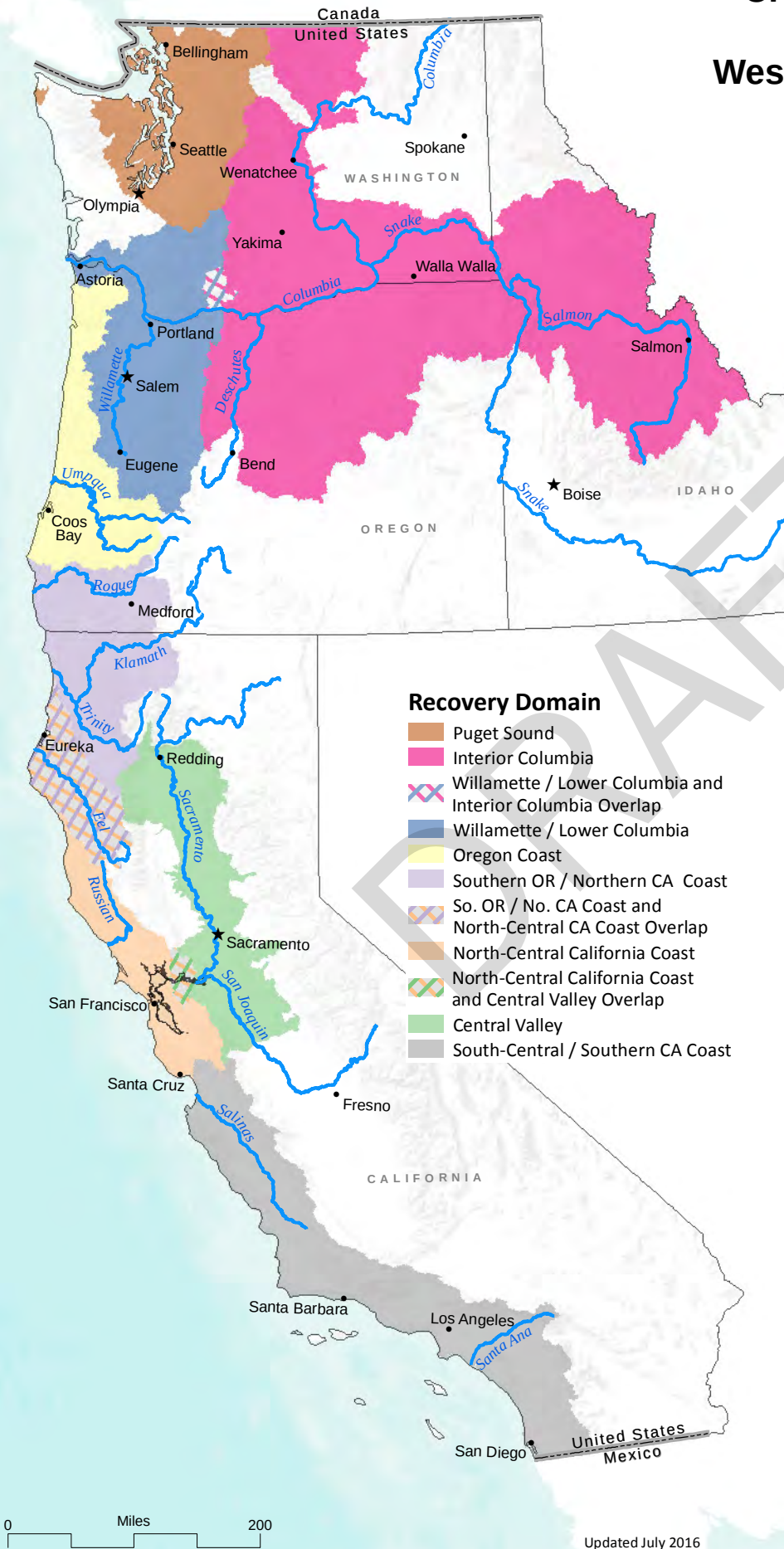
Occurrence Name	Federal Status	State Status	Sensitive Location
Surf Smelt	N/A	N/A	No
Dungeness crab	N/A	N/A	No
Pinto Abalone Potential Habitat	N/A	Endangered	No
Pacific Herring (Georgia Basin DPS)	N/A	Candidate	No

DRAFT

Biodiversity Areas And Corridor	N/A	N/A	No
Cliffs/bluffs	N/A	N/A	No
Estuarine and Marine Wetland	N/A	N/A	No
Freshwater Pond	N/A	N/A	No
Freshwater Emergent Wetland	N/A	N/A	No
Freshwater Forested/Shrub Wetland	N/A	N/A	No
Yuma myotis	N/A	N/A	Yes



Status of ESA Listings & Critical Habitat Designations for West Coast Salmon & Steelhead



Evolutionarily Significant Unit / Distinct Population Segment	ESA Status	Date of ESA Listing	Date of CH Designation
Puget Sound Recovery Domain			
Hood Canal Summer-run Chum Salmon	T	3/25/1999	9/2/2005
Ozette Lake Sockeye Salmon	T	3/25/1999	9/2/2005
Puget Sound Chinook Salmon	T	3/24/1999	9/2/2005
Puget Sound Steelhead	T	5/11/2007	2/24/2016

Interior Columbia Recovery Domain			
Middle Columbia River Steelhead	T	3/25/1999 1/5/2006	9/2/2005
Snake River Fall-run Chinook Salmon	T	4/22/1992	12/28/1993
Snake River Spring / Summer-run Chinook Salmon	T	4/22/1992	10/25/1999
Snake River Sockeye Salmon	E	11/20/1991	12/28/1993
Snake River Steelhead	T	8/18/1997 1/5/2006	9/2/2005
Upper Columbia River Spring-run Chinook Salmon	E	3/24/1999	9/2/2005
Upper Columbia River Steelhead	T	8/18/1997 1/5/2006	9/2/2005

Willamette / Lower Columbia Recovery Domain			
Columbia River Chum Salmon	T	3/25/1999	9/2/2005
Lower Columbia River Chinook Salmon	T	3/24/1999	9/2/2005
Lower Columbia River Coho Salmon	T	6/28/2005	2/24/2016
Lower Columbia River Steelhead	T	3/19/1998 1/5/2006	9/2/2005
Upper Willamette River Chinook Salmon	T	3/24/1999	9/2/2005
Upper Willamette River Steelhead	T	3/25/1999 1/5/2006	9/2/2005

Oregon Coast Recovery Domain			
Oregon Coast Coho Salmon	T	2/11/2008	2/11/2008

Southern Oregon / Northern California Coast Recovery Domain			
Southern OR / Northern CA Coasts Coho Salmon	T	5/6/1997	5/5/1999

North-Central California Coast Recovery Domain			
California Coastal Chinook Salmon	T	9/16/1999	9/2/2005
Central California Coast Coho Salmon	E	10/31/1996 (T) 6/28/2005 (E) 4/2/2012 (RE)	5/5/1999
Central California Coast Steelhead	T	8/18/1997 1/5/2006	9/2/2005
Northern California Steelhead	T	6/7/2000 1/5/2006	9/2/2005

Central Valley Recovery Domain			
California Central Valley Steelhead	T	3/19/1998 1/5/2006	9/2/2005
Central Valley Spring-run Chinook Salmon	T	9/16/1999	9/2/2005
Sacramento River Winter-run Chinook Salmon	E	11/5/1990 (T) 1/4/1994 (E)	6/16/1993

South-Central / Southern California Coast Recovery Domain			
South-Central California Coast Steelhead	T	8/18/1997 1/5/2006	9/2/2005
Southern California Steelhead	E	8/18/1997 5/1/2002 (RE) 1/5/2006	9/2/2005

Critical Habitat Rules Cited

- 2/24/2016 (81 FR 9252) Final Critical Habitat Designation for Puget Sound Steelhead and Lower Columbia River Coho Salmon
- 2/11/2008 (73 FR 7816) Final Critical Habitat Designation for Oregon Coast Coho Salmon
- 9/2/2005 (70 FR 52630) Final Critical Habitat Designation for 12 ESU's of Salmon and Steelhead in WA, OR, and ID
- 9/2/2005 (70 FR 52488) Final Critical Habitat Designation for 7 ESU's of Salmon and Steelhead in CA
- 10/25/1999 (64 FR 57399) Revised Critical Habitat Designation for Snake River Spring/Summer-run Chinook Salmon
- 5/5/1999 (64 FR 24049) Final Critical Habitat Designation for Central CA Coast and Southern OR/Northern CA Coast Coho Salmon
- 12/28/1993 (58 FR 68543) Final Critical Habitat Designation for Snake River Chinook and Sockeye Salmon
- 6/16/1993 (58 FR 33212) Final Critical Habitat Designation for Sacramento River Winter-run Chinook Salmon

ESA Listing Rules Cited

- 4/2/2012 (77 FR 19552) Final Range Extension for Endangered Central California Coast Coho Salmon
- 2/11/2008 (73 FR 7816) Final ESA Listing for Oregon Coast Coho Salmon
- 5/11/2007 (72 FR 26722) Final ESA Listing for Puget Sound Steelhead
- 1/5/2006 (71 FR 5248) Final Listing Determinations for 10 Distinct Population Segments of West Coast Steelhead
- 6/28/2005 (70 FR 37160) Final ESA Listing for 16 ESU's of West Coast Salmon
- 5/1/2002 (67 FR 21586) Range Extension for Endangered Steelhead in Southern California
- 6/7/2000 (65 FR 36074) Final ESA Listing for Northern California Steelhead
- 9/16/1999 (64 FR 50394) Final ESA Listing for Two Chinook Salmon ESUs in California
- 3/25/1999 (64 FR 14508) Final ESA Listing for Hood River Canal Summer-run and Columbia River Chum Salmon
- 3/25/1999 (64 FR 14517) Final ESA Listing for Middle Columbia River and Upper Willamette River Steelhead
- 3/25/1999 (64 FR 14528) Final ESA Listing for Ozette Lake Sockeye Salmon
- 3/24/1999 (64 FR 14308) Final ESA Listing for 4 ESU's of Chinook Salmon
- 3/19/1998 (63 FR 13347) Final ESA Listing for Lower Columbia River and Central Valley Steelhead
- 8/18/1997 (62 FR 43937) Final ESA Listing for 5 ESU's of Steelhead
- 5/6/1997 (62 FR 24588) Final ESA Listing for Southern Oregon / Northern California Coast Coho Salmon
- 10/31/1996 (61 FR 56138) Final ESA Listing for Central California Coast Coho Salmon
- 1/4/1994 (59 FR 222) Final ESA Listing for Sacramento River Winter-run Chinook Salmon
- 4/22/1992 (57 FR 14653) Final ESA Listing for Snake River Spring/summer-run and Snake River Fall Chinook Salmon
- 11/20/1991 (56 FR 58619) Final ESA Listing for Snake River Sockeye Salmon
- 11/5/1990 (55 FR 46515) Final ESA Listing for Sacramento River Winter-run Chinook Salmon



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington Fish And Wildlife Office

510 Desmond Drive Se, Suite 102

Lacey, WA 98503-1263

Phone: (360) 753-9440 Fax: (360) 753-9405



In Reply Refer To:
Project Code: 2023-0099137
Project Name: Cap Sante

June 28, 2023

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. The species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2) (c)). For projects other than major construction activities, the Service suggests that a biological

evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

<http://www.fws.gov/endangered/esa-library/pdf/TOC-GLOS.PDF>

Migratory Birds: In addition to responsibilities to protect threatened and endangered species under the Endangered Species Act (ESA), there are additional responsibilities under the Migratory Bird Treaty Act (MBTA) and the Bald and Golden Eagle Protection Act (BGEPA) to protect native birds from project-related impacts. Any activity, intentional or unintentional, resulting in take of migratory birds, including eagles, is prohibited unless otherwise permitted by the U.S. Fish and Wildlife Service (50 C.F.R. Sec. 10.12 and 16 U.S.C. Sec. 668(a)). For more information regarding these Acts see <https://www.fws.gov/birds/policies-and-regulations.php>.

The MBTA has no provision for allowing take of migratory birds that may be unintentionally killed or injured by otherwise lawful activities. It is the responsibility of the project proponent to comply with these Acts by identifying potential impacts to migratory birds and eagles within applicable NEPA documents (when there is a federal nexus) or a Bird/Eagle Conservation Plan (when there is no federal nexus). Proponents should implement conservation measures to avoid or minimize the production of project-related stressors or minimize the exposure of birds and their resources to the project-related stressors. For more information on avian stressors and recommended conservation measures see <https://www.fws.gov/birds/bird-enthusiasts/threats-to-birds.php>.

