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

November 3, 2025
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Public Works Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of October 27, 2025 (Action)
 - b. Approval of claims in the amount of \$409,402.13 (Action)
 - c. Special Event Application: First Responder Gala (Action)
 - d. Special Event Application: Elves Night Out (Action)
6. **Other Business**
 - a. * 2025 Development Regulation Amendments for Periodic Update— Planning Commission Recommendation (Discussion)
 - b. Contract Award: Municipal Fiber Network Coordinated Services #26-011-FBR-001 (Discussion/Action)
 - c. Interlocal Agreement #25-275-LIB-001 with Skagit County for 2025 Library Materials Funding (Discussion/Action)
 - d. 2026 Budget Work Session - Governmental Funds (Discussion)
 - e. Resolution 3188: City Council Procedures (Discussion/Possible Action)
7. **Adjournment**

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.



Anacortes City Council

Municipal Building Council Chambers
904 Sixth Street

November 3, 2025
6:00 p.m.

PUBLIC COMMENT SIGN IN SHEET

Per Resolution 3141, citizens wishing to comment on items not on the agenda may do so on any matter specifically pertaining to the City of Anacortes under the Public Comment portion of the agenda. Citizens wishing to comment on agenda items indicated with an asterisk (*) may do so as those items are considered by Council during the course of the meeting. Citizens wishing to speak will please sign in at the back of the Council Chambers prior to the start of the meeting. The Mayor may limit comments to those who have signed in and may limit the time allotted to each speaker to facilitate the orderly progress of the meeting. These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising his or her right to free speech.

Please print your name legibly so we can recognize you correctly in the minutes. Thank you!

Name	Topic
DAVID JOLLY	OAKES AVE CURVE
JANEAN JOLLY	" "
SHAWNA KITZAN	" "
SHERRY CHANEY	" "
DAVID JOLLY	" "
Visula Edelman	DAVID JOLLY
DAVID JOLLY	DAVID JOLLY
DONIS CHARLES	PW BUDGET / ERR ZERO
DAVID JOLLY	OUT IMPACT
" "	COMMENT ON 6b.

7 ACTV

DISMISSIVE AND CONSIDERATION

Continue on back of sheet as needed

Anacortes City Council Minutes - October 27, 2025

Call to Order

Mayor Matt Miller called to order the October 27, 2025, Anacortes City Council meeting at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present. Councilmember Anthony Young participated in the meeting remotely via Zoom.

Closed Session

Collective Bargaining topics per RCW 42.30.140(4)(b) (30 minutes)

At approximately 6:00 pm, Mayor Miller announced that the Council would enter a closed session pursuant to RCW 42.30.140(4)(b) regarding collective bargaining topics. The closed session lasted 50 minutes and no action was taken.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller announced that Skagit County will hold a public hearing on the 0.1% proposed sales tax increase for public safety on Tuesday, October 28th at 3:30 pm in the Commissioners Hearing Room, that the Downtown Trick-or-Treat would take place on Friday, October 31st, from 4-6 pm between 3rd and 10th Streets on Commercial Avenue, and that daylight savings ends on Sunday, November 2nd with clocks being set back one hour.

Fiber Committee

Mr. Walters reported from the Fiber Committee meeting held October 23rd. The topics discussed included SummitX recommencing backbone construction in November with an expected completion date in the first quarter of 2026 and project invoices expected to be received in 2026, an update on the fiber installation calendar, and an interlocal agreement with the Samish Indian Nation for fiber along Fidalgo Bay Road that will be funded by a grant and allow the city to provide service to customers in the area without paying for the network buildout in that area. Mr. Walters also reported that he toured the fiber network room at the library earlier today.

Finance Committee

Ms. Moulton reported from the Finance Committee meeting held October 23rd. The topics discussed included the 2026 operating budget, which the council would consider in greater detail later on in tonight's agenda.

Planning Committee

Ms. Cleland-McGrath reported from the Planning Committee meeting held earlier in the evening. The topics discussed included the cold weather shelter contract in partnership with the Salvation Army that will be funded at \$12k over the winter 2025 and 2026 seasons, and the Planning Commission approval of development regulations for council consideration.

Mr. Fantini congratulated Ms. Cleland-McGrath for bringing back the Halloween Carnival at Fidalgo Elementary School over the past weekend. Ms. Cleland-McGrath thanked Mr. Fantini for being the emcee for the event and Police Officer Brent Lindquist and Fire Chief Bill Harris for volunteering as mummy wrap participants.

Ms. Moulton mentioned the successful Haunted Forest over the past weekend, thanking staff and volunteers for their efforts.

Mayor's Budget Message

Mayor Miller delivered his budget message for the 2026 operating budget, a copy of which was added to the packet materials for the meeting.

Public Comment

Mayor Miller invited the public to comment on any item not on the agenda. No one present wished to address the Council on any topic not already on the agenda.

Consent Agenda

Ms. Moulton removed Item 6.d., Contract Award: Social Worker Agreement #26-007-APD-001 (Action), from the Consent Agenda.

Ms. Moulton moved, seconded by Mr. McDougall, to approve Consent Agenda items 6.a. through 6.c. The motion carried unanimously by voice vote.

a. Minutes of October 20, 2025

b. Minutes of North Star Special Joint Meeting September 30, 2025

c. Approval of claims in the amount of \$365,999.26

The following vouchers/checks were approved for payment:

EFT numbers: 113877 through 113905, total \$166,135.95

Check numbers: 113906 through 113921, total \$190,680.78

Wire transfer numbers: 378122 through 378572, total \$9,182.53

Contract Award: Social Worker Agreement #26-007-APD-001

Police Chief Dave Floyd and Finance Director Steve Hoglund responded to council questions regarding the proposed Social Worker Agreement #26-007-APD-001 with the Anacortes Family Center.

Discussion topics included:

- The position is currently funded at \$60,000 through the professional services line item in the Police Department budget under general revenues.
- The proposal for the new contract would be to shift the funding source to opioid settlement funds.
- Due to multiple demands for opioid settlement funds for different programs throughout the city, the issue of which programs receive how much of those funds should be discussed further in a council work session.
 - Budget consideration will include discussion of how opioid funds are distributed, so no need for an additional session.
- The current contract expires December 31, 2025.
- Defer consideration of the contract until after budget deliberations are complete.
- Have opioid funds broken out in a separate budget book section.

Without objection, the contract was tabled for consideration on a later date.

Other Business

Interlocal Agreement #26-005-APD-001 with Skagit County for Vessel Registration Fees

Chief Floyd introduced interlocal agreement #26-005-APD-001 with Skagit County for vessel registration fees that would support marine patrol and boating safety programs and detailed that the Anacortes Police Department received \$14,000 this year and a one-time bonus grant of \$10,000 from the Washington State Parks and Recreation and that allocation of boat registration fees collected by the state would be funded to the city at a rate of 30% by Skagit County for a boating safety program. He added that the department had officers operating

the new boat during the recent boating season and that several officers are scheduled for training in 2026. He estimated that APD would receive \$15k each from the State Parks grant and vessel registration for 2026, and that the funding is restricted to being used for boating safety programs.

Discussion topics included:

- Expanding into a mission area that is not fully funded in accordance with the [Washington Administrative Code \(WAC\) 352-65-040](#).
- Move cautiously on the program due to current fiscal challenges.
- \$30k is the expected annual funding amount from the state that would be disbursed towards the end of the year.
- State Parks funding is fairly stable, and vessel registration fees will continue to be disbursed. Adequate funding for the marine safety program.
- If the grant is not accepted, can the boat be used?
 - Targeted use during high maritime activity periods.
 - Use of funds for drug interdiction for the program.
- Federal funding is on hold due to the government shutdown, but the grant application is in for the next cycle.
- Is this capability at the expense of an officer being assigned to the Anacortes Community Forest Lands (ACFL)?
 - An officer was assigned in 2024, but not in 2025 due to staffing requirements, with newly hired officers being in training. An officer is planned to be assigned to the ACFL in 2026.
- Police boat mission areas.
 - Response boat versus a patrol boat.
 - Monitoring boat operators for possible impairment due to drug and alcohol use.
 - Narcotics interdiction.
 - Assisting distressed boaters.
- Could fund officers being out on the water without taking funds from the general fund.
- Produce a summary of what is proposed for the boating safety program and how it meets the nine associated requirements under the WAC.
 - The department is not fully staffed due to officers being in training.
 - Adding new programs under current fiscal conditions is not necessarily desirable.
 - Targeted hours based on agency size can be met.

Without objection, the proposed interlocal agreement was tabled for a future meeting.

Interlocal #IL265 Amendment #2 with Anacortes School District 103 for the School Resource Officer Program

Chief Floyd introduced amendment #2 to interlocal agreement #IL265 with Anacortes School District 103 for the School Resource Officer program. He mentioned that the School District had previously asked the Public Safety Committee that the School Resource Officer remain for half of the allotted time due to lack of funding in the School District's budget. He outlined reasons that the School Resource Officer should be posted full-time due to the ability to interact with students who are facing challenges at school or at home, citing support from the School District. He added that the funding arrangement would be from opioid funds for the 2025–2026 school year only. Mr. Hoglund responded to council questions on funding for the interlocal agreement.

Discussion topics included:

- Makes sense as a shared expense with the School District.
 - Not able to continue the arrangement indefinitely.

- Find alternative revenue sources in the succeeding years.
- Clarity on funding source(s). Will it be Proposition 1 funds or opioid funds?
 - Exact funding source(s) will be fleshed out in the council budget process.
- Program saves lives and money in the long run.
- The School District must take a hard look at its own funding to make the program work beyond next year.
- The budget is a balanced budget, not \$9 million short.
- The total cost of the School Resource Officer is approximately \$160k annually, depending on contractual salary increases and benefits.

Amanda Hubik moved, seconded by Bruce McDougall, to authorize the mayor to execute amendment #2 to interlocal agreement IL265 with the Anacortes School District 103 for the School Resource Officer Program. Vote: Ayes - Carolyn Moulton, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None. Result: Passed

Interlocal Agreement 25-270-APD-001 with Washington Traffic Safety Commission for Traffic Safety Grant

Chief Floyd introduced interlocal agreement #25-270-APD-001 with the Washington Traffic Safety Commission, which allows for funding of overtime costs associated with large events in the city where increased traffic safety patrols are necessary.

Bruce McDougall moved, seconded by Amanda Hubik, to authorize the mayor to execute interlocal agreement #25-270-APD-001 with the Washington Traffic Safety Commission for traffic safety.

Vote: Ayes - Carolyn Moulton, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None. Result: Passed

Contract Modification: South Commercial Avenue Corridor Phase II - 13th to 34th Streets – Design #19-097-TRN-001

Public Works Director Andrew Rheume introduced the proposed contract modification for the South Commercial Avenue (13th to 34th Streets) Phase II design with Osborn Consulting, Inc. He outlined updated requirements for crosswalk signal buttons and wiring that will be installed at the intersections of Commercial Avenue with 17th Street, 22nd Street, and 32nd Street to comply with requirements under the Americans with Disabilities Act. The redesign for these new requirements will cost an additional \$133k.

Discussion topics included:

- The new request from Washington State Department of Transportation (WSDOT) did not come with more funding from the state.
- It does change the channelization plan.
- Short on funding for the overall project.
- Checked veracity of cost increase with other on-call transportation consultants.
- The cost of construction is unknown.
- A phased approach to the project.
- Work has not yet been done by Osborn.
- Breaking up the project into two phases - 13th Street to 23rd Street and 24th Street to 34th Street.
 - Mobilization cost is usually 10%, but would be paid twice.
- Real Estate Excise Tax (REET) is a revenue source for the project.
- The project cost impact will not be known until the design is complete.
- Not funded by the general fund.
- The project could benefit sales tax revenues with future development after improvements.

- How long does WSDOT approval last? — No expiration, but could be adjusted if a block is redeveloped.
- Transportation Benefit District (TBD) funds versus REET as a funding source.
 - Use TBD funds for this portion of the project, as it is more restrictive.
 - TBD funds could be spent on salaries and benefits related to road maintenance.
- The utility tax portion of the project funding comes from solid waste funds from large truck impacts on the road.
 - Utility tax money is not restricted by statute, but by policy.

TJ Fantini moved, seconded by Ryan Walters, to authorize the mayor to sign the modification to the design contract #19-097-TRN-001 with Osborn Consulting for the South Commercial Avenue Corridor Phase II (13th to 34th Streets).

Vote: Ayes - Carolyn Moulton, Anthony Young, Ryan Walters, Christine Cleland-McGrath, Bruce McDougall, Amanda Hubik, TJ Fantini. Nays - None. Abstentions - None. Result: Passed

2026 Budget Work Session - Public Works

Finance Director Steve Hoglund and Finance Manager Rhonda Peck introduced the 2026 operating budget for Public Works, referring to a slide presentation that was added to the packet materials for the meeting. Public Works representatives present included Director Andrew Rheume, Water System Manager Terry Nemeth, Wastewater Treatment Plant Manager Brian Walker, City Engineer Logan Lee, Administrative Assistant Sidney Neel, Stormwater Manager Aaron Esterholt, and Operations Manager WiL Ludemann.

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

Discussion topics included:

- Property tax revenue does not keep pace with inflation.
- The solution is to change the law to raise the 1% property tax increase limit or look to other revenue sources such as sales, utility, or business and occupation taxes.
- Problems will persist unless new revenue streams are found.

Streets and Arterial Construction

Transportation CFP-2026

- Utility tax as a general revenue funding source.
- The CFP is a fully funded view that does not include funding reductions.
 - The council must have input on CFP priorities.
 - 2026 requested view + 2026 actual allocation.
 - Narrative where each project stands regarding funding status.

ERR, Operations, Sanitation and Facilities

Vehicles & Equipment

- How is insurance being cut by 23%?
 - Allocated year to year based on prior year claims history

Facilities CFP - 2026

- \$430k rate/user fees for project — for Operations Repair Projects and Equipment Heated Storage.
- Utility portion is \$350k and REET portion is \$150K

Stormwater Administration

- Professional services shifted to design for the outfall pipe on the 17th Street building and heavy haul route sinkhole repair.
- How are stormwater reviews funded?
 - Not charged with their first two reviews.
 - Possibly update the unified fee schedule to include fees for stormwater reviews.

Storm

Storm CFP - 2026

- Which storm project will take priority (heavy haul route sinkhole or 17th Street outfall)?
 - The aspirational CFP is based on staff capacity; the funding outlook was not known.
 - Projects are not grant eligible.

Wastewater / Sewer

Engineering

- Interfund for utility vehicles and sewer pump generators.
- Overhead accruals for other city department services (Finance, Legal, etc.)

Sewage Collection

- No capital projects for 2026

Water Systems

Water Treatment Plant

- The Puget Sound Energy rate increase was unexpected and not negotiable.
 - Increases occurred in January and February 2025.

Resolution 3188: City Council Procedures

Mayor Miller tabled without objection consideration of Resolution 3188: City Council Procedures to a future meeting.

Adjournment

There being no further business, at approximately 9:25 pm the Anacortes City Council meeting of October 27, 2025, 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 November 3, 2025 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
378781	8/7/2025	1200746778	HDR ENGINEERING, INC	GENERAL SEWER PLAN - 6/29/25 - 7/26/25	\$ 5,460.82	dwwtp
378748	9/2/2025	1200752591	HDR ENGINEERING, INC	COMBINED SEWER OVERFLOW PUMP STATION DESIGN - 7/27/25 - 8/23/25	\$ 1,220.39	pw1
378615	9/30/2025	33631772	KIMLEY-HORN AND ASSOCIATES, IN	ON-CALL TRANSPORTATION ENGINEERING SERVICES - SEPTEMBER 2025	\$ 16,111.77	pw1
378783	10/1/2025	1538-1025	DXTEL LLC	BROADBAND MKTG LIBRARY - OCT 2025	\$ 895.00	fiber
378753	10/1/2025	25-DFP-COA-02	FIRST FORTY FEET LLC	DOWNTOWN STREETSCAPES PLAN - SEPTEMBER 2025	\$ 16,073.22	pw1
378760	10/1/2025	INV-251001-0073875	CENTER FOR INTERNET SECURITY	MS-ISAC SINGLE ORGANIZATION CYBERSECURITY MEMBERSHIP	\$ 1,995.00	infosys
378719	10/5/2025	61371	SKAGIT PUBLISHING LLC	PUBLISH SVH-680293	\$ 64.56	pw1
378573	10/6/2025	3974	DISCOUNT FENCE	WTP GIBRALTAR PUMP STATION FENCE EXTENSION	\$ 5,647.20	dwtp
378720	10/8/2025	61476	SKAGIT PUBLISHING LLC	PUBLISH AA-680477	\$ 113.68	plan
378721	10/8/2025	61477	SKAGIT PUBLISHING LLC	PUBLISH AA-680989	\$ 133.98	plan
378722	10/8/2025	61478	SKAGIT PUBLISHING LLC	PUBLISH SVH-681691	\$ 69.94	pw1
378759	10/9/2025	321863	DOORMAN COMMERCIAL, LLC	SENIOR CENTER AUTOMATIC DOOR REPAIR	\$ 489.60	pw1
378724	10/9/2025	3375	SKAGIT DOMESTIC VIOLENCE &	DVSAS SERVICES; JULY-SEPT 2025	\$ 2,292.58	finance
378583	10/10/2025	8498 30 030 0111230	COMCAST	WTP 14489 RIVER BEND RD. - 10/19- 1/18/25	\$ 144.34	dwtp
378257	10/12/2025	WAANA163501	FASTENAL COMPANY	MAINTENANCE - BIN RESTOCK	\$ 217.82	dwwtp
378778	10/13/2025	154 700 0000 9	CASCADE NATURAL GAS CORP.	LIBRARY 9/11-10/10/25	\$ 397.16	publib
378777	10/13/2025	9350603636	GRAYBAR ELECTRIC COMPANY, INC	POWER CORD FOR FUSION SPLICER	\$ 24.81	fiber
378782	10/15/2025	0001881	CITY OF BURLINGTON	DARK FIBER & RACK SPACE, OCT 2025	\$ 487.18	fiber
378619	10/15/2025	1500002097	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT FINISHED 2025-10-06	\$ 22.00	dwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
378754	10/15/2025	36071	TRANSPO GROUP USA, INC.	TRANSPORTATION ELEMENT OF THE 2025 COMPREHENSIVE PLAN - THROUGH 9/30/25	\$ 7,479.75	pw1
378725	10/15/2025	980182-981867	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE BALANCE FROM INVOICE 980182 - HAZARDOUS TAX	\$ 51.18	dwtpt
378574	10/15/2025	WAANA164603	FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$ 30.16	dwwtpt
378776	10/16/2025	20635	FIBERONE, LLC	INDOOR / OUTDOOR FIBER CABLES	\$ 1,154.26	fiber
378579	10/18/2025	340549	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR STORM DEPT	\$ 509.03	dshop
378578	10/18/2025	340550	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR WATER MAINTENANCE	\$ 296.26	wdist
378964	10/19/2025	287334328849X0927202	AT&T MOBILITY, LLC	City Cell Phones 9/20-10/19/25	\$ 4,753.58	finance
378963	10/19/2025	287334328875X1027202	AT&T MOBILITY, LLC	CITY CELL PHONES 9/20-10/19/25	\$ 7,779.49	finance
378723	10/19/2025	61691	SKAGIT PUBLISHING LLC	PUBLISH SVH-683419	\$ 69.94	pw1
378740	10/20/2025	0002515839	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 106.47	medic
378775	10/20/2025	2025Q3-24	SKAGIT COUNTY INFORMATION	SKAGIT COUNTY CENTRAL SERVICES 2025 QTR 3	\$ 38,328.11	apd
378767	10/20/2025	6002758445	ENDRESS + HAUSER, INC	MAINTENANCE SUPPLIES - PUMP STATION	\$ 1,768.85	dwwtpt
378756	10/20/2025	8513	ALLSTAR HYDROSEEDING, INC	ACE OF HEARTS DOG PARK STORMWATER POND HYDROSEEDING	\$ 3,264.00	pw1
378732	10/21/2025	0346006-IN	NELSON-REISNER DISTRIBUTOR INC	NEW GENERATOR - POINTE BOOSTER STATION 4155 SAN JUAN BLVD	\$ 2,102.30	wdist
378771	10/21/2025	1100001301	EUROFINS ENVIRONMENT TESTING	LAB TESTING - EFFLUENT MONTHLY	\$ 108.57	dwwtpt
378738	10/21/2025	387336A	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 531.93	pwfac
378737	10/21/2025	387921	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 1,073.66	pwfac
378773	10/21/2025	5298573103	CINTAS CORPORATION	FIRST AID SUPPLIES - VARIOUS DEPTS	\$ 552.45	hr
378788	10/21/2025	787857	DOG WASTE DEPOT	DOG WASTE BAGS FOR PARKS	\$ 7,501.60	parks1
378758	10/21/2025	B20404181	SHI INTERNATIONAL CORP.	WTP & AFD CELLULAR MODEM PURCHASE	\$ 1,217.59	infosys
378580	10/22/2025	1500001859	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT RAW 2025-09-29	\$ 70.00	dwtpt
378581	10/22/2025	1500002276	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR SOUTH 2025-10-06	\$ 110.00	dwtpt

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
378582	10/22/2025	1500002277	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR 00932 2025-10-06	\$ 44.00	dwtp
378755	10/22/2025	152099	WASTE TECHNOLOGY SERVICES, INC	WWTP WASTE COLLECTION & DISPOSAL SERVICES	\$ 2,182.20	dwwtp
378741	10/22/2025	1649417	LIFE ASSIST, INC	LARYNGOSCOPE BLADES, STYLETTES.	\$ 205.82	medic
378728	10/22/2025	978778-981866	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE BALANCE FROM INVOICE 978778 - HAZARDOUS TAX	\$ 49.92	dwtp
378727	10/22/2025	981287-981868	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE BALANCE FROM INVOICE 981287 - INCORRECT HAZARDOUS TAX RATE	\$ 7.63	dwtp
378784	10/22/2025	PS-INV113999	WHITNEY EQUIPMENT CO INC	WWTP PUMP STATION 13 REPLACEMENT PUMP PURCHASE - CABLE GRIPS	\$ 198.64	dwwtp
378614	10/22/2025	RefundBielman	BIELMAN, ELLEN	WA PARK CAMPING REFUND	\$ 40.00	parks1
378577	10/22/2025	RefundRuland	RULAND, ANTHONY	WA PARK CAMPING REFUND	\$ 5.00	parks1
378616	10/22/2025	RefundTracy	TRACY, BRIANNA	WA PARK CAMPING REFUND	\$ 90.00	parks1
378739	10/22/2025	XA116021728:01	RWC INTERNATIONAL	PART FOR VEHICLE #221	\$ 272.00	dshop
378618	10/23/2025	031-1120-01	NAIL, RICHARD	APPLIANCE REBATE - BOSCH SHX65CM5N DISHWASHER	\$ 50.00	dwtp
378621	10/23/2025	1100001332	EUROFINS ENVIRONMENT TESTING	FLUORIDE IOC - BLUE HERON 2025-09-02	\$ 35.00	dwtp
378731	10/23/2025	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE ELECTRICITY 9/10-10/10/25	\$ 465.54	dwtp
378752	10/23/2025	7444560762	CARDINAL HEALTH 110, INC.	PHARMA: FENTANYL	\$ 148.00	medic
378766	10/23/2025	982038	JCI JONES CHEMICALS INC	PLANT CHEMICALS	\$ 8,778.84	dwwtp
378762	10/23/2025	WA07-00254295	MOTION INDUSTRIES, INC	MAINTENANCE SUPPLIES - INCINERATOR	\$ 371.14	dwwtp
378761	10/23/2025	WA07-00254335	MOTION INDUSTRIES, INC	MAINTENANCE SUPPLIES - INCINERATOR	\$ 3,294.26	dwwtp
378735	10/24/2025	1237	BE ENTERPRISES LLC	PUBLIC RESTROOM MAINTENANCE 2025 LTAC FUNDS	\$ 3,575.10	plan
378730	10/24/2025	1500002514	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT RAW 2025-10-06	\$ 70.00	dwtp
378751	10/24/2025	1500002577	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT FINISHED 2025-10-13	\$ 22.00	dwtp
378750	10/24/2025	1500002584	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR NORTH 2025-10-13	\$ 154.00	dwtp
378749	10/24/2025	1838211	WALTON BEVERAGE COMPANY, INC	BREAKROOM SUPPLIES	\$ 223.00	dwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
378736	10/24/2025	2025LTAC1	FIDALGO ISLAND ROTARY	SHIPWRECK LTAC AWARD 2025	\$ 3,500.00	plan
378768	10/27/2025	11123-09-25	BERK CONSULTING, INC.	PARKS & RECREATION IMPACT FEE UPDATE - SEPTEMBER 2025	\$ 4,867.50	parks1
378772	10/27/2025	167269	SUMMIT LAW GROUP, PLLC	ANTI-HARASSMENT TRAINING - MANAGEMENT	\$ 4,002.80	hr
378742	10/27/2025	4931	SKAGIT 911	3RD QUARTER FIRE MOBILE (SPILLMAN)	\$ 8,046.14	medic
378745	10/27/2025	Q3.2025.LTAC.EA	ANACORTES CHAMBER OF COMMERCE	3RD QTR TOURISM PROMOTION FUNDS.EXPERIENCE ANACORTES	\$ 31,421.74	plan
378743	10/27/2025	Q3.2025.LTAC.VIC.	ANACORTES CHAMBER OF COMMERCE	3RD QTR TOURISM PROMOTION FUNDS VISITOR CENTER	\$ 7,500.00	plan
378769	10/27/2025	S-ORD107141	WHITNEY EQUIPMENT CO INC	MAINTENANCE SUPPLIES	\$ 564.56	dwwtp
378765	10/28/2025	2005739	LIFE ASSIST, INC	ELECTRODES, NEBULIZERS, SHEARS,	\$ 2,014.39	medic
378785	10/28/2025	2411605126	SMARTSIGHTS LLC	WTP WIN-911 PRO SUBSCRIPTION RENEWAL - 3/17/25-3/16/26	\$ 2,000.00	dwwtp
378792	10/29/2025	200012505505	PUGET SOUND ENERGY INC	WTP SETTLEMENT OF OTHER CHARGES & CREDITS	\$ 180,048.47	finance
378790	10/29/2025	2025	FRIENDS OF THE FOREST	ANNUAL ACFL GRANT	\$ 14,000.00	parks1
378786	10/29/2025	687873	SKAGIT PUBLISHING LLC	2026 DRAFT BUDGET	\$ 105.56	finance
378787	10/29/2025	687874	SKAGIT PUBLISHING LLC	PUBLIC HEARING ON PROPOSED 2026 - 2031	\$ 138.04	finance
378791	10/29/2025	RefundSigmen	SIGMEN, ERIC	REFUND OF BLD PERMIT BLD-2024-0421	\$ 190.61	finance
	Total				\$ 409,402.13	



City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 5.c.

Agenda Item Title: Special Event Application: First Responder Gala

Staff Contact(s): Stephanie Snyder

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

Stephanie Snyder
John Coleman

Motion

Item Summary: To close public parking on the north side of 5th Street, beside the Majestic, to use only for parking first responder vehicles. This closure to public parking would be on Nov. 7th, 2025 from 4:00pm to 10:00pm. This allows our first responders to react quickly by having the necessary first response vehicles ready to leave the gala and respond to any emergencies that may occur during their appreciation gala. Additionally, off-duty first responders will be able to use the City Hall parking lots for their personal vehicles during this event.

Budget Impact:

0

Previous Action:

Recommended Motion: Approve

Alternative Actions:

Attachments (listed in order presented):

1. First Responder Gala Application
2. First Responder Parking Map - parking reserved for EMS responders in case of emergency



Special Event Application Processing

Administrator reviews the application for completeness. Administrator contacts the applicant to obtain any missing information and updates the application accordingly, including a legible copy of the Indemnification Agreement if that was not provided. It is recommended that the Administrator also verify that the applicant has entered phone and email correctly! Administrator then sets the target City Council date and routes the application for review by department heads.

View Anacortes Municipal Code [Chapter 7.04, Special Events](#)

Application

Application Date *

10/20/2025

Event Name *

First Responder Appreciation Gala

Event Type

- ☒ Street Fair / Festival
- ☐ Athletic Event
- ☐ Parade
- ☐ Rally / Demonstration
- ☐ Filming
- ☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

Fidalgo Chaplaincy

Mailing Address *

2420 37th St Anacortes 98221

Event Contact Person *

Scott Peterson

Event Contact Email *

scpeterson@icloud.com

Event Contact Phone *

6263606579

Event Website

Estimated Number of Participants/Attendees *

100

Event Description *

Dinner and dance at the Majestic Inn Ballroom. To show our appreciation for our First Responders in Anacortes.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☐ Yes ☒ No

Date Event Starts *

11/7/2025

Time Event Starts *

4:00:00 PM

Date Event Ends *

11/7/2025

Time Event Ends *

10:00:00 PM

Does the event require a street closure? *

☒ Yes
☐ No

Date Street Closure Starts *

Include requested closures before and after the event hours if required for set up and tear down.

11/7/2025

Time Street Closure Starts *

4:30:00 PM

Date Street Closure Ends *

11/7/2025

Time Street Closure Ends *

9:30:00 PM

Event Location *

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

Majestic Inn Ballroom

Parking Location

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

We are looking at having parking available for First Responder vehicles on north side of 5th Street between Q and Commercial. We are also looking at parking available in the City Lots for attendees.

Event Map (optional)

Upload one or more maps of the event

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

[Document_2025-10-20_09380...](#) 1.42MB

Download the Indemnification Agreement [here](#).

Signage

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application.*

☒ Yes

Signature

Scott C Peterson

Admin Review

Council Meeting Date*

Target date for presentation to City Council; no later than 30 days prior to event

10/27/2025

Staff Review Deadline*

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

10/20/2025

Administrator comments and conditions of approval

Targeting Oct 27 council date, will do Nov 3rd as a backup council date.

Insurance Certificate

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

None

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

Police Department concerns, objections, or conditions of approval *

None

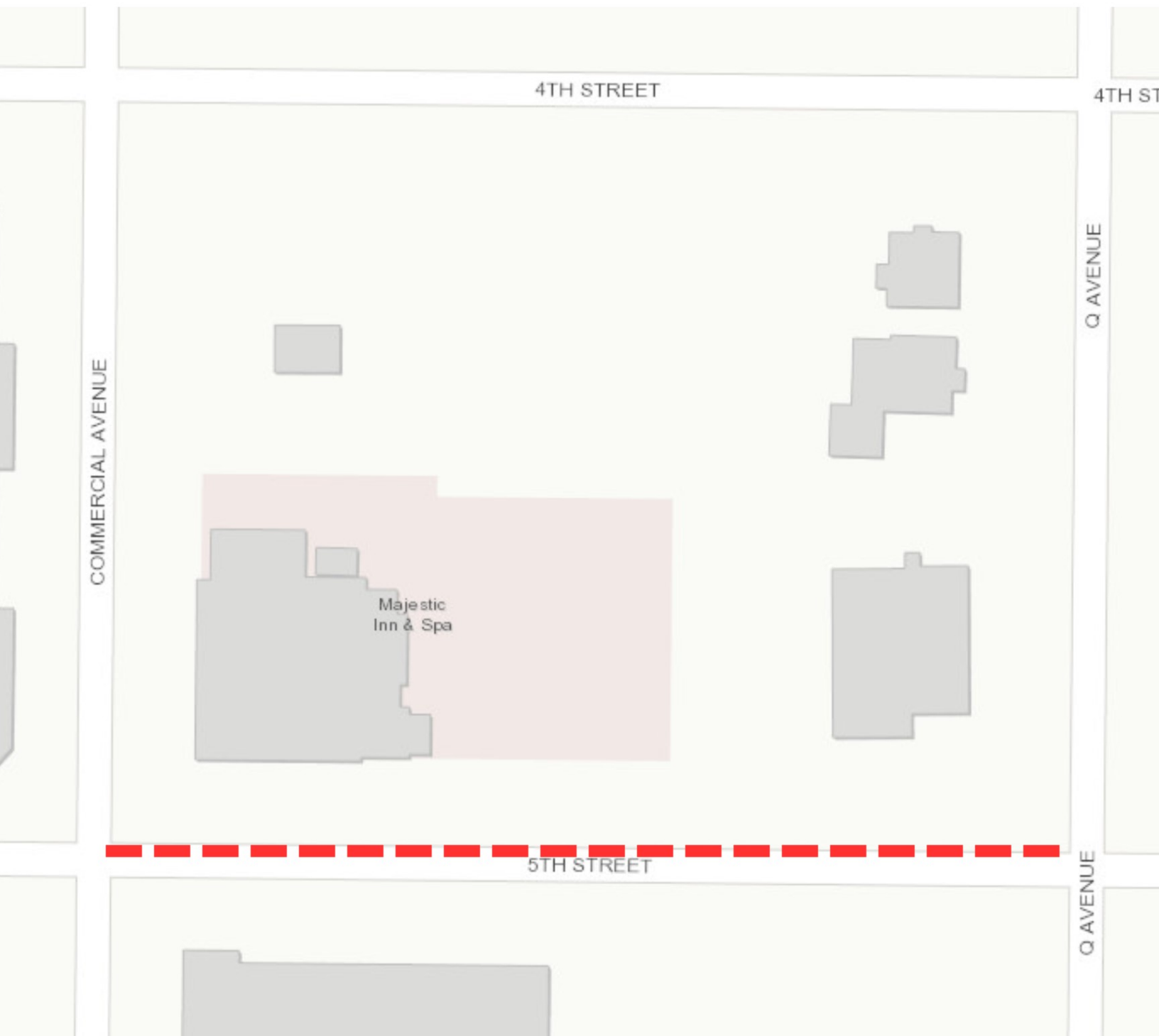
Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.





City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 5.d.

Agenda Item Title: Special Event Application: Elves Night Out

Staff Contact(s): Stephanie Snyder

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

Stephanie Snyder
John Coleman

Motion

Item Summary: Anacortes Downtown Alliance supports local downtown businesses with a shopping festival on the Saturday before Thanksgiving. This will not close any streets. Business owners are encouraged to have swag and special promotions for the event. The date and time is Nov. 22, 2025 from 4-8pm. This is a sidewalk use only for the shopping event.

Budget Impact:

0

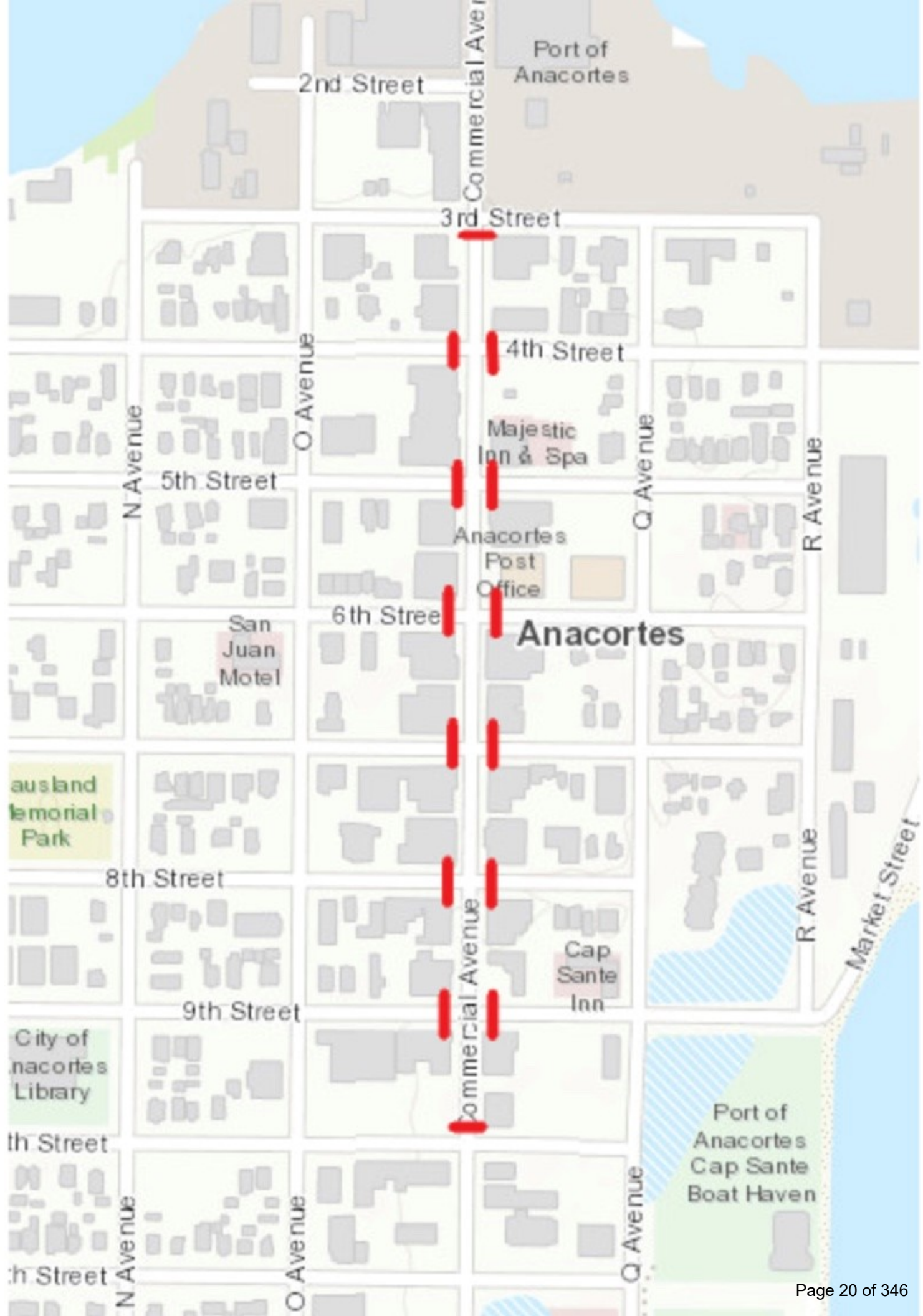
Previous Action: Approved in 2024

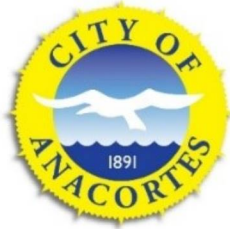
Recommended Motion: Approve

Alternative Actions:

Attachments (listed in order presented):

1. Street Fair Event Map_ Elves' Night Out 11-22-2025
2. Street Fair Application_ Elves' Night Out 11-22-2025
3. Street Fair Indemnification Agreement_ Elves' Night Out 11-22-2025
4. Anacortes COI





Special Event Application

Per AMC 7.04.040, application shall be filed not less than ninety days in advance of the date on which the event is to occur, if the event requires the closure of any highway or street, any detouring traffic, or any significant impact on city services. Other events not requiring the foregoing are to be filed not less than sixty days in advance of the proposed event. Applicants will be notified when the application is scheduled for consideration by City Council, and will again be notified when City Council either approves or denies the application. Following application approval, applicants will be provided with contact numbers for relevant city departments. Applicants are responsible for contacting individual City departments to request services for the event, such as traffic control, solid waste removal, and food service inspection.

View Anacortes Municipal Code [Chapter 7.04, Special Events](#)

Application

**Application Date ***

10/6/2025

Event Name *

Elves' Night Out

Event Type

- ☒ Street Fair / Festival
☐ Athletic Event
☐ Parade
☐ Rally / Demonstration
☐ Filming
☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

Downtown Anacortes Alliance

Mailing Address *

PO Box 703, Anacortes WA 98221

Event Contact Person *

Paele M Powell

Event Contact Email *

paele@downtownanacortes.org

Event Contact Phone *

628-284-4572

Event Website

<https://downtownanacortesalliance.org/elves-night-out/>

Estimated Number of Participants/Attendees *

500

Event Description *

Holiday festival supporting small businesses that entices local residents to visit downtown by providing gift bags, food, and a joyful atmosphere.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☒ Yes ☐ No

Date Event Starts *

11/22/2025

Time Event Starts *

4:00:00 PM

Date Event Ends *

11/22/2025

Time Event Ends *

8:00:00 PM

Does the event require a street closure? *☐ Yes☒ No**Parking Location**

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

Event Map (optional)

Upload one or more maps of the event

Trick or Treat 2025 Map.pdf

140.99KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

ElvesNightOutIndemnification2... 3.83MB

Download the Indemnification Agreement [here](#).**Signage**

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

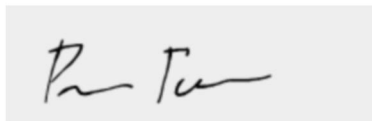
Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application. *

☒ Yes**Signature**

Admin Review**Council Meeting Date ***

Target date for presentation to City Council; no later than 30 days prior to event

10/27/2025

Staff Review Deadline *

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

10/20/2025

Administrator comments and conditions of approval**Insurance Certificate**

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review



Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

Please ensure proper insurance coverage.

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

regular police patrols

Police Department concerns, objections, or conditions of approval *

None

Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.