In addition to MBTA and BGEPA, Executive Order 13186: *Responsibilities of Federal Agencies to Protect Migratory Birds*, obligates all Federal agencies that engage in or authorize activities that might affect migratory birds, to minimize those effects and encourage conservation measures that will improve bird populations. Executive Order 13186 provides for the protection of both migratory birds and migratory bird habitat. For information regarding the implementation of Executive Order 13186, please visit <https://www.fws.gov/birds/policies-and-regulations/executive-orders/e0-13186.php>.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Code in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List

DRAFT

OFFICIAL SPECIES LIST

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

Washington Fish And Wildlife Office

510 Desmond Drive Se, Suite 102

Lacey, WA 98503-1263

(360) 753-9440

DRAFT

ENDANGERED SPECIES ACT SPECIES

There is a total of 8 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries¹, as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

1. [NOAA Fisheries](#), also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

MAMMALS

NAME	STATUS
North American Wolverine <i>Gulo gulo luscus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/5123	Proposed Threatened

BIRDS

NAME	STATUS
Marbled Murrelet <i>Brachyramphus marmoratus</i> Population: U.S.A. (CA, OR, WA) There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/4467	Threatened
Yellow-billed Cuckoo <i>Coccyzus americanus</i> Population: Western U.S. DPS There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/3911	Threatened

FISHES

NAME	STATUS
Bull Trout <i>Salvelinus confluentus</i> Population: U.S.A., conterminous, lower 48 states There is final critical habitat for this species. Your location overlaps the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/8212	Threatened
Dolly Varden <i>Salvelinus malma</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/1008	Proposed Similarity of Appearance (Threatened)

INSECTS

NAME	STATUS
Monarch Butterfly <i>Danaus plexippus</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/9743	Candidate
Taylor's (=whulge) Checkerspot <i>Euphydryas editha taylori</i> There is final critical habitat for this species. Your location does not overlap the critical habitat. Species profile: https://ecos.fws.gov/ecp/species/5907	Endangered

FLOWERING PLANTS

NAME	STATUS
Golden Paintbrush <i>Castilleja levisecta</i> No critical habitat has been designated for this species. Species profile: https://ecos.fws.gov/ecp/species/7706	Threatened

CRITICAL HABITATS

There is 1 critical habitat wholly or partially within your project area under this office's jurisdiction.

NAME	STATUS
Bull Trout <i>Salvelinus confluentus</i> https://ecos.fws.gov/ecp/species/8212#crithab	Final

IPAC USER CONTACT INFORMATION

Agency: GeoEngineers
Name: John Porco
Address: 554 W Bakerview Road
City: Bellingham
State: WA
Zip: 98226
Email: jporco@geoengineers.com
Phone: 5099910982

DRAFT

APPENDIX C

Site Photographs

DRAFT



Photograph 1. A paved pathway runs between Cap Sante Park and Cap Sante Marina.



Photograph 2. A small salt marsh is located in the northeast corner of Cap Sante Marina.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-1



Photograph 3. A parking lot is present north of the marina. Grass and small trees are scattered through this area.



Photograph 4. The northeastern salt marsh and armored shoreline are dominated by saltgrass and gumweed.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-2



Photograph 5. Looking west along the armored shoreline.



Photograph 6. Looking east along the armored shoreline; vegetated areas begin to transition to bare riprap.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-3



Photograph 7. The shoreline consists of bare riprap along the northern edge of the marina.



Photograph 8. A small salt marsh is located in the northeast corner of the marina and is characterized by saltgrass and gumweed.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-4



Photograph 9. Rotary Park is located north of the marina and consists of mowed grass with a few scattered small trees.



Photograph 10. A creeping ornamental plant dominates the western shoreline of the marina.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-5



Photograph 11. The parking lot on the western edge of the marina.



Photograph 12. Another parking lot on the northwestern edge of the marina.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-6



Photograph 13. A dog park is located along the western edge of the proposed project area. The park consists of an open, grassy field.



Photograph 14. An apartment building is located northeast of the dog park and within the northwestern corner of the proposed project area.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-7



Photograph 15. A wetland is located near the northwest corner of the proposed project area. The wetland has a Himalayan blackberry overstory that transitions into reed canary grass and cattails.



Photograph 16. This wetland had standing water at the time of the site visit.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-8



Photograph 17. A parking lot is located in the northeast corner of the proposed project area.



Photograph 18. This paved parking lot in the northeast corner of the project area abuts a raised gravel lot in the background of this photo. This gravel lot is in an area that NWI maps as emergent wetland.

Site Photographs

West Basin Master Plan
Anacortes, Washington



Figure C-9

Darcy Swetnam

From: Mega Support <support@megacorp telecom.com>
Sent: Thursday, May 23, 2024 10:58 AM
To: Darcy Swetnam
Cc: John Coleman; Jordan Boggs; Libby Grage
Subject: RE: Your Appeal of SDP-2024-0001
Attachments: port 4_24_24 Agenda.pdf; JARPA Application_CSM-XX Marina Fiber Upgrade (1).pdf; Marina Fiber Upgrade Narrative (2).pdf; North and West Basin Fiber Conduit SHORELINE EXEMPTION DRAWINGS (1).pdf; SDP-2024-0001 - PC Decision.pdf; Cap Sante Marina North and West Basin Redevelopment Critical Areas Report DRAFT (1) (1).pdf

1. Commissioner Term Records: <https://www.anacorteswa.gov/1108/Planning-Commission>

Membership

Member Name	Email	Term Expires	Seat Requirement
Michael Mills	mikem@cityofanacortes.org	December 2029	General Public*
Luke Currier	lukec@cityofanacortes.org	December 2029	General Public*
Paul Ryan	paulr@cityofanacortes.org	December 2023	General Public*
Frank Jeretzky, Vice Chair	frankj@cityofanacortes.org	December 2024	General Public*
Linda Martin, Chair	lindam@cityofanacortes.org	December 2024	General Public*
James Stoneman	james@cityofanacortes.org	December 2025	General Public*
William McCombs	williamm@cityofanacortes.org	December 2026	General Public*

2. April 24, 2024 Meeting Minutes Attached

3. Project Proposal Analysis Attached

4. Environmental Impact Reports Attached

5. Meeting Records Attached

On 05/23/2024 10:17 AM PDT Darcy Swetnam <darcys@cityofanacortes.org> wrote:

Mr. Chidester,

Your reply references five attachments, which are not included with your previous email. Please send those to me today for inclusion in the packet materials.

Thanks,

Darcy

From: Mega Support <support@megacorp telecom.com>
Sent: Thursday, May 23, 2024 4:48 AM
To: Darcy Swetnam <darcys@cityofanacortes.org>
Cc: John Coleman <johnc@cityofanacortes.org>; Jordan Boggs <jordanb@cityofanacortes.org>; ronzyn@megacorp telecom.com ronzyn@megacorp telecom.com <ronzyn@megacorp telecom.com>
Subject: Re: Your Appeal of SDP-2024-0001

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Ms Swetnam,

Please find the attached reply to the City's response.

Mega Support

On 05/21/2024 1:40 PM PDT Darcy Swetnam <darcys@cityofanacortes.org> wrote:

Mr. Chidester,

Thanks for your time to chat today about the upcoming hearing on your appeal of shoreline substantial development permit number SDP-2024-0001. As we discussed, please find the attached letter indicating that your appeal will be heard by the Anacortes City Council at its regular meeting on Tuesday, May 28, 2024 at 6:00 PM. I will email you the City's response to your appeal tomorrow and you are welcome to submit a reply or additional allowable information related to your appeal no later than 3:00 PM on Friday, May 24, 2024. Please don't hesitate to reach out to me directly with any questions.

Thank you,

Darcy Swetnam

Darcy Swetnam

City Attorney

City of Anacortes

P.O. Box 547

Anacortes, WA 98221

www.cityofanacortes.org

(360) 299-1950

CONFIDENTIALITY NOTE: This e-mail contains information belonging to the City of Anacortes, which may be privileged, confidential and/or protected from disclosure. The information is intended only for the use of the individual entity named above. If you think that you have received this message in error, please e-mail the sender. If you are not the intended recipient, any dissemination, distribution or copying is strictly prohibited.

Greg Francioch

From: mc@canreliionnotary.com mc@canreliionnotary.com <mc@canreliionnotary.com>
Sent: Tuesday, May 28, 2024 11:10 AM
To: CityClerk
Subject: City Council
Attachments: city attorney email complete.pdf; APPEAL of type3 OFFICIAL.pdf; APPEAL page2.pdf

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Dear Anacortes City Council,

I would like to add into the public comment for the Appeal of Shoreline Substantial Development Permit SDP-2025-0001.

A complete email transcript between Ashlan Chidester and Darcy Swetnam complete - attachment G to provide context about why the Official Appeal Type 3-PC/HE document was not allowed even though it was submitted prior to 3pm on closing 5/24.

Thank you

B. Describe the specific relief sought.

Vacate the Decision

I respectfully request City Council to Vacate the decision and request it be sent back to the planning commission, for review and reconsideration.

SIGNATURE

I have read the appeal and believe the contents to be true.

Signature:

Ashlan Chidester

Date:

5-23-24

ASHLAN CHIDESTER

Printed Name:

Ashlan Chidester



PLANNING, COMMUNITY, & ECONOMIC DEVELOPMENT DEPARTMENT

Mailing Address: P.O. Box 547, Anacortes, WA 98221

Office Location: 904 6th Street, Anacortes WA 98821

Phone: (360) 299-1984

APPEAL OF TYPE 3-PC/HE DECISION

An appeal of a Type 3 decision must be filed using this form. Attach any additional pages that are needed.

DECISION BEING APPEALED

CITY FILE NUMBER:

SDP-2024-0001

PERMIT/ACTION TYPE:

shoreline
substantial
development

SITE ADDRESS: Cap Sante Marina
1019 Q Ave Anacortes WA

DECISION/DETERMINATION:

Approved with conditions

DATE OF DECISION/ACTION:

4-24-24

APPELLANT INFORMATION

NAME:

ASHLAN CHIDESTER

MAILING ADDRESS:

1004 commercial Ave #502

CITY, STATE, ZIP:

anacortes WA 98221

PHONE #:

360 541 0882

Describe your **STANDING** to appeal:
(see AMC 19.20.180.A)

I have participated and provided testimony
and comments at the public hearing during this process.

APPEAL INFORMATION

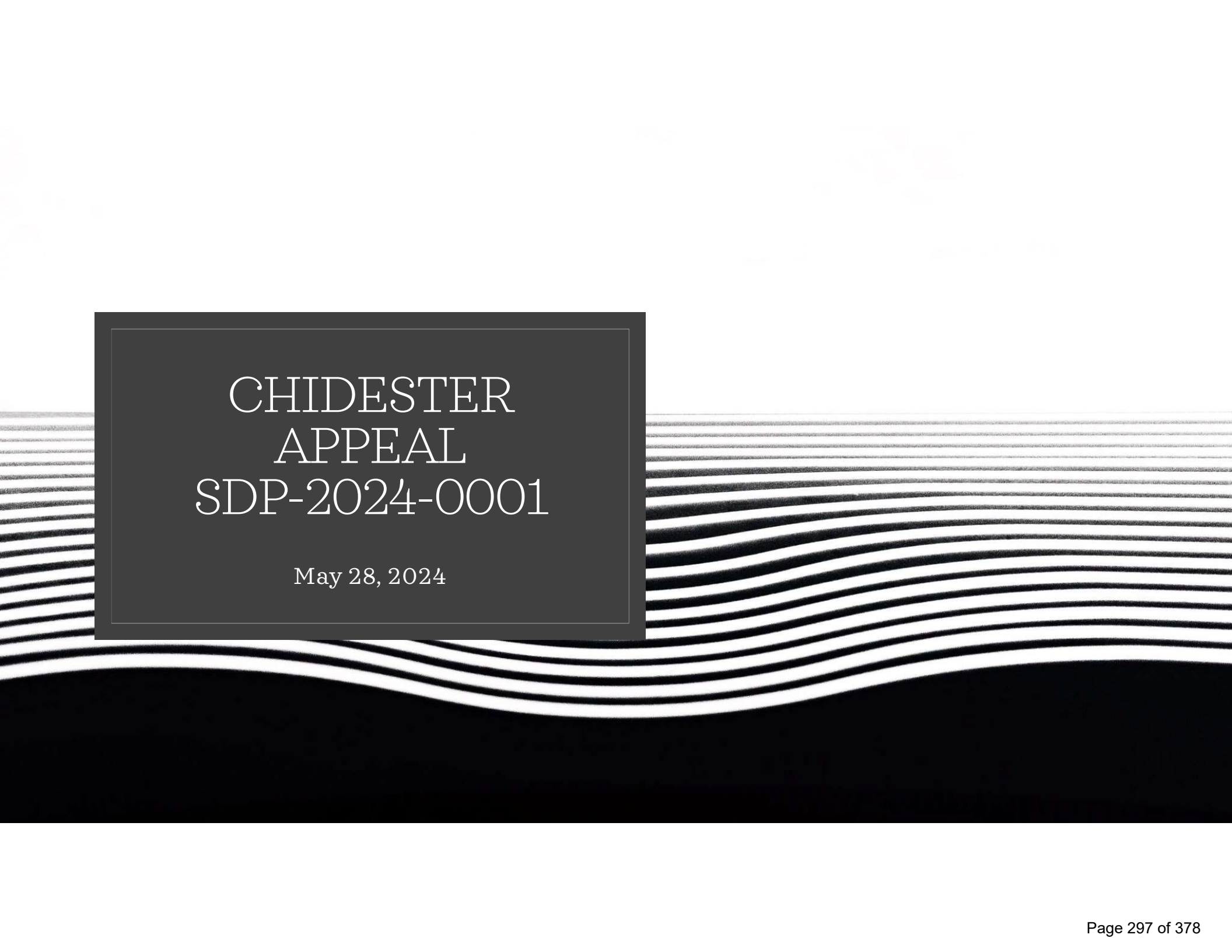
A. Appellant's statement of grounds for appeal and the facts upon which the appeal is based, with specific references to the facts in the record.

1. Violation of Planning Commissioner's Term in Office:

1.A. Paul Ryan term expired 12/23

This violation of their term in office renders
their participation invalid and calls into
question the validity of the decision reached
by the planning commission.

* Validity of Decision - lack of Legitimacy



CHIDESTER APPEAL SDP-2024-0001

May 28, 2024

Introduction

01

Procedural
History

02

Process for
Hearing

03

Applicable
Rules and
Regulations



PROCEDURAL HISTORY

Procedural History

- Port applied for a Shoreline Substantial Development Permit to install fiber conduit in the north basin area of Cap Sante Marina from the pier at JKL docks with the west basin at a junction box at the central pier by the harbormaster's office
- Application was submitted on February 27, 2023
- Port served as lead agency for SEPA
- Port determined the project is exempt from SEPA on December 20, 2023 as utility infrastructure
- Planning Commission held a public hearing on the permit application on April 24, 2024
- After the close of the public hearing at the same meeting, the Planning Commission approved the Port's application
- Ashlan Chidester was the only party to comment during the application process
- Mr. Chidester submitted a timely appeal on May 8, 2024



PROCESS FOR HEARING

Closed Record Appeal Process

- AMC 19.20.030 – appeal of a Type-3 Planning Commission Decision is appealed to City Council
- Appeal type is a Closed Record Appeal
- AMC 19.20.140 – Closed Record Appeal includes:
 - Participation by the applicant and any appellant
 - Facts outside the record are not allowed
 - The standard of review for Council is whether the decision of the Planning Commission is clearly erroneous
 - Burden of proof is on the appellant to demonstrate clear error
 - Swearing in is required before any witness testifies, including City staff
 - May be continued if necessary to a later date

Hearing Procedures

- 1: City staff: introduction of project, appeal, and standards
- 2: Mayor: Appearance of Fairness Doctrine disclosures/swearing parties in
- 3: Chidester: Presentation of appeal
- 4: Port: Response to Appeal
- 5: City staff: Response to Appeal
- 6: Chidester: Brief rebuttal if desired
- 7: City Council: Questions and deliberations

Council Options

- Option One: Grant the Appeal:
 - Order staff to prepare an amended decision granting the appeal OR
 - Remand to Planning Commission with direction to consider additional issues
- Option Two: Deny the Appeal
 - Order staff to prepare an amended decision denying the appeal
- Option Three: Continue the Hearing for additional information or deliberation



APPLICABLE RULES AND REGULATIONS

Project Process

Table 19.20.030-1
Review classification and process matrix.

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Types of Applications	• Accessory dwelling units • Assessment of impact fees per AMC Chapter 3.93 • Boundary line adjustments • Building, mechanical, and plumbing permits • Clearing and grading permits	• Administrative conditional use permits, including home occupation permits • Binding site plans, less than 10 lots • Critical area permit – Permitted alteration • Level 1	• Critical area variance – Reasonable use exception • Level 2 variances • Zone boundary determination	• Shoreline conditional use and variance permits • Shoreline substantial development permits (SSDP) for projects valued less than \$1,000,000 on site less than three acres	• Binding site plans, 10 or more lots • Conditional use permits, except administrative CUPs • Essential public facilities, Types 1 and 2 • Framework development plans

Types of Review	Type 1 Administrative Ministerial Actions	Type 2 Administrative Decisions	Type 3-HE Hearing Examiner Decisions	Type 3-PC Planning Commission Decisions	Type 4 City Council Decisions
Recommendation By	None	None	Director	Director	Planning Commission
Pre-Decision Open Record Public Hearing	No	No	Yes, before Hearing Examiner	Yes, before Planning Commission	Yes, before Planning Commission
Closed Record Decision Hearing	No	No	No	No	Yes, before City Council
Decision By	Director	Director	Hearing Examiner	Planning Commission	City Council
Notice of Decision	No	Yes	Yes	Yes	Yes
Local Appeal Available To	Hearing Examiner	Hearing Examiner	City Council	City Council	None
Appeal Hearing Type	Open record	Open record	Closed record	Closed record	N/A

Closed Record Appeal Hearing

Table 19.20.140
Types of hearings and meetings.

	Open Record Pre-decision	Closed Record Decision	Open Record Appeal	Closed Record Appeal
Participation	Any interested party	Applicant and any party of record	The applicant, any appellant, and any party of record	The applicant, any appellant
Facts allowed outside the record	Yes	No	Yes	No
Standard of review	Compliance with AMC Titles 16 , 17 , 18 , 19	De novo	Clearly erroneous	Clearly erroneous
Burden of proof	Applicant	Applicant	Appellant	Appellant

Standard of Review/Burden of Proof – per AMC 19.20.140

- Standard of Review: Clearly Erroneous

In order to find the City's action clearly erroneous, the Council must be “**left with the firm and definite conviction that a mistake has been made.**” *Department of Ecology v. PUD. 1*, 121 Wn.2d 179, 201 (1993).

- Burden of Proof: The Burden of Proof is on the Appellant to demonstrate that a clear error was made

Council Options

- Option One: Grant the Appeal:
 - Order staff to prepare an amended decision granting the appeal OR
 - Remand to Planning Commission with direction to consider additional issues

- Option Two: Deny the Appeal – STAFF RECOMMENDATION
 - Order staff to prepare an amended decision denying the appeal

- Option Three: Continue the Hearing for additional information or deliberation



City Council Agenda Bill

Meeting Date: May 28, 2024 **Agenda Item:** 7.b.

Agenda Item Title: Contract Award: WTP North Line Repair & Flowmeter Upgrades - Design #24-166-WTR-001

Staff Contact(s): Andrew Rheume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$167,950.00 to HDR Engineering, Inc. to complete the final design of a permanent water transmission main repair, as well as the design for the replacement of the flow meters on both the North and South transmission mains. The meters and the water transmission main repair are in the same location. In the Winter of 2023, the North transmission main broke and required a temporary fix. The temporary fix needs a permanent repair. This contract includes the design of a permanent repair on the North transmission main, as well as installing new flow meter vaults and flow meters on both the North and South transmission mains. New flowmeters are currently budgeted in the CFP for 2027. This contract will design the replacement of the meters and staff propose moving this project forward to construction as soon as possible. The transmission main broke due to a FEMA designated disaster (storm 2021), making up to \$1,000,000 of the project FEMA reimbursable. The total project cost will be better known once 30% design is achieved.

1. **Background:** In 2023 the North water transmission main failed at the Flowmeter Vault. This project is to design a permanent repair for the damaged section of pipe. Additionally, the flow meter adjacent to the main repair are obsolete and need to be replaced. In the 2024 CFP the replacement of the meters was programmed for 2027. Since the work is in the same location, it is ideal to include both in this design project.
2. **Key Terms:**
 - a. Contract is on a time and materials basis not-to-exceed \$167,950.00.
 - b. The period of performance under this Agreement is through June 30, 2025
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.

Budget Impact:

Consultant	HDR Engineering, Inc.
Contract Amount	\$167,950.00
Earmarked Funds	\$955,000.00
BARS #	401.740.594.34.63
Budget Amendment Required?	No
Start Date	Contract execution
End Date	6/30/2025

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 24-166-WTR-001 with HDR Engineering, Inc. in the amount of \$167,950.00 for the design of the WTP North Transmission Main Repair & Flowmeter Upgrades.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 24-166-WTR-001



AGREEMENT 24-166-WTR-001

Between
THE CITY OF ANACORTES
AND
HDR ENGINEERING, INC.

WTP NORTH LINE REPAIR & FLOWMETER UPGRADES - DESIGN

This Agreement, hereinafter referred to as "Agreement", is 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".

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 complete the final design of a permanent North Line pipeline repair, as well as the design for the replacement of the existing flowmeters on both the North and South Lines, for the lines that convey water to the distribution system from the Anacortes Water Treatment Plant (WTP), 14489 River Bend Rd, Mount Vernon, WA 98273. Work is specified in Exhibit A, which is attached hereto and incorporated by reference, and shall be performed under the direction of the City's Project Manager, Logan Lee, or designee.

2. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **One Hundred Sixty-Seven Thousand Nine Hundred Fifty Dollars (\$167,950.00)**. The per task estimates and hourly billing rates are detailed in Exhibit A, which is attached hereto and incorporated by reference.

3. **Period of Performance.** The period of performance under this Agreement is from inception through June 30, 2025.

4. **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 subcontractor has the experience, ability, and equipment the Work requires. "subcontractor" 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 subcontractor, (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 subcontractor, or
- d. Convey to the subcontractor any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractor to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. 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 subcontractor 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 subcontractor be removed. The Consultant shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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.

10. **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.

11. **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, to the extent arising out of or resulting from 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. 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.

12. **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: 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 copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractor' coverage. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the City to be equivalent.
2. Copies of all endorsements naming the City as additional insured, showing the policy number. The Consultant may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. **A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.**

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.

13. **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.

14. **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 their obligations or responsibilities under the Agreement. However, the Consultant shall be responsible for their own methods and conduct during the period of performance.

15. **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 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 services, at the City's discretion.

16. **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.

17. **Consultant 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 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 subcontractor during the performance of this Agreement.

18. **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, Consultant's website, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

19. **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.

20. 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.

21. **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.

22. **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.

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

24. **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.

25. **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.

26. **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

27. **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, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, 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.

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. **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.

30. **Survival of Agreement Termination.** The articles relating to Indemnification / Hold Harmless, 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.

31. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested; or (c) upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS); or (d) when sent by email and upon the receipt by the sending party of written confirmation by the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation. Notices shall be sent to the following addresses:

CITY:
City of Anacortes
Tiffany Matson
904 6th Street
PO BOX 547
Anacortes, WA 98221
contracts@cityofanacortes.org

CONSULTANT:
HDR Engineering, Inc.
Kenneth Packard
929 108th Ave NE, Suite 1300
Bellevue, WA 98004
Kenneth.Packard@hdrinc.com

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 _____

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).

AGREEMENT 24-166-WTR-001 EXHIBIT A

Anacortes WTP North Line Repair

Scope of Services

April 2024



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

Table of Contents

Background	1
Scope of Services	1
Task 100 Project Management.....	1
Objective.....	1
HDR Services	1
Client Responsibilities	1
Assumptions	2
Deliverables	2
Task 200 North Line Repair and Flowmeter Upgrades	2
Objective.....	2
HDR Services	2
Client Responsibilities	2
Assumptions	2
Deliverables	3
Schedule	3
Fee	4

EXHIBIT A

SCOPE OF SERVICES

Background

In the Winter of 2023, the City experienced a significant failure on the “North Line”, one of the two transmission lines that convey water to the distribution system from the Water Treatment Plant (WTP). The failure required the line be taken out of a service until it could be repaired. HDR assisted the City in the design of this temporary repair. Given the location of the failure, alternatives for repair were limited and the repair was not able to be fully tested.

The only viable alternative to permanently address the prior failure is to replace a small section of the pipeline. This will also provide the City with the opportunity to replace the flowmeters on both the North and South Lines which has been determined to have a high degree of inaccuracy.

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 periodic 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 12 months.
2. Project management meetings will be held quarterly with 2 hours of project manager time 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 and two copies).
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 North Line Repair and Flowmeter Upgrades**Objective**

The objective of this task is to complete final design of a permanent pipeline repair as well as replace the existing flowmeters on both the North and South Lines which have been observed to have a high degree of inaccuracy.

HDR Services

1. Participate in a task kickoff meeting.
2. Prepare drawings and specifications for the pipeline repair and flowmeter replacement.
3. Lead a design review workshop at Draft design stage.
4. Prepare an opinion of probable construction cost for the project.
5. Support the City during the bidding of the project.

Client Responsibilities

1. Participate in the task kickoff meeting and design review workshop.
2. Review and provide comments to the design documents in a single consolidated and coordinated review package within 2 weeks of receiving the documents.
3. Coordinate the bid advertisement and submittal of documents to the plan center.

Assumptions

1. The North Line repair will consist of replacement 60 LF of concrete cylinder pipe from the welded steel cross that is the bifurcation of the North and South Line including the existing flowmeter vault.
2. The new North Line Flowmeter Vault will be a precast concrete vault with a sump and sump pump.

3. The South Line flowmeter will be replaced within the existing vault. No other modifications will be made to the South Line.
4. The Kickoff meeting will be attended by three HDR staff. This will be a 2-hour onsite meeting with a total of 6 hours for each attendee budgeted for preparation, travel, attendance and follow up.
5. The survey and geotechnical information from the Raw Water Pipeline and Second Clearwell project are sufficient to support this project. HDR has a reasonable right to rely on information provided by the City.
6. Construction drawings will be prepared on 22" x 34" full-size drawings, allowing for reproduction at a half-size scale of 11" x 17".
7. Plan and profile sheets will be produced at a 1" = 20' horizontal scale for plan (horizontal) view and 1" = 5' for profile (vertical) view.
8. The design review workshop will be held in person at the WTP following the submittal of the draft design and is assumed to be one hours in length and will be attended by up to three HDR staff members with an additional two hours accounting for travel time.
9. Drawings and specifications will be provided in a Draft and Final submittal.
10. The front-end specifications will be based on the specification package produced for the WWTP Outfall Project modified to remove FEMA specific terms.
11. The OPCC will be a Class II per AACE guidelines with an expected accuracy of -20% to +30%.
12. The budget for bid services is based upon the following assumptions:
 - a. Pre-bid conference will occur at a conference room provided by the City.
 - b. HDR to prepare and furnish hard copies of the pre-bid agenda.
 - c. Four (4) hours each for two (2) HDR staff is budgeted for pre-bid conference preparation, attendance and summary preparation.
 - d. A total of 50 hours for HDR staff is budgeted for preparation of up to three (3) addenda required to address bidding questions.
 - e. Four (4) hours each for two (2) HDR staff is estimated for evaluating bids received.
 - f. Conformed Documents are prepared for the convenience of the Owner and HDR and are not official contract documents. A total of 50 hours is budgeted to incorporate the changes of resulting from three (3) bid addenda.