City Council Decision

City Council Decision *

☐ Approved ☐ Approved with conditions ☐ Denied

City Council Decision Date *

Conditions of Approval

WebClient Path

Action History (UTC-08:00)

Submit

by Anonymous User 10/6/2025 2:01:00 PM (Submit Form)

Route to Department H...

by Stephanie Snyder 10/17/2025 1:35:04 PM (Admin Review)

- The task was assigned to Stephanie Snyder 10/6/2025 2:01:01 PM

Approve

by Chris Fuller 10/20/2025 7:25:57 AM (Police Chief Review)

- The task was assigned to Chris Fuller. The due date is: October 20, 2025 5:00 PM 10/17/2025 1:35:05 PM

Approve

by Jonn Lunsford 10/20/2025 9:30:17 AM (Parks Director Review)

- The task was assigned to Jonn Lunsford. The due date is: October 20, 2025 5:00 PM
10/17/2025 1:35:05 PM

Approve

by Brandon Lowry 10/20/2025 9:55:20 AM (Public Works Review)

- The task was assigned to Wil Ludemann, Brandon Lowry, Shelly Jensen. The due date is: October 20, 2025 5:00 PM 10/17/2025 1:35:05 PM
- Brandon Lowry assigned the task to Brandon Lowry 10/20/2025 9:54:34 AM

Approve

by Bill Harris 10/20/2025 10:41:13 AM (Fire Marshall Review)

- The task was assigned to Bill Harris. The due date is: October 20, 2025 5:00 PM 10/17/2025 1:35:06 PM

Approve

by John Coleman 10/20/2025 4:36:47 PM (Building Department Review)

- The task was assigned to John Coleman. The due date is: October 20, 2025 5:00 PM
10/17/2025 1:35:06 PM

Approve with Conditions

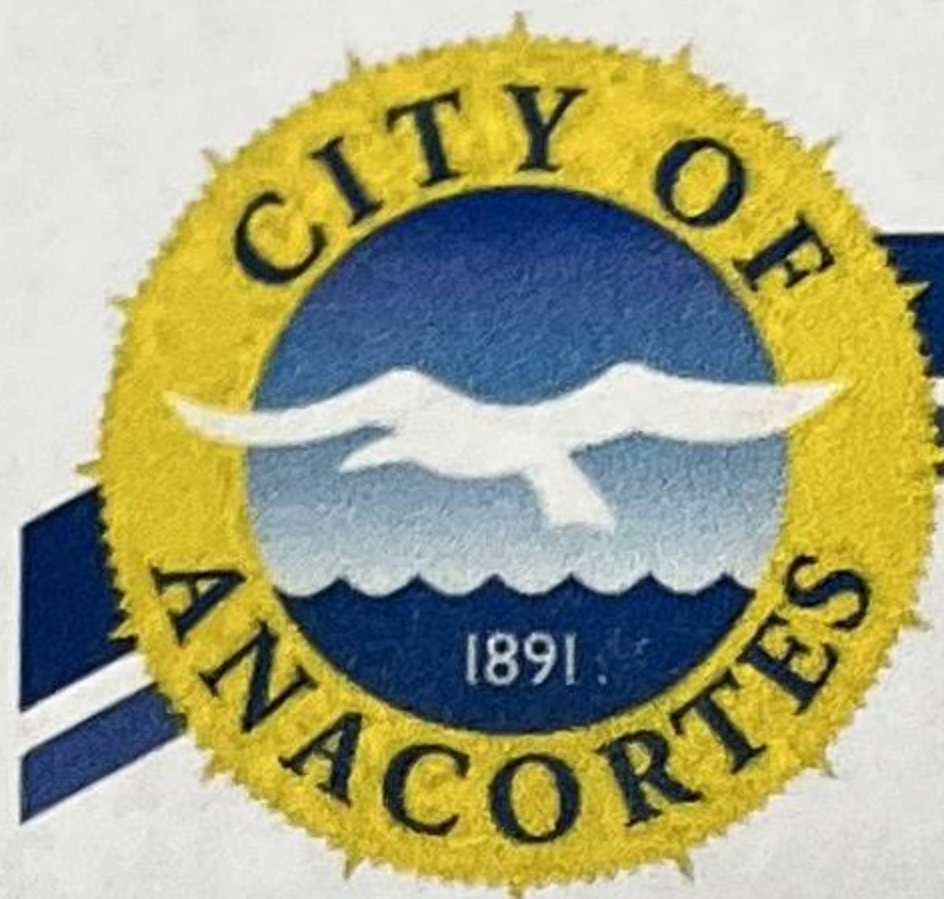
by Darcy Swetnam 10/22/2025 1:42:41 PM (Legal Review)

- The task was assigned to Darcy Swetnam. The due date is: October 20, 2025 5:00 PM
10/17/2025 1:35:05 PM
- Email was sent for reminder "Task Reminder" 10/22/2025 1:35:06 PM

Staff Review Complete

by Stephanie Snyder 10/23/2025 9:04:53 AM (Admin Monitoring)

- The task was assigned to Stephanie Snyder. The due date is: October 20, 2025 5:00 PM
10/17/2025 1:35:06 PM



SPECIAL EVENT INDEMNIFICATION AGREEMENT

The undersigned applicant, by signing below, certifies that the applicant is the authorized officer of the sponsoring organization and agrees as follows:

Pursuant to Anacortes Municipal Code Title 7.04.090, the undersigned applicant agrees to defend, indemnify and hold the City of Anacortes, its agents, employees and officers, harmless from any and all claims, injuries, suits, damages, losses, demands and judgments including the attorneys' fees and other costs of their defense, arising out of in whole or in part, the activities, omissions or appliances of the applicant, their employees, agents, volunteers or otherwise, except any claims arising from the sole negligence of the City. The applicant further agrees to comply with all provisions of pertinent laws, rules and regulations, and agrees that any failure to so comply may lead to revocation of an applicant's permit. This Indemnification Agreement constitutes substantial adequate consideration in return for the City's issuance of a special event permit.

Date: 10/6/25

PABLER POWELL - COMMUNITY OUTREACH

Name and Title - Printed

MANAGER

Name and Title - Printed

[Signature]

Signature

Signature



HISTDOW-05

JBENNETT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Maury, Donnelly & Parr, Inc. 10150 York Road, Suite 420 Cockeysville, MD 21030-3364	CONTACT NAME:		
	PHONE (A/C, No, Ext):	(410) 685-4625	FAX (A/C, No): (410) 685-3071
	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A :	LIO Insurance Company	
INSURED Historic Downtown Anacortes Association dba Downtown Anacortes Alliance PO BOX 703 Anacortes, WA 98221	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		LIO1100057887-00	8/1/2025	8/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000	X		LIO1100074263-00	9/9/2025	8/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is listed as an additional insured

CERTIFICATE HOLDER

CANCELLATION

City of Anacortes P.O. Box 547 Anacortes, WA 98221	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 6.a.

Agenda Item Title: 2025 Development Regulation Amendments for Periodic Update
— Planning Commission Recommendation

Staff Contact(s): John Coleman

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Greg Francioch	Discussion
John Coleman	

Item Summary: At the November 3, 2025 City Council meeting, staff will introduce the Draft Development Regulation Amendments associated with the 2025 Comprehensive Plan Periodic Update as recommended by the Planning Commission. On October 22, 2025, the Planning Commission recommended approval of the Draft Development Regulation Amendments with modifications. No action is requested at this time. The staff memo (dated 10/29/25) provides additional information and background.

Budget Impact:

Previous Action: The Anacortes City Council has been involved in the following previous actions related to the 2025 Comp Plan Update:

[May 28, 2024](#) - Approval of 2025 Comprehensive Plan Update Public Participation Plan ([Resolution 3156](#))

[June 10, 2024](#) - Land Capacity Analysis discussion

[July 15, 2024](#) - 2025 Comprehensive Plan Update and 2025 Docket Work Session

[July 22, 2024](#) - 2025 Comprehensive Plan Update Docket Public Hearing

[August 5, 2024](#) - Approval of [Resolution 3161](#): Establishing a Docket for the 2025 Comprehensive Plan and Development Regulations Periodic Update

[August 19, 2024](#) - Review of Planning Committee's Housing Action Plan Recommendations

[September 9, 2024](#) - [Resolution 3165](#): Establish A Climate Policy Advisory Team to Assist in the Development of a New Climate Element of the Comprehensive Plan

[September 16, 2024](#) - Draft Greenhouse Gas (GHG) Emissions Inventory Report Presentation from Makers/Parametrix

[December 2, 2024](#) - [Resolution 3172](#): A Resolution Regarding Proposed Amendments

to the Anacortes Urban Growth Area Boundary

[June 9, 2025](#) - 2025 Comprehensive Plan Periodic Update - Progress Update

[October 20, 2025](#) - 2025 Comprehensive Plan - Planning Commission Recommendation

For a complete list of all events and meetings having taken place to date regarding the 2025 Comprehensive Plan Periodic Update, please visit www.planacortes.org (click on the 'Meeting & Event Info' Tab).

Recommended Motion: None.

Alternative Actions: N/A

Attachments (listed in order presented):

1. Staff Memo (rev. 10/31/25) & Exhibits
2. Planning Commission's Recorded Motion on Development Regulation Amendments
3. 20251103-Presentation Slides



Date: October 29, 2025 (rev. 10/31/25)

To: City Council

From: Planning, Community & Economic Development Department (PCED)

Re: 2025 Comprehensive Plan & Development Regulations Periodic Update
Planning Commission's Recommendation on the Development Regulation
Amendments

Purpose

This memo is intended to inform the City Council of the Planning Commission's formal recommendation regarding the Draft 2025 Development Regulation Amendments. The Planning Commission has now completed its review and made recommendations on both the Comprehensive Plan and the development regulation amendments. Planning Commission's review and revision, if needed, of the critical areas regulations will occur in 2026. No action is requested at this time.

Background

Overview of the Comprehensive Plan & Development Regulations Update

Anacortes is currently engaged in a 10-year periodic review and update of its Comprehensive Plan and development regulations, as required by the Washington State Growth Management Act (GMA). The Comprehensive Plan is a broad statement of our community's values and vision for the future, including goals and policies to direct the orderly and coordinated physical development of the City for the next 20 years. Development regulations are specific rules that govern how land can be used and developed within the City. They must be consistent with, and help implement, the Comprehensive Plan.

Statutory Requirements

The GMA requires periodic review and updates of the Comprehensive Plan and development regulations to ensure continued compliance with the goals and requirements of the Act. GMA identifies mandatory topics that the City must review and revise (if needed) within the Comprehensive Plan and development regulations during the periodic update process. These include:

- Updated 20-year growth projections and review of the urban growth area boundary
- Consistency with recent changes in state law, including, but not limited to:
 - [HB 1220 \(2021\)](#) related to planning for and accommodating housing needs by income level and addressing racially disparate impacts; and
 - [HB 1181 \(2023\)](#) related to climate planning and environmental justice
- Internal consistency between elements
- Critical areas regulations.

2025 Docket

In addition to the mandatory topics listed above, the Anacortes City Council docketed the following topics for consideration during the 2025 Comprehensive Plan Update ([Resolution 3161](#)):

Comprehensive Plan text and map amendments

- Plan format and organizational changes
- Inclusion in the UGA of certain unincorporated city-owned parcels located adjacent to the ACFL (This UGA expansion was already approved by Skagit County; these parcels are now officially in the Anacortes UGA)
- New policies about housing, walkability, and historic preservation
- Property-owner-initiated amendments to the Comprehensive Plan Future Land Use Map

Development regulation amendments

- Development regulation amendments to streamline shoreline permit review, changes to regulations affecting the Marine Supply building block, updating street standards, changes to implement the 2023 Anacortes Housing Action Plan, permitted uses in the Industrial zone, changes to Marine Mixed Use zone regulations that apply east of Q Ave., driveway cut widths, balcony projection allowances, shared roof decks, and indoor recreation uses in the LM 1 zone.
- Unfinished 2021 Docket items

Summary of the Update Process

The City's update process began in January 2024 and must be completed by December 31, 2025. To remain in compliance with GMA, review and update of the critical areas regulations must be complete by December 31, 2026. The City is using a 2-phase public review process for the 2025 periodic update of the Comprehensive Plan and Development Regulations:

- **Phase 1** consisted of data collection and analysis, public engagement activities; release and public review of preliminary draft revisions to Comprehensive Plan goals and policies, written comment periods and Planning Commission public hearings. Phase 1 is COMPLETE.
- **Phase 2** includes State Environmental Policy Act (SEPA) review and threshold determination, release of draft proposed 2025-2045 Comprehensive Plan and development regulation amendments, written comment period, Planning Commission public hearings, deliberations, and recommendations to City Council, and City Council review and adoption. Phase 2 is IN PROCESS.
- **Phase 2a** includes review and update of the critical areas regulations, including public engagement, release of draft amendments, SEPA review & threshold determination, public comment period, Planning Commission public hearing and recommendation to City Council, and City Council review and adoption. Phase 2a is IN PROCESS. The critical areas regulations updates are not due at the end of 2025; the city has until December of 2026 to complete the updates to the critical areas regulations.

Summary of Planning Commission's Review

Timeline

The Planning Commission began reviewing discussion drafts of potential development regulation amendments in February of 2025. Based on this review and feedback, a complete draft of the proposed development regulations was published for public review and comment on September 17, 2025.

Written public comments were accepted through 3pm on October 22, 2025 and the Planning Commission held a public hearing on October 22, 2025.

Materials Reviewed

A list of key project documents (with hyperlinks) is included at the end of this report. The linked documents offer further detail and analysis to support the update process. All documents can be accessed at <https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update> or www.planacortes.org.

Planning Commission Recommendation

The Planning Commission closed the public hearing, deliberated, and voted unanimously (4-0) to recommend to City Council approval, with modifications, of the Proposed Draft 2025 Development Regulation Amendments.

The Planning Commission's Recorded Motion is included as Exhibit E to this memo. The Recorded Motion includes the Draft Proposed 2025 Development Regulation Amendments reviewed by PC (Attachment A to recommendation), the Planning Commission's recommended modifications (Attachment B to recommendation) and the Planning Commission's recommended Official Zoning Map amendments (Attachment C to recommendation).

Planning Commission's recommended modification #19

One of the Planning Commission's recommended modifications (#19 in Attachment B) concerns new draft public street standards and exception provisions in AMC 19.52.030. The Commission's recommendation states:

"#19. There should be a review and revision of the Collector Active Transportation Secondary Network Collector exception for J Ave., between 22nd St. And 29th St., to be in line with either option 1 or option 2 demonstrated in the memo from Transpo Group dated September 25, 2025, as decided by the Public Works Director."

To clarify recommended modification #19, additional background is provided below, which integrates information from the referenced memo from Transpo Group.

Background. The Draft 2025 Comprehensive Plan's Transportation Element classifies streets based on function - Principal and Minor Arterials, Collector Arterials, and Local streets. AMC 19.52 (Public Street Design) provides standards for right-of-way (ROW), sidewalks, bike lanes, and other elements for street each functional classification. New development must build frontage improvements consistent with these standards unless a modification or deferment is granted.

The Draft Transportation element also introduces an Active Transportation Network (ATN) - a citywide system of walking, biking and rolling to improve connectivity and support healthy, active lifestyles. The ATN includes the following types of routes:

- **Primary routes** are regional or community-spanning connections
- **Secondary routes** connect local destinations (schools, parks, neighborhoods)

The City's transportation consultant (Transpo Group) recommended updates to AMC Ch. 19.52 to integrate active transportation facilities appropriate to each street classification and ATN designation.

While cross-sections generally match existing roadway and right-of-way widths, certain streets require flexibility. The code provides exceptions for specific roadways, such as J Avenue between 29th and 22nd, that do not align with the standard cross-section for the specific roadway classification.

J Avenue Context. J Avenue is currently a Collector street. It is classified as a Primary route on the new ATN map due to its proximity to schools. However, it does not meet the intended collector arterial street standard, which calls for 5-foot-wide dedicated bicycle lanes. It currently provides a 36-foot roadway with a travel lane and on-street parking in each direction. Shared lane markings (“sharrows”) are used to indicate the travel lanes are shared with bicycles.

Converting J Avenue to meet the Primary ATN collector standard (with 5-foot-wide bike lanes) would require widening the roadway by 10-feet, involving costly reconstruction, possible ROW acquisition, and utility relocation – this option is considered infeasible.

The current draft exception language allows the existing configuration to remain, citing low traffic volumes, low speeds, and need to preserve on-street parking:

1) Exceptions from collector arterial standards

a) J Avenue

J Avenue between 22nd Street and 29th Street currently provides a 36-foot roadway (curb-to-curb) with one-travel lane and on-street parking in both directions. Sharrows are provided to accommodate bicycle travel. Although this Collector roadway is identified on the Primary Active Transportation Network, sharrow bicycle facilities have been determined to be appropriate for this roadway due to low traffic volumes and travel speeds and to accommodate on-street parking. The unique context of this roadway allows for an exception to the typical bicycle facility standard of 5- bike lanes for Primary Network roads. The appropriate cross section for this roadway shall align with the Secondary Network cross section shown in Figure 7.

The Planning Commission, however expressed concerns that sharrows are inadequate for a collector street serving school and recreational uses.

Transpo Group Alternatives. To improve bicycle and pedestrian safety while maintaining corridor function, Transpo Group identified two feasible alternatives:

Option 1. On-street dedicated 5-foot-wide bicycle lanes.

If alternative school pick-up /drop-off areas can be provided, on-street parking lanes could be re-striped to create a 5-foot-wide bike lanes with 2-foot buffers on both sides. Vertical reflective posts could enhance separation.

Cost: Low to moderate

Impact: High

Implementation: Future capital project

Option 2. Off-street multiuse pathway (east side)

Reconstruct the east sidewalk and planter strip into a 10-12-foot wide multiuse path, separated from the roadway, while retaining on-street parking. ADA upgrades would be required.

Cost: High

Impact: High

Funding: Eligible for WSDOT Safe Routes to School (SRTS) grants (no local match; potential application in 2026 or 2028)

Staff recommendation:

Staff recommend that City Council determine whether dedicated bicycle facilities are necessary on J Avenue between 22nd St. and 29th. If Council determines that they are not necessary, then no action is needed.

If Council determines that dedicated bicycle facilities are necessary on J Ave. between 22nd St. and 29th St., consider the options provided by Transpo Group.

If Option 1 is selected – Retain the existing exception language and note that the city may pursue a future corridor-level capital improvement project to restripe J Ave. to provide dedicated bike lanes.

If Option 2 is selected – Revise the exception language to specify construction of a multiuse path along the east side of J Ave.

Staff will be prepared to answer questions about this matter in more detail at the November 10 City Council meeting.

Exhibits

[Exhibit A: Key Project Documents and Links](#)

[Exhibit B: Project Timeline](#)

[Exhibit C: Public Engagement Efforts](#)

[Exhibit D: Summary of Comprehensive Plan Amendments](#)

[Exhibit E: Anacortes Planning Commission's Recorded Motion regarding the 2025 Development Regulation Amendments \(with Attachments\):](#)

Attachment A: Draft 2025 Development Regulation Amendments

Attachment B: Planning Commission's Recommended Modifications

Attachment C: Planning Commission's recommended Official Zoning Map amendments

Exhibit A: Key Project Documents

The documents listed and linked below provide information, analysis, and feedback used to help inform the 2025 Comprehensive Plan and Development Regulation Periodic Update process. All documents can be accessed at www.planacortes.org.

- [Resolution 3156 Establishing a Public Participation Plan](#)
- [Resolution 3161 Establishing a Docket for the 2025 Comp Plan and Development Regulations Periodic Update](#)
- [Resolution 3165 Establishing a Climate Policy Advisory Team \(Climate Team\)](#)
- [Resolution 3172 Regarding Proposed Amendments to the Anacortes Urban Growth Area](#)
- [Periodic Update Checklist for Fully-Planning Cities, WA State Department of Commerce](#)
- [2016 Plan Audit - Land Use, Housing, Economic Development Elements](#)
- [2023 Anacortes Housing Action Plan & Recommended HAP Measures memo](#)
- [Land Capacity Analysis & Adequate Provisions Analysis](#)
- [Racially Disparate Impacts Analysis](#)
- [Public Engagement Summary](#)
- [Climate Vulnerability and Risk Assessment Report](#)
- [Greenhouse Gas Emissions Inventory Report](#)
- [Written comments received to date](#)
- [Goal and Policy Revision Trackers](#) that show existing/2016 Plan goals and policies, proposed changes and reasoning, and Planning Commission comments/discussion. Direct links to each element's revision tracker are below:
 - [Land Use](#)
 - [Land Use Designations](#)
 - [Housing](#)
 - [Transportation](#)
 - [Capital Facilities](#)
 - [Utilities](#)
 - [Environment & Conservation](#)
 - [Economic Development](#)
 - [Parks, Recreation & Open Space](#)
 - [Climate](#)
- [State Environmental Policy Act \(SEPA\) – Determination of Non-significance \(DNS\) & checklist](#)
- [Draft Public Comment Summary and Responses \(Comp. Plan\) \(Draft 9/19/25\)](#)

Development regulation specific documents:

- [Draft Public Comment Summary and Responses \(Development Regulations\) \(Draft 10/17/25\)](#)

Additional project documents and resources are on the project website: www.planacortes.org.

Exhibit B: Project Timeline

The City of Anacortes and project consultant team have completed the following project tasks and milestones as of October 29, 2025. For a complete list of project-related meetings with links to agendas, documents, and videos, please visit www.planacortes.org.

Date	Action / Milestone
Jan - Feb 2024	Project Kickoff
Feb – Apr 2024	Discussions with Skagit County & cities regarding growth allocations
May 2024	Adoption of Public Participation Plan (Resolution 3156)
May – Jul 2024	Data collection and analysis for Land Capacity and Housing Needs Assessment, Transportation
Jun – Sep 2024	Public outreach – Tabling at community events & presentations to community groups
Jul – Aug 2024	City Council: Establishing the 2025 Comprehensive Plan Update Docket (Resolution 3161)
Sep 2024	City Council: Establishing a Climate Action Team to Assist with Developing a New Climate Element (Resolution 3164)
Sep – Nov 2024	Planning Commission: Review of Draft Amendments to Goals/Policies for Land Use, Housing & Transportation Elements (review at public meetings, written public comment period, and public hearing)
Dec 2024	City Council: UGA boundary amendment request to Skagit County (Resolution 3172)
Jan – Feb 2025	Planning Commission: Draft Amendments to Goals/Policies for Capital Facilities and Utilities Elements (review at public meetings, written public comment period, and public hearing) Planning Commission: Draft Amendments to Development Regulations based on Housing Action Plan Recommendations (initial review and discussion)
Mar – Apr 2025	Planning Commission: Draft Amendments to Goals/Policies for Climate and Environment & Conservation Elements (review at public meetings, written public comment period, and public hearing)
May 2025	Planning Commission: Draft Amendments to Goals/Policies for Economic Development and Parks, Recreation & Open Space Elements (review at public meetings, written public comment period, and public hearing)
Jul 2025	Full updated draft Comprehensive Plan published
Aug 2025	Planning Commission meetings and public hearing on Comp Plan
Sep 2025	Draft development regulation amendments published Planning Commission deliberations and recommendations on Comp Plan
Oct 2025	Planning Commission public hearings, deliberation & recommendations on development regulation amendments City Council review of Planning Commission recommendations; adoption process
Upcoming Schedule (Tentative)	
Nov 2025	City Council review of Planning Commission recommendations; adoption process
Dec 2025	12/31/25 - Deadline for adoption
2026	Critical Area Regulation amendments public review and adoption process – Complete by 12/31/26

Exhibit C: Public Engagement Efforts

The City Council adopted a Public Participation Plan ([Resolution 3156](#)) 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. Below is a summary of the tools used to communicate and conduct outreach as part of the City’s periodic update process. For a more detailed description of public engagement efforts and outcomes, please view the [Public Engagement Summary](#).

Communication Tools (ongoing)

Tool	Description
Webpage (www.planacortes.org)	Schedule of meetings and events, links to past meeting videos and documents, project documents available for review/comment, public comments received, and more
Subscription Email List	176 subscribers as of 10/14/25. We send alerts on a regular basis to inform subscribers about upcoming public meetings and hearings, events, comment periods, new project documents, and other project-related news.
Direct Mail	The City mailed a flyer announcing the availability of the Draft 2025-2045 Comprehensive Plan for public review and comment. The flyer was mailed to 12,343 Anacortes addresses in July 2025.
Social Media	Facebook – 780 followers as of 10/14/25 (PCED Department page)
A-Town Is Our Town Newsletter	The 2025 Comprehensive Plan has been a topic in each of these A-Town editions: 2025 Spring / Summer Issue 2024 Fall / Winter Issue 2024 Spring / Summer Issue

Outreach (ongoing)

Event	Date(s)
Community Open Houses	
Open House #1	June 5, 2024
Open House #2	October 23, 2024
Open House #3	March 20, 2025
Pop-Up Tabling at Community Events	
Waterfront Festival	June 1, 2024
Anacortes Pride Parade	June 22, 2024
Whale-of-a-Sale	June 29, 2024
Kids R Best Fest	July 13, 2024
Summer Concert Series – Seafarers’ Park	July 24, 2024
Second Sunday Jazz	August 11, 2024
Fidalgo Bay Day	August 24, 2024
Anacortes Open Streets	August 25, 2024
Anacortes Farmers Market	August 31, 2024
Climate Team Meetings	
Meeting #1	September 24, 2024
Meeting #2	November 19, 2024

Meeting #3	January 14, 2025
Meeting #4	February 27, 2025
Listening Sessions	
Marine/ Waterfront Focused	December 4, 2024
Industry Focused	February 13, 2025
Community Group Presentations	
Kiwanis Sunrisers	February 13, 2024
Fidalgo Democrats	March 12, 2024
Kiwanis Noon Club	May 16, 2024
Anacortes Chamber of Commerce - Visitor Information Center	October 29, 2024
Realtors Presentation “Anacortes Real Estate Update 2025”	March 27, 2025
Creative Arts District	May 13, 2025
Public Meetings	
29 Planning Commission public meetings /hearings	March 2024 – September 2025
11 City Council public meetings /hearings	March 2024 – September 2025

Exhibit D: Summary of Development Regulation Amendments

Below, each Division and Chapter within Anacortes Municipal Code (AMC) Title 19, Unified Development Code is presented in table format, along with a high-level summary of proposed amendments. The first and second columns of the tables include AMC code chapter numbers and names. The third column summarizes the proposed amendment(s), if any. The fourth column identifies the source or reason for each proposed amendment, such as a 2025 docket item number ([Resolution 3161](#)), [Housing Action Plan](#) strategy number, or applicable state legislation. The fifth column provides additional staff recommendations based on Planning Commission feedback and public comment received to date.

These tables have been updated since the October 1, 2025 Planning Commission special meeting.

AMC Title 19, Division 1 – General and Legislative Provisions

Division 1 contains general provisions for administration of Title 19, definitions, interpretation, adopted international codes and local amendments, and procedures for legislative actions.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
Title 19, Division 1 – General and Legislative Provisions				
19.10	General Provisions	None	N/A	
19.12	Definitions & Interpretation	Add housing-related terms, definitions, and cross-references. Delete obsolete terms and definitions.	Various	See PC Recommendation, Attachment B.
		Revise “Family” definition	HAP 2.5.1 RCW 35A.21.314 (2021)	
19.14	International Codes	None	N/A	
19.16	Legislative Actions	None	N/A	

AMC Title 19, Division 2 – Procedures

Division 2 contains the land use permit application procedures, including the type of review, decision and appeal process for each permit type. It also includes permit revision and expiration provisions, and concurrency review provisions.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
Title 19, Division 2 - Procedures				
19.20	Application Procedures	Change certain shoreline substantial development permit applications from Type 3-PC and Type 4 to Type 2 or Type 3-HE decisions	LEG-2024-17	
		Change CUPs from Type 4 to Type 3-HE decision	LEG-2024-17	
		Change Type 2 (local/inter-local facilities) essential public facilities to a Type 3-HE decision	LEG-2024-17	
		Change land divisions 10+ lots from Type 4 to Type 3-HE decision	Staff	
		Vesting provisions – remove confusing sentence for clarity.	2021 Docket	
19.22	Concurrency	May not deny proposals based on LOS failure if impacts could be mitigated through active transportation or other strategies	2021 Docket HB 1181 (2023) RCW 36.70A.070(6)(b)	
19.24	Essential Public Facilities	None needed.	SB 5536 (2023)	
19.28	Permit Revision & Expiration	None	N/A	

AMC Title 19, Division 3 – Permits

Division 3 contains purpose, applicability, and review criteria for different permit types, including site plan review, land divisions, boundary line adjustments, conditional uses and variances.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
Title 19, Division 3 – Permits				
19.30	Site Plan Review	None	N/A	
19.32	Land Divisions	None	N/A	
19.34	Boundary Line Adjustments	None	N/A	
19.36	Conditional Uses	None	N/A	
19.38	Variances	None	N/A	

AMC Title 19, Division 4 – Zoning and Land Uses

Division 4 contains descriptions and purpose of each zone, each zone’s allowed uses and form and intensity standards, definitions and standards for residential, commercial, industrial, and public/institutional/open space uses, accessory uses/structures, provisions for accessory dwelling units, temporary uses, and nonconforming situations.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
Title 19, Division 4 – Zoning and Land Uses				
19.40	Zones	None	N/A	
19.41	Allowed Uses	Table 19.41.040 – PRINCIPAL USES PERMITTED IN RESIDENTIAL ZONES		
		R1 - Allow cottages in R1	HAP 2.1.1	
		R2A - Allow triplexes & townhouses (up to 4 units) in R2A (only on alley loaded lots, subject to max. unit size)	HAP 2.1.3	
		Old Town – Allow triplexes & townhouses (up to 4 units) in Old Town (only on alley loaded lots, subject to max. unit size) Allow rooming houses as (P) instead of (C) in OT	PC suggestion HAP 2.1.9	See PC Recommendation, Attachment B.
		R3, R3A – Allow assisted living as (P) permitted instead of (C) conditional in R3, R3A Allow “rooming houses” as (P) instead of (C) in R3 and R3A	HAP 2.1.5 HAP 2.1.9	
		R4A – Allow assisted living as (P) permitted instead of (C) conditional in R4A Allow Co-housing living in R4A	HAP 2.1.5 HAP 2.1.9; HB 1998 (2024)	

		R4 – Allow nursing homes as (P) instead of (C) in R4 Allow Co-housing living in R4 Prohibit new SFRs on lots > 6,000 sq. ft.	HAP 2.1.5 HAP 2.1.9; HB 1998 (2024) HAP 2.1.7	
		All residential zones - Allow permanent supportive housing and transitional housing in all residential zones	ESSHB 1220 (2021)	
		Rooming house	Staff	See PC Recommendation, Attachment B.
		TABLE 19.41.050 – PRINCIPAL USES PERMITTED IN MIXED USE & INDUSTRIAL ZONES		
		Add supportive housing types (STEP) as permitted uses in CBD, C, MMU, and CM zones	HAP 2.1.10	
		Table 19.41.050 – “Day Care”. Under new state law, SB 5509 (2025), Day Care I and II facilities must be an outright permitted use in all zones except industrial zones or light industrial zones (where the city must provide for conditional use approval of on-site childcare center, except in or around high hazard facilities). The City will need to amend its code, including allowing child daycares by right in residential zones, to comply with this legislation by July 2027. Under the current code, an on-site daycare would be allowed as an accessory to a permitted use in Industrial zones (CM2, LM, MS, I, HM).	SB 5509 (2025) LEG-2024-21	

		REQUEST: Allow indoor recreation in LM 1 zone and Industrial zone	LEG-2024-29 (Bowman) LEG-2024-21 (MJB)	See PC Recommendation, Attachment B.
		REQUEST: Allow heavy service, and self-service storage in the Industrial zone	LEG-2024-21 (MJB)	See PC Recommendation, Attachment B.
		Rooming house	Staff	See PC Recommendation, Attachment B.
		Animal care in the CBD zone	Staff	See PC Recommendation, Attachment B.
		Retail sales – add (x) to the “C” for retail the MS zone to reference new zone-specific standard – up to 6,000 sf nfa retail is outright permitted on ground floor abutting Commercial south of 2 nd St.	LEG-2024-18	
19.42	Form and Intensity Standards	TABLE 19.14.020 – FORM AND INTENSITY STANDARDS FOR RESIDENTIAL USE		
		Adjust form and intensity standards to improve the physical and economic feasibility of building small homes, multifamily housing, and affordable housing	HAP 2.4	
		Min. lot sizes - Reduce minimum lot sizes for duplexes and area needed for each additional attached dwelling in R2, R2A, R3, R3A, R4 and R4A zones. Link reduced duplex lot sizes to caps on unit gross floor area	HAP 2.4.1	
		Min. lot size calculations – add RMZs to the areas excluded from minimum lot size calculations	Staff	
		Max. lot coverage – Increase from 50% to 60% in R4 and R4A zones	HAP 2.4.2	
		Min. density standards – Add minimum density for R4 zone	HAP 2.4.4	

		Max. density standards – Remove the use of maximum density standards from remaining residential zones, except R1, and rely on minimum lot size standards and permitted uses	HAP 2.4.4	
		Street Setbacks – Reduce minimum street setback for R2A, R3 and R3A from 20' to 15'	HAP 2.4.5	
		Side Setbacks – Reduce minimum interior side setbacks for upper floors in R3, R3A, R4 and R4A, from 7.5' to 5'	HAP 2.4.5	
		19.42.050- Height bonus – Adjust small unit bonus height provisions to increase max. unit size from 600 sf to 650 sf	HAP 2.4.6	
		19.42.120 - Elevator penthouse – Increase height allowance for elevator penthouse structures	HAP 2.4.7	
		19.42.150 – Add clarification that in the MS zone, new buildings on sites with a storefront block frontage designation follow Storefront requirements for building placement (0' street setback), instead of min. street setback for the zone.	LEG-2024-18	
		AMC 19.42.070 - Bonus incentives in MMU zone (east of Q); REQUEST: Amend Figure 19.42.070(4) to change the minimum developer-provided public park space area to qualify for bonus incentives from 10,000 to	LEG-2024-22	See PC Recommendation, Attachment B.

		5,000 sf; do not require dedication to the city.		
		AMC 19.42.120(C)(5) REQUEST: Amend 19.42.120(C)(5)(c) to eliminate the 150' maximum width in the north/south orientation for buildings taller than four stories or more than 50' tall.	LEG-2024-23 (MJB)	See PC Recommendation, Attachment B..
		AMC 19.42.120(C)(7) Horizontal stepback requirement for CBD and MMU zones REQUEST: 19.42.120(C)(7) to remove or clarify the requirement for buildings exceeding the maximum base height that there be a minimum 8' horizontal stepback along at least 75% of the facade somewhere between the ground floor and top floor.	LEG-2024-25 (MJB)	See PC Recommendation, Attachment B.
19.43	Residential Uses	Cottages - Allow duplex cottages in all zones where cottages are permitted	HAP 2.1.8	
		Rooming house –consider updating definition and use standards	HAP 2.1.9	See PC Recommendation, Attachment B.
		19.43.130 - Assisted living		See PC Recommendation, Attachment B.
		Co-living housing – add housing type and use standards	HAP 2.1.9; ESHB 1998 (2024)	See PC Recommendation, Attachment B.
		Supportive housing – add new housing category, including emergency housing, emergency shelter, permanent supportive	HAP 2.1.10; ESSHB 1220 (2021)	

		housing and transitional housing (STEP Housing)		
		Townhouse open space - adjust required dimensions	HAP 2.5.5	
		AMC 19.43.070(C), 19.43.080(C), 19.43.130 REQUEST: Amend AMC 19.43.010(G)(3)(C) and AMC 19.43.010(H)(3)(b) and 19.43.020(C)(3)(b) [new code citations are 19.43.070 (townhouses) and 19.43.080 (multifamily)] to exclude associated landscaping and open space areas from the maximum site area coverage (60%) permitted for single-purpose residential or assisted living uses.	LEG-2024-25 (MJB)	See PC Recommendation, Attachment B.
19.44	Commercial Uses	19.44.090 – Indoor recreation - Add zone specific standards for LM1 and I zones.		See PC Recommendation, Attachment B.
		19.44.120 – Retail sales. Add an MS zone-specific retail use standard permitting up to 6,000/8,000 sq. ft. NFA outright on ground floor abutting Commercial Ave. south of 2 nd St.	LEG-2024-18	
19.45	Industrial Uses	None	N/A	
19.46	Public, Institutional, and Open Space Uses	None	N/A	
19.47	Accessory Uses and Structures	Revise ADU regulations to comply with state law. See PC Draft.	HAP 2.3; HB 1337 (2023)	
19.48	Temporary Uses	None	N/A	

19.49	Nonconforming Uses and Structures	None	N/A	
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AMC Title 19, Division 5 – Community Design

Division 5 contains provisions for street improvement requirements, street design standards, requirements for private driveways and access, subdivision design standards, and provisions for undergrounding utilities.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
Title 19, Division 5 – Community Design				
19.50	Introduction	AMC 19.50 New reference to the Active Transportation Network		
19.51	Public Street Improvements Required	AMC 19.51 Multiple Updates	LEG-2024-19	
19.52	Public Street Design	AMC 19.52 Update cross sections for street functional classifications based on location on the Active Transportation Network; add exceptions	2021 Docket – C5, C6, C7, C8	See PC Recommendation, Attachment B.
19.53	Private Driveways and Access	AMC 19.53.030(F) REQUEST – Allow for approval of larger driveway cut widths in certain cases.	LEG-2024-26 (MJB)	See PC Recommendation, Attachment B.
		Driveway location	2021 Docket	See PC Recommendation, Attachment B.
19.54	Subdivision Design and Block Structure	None		
19.59	Underground Utilities	None		

AMC Title 19, Division 6 – Project Design

Division 6 contains standards for the planning and design of development projects, including site and building design, parking, landscaping, fences, signs and other general standards. The Wireless Communicating Facilities provisions are also located in this division.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
AMC Title 19, Division 6 – Project Design				
19.60	Introduction	None	N/A	
19.61	Block Frontage Standards	Clarify applicability of standards to townhouses	HAP 2.5.2	
		Clarify “undesignated” block frontage requirements	HAP 2.5.3	
19.62	Site Planning	Clarify applicability of standards to townhouses	HAP 2.5.2	
		Adjust required amount and design of usable open space for multifamily development. Provide an open space credit for multifamily developments adjacent to a park.	HAP 2.5.4	
		Service areas and mechanical equipment – clarify applicability and offer more flexibility	HAP 2.5.7	
		AMC 19.62.030(C) Adjust provisions for balcony projections allowance and shared roof decks REQUEST: Amend AMC 19.62.030(C) to clarify balcony projections /setbacks requirements for units that have their only solar access (windows) facing an interior side property line	LEG-2024-27 (MJB)	See PC Recommendation, Attachment B.
		AMC 19.62.040(B)(2)(e) Shared roof decks	LEG-2024-28 (MJB)	

		REQUEST: Amend AMC 19.62.040(B)(1)(e) to allow multifamily buildings in a horizontal mixed-use development to fulfill 100% of their required internal open space requirement with shared roof decks.		
19.63	Building Design	Clarify applicability of standards to townhouses	HAP 2.5.2	
		Revise articulation standards to improve clarity	HAP 2.5.8	
		Building materials – clarify applicability of durable materials on ground floor	HAP 2.5.9	
		Blank walls – update standards to reduce construction cost impacts	HAP 2.5.10	
19.54	Parking	Guest parking – waive guest parking requirements in certain areas or remove requirements for MF housing	HAP 2.6.3	
		19.64.060- Revise off-street parking standards for middle housing and affordable housing Waive parking requirements for affordable housing in the CBD zone	HAP 2.6.1 SB 6015 (2024)	
		Table 19.64.040 - Add off-street parking requirements for co-living housing and supportive housing	HAP 2.1.10	
		Table 19.64.040 - Remove 'rooming house' term and parking requirements.	Staff	See PC Recommendation, Attachment B.
		AMC 19.64.065 Add residential use parking standards per state law	SB 6015 (2024) RCW 36.70A.622	
19.65	Landscaping	Parking lot landscaping – simplify planting area widths	HAP 2.5.6	
19.66	Fences, Walls and Hedges	TBD	2021 Docket – C10: fence permits, repair and maintenance	See PC Recommendation, Attachment B.
19.67	Signs	TBD	2021 Docket – C11: housekeeping and	See PC Recommendation, Attachment B.

			noncommercial temporary signs	
19.68	Wireless Service Facilities	None	N/A	
19.69	Standards, Generally	None	N/A	

AMC Title 19, Division 7 – Environment

Division 7 contains standards for critical areas, floodplain management, stormwater management and clearing and grading.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
AMC Title 19, Division 7 – Environment				
19.70	Critical Areas	None currently.	Review and update is required as part of the 2025 periodic update. This work is in process and will be completed before the end of 2026.	
19.71	Shorelines	None	N/A	
19.74	Floodplain Management	None	N/A	
19.76	Stormwater	None	N/A	
19.78	Clearing & Grading	None	N/A	

AMC Title 19, Division 8 – Development Agreements

Division 8 contains provisions for development agreements.

Contents & Update Summary

Division/ Chapter	Title	Proposed Updates Summary	Docket item #, HAP strategy #, legislation, or other rationale	Additional PC-recommended modifications
Title 19, Division 8 – Development Agreements				
19.80	Development Agreements	None	N/A	
19.82	Development Agreement for Port- Owned Property	None	N/A	

Exhibit E: Planning Commission Recommendation

[Anacortes Planning Commission's Recorded Motion regarding the 2025 Development Regulation Amendments](#)

[Attachment A: Draft 2025 Development Regulation Amendments](#)

[Attachment B: Planning Commission's Recommended Modifications](#)

[Attachment C: Planning Commission's recommended Official Zoning Map amendments](#)

([Click here](#) for a single pdf that includes the Recorded Motion and all Attachments)



Anacortes Planning Commission's Recorded Motion regarding the 2025 Periodic Update of the Development Regulations

Proposal name:	2025 Periodic Update of the Comprehensive Plan
Documents available at:	https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update or www.planacortes.org
Public hearing body:	Anacortes Planning Commission
Public hearing date:	October 22, 2025
Deliberations & recommendation:	October 22, 2025

After considering the written and spoken comments and the record before it, the Planning Commission enters the following findings of fact and recommendations to the Anacortes City Council.

I. Findings of Fact and Recommendation

1. **Growth Management Act Requirements for Periodic Update.** The Washington State Growth Management Act (GMA) requires the City of Anacortes to periodically review and revise its Comprehensive Plan and development regulations every 10 years under RCW 36.70A.130. The City of Anacortes' deadline to complete the update is December 31, 2025.
2. **Continuing Review of Comprehensive Plans.** RCW 36.70A.130 mandates that Anacortes' Comprehensive Plan and corresponding development regulations be subject to continuing review and evaluation. Any amendments or revisions to development regulations must be consistent with and implement the Comprehensive Plan.
3. **Last Periodic Update.** Anacortes' last periodic update to the Comprehensive Plan was completed in 2016, and the associated periodic update to the development regulations was completed in 2019.
4. **2025 Comprehensive Plan Periodic Update.** Anacortes is conducting a periodic review and update of its Comprehensive Plan and Development Regulations pursuant to GMA, RCW 36.70A.130(5). This non-project, legislative action proposes development regulation and zoning map amendments to address GMA requirements and to address local circumstances. Below is a summary of the amendments:
 - A. **Growth Management Act Compliance.** The proposed amendments revise the development regulations to be compliant with recent changes to state laws governing Comprehensive Plans and implementing development regulations, including, but not limited to, those related to housing and climate change and

resiliency. These include updates to address various housing options, including co-living, supportive, transitional, and emergency housing; and accessory dwelling units; residential parking requirements.