Deliverables

1. Kickoff meeting agenda and notes, emailed in PDF format.
2. Draft and Final drawings and specifications, emailed in PDF format.
3. OPCC emailed in PDF Format.

Schedule

The table below are scheduled completion dates for each task. These dates are subject to change based on as requested services agreed upon by the City and HDR.

Milestones	Date
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NTP	May 1, 2024
Task 100	May 1, 2025
Task 200	May 1, 2025

Fee

The table below is a summary of the fee for this project has been attached.

LABOR ESTIMATE, HDR ENGINEERING STAFF

City of Anacortes: Anacortes Water WWTP On-Call

 Project Role Billing Rate		Packard, Kenneth H Project Manager 263.10	Nolan, Laura Anne Principal in Charge 306.59	Viloria, Vincent Matthew Project Accountant 114.34	Johnson, Michelle Kathy Document Specialist 128.64	Lee, Kali Ae-Jin Project Engineer 130.85	Bartle, Brian D Group Manager 400.03	Dolquist, Risa Chuman (Risa) QA/QC Coordinator 164.61	Packard, Madeleine Paige (Maddi) Electrical I&C Lead 203.71	Cramer, Jacob Alexander (Jake) Electrical I&C EIT 123.36	Johnston, Bruce M QA/QC 322.94	Applegate, Daniel W QA/QC 321.76	Pilapil, Edwin F E&I BIM 174.72	Schmidt, Adam Michael Civil CAD 176.29	Bredehoeft, Peter R Jr (Pete) OPCC Lead 333.25	Total Labor Hours	Total Labor Dollars
100	Project Management	22	4	32	0	0	4	2	0	0	0	4	0	0	0	68	\$ 13,889.82
	Project Setup	2		2												4	\$ 754.88
	Project Mgmt Plan / Quality Mgmt Plan / HASP	2		2												4	\$ 754.88
	Coordination and Monitoring	10	2	12			2					2				28	\$ 6,059.84
	Invoicing / Status Reporting / EV / WorkPlan	2		12												14	\$ 1,898.28
	Subconsultant Management															0	\$ -
	Project Closeout	4		4												8	\$ 1,509.76
	Management Review	2	2				2	2				2				10	\$ 2,912.18
200	North Line Repair and Flowmeter Upgrade	103	0	0	8	267	0	0	61	90	8	0	68	196	40	841	\$ 148,941.40
	Kickoff Meeting	6				6			6							18	\$ 3,585.96
	Draft Drawings	30				120			8	30	2		40	120		350	\$ 57,714.96
	Draft Specifications	20			4	60			12	12	2					110	\$ 18,198.28
	Design Review Workshop	3				3			3							9	\$ 1,792.98
	Final Drawings	10				30			4	12	2		20	50		128	\$ 21,806.44
	Final Specifications	8			4	8			8	8	2					38	\$ 6,928.60
	OPCC	8				8			8	8					40	72	\$ 19,098.16
	Pre Bid	4				4										8	\$ 1,575.80
	Addenda	8				16			8	16				2		50	\$ 8,154.42
	Conformed Documents	2				8			4	4			8	24		50	\$ 8,510.00
	Bid Eval	4				4										8	\$ 1,575.80
Task Total Hours		125.00	4.00	32.00	8.00	267.00	4.00	2.00	61.00	90.00	8.00	4.00	68.00	196.00	40.00	909.00	
Task Total Fee		\$ 32,887.50	\$ 1,226.36	\$ 3,658.88	\$ 1,029.12	\$ 34,936.95	\$ 1,600.12	\$ 329.22	\$ 12,426.31	\$ 11,102.40	\$ 2,583.52	\$ 1,287.04	\$ 11,880.96	\$ 34,552.84	\$ 13,330.00		\$ 162,831.22

Rates provided are for 2024 and are subject to actual escalation.

EXPENSES

City of Anacortes: Anacortes Water WWTP On-Call

		Mileage/mile (IRS starting 7/1/22)			Total ODC	ODC Markup	Total ODC + Markup
		Travel					
OTHER DIRECT COSTS		Each					
Unit Cost		\$0.670				5.00%	
100	Project Management						
	Quantity	0					
	Task Total	\$0.00			\$0.00	\$0.00	\$0.00
200	North Line Repair and Flowmeter Upgrade						
	Quantity	500					
	Task Total	\$335.00			\$335.00	\$16.75	\$351.75
Total ODC		\$ 335.00			\$ 335.00	\$ 16.75	\$ 351.75

FEE ESTIMATE

City of Anacortes: Anacortes Water WWTP On-Call



Task #	Task Description	Total Labor	2025 Escalation	Total Expenses	Total For Proposal
100	Project Management	\$13,890	\$213	\$0	\$14,100
200	North Line Repair and Flowmeter Upgrade	\$148,941	\$2,279	\$352	\$153,850
		\$162,831	\$2,492	\$352	\$167,950



City Council Agenda Bill

Meeting Date: May 28, 2024 **Agenda Item:** 7.c.

Agenda Item Title: Contract Award: March's Point Road Water Main and Bike Lane Project – Design #24-159-ENG-001

Staff Contact(s): Andrew Rheume

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
TIFFANY MATSON	Contract Award
Andrew Rheume	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$589,600.00 to Kimley-Horn and Associates, Inc. for Kimley-Horn to design the March Point Road Water Main and Bike Lane project to 60% Design level. A future amendment will be prepared for additional services to advance design from 60% Design to Bid-Ready construction documents.

Background:

1. History: The City has an existing 20-inch steel water main located within what was previously considered Bartholomew Road, but has since been encroached upon and fenced off by the refinery south of North Texas Road. The City wishes to extend a 30-inch HDPE water main from North Texas Road and Bartholomew Road extended westerly to West March's Point Rd to allow the line through the refinery to be deeded to the refinery.

The City is also planning to construct bike lanes along both sides of West March's Point Road and South March's Point Road connecting the Tommy Thompson Trail to the South March's Point Park & Ride; a distance of approximately 1.1-miles. The project includes Connecting Washington grant funds to be administered through WSDOT Local Programs. The bike lanes are being constructed in conjunction with the proposed water main installation described above.

2. Key Terms:

- Contract is for a firm fixed price of \$589,600.00.
- The period of performance under this Agreement is through March 31, 2025.

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:

Consultant	Kimley-Horn and Associates, Inc.
Contract Amount	\$589,600.00
Earmarked Funds	\$2,210,000.00
BARS #	401.740.594.34.63
Budget Amendment Required?	No
Start Date	Contract execution
End Date	3/31/2025

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 24-159-ENG-001 with Kimley-Horn and Associates, Inc. in the amount of \$589,600.00 to perform the 60% design of the March's Point Road Water Main and Bike Lane Project.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 24-159-ENG-001



AGREEMENT 24-159-ENG-001
Between
THE CITY OF ANACORTES
AND
KIMLEY-HORN AND ASSOCIATES, INC.

March's Point Road Water Main and Bike Lane Project – Design

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Kimley-Horn and Associates, Inc., hereinafter referred to as the "Consultant".

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 design services for the March's Point Road Water Main and Bike Lane Project as detailed in Exhibit A, and which is hereby incorporated by reference and made a part hereof. All work shall be performed under the direction of Logan Lee, or designee, hereinafter referred to as Project Manager.

2. **Price and Payment Terms.** The services provided under this Agreement shall be on a time and materials basis not-to-exceed **Five Hundred Eighty-Nine Thousand Six Hundred Dollars (\$589,600.00)**. Payments shall be made in accordance with Exhibit B, which is incorporated by reference and attached hereto.

3. **Period of Performance.** The period of performance under this Agreement is from inception through March 31, 2025.

4. **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 subcontractor has the experience, ability, and equipment the Work requires. "subcontractor" 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 subcontractor, (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 subcontractor, or
- d. Convey to the subcontractor any rights against the City.

Consultant remains fully responsible for obligations, services, and functions performed by its subcontractor to the same extent as if such obligations, services, and functions were performed by Consultant's employees, and for purposes of the Agreement such work will be deemed work performed by Consultant. 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 subcontractor 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 subcontractor be removed. The Consultant shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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 modifications or reuse of such materials for purposes other than those intended by this Agreement shall be at the City's sole risk and without liability to Consultant.

10. **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.

11. **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 alleged negligent 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.

12. **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 contractors 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: 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 subcontractor coverage. Failure of the City to demand such verification of coverage with these insurance requirements or failure of the City to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Consultant's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the City to be equivalent.
2. Copies of all endorsements naming the City as additional insured, showing the policy number. The Consultant may submit a copy of any blanket additional insured clause from its policies instead of a separate endorsement.
3. Any other amendatory endorsements to show the coverage required herein.
4. **A notation of coverage enhancements on the Certificate of Insurance shall not satisfy these requirements – actual endorsements must be submitted.**

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.

13. **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.

14. **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 their own methods and conduct during the period of performance.

15. **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 services, at the City's discretion.

16. **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.

17. **Consultant 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 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 subcontractor during the performance of this Agreement.

18. **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, Consultant's website, or otherwise set forth on any release, acknowledgement, confirmation, requisition, work order, shipping instruction, specification and similar document or communication.

19. **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.

20. **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.

21. **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.

22. **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.

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

24. **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.

25. **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.

26. **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. If the City cancels the Agreement, Consultant shall be entitled to payment for actual work performed up to the date of the force majeure event.

27. **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, executive proclamations, all applicable Washington Dept. of Labor & Industries (L&I) and Occupational Safety & Health Administration (OSHA) safety standards, 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.

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. **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.

30. **Survival of Agreement Termination.** The articles relating to Indemnification / Hold Harmless, 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.

31. **Notices.** All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given and received (a) when personally delivered, or delivered by same-day courier; or (b) on the third business day after mailing by registered or certified mail, postage prepaid, return receipt requested; or (c) upon delivery when sent by prepaid overnight express delivery service (e.g., FedEx, UPS); or (d) when sent by email and upon the receipt by the sending party of written confirmation by the receiving party; provided, however, that an automated email confirmation of delivery or read receipt shall not constitute such confirmation. Notices shall be sent to the following addresses:

CITY:
City of Anacortes
Tiffany Matson
904 6th Street
PO Box 547
Anacortes, WA 98221
contracts@cityofanacortes.org

CONSULTANT:
Kimley-Horn and Associates, Inc.
Brad Lincoln, P.E.
2828 Colby Avenue, Suite 200
Everett WA 98201
brad.lincoln@kimley-horn.com

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

KIMLEY-HORN AND ASSOCIATES, INC.

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

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).

**AGREEMENT 24-159-ENG-001
EXHIBIT A**



BACKGROUND

West March's Point Road Water Main

Based on discussions with City of Anacortes staff we understand the City has an existing 20-inch steel water main located within what was previously considered Bartholomew Road, but has since been encroached upon and fenced off by the refinery south of North Texas Road. The City wishes to extend a 30-inch HDPE water main from North Texas Road and Bartholomew Road extended westerly to West March's Point Rd to allow the line through the refinery to be deeded to the refinery.

The 30-inch HDPE water main extension would continue southerly from the North Texas Road/West March's Point Road intersection to the intersection of South March's Point Road/West March's Point Road and continue easterly to connect into the existing 24-inch ductile iron water main in South March's Point Road. This pipeline route will require a trenchless crossing under the existing at-grade railroad crossing of North Texas Road. Additionally, the City would like isolation valves added near the existing 10-inch meter at North Texas Road as well as a meter added at the entrance to the refinery at Bartholomew Road and South Texas Rd. The total length of 30-inch HDPE water main to be designed under this scope of services is approximately 9,200 LF. It is anticipated that the water main will be designed to be installed via open cut trenching east of the existing northbound lane on West March's Point Road and pavement will be extended easterly to provide adequate cover over the water main.

West March's Point Road Bike Lanes

Kimley-Horn also understands that the City of Anacortes is planning to construct bike lanes along both sides of West March's Point Road and South March's Point Road connecting the Tommy Thompson Trail to the South March's Point Park & Ride; a distance of approximately 1.1-miles. The project includes Connecting Washington grant funds to be administered through WSDOT Local Programs.

The bike lanes are being constructed in conjunction with the proposed water main installation described above. Roadway widening to accommodate the bike lanes is planned to occur along the east side of the existing roadway and be placed over the proposed water main alignment. A portion of road widening to provide two 11-ft travel lanes with 4-ft paved shoulders both sides from the Tommy Thompson Trail south approximately 0.2 miles was previously completed under a separate project. Installation of a solar powered Rectangular Rapid Flashing Beacon (RRFB) is proposed at the crossing on the south end of the project where the designated bike route turns easterly and follows South March's Point Road. RRFB design will be prepared by the City and included in the Plans for bid/construction.

This scope of services includes designing the water main and bike lanes noted above to 60% Design level. A future amendment will be prepared for additional services to advance design from 60% Design to Bid-Ready construction documents.

The scope of services consists of the following tasks and submittal stages for the project:

Task 100 – Project Management and Coordination

Task 200 – Water Main Design Services (Preliminary Design and 60% Design)

Task 300 – Roadway Design Services (Preliminary Design and 60% Design)

Task 400 – Stormwater Design Services (Draft Stormwater Technical Information Report)

Task 500 – Subconsultant Services

Task 501 – Topographic Survey Services

Task 502 – Geotechnical Engineering Services

Task 503 – Environmental/Permitting Services

Task 504 – Cathodic Protection Design Services

Task 900 – Management Reserve

SCOPE OF SERVICES

The scope of services includes the following:

TASK 100. PROJECT MANAGEMENT AND COORDINATION

Kimley-Horn will provide project management throughout the project duration, which includes:

- Kickoff meeting and meeting notes with City of Anacortes
- Monthly progress reports, invoicing, and coordination with the City of Anacortes (up to 2 review meetings with the City and anticipated email/phone coordination every 2 weeks)
- Coordination meetings with the refineries, franchise utilities, and/or Skagit County (up to 6 mtgs)
- Internal meetings and coordinating

Assumptions:

- Effort will begin in May 2024 and be completed by the end of March 2025.

Deliverables:

- Invoices – Electronic (PDF)
- Meeting Agendas – Electronic (PDF)
- Meeting Notes – Electronic (PDF)

TASK 200. WATER MAIN DESIGN**Subtask 201. Preliminary Water Main Design**

Kimley-Horn will provide the following scope of services during the preliminary water main design phase:

- Review background information provided by the City as a basis of design:
 - GIS Records
 - As-builts on City of Anacortes connecting water mains
- Contact franchise utility companies for cable, power, fiberoptic records if applicable and review
- Prepare and submit for the City's review 30% Conceptual Plan View Layout for replacement area. Plan sheets to include:
 - Cover and Sheet Index
 - Horizontal Control and Survey Notes
 - Plan View Layout of Water Main
 - City of Anacortes Standard Water Main Details
 - City of Anacortes Roadway Restoration Details
 - Skagit County Roadway Restoration Details
- Prepare and submit for the City's review planning level Engineer's Opinion of Probable Construction Cost with 35% contingency.
- Provide QA/QC for Preliminary Design Deliverables.

Deliverables:

- 30% Design submittals – PDFs of Conceptual Plans and Engineer's Opinion of Probable Construction Cost.

Subtask 202. 60% Water Main Design

Kimley-Horn will prepare 60% Design documents. Scope of services involved in these tasks will include the following:

- Provide Construction Plans including the following sheets. It is anticipated the 60% Design Plan Set will contain up to 90 sheets including Roadway, Drainage and Traffic Control Plans in a combined plan set with the Water Plans.
 - Cover and Sheet Index
 - General Notes and Abbreviations
 - Horizontal Control and Survey Notes
 - Sheet Layout
 - Existing Conditions and TESC
 - Water Main Plan and Profile Sheets
 - Water Standard Details
 - Water Main Connection Details
 - Roadway and Drainage Plan and Profile Sheets

- Road Cross Sections at 50 ft intervals along West March's Point Road and South March's Point Road.
 - Roadway Typical Cross-sections
 - Roadway and Drainage Detail Sheets
 - Pavement Marking and Signage Sheets
 - RRFB Detail Sheet (Provided by the City)
 - Traffic Control Plans
- Incorporate Preliminary Design review comments from City of Anacortes.
 - Provide 60% Design Project Contract Documents Manual based on WSDOT Standard Specifications for Municipal Construction incorporating City-provided front end contractual specifications. Kimley-Horn will work with the City to resolve any conflicts with the City-provided front end specifications/General Conditions and project specific Special Provisions.
 - Provide 60% Design Engineer's Opinion of Probable Construction Costs and Bid Schedule. Kimley-Horn will work with the City during the design process to determine preferred bid items and units.
 - Provide 60% Design Memo outlining assumptions and questions to be discussed at each design submittal stage.
 - Providing Quality Assurance/Quality Control (QA/QC)
 - Conduct Plan-In-Hand Site Visit with City Staff following 60% Design submittal.

Deliverables:

- 60% Design submittal – PDFs of Plans, Specifications, and Engineer's Opinion of Probable Construction Cost.
- Design Memo outlining assumptions and questions for the City's review.

TASK 300. ROADWAY DESIGN

Subtask 301. Preliminary Roadway Design

Kimley-Horn will provide the following scope of services during the preliminary roadway design phase:

- Prepare and submit for the City's and WSDOT Local Programs review 30% Conceptual Plan View Layout for the proposed roadway improvements consisting of shoulder widening and restriping. Kimley-Horn's conceptual Plans will define the extent of roadway widening to accommodate 11-foot wide travel lanes and 5-foot wide bike lanes on each side, approximate locations/extents of walls, and approximate locations of storm drainage facilities. Conceptual Plan View Sheets of the shoulder widening and restriping will be incorporated into the Plan Set outlined in Task 201.
- Prepare and submit for the City's review planning level Engineer's Opinion of Probable Construction Cost with 35% contingency.
- Provide QA/QC for Preliminary Design Deliverables.

Assumptions:

- No alternative analysis will be required for the roadway/bike lane improvements.
- 30% Plans will consist of one roadway/bike lane layout only. No 3D renderings will be created.

Deliverables:

- 30% Design submittals – PDFs of Conceptual Plans and Engineer's Opinion of Probable Construction Cost.

Subtask 302. 60% Roadway Design

Kimley-Horn will prepare 60% Design documents. Scope of services involved in these tasks will include the following:

- Provide Roadway Construction Plans to be included with the Water Main Construction Plans. Anticipated sheet list is detailed in Task 202 above.
- Incorporate Preliminary Design review comments from the City of Anacortes.
- Provide 60% Design Project Contract Documents Manual based on WSDOT Standard Specifications for Municipal Construction incorporating City-provided front end contractual specifications. Kimley-Horn will work with the City to resolve any conflicts with the City-provided front end specifications/General Conditions and project specific Special Provisions.
- Provide 60% Design Engineer's Opinion of Probable Construction Costs and Bid Schedule.
- Provide roadway design assumptions and questions to be incorporated into the Design Memo.
- Submit 60% Plans to the City of Anacortes and WSDOT Local Programs for review.
- Provide Quality Assurance/Quality Control (QA/QC)
- Conduct Plan-In-Hand Site Visit with City Staff following 60% Design submittal.

Assumptions:

- Design will be based on the AASHTO bicycle design standards and the latest edition of the WSDOT Design Manual.
- Roadway improvements consist only of shoulder widening and restriping. Kimley-Horn will not be designing half or full width roadway reconstruction.
- Retaining walls are anticipated to be required along portions of West March's Point Road north and south of the refinery entrance and adjacent to wetlands north of the South March Point Road intersection.
- Kimley-Horn will not be providing electrical design for the RRFB crossing. It is assumed the City detail using solar powered RRFBs stamped by the City Engineering staff will be provided by the City and incorporated into the Bid-Ready Plans.
- Landscaping restoration will not be provided until the 90% Design submittal under a future amendment.

Deliverables:

- Responses to 30% Plan Review Comments – Electronic (PDF and Word/Excel)
- 60% Design submittals – PDFs of Plans, Specifications, and Engineer's Opinion of Probable Construction Cost.
- List of assumptions and questions to be included in the Design Memo submitted with the entire construction documents set.

Subtask 303. WSDOT Local Programs Coordination Support

Kimley-Horn will prepare for and attend up to two (2) in-person agency coordination meetings that will include representatives from the City of Anacortes and WSDOT Local Programs. Kimley-Horn will provide a proposed agenda in advance of each meeting and distribute summary notes following each meeting. Kimley-Horn is proposing the following meetings:

- One (1) on-site meeting to review the 30% design and reach concurrence or identify any needed revisions prior to proceeding to a 60% design level.
- One (1) meeting coinciding with review of the 60% design to identify needed revisions and define agency requirements prior to final design.

Assumptions:

- Meetings will occur in-person on-site for project review and either at the agency's local office or at the City of Anacortes offices. Estimated staff hours assume attendance by project manager and design and agency coordination task leads.
- City of Anacortes will lead agency coordination and manage WSDOT Local Programs funding agreements/requirements.

Deliverables:

- Meeting Agendas – Hard Copies and Electronic (PDF)
- Meeting Notes – Electronic (PDF)

TASK 400. STORMWATER DESIGN AND ANALYSIS

Kimley-Horn will perform a stormwater analysis and prepare a stormwater technical information report (TIR) compliant with the Department of Ecology's Stormwater Management Manual for Western Washington (SWMMWW) 2019 edition as adopted by the City of Anacortes.

Stormwater Analysis will include:

- Up to one site visit
- Desktop analysis of offsite drainage (upstream contributing areas and downstream routes)
- Existing and proposed impervious surfaces areas
- Runoff Treatment calculations if necessary.
- Providing Quality Assurance/Quality Control (QA/QC)

Assumptions:

- Preliminary geotechnical investigation will occur prior to this task. Preliminary geotechnical information will include at a minimum, soil types, recommendations regarding feasibility of infiltration, and depth to groundwater if found.
- The project is assumed to be exempt from flow control due to the proximity to Fidalgo Bay.
- Basic treatment and on-site stormwater management (OSM) are expected to be required. Because the project is assumed to be flow control exempt, List #3 will be followed for OSM, which will only require dispersion to be analyzed.

Deliverables:

- Draft Stormwater Technical Information Report (60% Submittal)

TASK 500. SUBCONSULTANTS

Task 501 Topographic Survey

Survey & Mapping (SAM), as a subconsultant to Kimley-Horn, will provide services as outlined below on the project area noted below:

- South March Point Rd, beginning 600' east of the intersection with March's Point Road.
- March's Point Road from the intersection with S March Point Rd, north to the intersection with N Texas Rd, then east along N Texas Rd to the intersection with Bartholomew Rd.
- Intersection of S Texas Rd and Bartholomew Rd extending 25 ft in each direction past PT

SAM will prepare base mapping for the project area specified above. AutoCAD drawings will be prepared at a scale of 1"=20', or as required by the design engineer or the City before drafting commences. Existing aerial and/or LIDAR mapping sources may be utilized directly or as a basis for verification. Services will include the following:

- Control survey in NAD 83/2011 Horizontal Datum, with all elevations derived from and checked to NAVD 88 Vertical Datum.
- Delineate parcel lines and right of way within above-described area as available from recorded plats and public records further compared to Skagit County Parcel GIS lines.
- Set additional benchmarks at least 1 per 1000' of route mapping.
- Coordinate and hire as a subcontractor Applied Professional Services (APS) to provide utility locate services for underground utilities including: power, gas, cable, fiber optics and telecommunications.
- Retrieve, interpret, and include existing as-builts as available from local agencies and purveyors.
- Show known utilities by surface evidence, utility pre-painting, or as-built location.
- Locate top of valve nut elevations on all existing water valves within the project limits.
- Depict hard and soft surfaces on individual layers per accepted APWA standards.

- Location of trees with DBH size, species, and approximate driplines within the Right of Way per the local Municipal Code.
- Show and dimension located topographic features and contours at 2' intervals.

Deliverables: AutoCAD 2019 drawing file with point database and dtm files

Underlying Assumptions: The City of Anacortes will provide all necessary right of entry into private property and notice to landowners along the route of mapping activity. The City of Anacortes will provide a copy of the notice to be presented to landowners by SAM Survey Crews. We anticipate that traffic control will not be required and is therefore, not included in this scope of work.

Task 502 – Geotechnical Engineering Services

GeoEngineers understands that the City of Anacortes (City) will be installing a new 30-inch-diameter water main from the mid-point of North Texas Road west to March's Point Road, and south along March's Point Road to Highway 20 (SR 20), approximately 9,000 linear feet. New bike lanes will be constructed overlying the March's Point Road trench section. GeoEngineers understands that the majority of the installation will be open trench, however, there is one segment that crosses beneath a set of railroad tracks that will require trenchless installation. The open trench section will be installed with a minimum depth of cover of 5 feet. For the trenchless section, GeoEngineers ruled out a horizontal direction drill (HDD) because the larger pipe diameter would result in a relatively long and deep crossing that would increase the cost relative to other options. GeoEngineers is assuming the trenchless crossing will be completed by a horizontal auger bore (HAB) method or similar horizontal bored installation. Assuming the pipe is located up to 10 feet below the railroad track, GeoEngineers anticipates that the launching and receiving pits will be as much as 15 feet deep. GeoEngineers anticipates gathering geotechnical borings at least as deep as the trench and the pits.

As requested, the scope will include soils exploration to provide geotechnical engineering conclusions and recommendations for the proposed trenchless crossing at North Texas Road and the railroad tracks, and for the open cut installation along both North Texas Road and West March's Point Road. Some low height retaining walls may be required where the bike lane section requires limited cut/fill at the edge of the existing roadway. The site is mapped as glacial till with peat and artificial fill in the immediate vicinity near March's Point Road and SR 20. GeoEngineers, as a subconsultant to Kimley-Horn, will provide services as outlined below:

502.1 Project Management

- Provide general project management including correspondence, monthly invoicing, coordination of field staff, coordination of subcontractors and preparation of a field brief and Job Safety Analysis (JSA) document for field operations.
- Attend up to three project virtual meetings (assumed 2-hours each) to support design coordination.