- B. **2025 Docket of Amendments.** Some of the proposed amendments stem from the review and consideration of Resolution 3161, which established the 2025 Docket of Comprehensive Plan and Development Regulation amendments to be addressed during the 2025 Periodic Update. The 2025 Docket includes, but is not limited to, requested updates to the Comprehensive Plan's housing and land use policies, including revisions to the Future Land Use Map. It also encompasses amendments to the procedures and development regulations within Anacortes Municipal Code (AMC) Title 19, the Unified Development Code. These include procedural changes to streamline permit review, updates to street standards, implementation of selected 2023 Housing Action Plan recommendations such as housing types in various zones and associated form and intensity standards, adding permitted uses in non-residential and industrial zones, and revisions to regulations applicable to the MMU zone east of Q Ave.
 - C. **Consistency with Comprehensive Plan.** Certain proposed development regulation amendments are necessary for consistency with Planning Commission's recommended Comprehensive Plan goal and policy amendments. These include amendments to the community design and public street standards for consistency with the draft Transportation Element, and amendments to the Official Zoning Map for consistency with the draft Future Land Use Map.
- 5. **Public Comment and Public Hearings.** The Draft Development Regulation Amendments were published for review and comment on September 17, 2025. A notice of availability, written comment period, and public hearing was published and circulated in accordance with city requirements. Written public comments were accepted until October 22, 2025 at 3:00 PM. The Department provided a written response to the written comments received and recommended changes as appropriate. A public hearing was held on October 22, 2025 at 6:00 PM. All comments received and information shared with the Planning Commission are found on the project website.
 - 6. **SEPA Review.** The proposed amendments were evaluated under the State Environmental Policy Act (SEPA). The City issued a Determination of Nonsignificance (DNS) on September 10, 2025.
 - 7. **Consistency with Comprehensive Plan.** The proposed development regulation amendments and Official Zoning Map amendments are consistent with and implement the Anacortes Comprehensive Plan, including the recommended amendments thereto.
 - 8. **Impact fees.** The Planning Commission recommends that the City Council consider assessing impact fees for new accessory dwelling units, as allowed by state law.

II. Recommendation

The Planning Commission recommends that the City Council:

- 1. **Adopt** the proposed Development Regulation Amendments presented in **Attachment A**, incorporating revisions identified in the October 17, 2025 Staff Recommendation Memo and those

additional changes identified by the Planning Commission during their October 22, 2025 meeting, which are listed in **Attachment B**.

2. **Adopt** the proposed amendments to the Official Zoning Map as presented in **Attachment C**.

Commission Vote

Commissioner Name	Support	Oppose	Absent	Abstain
Mike Mills	X	-		-
Luke Currier	-	-	X	-
Paul Ryan	X	-	-	-
Frank Jeretzky, Vice Chair	-	-	X	-
Linda Martin, Chair	X	-	-	-
James Stoneman	X	-	X	-
William McCombs	-	-	X	-
Total	4	0		-

This recorded motion approved on October 22, 2025.



Linda Martin, Chair
City of Anacortes Planning Commission

2025 Anacortes Comprehensive Plan and Development Regulations Periodic Update

Proposed Draft –Development Regulation Amendments

September 12, 2025

AMC Title 19, Unified Development Code

About this document 3

Division 1. General and Legislative Provisions 4

Chapter 19.10 General Provisions4

Chapter 19.12 Definitions and Interpretation4

Chapter 19.14 International Codes.....5

Chapter 19.16 Legislative Actions.....5

Division 2. Procedures 6

Chapter 19.20 Application Procedures6

Chapter 19.22 Concurrency 10

Chapter 19.24 Essential Public Facilities 13

Chapter 19.28 Permit Revision and Expiration 13

Division 3. Permits14

Division 4. Zoning and Land Uses.....15

Chapter 19.40 Zones..... 15

Chapter 19.41 Allowed Uses 15

Chapter 19.42 Form and Intensity Standards22

Chapter 19.43 Residential Uses-Standards34

Chapter 19.44 Commercial Uses.....52

Chapter 19.47 Accessory Uses & Structures53

Division 5. Community Design.....57

Chapter 19.50 Introduction57

Chapter 19.51 Public street improvements required59

Chapter 19.52 Public Street Design 64

Chapter 19.53 Private Driveways and Access.....88

Division 6. Project Design	89
<i>Chapter 19.60 Introduction</i>	<i>89</i>
19.61 Block Frontage Standards.....	89
19.62 Site Planning	93
<i>Chapter 19.63 Building Design Standards</i>	<i>100</i>
<i>Chapter 19.64 Parking.....</i>	<i>102</i>
<i>Chapter 19.65 Landscaping</i>	<i>109</i>
<i>Chapter 19.66 Fences, Walls and Hedges.....</i>	<i>110</i>
<i>Chapter 19.67 Signs.....</i>	<i>110</i>
<i>Chapter 19.68 Wireless Service Facilities</i>	<i>110</i>
<i>Chapter 19.69 Standards, Generally.....</i>	<i>110</i>
Division 7. Environment	111
Division 8. Development Agreements	111

About this document

Purpose: This document outlines potential amendments to the Anacortes Municipal Code (AMC) under consideration as part of the 2025 Comprehensive Plan and Development Regulation Periodic Update.

Draft development regulation amendments generally fall into the following categories:

- Items docketed for the 2025 Update ([Resolution 3161](#)), including select 2023 Anacortes Housing Action Plan (HAP) recommendations
- Amendments required for consistency with state law and/or the Comprehensive Plan
- Amendments to improve clarity, including minor housekeeping items

Key: Black text = Existing code text [no changes proposed]

Green or blue text = Text to be added

~~Red strike-through text~~ = Text to be deleted

Purple strike-through or underline = Change is part of other pending legislation (Draft Ord. 4092, implementing SB 5290 (2023) related to permit review timeframes)

Explanations for most changes being considered are displayed in-line throughout the document using the blue box and symbols, as shown below:

i HAP-X.X.X – Corresponds to the numbered strategies and recommendations found within the 2023 Anacortes Housing Action Plan (HAP).

i “LEG-2024-XX” – Corresponds with the 2025 Docket item number

Note: This document does **not** contain the complete set of regulations in Title 19. It contains those sections where potential changes are being considered and may also include additional chapter or section text before and/or after proposed amendments to provide context. The complete, adopted text of AMC Title 19 Unified Development Code is available here:

<https://anacortes.municipal.codes/AMC/19>.

Division 1. General and Legislative Provisions

Chapters

- 19.10 General Provisions
- 19.12 Definitions and Interpretation
- 19.14 International Codes
- 19.16 Legislative Actions

Chapter 19.10 General Provisions

[no change]

Chapter 19.12 Definitions and Interpretation

19.12.020 Definitions

i Commerce recommends including this definition, from RCW 36.70A.030, in the code.

- A. Affordable housing means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed 30 percent the monthly income of a household whose income is:
1. For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or
 2. For owner-occupied housing, 80 percent of the median household income adjusted for household size for the county where the household is located, as reported by the United States department of housing and urban development.
- B. [no change]

i HAP 2.1.9 – Define, permit and set standards for single-room occupancy housing. Subsequent to the HAP adoption, the legislature adopted new laws around co-living housing, which supersedes the HAP recommendations.

i HB 1998 (2024) / RCW 36.70A.536 established standards for Co-Living Housing, including a definition. This cross reference sends code users to the definition and use standards in AMC 19.43.115 if they happen to check here first.

- C. “Co-living housing” refers to a type of household living use as defined in AMC 19.43.115.

- D. [no change]

i RCW 35A.21.314 (ESB 5235 (2021)) – except for occupant limits on group living arrangements regulated under state law or on short-term rentals, any lawful limits on occupant load per sq. ft. or other generally applicable health and safety provisions, the city may not regulate or limit the number of unrelated persons that may occupy a household or dwelling unit.

i HAP 2.5.1 – Amend the definition of family to be consistent with state law.

- E. “Family” means: one or more persons, either related or unrelated, living together as a single housekeeping unit, sharing common living, cooking and eating facilities.

~~1.—One person or two or more related persons living together.~~

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

- F. [no change]
- G. [no change]
- H. "Household" has the same meaning as "Family".
- I. [no change]
- J. [no change]
- K. [no change]
- L. [no change]
- M. "Major transit stop" has the same meaning as RCW 36.70A.030(27).
- N. [no change]
- O. [no change]
- P. [no change]
- Q. [no change]
- R. [no change]
- S. "Supportive housing" refers to a type of supportive living use as defined in AMC 19.43.170.
- T. [no change]
- U. [no change]
- V. [no change]
- W. [no change]
- X. [no change]
- Y. [no change]
- Z. [no change]

Chapter 19.14 International Codes

[no change]

Chapter 19.16 Legislative Actions

[no change]

Division 2. Procedures

Chapters

- 19.20 Application Procedures
 - 19.22 Concurrency
 - 19.24 Essential Public Facilities
 - 19.16 Permit Revision and Expiration
-

Chapter 19.20 Application Procedures

19.10.010 Policy

[no change]

19.20.020 Applicability

[no change]

19.20.030 Types of Review

- A. Decisions on applications are governed by several types of review processes, described and distinguished in this section. The types of review are generally organized in ascending order of significance, amount of public process, and level of discretion exercised by the decision-maker.
- B. The Director must determine the proper review type for all permit applications. If there is a question as to the required type of process, the Director must resolve it in favor of the higher type number. A Type 3-PC review is considered a higher level than a Type 3-HE review.
- C. Table 19.20.030-1 identifies the types of review for all applications, and describes the process for each type of review.
 - 1. The types of applications that are subject to each type of review are listed in the column immediately beneath the heading for each type.
 - 2. The processes required for each type of review are further described by the remainder of the column beneath the heading for each type.
 - 3. The remainder of this chapter describes the required processes for each type of review.

i LEG-2024-17: Streamline permit review.

Staff recommend changing Type 3-PC and most Type 4 applications to a Type 3-HE or Type 2 Administrative decisions. The Hearing Examiner arrangement promotes efficiency, expertise, and legal reliability in decision-making while freeing up the Commission and Council to focus on broader community issues and policy.

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 • Critical area letter of exemption • Extension of time for approval • Fence permits • Minor permit revisions • Shoreline exemptions • Sign permits • Site plan review, less than 10 dwelling units, less than 12,000 sq. ft. of nonresidential gross floor area, or less than 20,000 sq. ft. of nonresidential site improvements	• Administrative conditional use permits, including home occupation permits • Binding site plans, less than 10 lots • Critical area permit – Permitted alteration • Level 1 variances • Preliminary short subdivisions • SEPA threshold determinations • Shoreline substantial development permits (SSDP) • Site plan review, 10 or more dwelling units, 12,000 sq. ft. or more of nonresidential gross floor area, or 20,000 sq. ft. or more of nonresidential site improvements	• Binding site plans, 10 or more lots • Conditional use permits, except administrative CUPs • Critical area variance – Reasonable use exception • Essential public facilities, Type 2 • Level 2 variances • Preliminary long subdivisions • Shoreline conditional use and variance permits • 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 • Preliminary long subdivisions • Site-specific rezones authorized by the comprehensive plan • Shoreline substantial development permits (SSDP) for projects valued at \$1,000,000 or more or on site of three acres or more

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
		• Stormwater Management Manual exceptions			
Pre-Application Conference	At discretion of Director	At discretion of Director	Yes <u>At discretion of Director</u>	Yes	Yes
Pre-Application Neighborhood Meeting	No	No, except may be required for short subdivisions, binding site plans, and site plan review a <u>At discretion of Director</u>	Yes <u>At discretion of Director</u>	Yes	Yes
Notice of Application	No	Yes	Yes	Yes	Yes
Comment Period	None	14 days (<u>30 days for shoreline permits</u>)	21 days (<u>30 days for shoreline permits</u>)	21 days (30 for shoreline permits)	21 days (30 for shoreline permits)
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

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
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

19.20.040 Consolidated Review

[no change]

19.20.050 Eligibility for Permits

[no change]

19.20.060 Lots of Record

[no change]

19.20.070 Vesting

i 2021 Docket Item. Clarification.

A. An application for a building permit or land division vests at the time a complete application is filed with the Department and all application fees are paid, consistent with RCW 19.27.095(1) and 58.17.033(1).

~~Applications for site plans do not vest at the time a complete application is filed.~~

1. An application is complete on the date a complete application is filed, as subsequently determined in the letter of completeness.
2. An application vested under this section is not subject to laws or regulations that become effective after the date of vesting, except as provided below.

B. [no change]

C. [no change]

19.20.080 Requirement for public notices.

[no change]

19.20.090 Pre-application conference.

[no change]

19.20.100 Pre-application neighborhood meeting.

[no change]

19.20.110 Application – Contents and completeness – Revisions

[no change]

19.20.120 Application notice

[no change]

19.20.130 Application – Department review

[no change]

19.20.140 Public hearings and meetings

[no change]

19.20.150 Public hearing – Notice

[no change]

19.20.160 Decision – Timing

[no change]

19.20.170 Decision – Notice

[no change]

19.20.180 Appeals

[no change]

19.20.190 Remand

[no change]

19.20.200 Reconsideration

[no change]

19.20.210 Exhaustion of administrative remedies

[no change]

19.20.220 Departures

[no change]

19.20.230 Framework development plans

[no change]

Chapter 19.22 Concurrency

19.22.010 Purpose.

[no change]

19.22.020 Definitions.

- A. For the purposes of this chapter, the following words have the following meanings:
1. “*Adequate*” means at or above the adopted level of service standards.
 2. “*Available facility capacity*” means capacity in a concurrency facility that is currently available for use without requiring facility construction, expansion or modification.
 3. “*Concurrency facilities and services*” means facilities and services for which concurrency is required in accordance with the provisions of this chapter. They are water, wastewater, stormwater, transportation, police protection, and fire protection. The city of Anacortes is the service provider for all of these facilities and services for the entire area within its limits.
 4. “*Concurrency test*” means the comparison of an applicant’s impact on concurrency facilities to the capacity of the concurrency facilities.
 5. “*Concurrent with development (concurrent)*” means that improvements or strategies are in place at the time of development or that financial commitment is in place to complete the improvements or strategies within six years.
 6. “*Level of service (LOS) standard*” means an established minimum capacity of public facilities or services that must be provided per unit of demand or other appropriate measure of need. For transportation, an A through F scale is frequently used to reflect level of service and to designate an LOS standard.

19.22.030 Applicability.

[no change]

i 2021 Docket Item – Adds mechanism for director to determine what information must be submitted and to recover costs associated with the review.

19.22.035 Application requirements.

- A. An applicant must provide the information deemed necessary by the Director to evaluate the development’s impact on concurrency facilities.
- B. The cost of conducting the concurrency test must be borne by the applicant, including re-imbursement for the cost of review by the city’s contracted consultant, if required.

19.22.040 Project concurrency review.

- A. Development is prohibited, and all applications therefore must be denied, if the development would cause the level of service on a concurrency facility or service to decline below the adopted levels of service standards, unless the improvements or strategies to accommodate the new development are made concurrent with the development, subject to the provisions of AMC 19.22.050(C).

i Changing terms here for consistency with the definitions above.

1. For potable water, ~~sewer/on-site sewage disposal~~ wastewater, and stormwater management, only available capacity or capacity that can be provided prior to the actual use of the facility will be used.
- B. If proposed development would cause the level of service to decline below adopted level of service standards for an affected facility, the proposed development may nonetheless be approved if the Director finds that an improvement will be completed that will result in meeting adopted level of service standards of all affected concurrency facilities at the time of development, or that a financial commitment is in place to complete the improvement or implement the strategy within six years.



HB 1181(2023) (RCW 36.70A.070(6)(b) prohibits the city from denying a project permit for causing a decline below the adopted LOS for transportation facilities when impacts could be mitigated through active transportation facility improvements.

1. A development proposal may not be denied for causing the level of service on a locally owned or locally or regionally operated transportation facility to decline below the standards adopted in the transportation element of the comprehensive plan where such impacts could be adequately mitigated through active transportation facility improvements, increased or enhanced public transportation service, ride-sharing programs, demand management, or other transportation systems management strategies funded by the development.
- C. All development approvals must include a finding as to the application of this chapter, and those approvals for which concurrency improvements are required under this chapter must be expressly conditioned thereon.

19.22.050 Concurrency test.

- A. In conducting the concurrency test, the city must use the level of service standards adopted in the capital facilities element of the comprehensive plan.



Clarifies timing of and responsibility for concurrency review of development permits.

- B. Procedures. The concurrency test for concurrency facilities ~~will must be performed~~ conducted in accordance with the City's concurrency review program during the development permit review process by each Department responsible for providing those facilities and services. ~~in the processing of the development permit.~~
- C. Test. Development applications must comply with either subsection (C)(1) or (C)(2) of this section.
1. If the capacity of concurrency facilities is equal to or greater than the capacity required to maintain the level of service standard for the impact from the development application, the concurrency test is passed and is to be documented by the Director.
 2. If the available facility capacity of concurrency facilities is less than the capacity required to maintain the level of service standard for the impact from the development application, the concurrency test is not passed. The applicant may:
 - a. Accept a 90-day reservation of available facility capacity on concurrency facilities and modify the application to reduce the need for planned facility capacity on concurrency facilities;
 - b. Accept a 90-day reservation of available facility capacity on concurrency facilities and demonstrate to the service provider's satisfaction that the development will have a lower need for capacity than usual and, therefore, the available facility capacity is adequate;
 - c. Accept a 90-day reservation of available facility capacity on concurrency facilities and arrange with the service provider for the provision of the additional capacity of concurrency facilities required; or
 - d. Appeal the results of the concurrency test in accordance with the procedures for the applicable underlying permit, per AMC 19.20.030.

19.22.060 Phased development.

[no change]

Chapter 19.24 Essential Public Facilities

[no change]

Chapter 19.28 Permit Revision and Expiration

[no change]

Division 3. Permits

[no change]

Division 4. Zoning and Land Uses

Chapters

- 19.40 Zones
 - 19.41 Allowed Uses
 - 19.42 Form and Intensity Standards
 - 19.43 Residential Uses
 - 19.44 Commercial Uses
 - 19.45 Industrial Uses
 - 19.46 Public, Institutional and Open Space Uses
 - 19.47 Accessory Uses and Structures
 - 19.48 Temporary Uses
 - 19.49 Nonconforming Uses and Structures
-

Chapter 19.40 Zones

[no change]

Chapter 19.41 Allowed Uses

19.41.010 Purpose.

[no change]

19.41.020 Classification of uses.

[no change]

19.42.030 Key to the use table.

[no change]

19.41.040 Principal uses permitted in residential zones.

Table 19.41.040 below provides the list of permitted principal uses in residential zones.

NOTE: Accessory uses are not shown in these principal use charts. See AMC 19.47, Accessory Uses and Structures, for applicable use provisions.

Table 19.41.040

Principal uses permitted in residential zones.

Principal Use	R1	R2	R2 A	R3	R3 A	R4	R4 A	OT	References & special use limitations
RESIDENTIAL									
Household Living, as listed below									AMC 19.43.010(A)
i HAP 2.1.7 – Prohibiting new large-lot single family uses in medium and higher-density zones (R3A, R4, R4A). Staff recommend continuing to allow SFRs in R3/R3A/R4A; but require a minimum density in the R4 zone on lots >= 6,000 sq. ft (See HAP 2.4.4).									
Single-family	P	P	P	P	P	P ^x	P	P	AMC 19.43.020 ^x AMC 19.43.01+20(B)(2) [(Only permitted on lots less than 6,000 sf)]
i Planning Commission suggested adding Single-family, small lot as a permitted use in the OT zone.									
Single-family, small lot				P	P	P	P	<u>P</u>	AMC 19.43.030
i HAP 2.1.1 - Allow cottage units in the R1 zone. To support this change, the City could consider updates to open space policies and regulations. Updates could emphasize project design to preserve and connect natural features across the landscape to better support recreational use and wildlife movement. <i>[More information will be presented at a subsequent PC discussion of HAP recommendations.]</i>									
Cottage housing	<u>P</u>	P	P	P	P	P	P		AMC 19.43.040
Duplex		P	P	P	P	P	P	P	AMC 19.43.050
i HAP 2.1.3 – R2A zone - Allow Triplexes and Townhouses (up to 4 attached dwellings) by right, on alley-loaded lots only, and with limitations on unit size. MAKERS recommends a maximum of 1,000-1,200 sf per unit. 2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplexes, triplexes, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)									
Triplex			<u>P^(X)</u>	P	P	P	P	<u>P^(X)</u>	AMC 19.43.060 ^(X) AMC 19.43.060(C)
Townhouse			<u>P^(X)</u>	P	P	P	P	<u>P^(X)</u>	AMC 19.43.070 ^(X) AMC 19.43.070(C)
Multifamily, 4 units				P	P	P	P		AMC 19.43.080 and 19.43.090
Multifamily, 5 or more units						P	P		AMC 19.43.080 and 19.43.090

Principal Use	R1	R2	R2 A	R3	R3 A	R4	R4 A	OT	References & special use limitations
Live-work									AMC 19.43.100
i HAP 2.1.9 - Discusses Single Room Occupancy housing. Since the HAP's adoption in 2023, the legislature adopted HB 1998 (2024) related to co-living. RCW 36.70A.535. The city must allow co-living housing on any lot that allows at least 6 multifamily residential units.									
Co-living housing						P	P		AMC 19.43.115
Rooming houses				€P	€P	P	P	€P	AMC 19.43.150, 117
Group Living, as listed below									AMC 19.43.010(B)
Adult family home	P	P	P	P	P	P	P	P	AMC 19.43.120
i HAP 2.1.5 - Change assisted living and nursing homes from Conditional uses to Permitted uses in the zones where they are currently allowed. New zone-specific standards for this use type and existing design standards will promote compatibility with surrounding uses.									
Assisted living facility				€ P ^x	€ P	P	€P		AMC 19.43.130 ^x AMC 19.43.130(B)(3)
Nursing homes						€ P			AMC 19.43.140
i Relocated rooming houses to household living category.									
Rooming houses				€	€	P	P	€	AMC 19.43.150
i HAP 2.1.10. Supportive Housing. STEP Housing. i Under RCW 35A.21.430 (HB 1220, 2021) cities may not prohibit permanent supportive housing or transitional housing in areas where residential dwelling units or hotels are allowed. Emergency shelters and indoor emergency housing may not be prohibited in any zones in which hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed to protect public health and safety, as long as they do not practically prevent their development. III Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP).									
Supportive living									AMC 19.43.010(C)
Permanent supportive housing	P	P	P	P	P	P	P	P	19.43.190
Transitional housing	P	P	P	P	P	P	P	P	19.43.200
Emergency housing									19.43.170
Emergency shelter									19.43.180

19.41.050 Principal uses permitted in mixed-use and industrial zones.

Table 19.41.050 below provides the list of permitted principal uses in mixed-use and industrial zones.

Table 19.41.050
Principal uses permitted in mixed-use and industrial zones.

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
RESIDENTIAL											
<i>Note: Residential uses are not allowed on the ground floor facing a designated storefront street (see AMC Chapter 19.61). Lobbies for multifamily uses and live-work dwelling units are an exception, provided the units meet the standards in AMC 19.61.060.</i>											
Household Living, as listed below											AMC 19.43.010(A)
i Changes already included in pending legislation - Draft. Ordinance 4092 (re SB 5290(2023)) – permit review time periods.											
Single-family	e ^(x)	e ^(x)				e	P ^(x)				AMC 19.43.010(B) (^(x))AMC 19.43.010(B)(2)
Single-family, small lot											AMC 19.43.030
Cottage housing											AMC 19.43.040
Duplex											AMC 19.43.050
Triplex											AMC 19.43.060
Townhouse	P	P ^(x)	P ^(x)								AMC 19.43.070
Multifamily dwellings, 4 or more units	P	P ^(x)	P ^(x)	e ^(x) P		e		Pe ^(x)			AMC 19.43.080
Live-work	P	P	P					e			AMC 19.43.100
i HAP 2.1.9 discusses single room occupancy housing. Since the HAP's adoption in 2023, the legislature adopted HB 1998 (2024) related to co-living. i RCW 36.70A.535. The city must allow co-living housing on any lot that allows at least 6 multifamily residential units. i If the Olson Building parcel is rezoned to CBD, the P in the MS zone for co-living would be deleted, as would the special use standards in 19.43.115 addressing co-living in the MS zone.											
<u>Co-living housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>				<u>P^(x)</u>			<u>AMC 19.43.115</u> <u>(^(x)) in LM, only west of</u> <u>Commercial, south of</u> <u>2nd St.</u>
Rooming houses											AMC 19.43. 150 117
Group Living,											AMC 19.43.010(B)

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
as listed below											
Adult family home	P (H)	P (H)	<u>P</u>	<u>P</u>		P (H)	P				AMC 19.43.120
Assisted living facility	P	P	P								AMC 19.43.130
i HAP-2.1.5 – Group living - Reduce barriers to development of group living uses to encourage their development to better serve the needs of seniors that want to stay in Anacortes.											
Nursing homes	e P	e P	e P								AMC 19.43.140
i Relocated rooming houses to household living category.											
Rooming houses											AMC 19.43.150
i HAP 2.1.10. Supportive Housing. Since the HAP's adoption in 2023, the Department of Commerce produced guidance to help jurisdictions integrate this housing type into local regulations. i Under RCW 36A.21.030 (2021) cities may not prohibit permanent supportive housing or transitional housing in areas where residential dwelling units or hotels are allowed. Indoor emergency shelters and indoor emergency housing may not be prohibited in any zones in which hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed to protect public health and safety, as long as they do not practically prevent their development. Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP).											
Supportive living. <u>as listed below</u>											<u>AMC 19.43.010(C)</u>
<u>Emergency housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>							<u>AMC 19.43.170</u>
<u>Emergency shelter</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>							<u>AMC 19.43.180</u>
<u>Permanent supportive housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>							<u>AMC 19.43.190</u> <u>Same requirements as for multifamily</u>
<u>Transitional housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>							<u>AMC 19.43.200</u> <u>Same requirements as for multifamily</u>
Commercial											

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
i LEG-2024-21 –Request to add daycare facilities as P or C to the Industrial zone. i ESB 5509 (2025) – (RCW 35A.21.460) requires cities to allow child care centers (defined in RCW 43.216.010), and the conversion of existing buildings for use as child care centers, as an outright permitted use in all zones except industrial zones, light industrial zones, and open space zones. An on-site childcare center providing day care services to employees would be considered an accessory use under AMC 19.47. Accessory uses are permitted in conjunction with allowed principal uses when they meet the criteria in AMC 19.47.010(A)(1)-(5). Therefore, no changes are proposed to the table.											
Day Care , as listed below											AMC 19.44.010(A)
Day care I facilities	P	P	P	P	P	P	P				AMC 19.44.010(B)
Day care II facilities	P	P	P	P			P				AMC 19.44.010(B)

- i** LEG-2024-21 – Request to permit Heavy Service in the I zone.
- i** Heavy service could be compatible with the zone’s purpose of “...manufacturing and closely related uses in areas with existing industrial uses...” as the minimum 15,000 square feet of outdoor activity might mitigate concerns about opening up the zone too much.

General Service , Except as listed below											AMC 19.44.020(A)
Heavy service		P					P		P	P	AMC 19.44.020(C)
Public safety facility											
Overnight Lodging , except as listed below	P	P	P	P		C					AMC 19.44.050(A)
Short-term rental											AMC 19.44.050(D)

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
i LEG-2024-21 – Request to permit Indoor Recreation in the I zone i LEG-2024-29 – Request to permit Indoor Recreation in the LM1 zone Indoor recreation could potentially be an appropriate option, especially for athletic uses adapting vacant or underutilized industrial buildings. This is a recent trend in the Puget Sound metro, e.g. pickleball courts, indoor volleyball, and gymnastics. Conditions could manage conflicts with industrial use; e.g. parking is likely to have higher demand than the previous use. Consider if restrictions on certain uses like theatres or pools would be appropriate and whether restrictions on locating near the water (in the Industrial zone) should be considered to retain waterfront industrial land for that purpose. <i>Indoor recreation includes commercial uses, varying in size providing daily or regularly scheduled recreation-oriented activities in an indoor setting. Includes, but not limited to adult concessions, amusement center, game arcade, arena, pool hall, bingo parlor, bowling alley, convention or conference center, dance, martial arts, music studio, classroom, health club, shooting range, sports academy, movie theater, swimming pool, skating rink, extreme sports.</i>											
Recreation, Indoor as listed below and based on net floor area (NFA)											AMC 19.44.090(A)
<10,000 sq. ft. NFA	P	P	P	P			P		P		AMC 19.44.090(A)
10,000-20,000 sq. ft. NFA	C	C	P	P							
>20,000 sq. ft. NFA	C	C	C	C							
Special indoor recreation uses:											AMC 19.44.090(B)
Adult concessions		P ^(X)					P ^(X)		P	P ^(X)	AMC 19.44.090(B)(1)
Shooting range							P				AMC 19.44.090(B)(2)
i LEG-2024-21 – Request to permit Self-Service Storage in the I zone. Self-service storage should likely be avoided since it is more a residential/commercial activity with very low job density.											
Self-Service Storage				P			P				AMC 19.45.050(A)

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
Retail Sales , as listed below and based on net floor area (NFA)/ individual use											
<5,000 sq. ft. NFA	P	P	P	P	P		P ^(X)	P		P ^(X)	
i LEG-2024-18. Amend the MS zone to permit outright retail up to 6,000 sq. ft. NFA to ensure replacement of Marine Supply building is consistent with the main street downtown core.											
5,000-25,000 sq. ft. NFA	P	P	P	P				C ^(X)			^(X) AMC 19.44.120(G) (In the MS zone, up to 6,000 sq. ft. NFA is permitted outright (P) on ground floor abutting Commercial Ave. south of 2nd St.
25,001-50,000 sq. ft. NFA	P	P	P								
>50,000 sq. ft. NFA											

Chapter 19.42 Form and Intensity Standards

19.42.010 Generally.

A. Purpose.

1. To promote forms of development that reinforce and/or enhance the desired character of Anacortes residential neighborhoods, business districts, and industrial zones.
2. To promote compatibility between developments.
3. To minimize environmental impacts of development.

B. Key to the Form and Intensity Standards Tables.

1. The form and intensity standards tables address the form and intensity of development specific to individual zones. The zone is located on the vertical columns and the form/intensity topic being addressed is located on the horizontal rows.

2. Where an AMC reference appears after the form and intensity measure, then the use or development is subject to standards in that section or chapter.
3. For standards containing a superscript ^(x), refer to the code reference in the right column next to the superscript ^(x).
4. If a cell is blank (), then there are no standards for the particular measure or it is not applicable to the zone.
5. AMC 19.42.040 through 19.42.160 provide clarification and exceptions to the form and intensity standards tables below.

19.42.020 Form and intensity standards for residential zones.

The following table describes the form and intensity standards in residential zones. Supplemental form and intensity standards apply to the Old Town zone per AMC 19.42.160.

Table 19.42.020

Form and intensity standards for residential use.

Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/Reference
LOT SIZE AND DEVELOPMENT INTENSITY									
Lot size for single-family dwelling, minimum (square feet) (AMC 19.42.080)	15,000	7,500	6,000	4,500	3,000	3,000	3,000	6,000	See AMC 19.43.030 for standards for lots <5,000 sq. ft.
i HAP Strategy 2.4.1 = Reduce minimum lot sizes for duplexes & reduce additional lot area needed for each additional attached dwelling (where permitted). 2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplex, triplex, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)									
Lot size for duplex, minimum (square feet) (AMC 19.42.080)		9,000 or 7,500*	9,000 7,500 or 6,000*	7,500 6,000 or 4,500*	5,000 4,500	4,200 3,000	4,200 3,000	7,500 or 6,000*	See AMC 19.43.050 for duplex standards. (*Max. [1,000-1,400] square feet gross floor area per unit)
Additional lot size needed for additional <u>attached</u> dwelling unit beyond duplex, minimum (square feet) (AMC 19.42.080)			1,500	2,500 1,500	2,000 1,000		1,200	1,500	See AMC 19.43.060 and 19.43.070 for applicable housing type standards.
Minimum lot width circle									Applies to each newly created lot in residential zones. See AMC 19.42.090 for minimum lot width circle calculation and exceptions.
Lot with alley access (feet)	100	60	50	35	25	25	25	45	
Lot without alley access (feet)	100	60	50	40	30	30	30	50	

Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/Reference
i HAP 2.4.4 – Update density standards. Add a minimum density for new development in the R4 zone to promote efficient use of the very limited quantity of land that is designated for high density residential.									
Density minimum (dwelling units/acre)						15 ^(X)			See AMC 19.42.100 for calculating density. R4 min. density applies to lots >=6,000 sq. ft.
i HAP 2.4.4 – Except for the R1 zone, remove the maximum density standards from residential zones and instead rely on minimum lot size standards and permitted uses to control development intensity.									
Density maximum (dwelling units/gross acre)	2	4	6	See lot size min. above	None	18	9		See AMC 19.42.100 for calculating density.
i HAP 2.4.2 – Increase maximum lot coverage in the R4 and R4A zones. May need to consider increasing allowed lot coverage in other zones where minimum lot sizes are proposed to be reduced.									
Lot coverage, maximum percentage	35%	35%	40%	50%	50%	50% 60%	50% 60%	35% ^(X)	See AMC 19.42.110 for clarification of lot coverage standards. ^(X) See AMC 19.42.160(A) for additional lot coverage standards in the OT zone.
Landscaped area, minimum percentage	20%	20%	20%	20%	20%	20%	20%	20%	See AMC Chapter 19.65 for landscaping standards.
HEIGHT—PRINCIPAL STRUCTURES									
Height, maximum (feet)	35	35	35	35	35	40	35	25 ^(X)	See AMC 19.42.120 for building height exceptions and modifications. ^(X) See AMC 19.42.160(B) for height exceptions in the OT zone.
Height, maximum with bonus						50			See AMC 19.42.050 for building height bonuses in the R4 zone.
SETBACKS (feet)									

Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/Reference
<i>NOTE: The setbacks below apply to principal and accessory structures, except where accessory structure setbacks are modified by AMC 19.47.020(B).</i> <i>NOTE: For multifamily projects, also see AMC 19.62.030, Relationship to adjacent properties.</i>									
i HAP Strategy 2.4.5 – Reduce street setbacks and interior side setbacks for upper floors to complement the recommended adjustments in lot sizes and permitted use changes in these zones.									
Street setback, minimum	20	20	20 15	20 15	20 15	10	10	20	AMC 19.42.130(B)
Street setback—garage, minimum	25	20	20	20	20	20	20	25 ^(X)	AMC 19.42.130(B) AMC 19.42.150(B) ^(X) See AMC 19.42.160(D) for additional garage setback standards in the OT zone.
Side street setback, minimum	20	10	10	10	10	10	10	10 ^(X)	AMC 19.42.130(B) ^(X) See AMC 19.42.160(C) for additional setback standards in the OT zone.
Interior side setback, minimum	10	5	5	5	5	5	5	5 ^(X)	AMC 19.42.130(C) ^(X) See AMC 19.42.160(C) for additional setback standards in the OT zone.
Interior side setback—upper floors, minimum	10	7.5	7.5	7.5 5	7.5 5	7.5 5	7.5 5	7.5	AMC 19.42.130(D)
Rear setback, minimum	20	20	20	20	20	10	10	20	AMC 19.42.130(E)

19.42.030 Form and intensity standards for mixed-use and industrial zones.

Table 19.42.020

Form and intensity standards for residential use.

Measure	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Conditions/ Reference
LOT SIZE AND DEVELOPMENT INTENSITY											
[no change]											
HEIGHT (feet) – PRINCIPAL STRUCTURES											
[no change]											
SETBACKS (feet)											
<i>NOTE: The setbacks below apply to principal structures, unless otherwise noted, except where accessory structure setbacks are modified by AMC 19.47.020(B).</i>											
i LEG-2024-18. Require a 0' street setback for new buildings along Commercial Ave. in the MS zone.											
Street setback, minimum	0	0	0	10	10	10	10	10 ^(x)	15	15	See AMC 19.42.130(B) for street setback measurements See AMC 19.42.150 for possible setback modifications. ^(X) See AMC 19.42.150(F) for street setbacks on Storefront block frontages in MS zone Also see AMC Chapter 19.61, Block Frontage Standards

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

A. [no change]

B. [no change]

- i** HAP 2.4.6 – Consider increasing the size of “small units” to be 650 square feet which allows for slightly more storage space. Also consider other options for height bonuses based on Anacortes’ unmet needs (e.g. inclusion of daycare space and service in a mixed-use development, development of senior housing, assigned living, or nursing homes)

C. *Option 1: Small Units.* Developments where at least 50 percent of the total dwelling units contain no more than ~~600~~ 650 square feet of gross floor area qualify for the height bonus.

D. [no change]

19.42.060 Bonus incentives in the CM zone.

[no change]

19.42.070 Bonus incentives in the MMU zone.

A. *Bonus Incentives in the Portion of the MMU Zone West of Q Avenue.*

[no change]

B. *Bonus Incentives in the Portion of the MMU Zone East of Q Avenue.* Buildings integrating one feature from the list below have a bonus height limit addition of 10 feet above the base height limit. Buildings integrating two features from the list below have a bonus height limit addition of 20 feet above the base height limit.

Figure 19.42.070

Height bonus incentive features for the portion of the MMU zone east of Q Avenue.

1. Integrate small units. Developments where at least 25 percent of the total dwelling units contain no more than 600 square feet of gross floor area and qualify for the height bonus.

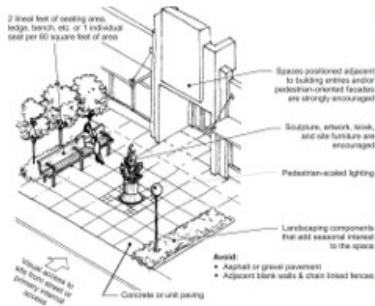
2. Vertical mixed-use building design. Ground level spaces designed to accommodate nonresidential uses must occupy at least 50 percent of the building’s primary facade. Such spaces must be at least 50 feet deep and contain 13 feet minimum floor-to-ceiling heights. Residential lobbies and structured parking areas do not qualify as nonresidential space for the purposes of this incentive option.

Examples



3. Provide additional ground level pedestrian-oriented space (meeting design requirements in AMC 19.62.040(D)) equal to at least 2 percent of the development site. Such space must be above and beyond minimum sidewalk, esplanade, and applicable pedestrian-oriented space requirements. This could include a small entry plaza (left image), or it could include a widened sidewalk (middle image).

Examples



i LEG-2024-22 – Request to amend the public park space incentive in #4, below, to change the minimum developer-provided public park space area to qualify for bonus incentives from 10,000 to 5,000 sf; do not require dedication to the city.

Consider keeping the minimum 5% and the 10,000 square feet standards and making this a double bonus (worth two items and 20 feet height bonus). The 10,000 square feet minimum (about ¼ acre) is a reasonable size for providing useable park space in a potentially urban neighborhood. Smaller spaces are in the pedestrian-oriented space realm (option #3 in the list).

The City could consider flexibility on the dedication requirements, however, may want to impose additional requirements if the park is private (e.g. minimum open hours and maintenance obligations).

4. Provide space for a public park equal to at least 5 percent of the gross floor area of the applicable building, but not less than 10,000 square feet in area, on a site agreed upon by, and dedicated to, the city. The space should be configured and located so it is able to incorporate common municipal park features such as playgrounds, fitness areas, picnic areas, pavilions, etc.

5. Integrate ornamental stormwater management features. Include creative and expressive techniques to celebrate stormwater management. The feature must be a significant visible design feature of the site and must include educational signage or a plaque explaining the incorporated stormwater techniques as determined and approved by the city. The design and management plan for the features must demonstrate long-term success of the ornamental stormwater management element. See examples below.

Examples



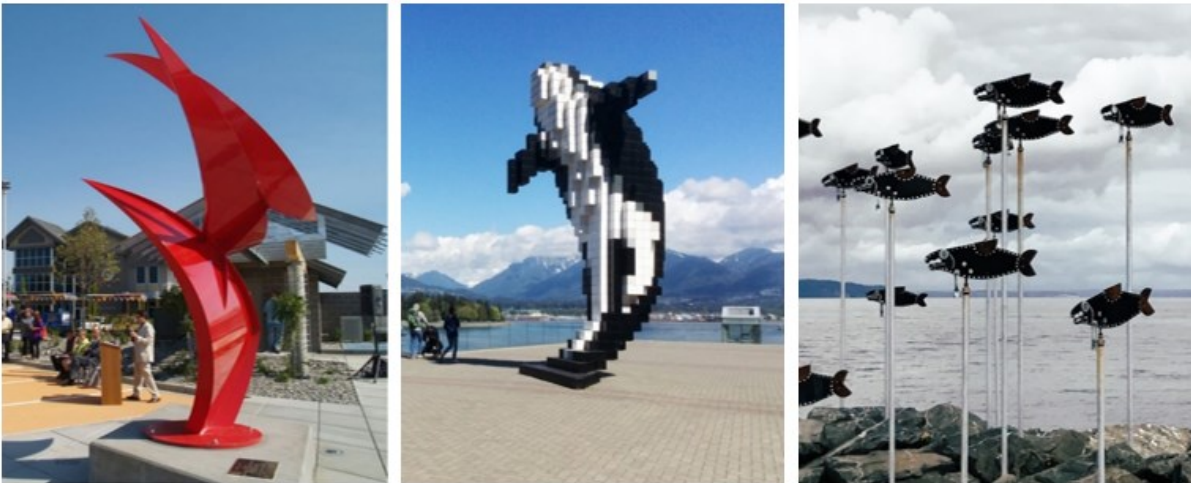
6. Integrate visible landscaping elements on buildings. This could include a combination of green walls and green roof elements integrated as a prominent visual feature of the building. To qualify, at least 50 percent of applicable roof areas or 5 percent of street-facing facades must be vegetated. Reduced and/or a combination of green roof/walls may be acceptable, provided the visible placement and high quality of the installations achieves the intent of the amenity feature. The design and management plan for the landscaping features must demonstrate long-term success of the landscaping element. See examples below.

Examples



7. Integration of permanent public art in visible location. This could include murals, mosaics, sculptural elements, or gateway features that are clearly recognizable as public art as determined by the Director in consultation with the City of Anacortes Arts Commission. Features may be located in a plaza, within the streetscape adjacent to the building, and/or on the building. Off-site features may be considered by the city provided they are placed within the central waterfront MMU zone. To qualify as an amenity, the estimated cost of the feature must be at least 1 percent of the construction cost of the development.

Examples



8. Exceptional landscaping display in visible location. The display must cover an area equal to at least 2 percent of the development site and function as a prominent visual feature of the development. The design and management plan for the landscaping display must demonstrate long-term success of the landscaping elements. See examples below.

9. Integrating brick as the primary cladding material on the building. In order to qualify, brick must occupy at least 50 percent of the cladding on the street-facing facades of the applicable building.