502.2 Subsurface Explorations and Lab Testing

- Review geologic maps, hydrogeologic references, and available geotechnical reports, if any, to evaluate geologic conditions near the proposed trenchless and open cut trench alignment.
- Perform a site reconnaissance to observe surface conditions and mark boring locations to facilitate the utility clearance. GeoEngineers will call the state “dial-before-you-dig” contractor number to clear utility locations prior to the explorations. Unless specifically asked to incorporate additional costs, GeoEngineers assumes that no additional utility clearance measures are necessary.
 - None of the borings will be completed within the railroad right of way (ROW) so that no coordination with the railroad entity will be required.
- Explore subsurface conditions by means of completing eight drilled borings at accessible locations along the proposed water line. Two borings will be for the trenchless alignment, on either side of the North Texas Road and railroad track crossing to an approximate depth of 25 feet. The remaining six borings will be equally distributed along the proposed open trench water line, to an approximate depth of 10 to 15 feet.
 - Obtain samples of soils encountered in the borings at 2½-foot intervals to 10 feet, and 5-foot intervals thereafter using a standard split spoon sampler or Dames and Moore Sampler during standard penetration testing (SPT). Classify soils encountered in the borings in general accordance with ASTM International (ASTM) Standard Practices D 2488.
 - Install a piezometer in one boring near the railroad crossing and a second boring as appropriate along March’s Point Road near the peat area so groundwater conditions can be recorded after drilling and prior to construction.
 - Conduct four additional site visits to monitor and record ground water levels (approximately quarterly).
- Traffic control with two flaggers and signage will be provided during site explorations.
- The field explorations will be performed under the direction of an engineer or geologist from GeoEngineers. The explorations will be located in the field by pacing or tape measurement from existing features such as structures, roads, and property corners. GeoEngineers’ representative will maintain a detailed log of each exploration and obtain samples of the various materials encountered. The samples will be returned to GeoEngineers’ office for additional examination and analysis, as necessary, for the development of their recommendations. The borings will be backfilled in general accordance with the requirements of the Department of Ecology.
- Perform laboratory index tests necessary to characterize the subsurface materials. Testing will include:
 - Up to eight sieve analysis in general accordance with ASTM C 136, including two at each trenchless boring.
 - Up to eight percent fines determination in general accordance with ASTM D 1140, including two at each trenchless boring.
 - Up to four Atterberg limits tests in general accordance with ASTM D 4318, as appropriate for materials encountered.
 - Limited additional moisture content tests, as necessary.

Assumptions:

- The City of Anacortes or Widener and Associates will obtain the landowner's permission and right-of-entry, and any required permits for GeoEngineers to complete their borings on City/County ROWs.
- Cuttings from the borings are free of contaminants and will be left on site.
- Drilling activities will take no longer than 1½ days to complete.

502.3 Geotechnical Analysis and Reporting

- Provide a summary of site surface and subsurface soil and groundwater conditions encountered.
- Evaluate and provide recommendations for site preparation and earthwork, including temporary and permanent cut slopes, suitability of on-site soils for use as pipeline trench backfill, including constraints for wet weather construction, specifications for imported soil for use as pipeline trench backfill, and backfill placement and compaction requirements.
- Evaluate excavation considerations and provide recommendations for temporary cut slope inclinations and shoring, as appropriate.
- Evaluate and provide recommendations for dewatering based on subsurface conditions encountered during the geotechnical exploration where the trenches are anticipated to be below groundwater.
- Evaluate and provide recommendations for pipeline support options, if required.
- Provide conclusions for trenchless pipe installation at the North Texas Road/railroad crossing, including:
 - A discussion of soil and groundwater conditions and potential for obstructions.
 - Feasibility of horizontal auger bore or alternative method of trenchless installation, as appropriate.
 - Design recommendations, including soil friction angles/cohesive properties for various soil types encountered, estimated jacking forces for the proposed pipe length and soil types, lateral earth pressures for jacking reaction, and estimated surface settlement resulting from the pipe installation process.
- Provide a discussion of suitable retaining wall types and design soil parameters for low-height cast-in-place, gravity, or mechanically stabilized earth retaining walls, as needed.
- Comment on any anticipated construction difficulties identified from the results of site studies.
- Provide a geotechnical report with GeoEngineers' conclusions and recommendations. Exploration logs, a site plan, and any supporting test data will be included.

502.4 Retaining Wall Design Support

GeoEngineers will assist Kimley-Horn and Associates, Inc. (Kimley-Horn) with selection and design of retaining walls along March's Point Road. Walls are anticipated to be relatively low-height cut walls along the existing retention pond slopes, likely gravity block or similar structures (e.g., Redi-Rock®). GeoEngineers will provide typical sections and details that can be included in the overall project plan set.

- Complete final engineering analysis (global stability and internal stability) for the selected wall alternative.
- Develop design drawing section, details, and technical specifications for a selected wall alternative. The drawings will be submitted to Kimley-Horn electronically in DWG and PDF format on 11-inch x-17-inch half-size sheets and will include the following:
 - Typical Retaining Wall Section(s) (one sheet);
 - Table of Retaining Wall Elements (block sizes, etc. based on wall height);
 - Typical Retaining Wall Details (one to two sheets); and
 - Technical specifications and notes related to wall construction.
- Prepare a Basis of Design (BOD) Report which will include:
 - Description of slope stability analysis;
 - Description of wall design methodology;
 - Drainage requirements for walls and specified aggregate backfill materials to optimize drainage;
 - Earthwork criteria for shoring/temporary construction cut slopes; and
 - A basis of design calculation package.
- The BOD report, draft drawings, and specifications will be provided draft at approximately 60 percent design level for City and Kimley-Horn review.
- GeoEngineers will address review comments and prepare a final design package. This final package will include the BOD report with attached stamped drawings. The package will include:
 - BOD Report and calculations;
 - One electronic (PDF) set of drawings capable of printing 11-inch-x17-inch; and
 - Technical specifications provided for the wall in Microsoft Word for incorporation into the project plans and specifications.

Assumptions:

- Kimley-Horn will provide surface cross-sections for the proposed wall area(s);
- A drawing sheet template will be provided by Kimley-Horn;
- Structural design of walls (e.g., concrete CIP) is not included;
- Wall layout including plan, profile and grading will be completed by Kimley-Horn;
- GeoEngineers will stamp relevant pages of the project plans, as necessary.

Task 503 – Environmental/Permitting Services

Widener & Associates, as a subconsultant to Kimley-Horn, will provide services as outlined below:

503.1 Data Collection

The Consultant in cooperation with the City will collect available documentation concerning the project activities and pertinent biological information along with cultural and historic resources. Biological information will include priority habitat and species data from the Washington State

Department of Fish and Wildlife along with rare plant and high-quality ecosystem data from WDNR. The above data along with past permit actions in the project area will provide a basis for conducting an onsite habitat survey of the project and the adjoining seabed. All habitat areas will be mapped and documented in the project base map. All Cultural and Historic resources will be documented in the SEPA checklist as well as permit coordination with WSDOT.

503.2 SEPA Checklist

The Consultant shall complete appropriate SEPA documentation including all needed studies, modeling, and analysis in accordance with the State Environmental Policy Act (RCW 43.21C) and SEPA Rules (WAC 197-11). The Consultant will coordinate with the City of Anacortes Planning Department to address comments on the SEPA Checklist and provide support for the SEPA process. The City presently anticipates a SEPA Mitigated Determination of Non Significance.

Deliverables:

- An electronic copy of the draft SEPA Checklist will be provided.
- An electronic copy of the final SEPA Checklist documentation will be provided incorporating City comments.

503.3 Wetland Delineation

The purpose of the wetland report is to identify jurisdictional wetland within the project corridors and the proposed alignment. The Consultant shall develop, implement, and complete field surveys to identify and delineate wetlands in the project area using the appropriate methods described in the Corps of Engineers Wetlands Delineation Manual (Environmental Laboratory 1987), Wetlands Research, Technical Report Y-87-1, January 1987. The Consultant shall delineate wetlands within the project area.

The Consultant shall prepare a comprehensive report that includes detailed wetland maps, documentation of survey methods, results, potential impacts from project actions, and recommendations for wetland protection and mitigation. The report also shall contain appropriate forms for wetland identification, delineation and function assessment required by the Army Corps of Engineers (USACE). The information in this report is intended for use in compliance with Section 404 of the Clean Water Act. The final report and associated documents shall be in a format acceptable to the USACE.

Delineated wetland boundaries shall be identified on the ground with flagging. The delineated wetland boundaries shall be mapped with accuracy acceptable to the USACE.

Deliverables:

- Electronic copy of a draft Wetland Delineation Report for review by City.
- Electronic copy of a draft Wetland Delineation Report, incorporating the County's comments, for submittal to USACE.
- Electronic copy of a revised draft/final Wetland Delineation Report, incorporating USACE comments.

503.4 Permits

Widener will assemble and organize all necessary environmental permits applications to a standard acceptable by the permitting agencies for the project.

Anticipated permits include the following.

1. JARPA
2. Section 404
3. Section 401
4. Shoreline Permit
5. NPDES Permit

Permit applications shall include all requested information, such as application forms, all necessary permit drawings, an attachment describing project location, project purpose and need, alternatives considered, and a summary of project impacts. The Consultant Widener shall also provide a draft transmittal letter for submittal of the application by the CITY. Draft applications, including supporting information, shall be submitted to the CITY for review and comment. Revised permit applications shall be provided to the CITY for signature and submittal to permitting agencies. The Consultant shall perform the necessary coordination to obtain the permits.

503.5 Bank Use Plan

Widener will prepare a bank use plan based on the requirement of the USACE and the WSDOE joint use guidance on bank use plans. The plan will provide the ecological justification for using the local bank.

Deliverables:

- Draft JARPA
- Final JARPA
- NDPES Application

Task 504 – Cathodic Protection Design Services

Northwest Corrosion Engineering, as a subconsultant to Kimley-Horn, will provide services as outlined below:

- Review of project specifications and drawings.
- On site soil resistance testing. This data will be used as part of the cathodic protection system design.
- Develop coating specification for the external surfaces of the steel casing. The purpose of the coating will be to reduce the surface area requiring cathodic protection. It is understood that the casing will be installed using the jack and bore method which will result in some coating loss that will be accommodated for as part of the cathodic protection system design.
- Provide specification and drawing details for the installation of a galvanic anode cathodic protection system for external corrosion protection of the steel casing.

- Provide assistance during bidding including addressing RFI's and development of project addenda.
- Submittal review and address contractor questions prior to construction.
- Provide technical support during construction, including one site visit during cathodic protection installation.

Assumptions: The coating/cathodic protection system will be designed to provide corrosion protection for a minimum of 30 years.

TASK 900. Management Reserve

A management reserve of approximately 10% of Kimley-Horn fees is included to allow for additional services not included in this scope of work that may arise over the course of the project. The management reserve tasks are not to be used unless authorized by the City in writing.

SCHEDULE

Below is an approximate schedule for the services included in this contract*:

Notice to Proceed	Late May 2024
Survey (SAM)	June – July 2024
Preliminary Design	July – September 2024
Begin Environmental Services	August 2024
City Review	October 2024
WSDOT Local Programs Review/Site Meeting	October 2024
Geotechnical Explorations/Initial Reporting	October – December 2024
60% Design	November 2024 – February 2025
City Review	March 2025
Plan-in-Hand Site Visit with City	March 2025

*Assumes City will be able to get extension from WSDOT to use bike lane striping funds past July 2025.

BUDGET SUMMARY

Kimley-Horn will perform the services in Tasks 100, 200, 300, 400, and 900 on a labor fee plus expense basis with the maximum labor fee shown below.

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.10 times cost. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, an invoice for such fees, with a ten percent (10%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

TASK 100. Project Management and Coordination	\$40,500
TASK 200. Water Main Design Services	\$163,400
TASK 300. Roadway Design Services	\$80,500
TASK 400. Stormwater Design Services	\$15,500
TASK 900. Management Reserve (Allowance – 10% of budget)	\$30,000
Kimley-Horn Labor Fee	\$329,900

TASK 500. Subconsultants	
TASK 501. SAM (Survey Subconsultant) Fee	\$84,700
TASK 502. GeoEngineers (Geotechnical Engineering Subconsultant) Fee	\$47,700
TASK 503. Widener & Associates (Environmental/Permitting Subconsultant) Fee	\$109,300
TASK 504. Northwest Corrosion (Cathodic Protection Design Services) Fee	\$17,200
Outside Services Fee	\$258,900

Expenses (mileage only – all submittals assumed to be electronic)	\$800
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TOTAL: \$589,600

EXCLUSIONS

Any other services, including but not limited to the following, are not included in this Agreement but can be added through a contract modification.

- Kimley-Horn design services past 60% Design
- Shoring design
- Dewatering design
- Record of Survey services
- Structural engineering
- Potholing for underground utilities. It is assumed the City will provide potholing.
- Community Engagement Services
- Right-of-way/Easement Acquisition. It is assumed all improvements will be within public right-of-way. If, following survey, it is determined right-of-way or easements are needed, this service can be added.
- Franchise utility relocation coordination. It is assumed the City will lead utility coordination..
- Disposal/design of contaminated soils and/or mitigation. If contaminated soils are found during Geotechnical Explorations, a contract amendment will be prepared.
- On-site wetland mitigation. It is assumed the City will be purchasing credits at an existing mitigation bank in lieu of on-site mitigation.
- Bidding and construction phase / post-design phase services
- Construction funding applications

OVERALL PROJECT ASSUMPTIONS:

- 60% Design-level Contract Documents for the water main, roadway, and storm drainage improvements will be prepared assuming the project will be bid as a single bid package.
- Boardwalk structures are not proposed.
- Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost provided in project cost estimates. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

Agreement 24-159-ENG-001 - Exhibit B - Cost Proposal Summary
City of Anacortes Refinery Water Main Replacement and Bike Lanes
April 30, 2024

DIRECT LABOR

Classification	Estimated Hours	Hourly Rate	Rounded Labor Costs
Principal/Sr. PM	202	\$270.00	\$ 54,500
Sr. Professional	284	\$255.00	\$ 72,400
Professional	444	\$220.00	\$ 97,700
Analyst	516	\$190.00	\$ 98,100
Admin Support I	24	\$165.00	\$ 4,000
Admin Support II	28	\$115.00	\$ 3,200
TOTAL KIMLEY-HORN LABOR	1,498	Total Labor	\$ 329,900

DIRECT EXPENSES

TOTAL DIRECT EXPENSES **\$ 800**

OUTSIDE SERVICES (includes 10% markup)

Survey (SAM)	\$ 84,700
Geotechnical (GeoEngineers)	\$ 47,700
Enviro/Permitting (Widener)	\$ 109,300
Cathodic Protection (Northwest Corrosion)	\$ 17,200
TOTAL OUTSIDE SERVICES	\$ 258,900

Direct Labor	\$ 329,900
Total Direct Expenses	\$ 800
Total Estimated Outside Services	\$ 258,900
TOTAL BASE COST (NOT TO EXCEED)	\$ 589,600

Additional Services Direct Labor	N/A
Additional Services Outside Services	N/A
TOTAL ADDITIONAL SERVICES COST (NTE)	\$ 0

TOTAL PROPOSAL (NTE) **\$ 589,600**

Exhibit B - Derivation of Hours
City of Anacortes Refinery Water Main Replacement and Bike Lanes
April 30, 2024

Task	Description	Principal / Sr. PM	Sr. Professional	Professional	Analyst	Admin Support I	Admin Support II	Total Hrs	Amount	Rounded Task Amount
Task 100 - Project Management and Coordination										\$40,500.00
	Kickoff Meeting	4	4					8	\$2,100.00	
	Coordination/Progress Meetings with City of Anacortes	20						20	\$5,400.00	
	Coordination Meetings with Refinery & Skagit County	20						20	\$5,400.00	
	Internal Project Meetings, Team Management and Scheduling	20	20	20				60	\$14,900.00	
	Budget Control and Invoicing	10				16		26	\$5,340.00	
	Coordination with Subconsultants	16	12					28	\$7,380.00	
								0	\$0.00	
	Task 100 Totals	90	36	20	0	16	0	162	\$40,520.00	
Task 200 - Water Main Design										\$163,400.00
Subtask 201 - Preliminary Water Main Design										
	Review Background Info	4	4	4				12	\$2,980.00	
	Prepare 30% Plan View Layout for Replacement Area	4	20	48	80			152	\$31,940.00	
	Planning Level Engineer's Opinion of Construction Costs (EOPCC) for up to 2	1	8	24	40			73	\$15,190.00	
	Prepare Technical Memo with Recommendations	1	8	24			4	37	\$8,050.00	
	Preliminary Design Memo		2	8				10	\$2,270.00	
	QA/QC 30% Design	12	8					20	\$5,280.00	
								0	\$0.00	
	Subtask 201 Totals	22	50	108	120	0	4	304	\$65,710.00	
Subtask 202 - Final Water Main Design										
	Preliminary Design Review Meeting with City	4		4				8	\$1,960.00	
	60% Design Plans	4	24	48	120			196	\$40,560.00	
	Traffic Control Plans		8		40			48	\$9,640.00	
	60% Project Specifications	2	20	54			8	84	\$18,440.00	
	60% EOPCC	2	8	20	32			62	\$13,060.00	
	60% Design Memo		4	8				12	\$2,780.00	
	QA/QC 60% Design	16	12					28	\$7,380.00	
	Site Visit/Plan-In-Hand Walkthrough with City including prep	4	4	8				16	\$3,860.00	
	Subtask 202 Totals	32	80	142	192	0	8	454	\$97,680.00	
Task 300 - Roadway Design										\$80,500.00
Subtask 301 - Preliminary Roadway Design										
	Review Background Info	2		2				4	\$980.00	
	Prepare 30% Plans	2	8	16	32			58	\$12,180.00	
	Planning Level EOPCC	2	4	12				18	\$4,200.00	
	Preliminary Design Review Meeting with City	4						4	\$1,080.00	
	QA/QC 30% Design	6						6	\$1,620.00	
	Subtask 301 Totals	16	12	30	32	0	0	90	\$20,060.00	
Subtask 302 - Final Roadway Design										
	60% Design Plans (Road and Storm)	8	24	60	80			172	\$36,680.00	
	60% Project Specifications	2	8	20				30	\$6,980.00	
	60% EOPCC	2	8	24				34	\$7,860.00	
	60% Design Memo		2					2	\$510.00	
	QA/QC 60% Design	8						8	\$2,160.00	
	Site Visit/Plan-In-Hand Walkthrough with City including prep	4						4	\$1,080.00	
	Subtask 302 Totals	24	42	104	80	0	0	250	\$55,270.00	
Subtask 303 - WSDOT Local Programs Coordination Support										
	Agency Coordination Meetings	6	8					14	\$3,660.00	
	Agency Review Coordination		2		4		2	8	\$1,500.00	
	Subtask 303 Totals	6	10	0	4	0	2	22	\$5,160.00	

Exhibit B - Derivation of Hours
City of Anacortes Refinery Water Main Replacement and Bike Lanes
April 30, 2024

Task	Description	Principal / Sr. PM	Sr. Professional	Professional	Analyst	Admin Support I	Admin Support II	Total Hrs	Amount	Rounded Task Amount
Task 400 - Stormwater Design and Analysis										\$15,500.00
	Draft Stormwater Report/SWPPP		30		40		2	72	\$15,480.00	
	Task 400 Totals	0	30	0	40	0	2	72	\$15,480.00	
Task 900 - Management Reserve (Allowance)										\$30,000.00
	Additional Items of Requested Work Not Included in Other Tasks	12	24	40	48	8	12	144	\$29,980.00	
									\$0.00	
	Task 900 Totals	12	24	40	48	8	12	144	\$29,980.00	
	TOTALS	202	284	444	516	24	28	1498	\$329,860.00	\$329,900.00

Classification	Principal / Sr. PM	Sr. Professional	Professional	Analyst	Admin Support I	Admin Support II
Rate	\$ 270.00	\$ 255.00	\$ 220.00	\$ 190.00	\$ 165.00	\$ 115.00

Exhibit B - Estimated Direct Expenses
City of Anacortes Refinery Water Main Replacement and Bike Lanes
April 30, 2024

(Costs Rounded to the Nearest \$1.00)

MILEAGE			
<u>Location</u>	<u>No. of Trips</u>	<u>Miles</u>	<u>Total Miles</u>
Meeting/Site Visit	10	120	1200
			0
Total Estimated Miles			1200
Total Cost at \$ 0.66 per mile			\$ 792
REPRODUCTIONS			
<u>Type</u>	<u>Amount</u>	<u>Unit Cost</u>	<u>Total Cost</u>
Plotting and sheet preparation	0	\$ 10.00	\$ 0
Photocopy (8 1/2" x 11")	0	\$ 0.05	\$ 0
Photocopy (11" x 17")	0	\$ 0.15	\$ 0
Displays (24" x 36")	0	\$ 80.00	\$ 0
Mylars	0	\$ 14.00	\$ 0
Total Estimated Reproductions			\$ 0
TOTAL ESTIMATED DIRECT EXPENSES			\$ 792



City Council Agenda Bill

Meeting Date: May 28, 2024 **Agenda Item:** 7.d.

Agenda Item Title: Resolution 3156: Public Participation Plan for 2025 Comprehensive Plan Update

Staff Contact(s): John Coleman

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
GREG FRANCIOCH	Resolution
John Coleman	

Item Summary: The City of Anacortes is conducting a required periodic update of its Comprehensive Plan. The Anacortes Comprehensive Plan is a broad statement of the community's values and vision for its future, directing the orderly and coordinated physical development of the City for the next 20 years. A major update to the Comprehensive Plan is conducted approximately every 10 years – this update is due by December 31, 2025.

The Washington State Growth Management Act (GMA) requires the periodic update of comprehensive plans and development regulations to ensure that they are consistent with recent changes to state law, updates to countywide planning policies, and to update information such as population changes and infrastructure needs and investments. The periodic update will include a review of the city's zoning policies and urban growth area (UGA) to ensure there is sufficient capacity of land available to accommodate projected housing and employment growth over the next 20 years.

One component of the required update is that the City establish a public participation program to engage with residents, stakeholders, tribes, and state agencies early and often. This Public Participation Plan (PPP) identifies how the City will provide for early and continuous public participation in the development and amendment of the Comprehensive Plan and development regulations implementing the plan, as required by the GMA. The PPP is not adopted as part of the Comprehensive Plan, but guides the update process. The PPP is intended to be a living document, meaning that it can be amended as necessary to assure that it provides up-to-date information to guide the outreach process. However, the Department of Commerce guidance still recommends that the council review and approve the PPP, even though it is not intended to be a static document. The council requested to approve the PPP by resolution. Resolution

3156 is attached for Council approval.

Staff, with the assistance of the consulting team (MAKERS), drafted a PPP in March 2024. That draft was put on the March 27, 2024 Planning Commission meeting agenda. A public hearing was set for the PPP on April 24, 2024 in front of the Planning Commission. At the hearing, three people spoke, all in favor of the PPP. The Planning Commission recommended that the City Council approve the PPP. The draft PPP and other background information are available on the PCED Department's 2025-45 Comprehensive Plan Update web page: <https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update>.

Staff presented the PPP to Council at its May 20, 2024 meeting. Council requested several amendments to the PPP. Those amendments are shown with tracked changes in the attached PPP. A new "Visual Preliminary Schedule" was added to graphically show the information in the "Preliminary Project Schedule." The dates in the schedules were also updated to reflect the most up-to-date timing expectations.

Budget Impact:

None

Previous Action:

Recommended Motion: Make a motion to adopt Resolution 3156 approving the Public Participation Plan for the 2025-45 periodic Comprehensive Plan update.

Alternative Actions:

Attachments (listed in order presented):

1. Draft-Resolution-3156
2. CC revised Public Participation Plan (changes tracked) (5-28-24)
3. 20240528 - CC recmded - Public Participation Plan-changestracked

RESOLUTION NO. 3156

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, ADOPTING A PUBLIC PARTICIPATION PLAN FOR THE 2025 COMPREHENSIVE PLAN PERIODIC UPDATE

WHEREAS, the Washington State Growth Management Act (GMA) of 1990, Chapter 36.70A RCW, established statewide goals, guidelines and procedural requirements to guide the development and amendment of comprehensive plans; and

WHEREAS, in order to implement the goals of the GMA, the City of Anacortes adopted a 2016 Comprehensive Plan (Ordinance 2982) with appropriate public notice, involvement, and environmental review; and

WHEREAS, RCW 36.70A.130(5)(b), as amended by SHB 2296 (2024), requires the city to review and, if needed, revise the Comprehensive Plan and implementing development regulations by December 31, 2025; and

WHEREAS, RCW 36.70A.140 requires the city to “establish and broadly disseminate to the public a public participation program identifying procedures providing for early and continuous public participation in the development and amendment of comprehensive land use plans and development regulations implementing such plans”; and

WHEREAS, the Anacortes Municipal Code (AMC) Chapter 19.16 *Legislative Actions* establishes a program for early and continuous public participation in land use legislation consistent with RCW 36.70A; and

WHEREAS, the City developed a Public Participation Plan specific to the 2025 Comprehensive Plan Periodic Update process to notify the public of the approximate timing and procedures the city will use to ensure early and continuous public participation in the 2025 update process; and

WHEREAS, the Anacortes Planning Commission held a public hearing on, and recommended approval of, the proposed Public Participation Plan on April 24, 2024; and

WHEREAS, the public participation plan is intended to be a fluid document and may be adjusted over time if needed.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ANACORTES,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

The Public Participation Plan for the 2025 City of Anacortes Comprehensive Plan Periodic Update, attached hereto as Attachment A, is hereby approved.

PASSED AND APPROVED by the City Council this 28th day of May, 2024.

CITY OF ANACORTES

Matt Miller, Mayor

ATTEST:

Steve D. Hoglund, City Clerk

Approved as to Form:

Darcy Swetnam, City Attorney

Public Participation Plan for the City of Anacortes Comprehensive Plan Update

May 20, 2024

Introduction

The City of Anacortes is conducting a required periodic update of its Comprehensive Plan. The Anacortes Comprehensive Plan is a broad statement of the community's values and vision for its future, directing the orderly and coordinated physical development of the City for the next 20 years. The City's current Comprehensive Plan was completed in 2016. A major update to the Comprehensive Plan is conducted approximately every 10 years – this update is due by December 31, 2025. During this 2025 update process, the City intends to update the existing Comprehensive Plan elements and create a new Climate Element as required by the Washington State Legislature.