Examples



10. Provide freely accessible public restrooms. Must be available to the general public (not only commercial customers) and available daily.

11. Provide indoor meeting space available for free to the general public (3,000 square feet minimum). See example below.

Example



12. Other similar features that function as a permanent public amenity. Such features must be comparable in cost and public benefit to the features above.

19.42.080 Minimum lot size calculations.

Minimum lot size calculations are based on net lot area, rather than gross lot area. The following areas are excluded from the minimum lot area calculations:

- A. Street right-of-way, or other areas reserved or dedicated for public use (such as parks, open space, and stormwater facilities).
- B. Submerged lands, landslide hazard areas and buffers, regulated wetlands and buffers, and **Types 1, 2, 3 and 4 streams and buffers** Riparian Management Zones.

19.42.100 Density calculations.

- A. *Calculations for Determining Minimum Density.* The density minimum standard applies to single-purpose residential developments (mixed-use developments are exempt). All site areas applicable to the residential development must be used in the calculation of minimum allowed residential density except the following:
1. Street right-of-way, or other areas reserved or dedicated for public use (such as parks, open space, and stormwater facilities).
 2. Submerged lands, landslide hazard areas and buffers, regulated wetlands and buffers, and Types 1, 2, 3, and 4 streams and buffers.
- B. *Calculations for Determining Maximum Density.*
1. Maximum density for residential zones applies to all development with new residential dwelling units, unless otherwise noted herein.
 2. Gross acreage of the site may be used in the calculation of the maximum allowed residential density (including half of existing street right-of-way around the perimeter of the site and any new street right-of-way internal to the site).
 3. For the purpose of meeting maximum density requirements for subdivisions in applicable zones, final plats must specify the maximum number of dwelling units per lot.
- C. *How to Calculate Density.* Minimum and maximum density for an individual site must be calculated by multiplying the total site acreage based on subsections A and/or B of this section by the minimum and maximum dwelling units per acre for the applicable zone. When calculation results in a fraction, the fraction must be rounded to the nearest whole number as follows:
1. Fractions of one-half and above must be rounded up.
 2. Fractions below one-half must be rounded down.
- D. *Prohibited Reduction.* Any portion of a lot that was used to calculate minimum compliance with the standards and regulations of this title must not be subsequently subdivided or segregated from such lot unless all portions of the resulting lots continue to meet the code requirements after the subdivision.

19.42.120 Building height calculations, exceptions, and modifications

- A. *Height Measurement.*
- [no change]
- B. *Exceptions.* The following structures may be erected above the height limits established in Tables 19.42.020 and 19.42.030:
1. Roof structure housing or screening elevators, stairways, tanks, rooftop wind generators, ventilating fans or similar equipment required for building operation and maintenance may exceed the height limit by:
 - a. Up to 10 feet in the R3, R3A, R4, R4A, mixed-use, and industrial zones, provided the area with the added height is limited to what is necessary to screen or enclose the use.

i HAP Strategy 2.4.7 – Increase height allowance for elevator screening to improve livability and functionality for multifamily and mixed-use housing. 10’feet tall elevator cabs are desirable for residents to move the largest pieces of furniture which cannot fit through stairwells and elevator-accessible roof-top decks help development meet residential open space requirements. These 2 features are difficult to combine due to the limitation of this section. New technology mounts mechanical equipment on top of the elevator cab, which increases the overrun above the roof level beyond that assumed by code. To achieve a 10-foot interior cab dimension and accounting for the assembly for the penthouse structure, it is recommended to increase the code allowance from 15 to 17 feet.

- b. Up to ~~45~~ 17 feet on buildings over four stories in height where they allow access to shared roof decks that meet the requirements of AMC 19.62.040(B0(1)(e)). provided the area with the added height is limited to what is necessary to screen or enclose the use.

Such structures constructed for nonresidential or multifamily uses are subject to screening standards in AMC 19.62.070(E).

2. [no change]
3. [no change]
4. [no change]

C. Modifications.

1. [no change]
2. [no change]
3. [no change]
4. [no change]

i LEG-2024-23 – Request to amend AMC 19.42.120(C)(5)(c) to eliminate the 150’ maximum width in the north/south orientation for buildings taller than four stories or more than 50’ tall.

This provision was developed as part of a community design process for the MMU zone, primarily for the purpose of view access to the water, so the City will need to weigh the importance of this provision for the public interest.

Importantly, a departure option is already available which could allow for larger buildings without amending this code section.

5. *MMU Zone East of Q Avenue.* Base maximum height is 45 feet. The maximum height with bonus is 65 feet (see AMC 19.42.070(B) for applicable bonus provisions). Buildings are also subject to special height, width, and orientation standards:
- a. All buildings are subject to building massing and articulation standards in AMC 19.63.040.
 - b. Buildings up to four stories tall or no more than 50 feet tall are limited to 200 feet in width in the north-south direction.
 - c. Buildings taller than four stories or more than 50 feet tall are limited to 150 feet in width in the north-south direction.

Departures to subsections (C)(5)(b) and (c) of this section will be considered per AMC 19.20.220, provided site and building design features are included to reduce the perceived scale of such buildings, add visual interest, and enhance east-west pedestrian access and marine views.

6. [no change]

i LEG-2024-24 – Request to remove or clarify the setback requirement below in 19.42.120(C)(7).

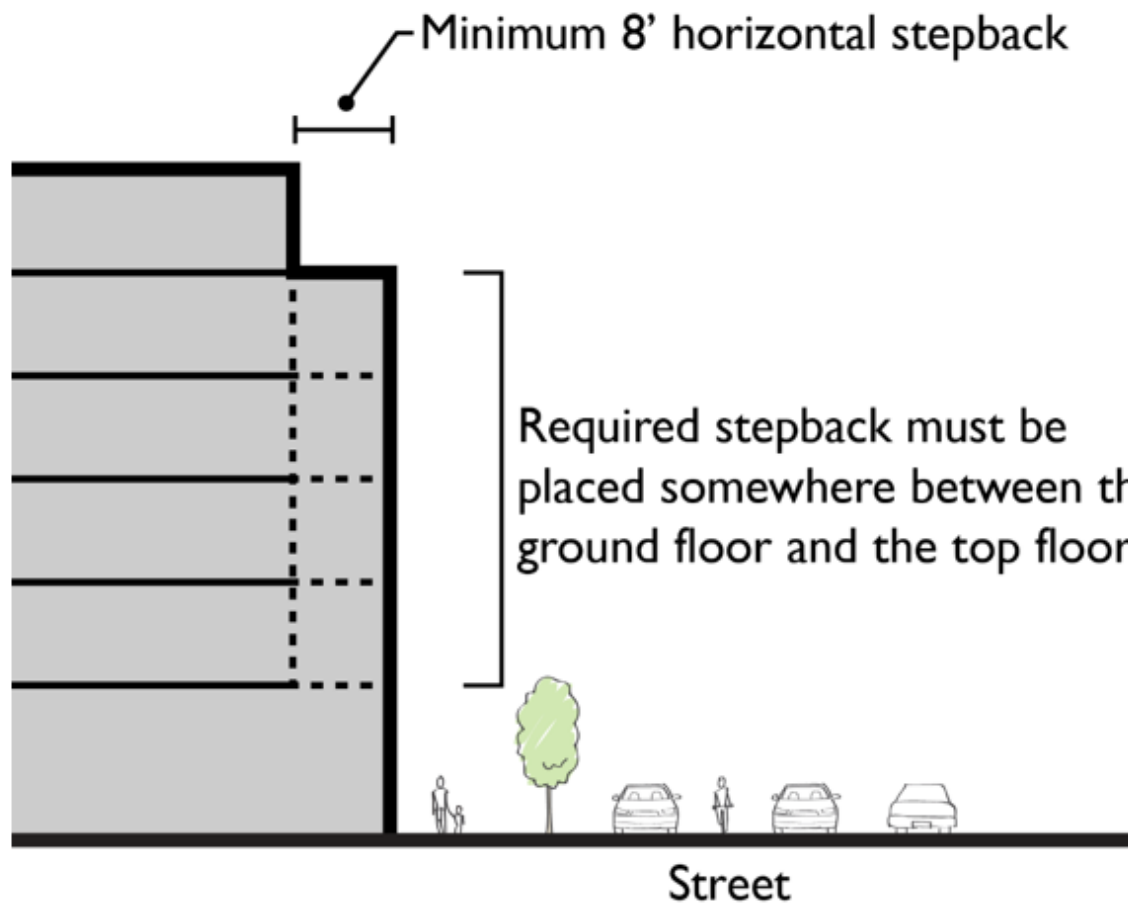
This provision was developed as part of a community design process for the MMU zone, so the City will need to weigh the importance of this provision for the public interest. It was intended as a compromise for allowing extra height. Another option is to refine it, such as reducing to 50% to still ensure some modulation and/or adding a new departure option.

The standard does not need to be clarified as suggested because the standard uses the word “façade”, which is defined as “the entire street wall face of a building extending from the grade of the building to the top...”

7. *CBD and MMU Zone Setback Requirements. For buildings which exceed the maximum base height in the CBD and MMU zones, buildings must incorporate a minimum horizontal setback of eight feet along at least 75 percent of the facade. The required setback must be placed somewhere between the ground floor and the top floor. See Figure 19.42.120(C)(7) for an example.*

Figure 19.42.120(C)(7)

Illustration of required building setbacks for tall buildings.



8.
9.
10. [no change]

19.42.150 Setback modifications.

- A. [no change]
B. [no change]

- C. [no change]
- D. [no change]
- E. [no change]

i LEG-2024-18. Require a 0' street setback for new buildings along Commercial Ave. in the MS zone

- F. In the MS zone, development of new buildings on sites with a Storefront block frontage designation must follow the Storefront block frontage requirements for building placement instead of the 10' street setback stated in Table 19.42.030.

19.42.180 Public use zone form and intensity standards.

Single family dwellings in the public use zone must comply with the form and intensity standards of the R2A zone. All other development in the public use zone is subject to the form and intensity standards of subsections (A) through (E) below.

- A. *Minimum Lot Size.* No minimum.

i Housekeeping item – fix incorrect code reference. (19.42.150(C) says “Along any mixed-use or industrial-zoned property line adjoining a residential zone with no intervening street or alley, the minimum setback must be the same as the applicable minimum setback for the adjacent zone”.)

- B. *Minimum Setback Requirements.* No minimum, except development is subject to the block frontage standards (AMC Chapter 19.61, Block Frontage Standards) and the setback standard of ~~AMC 19.42.160(B)~~: AMC 19.42.150(C).
- C. *Maximum Density.* No maximum.
- D. *Maximum Land Coverage.* No maximum.
- E. *Maximum building Height.* Thirty-five feet.

Chapter 19.43 Residential Uses ~~s~~ Standards

19.43.010 Categories of residential uses.

- A. *Household Living Use Category.* Residential occupancy of a dwelling unit by a household. Household living includes the following uses:
 1. Single-family.
 2. Single-family, small lot.
 3. Cottage housing.
 4. Duplex.
 5. Triplex.
 6. Townhouse.
 7. Multifamily, four or more units.
 8. Live-work.

i Adding co-living housing and relocating rooming house to household living category.

- 9. Co-living housing.

10. Rooming house.

- B. *Group Living Use Category.* Residential occupancy of a structure by a group of people that does not meet the definition of “household living.” Generally, group living facilities have a common eating area for residents and residents may receive care or training. Group living includes the following uses:
1. Adult family home.
 2. Assisted living facility.
 3. Nursing home.
 4. ~~Rooming house.~~

i HAP Strategy 2.1.10 – Make updates to comply with state law regarding supportive and emergency housing types.

- C. *Supportive Living Use Category.* Residential facilities intended to house individuals and families experiencing homelessness, or at imminent risk of homelessness, and paired with on-site or off-site supportive services designed to maintain long-term or permanent tenancy, or to eventually transition the residents to independent living arrangements.
1. Emergency housing.
 2. Emergency shelter.
 3. Permanent supportive housing.
 4. Transitional housing.

HOUSEHOLD LIVING

19.43.020 Single-family.

- A. *Definition.* A detached dwelling that is entirely surrounded by open space on the same lot, and which is designed for and occupied exclusively by one family and the household employees of the family, if any.
- B. ~~District~~ Zone-Specific Standards.

i DRAFT ORD. 4092 would strike the below subsection for consistency with changes made to the permitted use table to make all residential uses permitted outright in zone where they are permitted.

1. ~~In the CBD and C zones, no new single-family residences may be constructed. Single-family uses are conditionally permitted in these zones if in an existing building that was a single-family residence at some time in its past.~~
 2. In the R4 zone, a single-family home may only be placed on a lot of record that is less than 6,000 square feet in size.
 3. In the LM1 zone, single-family uses are permitted only for existing platted lots. In no event will this allow a residential subdivision.
- C. *Standards—Multiple Single-Family Dwellings on One Lot.* Two or more single-family dwellings may be built on the same lot, provided the applicable lot size standard (one dwelling unit/minimum lot area for single-family dwellings) is met. For example, if the minimum lot area for single-family dwellings is 7,500 square feet, two single-family dwellings could be built on a 15,000-square-foot lot. Applicants must demonstrate how the lot could be subdivided in the future consistent with the density and dimensional standards of this title.
- D. [no change]

19.43.040 Cottage housing.

- A. *Definition.* A small single-family dwelling that is clustered with other similar units sharing a common open space.
- B. *Purpose.*
1. Provide opportunities for creative, diverse and high-quality infill development that is compatible with existing neighborhoods.
 2. Promote housing affordability and greater choice by encouraging smaller and more diverse home sizes in accordance with the Anacortes comprehensive plan.
 3. Support compatibility with existing neighborhoods by promoting high-quality design.
 4. Support more efficient use of urban residential land.
 5. Enhance the character of the residential neighborhood.
 6. Provide usable open space for residents.

Figure 19.43.040(A)

Cottage housing development examples.

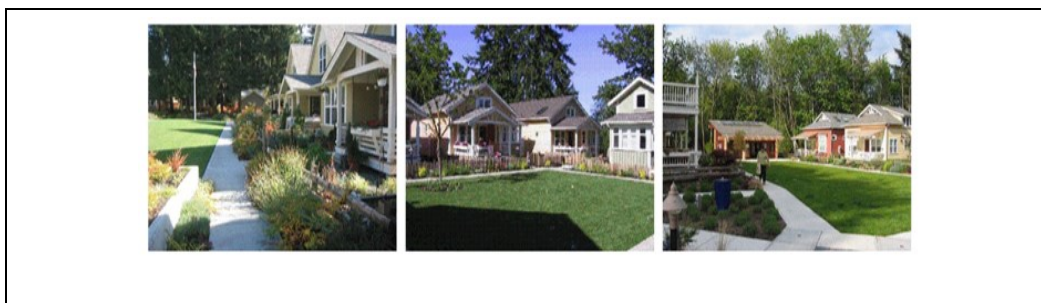
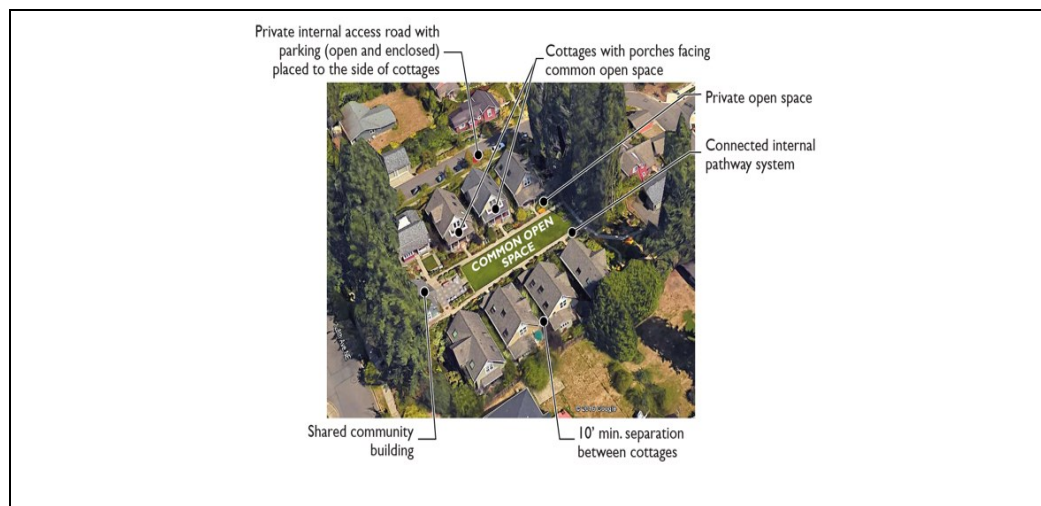


Figure 19.43.040(B)

Cottage housing site plan example.



- C. *Standards.*

1. *Lot Size.* Cottages are exempt from minimum lot area and lot width circle standards, provided they comply with density and design standards herein.
2. *Density.* Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units.
3. *Minimum and Maximum Number of Cottages.*
 - a. Cottage housing developments must contain a minimum of three cottages.
 - b. Three to 12 cottage structures may make up a cluster. There is no limit on the number of clusters, provided all other standards are met.



HAP Strategy 2.1.8. Allow duplex cottages in all zones where cottage housing is allowed.

~~c. In the R3, R3A, R4, and R4A zones, attached duplex cottages are allowed.~~ Duplex cottages are allowed in all zones where cottage housing is allowed.

4. *Setbacks and Separation.*
 - a. The minimum setbacks set forth in Table 19.42.020 apply to the development frontage and external side and rear property lines of the entire cottage development.
 - b. Individual cottages must be separated from other cottages by at least 10 feet. Permitted projections into required interior side setbacks in AMC 19.42.140 apply.
 - c. Cottages must be set back at least five feet from any internal pedestrian path. Permitted projections into required street setbacks in AMC 19.42.140 apply.
 - d. Cottages must be set back at least 10 feet from any internal access lanes that provide access to four or more cottages. For access lanes serving less than four cottages, at least five feet of separation is required between access lanes and cottages. Permitted projections into required street setbacks in AMC 19.42.140 apply for setbacks to internal access lanes.
5. *Building Height.*
 - a. Cottages have a maximum building height of 25 feet. All parts of the roof above 18 feet must be pitched with a minimum roof slope of 6:12.
 - b. Accessory structures in cottage housing developments are subject to the standards in AMC 19.47.020.
6. *Cottage Size.* Cottages must contain no more than 1,200 square feet gross floor area in total, not including attached garages.
7. *Entries.*
 - a. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
 - b. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
8. *Facade Transparency.* Transparent windows and/or doors are required on at least eight percent of facades featuring the primary entrance and facing streets and common open spaces. For corner lots, this standard is only applied to the elevation containing the primary entrance.
9. *Common Open Space.*
 - a. *Minimum Size.* Common open space must be at least 400 square feet per cottage.

- b. *Minimum Dimensions.* Common open space must have no dimension less than 15 feet. Areas used to meet private open space requirements may not be double-counted as common open space.
- c. *Elements.* Common open space may include a lawn, courtyard, plaza, garden, or other shared central open space and may not include parking areas. Common open space must be usable and may not include critical areas or critical area buffers, including steep slopes. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
- d. *Orientation.* Common open space must have cottages abutting on at least two sides. At least 50 percent of the cottages in each cottage housing cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance face the common open space.
- e. *Access.* Cottages must be within 100 feet walking distance of the common open space and feature a direct pedestrian connection to the common open space.

10. Shared Community Buildings.

- a. A shared community building may be integrated into the common open space area required in subsection (C)(9) of this section but must not be included in the minimum common open space area calculations.
- b. *Nonresidential Use.* A shared community building may include uses such as, but not limited to, a multi-purpose entertainment space, recreation center, kitchen, library, storage space, workshop, or similar amenities that promote shared use and a sense of community. Commercial uses other than day care (see AMC 19.44.010(B)(2)(a)) are prohibited.
- c. *Residential Use.* A shared community building may contain one attached accessory dwelling unit (see AMC 19.47.030).
- d. *Height.* Shared community buildings have a maximum building height of 25 feet. All parts of the roof above 18 feet must be pitched with a minimum roof slope of 6:12.
- e. *Size.* Shared community buildings have a maximum ground floor footprint of 1,200 square feet.
- f. *Other Standards.* Except for the height and size exceptions identified in subsections (C)(10)(d) and (C)(10)(e) of this section, shared community buildings are subject to the accessory structure standards in AMC 19.47.020.

11. Private Open Space.

- a. *Minimum Size.* The minimum private open space adjacent to each cottage must be at least 200 square feet.
- b. *Minimum Dimensions.* The private open space must have no dimension less than 10 feet.
- c. *Access.* The private open space must have direct access from the cottage via a door or porch.
- d. The required porch (see subsection (C)(11)(e) of this section) does not count as private open space for the size or dimension requirements of this section. The private open space is encouraged to be located between the cottage and the common open space.
- e. *Porches.* Cottage facades facing the common open space or common pathway must feature a roofed porch at least 70 square feet in size with a minimum dimension of seven feet on any side. Cottages sited between a street and the common open space are also subject to the entry requirements in subsection (C)(7) of this section.
- f. Private open space must be usable and may not include critical areas or critical area buffers, including steep slopes.

12. Access and Parking.

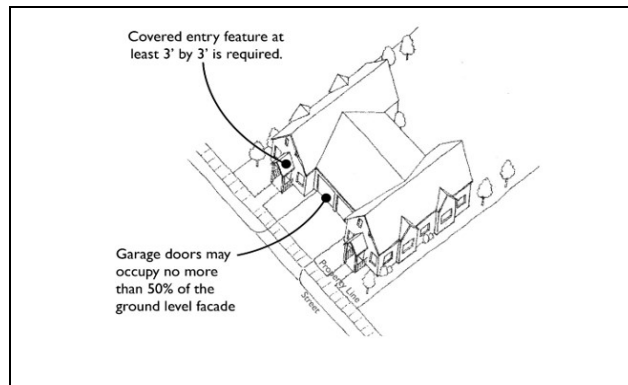
- a. Driveway and access requirements are in AMC Chapter 19.53.
 - b. Off-street parking standards, including guest parking provisions, are set forth in AMC 19.64.030 and 19.64.040.
 - c. Parking areas must be located to the side or rear of cottage clusters. Parking must not be located between the street and cottages nor between cottages and common open space.
 - d. Parking and access lanes must be screened from adjacent residential uses by landscaping or architectural screens. For parking areas and access abutting residential uses, at least five feet of Type A, B, or C landscaping (see AMC 19.65.060) must be provided between the parking area and the abutting residential use.
 - e. Parking is encouraged to be consolidated under cover. Uncovered parking must be located in clusters of not more than five adjoining spaces (except where adjacent to an alley). Driveway space in front of private garages is exempt from this provision.
 - f. Garages with a footprint of up to 300 square feet may be attached to individual cottages, provided all other standards herein are met. Such garages do not count toward the size limit of cottages. Such garages must not be located adjacent to the common open spaces.
 - g. Departures to the garage/common open space standard will be considered, provided the combination of the common open space design, garage location and design, and landscaping/architectural design features helps to create a common open space that meets the purposes of the standards and the design mitigates the impact of the garages on the common open space.
13. *Landscaping.* The minimum landscaped area requirements per Table 19.42.020 apply to the whole cottage development rather than for individual cottage dwellings.
14. Accessory dwelling units are not permitted in cottage housing developments, except as provided in subsection (C)(10) of this section.

19.43.050 Duplex.

- A. *Definition.* A building that is entirely surrounded by open space on the same lot and contains two dwelling units.
- B. Standards.
 - 1. Duplexes are subject to the entry and driveway access and garage standards for single-family small lot (AMC 19.43.030(C)(1) and (C)(2)). The entries for individual units may be grouped (with a shared path connecting grouped entries to the sidewalk) or separated (as illustrated in Figure 19.43.050(B)(1)).

Figure 19.43.050(B)(1)

Duplex example.



i HAP Strategy 2.4.1 – Reduce minimum lot sizes for duplexes in some zones.

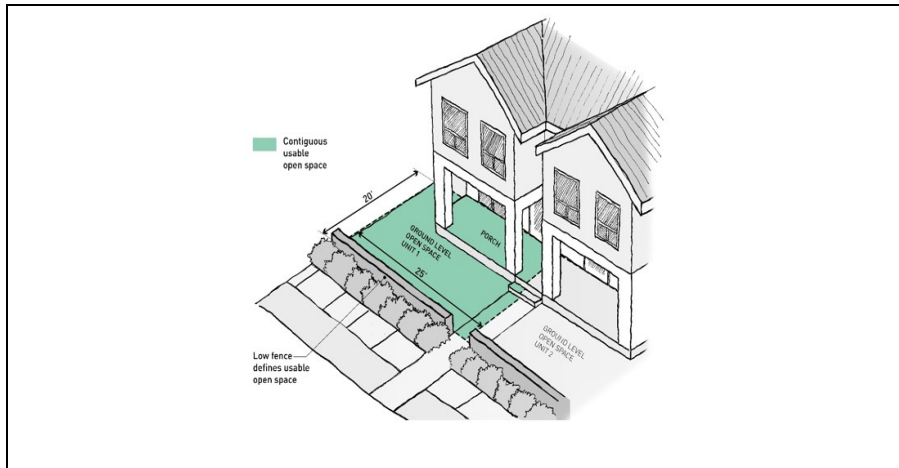
2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplex, triplex, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)

2. Zone-Specific Standards.

- a. R2 Zone. Minimum lot size: 7,500 sq. ft. when all units have [1,200-1,400] square feet gross floor area or less.
 - b. R2A Zone. Minimum lot size: 6,000 sq. ft. when all units have [1,200-1,400] square feet gross floor area or less.
 - c. Old Town Zone. Minimum lot size: 6,000 sq. ft. when all units have [1,200-1,400] square feet gross floor area or less.
3. See AMC 19.53.030 for general driveway and access easement standards. Separate driveways are permitted for each unit, provided each driveway is limited to 12 feet in width and meets driveway separation standards in AMC 19.53.030(D).
 4. Standards for Minimum Usable Open Space.
 - a. All new duplex units must provide a contiguous open space with a minimum dimension of 15 feet on all sides.
 - b. The minimum collective size of usable open space is 10 percent of the lot area. For example, an 8,000-square-foot lot would require at least 800 square feet of usable open space, which could include separate 20-foot by 20-foot usable open spaces for each unit.
 - c. Where the usable open space is configured within the street setback, the open space must be defined with a fence or wall (meeting the standards of AMC Chapter 19.66). See Figure 19.43.050(B)(3) for an example.
 - d. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
 - e. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
 - f. Drive aisles must not count in the calculations for usable open space.
 - g. Additions must not create or increase any nonconformity with this standard.

Figure 19.43.050(B)(3)

Example of integrating a duplex's minimum usable open space into the street setback.



5. Multiple duplexes may be built on the same lot, provided the minimum lot size per duplex is met (see Table 19.42.020) and other standards above are met.

19.43.060 Triplex.

- A. *Definition.* A building that is entirely surrounded by open space on the same lot and contains three dwelling units.
- B. *Standards.*
 1. Triplexes are subject to the entry and driveway access and garage standards for single-family small lot in AMC 19.43.030(C)(1) and (C)(2). The entries for individual units may be grouped (including a shared path connecting grouped entries to the sidewalk) or separated.
 2. See AMC 19.53.030 for general driveway and access easement standards. Separate driveways are permitted for each unit, provided each driveway is limited to 12 feet in width and meets driveway separation standards in AMC 19.53.030(D).
 3. Standards for Minimum Useable Open Space.
 - a. All new triplex units must provide a contiguous open space with a minimum dimension of 15 feet on all sides.
 - b. The minimum collective size of usable open space is 10 percent of the lot area. For example, an 8,000-square-foot lot would require at least 800 square feet of usable open space, which could include separate 20-foot by 20-foot usable open spaces for each unit.
 - c. Where the usable open space is configured within the street setback, the open space must be defined with a fence or wall (meeting the standards of AMC Chapter 19.66). See Figure 19.43.050(B)(3) for an example.
 - d. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
 - e. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
 - f. Drive aisles must not count in the calculations for usable open space.
 - g. Additions must not create or increase any nonconformity with this standard.

- i** HAP Strategy 2.1.3 – Allow triplexes (up to 4 units attached) in the R2A zone, on alley-loaded lots and with max. unit sizes.

2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplexes, triplexes, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)

C. Zone-specific standards.

1. R2A Zone.

- a. Triplexes on a lot with alley access are permitted by right. Triplexes not located on a lot with alley access are prohibited.
- b. Triplex units must have no more than [900-1,000] square feet gross floor area.

2. Old Town Zone.

- a. Triplexes on a lot with alley access are permitted by right. Triplexes not located on a lot with alley access are prohibited.
- b. Triplex units must have no more than [900-1,000] square feet gross floor area.

- D. Multiple triplexes may be built on the same lot, provided the “additional lot size needed for additional dwelling unit beyond duplex, minimum,” per Table 19.42.020, is met.

19.43.070 Townhouses.

- A. *Definition.* A dwelling unit in a row of at least three such units in which each unit has its own front access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more common walls.

B. Purpose.

1. To enhance the character of the street.
2. To maintain “eyes on the street” for safety to pedestrians and to create a more welcoming and interesting streetscape.
3. To de-emphasize garages and driveways as major visual elements along the street.
4. To provide usable open space for residents.
5. To reduce the apparent bulk and scale of large townhouse buildings.
6. To promote architectural variety that adds visual interest to the neighborhood.

C. Zone-Specific Standards.

- i** HAP Strategy 2.1.3 – Allow townhouses (up to 4 units attached) in the R2A zone, on alley-loaded lots and with max. unit sizes.

2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplexes, triplexes, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements and limits on unit size.

Need to renumber section in next draft.

X. R2A Zone.

- a. Townhouse structures with up to 4 attached units and located on a lot with alley access are permitted by right. Townhouse structures with more than 4 attached units or not located on a lot with alley access are prohibited.
- b. Townhouse units must have no more than [900-1,000] square feet gross floor area.

1. *R3 and R3A Zone Standards.* Townhouse structures with up to four attached units are permitted by right. Townhouse structures with more than four attached units are prohibited in the R3 and R3A zones.

i Zone specific standard for townhouses in Old Town zone.

Need to re-number below section in next draft.

X Old Town.

- c. Townhouse structures with up to 4 attached units and located on a lot with alley access are permitted by right. Townhouse structures with more than 4 attached units or not located on a lot with alley access are prohibited.
 - d. Townhouse units must have no more than [900-1,000] square feet gross floor area.
2. *R4 and R4A Zone Standards.* Townhouse developments have the following form and intensity adjustments from Table 19.42.020:
- a. Maximum lot coverage: 60 percent.
 - b. Minimum landscaped area: 15 percent.

i LEG-2024-25 – City Council docketed a request to consider amending the below subsection (existing 19.43.070(C)(3)) to exclude associated landscaping and open space areas from the maximum site area coverage (60%) permitted for single purpose residential or assisted living uses in the MMU zone east of Q Ave.

This provision was developed as part of a community design process for the MMU designation/zone when it was initially established as part of the 2016 Comp Plan. Development regulations implementing the goals and policies for development in the MMU zone were adopted in 2019. The City will need to weigh the importance of this provision for the public interest.

Staff do not recommend parceling out landscaping areas because if they are associated with that part of the development, it does not meet the larger intent regarding use mix in the MMU zone. It would also be more challenging to administer.

Additionally, there is already an avenue provided for proposing an increase to the allowed single-purpose residential use on the site through a framework development plan.

3. In the *MMU zone east of Q Avenue*, townhouses and other permitted residential uses within single-purpose buildings may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC 19.61.180).
4. *C Zone Standards.*
- a. Townhouses that do not meet the standards for live-work dwellings that front on Commercial Avenue within the C zone are prohibited.
 - b. Townhouses that do not meet the standards for live-work dwellings are prohibited within the C zone south of 41st Street.

i HAP 2.5.3 – Add clarity for how to find required setbacks for townhouse developments.

*Note that this subsection (19.43.070(D)) was formerly known as 19.43.010(G)(4). It was renumbered by Ord. 4086 [2024].

D. *Setbacks.*

1. For minimum street setbacks, the greater setback applies from either the Landscaped block frontage standards of AMC 19.61.070 or the residential zone setbacks in Table 19.42.020. ~~The minimum setbacks set forth in Table 19.42.020 apply to development frontage and external side and rear setbacks of the entire townhouse development.~~
2. For side and rear setbacks, see Tables 19.42.020 (residential zones) or 19.42.030 (mixed-use and industrial zones).
3. See AMC 19.42.130(C) for exemptions involving interior side setbacks for townhouses.

E. Entries.

1. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
2. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
3. For townhouses where the primary pedestrian access to the dwelling is from an alley or private internal vehicular access, buildings must emphasize individual pedestrian entrances over private garages by using both of the following measures:
 - a. Enhance entries with a trellis, small porch, or other architectural features that provide cover for a person entering the unit and a transitional space between outside and inside the dwelling.
 - b. Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet.

Alternative designs will be considered, provided they meet the purpose of the standards.

Figure 19.43.070(E)

Acceptable and unacceptable examples of garage/entry configurations.

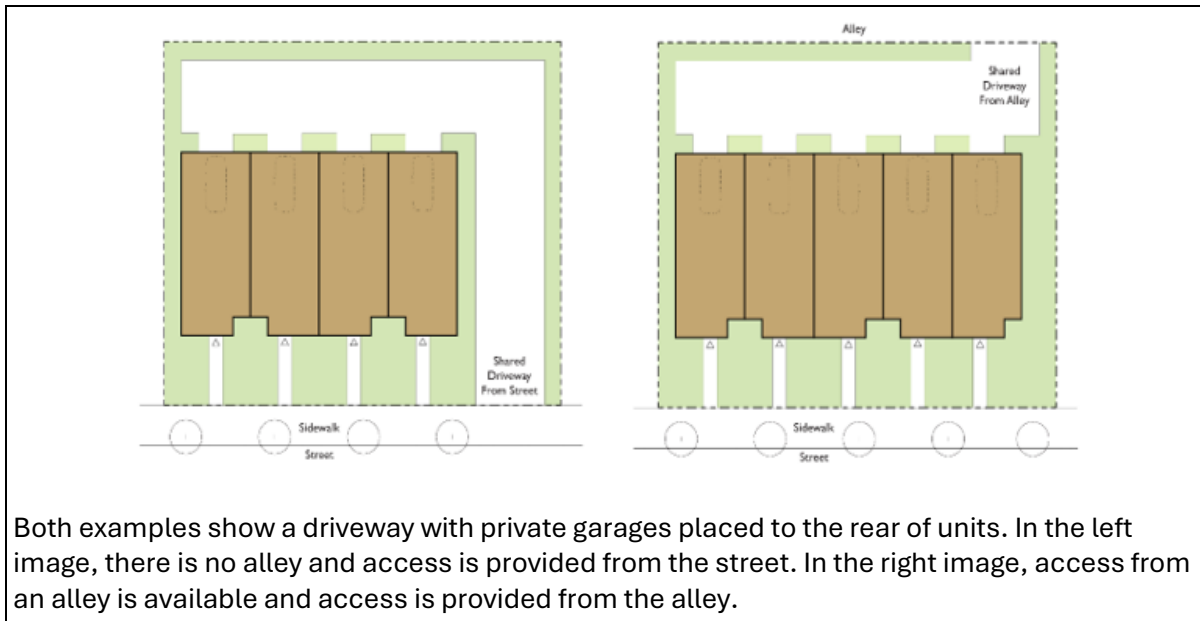


The left example features a landscaped area and a trellis to highlight the entry. In the middle image, the balconies and landscaped areas de-emphasize the garage. In the right image, the lack of landscaping near the entries would not be allowed (where this is the primary pedestrian entry to the unit).

- F. *Facade Transparency*. Transparent windows and/or doors are required on at least eight percent of facade area (all vertical surfaces of street-facing elevations). For corner lots, this standard is only applied to the elevation containing the dwelling entry.
- G. *Private Garages Facing the Street—Maximum Garage Widths*.
1. Individual garages facing the street are not allowed for townhouse dwellings unless they are designed to meet driveway standards in AMC 19.53.030. Garages may be provided to the rear of the dwelling via alley access or shared driveway as depicted in Figure 19.43.070(G).
 2. Individual garages facing the street (where allowed) are limited to 12 feet in width.

Figure 19.43.070(G)

Townhouse development examples using side/rear vehicular access.



H. Access and Parking.

1. Off-street parking standards for townhouses are set forth in AMC 19.64.040 as a type of multifamily residential use (based on the number of bedrooms). Also see AMC 19.64.030(B) for guest parking standards.
2. See AMC 19.53.030 for driveway and access standards.
3. Internal Drive Aisle Standards.
 - a. Must meet minimum widths and other standards such as turning radii of the city-adopted International Fire Code.
 - b. Minimum building separation along uncovered internal drive aisles must be 24 feet. Projections into this minimum building separation standard are permitted for each building consistent with the interior side setback projections referenced in AMC 19.42.140. The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and provide adequate light and air on both sides of the dwelling units and vehicle areas, which often function as usable open space for residents.
 - c. See AMC 19.53.050 for other internal circulation requirements.

I. *Usable Open Space.* Townhouse dwelling units must provide open space at least equal to 10 percent of the gross floor area. The required open space may be provided by one or more of the following:

i HAP 2.5.5 – Provide more consistency between open space standards and setback requirements.

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

3. Shared open space that meets the design requirements of AMC 19.62.040(B)(2), provided such space is visible and directly accessible to townhouse dwelling units.
4. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.

[no changes to remaining]

19.43.080 Multifamily.

- A. *Definition.* A building that contains four or more dwelling units. The term also includes any dwelling units that are within a mixed-use building.
- B. *Standards.* Multifamily uses are subject to design provisions in Division 6 of this title, including block frontage standards, site planning, building design, and landscaping. See AMC 19.53.050 for internal circulation requirements.

i Update for formatting consistency with other use standard sections.

C. Zone-Specific Standards.

1. MMU Zone East of Q Avenue Standards.
 - a. Multifamily dwellings are allowed on upper floors throughout the site.

i LEG-2024-25 – City Council docketed a request to consider amending the below subsection (existing 19.43.080(C)(2)) to exclude associated landscaping and open space areas from the maximum site area coverage (60%) permitted for single purpose residential or assisted living uses in the MMU zone east of Q Ave. See comments provided for LEG-2024-25 in the townhouse provisions (AMC 19.43.070(C)).

- b. Multifamily dwellings and other permitted residential uses within single-purpose residential buildings* may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC 19.61.180).

* Mixed-use buildings that meet the following criteria are not considered a single-purpose residential building:

- c. At least 50 percent of the ground level building frontage is designed to accommodate nonresidential uses meeting the interior space requirements in AMC 19.43.080(C)(2)(b) and (C)(2)(c).
- d. Spaces feature 13-foot-minimum floor-to-ceiling height.
- e. Spaces are at least 50 feet deep.
2. *CM Zone Standards.* Multifamily uses are conditionally permitted, provided it can be demonstrated that the use will not weaken the zone's tourist or marine-oriented purpose, nor diminish the marine values inherent in the zone, such as physical and visual access to waterways and shoreline. Multifamily units that are part of a mixed-use development incorporating commercial marine uses are permitted and single-purpose multifamily developments require a conditional use permit.
3. *MS Zone Standards.*
 - a. Multifamily dwellings are conditionally permitted west of Commercial Avenue and south of 2nd Street.

- b. Residential units must be no larger than 800 square feet each and constructed within a mixed-use development.
- 4. C Zone Standards.
 - a. Single-purpose multifamily uses that front on Commercial Avenue within the C zone are prohibited.
 - b. Single-purpose multifamily uses are prohibited within the C zone south of 41st Street.
- 5. *R4 and R4A Zone Standards.* Multifamily developments have the following form and intensity adjustments from Table 19.42.020, provided at least 50 percent of all required parking is located within and/or below the structure:
 - a. Maximum lot coverage: 75 percent.
 - b. Minimum landscaped area: 15 percent.

19.43.090 Multifamily, restricted.

- A. *Definition.* A dwelling unit restricted to occupancy by a person or persons who satisfy one of the following requirements:
 - 1. Meet the minimum age in the definition of “housing for older persons” contained in Section 3607(b)(2) of the Federal Fair Housing Act, as amended.
 - 2. Their domestic partners and/or live-in caregivers are 55 years of age or older and/or disabled.
 - 3. Are disabled or handicapped regardless of age.

19.43.100 Live-work.

- A. [no change]

19.43.110 Manufactured home.

- A. [no change]

- i** HAP 2.1.9 – Co-Living Housing (formerly known as Single Room Occupancy). The legislature adopted HB 1998 in 2004, regarding local regulation of co-living housing. Commerce published [co-living housing guidance](#) in Jan. 2025.
- i** [RCW 36.70A.535](#) (HB 1998 (2004)) defines co-living housing and requires cities to allow co-housing living wherever multifamily with 6+ units are allowed by right currently. The city may not require any standards for co-living that are more restrictive than those required for other types of multifamily residential uses in the same zone, nor can it require room dimensional standards larger than required by the state building code, including unit size, sleeping unit size, room area, and habitable space. Review procedures must also be the same as for other residential uses in the same location. Commerce guidance defining ‘sleeping unit’. Sleeping units may not be treated as more than ½ a dwelling unit for purposes of calculating sewer connection fees.

19.43.115 Co-Living housing

- A. *Definitions.*
 - 1. “Co-living housing” means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. This definition does not preclude an option for sleeping units with bathrooms and/or kitchenettes.
 - 2. “Sleeping unit” has the same meaning as defined in the adopted state building code.

B. Standards.

1. Room dimensions. Sleeping unit room dimensions must comply with the adopted state building code.
2. Design Standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64, Parking, this use is considered a multifamily use when interpreting applicability provisions.

C. Zone-Specific Standards.

1. MS Zone Standards.

- a. Multifamily dwellings are permitted west of Commercial Avenue and south of 2nd Street.
- b. Residential units must be no larger than 800 square feet each and constructed within a mixed-use development.

19.43.117 Rooming house.

i HAP 2.1.9 and HB 1998 (2024). HB 1998 does not require the city to allow co-housing living in zones where multifamily with 6+ units are not currently allowed. It encourages cities to continue to allow similar uses in these zones. Since rooming houses may be located in R3, R3A and OT zones, consider changing the applicable design standards to focus on compatibility with lower intensity residential development.

A. Definitions.

1. “Rooming house” means a single-family dwelling, with a central kitchen and with more than one but fewer than nine boarders, with no more than nine sleeping rooms.
2. “Boarder” means a patron of a rooming house who is provided lodging, with or without meals, for compensation, for 30 or more consecutive nights.