The Washington State Growth Management Act (GMA) requires the periodic update of comprehensive plans and development regulations to ensure that they are consistent with recent changes to state law, updates to countywide planning policies, and to update information such as population changes and infrastructure needs and investments. The periodic update will include a review of the city's zoning policies and urban growth area (UGA) to ensure there is sufficient capacity of land available to accommodate projected housing and employment growth over the next 20 years.

One component of the required update is that the City establish a public participation program to engage with residents, stakeholders, tribes, and state agencies early and often. This Public Participation Plan (PPP) identifies how the City will provide for early and continuous public participation in the development and amendment of the Comprehensive Plan and development regulations implementing the plan, as required by the GMA.

Roles and Responsibilities

The City of Anacortes is responsible for updating the Comprehensive Plan in compliance with the Growth Management Act. This responsibility includes actively inviting public input and coordinating with local, state, and regional agencies. The City has hired a consultant, MAKERS Architecture and Urban Design, to assist with the update process.

The Anacortes Planning Commission, an appointed advisory body, is required to review amendments to the Comprehensive Plan and development regulations, hold public hearings, and provide recommendations to the City Council.

The Anacortes City Council is responsible for considering the Planning Commission's recommendations and adopting the updated Comprehensive Plan and development regulations.

The Board of Skagit County Commissioners is responsible for making decisions on amendments to the county-wide planning policies and the Skagit County Comprehensive Plan, including any city-proposed changes to the Anacortes UGA boundary.

Public Participation Goals

Initial goals for community engagement for the Comprehensive Plan update include:

- Build awareness about the Comprehensive Plan, the development regulations, the process under which they are developed, adopted, and amended, and how the public can participate in the process.
- Spur a productive community conversation about Anacortes's long-term challenges and opportunities.
- Elevate the voices of communities most affected by past and current discriminatory land use and housing practices, who are vulnerable to potential impacts of plan outcomes, and/or who are historically underrepresented in planning processes. This could include, but is not limited to, youth, people of color, renters, and low-income individuals.
- Focus resources on soliciting input on elements of the update process likely to be of greatest interest/impact to the community.
- Offer engagement opportunities that are relevant to all audiences.
- Share data and community stories to increase the shared understanding of issues.

Audiences & Partners

There are multiple audiences and partners – individuals, agencies, and governments – that may participate in the Anacortes Comprehensive Plan update, and each may choose to engage in the process in different ways. The city will use the tools and actions in this public participation plan to reach and give a voice to as many of those people and organizations as possible. While outreach and engagement will focus on those who currently live, work, play or otherwise interact with Anacortes, the needs of those who *want* to live and work in the future in Anacortes will also be considered.

Participants in the update process are anticipated to include, but are not limited to:

- **Tribal governments:** Samish, Swinomish, Sauk-Suiattle, Upper Skagit
- **Members of the public:** Anacortes residents (current and future), workers, students, property owners, and business owners.
- **Non-governmental organizations:** Chamber of Commerce, service clubs, local environmental groups, Downtown Anacortes Alliance, religious institutions, Skagit Habitat for Humanity, Skagit Land Trust, Anacortes Community Health Council, Anacortes teachers and educational staff union, Boys and Girls Club of Skagit County, Anacortes Family Center, Transition Fidalgo, Skagit River System Cooperative, Evergreen Islands, Skagit Community Action, Kiwanis, Fidalgo Democrats, Skagit Republicans
- **Elected and appointed officials:** City Councilmembers, Planning Commissioners, Anacortes Housing Authority, Port of Anacortes, Island Hospital, Anacortes School District, Fidalgo Pool and Recreation District
- **Anacortes City Departments and Service Providers:** Public Works (Engineering, Operations, GIS, Water, Sewer, Stormwater), Human Resources, Parks and Recreation, Museum, Fiber, Police, Fire and Emergency Medical Services
- **Other Service Providers:** Electric, gas, cable, telecommunications providers, Skagit Transit
- **Counties/Cities/Towns:** Skagit County, Island County, La Conner, Oak Harbor
- **Washington State agencies:** Department of Ecology, Department of Commerce, Office of Financial Management, Department of Transportation (highways, aviation, ferries), Department of Fish and Wildlife, Department of Natural Resources, Department of Archaeology and Historic Preservation
- **Federal government:** Naval Air Station Whidbey, U.S. Coast Guard, Army Corps of Engineers, Federal Aviation Administration, National Parks Service

Comprehensive Plan Amendment Requests

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Student and Teacher Outreach

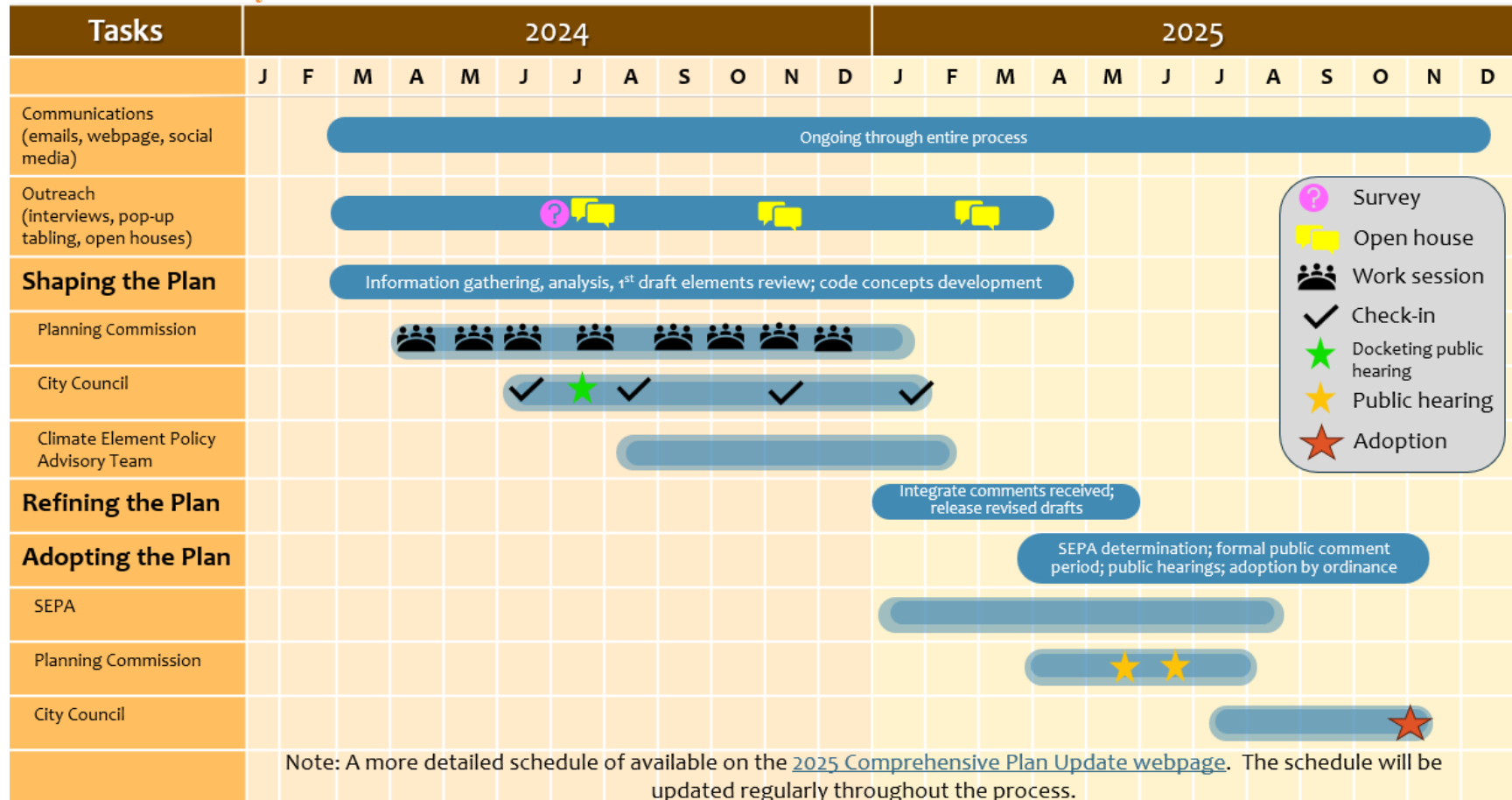
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Refining the Plan	
<u>2nd Draft Comprehensive Plan Element Review</u>	January—March <u>Winter 2024/2025 - Spring 2025</u>
Planning Commission meetings/ work sessions	January—March 2025
Workshop / Open House #3	January – March 2025 (<u>Specific Date TBD</u>)
Adopting the Plan	
SEPA Determination	Spring 2025
Planning Commission Public Hearings & Recommendation	Spring – Summer 2025
City Council review and adoption	Summer – Fall 2025

Visual Preliminary Schedule



Public Participation Plan for the City of Anacortes Comprehensive Plan Update

May ~~28~~²⁹, 2024

Introduction

The City of Anacortes is conducting a required periodic update of its Comprehensive Plan. The Anacortes Comprehensive Plan is a broad statement of the community's values and vision for its future, directing the orderly and coordinated physical development of the City for the next 20 years. [The City's current Comprehensive Plan was completed in 2016.](#) A major update to the Comprehensive Plan is conducted approximately every 10 years – this update is due by December 31, 2025. [During this 2025 update process, the City intends to update the existing Comprehensive Plan elements and create a new Climate Element as required by the Washington State Legislature.](#)

The Washington State Growth Management Act (GMA) requires the periodic update of comprehensive plans and development regulations to ensure that they are consistent with recent changes to state law, updates to countywide planning policies, and to update information such as population changes and infrastructure needs and investments. The periodic update will include a review of the city's zoning policies and urban growth area (UGA) to ensure there is sufficient capacity of land available to accommodate projected housing and employment growth over the next 20 years.

One component of the required update is that the City establish a public participation program to engage with residents, stakeholders, tribes, and state agencies early and often. This Public Participation Plan (PPP) identifies how the City will provide for early and continuous public participation in the development and amendment of the Comprehensive Plan and development regulations implementing the plan, as required by the GMA.

Roles and Responsibilities

The City of Anacortes is responsible for updating the Comprehensive Plan in compliance with the Growth Management Act. This responsibility includes actively inviting public input and coordinating with local, state, and regional agencies. The City has hired a consultant, MAKERS Architecture and Urban Design, to assist with the update process.

The Anacortes Planning Commission, an appointed advisory body, is required to review amendments to the Comprehensive Plan and development regulations, hold public hearings, and provide recommendations to the City Council.

The Anacortes City Council is responsible for considering the Planning Commission's recommendations and adopting the updated Comprehensive Plan and development regulations.

The Board of Skagit County Commissioners is responsible for making decisions on amendments to the county-wide planning policies and the Skagit County Comprehensive Plan, including any city-proposed changes to the Anacortes UGA boundary.

Public Participation Goals

Initial goals for community engagement for the Comprehensive Plan update include:

- Build awareness about the Comprehensive Plan, the development regulations, the process under which they are developed, adopted, and amended, and how the public can participate in the process.
- Spur a productive community conversation about Anacortes’s long-term challenges and opportunities.
- Elevate the voices of communities most affected by past and current discriminatory land use and housing practices, who are vulnerable to potential impacts of plan outcomes, and/or who are historically underrepresented in planning processes. This could include, but is not limited to, youth, people of color, renters, and low-income individuals.
- Focus resources on soliciting input on elements of the update process likely to be of greatest interest/impact to the community.
- Offer engagement opportunities that are relevant to all audiences.
- Share data and community stories to increase the shared understanding of issues.

Audiences & Partners

There are multiple audiences and partners – individuals, agencies, and governments – that may participate in the Anacortes Comprehensive Plan update, and each may choose to engage in the process in different ways. The city will use the tools and actions in this public participation plan to reach and give a voice to as many of those people and organizations as possible. While outreach and engagement will focus on those who currently live, work, play or otherwise interact with Anacortes, the needs of those who *want to* live and work in the future in Anacortes will also be considered.

Participants in the update process are anticipated to include, but are not limited to:

- **Tribal governments:** Samish, Swinomish, Sauk-Suiattle, Upper Skagit
- **Members of the public:** Anacortes residents (current and future), workers, students, property owners, and business owners.
- **Non-governmental organizations:** Chamber of Commerce, service clubs, local environmental groups, Downtown Anacortes Alliance, religious institutions, Skagit Habitat for Humanity, Skagit Land Trust, Anacortes Community Health Council, Anacortes teachers and educational staff union, Boys and Girls Club of Skagit County, Anacortes Family Center, Transition Fidalgo, Skagit River System Cooperative, Evergreen Islands, Skagit Community Action, Kiwanis, Fidalgo Democrats, Skagit Republicans
- **Elected and appointed officials:** City Councilmembers, Planning Commissioners, Anacortes Housing Authority, Port of Anacortes, Island Hospital, Anacortes School District, Fidalgo Pool and Recreation District
- **Anacortes City Departments and Service Providers:** Public Works (Engineering, Operations, GIS, Water, Sewer, Stormwater), Human Resources, Parks and Recreation, Museum, Fiber, Police, Fire and Emergency Medical Services
- **Other Service Providers:** Electric, gas, cable, telecommunications providers, Skagit Transit
- **Counties/Cities/Towns:** Skagit County, Island County, La Conner, Oak Harbor
- **Washington State agencies:** Department of Ecology, Department of Commerce, Office of Financial Management, Department of Transportation (highways, aviation, ferries), Department of Fish and Wildlife, Department of Natural Resources, Department of Archaeology and Historic Preservation
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