B. Standards.

1. Design standards. ~~For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64 Parking, this use is considered a multifamily use when interpreting the applicability provisions.~~ Rooming houses are subject to the same development standards as a single family dwelling, except for AMC 19.64 Parking.

GROUP LIVING

19.43.120 Adult family home.

i HAP 2.1.6. Changes already included in pending legislation - Draft. Ordinance 4092 (re SB 5290(2023)) – permit review time periods.

The changes below bring the code into conformity with the state law governing adult family homes – RCW 70.128.

- A. *Definition.* A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. An adult family home may provide services to up to eight adults upon approval from the Department of Social and Health Services under RCW 70.128.066. RCW 70.128.140 provides that adult family homes are treated the same as single-family homes under applicable regulations.

B. Standards.

1. An adult family home must be licensed under Chapter 70.128 RCW.
 2. Per RCW 70.128.140(1), each adult family home must meet applicable local licensing, zoning, building, and housing codes, and state and local fire safety regulations as they pertain to a single-family residence.
- C. ~~Use Permissions in the CBD and C Zones.~~
1. ~~An adult family home is a permitted use when in an existing single-family dwelling.~~
 2. ~~An adult family home is conditionally permitted when within an existing building that was a single-family residence at some time in its past.~~
 3. ~~An adult family home within a newly constructed single-family dwelling is not allowed.~~
- D. ~~Use Permissions in the LM Zone.~~
1. ~~An adult family home is a permitted use when in an existing single-family dwelling.~~
 2. ~~An adult family home within a newly constructed single-family dwelling is conditionally permitted.~~

19.43.130 Assisted living facility.

- A. *Definition.* A state-licensed multi-unit establishment which provides living quarters and a variety of limited personal care and at least a minimal amount of supportive health care to individuals who are unable to live independently due to infirmity of age, physical or mental handicap, but who do not need the skilled nursing care of a convalescent center or nursing home. Supportive health care may include health care monitoring, such as assistance with medication, but is limited to health care services which may be provided by a boarding home licensed under Chapter 18.20 RCW. These facilities may consist of individual dwelling units with a full kitchen, partial kitchen or no kitchen. In addition, these facilities may have a communal dining area, recreational facilities (library, lounge, game room, open space), and/or laundry facilities. Assisted living facilities do not include adult family homes, as defined in Chapter 70.128 RCW.

i HAP 2.1.5 – Reduce barriers to group living uses to encourage their development. Recommended zone specific standards for Assisted Living in the R3 zone to help ensure compatibility.

City staff recommend including a requirement for a traffic plan.

- B. Standards.
1. ~~Density. For the purpose of calculating maximum density in residential zones, one assisted living facility dwelling unit is counted as one-half of a dwelling unit.~~
 2. *Design Standards.* For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64, Parking, this use is considered a multifamily use when interpreting applicability provisions.
 3. Zone-Specific Standards.
 - a. R3 Zone.
 - (I) Assisted living facilities are limited to a maximum of [10] units or beds per facility.
 - (II) Assisted living facilities must be separated from other assisted living facilities by a minimum distance of [1,000] feet.
 - (III) Porte cochere and similar features for passenger loading must be designed to accommodate vehicles no longer than 30'.
 - (IV) A traffic mitigation plan must be submitted with the application. The plan must address traffic control, parking management (including the mitigation of overflow parking into adjoining residential areas), and traffic movement to the arterial street system.

4. MMU Zone East of Q Avenue Standards. **(FIX NUMBERING and check cross references)**

- a. Assisted living facilities are allowed on upper floors throughout the site.

i LEG-2024-25 – City Council docketed a request to consider amending the below subsection (existing 19.43.130(C)(2)) to exclude associated landscaping and open space areas from the maximum site area coverage (60%) permitted for single purpose residential or assisted living uses in the MMU zone east of Q Ave.

i See comments provided for LEG-2024-25 in the townhouse provisions (AMC 19.43.070(C)).

- b. Assisted living facilities and other permitted residential uses within single-purpose buildings may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC 19.61.180).

19.43.140 Nursing home.

- A. Definition. An establishment providing care for persons recovering from an illness or operation or persons made weak or disabled by illness or injury. Such establishments must be duly licensed by the state as a nursing home in accordance with current state statutes.
- B. Standards.
1. Design Standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64 Parking, this use is considered a multifamily use when interpreting the applicability provisions.

SUPPORTIVE LIVING

i HAP Strategy 2.1.10. Address supportive housing uses directly in the code. Add terms, definitions, and standards for Emergency housing and Emergency shelter, Permanent supportive housing, and Transitional housing. Under RCW 35A.21.430 (2021) cities may not prohibit emergency shelters or indoor emergency housing in zones where hotels are allowed. Cities may not prohibit transitional housing or permanent supportive housing in any zones where residential dwelling units or hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed to protect public health and safety, as long as they do not practically prevent their development.

Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP).

19.43.170 Supportive Housing (STEP Housing)

A. **Definitions.**

1. **Emergency Housing.** Emergency housing is temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement. (RCW 36.70A.030(14))
2. **Emergency shelter.** An emergency shelter is a facility that provides temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to

enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations. (RCW 36.70A.030(15))

3. **Permanent supportive housing.** Permanent supportive housing is subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW. (RCW 36.70A.030(31))
4. **Transitional housing.** Transitional housing is a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living. (RCW 84.36.043)

B. **Purpose.** The purpose of these regulations is to:

1. Ensure compliance with the Washington State Growth Management Act and other laws.
2. Support implementation of Anacortes' comprehensive plan.
3. Encourage the development of emergency housing, emergency shelters, permanent supportive housing and transitional housing consistent with best practices for these development types to help address local housing needs.
4. Direct STEP development to areas with existing amenities, like jobs, services, and transit, to ensure occupants have access to opportunities.
5. Protect the health, safety and welfare of the individuals served by these development types and the broader community.

C. **Standards.** STEP Housing is subject to the following standards:

1. **Permanent supportive housing and transitional housing** are subject to the same development standards as the "household living" dwelling type/ form proposed (e.g. single family, duplex, triplex, multifamily, etc.) in the respective zone, consistent with RCW 36.130.020, except for AMC 19.64 *Parking* and except for AMC 19.62.040 *Internal open space*.
2. **Emergency shelters and emergency housing** are considered multifamily for the purpose of meeting project design standards in Division 6, except for AMC 19.64 *Parking* and except for AMC 19.62.040, *Internal open space*.
3. **Modifications.** The Director may modify one or more standards referenced in these standards only if the applicant submits a description of the standard to be modified and demonstrates how the modification would result in a safe supportive housing facility and benefit the community under the specific circumstances of the application. In considering whether the modification should be granted, the Director must first consider the effects on the health and safety of the housing facility residents and the neighboring community. Modifications must not be granted if they would result in an adverse impact on the residents of the supportive housing facility or the broader community.

Chapter 19.44 Commercial Uses

19.44.010 Day care.

- A. Day Care Use Category. A facility providing care, protection and supervision of children or adults on a regular basis away from their primary residence. Care is typically provided to a given individual for fewer than 18 hours each day, although the facility may be open 24 hours each day.
1. Day care I facilities.
 2. Day care II facilities.
- B. Definition. An establishment for group care of nonresidential adults or children. Specifically:
1. Day care includes child day care services, adult day care centers, and all of the following:
 - a. Adult day care, such as adult day health centers or social day care as defined by the Washington State Department of Social and Health Services.
 - b. Nursery schools for children under minimum age for education in public schools.
 - c. Privately conducted kindergartens or pre-kindergartens when not a part of a public or parochial school.
 - d. Programs covering before- and after-school care for school children.
 2. Day care establishments are subclassified as follows:
 - a. Day care I—a maximum of 12 adults or children in any 24-hour period, based within a residential dwelling, and as provided for in RCW 35A.63.215.
 - b. Day care II—over 12 adults or children in any 24-hour period or day care as a principal use.
 3. Day care II in the R4 use zone must meet the following criteria:
 - a. An approved passenger drop-off and pick-up area must be provided adjacent to the site.
 - b. Parking must be provided in an amount equal to the number of staff on the largest hourly shift.
 - c. The facility must meet any applicable Washington State Department of Children, Youth, and Families (DCYF) licensing requirements including interior floor space, fencing and outdoor open space area.

19.44.120 Retail sales.

- A. [no change]
- B. [no change]
- C. [no change]
- D. [no change]
- E. [no change]
- F. [no change]

i LEG-2024-18. Change MS code to permit outright more retail sales sq. ft. to encourage that type of development.

- G. In the MS zone, up to 6,000 sq. ft. NFA is permitted outright (P) on the ground floor abutting Commercial Ave. south of 2nd St.

Chapter 19.47 Accessory Uses & Structures

19.47.030 Accessory Dwelling Units

i HB 1337 requires updates to the City's accessory dwelling unit regulations consistent with state law. Discussed at 6/11/25 PC meeting. Yellow highlight = staff rec. change since 6/11/25 PC discussion.

A. Definitions.

i These definitions below are taken verbatim from RCW 36.70A.636 (except the second sentence in #2).

1. "Accessory dwelling unit" (ADU) means a ~~A second~~ dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit. ~~attached or detached from the primary residential unit on a lot.~~
2. "Attached accessory dwelling unit" means an accessory dwelling unit located within or attached to a single-family housing unit, duplex, triplex, townhome, or other housing unit. ADUs that are attached by a breezeway or open air covered area are not considered attached for the purposes of this section.
3. "Detached accessory dwelling unit" means an accessory dwelling unit that consists partly or entirely of a building that is separate and detached from a single-family housing unit, duplex, triplex, townhome, or other housing unit and is on the same property.

i Revise the "dwelling unit" definition in the general definitions (AMC 19.12.020.D) to match this one from RCW 36.70A.636(1).

4. "Dwelling unit" means a residential living unit that provides complete independent living facilities for one or more persons and that includes permanent provisions for living, sleeping, eating, cooking and sanitation.

i Consider whether we need to clarify that the term "habitable area" as used below does not correspond to "habitable space" as used in the building code.

5. "Gross floor area" means the interior habitable area of a dwelling unit including basements and attics but not including a garage or accessory structure.
6. "Principal unit" means the single-family housing unit, duplex, triplex, townhome, or other housing unit located on the same lot as an accessory dwelling unit.

- B. Purpose. The purpose of ~~an accessory dwelling unit~~ this chapter is to implement the requirements of RCW 36.70A.680 and .681.

~~Purpose. The purpose of an accessory dwelling unit is to:-~~

- ~~1.—Add affordable units to existing housing and make housing units available to moderate-income people who might otherwise have difficulty finding homes within the city.~~
- ~~2.—Promote the development of additional housing options in residential neighborhoods that are appropriate for people at a variety of stages of their lives.~~
- ~~3.—Provide homeowners with a means of obtaining, through tenants in either the accessory dwelling unit or the principal residence, rental income, companionship, or security.~~
- ~~4.—Protect neighborhood stability, property values, and the character of the neighborhood.~~

C. Standards and Criteria.

1. ~~When and~~ Quantity and Where Allowed. ~~An Up to two ADUs may be established~~ are allowed on all lots that are located in all any zones that allow on a lot with a for single-family homes per AMC Table 19.41.040. residence ~~An ADU may be created by any one or combination of the following methods:~~
2. ADU Configuration. ~~ADUs may be established in the following configurations:~~
 - a. One attached ADU and one detached ADU;
 - b. Two attached ADUs; or
 - c. Two detached ADUs, which may be comprised of either one or two detached structures.
 - d. ~~Alteration of interior space of an existing residence.~~
 - e. ~~Conversion of an attic, basement, attached or detached garage, or other portion of a residence.~~
 - f. ~~Addition of a living area enclosed within the principal building.~~
 - g. ~~Construction of a detached living area.~~
 - h. ~~Associated with the construction of a new single-family dwelling (where permitted).~~
3. ~~Number.~~ Each single-family residential unit may have only one ADU.
4. ~~Subdivision.~~ ADUs must not be subdivided or otherwise segregated in ownership from the principal dwelling unit.
5. Form and Intensity Standards. ADUs are subject to the following form and intensity standards:

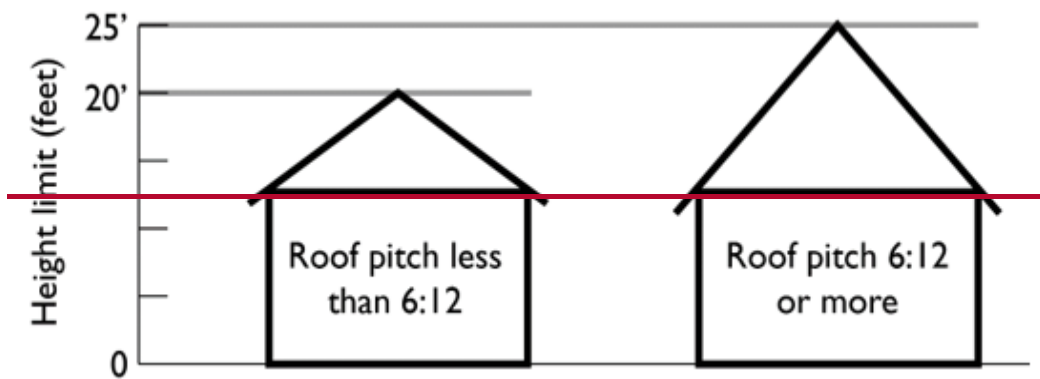
i Consider whether there should be flexibility in the maximum ADU size (1,000 sq. ft.) below to accommodate conversion to an ADU of pre-existing floor area that exceeds 1,000 sq. ft. in a primary unit.

- a. Maximum ADU Size. ~~The An~~ ADU may not exceed ~~900~~ 1,000 square feet gross floor area.
- b. Minimum lot size. ~~To establish A lot with an~~ ADUs may be permitted on a lot that meets the minimum lot size requirement for the principal unit.
- c. Maximum Height. The maximum building height for a detached ADU is 25-feet. Attached ADUs are part of the principal unit; the maximum building height restrictions for the principal unit apply for attached ADUs.
- d. ~~ADUs enclosed within the principal building are subject to the height limits for the applicable zone in Tables 19.42.020 and 19.42.030.~~
- e. ~~Height limits for detached ADUs are:~~
 - (i) ~~Twenty feet where the roof pitch is less than 6:12.~~
 - (ii) ~~Twenty-five feet where the roof pitch is 6:12 or greater.~~

~~Exception: ADU height and roof pitch adjustments may be needed for structures to comply with the 45-degree height/setback plane provisions in subsection (C)(6)(a) of this section.~~

~~Figure 19.47.030(C)(5)~~

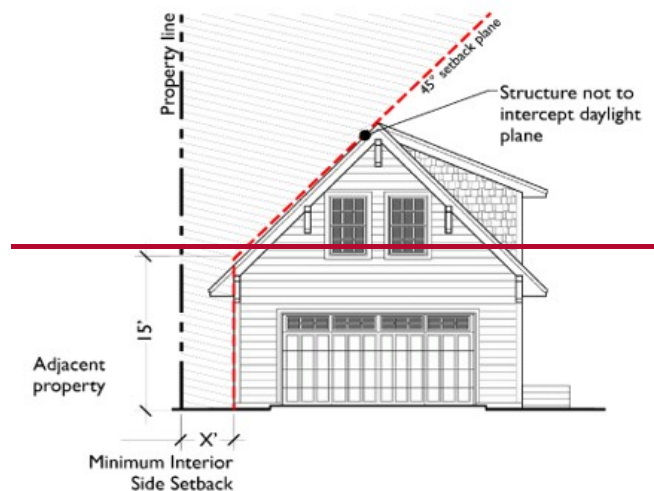
~~Height limits for detached ADUs.~~



- f. Minimum Setbacks and Siting Requirements. ADUs must comply with minimum setbacks for the principal unit, except that: enclosed within the principal building are subject to the setback requirements for the applicable zone. Standards for detached ADUs (whether or not they are attached to a garage) are subject to the following setback requirements:
- g.—Minimum interior side setback: five feet, except that from a height of 15 feet at the five-foot minimum interior side setback, buildings must step back at a 45-degree angle away from the interior side or rear property line as shown in Figure 19.47.030(C)(6) below:
- (A) Detached accessory dwelling units may be sited at a lot line if the lot line abuts a public alley, unless the city routinely plows snow on the public alley. If the ADU contains a garage or carport, the garage door side or vehicle entry to the carport must be on the side of the building that is perpendicular to the alley, or said entries must be setback 10 feet from the alley property line. Adequate vehicular access must be provided to entries that are perpendicular to the alley.
- (B) Minimum rear setback (to alley property line): zero feet, except where garage doors or a carport faces the alley, the structure must be set back a minimum of 10 feet from the alley property line to allow adequate turning distance for vehicles.
- h.—Detached ADUs must be located consistent with the minimum usable open space standards of AMC 19.43.030, regardless of lot size.

Figure 19.47.030(C)(6)

Height/setback plane for detached accessory dwelling units along interior side setbacks:



- i. Maximum lot coverage. A lot with an ADU must comply with maximum lot coverage requirements for the zone.

- j. Minimum landscaped area. A lot with an ADU must comply with the minimum landscaped area for the principal unit.
- 6. Residential Use Standards. ADUs must meet the residential use standards that are applicable to the principal unit per AMC 19.43.
- ~~7.—Living Facilities. At a minimum, an accessory dwelling unit includes a bathroom, kitchen, and separate exterior access. Conversion of existing structures. ADUs may be converted from existing structures (in existence prior to the effective date of the ordinance), including but not limited to detached garages, even if the existing structure violates current code requirements for setbacks, lot coverage, or gross floor area.~~
- 8. Parking. A minimum of three parking spaces must be provided for the principal and accessory dwelling units. One off-street parking space per ADU is required. Where paved on-street parking meeting city standards is available abutting the lot, it may satisfy applicable ADU parking requirements. ~~only two off-street spaces must be provided for the principal and accessory dwelling units.~~
- 9. Connection to public sewer. ADUs are prohibited on properties not served by public sewer.
- 10. ADUs are subject to the public health, safety, building code, and environmental permitting requirements that are applicable to the principal unit unless specifically stated otherwise in this section.
- ~~11.—Entrance. The entrance to the ADU must not be on the same side of the structure as the entrance to the principal residence, except when such entrance is not visible from the street as determined by the Director.~~

~~Exception: If an ADU is created within an existing residence which already has more than one existing exterior door on the same side, an existing door may be utilized for the ADU.~~

Division 5. Community Design

Chapters

- 19.50 Introduction
 - 19.51 Public Street Improvements Required
 - 19.52 Public Street Design
 - 19.53 Private Driveways and Access
 - 19.54 Subdivision Design and Block Structure
 - 19.55 Underground Utilities
-

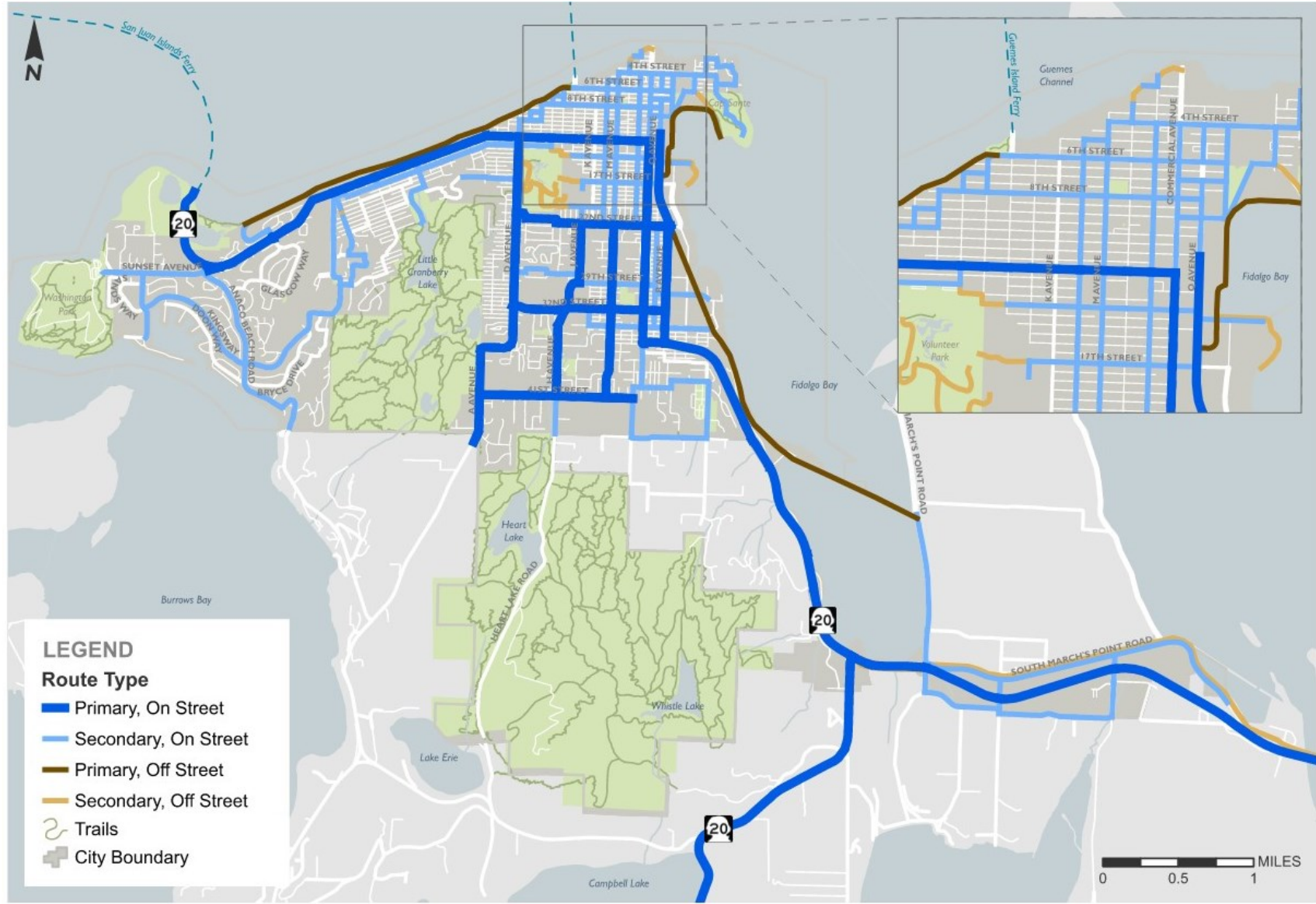
Chapter 19.50 Introduction

19.50.010 Purpose.

This division was authorized by the City Council as a major implementation tool of Anacortes's comprehensive plan. Overall, this division intends to:

- A. Provide clear objectives for those embarking on the planning and design of development projects in Anacortes.
- B. Preserve and protect the public health, safety, and welfare of the citizens of Anacortes.
- C. Promote and accomplish the goals, policies, and objectives of the Anacortes comprehensive plan.
- D. Upgrade the character and visual appearance of Anacortes.
- E. Promote increased pedestrian and bicycling use throughout the city [with the completion of the Active Transportation Network, illustrated in Exhibit A below](#).

1 **19.50.010 E. Exhibit A: City of Anacortes Active Transportation Network Map**



2

19.50.020 Applicability.

The community design provisions in this division generally apply to the following development within the city:

- A. All street improvements.
- B. All land divisions (see AMC Chapter 19.32, Land Divisions).
- C. All other development within the city where public improvements are required

19.50.030 Relationship to other street design plans and standards.

The provisions herein are supplemented by the street standards in the most recent version of the Anacortes engineering design standards. Where there is a conflict between the provisions of this division and other codes, the Public Works Director must determine which provisions to apply based on consideration of public health and safety, engineering design principles, comprehensive plan goals and policies, and facilitating low impact development.

Chapter 19.51 Public street improvements required

19.51.010 Purpose.

- A. Establish the city's authority to require applicants for certain development permits to construct or make provisions for reasonable public street improvements.
- B. Establish criteria to be used to determine the nature, extent, and location of required street improvements.
- C. Promote safe and efficient access to property.
- D. Reduce the addition of impervious surfaces within the city.

19.51.020 Applicability.

Construction or provision of public right-of-way improvements consistent with the requirements in this chapter and AMC Chapter 19.52, Public Street Design, is required as a condition of approval of the following development activities:

- A. Creation of any new dwelling units, except for accessory dwelling units.
- B. Creation of any new nonresidential development.
- C. The establishment of new lots with a subdivision, short subdivision, or binding site plan when such lots do not otherwise have access from a public right-of-way.
- D. Alteration of, or addition to, a single-family residence when the estimated value of the proposed structural improvements exceeds 50 percent of the Skagit County Assessor's value of the existing structure(s) on the subject property within a 12-month period.
- E. Alteration of, or addition to, a commercial, industrial, or multifamily development when the estimated value of the proposed improvements exceeds 50 percent of the Skagit County Assessor's value of the existing structure(s) on the subject property within a 12-month period.

Exception: Tenant improvements to existing buildings (no new increase in gross floor area) are exempt from the public right-of-way improvements in this chapter.

- F. A change of use to a more intensive use of property that will result in increased impact (as determined by the Director) to the transportation system, based on the [most recent edition of the](#) Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use, or other source approved by the city.
- G. A new access point to a public street will be created.
- H. When a nonresidential, multifamily, townhouse, or cottage development establishes internal [roadwaystreets](#) for the purpose of complying with the block design and connectivity standards of AMC 19.54.020.

19.51.030 Minimum street improvement requirements.

- A. Typical Requirements for Right-of-Way (ROW). The Public Works Director or designee must determine required improvements based on the standards and criteria in this chapter, and the Anacortes engineering design standards. Required improvements must be located within the public ROW and/or the block frontage. Typical required public improvements include the following:

1. Paved [roadwaystreet](#).
2. Street lighting.
3. Sidewalks or other pedestrian and nonmotorized facilities.
4. Curbs and gutters. Curb cuts or curbless streets may be required to make use of bioretention treatment in the right-of-way. The landscaped areas shown in Table 19.52.040(A) may be designed for bioretention treatment.
5. Utilities, including storm drainage, wastewater, and domestic water systems.
6. Street landscaping and appurtenances.
7. Traffic control and other safety devices including, but not limited to, provisions for channelization, pavement markings, signage, pedestrian safety, and traffic calming where such improvements are only necessary or practical to provide on the same side of the street as the subject property.
8. Dedication of public right-of-way.
9. Conduit for new and existing utilities.

19.51.040 Extent of required improvements.

This section identifies where improvements must be installed along the property frontage and when they must be extended past the property to ensure a smooth transition to adjacent improvements.

- A. When an existing right-of-way is paved, improvements must be installed from the centerline of the right-of-way, or center of the street as constructed, to the subject property's property line, for the entire length of the street frontage.
- B. Sidewalks Extended. Sidewalks or pedestrian facilities must be extended to connect to existing [ADA-compliant](#) pedestrian facilities where practical and reasonable, as determined by the Public Works Director.
- C. Existing Alleys. The following improvements are required when right-of-way for an alley exists adjacent to a site:
 1. For commercial, industrial, office, or multifamily projects, the applicant must improve the alley abutting the subject property and extend the improvements to an existing improved public street.

2. For all types of development permits, the Public Works Director must determine the extent and nature of improvements required in alleys on a case-by-case basis. Typical improvements include, but are not limited to, any or all of the following, depending on the type of development proposed:
 - a. Replacement of the alley driveway apron and curb.
 - b. Installation of storm drainage and other utilities.
 - c. Paving and repair of existing paving.
 - d. Installation of crushed rock in gravel alleys.
- D. Transition to Existing Improvements. If improvements required by this chapter will connect with improvements in the same ROW that do not conform to this chapter, the following applies:
 1. If the improvements will connect with existing improvements of a greater dimension, the improvement must be built at the greater dimension unless the Public Works Director determines that the dimensions of the existing improvement will be decreased in the future.
 2. If the improvements will connect with existing improvements of a lesser dimension, the following applies, as determined by the Public Works Director:
 - a. If the dimensions of the existing improvements will not be increased in the future, the new improvement must be permanently flared or tapered to match the existing improvements.
 - b. If the dimensions of the existing improvements will be increased in the future, the required improvements must be installed in the full length of the right-of-way abutting the subject property with temporary flaring or tapering on the existing improvements.
- E. Replacement of Damaged or Substandard Existing Improvements. For properties that have existing improvements within the adjacent public right-of-way, the applicant must remove and replace any damaged, substandard, or nonconforming improvements in conjunction with development of the property. Replacement includes, but is not limited to, cracked curbs, gutters, landscape strips, ~~sidewalks~~, storm drainage infrastructures, ~~barrier-free ramps at street intersections~~, ~~nonconforming driveway accesses~~, and installation of street trees, and ADA-compliant sidewalks, driveway accesses, and curb ramps at mid-block street and intersection crossings.
- F. Relocation of Existing Franchise Utilities. Franchise utilities must be relocated as required, including relocation underground, to accommodate necessary improvements. See AMC Chapter 19.59, Underground Utilities.

19.51.050 Dedication of right-of-way.

- A. Existing ROW. If an existing right-of-way abutting the subject property is not wide enough to contain the required improvements, the applicant must dedicate as right-of-way a strip of land adjacent to the existing right-of-way wide enough to encompass the required improvements.
- B. New ROW. The Public Works Director may require the applicant to make land available, by dedication, for new right-of-way and utility infrastructure if it is necessary as a result of the proposed development activity. (Ord. 3040 § 2 (Att. A), 2019)

19.51.060 Modifications, deferments, waivers, and construction-in-lieu.

- A. General. The provisions of this section establish under what circumstances the requirements of this chapter may be modified, deferred, waived, or provided for with a sidewalk construction-in-lieu by decision of the Public Works Director or by recommendation of the Public Works Director when not the final decision-maker.
- B. Review Process.

1. 1. A request for a modification, deferment, waiver, or sidewalk construction-in-lieu must be considered as part of the applicable review process for the underlying development permit application as outlined in Table 19.20.030-1.
 2. If subsection (B)(1) of this section does not apply (no land use permit is being reviewed), the Public Works Director may grant a modification, deferment, waiver, or sidewalk construction-in-lieu in writing under the provisions of this section.
 3. A modification, deferment, waiver, or sidewalk construction-in-lieu request that is approved under subsection (B)(1) of this section is binding on the city for all subsequent development permits issued for the development within five years of granting of the request.
- C. Modifications. A modification to the nature or extent of any required improvement may be granted for any of the following reasons:
1. The improvement as required would not match the existing improvements.
 2. Unusual topographic or physical conditions preclude the construction of the improvements as required.
 3. Other unusual circumstances preclude the construction of the improvements as required.
 4. The applicant proposes special amenities such as wider planter strips, wider sidewalks, and/or curb gutter bump-ins to save significant trees or other natural features, or stormwater infrastructure that exceeds minimum standards.
 5. A modified standard for a particular street or neighborhood has been approved by the City Council (see the Anacortes engineering design standards).
- D. Deferment.
1. A deferment to the installation of required improvements may be granted for any of the following reasons:
 - a. The required improvement is part of a larger project that has been scheduled for implementation and is fully funded in the city's six-year capital facilities plan.
 - b. Construction or alteration of a single-family dwelling unit on an existing lot greater than one acre (net) in size where there are no frontage improvements meeting city standards within 200 feet of the lot, or identified through approved plats, and potential exists for future development of the lot.
 - c. Other unusual circumstances preclude the construction of the improvements as required.
 2. If the applicant meets the above criteria in subsection (D)(1) of this section for deferment, the applicant is only obligated to install, at a future date, improvements subject to AMC 19.51.040.
 3. If the city approves a deferment, the applicant must sign a concomitant agreement to run with the property, in a form acceptable to the City Attorney, specifying that the applicant must install or reimburse the city for construction of the deferred improvements as directed by the Public Works Director. The applicant must record this agreement with the Skagit County Auditor's office.
 4. The applicant must grade the subject portion of the right-of-way as though the public improvement were to be immediately installed and stabilize the graded area in a manner approved by the Public Works Director. The applicant may be relieved of this requirement if the Public Works Director determines that unusual circumstances preclude the grading.
- E. Waiver. A waiver to the requirement to install all or a portion of the required improvements may be granted for any of the following reasons:
1. The installation of the improvements will cause a safety hazard or an environmental impact that cannot be mitigated; or

2. The current level and extent of the improvements in the ROW adjacent to the subject property are not likely to be changed in the future.

F. **Sidewalk Street Frontage** Construction-in-Lieu Program.

1. This subsection establishes circumstances in which the applicant may propose an off-site **street frontage sidewalk** construction [on the Active Transportation Network \(19.50.010 E. Exhibit A\)](#) in lieu of installing on-site street improvements in the ROW abutting the subject property. The city may accept off-site **street frontage sidewalk** construction in lieu of installing on-site sidewalks in any of the following circumstances:
 - a. The installation of the required improvement would require substantial on-site roadway modifications.
 - b. The Public Works Director determines that installation of the required improvement would result in a safety hazard.
 - c. Other unusual circumstances preclude the construction of the improvements as required.
 - d. The improvements would not be extended past the property in the future, due to adjacency of critical areas, Anacortes community forest lands, or similar attribute or land designation.
2. In each instance where the city approves a proposed **street frontage sidewalk** construction-in-lieu under the provisions of this section, the value of the **street frontage sidewalk** construction-in-lieu must be no less than the then-estimated cost of constructing the street **frontage** improvements that would otherwise be required under this chapter, based on information compiled and kept current by the Public Works Department on the cost of street **frontage** improvement construction.
3. After the value of the improvements has been determined, the Public Works Director must determine the location of the off-site improvements. The improvements must be located within the neighborhood of the subject development and directed toward sidewalks or other similar public infrastructure improvements.
4. In each instance where the city accepts a sidewalk construction in lieu of installing a sidewalk, the subject property will not be subject to participation in future sidewalk improvement costs (along the property frontage) unless redevelopment occurs to a more intense land use than what was occurring on the property at the time of the sidewalk construction-in-lieu payment.

- G. Multiple Adjacent Rights-of-Way. When the subject property is adjacent to two or more rights-of-way, modifications, deferments, waivers, or sidewalk construction-in-lieu may be considered separately for each right-of-way. The highest level of improvement required must be constructed around the angle formed by the intersecting streets.

19.51.070 Timing of improvements and bonding.

- A. In lieu of completing the required public improvements prior to approval, the applicant may request final approval, subject to the approval of a suitable guarantee. The guarantee must be in a form acceptable to the city and in an amount commensurate with improvements to be completed. The amount of the guarantee is established at 150 percent of the cost of the city having to construct the improvements. The guarantee amount will require yearly review by the city and the applicant will be required to revise the guarantee amount to reflect the current inflation rate. Based on the revised amount, the applicant will resubmit suitable guarantee to the city. Also, the guarantee will be restricted as far as the amount of permissible time in which the improvements must be completed. If not a regular surety bond from an acceptable state-approved surety, the guarantee must be in a form acceptable to the City Attorney.
- B. Guarantee funds will not be released by the city unless approval has been received from all applicable departments that are responsible for acceptance and/or maintenance of such improvements. Partial releases may be allowed.

- C. All improvements begun by the applicant must be completed. Once the applicant has begun making improvements, the applicant is not ~~be~~ eligible for submitting a guarantee to the city to cover the incomplete improvements.
- D. Public improvements must be in place at time of certificate of occupancy or acceptable assurances for completion with a temporary certificate of occupancy.
- E. At the time of final acceptance of the improvements, the applicant must provide to the city a two-year warranty guarantee at 10 percent of the established final cost of the public and/or off-site improvements which must be acceptable to the city.

Chapter 19.52 Public Street Design

19.52.010 Purpose.

- A. Provide economy of land use, construction, and maintenance.
- B. Promote integration of low-impact development techniques to reduce impervious surfaces, stormwater runoff, and protect water quality.

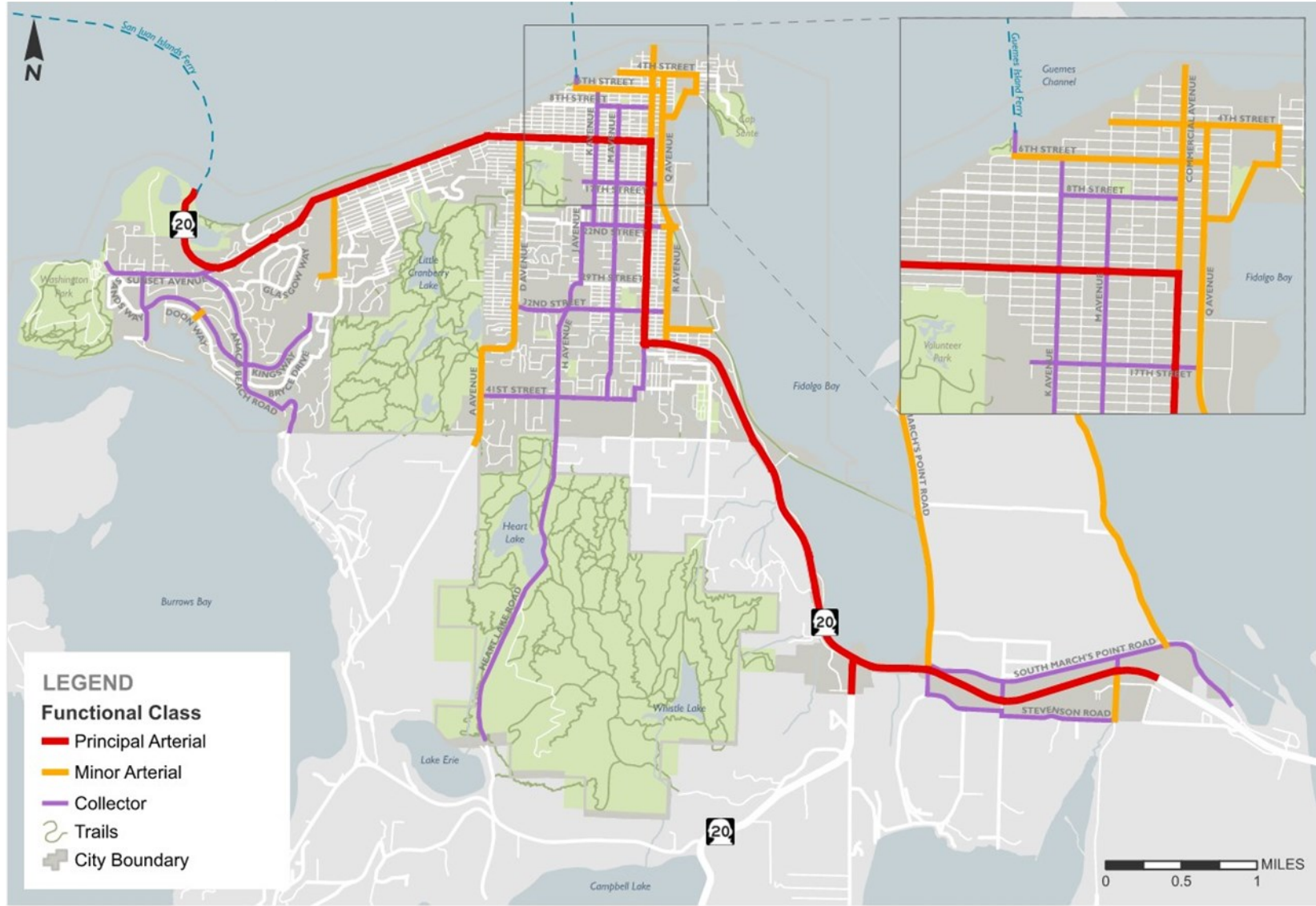
19.52.020 Applicability.

This chapter applies to the construction or provision of public right-of-way improvements per AMC Chapter 19.51, Public Street Improvements Required.

19.52.030 City street classification system.

- A. Functional Classification. The transportation element of the Anacortes comprehensive plan designates public right-of-way and streets based on their functional classification and must be consulted to determine which standards in this chapter apply. The following roadway classification types are [illustrated in Exhibit A and designated in Tables 19.52.030, B.1 through B.4., below](#):

1

19.52.030 A. Exhibit A: City of Anacortes Functional Classification Map

2

1. Principal Arterials. Streets that have a primary function of carrying traffic to and from major traffic generators and provide major connections to the regional arterial system.

a. Principal arterials within the City include the following streets:

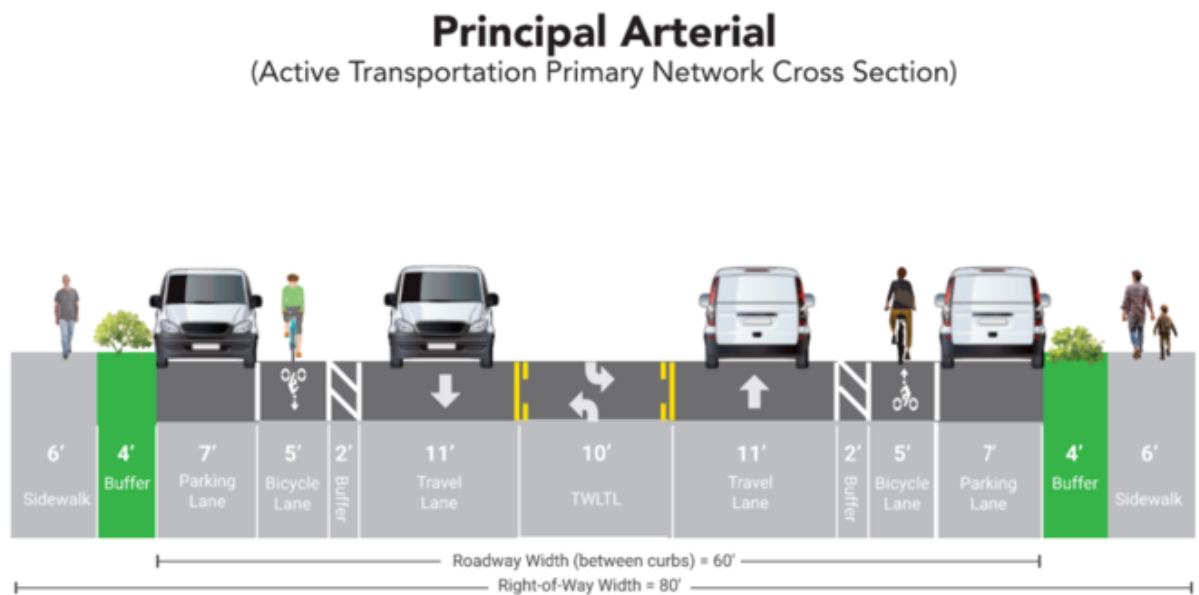
(I) Commercial Avenue, between SR 20 and 12th Street

(II) 12th Street, between A Avenue and Commercial Avenue

(III) Oakes Avenue, between Ferry Terminal and A Avenue

b. Figure 1. below presents the typical Principal Arterial cross section on the Primary Active Transportation Network.

Figure 1. Principal Arterial Cross-Section – Primary Active Transportation Network



c. Exceptions from principal arterial standards

(I) Commercial Avenue (SR 20 Spur from SR 20 to 12th Street)

The cross section shown above has been developed primarily to address the segment of Commercial Avenue between 12th Street and SR 20, which currently provides a 60-foot roadway (curb-to-curb) width within an approximate 80-foot right-of-way. To fit all the elements above within the existing 60-foot roadway width, the parking lanes have been reduced to 7 feet (from the 8-foot preferred width) and the center two-way left-turn lane (TWLTL) has been reduced to 10 feet (from the preferred 11-foot width). Alternative options would be to remove parking along one side of the roadway and widen the parking and center turn lane to the preferred widths. Additionally, to fit within the existing 80-foot ROW, the landscaped buffer has been reduced to 4 feet (from the preferred 6-foot width).

(II) 12th Street and Oakes Avenue

Several segments of both 12th Street and Oakes Avenue have been widened to provide a 3-lane cross-section, however the majority of the corridors continue to

operate as a 2-lane cross section. Most segments of 12th Street and Oakes Avenue will need to be widened to accommodate the additional travel lane. When the road is widened, parking along segments of 12th Street and Oakes Avenue should be provided along segments with land uses fronting the roadway; however, limited ROW may prevent this from occurring. In these cases, parking may be removed from the cross-section shown in Figure 1 to provide a 46- foot roadway within a 66- foot ROW, with approval from the Public Works Director. Where the 66-foot ROW cannot be achieved, the landscaped buffers can be reduced or removed entirely (the 6-foot sidewalk should be maintained).

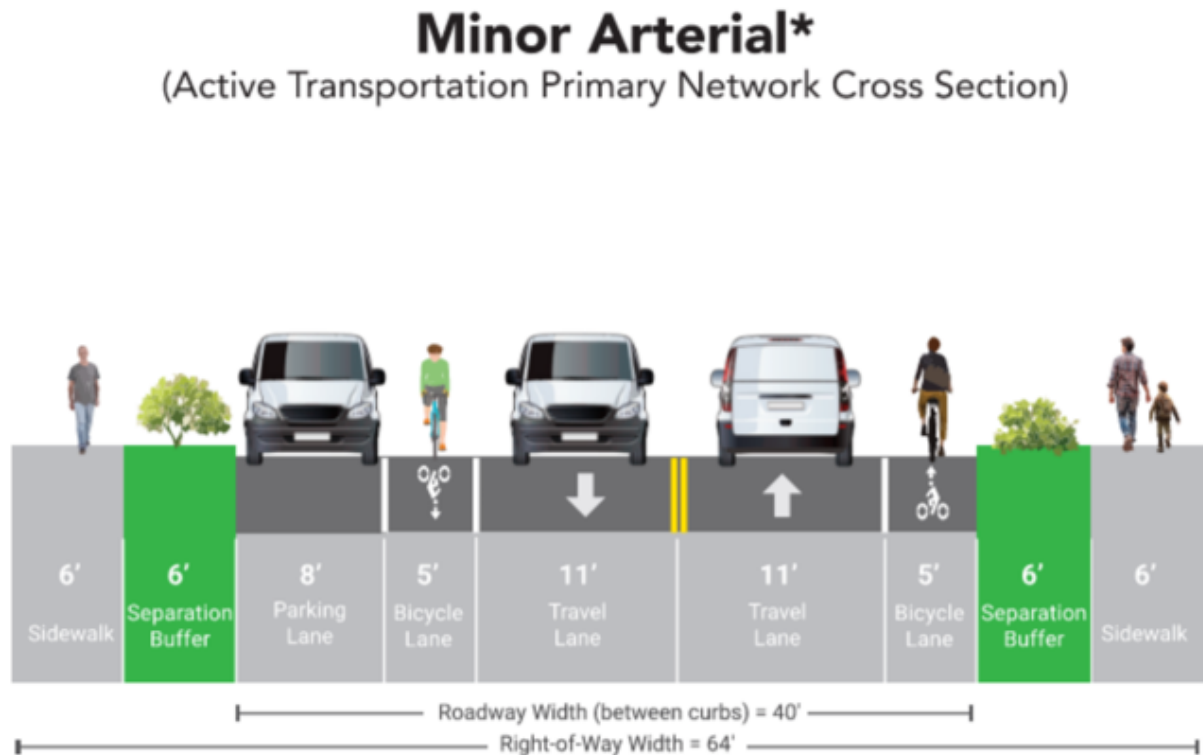
2. Minor Arterials. Streets that provide movement of through traffic, but also provide considerably more access for local traffic that originates in or is destined to commercial, retail, or activity centers along a corridor.

a. Minor arterials within the City include the following streets:

- (I) Anacopper Mine Road, between Oakes Avenue and Pennsylvania Avenue
- (II) A Avenue, between 37th Street and City limits
- (III) D Avenue, between 12th Street and 37th Street
- (IV) Commercial Avenue, between Port and 12th Street
- (V) Q Avenue, between 4th Street and 22nd Street
- (VI) R Avenue, between 22nd Street and SR 20
- (VII) T Avenue, between 4th Street and 6th Street
- (VIII) Market Street, between 6th Street and 9th Street
- (IX) 4th Street, between M Avenue and T Avenue
- (X) 6th Street, between I Avenue and Q Avenue and between Market Street and T Avenue
- (XI) 34th Street, between R Avenue and V Avenue
- (XII) 37th Street, between A Avenue and D Avenue
- (XIII) March's Point Road, between SR 20 and South March's Point Road (east intersection)
- (XIV) Reservation Road, between SR 20 and Stevenson Road

b. Figure 2. below presents the typical Minor Arterial cross section on the Primary Active Transportation Network.

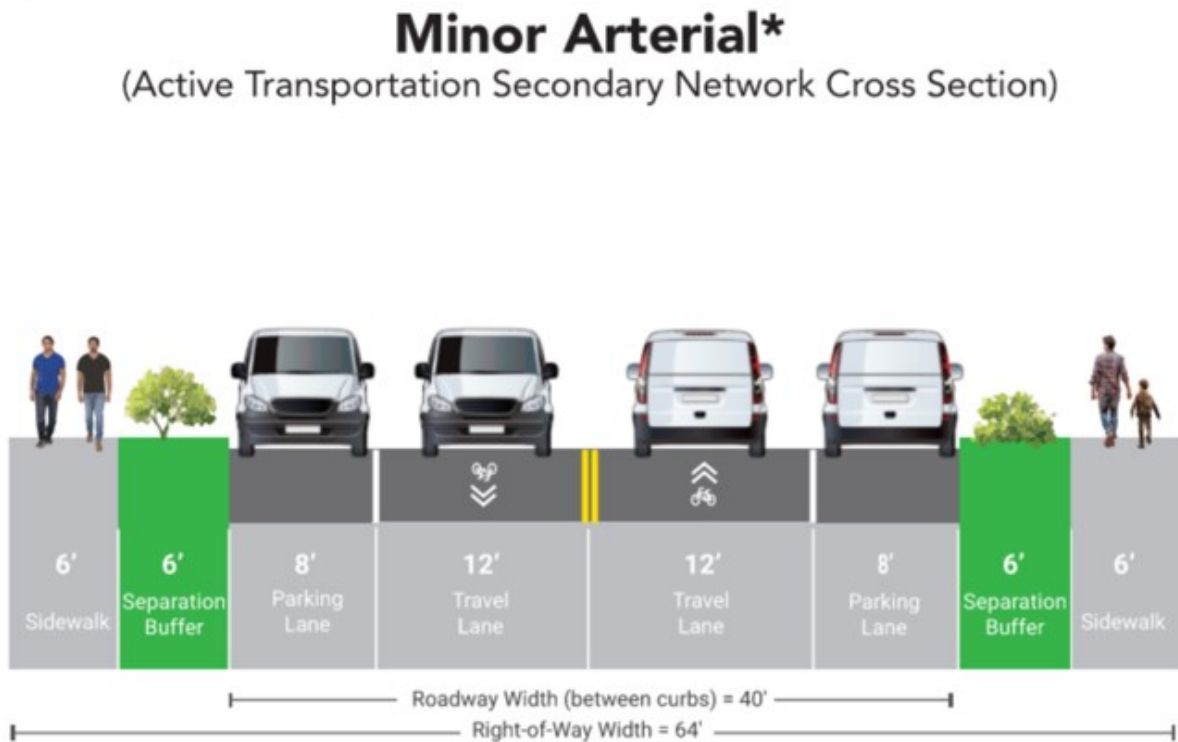
Figure 2. Minor Arterial Cross-Section – Primary Active Transportation Network



*Left-turn pockets provided at key intersections as necessary

c. [Figure 3. below presents the typical Minor Arterial cross section on the Secondary Active Transportation Network.](#)

Figure 3. Minor Arterial Cross-Section – Secondary Active Transportation Network



*Left-turn pockets provided at key intersections as necessary

Note: The Minor Arterial cross section for roadways not on the Active Transportation Network is the same as above without the sharrows.

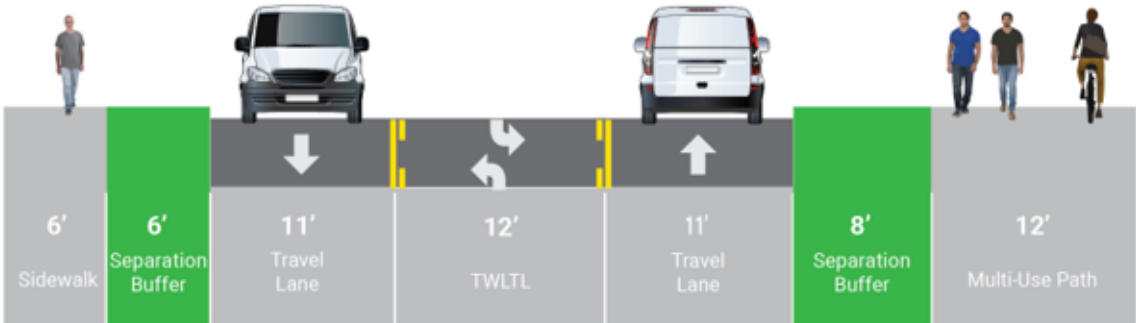
d. [Exceptions from minor arterial standards](#)

(I) [Q Avenue](#)

[Q Avenue](#) provides a unique cross section compared to other Minor Arterial streets due to its proximity to marine lane uses. The segment of [Q Avenue](#) between 9th Street and 22nd Street is constructed to provide a 3-lane cross section within a 34-foot roadway. The standard cross section for [Q Avenue](#) provides an 11-foot travel lane in each direction separated by a 12-foot center lane occupied by left-turn pockets, a TWLTL, or a raised median. A 12-foot multi-use path (MUP) is provided along the east side of this roadway between 11th Street and 22nd Street. The standard cross-section for [Q Avenue](#) is shown in Figure 4.

Figure 4. Minor Arterial Cross-Section – Q Avenue

Minor Arterial
(Q Avenue Cross-Section)



(II) R Avenue

R Avenue also provides a unique cross section compared to other Minor Arterial streets as it connects marine and industrial land uses within the City to the state highway network via SR 20. The segment of R Avenue between 22nd Street and SR 20 is constructed to provide a 4-lane cross-section divided by a raised median. The standard cross section for R Avenue includes two 12-foot travel lanes in each direction separated by an approximate 14-foot median. A 12-foot multi-use path (MUP) is provided along the east side of this roadway between 22nd Street and 34th Street. The standard cross-section for R Avenue is shown in Figure 5.

Figure 5. Minor Arterial Cross-Section – R Avenue

Minor Arterial
(R Avenue Cross-Section)



e. Commercial Avenue (Downtown/Old Town)

North of 12th Street, Commercial Avenue transitions from a Principal Arterial to a Minor Arterial. This segment of Commercial Avenue serves as the primary roadway through Downtown Anacortes. The context of this roadway requires a unique cross-section which differs from the standard cross-sections shown in Figures 2 and 3. This segment of Commercial Avenue provides a 52-foot roadway (curb-to-curb) within a 76-foot ROW. Within this cross-section, each direction provides an 11-foot travel lane, a 5-foot bicycle lane, a 3-foot striped buffer (between the bicycle lane and parking), and a 7-foot parking lane. In addition, per Anacortes Municipal Code (AMC) Section 19.61 requires that the 12-foot sidewalks (including a clear/buffer zone with street trees).

a) March's Point Streets

Minor Arterial streets north and south of SR 20 near March's Point (March's Point Road and Reservoir Road) serve primarily industrial uses. Given the mix of and distance between land uses in this area, these streets may not require the same cross-sectional elements as typical Minor Arterial streets. Based on the discretion of the Public Works Director, Minor Arterials in this area of the City may or may not be required to provide the sidewalk, separation buffer, and parking facilities shown in Figure 3.

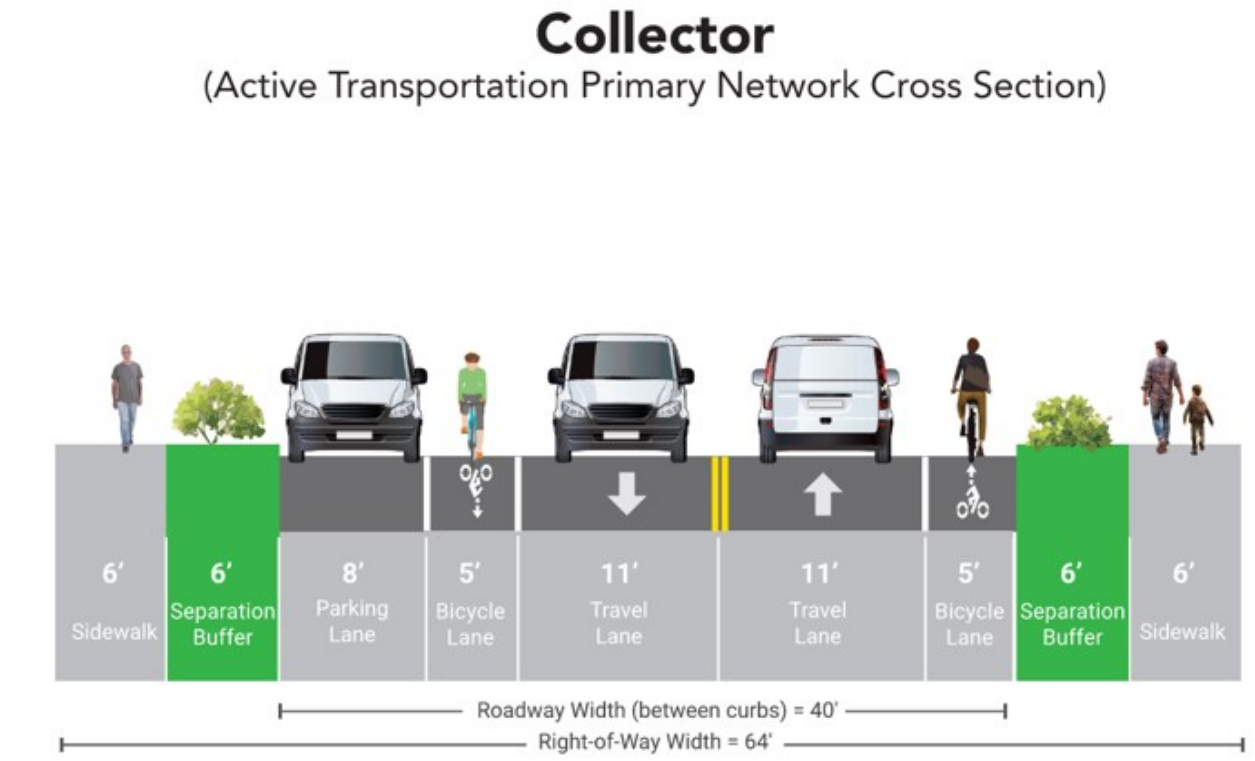
3. Collectors. Streets that assemble and concentrate residential traffic and direct it toward the higher order arterial system.

a. Collectors within the City include the following streets:

- 1) Skyline Way, between Sunset Avenue and Cabana Lane
- 2) Anaco Beach Road, between Sunset Avenue and City limits
- 3) Heart Lake Road, between 41st Street and City limits
- 4) H Avenue, between 32nd Street and 41st Street
- 5) I Avenue, between 29th Street and 32nd Street
- 6) J Avenue, between 22nd Street and 29th Street
- 7) K Avenue, between 8th Street and 22nd Street
- 8) M Avenue, between 8th Street and 41st Street
- 9) Commercial Avenue, between SR 20 and Fidalgo Avenue
- 10) Sunset Avenue, between Washington Park and Oakes Avenue
- 11) Kingsway, between Skyline Way and 33rd Street
- 12) 8th Street, between K Avenue and Commercial Avenue
- 13) 17th Street, between J Avenue and Q Avenue
- 14) 22nd Street, between J Avenue and R Avenue
- 15) 32nd Street, between D Avenue and R Avenue
- 16) 41st Street, between A Avenue and O Avenue
- 17) South March Point Road, between March Point Road and City limits
- 18) Summit Park Road, between Christianson Road and Thompson Road
- 19) Stevenson Road, between Thompson Road and Reservation Road
- 20) Christianson Road, between SR 20 and Summit Park Road
- 21) Thompson Road, between South March Point Road and SR 20
- 22) Reservation Road, between South March Point Road and SR 20

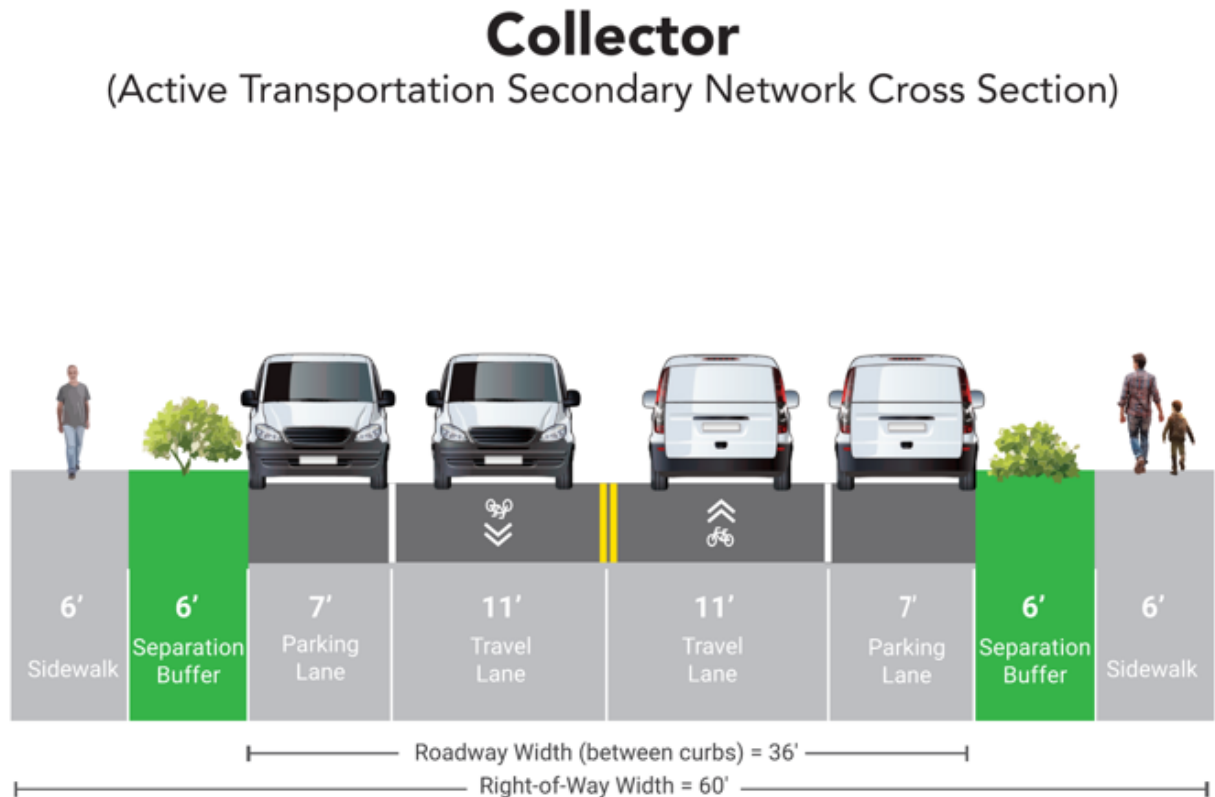
b. Figure 6. below presents the typical Collector Arterial cross section on the Primary Active Transportation Network.

Figure 6. Collector Cross-Section – Primary Active Transportation Network



c. [Figure 7. below presents the typical Collector Arterial cross section on the Secondary Active Transportation Network.](#)

Figure 7. Collector Cross-Section – Secondary Active Transportation Network



Note: The Collector cross section for roadways not on the Active Transportation Network is the same as above without the sharrows.

1) [Exceptions from collector arterial standards](#)

[a\) J Avenue](#)

[J Avenue between 22nd Street and 29th Street currently provides a 36-foot roadway \(curb-to-curb\) with one-travel lane and on-street parking in both directions. Sharrows are provided to accommodate bicycle travel. Although this Collector roadway is identified on the Primary Active Transportation Network, sharrow bicycle facilities have been determined to be appropriate for this roadway due to low traffic volumes and travel speeds and to accommodate on-street parking. The unique context of this roadway allows for an exception to the typical bicycle facility standard of 5- bike lanes for Primary Network roads. The appropriate cross section for this roadway shall align with the Secondary Network cross section shown in Figure 7.](#)

b) H Avenue

H Avenue between 32nd Street and 41st Street currently provides a 32-foot roadway (curb-to-curb) with an 11-foot travel lane and 5-foot bike lane in both directions. Few land uses accessing the roadway directly from H avenue limits the need for on-street parking along the roadway. Thus, the elimination of on-street parking from this roadway has been determined to be acceptable. The appropriate cross section for this roadway shall align with the Primary Network cross section shown in Figure 6 without the parking lane.

c) March's Point Streets

Collector streets north and south of SR 20 near March's Point serve primarily industrial uses. Given the mix of and distance between land uses in this area, these streets may not require the same cross-sectional elements as typical Collector streets. Based on the discretion of the Public Works Director, Collectors in this area of the City may or may not be required to provide the sidewalk, separation buffer, and parking facilities shown in Figure 7.

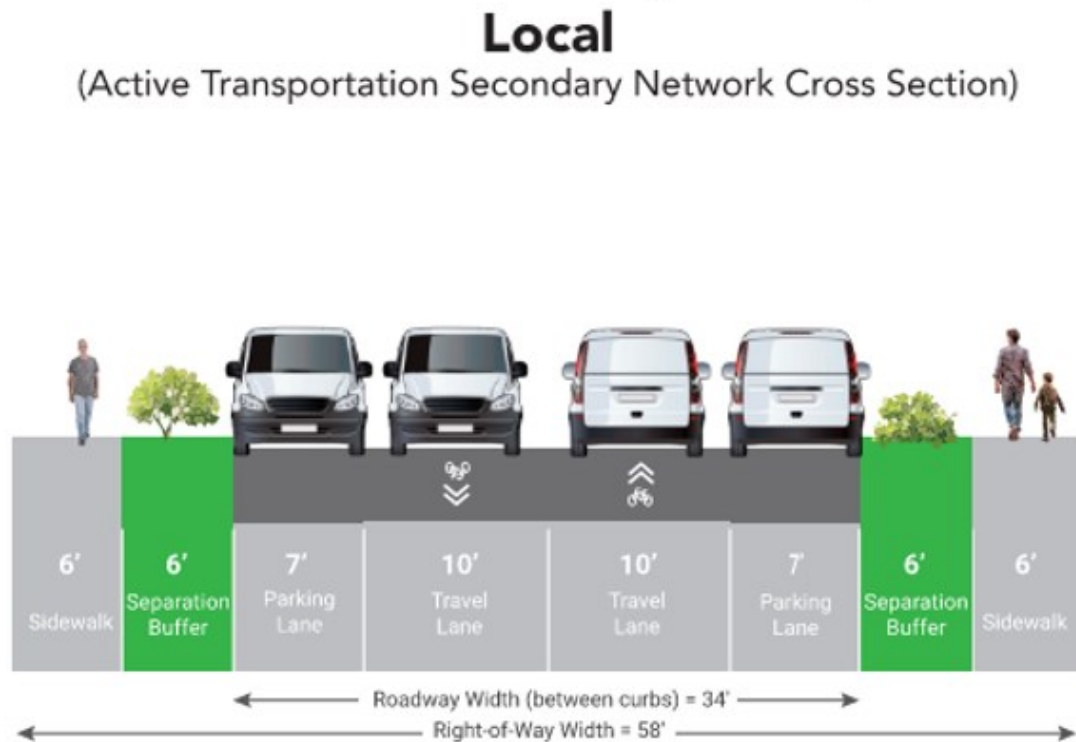
3. ~~High-Volume~~ Local Streets. Streets that primarily serve residential neighborhoods and can be further differentiated between high-volume and low-volume traffic characteristics.

a. High volume local streets include some commercial uses and generally connect to collectors or minor arterials.

~~b. —5b.~~ Low-Volume ~~L~~ocal ~~S~~treet~~s~~. ~~Low-volume~~ include streets ~~that serve residential neighborhoods~~ with no direct connections to collectors or arterials.

c. Figure 8. below presents the typical Local Street cross section on the Secondary Active Transportation Network.

Figure 8. Local Street Cross-Section –Secondary Active Transportation Network



Note: The Local Street cross section for roadways not on the Active Transportation Network is the same as above without the sharrows.

B. Unclassified and New Streets. Classification of new streets or existing streets not already identified or classified on the roadway functional classification map, for the purpose of determining the appropriate design of a roadway or development, or for the purpose of determining the appropriateness of a location for a proposed use, must be done by the Public Works Director, [consistent with SCOG and WSDOT procedures](#).

1. Factors to be considered in determining a street's classification include the following existing or proposed features:
 - a. Facility geometrics, including the number and width of traffic lanes, turning lanes, and parking lanes.
 - b. Access conditions, including any restrictions on access, the spacing of private accesses, and average lot frontage widths.
 - c. Traffic characteristics, including average daily traffic, percentage of trucks, average operating speed, percentage of turning movements, origin-destination characteristics of the traffic, and peak-hour characteristics of traffic.
 - d. Adjacent land uses.

19.52.040 Street geometric design and streetscape.

A. Applicability. Required street improvements must meet the standards herein except when either of the following apply:

1. Capital Improvement Projects. In cases where the City Council has approved a capital improvements plan for a particular public right-of-way, that plan will govern the improvements required for the right-of-way and the provisions of this section do not apply.
 2. Modified and Special Standards. In cases where a modified standard for a particular street or neighborhood has been approved by City Council per AMC 19.51.060(C)(5), or where special design standards are otherwise identified in the engineering design standards, those standards will govern the improvements required for the right-of-way and the provisions of this section do not apply.
- B. Interpretation of [Street Standards](#) Tables 19.52.040 ~~(A) through (E)~~ [B.1. through B.4.](#)
1. [General Design Standards for All Public Streets.](#)
 - a. [Minimum Right-of-Way Width.](#) Right-of-way width depends on number of travel lanes, parking lanes, type of curb and gutter, and other elements ~~provided~~ [needed for the street classification.](#)
 - b. [Travel Lane Width.](#) ~~Eleven (11) feet is the minimum width for delineated vehicle travel lanes on Principal, Minor, and Collector arterial streets. Local streets may have narrower vehicle lanes that may not be delineated.~~
 - c. [Travel Lanes.](#) ~~Local streets and collector arterials have one vehicle lane in each direction with no center turn lane. Minor arterial streets have up to two lanes in each direction plus turn lanes at intersections. Principal arterials streets have up to two lanes in each direction plus a ten (10) foot-wide two-way center turn lane.~~
 - ~~a.d.~~ [Pedestrian Facility.](#) All public streets shall be improved with six (6)-foot wide ADA-compliant sidewalks on both sides unless exception, deviation, deferment, or in-lieu of criteria listed in 19.51.060 are met.
 - ~~b.e.~~ [2Separation \(Landscaped\) Area Buffer.](#) ~~Minimum width of separation buffers between sidewalks and vehicle travel or parking lanes is six (6) feet on local streets, collector arterials, and minor arterials. Minimum width for separation buffers on principal arterials is four (4) feet.~~ Landscaped ~~area~~ [separation buffers may](#) contains vegetation, pedestrian amenities, utilities, LID BMPs, such as bioretention, and other roadside infrastructure. Street trees must be included according to the installation standards and requirements in the Anacortes engineering design standards. When included, curbs are part of the ~~landscaped area~~ [separation buffer](#) width.
 3. ~~Pavement Width. Pavement width refers to the minimum width of the traveled way, bike lanes, and parking lanes. Parking lanes are optional and may be required in special circumstances to accommodate guest parking (AMC 19.64.030(B)), traffic calming, and/or applicable service deliveries and activities appropriate to the street context and/or typical to the size, type, and density of the proposed development. When included, parking lanes must be eight feet wide and designed to provide water quality treatment consistent with AMC Chapter 19.76, Stormwater, and the adopted DOE Stormwater Management Manual. When included, gutters are part of the pavement width.~~
 - ~~c.f.~~ [4Grade.](#) The maximum grade is [12%](#), as noted. The maximum grade may be increased with approval of the Fire Department based on review of emergency services access and water supply availability.
 5. ~~Sidewalks. Refers to minimum width of sidewalks.~~
 6. ~~Bike Lanes. Bike lanes may be included as individual bike lanes reserved for bicyclists, combined with trails, or striped as part of the street system. Bike lanes must connect to and align with the Anacortes Bikes/Walks Plan and bike lanes on abutting property. Dimensional standards for bike route signage must comply with the Manual on Uniform Control Devices (MUTCD).~~

g. 7 See AMC 19.51.060 for permitted modifications to the street standards within Tables 19.52.040 (A) through (E) B.1 through B.4.

2. Public Streets (Not on 19.50.010 E. Exhibit A - Active Transportation Network)

- a. Minimum Right-of-Way Width. A minimum dedicated right-of-way is required measuring fifty-eight (58) feet for local streets, sixty (60) feet for collector arterials, and sixty-four (64) feet for minor arterials. Right-of-way width for principal arterials is not applicable because none were identified that are not included on the Active Transportation Network.
- b. Minimum Street Width (between curbs). The minimum required physical space for paved street surfaces between curbs, or street edge, is thirty-four (34) feet for local streets, thirty-six (36) feet for collector arterials, and forty (40) feet for minor arterials. Street width for principal arterials is not applicable because none were identified that are not included on the Active Transportation Network.
- c. On-Street Bicycle Facilities. Not applicable because no bicycle facilities were identified for streets that are not included on the Active Transportation Network.
- d. On-Street Parking. On-street parking is required on both sides of all local streets and collector, and minor arterials. Parking lane width is seven (7) feet for local streets and collector arterials and eight (8) feet for minor arterials. On-street parking is not applicable to principal arterials because none were identified that are not included on the Active Transportation Network.

3. Streets Included on 19.50.010 E. Exhibit A – Primary Active Transportation Network

- a. Minimum Right-of-Way Width. A minimum dedicated right-of-way is required measuring sixty (60) feet for collector arterials, and sixty-four (64) feet for minor arterials, and eighty (80) feet for principal arterials. No local streets were identified on the Primary Active Transportation Network.
- b. Minimum Street Width (between curbs). The minimum required physical space for paved street surfaces between curbs, or street edge, forty (40) feet for collector arterials, and forty (40) feet for minor arterials, and sixty (60) feet for principal arterials. No local streets were identified on the Primary Active Transportation Network.
- c. On-Street Bicycle Facilities. Minimum requirements are five (5) foot wide dedicated bicycle lanes on both sides for collector and minor arterials and five (5) foot wide dedicated bicycle lanes plus a minimum two (2) foot wide separated buffer on both sides for principal arterials. No local streets were identified on the Primary Active Transportation Network.
- d. On-Street Parking. On-street parking is required on one side of collector and minor arterial streets and on both sides of principal arterials. Parking lane width is eight (8) feet for collector and minor arterials and seven (7) feet for principal arterials. No local streets were identified on the Primary Active Transportation Network.

4. Streets Included on 19.50.010 E. Exhibit A – Secondary Active Transportation Network

- a. Minimum Right-of-Way Width. A minimum dedicated right-of-way is required measuring fifty-eight (58) feet for local streets, sixty (60) feet for collector arterials, and sixty-four (64) feet for minor arterials. No principal arterials were identified on the Secondary Active Transportation Network.
- b. Minimum Street Width (between curbs). The minimum required physical space for paved street surfaces between curbs, or street edge, is thirty-four (34) feet for local roads, thirty-six (36) feet for collector arterials, and forty (40) feet for minor arterials. No principal arterials were identified on the Secondary Active Transportation Network.

c. On-Street Bicycle Facilities. Shared lane markings (SLMs) are required on local streets, collector arterials, and minor arterials. No principal arterials were identified on the Secondary Active Transportation Network.

~~d.~~ On-Street Parking. On-street parking is required on both sides of all local streets and collector arterials and on one side of minor arterials. Parking lane width is seven (7) feet for local streets and collector arterials and eight (8) feet for minor arterials. No principal arterials were identified on the Secondary Active Transportation Network.

5. Deviations from Street Standards Tables 19.52.040 B.1. through B.4.

a. Placement of Cross-Sectional Elements

The order and placement of cross-sectional elements shown in Figure 1 may be rearranged based on the specific context of the roadway. For example, the cross-section in Figure 1 shows the striped buffer located between the vehicular travel lane and bike lane. This placement works well for the segment of Commercial Avenue between 12th Street and SR 20 since this segment sees high traffic volumes and relatively low-turnover parking. Along segments of the road which have lower traffic volumes/travel speeds and high turnover parking, the separation buffer may be relocated between the bike land and parking lane to allow space for the doors of parked vehicles to open without intruding into the bike lane. The Public Works Director may use their professional/engineering judgement to adjust the placement of cross-sectional elements within the roadway based on the context of the facility.

b. Active Transportation Facilities

Streets identified within the Active Transportation Network shown in AMC 19.50.010 E. Exhibit A are intended to prioritize pedestrian and bicycle travel. Therefore, for these streets, it is not recommended that these features (i.e., sidewalks and bike lanes) be narrowed or removed to accommodate other roadway elements. For these streets, parking lanes should be narrowed and/or removed to ensure that the appropriate facilities can be accommodated. Narrowing and/or removal of parking facilities is subject to approval by the Public Works Director.

c. Parking Removal

Some roads within the City have limited roadway (curb-to-curb) width which do not allow for parking to be provided along the roadway. In these circumstances, the Public Works Director may approve a deviation from the standard and allow the parking lane(s) to be omitted from the roadway.

d. Angled Parking

Several streets listed in AMC 10.12.220 and 10.12.240 require on-street angled parking to be provided along several streets in and around Downtown Anacortes. The minimum curb to end of parking stall distance (measured perpendicular to the curb) for angled parking is 18-20 feet. Most roads with angled parking provide a 52-foot roadway (curb-to-curb) width. For these streets, angled parking shall replace parallel parking shown in the standard Minor Arterial or Collector cross-section (Figure 3 or Figure 7) along one side of the roadway. This deviation from the standard cross-section shall be approved per the discretion of the Public Works Director.

e. Separation Buffer

The preferred separation (landscaped) buffer width between the sidewalk and roadway is 6 feet. Along streets with ROW limitations, (and per the discretion of the Public Works Director) the separation buffer may be narrowed or removed to fit within the available ROW. Narrowing/removal of the separation buffer is preferred over narrowing or removal of the sidewalk. To accommodate street trees, the separation buffer width should be no less than 4 feet wide. If the minimum 4-foot width cannot be provided, a wider sidewalk can be provided in lieu of the separation buffer.

f. Curbs, Sidewalks and Parking Removal

Some residential neighborhoods within the City currently have streets without curbs, gutters, sidewalks, and on-street parking and have made it clear to the City that they want the roadway character to remain as is. Upon approval of the Public Works Director, these roadway facilities may be exempted from the Local street cross-section to provide a roadway surface width of no less than 20 feet, or the acceptable existing roadway width.

Table 19.52.040(A)

Low-volume local street standards:

For rules of interpretation, see subsection B of this section:

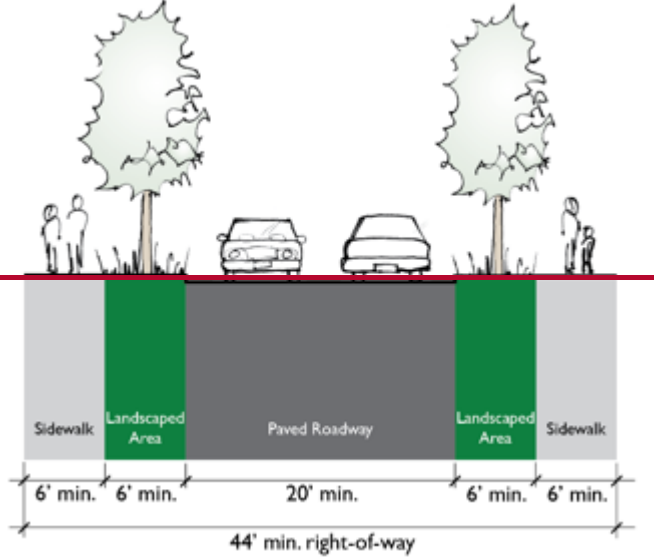
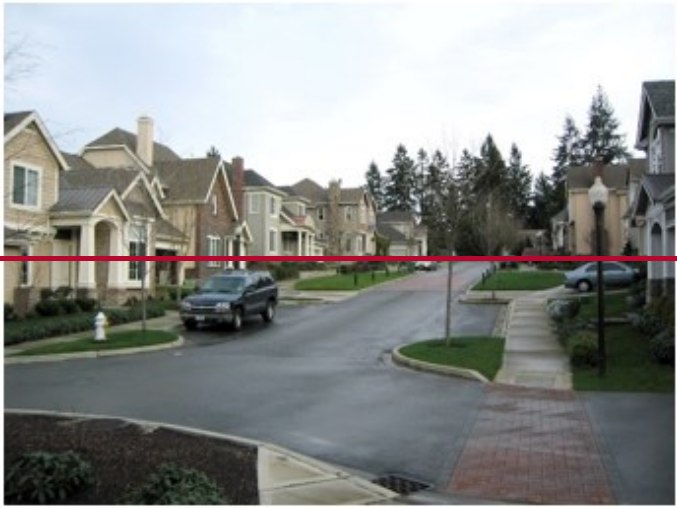
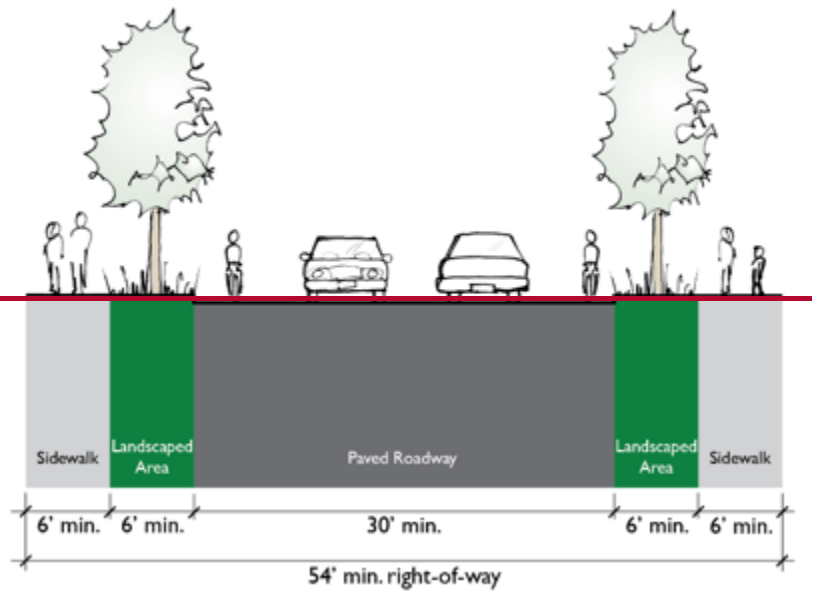
Right-of-way width	44 ft. minimum	
Landscaped area width	6 ft. minimum on each side	
Pavement width	20 ft. except where parking lane(s) are included	
Grade	12% maximum	
Sidewalk width	6 ft. minimum	
Bike lanes	NA	Note: All residential subdivisions must accommodate provisions for guest parking (AMC 19.64.030(B)) and applicable service deliveries and activities typical to the size, type, and density of the proposed development. Guest parking may be accommodated by integrating on-street parking lanes and/or pockets, off-street parking areas, or other methods to the satisfaction of the Public Works Director.
Parking pocket	8 ft. minimum	 Parking pockets may be integrated into one or both sides of the street in place of landscaped areas for up to 50% of the street length provided wider planting strips and trees planted elsewhere along the street compensate for the displaced landscaped areas.

Table 19.52.040(B)

Minor arterial, collector, or high-volume local street design standards:

For rules of interpretation, see subsection B of this section.

Right-of-way width	54 ft. minimum	
Landscaped area width	6 ft. minimum on each side	
Pavement width	30 ft. except where parking lane(s) are included	
Grade	12% maximum	
Sidewalk width	6 ft. minimum	
Bike lanes	Yes	

Note: On-street parking lanes may be integrated or required along key street segments to support adjacent land uses (including service access and delivery) based on the existing and planned context of the area.

Table 19.52.040(C)

Principal arterial street design standards:

For rules of interpretation, see subsection B of this section.

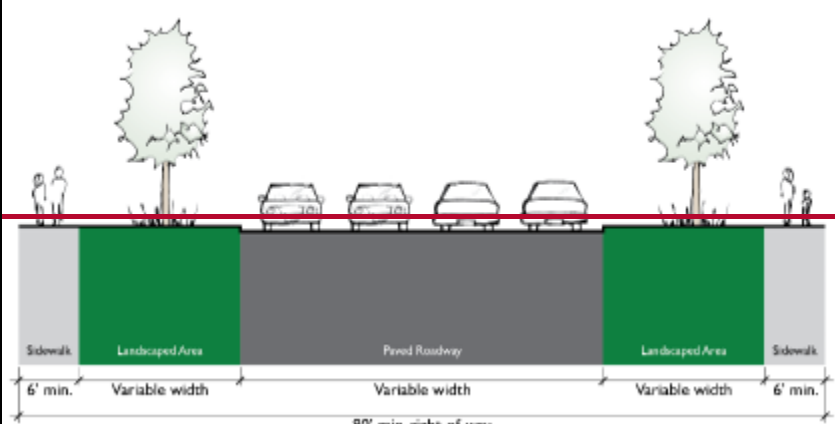
Right-of-way width	80 ft. minimum	
Landscaped area width	Varies per block	
Pavement width	Varies	
Grade	12% maximum	
Sidewalk width	6 ft. minimum	
Bike lanes	Yes	

Table 19.52.040(D)

Alley design standards:

For rules of interpretation, see subsection D of this section:

Right-of-way width	16—20 ft.
Landscaped area width	NA
Pavement width	12—20 ft.
Grade	12% maximum
Sidewalk width	NA
Bike lanes	NA

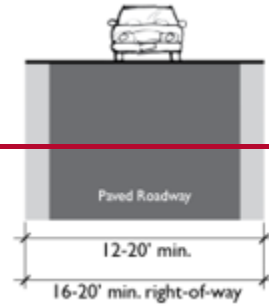


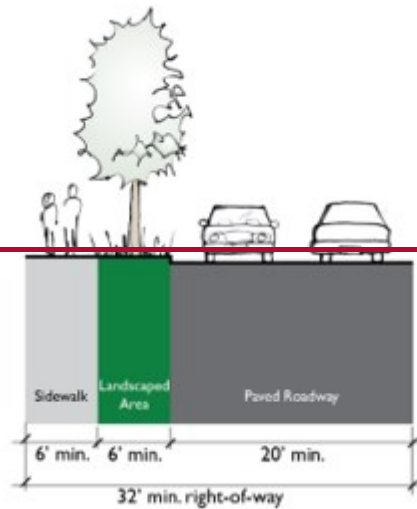
Table 19.52.040(E)

Lane design standards:

Lane street types are permitted for residential development accessing up to nine dwelling units:

For rules of interpretation, see subsection D of this section:

Right-of-way width	32 ft.
Landscaped area width	6 ft. minimum one side
Pavement width	20 ft.
Grade	12% maximum
Sidewalk width	6 ft. minimum (one side)
Bike lanes	NA



(Ord. 3040 § 2 (Att. A), 2019)

Table 19.52.040 B.1. General Design Standards for All Public Streets				
Design Standard	Local Streets	Collectors	Minor Arterials ¹	Principal Arterials
Functional Classification	Local Streets	Major & Minor Collectors	Minor Arterials	Other Principal Arterials
Travel Lane Width	N/A (Minimum 20' street width)	11'	11'	11'
Travel Lanes	1 per direction (undivided)	1 per direction	1-2 per direction	1-2 per direction
Two-Way Center Left-Turn Lane (TWLTL)	No Center Lane	No Center Lane	No Center Lane (left-turn pockets at key intersections as necessary to promote safety)	10' Center Two-Way Left-Turn Lane
Pedestrian Facility ²	6' Sidewalks on Both Sides	6' Sidewalks on Both Sides	6' Sidewalks on Both Sides	6' Sidewalks on Both Sides
Separation (Landscaped) Buffer ³	6' Separation Buffer between Pedestrian Facility and Street			4' Separation Buffer between Pedestrian Facility and Street
Table 19.52.040 B.2. Public Streets (Not on the Active Transportation Network)				
Functional Classification	Local Streets	Major & Minor Collectors	Minor Arterials	Principal Arterials
On-Street Bicycle Facilities ⁴	None Identified	None Identified	None Identified	N/A (No Principal arterials other than those on ATN)
On-Street Parking ⁵	Required (Both Sides - 7' Parking Lanes)	Required (Both Sides - 7' Parking Lanes)	Required (Both Side - 8' Parking Lane)	N/A (No Principal arterials other than those on ATN)
Minimum Street Width (between curbs)	34'	36'	40'	N/A (No Principal arterials other than those on ATN)
Minimum Right-Of-Way Width	58'	60'	64'	N/A (No Principal arterials other than those on ATN)

Table 19.52.040 B. 3. Primary Active Transportation Network				
Functional Classification	Local Streets	Major & Minor Collectors	Minor Arterials	Principal Arterials
On-Street Bicycle Facilities ⁴	Sharrows	5' Bike Lanes Both Sides	5' Bike Lanes Both Sides	5' Bike Lane with 2' Buffer Both Sides
On-Street Parking ⁵	Required (Both Sides - 7' Parking Lanes)	Required (One Side - 8' Parking Lanes)	Required (One Side - 8' Parking Lane)	On-Street Parking Required (Both Sides - 7' Parking Lanes)
Minimum Street Width (between curbs)	34'	40'	40'	60'
Minimum Right-Of-Way Width	58'	64'	64'	80'
Table 19.52.040 B.4. Secondary Active Transportation Network				
Functional Classification	Local Streets	Major & Minor Collectors	Minor Arterials	Principal Arterials
On-Street Bicycle Facilities ⁴	Sharrows	Sharrows	Sharrows	N/A (No Principal arterials identified on Secondary ATN)
On-Street Parking ⁵	Required (Both Sides - 7' Parking Lanes)	Required (Both Sides - 7' Parking Lanes)	Required (One Side - 8' Parking Lane)	N/A (No Principal arterials identified on Secondary ATN)
Minimum Street Width (between curbs)	34'	36'	40'	N/A (No Principal arterials identified on Secondary ATN)
Minimum Right-Of-Way Width	58'	60'	64'	N/A (No Principal arterials identified on Secondary ATN)

Notes for Tables 19.52.040 B.1. through B.4.:

¹ The street requirements below are intended for most Minor Arterial streets in the City. Deviations from these standards are permitted for those streets carrying heavy truck traffic (i.e., Q Avenue, R Avenue).

² Exemptions to 6' Minimum Sidewalk widths include 12' minimum sidewalk widths along Commercial Avenue (north of 11th Street) and a 10' multi-use path along the east side of Q Avenue and R Avenue.

³ When ROW is limited (example: existing building physically constrains ROW), on-street parking and/or bicycle lanes can serve as the required buffer between the sidewalk and vehicle travel lanes, however, this deviation from standard requires approval of the Public Works Director.

⁴ The City acknowledges that there are some streets where existing or planned bicycle facilities may deviate from this standard, including:

- Q Avenue (11th St to 22nd St) provides a multi-use path.
- R Avenue (22nd St to SR 20 Spur) provides a multi-use path.
- Other streets where unanticipated circumstances do not allow for the standard to be met.

Any deviation from the listed bicycle facility standard requires approval of the Public Works Director.

⁵ When ROW is limited, removal or narrowing of on-street parking along one or both sides of the street shall be permitted to accommodate on-street bicycle facilities, however, this deviation from standard requires approval of the Public Works Director.

19.52.050 Dead-end streets and cul-de-sacs.

- A. Limited Application. Dead-end streets and cul-de-sacs are limited in application and may only be permitted where, due to demonstrable physical constraints, no future connection to a larger street pattern is physically possible. See AMC 19.54.020, Block design and connectivity standards, for related standards.
- B. Minimum Requirements. Streets longer than 150 feet require an approved turnaround, such as a hammerhead or cul-de-sac. The Fire Department will determine the type of turnaround required based on the number of units accessing the street and other site-specific characteristics.
- C. Hammerhead Design. The hammerhead turnaround must comply with the Anacortes engineering design standards and Fire Department requirements.
- D. Cul-de-Sac Design. The cul-de-sac turnaround must comply with the Anacortes engineering design standards and Fire Department requirements. Cul-de-sacs may have a landscaped center area to implement LID BMPs like bioretention. The landscaping must be maintained by the homeowner's association or adjacent property owners.
- E. Waiver of Turnaround. The requirement for a turnaround or cul-de-sac may be waived with approval of the Fire Department when the development proposal will not create an increased need for emergency operations or the impacts are otherwise mitigated.

19.52.060 Street intersections.

The following standards apply to street intersections:

- A. Streets must intersect at right angles, except when topography dictates otherwise, and in no case may the angle of intersections be less than 60 degrees.
- B. Two streets meeting at a third street from opposite sides must meet at the same point, or their centerlines must be offset at least 125 feet.
- C. Intersection design must provide acceptable visibility for traffic safety as dictated by the designed operating speeds on the individual ~~roadway~~ streets.
- D. Intersections of local streets with arterials and highways must be kept to a minimum.

19.52.070 Pavement design.

The design of pavement structures and subgrades must conform to the Anacortes engineering design standards.

19.52.080 Street names and signage.

- A. Generally. Names of new streets must not duplicate the names of existing streets unless the new street continues or aligns with an existing street. All new street names must be submitted to and approved by the city.
- B. Street Name Signs. Street name signs must be manufactured and installed in accordance with specifications of the Anacortes engineering design standards.
- C. Warning and Regulatory Traffic Signs. Within the Anacortes city limits, warning and regulatory traffic signs must be installed within and must about the subdivision in accordance with the Manual on Uniform Control Devices (MUTCD).

19.52.090 Street lights.

Street lighting must be installed by the applicant conforming to the Anacortes engineering design standards.

19.52.100 Street monuments.

Existing monuments must remain undisturbed during construction. New monuments may be required per the Anacortes engineering design standards.

Chapter 19.53 Private Driveways and Access

19.53.030 Driveways and access easements.

- A. [no change]
- B. [no change]
- C. [no change]
- D. [no change]
- E. [no change]
- F. *Driveway Cut Width.* Driveway cuts are limited to the widths identified in Table 19.53.030.

i LEG-2024-26 – Request to amend this section to provide the Public Works Director with the authority to approve driveway curb cut widths greater than 30 feet.

Table 19.53.030
Driveway cut width.

Use Type	Minimum Width	Maximum Width
Residential		
<u>Lot</u> width = 50 feet or greater	10 feet	20 feet
<u>Lot</u> width < 50 feet	10 feet	12 feet or 20 feet if shared with adjacent <u>lot</u>
Commercial and Industrial	20 feet	30 feet

Division 6. Project Design

Chapters

- 19.60 Introduction
 - 19.51 Public Street Improvements Required
 - 19.52 Public Street Design
 - 19.53 Private Driveways and Access
 - 19.54 Subdivision Design and Block Structure
 - 19.55 Underground Utilities
-

Chapter 19.60 Introduction

[no change]

19.61 Block Frontage Standards

19.61.010 Purpose.

[no change]

19.61.020 Applicability

i HAP 2.5.2 – Clarify applicability to townhouse development.

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

[no other changes]

19.61.030 How to use this chapter

Site orientation standards for individual properties depend on the block frontage designated for that location. The following steps will help in using this chapter:

- A. Go to the maps in AMC 19.61.040 to find the property and the block frontage type designation.

i Clarify that townhouse development in nonresidential zones is subject to the landscaped block frontage standards.

1. For multifamily, townhouse, and nonresidential development in residential zones, the standards for landscaped block frontages apply.
2. For development that fronts onto multiple streets, see provisions in AMC 19.61.150.

[no other changes]

19.61.040 Block frontage designation maps.

A. [no change]

B. [no change]

- C. [no change]
- D. [no change]

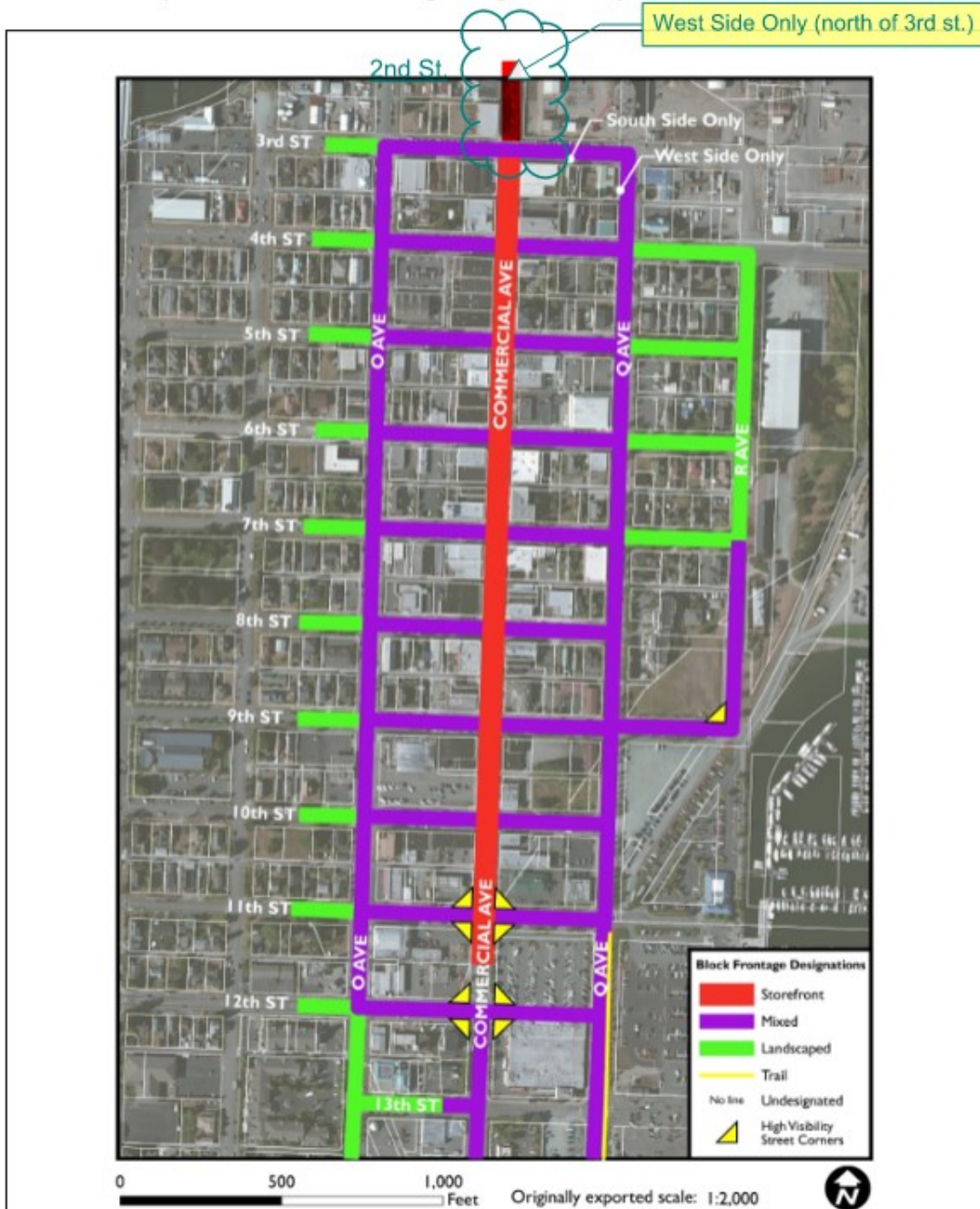
Figure 19.61.040(A)
Anacortes block frontage designations
[no change]

i LEG-2024-18 - extend Commercial Ave. Storefront block frontage designation north between 3rd and 2nd St. (west side of street only)

Figure 19.61.040(B)

Figure 19.61.040(B)

Map 1: Anacortes block frontage designations map for the downtown area.



19.61.050 About the transparency standards.

[no change]

19.61.060 Storefront block frontage standards.

[no change]

19.61.070 Landscaped block frontage standards.

[no change]

19.61.080 Mixed block frontage standards.

[no change]

19.61.090 Marine street standards.

[no change]

19.61.100 Gateway block frontage standards.

[no change]

19.61.110 Undesignated (streets with no designated block frontage)

- A. *Purpose.* Undesignated block frontages should provide visual interest at all observable scales and meet the design objectives of the city.

i HAP 2.5.3 – For clarity, repeat that Undesignated streets in residential zones are subject to Landscaped standards. HAP included incorrect reference to 19.61.030(A)(2) – should be (A)(1).

- B. *Applicability.* All undesignated block frontages in nonresidential zones ~~that are not designated~~ are subject to the standards of this section. Per AMC 19.61.030(A)(1), Landscaped block frontage standards apply to multifamily, townhouse, and non-residential development in residential zones. ~~These Undesignated block frontages are provided greater flexibility with regard to the design of multifamily and nonresidential development frontages.~~

These block frontages include a combination of side streets (where most uses often front on other adjacent streets) and service-oriented streets (often characterized by industrial or service types of uses), and heavy arterial streets. While there is greater flexibility in the amount of transparency of facades and the location of surface and structured parking, design parameters are included to ensure that landscaping and other design elements help to mitigate the potential impacts of parking lots and blank walls along these streets.

DEPARTURES will be considered pursuant to AMC 19.20.220.

[no other changes]

19.61.120 Trail block frontage standards.

[no change]

19.61.130 Esplanade block frontage standards.

[no change]

19.61.140 Central waterfront (CW) corridors and block frontage standards.

[no change]

19.61.150 Where properties front onto multiple streets.

[no change]

19.61.160 Where properties have multiple designations along one frontage.

[no change]

19.61.170 High visibility street corners.

[no change]

19.61.180 Framework development plan.

[no change]

19.62 Site Planning

19.62.010 Purpose

[no change]

19.62.020 Applicability

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

1. Add development in the I, LM, AZ, CM2, and MS zones.
2. Developments in the HM and LM1 zones when not abutting State Route 20 right of way.

i HAP 2.5.2 – Clarifies that townhouse development is exempt from this section (because townhouses have their own use-specific standards in 19.43.070). AMC 19.62.070 contains location and screening requirements for dumpster storage areas, utility meters and apparatus, mechanical equipment, and service areas).

3. Townhouse development, except that for large developments with multiple buildings, internal drive aisles, and/or featuring common service elements, the provisions of AMC 19.62.070 may be applied.

[no other changes]

19.62.030 Relationship to adjacent properties.

A. Purpose.

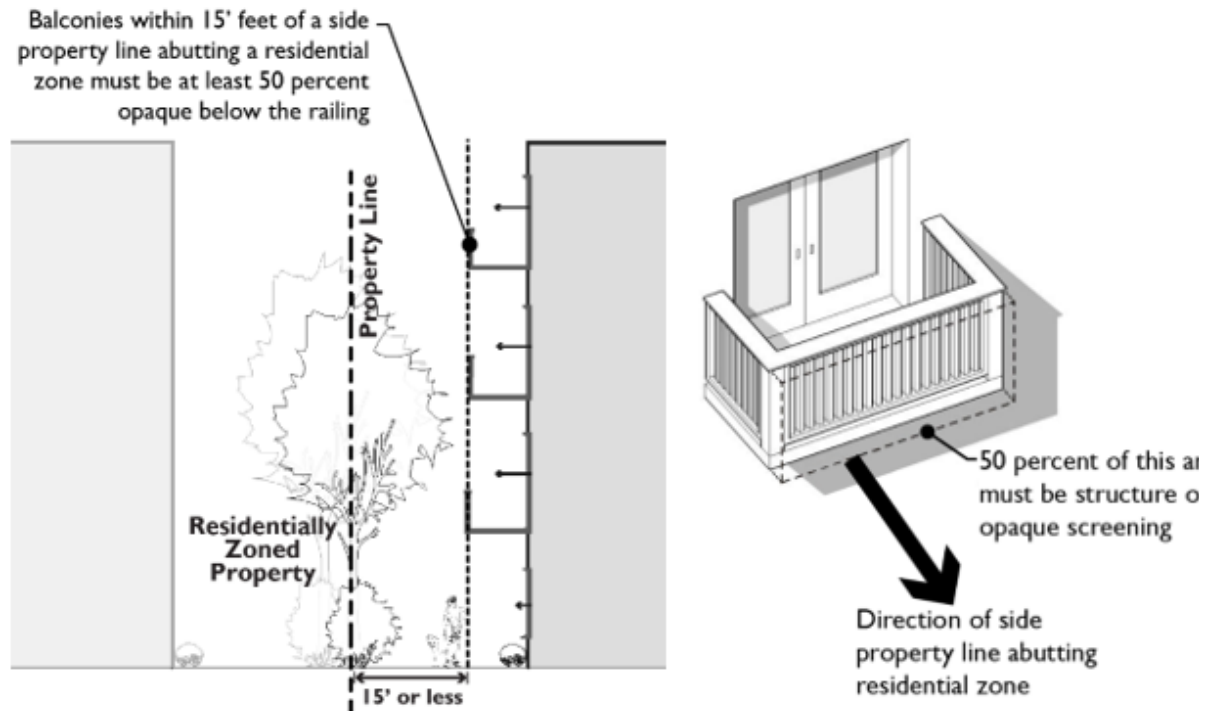
1. To promote the functional and visual compatibility between developments.
2. To protect the privacy of residents on adjacent properties.

B. *Balconies near Side and Rear Property Lines Adjacent to Property in Any Residential Zone.* Balconies and rooftop decks above the ground floor within 15 horizontal feet of a side property line abutting a residentially zoned property must feature a railing system that is at least 50 percent opaque. Specifically, 50 percent of the area below the top edge of the railing must be a sight-obscuring structure.

DEPARTURES to this standard will be allowed if the balcony will not cause visual or privacy impacts due to its location, orientation, design or other consideration.

Figure 19.62.030(B)

Privacy standards for balconies within 15 feet of side or rear property lines.



- i** LEG-2024-27 – Request to amend AMC 19.62.030(C) to clarify balcony setbacks requirements for units that have their only solar access (windows) facing an interior side property line.

Some coordination or cross-referencing between this and 19.42.140 would be useful for code users.

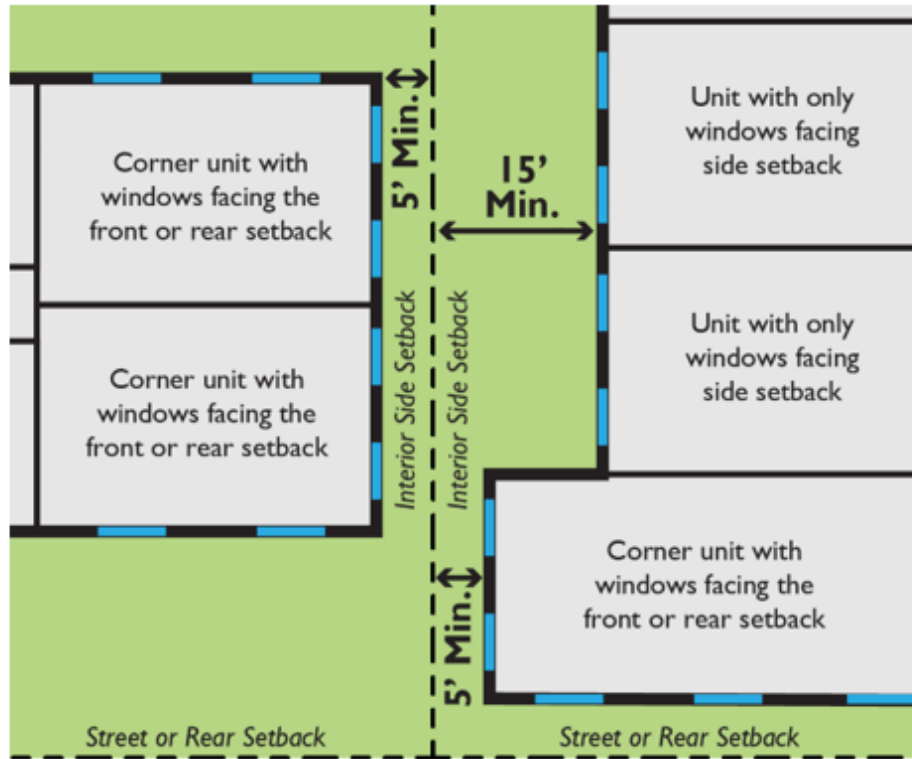
- C. *Light and Air Access and Privacy near Interior Side and Rear Property Lines.* Buildings or portions thereof containing multifamily dwelling units whose only solar access (windows) is from the applicable side of the building (facing towards the interior side property line) must be set back from the applicable interior side or rear property lines at least 15 feet. See Figure 19.62.030(C).

1. Balconies may be allowed to project up to six feet into the required 15-foot where such setbacks are required herein, provided they comply with the balcony standards in subsection (B) above.

DEPARTURES will be allowed where it is determined that the proposed design will not create a compatibility problem in the near and long term based on the unique site context.

Figure 19.62.030(C)

Light/air access and privacy standards for multifamily residential buildings along interior side and rear property lines.



19.62.040 Internal open space.

A. Purpose.

1. To create usable space that is suitable for leisure or recreational activities for residents.
2. To create open space that contributes to the residential setting.
3. To provide plazas that attract shoppers to commercial areas.
4. To provide plazas and other pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
5. To enhance the development character and attractiveness of commercial development.

B. Usable Residential Open Space.

- i** RCW 36.70A.535 r
- i** HAP 2.1.9 – Co-living housing (formerly known as single-room occupancy housing). Adjusted open space requirements for co-living housing consistent with Commerce draft guidance.
- i** HAP Strategy 2.1.10. Address supportive housing uses directly in the code.

1. Usable residential open space must be provided as follows:

Housing Type	Quantity
--------------	----------

Multifamily (including multifamily portions of mixed-use development)	100 sq. ft. / per dwelling unit for studio and 1-bedroom dwellings 150 sq. ft. per dwelling unit for dwellings with 2 or more bedrooms
<u>Co-living housing</u>	<u>25-50 sq. ft. per sleeping unit</u>
<u>Permanent supportive housing and transitional housing (new development)</u>	<u>100 sq. ft. per dwelling unit</u>
<u>Emergency shelter</u>	<u>None</u>

~~All multifamily development, including multifamily portions of mixed-use development, must provide minimum usable open space equal to 100 square feet per dwelling unit for studio and one-bedroom dwellings and 150 square feet per dwelling unit for dwellings with two or more bedrooms. [moved this language to the table above]~~

2. The required open space may be provided in a combination of ways:

- a. *Shared Open Space.* All of the required open space may be in the form of shared open space available to all residents and meeting the requirements of subsection (B)(2) of this section.
- b. *Ground Level Individual Outdoor Space.* All of the required open space for a unit may be provided by ground level outdoor space that is adjacent and directly accessible to the subject unit. Such open spaces must be:
 - (I) Outdoor spaces may be located in the front, side, or rear yard, provided they are generally level, feature no dimension less than 10 feet, and are enclosed by a fence and/or hedge at least 32 inches in height to qualify.

DEPARTURES will be considered for this provision.
 - (II) Private porches may qualify as outdoor space, provided they are at least 36 square feet in area, with no dimension less than six feet.
 - (III) LID BMPs may be included in ground level individual outdoor space, provided the LID BMP design and maintenance requirements are consistent with the purpose of the space and do not affect usability.
- c. *Balconies.* Up to 50 percent of the required open space may be provided by private balconies, provided such spaces are at least 32 square feet in area, with no dimension less than four feet (not including railings), to provide a space usable for human activity.
- d. *Common Indoor Recreation Areas.* For mixed-use buildings, up to 50 percent of the required open space may be provided by common indoor recreation areas meeting the following conditions:

i HAP 2.5.4 – Add a minimum dimensional standard to ensure that recreational spaces are functional. For reference, 250 square feet is about the size of a medium conference room.

- (I) The minimum area is 250 square feet. The space must feature dimensions necessary to provide functional leisure or recreational activities (unless otherwise noted herein).
- (II) The space must meet ADA standards and must be located in a visible area, such as near an entrance, lobby, or high traffic corridor.

- (III) The space must be designed specifically to serve interior recreational functions and not merely be leftover unrentable space used to meet the [open space](#) requirement. Such space must include amenities and design elements that will encourage use by residents.

i HAP 2.5.4 – Remove the difference in applicability between single-purpose multifamily buildings compared to mixed-use buildings, to allow intermediate level roof decks, and to ensure access is available to all residents.

i LEG-2024-28 – City Council docketed a request to consider amending the section below to allow multifamily buildings in a horizontal mixed-use development to fulfill 100% of their required internal open space requirement with shared roof decks. LEG-2024-28 and HAP recommendations are not aligned.

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

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

3. Shared Open Space Design Requirements.

[no change]

i HAP 2.5.4 – Provide an open space credit for multifamily developments adjacent to a park, which provides some (but not all) of the benefits of building-specific open space and may help manage construction costs.

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

C. Usable Commercial Open Space.

[no change]

D. Pedestrian-oriented Open Space Design Criteria.

[no change]

19.62.050 Internal pedestrian access and design.

[no change]

19.62.060 Vehicular circulation and parking.

[no change]

19.62.070 Service areas and mechanical equipment

A. Purpose.

1. To minimize adverse visual, odor, and noise impacts of mechanical equipment, utility cabinets and service areas at ground and roof levels.
2. To provide adequate, durable, well-maintained, and accessible service and equipment areas.
3. To protect residential uses and adjacent properties from impacts due to location and utilization of service areas.

i HAP 2.5.7 – Minor clarifications throughout this section to offer more flexibility.

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

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

The Director may require evidence that such elements will not significantly impact neighboring properties or public areas. (For example, the Director may require noise-damping specifications for fans near residential zones.)

2. *Exterior Loading Areas.* Exterior loading areas for commercial uses must not be located within 20 feet of a residentially zoned property.

DEPARTURES may be allowed where such a restriction does not allow feasible development, and alternative design measures can successfully mitigate potential negative impacts. For example, areas and drives may be required by the reviewing authority to be separated from the residential lot by a masonry wall at least eight feet high.

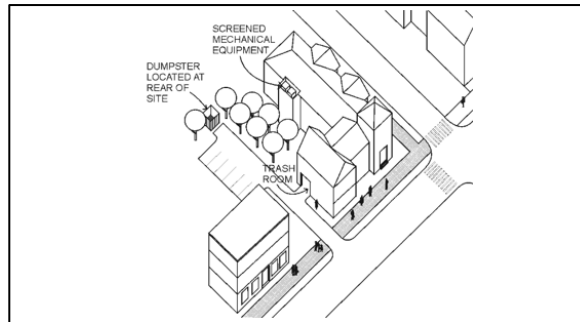
3. Service areas must not be visible from the sidewalk and adjacent properties. Where the Director finds that the only option for locating a service area is an area visible from a street, internal pathway or pedestrian area, or from an adjacent property, the area must be screened with structural and or landscaping screening measures provided in subsection (C) below and AMC Chapter 19.65, Landscaping. Service elements accessible from an alley are exempt from screening requirements.
4. *Design for Safety.* Other provisions of this section notwithstanding, service areas used by residents must be located to avoid entrapment areas and other conditions where personal security is potentially a problem. The Director may require pedestrian-scaled lighting or other measures to enhance security.
5. Locate and/or shield noise-producing mechanical equipment, such as fans, heat pumps, etc., to minimize sounds and reduce impacts at property lines adjacent to residentially zoned properties.

i Note: Subsections (B) and (C) need to be reviewed for consistency with the City's new Solid Waste Container Collection standards. Subsection (B)(6)(d) is shown as recommended in the HAP.

6. *Dumpster Storage Areas.*

- a. Dumpster storage areas must be provided for all nonresidential and multifamily development.
- b. Dumpster storage areas must be on site and must not be located in the public right-of-way.
- c. Dumpster storage areas must be sized to accommodate the minimum dumpster sizes (as provided by the Anacortes engineering design standards) for garbage, recycling, and composting.
- d. Trash collection areas must include roofs or overhead weather protection and must meet required stormwater standards. Drainage must be designed to meet applicable NPDES standards.

Figure 19.62.070(B)
Service element location.



Locate service elements to reduce impacts on the residential and pedestrian environment, and provide appropriate enclosure.

C. *Screening of Ground-Related Service Areas and Mechanical Equipment.*

1. Where screening of ground level service areas is required (see subsection (B)(3) of this section), the following applies:
 - a. A structural enclosure must be constructed of masonry, heavy-gauge metal, or decay-resistant material that is also used with the architecture of the main building. The reviewing authority may allow materials other than those used for the main building if the finishes are similar in color and texture or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas or adjacent use. The enclosure may use overlapping walls to screen dumpsters and other materials (see Figure 19.62.070(C) below).
 - b. Gates must be made of heavy-gauge, site-obscuring material. Chain-link or chain-link with slats is not an acceptable material for enclosures or gates.
 - c. Where the interior of a service enclosure is visible from surrounding streets, pathways, and buildings, an opaque or semi-opaque horizontal cover or screen must be used to mitigate unsightly views. The horizontal screen/cover should be integrated into the enclosure design (in terms of materials and/or design).

i HAP 2.5.8 – Add the following moderation to help control construction costs.

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

- e. The service area must be paved.
- 2. The sides and rear of service enclosures must be screened with landscaping at least five feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest.

DEPARTURES to the provisions of subsections (C)(1) and (2) of this section will be considered per AMC 19.20.220, provided the enclosure and landscaping treatment meet the purpose of the standards and add visual interest to site users.

Figure 19.62.070(C)
Acceptable screening enclosures.
[no change to figure]

D. [no changes]

E. *Location and Screening of Roof-Mounted Mechanical Equipment.*

- 1. All rooftop mechanical equipment, including air conditioners, heaters, vents, and similar equipment, must be fully screened from public view at the street level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

i HAP-2.5.7 – Subsection (E)(2) – Remove the prohibition on perforated metal as a rooftop equipment screening material since it is cost effective and has a variety of design options.

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

~~Perforated metal is not permitted.~~

Chapter 19.63 Building Design Standards

19.63.010 Purpose.

[no change]

19.63.020 Applicability

- A. The provisions of this chapter apply to all nonresidential and multifamily development. The following are exempt:
 - 1. All development in the I, LM, AZ, CM2, and MS zones.
 - 2. Developments in the HM and LM1 zone when not abutting State Route 20 right of way.

i HAP 2.5.2 – Clarify how section applies to townhouses.

- 3. Townhouse buildings, except where otherwise noted in this title.

19.63.030 How to use this chapter.

[no change]

19.63.040 Building Massing and Articulation

A. – B [no change]

C. *Facade Articulation.* Nonresidential, mixed-use, and multifamily residential buildings must include facade articulation features at designated maximum intervals to create a human-scaled pattern. This standard applies to applicable building facades and other applicable building elevations facing parks, containing primary building entrances, and adjacent to lower intensity zones. Alley-facing building elevations not adjacent to a lower intensity zone are exempt.

1. [no change]

2. At least three of the following [articulation](#) features must be employed in compliance with maximum interval standards in subsection [\(C\)\(1\)](#) of this section:

i HAP 2.5.8 – Make minor revisions to the list of articulation standards.

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

[no changes to remaining]

19.63.050 Building Details

A. – D [no change]

i HAP 2.5.8 – Revise the entry articulation standard for consistency.

E. *Articulated Building Entries.* The primary building entrance [\(when provided\)](#) for an office building, hotel, ~~apartment~~ [multifamily](#) building, public or community-based facility or other multi-[story](#) commercial building must be designed as a clearly defined and demarcated standout architectural feature of the building. Such entrances must be easily distinguishable from regular storefront entrances on the building. Such entries must be scaled proportional to the building. See Figure 19.63.050(E) below for good examples.

19.63.060 Building Materials

A. [no change]

i HAP 2.5.9 – Clarify the applicability of durable materials on the ground floor.

B. *Quality Building Materials.* ~~Applicants must use high-quality durable materials. This is most important for the base of buildings, particularly for commercial and mixed-use buildings where the facade is sited close to sidewalks.~~ Stone, brick or tile masonry, architectural concrete or other similar highly durable

materials must be used for at least the bottom two feet of the first-floor facade on nonresidential and mixed-use buildings (excluding window and door areas).

[no other changes]

19.63.070 Blank Wall Treatment

A. – B [no change]

i HAP 2.5.10 – Update the applicability for blank wall treatment standards to reduce construction cost impacts.

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

[no other changes]

Chapter 19.64 Parking

19.64.010 Purpose

The purpose of this chapter is to:

- A. Provide for adequate, convenient, and safe parking for cars and bicycles for all uses allowed in this code in all areas of the city.
- B. Limit the overbuilding of parking, which has impacts on construction costs, land consumed, air and water quality, walkability, traffic congestion, and aesthetics.
- C. Provide for alternative parking arrangements such as flexible minimum requirements, shared parking, and in-lieu fees.
- D. Reduce demand for parking by encouraging walking, bicycling, public transit, and rideshare.

i Adding applicability provisions to improve clarity.

19.64.015 Applicability

The provisions of this chapter apply to all new development, redevelopment, changes in use, and expansions of existing buildings or uses that require additional parking, unless otherwise stated herein.

19.64.020 Generally

- A. Off-street parking in conjunction with all land and building uses established after the enactment of the ordinance codified in this title must be provided prior to the issuance of a certificate of occupancy.
- B. Off-street parking for non-residential use must either be on the same lot or within 500 feet (walking distance) of the building it is intended to serve.
- C. ~~Residential off-street parking areas must consist of a parking lot, driveway, garage, carport, or a combination thereof and must be located on the lot they are intended to serve.~~

- D. Any area once designated as required off-street parking must not be changed to any other use unless and until parking facilities are provided elsewhere, which conform to the requirements of this chapter.
- E. Off-street parking existing at the effective date of the ordinance codified in this title in connection with the operation of an existing building or use must not be reduced to an amount less than hereinafter required for a similar new building or new use.
- F. The required off-street parking area must be for occupants, employees, visitors, and patrons, and must be limited in use to parking, except for approved temporary uses per AMC 19.48.020(A).
- G. Off-street parking meeting minimum quantitative requirements of this chapter is not considered a principal use for the purpose of interpreting Tables 19.41.040 and 19.41.050.
- H. *Parking Studies*. For the purposes of this chapter, a parking study is a document that provides sufficient information to determine the parking requirements for a specific use. The estimate may be based on scientific data, census data, transit service, academic studies, similar uses in the city or comparable cities, or other sources accepted by the Director. As required by this chapter, a parking study may be required for adjusting minimum and maximum quantitative requirements, determining times of peak parking demand, and determining impacts to on-street parking in the vicinity of the subject development site. All parking studies must be prepared by either a professional engineer with expertise in traffic and parking analyses or an equally qualified individual authorized by the Director.
- I. Parking needs must be balanced with low-impact development planning that considers the reduction of impervious surfaces as a priority.

19.64.030 Computation of required parking spaces

A. *Number of Parking Spaces.*

- 1. Off-street parking areas must contain at a minimum the number of parking spaces as stipulated in AMC 19.64.040, except for modifications allowed elsewhere in this chapter.
- 2. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces must be rounded to the nearest whole number with fractions of one-half or greater rounding up and fractions below one-half rounding down.
- 3. In the case of two or more uses on the same site, the total requirements for off-street parking must be the sum of the requirements for each use computed separately, except as permitted in AMC 19.64.080 pertaining to shared parking.

B. *Guest Parking Requirements.*

- 1. Guest parking is required for all residential developments in accordance with this subsection. Guest parking provided is above and beyond the minimum quantitative requirements elsewhere in this chapter.
- 2. Guest Parking Location and Accessibility Standards.

i HAP 2.6.3 – Recommended evaluating appropriateness of guest parking standards in some zones.

Staff recommend retaining current standards, as we have not heard that they are challenging to meet, and most of the time can be met with adjacent on-street parking. Subsection (B)(2)(c) conflicts with the allowance for on-street parking spaces to count for guest parking. On-street public parking cannot be reserved.

- a. On-street parking areas within or directly adjacent to the subdivision or other development may be used to meet guest parking requirements, provided such areas streets are constructed to city standards and are not already used for the purpose of meeting minimum parking requirements. One parking space is equivalent to 20 lineal feet of parallel on-street parking area.

- b. Other off-street parking spaces within the subdivision/development that are above and beyond standard minimum parking requirements for the development may be ~~used for~~ counted toward meeting guest parking.

~~c. Guest parking spaces must be available to guests of any residential unit in the development at all hours.~~

3. *Minimum Guest Parking Ratios by Housing Type.*

Table 19.64.030(B0)

Minimum guest parking spaces required by housing type.

Housing Type	Minimum guest parking ratio
Single-Family	1 per 2 units
Cottage	1 per 4 units
Duplex or Triplex	1 per 4 units
Townhouse	1 per 4 units
Multifamily	1 per 8 units; 1 per 10 units if the multifamily use parking is provided entirely by structured parking; Where units average less than 700 square feet, 1 per 4,000 sq. ft. of net leasable floor area.
i Commerce guidance recommends parking for STEP housing be less extensive than for typical housing, as most residents do not have vehicles.	
<u>Supportive Living – All Types</u>	<u>Guest parking not required</u>
<u>Co-living housing</u>	<u>None required within one-half mile walking distance of a major transit stop (RCW 36.70A.535(3)(a)(i)).</u> <u>Otherwise, same as multifamily.</u>

4. Developments within the CBD zone are exempt from the guest parking requirements herein.
5. If the required number of guest parking spaces results in a fraction that requires less than one guest stall, no off-street parking space is required if on-street parking is available within 500 feet of the subject property.

C. *Accessible Parking Requirements.* Accessible parking spaces must be provided in accordance with the Americans with Disabilities Act of 1990 and the current ADA Standards for Accessible Design.

19.64.040 Number of parking spaces required

- A. The minimum number of off-street parking spaces must be determined in accordance with Table 19.64.040.

i The term “Parking Study” is defined in AMC 19.64.020(H).

- B. Special cases are indicated by the term “Director Decision”, in which case parking requirements must be established by the Director. For determination by the Director, the applicant ~~must~~ may be required to supply a parking study per AMC 19.64.020(H). ~~one of the following:~~
- ~~1.—Documentation regarding actual parking demand for the proposed use.~~
 - ~~2.—Technical studies prepared by a qualified professional relating to the parking need for the proposed use.~~
 - ~~3.—Documentation of parking requirements for the proposed use from other comparable jurisdictions.~~
- C. Where a cell in Table 19.64.040 is blank, there are no applicable requirements for the use.
- D. For unclassified uses, refer to AMC 19.41.030(E). Where the Director finds that there is no similar use, the procedures for a “Director decision” under subsection B of this section apply.

Table 19.64.040

Off-street parking spaces required.

Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
RESIDENTIAL		
Household Living, as listed below		
Single-family	2 per unit	
Single-family, small lot	1 per unit	
Accessory dwelling unit	See AMC 19.47.030(C)(8)	
Cottage housing	1.5 per unit	
i HAP 2.6.1 – For middle housing, use clear quantitative standards instead of referring to multifamily bedroom counts. Staff recommend retaining current parking standards for middle housing for now because much of the City where middle housing could be located does not have frequent or convenient public transit service, which may cause residents to rely more on cars.		
Duplex or triplex	Same as multifamily (based on number of bedrooms)	
Townhouse	Same as multifamily (based on number of bedrooms)	
Multifamily dwelling, one bedroom or studio	1.0 per unit	1.5 per unit
Multifamily dwelling, two bedrooms	1.4 per unit	2.0 per unit

Multifamily dwelling, three or more bedrooms	1.6 per unit	2.5 per unit
i HAP 2.6.1 – For affordable housing, set off-street parking requirements at 0.5 to 0.75 spaces per unit, based on census data that demonstrates that lower income residents own fewer vehicles.		
<u>Multifamily dwelling, affordable (includes permanent supportive housing and transitional housing)</u>	<u>0.75 per unit</u>	<u>1.5 per unit</u>
i HAP 2.6.1 – The HAP recommends using ‘senior housing’ instead of ‘restricted’ here; however the term is defined in AMC 19.43.090 and references the definition of “housing for older persons” in the Federal Fair Housing Act. Staff recommend we keep this term as-is, and cross-reference the definition in 19.43.090 for clarity.		
Multifamily dwelling, restricted <u>(as defined in AMC 19.43.090)</u>	25% reduction in base multifamily parking requirements above (based on number of <u>bedrooms</u>)	Same as multifamily uses above
<u>Rooming houses</u>	<u>1 per available room available for rent</u>	
i RCW 36.70A.535(3) – limits the maximum amount of off-street parking the city can require for co-living housing. The city does not currently have any ‘major transit stops’.		
<u>Co-living housing</u>	<u>None required if located within one-half mile walking distance of a major transit stop as defined by RCW 36.70A.535.</u> <u>Otherwise, 0.25 per sleeping unit</u>	
Group Living, as listed below		
Adult family home	2 per home	
Assisted living facility	0.5 per unit	
Nursing home	0.33 per bed	
Rooming houses	1 per rented room	

i HAP Strategy 2.1.10. Address supportive housing uses directly in the code.

Commerce guidance states that parking requirements for STEP housing should be less extensive than for typical housing, as most residents do not have vehicles. Parking should be considered for employees based on context (e.g. proximity to transit). Commerce recommends that jurisdiction accept parking studies from the applicant documenting the number of parking spaces that are needed by the land use.

<u>Supportive Housing, as listed below</u>		
<u>Emergency housing or emergency shelter</u>	<u>Director Decision</u>	
<u>Permanent supportive housing or transitional housing</u>	<u>Per the applicable household living dwelling type except when applicant submits a parking study that demonstrates a reduction is warranted due to site and project-specific characteristic.</u>	

[no changes to the remaining table]

19.64.050 Size of parking spaces.

[no change]

i Updates to clarify this section only modifies vehicle parking requirements, does not modify ADA parking standards, and to exempt affordable housing in the CBD zone from vehicle parking requirements.

19.64.060 Modifications to off-street vehicle parking requirements.

- A. None of the modifications provided within this section waive the requirement to provide accessible parking spaces in accordance with the Americans with Disabilities Act of 1990 and the current ADA Standards for Accessible Design.
- B. CBD Zone. Minimum off-street parking requirements within the CBD zone are modified as follows:
1. For new development in the CBD zone, the minimum off-street parking spaces required are 50 percent of that shown in Table 19.64.040.
 2. Ground floor commercial uses in the CBD zone are exempt from the minimum parking requirements of this chapter.
 3. Affordable housing within the CBD zone is exempt from minimum off-street parking requirements.
- C. Existing developments in mixed-use and industrial zones that change use or expand their net floor area by less than 50 percent are exempt from the minimum parking requirements of this chapter for the life of the building. Existing developments that expand their net floor area by 50 percent or more must meet the minimum requirements of this chapter. In no case may any new or expanded development exceed the maximum parking spaces allowed by this chapter, unless meeting the requirements of subsection (E) below.

[no changes to remaining section]

i RCW 36.70A.622 (SSB 6015 (2024)), requires the city to allow certain parking configurations for residential uses.

19.64.065 Parking for residential uses.

- A. *Purpose.* This section is intended to implement the provisions of RCW 36.70A.622 regarding regulation of parking for residential development. These standards are designed to support housing affordability, promote walkable communities, and ensure consistency with state law. Where a conflict arises between the provisions of this section and other parking regulations in this chapter, this section will prevail.
- B. *Applicability.* The following standards apply to the minimum required off-street parking spaces for residential development.
1. ~~Residential off-street parking~~ areas ~~must~~ may consist of a parking lot, driveway, garage, carport, or a combination thereof and may be enclosed or unenclosed.
 2. *Location.* Parking areas ~~and~~ must be located on the lot which they are intended to serve, except when approved as part of a shared parking arrangement per AMC 19.64.080 or within a unit lot subdivision per AMC 19.32.050(D)(6).
 3. *Tandem Parking.* Parking spaces in tandem count towards meeting minimum parking requirements at a rate of one space for every 20 linear feet with any necessary provisions for turning radius. For purposes of this subsection, “tandem” is defined as having two or more vehicles, one in front of or behind the others, with a single means of ingress and egress.
 4. *Surfacing and Materials.* Parking areas and spaces must be paved, except:
 - a. Existing designated parking areas with legally nonconforming gravel surfacing may be used to meet parking requirements, up to a maximum of six parking spaces.
 - b. Parking spaces that consist of grass block pavers may count toward minimum parking requirements.
 5. *Dimensions.* Parking spaces are not required to exceed eight feet by 20 feet, except for required parking for people with disabilities.
 6. *Tree retention.* Off-street parking is not required as a condition of permitting a residential project if compliance with tree retention requirements would otherwise make proposed residential development or redevelopment infeasible.
 7. Existing parking spaces that do not conform to the requirements of this subsection by June 6, 2024 are not required to be modified or resized, except to comply with the Americans with Disabilities Act. Spaces in existing paved parking lots are not required to be resized during resurfacing if doing so will be costly or require significant reconfiguration of the parking space locations.

19.64.070 Parking fee in lieu.

[no change]

19.64.080 Shared parking.

[no change]

19.64.090 Parking for shell building permits.

[no change]

19.64.100 Bicycle parking requirements.

[no change]

19.64.110 Parking area design and construction standards.

[no change]

19.64.120 Parking are maintenance.

[no change]

Chapter 19.65 Landscaping

19.65.010 Purpose.

[no change]

19.65.020 Applicability and compliance.

[no change]

19.65.030 Landscaped area, defined.

[no change]

19.65.040 Landscape plans.

[no change]

19.65.050 Plant material and installation standards.

[no change]

19.65.060 Landscaping types.

[no change]

19.65.070 Landscape site design standards

A. [no change]

B. [no change]

C. [no change]

D. Parking Lot Landscaping.

1. [no change]

2. [no change]

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

4. [no change]

5. [no change]

6. Parking Lot Perimeters.

i HAP 2.5.6 – Reduce and simplify minimum planting area widths to allow more efficient use of land. This is critical for smaller lots where infill multifamily and townhouse development may occur, but still meet the purpose of parking lot landscaping.

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

DEPARTURES to this standard will be considered via AMC 19.20.220, provided they meet the purpose of the standards noted above.

- b. For parking lots along internal lot lines, use Type A, B, or C landscaping at least ~~10.5~~ 7.5 feet deep, except where a greater buffer width is required per the standards in subsections A and B of this section. Where recorded cooperative parking agreements are in place between adjacent properties, sites must be exempted from the subject parking lot landscaping buffer.

[no other changes to this section]

19.65.080 Maintenance.

[no change]

19.65.090 Irrigation standards.

[no change]

19.65.100 Performance assurance/bonding.

[no change]

Chapter 19.66 Fences, Walls and Hedges

[no change]

Chapter 19.67 Signs

[no change]

Chapter 19.68 Wireless Service Facilities

[no change]

Chapter 19.69 Standards, Generally

[no change]

Division 7. Environment

[no change]

Division 8. Development Agreements

[no change]

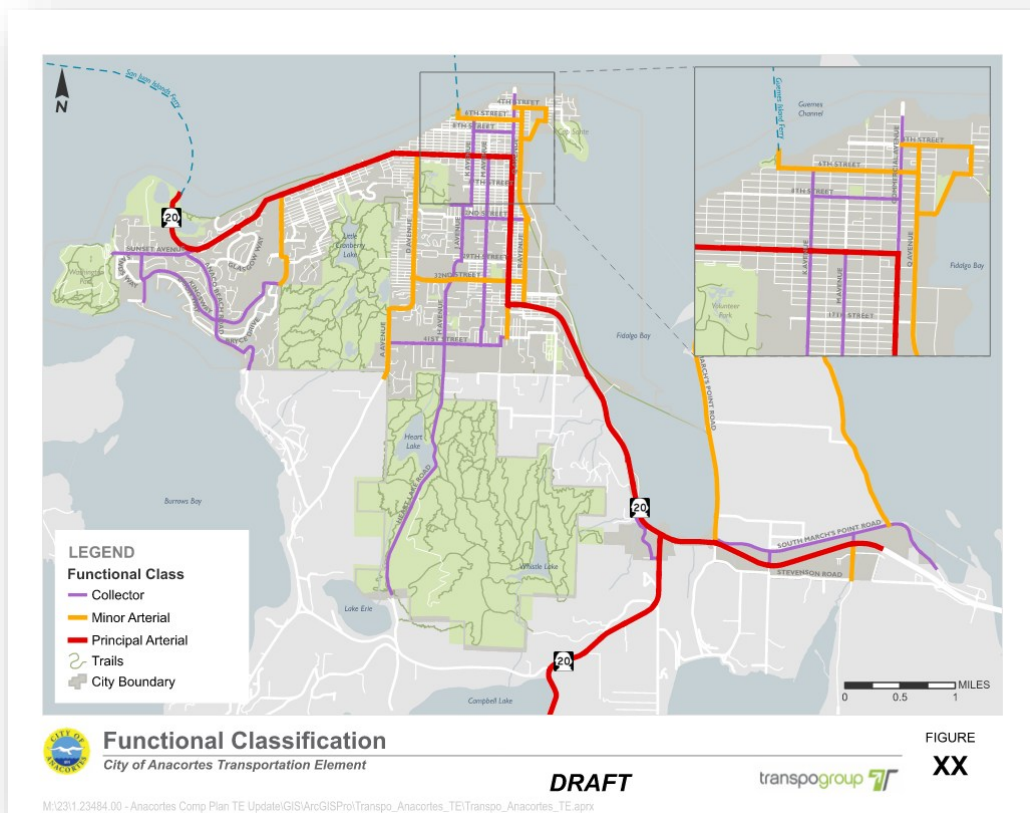
Planning Commission's Recommended Modifications to the Proposed Draft Development Regulation Amendments (Attachment A):

Changes to the Draft Development Regulations suggested by staff after the original release of the Draft Development Regulations and prior to the Planning Commission public hearing on October 22, 2025:

1. Title 19 - Delete the terms 'boarder' and 'rooming house', and associated definitions, wherever they occur within Title 19.
2. 19.20 Application Procedures – Adjust Table 19.20.030-1 to clarify that appeals of the City's decision on shoreline substantial development permits, shoreline conditional use permits, and shoreline variances are made to the Shoreline Hearings Board, and that there is no local appeal.
3. Table 19.41.050 - Allow "Indoor Recreation" uses less than 10,000 sq. ft. NFA in the LM1 and I zones, subject to zone specific standards. Add an ^(x) to indicate that there are (new) zone-specific standards for indoor recreation in AMC 19.44.090.
4. Table 19.41.050 - Allow "Heavy Service" in the I zone. Do not allow self-service storage in the I zone.
5. Table 19.41.050 - Change "Animal care – indoor" from conditional (C) to permitted (P) in the CBD zone
6. 19.42.070 - Revise Figure 19.42.070, #4 as follows:

"4. Provide space for a public park equal to at least 5 percent of the gross floor area of the applicable building, but not less than 10,000 square feet in area, on a site agreed upon by, and dedicated to, the city. The city may permit the owner to retain title if a city attorney-approved instrument guaranteeing permanent public access and ongoing maintenance is executed. The space should be configured and located so it is able to incorporate common municipal park features such as playgrounds, fitness areas, picnic areas, pavilions, etc. This feature qualifies for 2 bonus incentive elements, allowing up to 20 feet of additional building height above the base height limit."
7. 19.42.120 - Recommend denial of Docket Item #LEG-2024-23, a request to amend 19.42.120(C)(5)(c) to eliminate the 150' maximum width in the north/south orientation for buildings taller than four stories or more than 50' tall.
8. 19.42.120 - Recommend denial of Docket Item #LEG-2024-24, a to amend 19.42.120(C)(7) to remove or clarify the requirement for buildings in the CBD and MMU zones exceeding the maximum base height that there be a minimum 8' horizontal stepback along at least 75% of the facade somewhere between the ground floor and top floor.
9. 19.43.130 - Update the Zone-Specific standards for the R3 zone to clarify that new assisted living facilities must be separated a minimum distance of 1,000 feet from other assisted living facilities located in the R3 zone.
10. 19.43.115 – New co-living housing use standards - Revise subsection (B)(2) as follows:

- “Design standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64, Parking, this use is considered multifamily when interpreting applicability provisions, except as provided in AMC 19.64 (Parking), which has use-specific parking requirements.
 - Delete sub-section (C) regarding zone-specific standards for the MS zone. This section is not necessary if the change in FLUM designation and zoning for the area is changed from MS to CBD.
11. 19.43.070, 19.43.080, 19.43.120 – Recommend denial of Docket Item #LEG-2024-25, a request to exclude associated landscaping and open spaces from the maximum 60% site coverage allowed for single- purpose residential development in the MMU zone east of Q Ave.
12. 19.44.090 - Add new zone-specific standards for Indoor Recreation uses the LM1 and I zones, as follows:
- “LM1 and I zones. Limited indoor recreation facilities, including but not limited to fitness centers, gyms, climbing gyms, martial arts studios, and indoor sports courts (e.g. basketball, volleyball) may be permitted when the Director finds that following criteria are met:
 - Recreational uses must be designed to minimize conflicts with adjacent industrial operations, including noise, truck access, and hours of operation.
 - The maximum occupancy for such facilities must not exceed 30 people, unless it is demonstrated by the applicant that a higher occupancy will not disrupt industrial uses.”
13. 19.52.030.A - Replace the City Functional Classification Map in Draft AMC 19.52 with a corrected version that is consistent with the WSDOT classification map.



14. 19.52.030 – Revise the list of Minor Arterials and Collector Arterials to conform to the updated, corrected Functional Classification map (above), as follows:

A. AMC 19.52.030. A.2. Minor Arterials - Revise as follows:

.....

2. Minor Arterials. Streets that provide movement of through traffic but also provide considerably more access for local traffic that originates in or is destined to commercial, retail, or activity centers along a corridor.

a. Minor arterials within the City include the following streets:

- 1) Anacopper Mine Road, between Oakes Avenue and Pennsylvania Avenue
- 2) A Avenue, between 37th Street and City limits
- 3) D Avenue, between 12th Street and 37th Street
- 4) ~~Commercial Avenue, between Port and 12th Street~~ (Revised to Collector)
- 5) Q Avenue, between 4th Street and 22nd Street
- 6) R Avenue, between 22nd Street and SR 20
- 7) T Avenue, between 4th Street and 6th Street
- 8) Market Street, between 6th Street and 9th Street
- 9) 4th Street, between M Avenue and T Avenue
- 10) 6th Street, between I Avenue and Q Avenue and between Market Street and T Avenue
- 11) ~~34th~~ 32nd Street, between R Avenue and ~~V~~ D Avenue
- 12) 37th Street, between A Avenue and D Avenue
- 13) March's Point Road, between SR 20 and South March's Point Road (east intersection)
- 14) Reservation Road, between SR 20 and Stevenson Road

B. AMC 19.52.030. A. 3. Collector Arterials – Revise as follows:

.....

3. Collectors. Streets that assemble and concentrate residential traffic and direct it toward the higher order arterial system.

a. Collectors within the City include the following streets:

- 1) Skyline Way, between Sunset Avenue and Cabana Lane
- 2) Anaco Beach Road, between Sunset Avenue and City limits
- 3) Heart Lake Road, between 41st Street and City limits
- 4) H Avenue, between 32nd Street and 41st Street
- 5) I Avenue, between 29th Street and 32nd Street
- 6) J Avenue, between 22nd Street and 29th Street
- 7) K Avenue, between 8th Street and 22nd Street
- 8) M Avenue, between 8th Street and 41st Street
- 9) Commercial Avenue, between SR 20 and Fidalgo Avenue
- 10) Sunset Avenue, between Washington Park and Oakes Avenue
- 11) Kingsway, between Skyline Way and 33rd Street
- 12) 8th Street, between K Avenue and Commercial Avenue
- 13) ~~17th Street, between J Avenue and Q Avenue~~ (Local Street)
- 14) 22nd Street, between J Avenue and R Avenue

- 15) ~~32nd Street, between D Avenue and R Avenue (Revised to Minor Arterial)~~
- 16) 41st Street, between A Avenue and O Avenue
- 17) South March Point Road, between March Point Road and City limits
- 18) ~~Summit Park Fidalgo Bay Road, between Christianson Road SR 20 Spur and Thompson Road Scandia Court~~
- 19) ~~Stevenson Road, between Thompson Road and Reservation Road Scandia Court between Fidalgo Bay Road to Old Brook Lane~~
- 20) ~~Christianson Road Old Brook Lane, between SR 20 and Summit Park Road Scandia Court and SR 20~~
- 21) Thompson Road , between South March Point Road and SR 20
- 22) Reservation Road, between South March Point Road and SR 20

15. AMC 19.53 Private Driveways and Access – Revise as follows:

19.53.010 Purpose.

A. To enhance safe and efficient roadway operations while providing access to adjacent properties and businesses.

B. To improve safety and mobility for people walking, biking, and rolling throughout the city.

19.53.020 Applicability.

All new or altered private driveways and private accesses onto a city street (including temporary or construction accesses) must comply with this chapter and the Anacortes engineering design standards.

19.53.030 Driveways and access easements.

A. *General.* Dimensions, slopes, and details for all driveways and access easements connecting to a city street must comply with this chapter and the Anacortes engineering design standards.

B. *Driveway Location.*

1. *Collector and Arterial Streets.* Driveways providing direct access onto a collector or arterial street are prohibited when an alternative access is available. When alternative access is not available, a driveway or access may be permitted onto a collector or arterial when approved by the Public Works Director.

2. *Frontage on Multiple Streets.* Where a property has frontage on more than one street, driveways and vehicular accesses are limited to the lowest ~~volume~~ street classification, as determined by the Public Works Director.

3. *Alleys.* Where a property abuts an alley, driveways must access from the alley, except when ~~either any of the following conditions exist, as determined by the Public Works Director:~~

a. ~~The property is in a residential zone and topography, lack of existing improvements, or other conditions makes alley access impracticable. The proposed development consists of one single-family residence, and the existing alley surface is not currently paved or graveled; or~~

b. ~~The property is located in a mixed-use, industrial, or R4 zone and anticipated traffic generation of the use in combination with other existing or future permitted uses along the block would exceed the functional capacity of the alley. Alley access is not feasible due to existing topography or other environmental or physical constraints; or~~

c. ~~Due to the relationship of the alley to the surrounding street system, use of the alley for parking access would create a significant safety hazard; or~~

d. Alley access would reduce accessibility to a dwelling unit for persons with disabilities or required barrier-free parking spaces meeting the standards of the Americans with Disabilities Act (ADA) and the recommendation in the Anacortes ADA Transition Plan; or
e. If the majority of the existing residences along a public street block already have driveways, then a new driveway across the sidewalk to the public street may be permitted to maintain the character of the street, if it can meet ADA-compliance requirements.

4. Existing driveways that do not conform to the location requirements in AMC 19.53.030 (B) must be removed as a condition of approval of any development activity listed in AMC 19.51.020. Removal includes restoration of the curb, gutter, sidewalk, and planting strip.

C. - E. [no changes]

F. *Driveway Cut Width.* Minimum and maximum driveway cut widths are limited to those identified in Table 19.53.030.

Exception: The Public Works Director may approve a wider driveway cut in Industrial zones when an applicant demonstrates all of the following:

- A site regularly serves large vehicles and a standard driveway cut cannot safely accommodate required turning movements, and
- A wider driveway cut will not compromise pedestrian safety or ADA access, and
- The driveway cut is designed to reduce visual and functional impacts.

Table 19.53.030 [no change]

16. 19.62.030 – Add cross-reference / coordination between this section and AMC 19.42.140 relating to allowed projections into required setbacks.

17. Consider 2021 Docket items C-10 and C-11 related to fences and signs code amendments as part of a separate, future legislative process.

Planning Commission's additional modifications identified during the October 22, 2025 meeting:

18. Table 19.42.020 – In the “Lot size for duplex, minimum” row, remove the “...or 6,000*” from the R2A zone column and remove the “...or 4,500*” from the R3 zone column.

19. There should be a review and revision of the Collector Active Transportation Secondary Network Collector exception for J Ave., between 22nd St. and 29th St., to be in line with either option 1 or option 2 demonstrated in the [memo from Transpo Group dated September 25, 2025](#), as decided by the Public Works Director.

20. 19.50.010 – Add the word “planned” to the title of the map in 19.50.010(E), Exhibit A.

21. 19.41.040 - Retain “single-family, small lot” as a permitted use in the Old Town zone and make associated changes to the form and intensity standards.

22. 19.42.050.D.3.A – Revise the affordability language to be consistent with the new “Affordable Housing” definition added to AMC 19.12.

23. 19.20.030 - Make the changes discussed to Table 19.20.030.1, including removing reference to the Planning Commission in Type 4 City Council decisions:

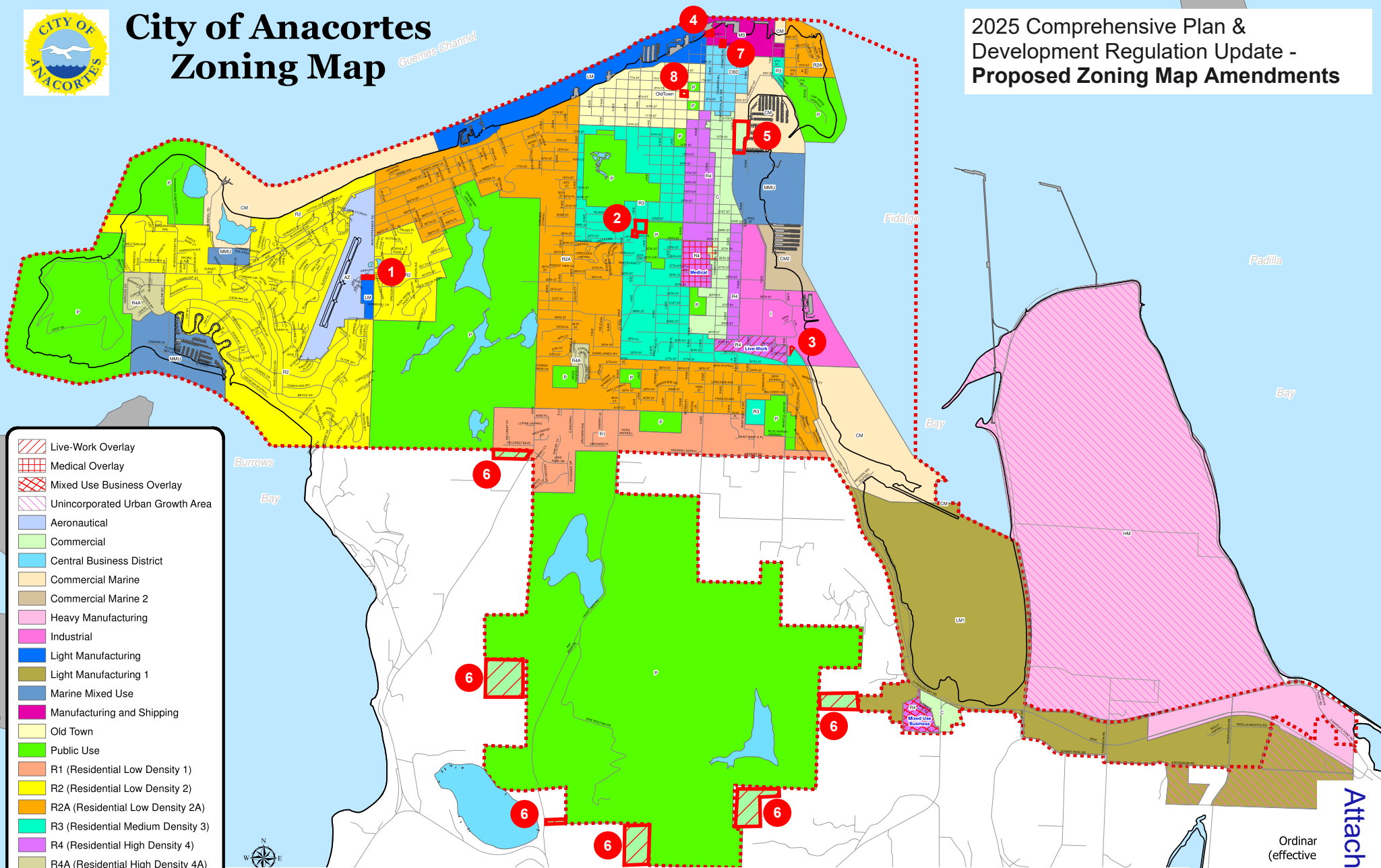
- a. Change the “Recommendation By” row under “Type 4 City Council Decisions” from “Planning Commission” to “Director”.

- b. Change the “Pre-Decision Open Record Public Hearing” row under the “Type 4 Council Decisions” from “Yes, before Planning Commission” to Yes, before City Council”.



City of Anacortes Zoning Map

2025 Comprehensive Plan &
Development Regulation Update -
Proposed Zoning Map Amendments



Zoning Map Amendments to Implement the PC-Recommended Future Land Use Map Amendments

1. Parcel change from AZ to LM
2. Several parcels change from R3 to P
3. Several parcels change from I to R3
4. Parcel change from LM to MS

5. Several parcels change from C and MMU to CM
6. Parcels added to UGA; future zone designation = P
7. Parcel change from MS to CBD
8. Parcel change from OT to P

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ANACORTES

2025 Comprehensive Plan Update

November 3, 2025

**City Council – First Read PC Recommendations –
Development Regulation Amendments**



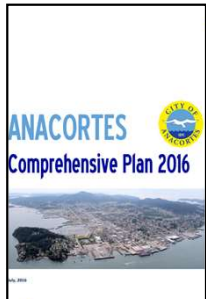
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*2025 - 2045
Comprehensive
Plan Update*



2025 Comprehensive Plan Update – WHAT?

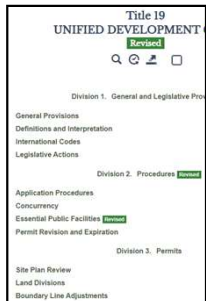
- What is being updated?



Comprehensive Plan =
Plan for growth over next 20 years

Volume 1 = Element goals and policies
Volume 2 = Existing conditions, analysis, etc.

Elements - Land Use, Housing, Transportation, Economic Development, Environment & Conservation, Parks, Recreation & Open Space, Climate (new!)

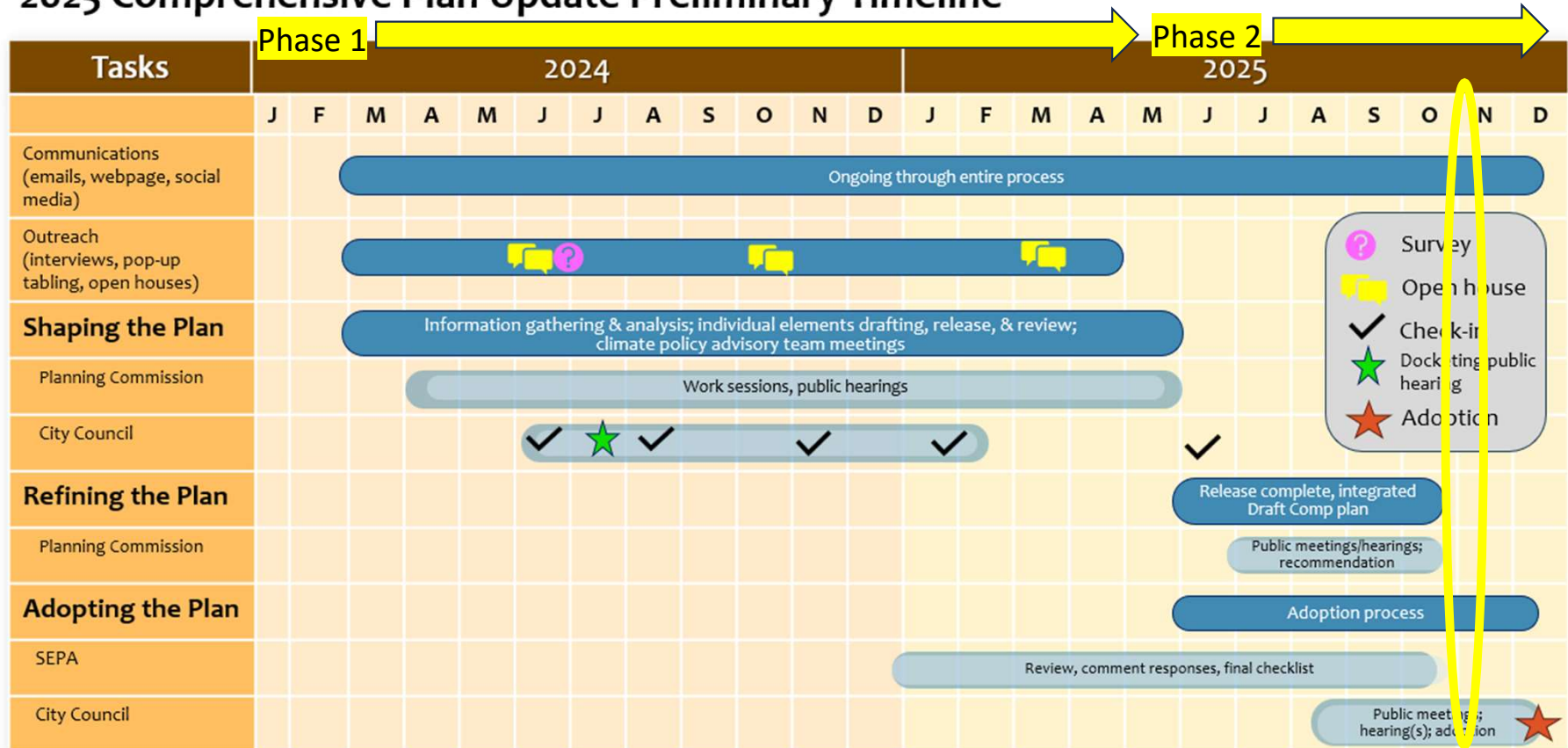


Development Regulations =
Rules that govern what can be built on the ground

Zoning, allowed uses, form & intensity standards, site & building design, landscaping, parking, etc.

Project Timeline

2025 Comprehensive Plan Update Preliminary Timeline



Updated 6/9/25

Note: A more detailed schedule is available at www.planacortes.org. The schedule will be updated regularly throughout the process.

Key Project Documents – www.PLANACORTES.ORG

- [Resolution 3156 Establishing a Public Participation Plan](#)
- [Resolution 3161 Establishing a Docket for the 2025 Comp Plan and Development Regulations Periodic Update](#)
- [Resolution 3165 Establishing a Climate Policy Advisory Team \(Climate Team\)](#)
- [Resolution 3172 Regarding Proposed Amendments to the Anacortes Urban Growth Area](#)
- [Periodic Update Checklist for Fully-Planning Cities, WA State Department of Commerce](#)
- [2016 Plan Audit - Land Use, Housing, Economic Development Elements](#)
- [2023 Anacortes Housing Action Plan & Recommended HAP Measures memo](#)
- [Land Capacity Analysis & Adequate Provisions Analysis](#)
- [Racially Disparate Impacts Analysis](#)
- [Public Engagement Summary](#)
- [Climate Vulnerability and Risk Assessment Report](#)
- [Greenhouse Gas Emissions Inventory Report](#)
- [Written comments received to date](#)
- [Goal and Policy Revision Trackers](#) that show existing/2016 Plan goals and policies, proposed changes and reasoning, and Planning Commission comments/discussion. Direct links to each element's revision tracker are below:
 - [Land Use](#)
 - [Land Use Designations](#)
 - [Housing](#)
 - [Transportation](#)
 - [Capital Facilities](#)
 - [Utilities](#)
 - [Environment & Conservation](#)
 - [Economic Development](#)
 - [Parks, Recreation & Open Space](#)
 - [Climate](#)
- [State Environmental Policy Act \(SEPA\) – Determination of Non-significance \(DNS\) & checklist](#)
- [Draft Public Comment Summary and Responses](#) (Draft 9/19/25)

Planning Commission & Council

Planning Commission

- 31 PC meetings – as of 10/22/25
- 9 of those 30 have been public hearings

City Council

- 11 Council meeting/hearings – as of 11/3/25
- Resolution 3156 – Public Participation Plan
- Resolution 3161 – Docket
- Resolution 3165 – Establish Climate Team
- Resolution 3172 – Urban Growth Area

3 Open houses, 4 Climate Team meetings & more engagement

Planning Commission Recommendation

On October 22, 2025, the **Planning Commission recommended approval** of the draft Development Regulation amendments (associated with the Comprehensive Plan update), with some modifications.

The draft and the modifications are all in the PC Recorded Motion (and its attachments) included in the Council Packet.

Planning Commission Recommendation navigation

Staff Report dated October 29 gives procedural background & explains the nuances of one specific PC recommendation (#19) on page 3.

Staff Report has an index of all exhibits & attachments on page 5.

- Exhibits A-C are background procedures
- Exhibit D is a table summary of changes to the Development Regulations
- Exhibit E is the PC recommendation (“Recorded Motion regarding the 2025 Periodic Update of the Development Regulations”), which has three Attachments...

Planning Commission Recommendation

Exhibit E of the Staff Report includes the PC recommendation.

The recommendation has three attachments...



Anacortes Planning Commission's Recorded Motion regarding the 2025 Periodic Update of the Development Regulations

Proposal name:	2025 Periodic Update of the Comprehensive Plan
Documents available at:	https://www.anacorteswa.gov/1650/2025-Comprehensive-Plan-Update or www.planacortes.org
Public hearing body:	Anacortes Planning Commission
Public hearing date:	October 22, 2025
Deliberations & recommendation:	October 22, 2025

After considering the written and spoken comments and the record before it, the Planning Commission enters the following findings of fact and recommendations to the Anacortes City Council.

I. Findings of Fact and Recommendation

1. **Growth Management Act Requirements for Periodic Update.** The Washington State Growth Management Act (GMA) requires the City of Anacortes to periodically review and revise its Comprehensive Plan and development regulations every 10 years under RCW 36.70A.130. The City of Anacortes' deadline to complete the update is December 31, 2025.
2. **Continuing Review of Comprehensive Plans.** RCW 36.70A.130 mandates that Anacortes' Comprehensive Plan and corresponding development regulations be subject to continuing review and evaluation. Any amendments or revisions to development regulations must be consistent with and implement the Comprehensive Plan.
3. **Last Periodic Update.** Anacortes' last periodic update to the Comprehensive Plan was completed in 2016, and the associated periodic update to the development regulations was completed in 2019.
4. **2025 Comprehensive Plan Periodic Update.** Anacortes is conducting a periodic review and update of its Comprehensive Plan and Development Regulations pursuant to GMA, RCW 36.70A.130(5). This non-project, legislative action proposes development regulation and zoning map amendments to address GMA requirements and to address local circumstances. Below is a summary of the amendments:
 - A. **Growth Management Act Compliance.** The proposed amendments revise the development regulations to be compliant with recent changes to state laws governing Comprehensive Plans and implementing development regulations, including, but not limited to, those related to housing and climate change and

“Recorded Motion regarding the 2025 Periodic Update of the Development Regulations”

- Attachment A is the draft Dev Regs as presented to the public in September 2025 (111 pages)
- Attachment B includes changes to the September draft as recommended by the PC (6 pages). Attachment A does NOT show PC recommended changes; see Attachment B to see recommended additional changes to Attachment A.
- Attachment C = Zoning map (Development Regulation amendments (same as Future Land Use Map).

Development Regulations Amendments document

Attachment A is the draft released in September.

The document in the Council packet has active links. One can click on the table of contents to go to that chapter.

Also, the links throughout the document will take you to the current adopted code.

2025 Anacortes Comprehensive Plan and Development Regulations Periodic Update

Proposed Draft –Development Regulation Amendments

September 12, 2025

AMC Title 19, Unified Development Code

About this document	3
Division 1. General and Legislative Provisions	4
Chapter 19.10 General Provisions	4
Chapter 19.12 Definitions and Interpretation	4
Chapter 19.14 International Codes	5
Chapter 19.16 Legislative Actions	5
Division 2. Procedures	6
Chapter 19.20 Application Procedures	6
Chapter 19.22 Concurrence	10
Chapter 19.24 Essential Public Facilities	13
Chapter 19.28 Permit Revision and Expiration	13
Division 3. Permits	14
Division 4. Zoning and Land Uses	15
Chapter 19.40 Zones	15
Chapter 19.41 Allowed Uses	15
Chapter 19.42 Form and Intensity Standards	22
Chapter 19.43 Residential Uses Standards	34
Chapter 19.44 Commercial Uses	52
Chapter 19.47 Accessory Uses & Structures	53
Division 5. Community Design	57
Chapter 19.50 Introduction	57
Chapter 19.51 Public street improvements required	59
Chapter 19.52 Public Street Design	64
Chapter 19.53 Private Driveways and Access	88

Development Regulations Amendments document

Attachment B Includes
the Planning
Commission's
recommended
amendments. This is 6
pages long.

Planning Commission's Recommended Modifications to the Proposed Draft Development Regulation Amendments (Attachment A):

Changes to the Draft Development Regulations suggested by staff after the original release of the Draft Development Regulations and prior to the Planning Commission public hearing on October 22, 2025:

1. Title 19 - Delete the terms 'boarder' and 'rooming house', and associated definitions, wherever they occur within Title 19.
2. 19.20 Application Procedures – Adjust Table 19.20.030-1 to clarify that appeals of the City's decision on shoreline substantial development permits, shoreline conditional use permits, and shoreline variances are made to the Shoreline Hearings Board, and that there is no local appeal.
3. Table 19.41.050 - Allow "Indoor Recreation" uses less than 10,000 sq. ft. NFA in the LM1 and I zones, subject to zone specific standards. Add an ^(X) to indicate that there are (new) zone-specific standards for indoor recreation in AMC 19.44.090.
4. Table 19.41.050 - Allow "Heavy Service" in the I zone. Do not allow self-service storage in the I zone.
5. Table 19.41.050 - Change "Animal care – indoor" from conditional (C) to permitted (P) in the CBD zone
6. 19.42.070 - Revise Figure 19.42.070, #4 as follows:

"4. Provide space for a public park equal to at least 5 percent of the gross floor area of the applicable building, but not less than 10,000 square feet in area, on a site agreed upon by, and dedicated to, the city. The city may permit the owner to retain title if a city attorney-approved instrument guaranteeing permanent public access and ongoing maintenance is executed. The space should be configured and located so it is able to incorporate common municipal park features such as playgrounds, fitness areas, picnic areas, pavilions, etc. This feature qualifies for 2 bonus incentive elements, allowing up to 20 feet of additional building height above the base height limit."
7. 19.42.120 - Recommend denial of Docket Item #LEG-2024-23, a request to amend 19.42.120(C)(5)(c) to eliminate the 150' maximum width in the north/south orientation for buildings taller than four stories or more than 50' tall.
8. 19.42.120 - Recommend denial of Docket Item #LEG-2024-24, a to amend 19.42.120(C)(7) to remove or clarify the requirement for buildings in the CBD and MMU zones exceeding the maximum base height that there be a minimum 8' horizontal setback along at least 75% of the facade somewhere between the ground floor and top floor.
9. 19.43.130 - Update the Zone-Specific standards for the R3 zone to clarify that new assisted living facilities must be separated a minimum distance of 1,000 feet from other assisted living facilities located in the R3 zone.
10. 19.43.115 – New co-living housing use standards - Revise subsection (B)(2) as follows:

Planning Commission Recommendation Highlights

The major changes to the Development Regulations are summarized in Exhibit D of the Staff Memo. Here are some highlights reviewed by PC:

- Amendments to implement HAP – changes based on principal of incremental changes.
- Statutory requirements – consistency with new state requirements such as HB 1313 to allowing 2 ADUs per residential lot
- Complete 2021 Comp Plan updates
- Requested amendments proposed by citizens that were included in the 2025 Docket.
- Update Zoning map to match Future Land Use Map

Next Steps

- **Comprehensive Plan** – City Council review and discussion of PC recommendation at November 10 Council meeting –
- **Development regulations** – City Council review and discussion of PC recommendation at November 10 Council meeting
- **Adopt Comp Plan & development regulations** – November or December 2025
- **Critical areas regulations review & update in 2026**

Questions?



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*2025 - 2045
Comprehensive
Plan Update*



City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 6.b.

Agenda Item Title: Contract Award: Municipal Fiber Network Coordinated Services
#26-011-FBR-001

Staff Contact(s): Emily Schuh, Jim Lemberg

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Emily Schuh	

Item Summary: Staff seeks City Council approval of a contract with Northwest Open Access Network (NoaNet) for provision of engineering services, network operations center services, and dedicated Internet access.

Background:

1. **History:** The City uses NoaNet to provide specialized services that would be cost-prohibitive for the City to perform itself. Those are engineering services and 24x7x365 network operations center services. The City also uses NoaNet to support the Fiber Division's planning and maintenance of the City's fiber network.
2. **Key Terms:**
 - The contract term is from 1/1/2026-12/31/2026, with an option for two additional one-year renewals.
3. **Competitive Bidding:** This work is considered a Personal Service and not subject to formal bidding requirements. The Project Manager evaluated options and selected NoaNet to perform the work.

Budget Impact:

Contractor	NoaNet
Contract Amount	monthly charges
BARS #	001.260.532.10.41 - \$150,000 001.260.594.32.63 - \$45,000

Earmarked Funds	The Fiber Division's requested 2026 budget contains \$151,101 for outsourced NOC services. The Fiber Division's requested Capital Facilities Plan contains \$45,000 for network engineering support.
Budget Amendment Required?	No
Start Date	1/1/2026
End Date	12/31/2026

Previous Action: Council approved that contract [19-040-FBR-001](#) at its [April 15, 2019](#) meeting, contract [Modification 01](#) was executed by the Mayor on February 25, 2020, and contract [Modification 02](#) was approved by Council at its [December 14, 2020](#) meeting. Council subsequently approved contract [23-021-FBR-001](#) at its [December 12, 2022](#) meeting for the same services.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 26-011-FBR-001 with NoaNet to provide the Municipal Fiber Network Coordinated Services.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 26-011-FBR-001



AGREEMENT #26-011-FBR-001
Between
THE CITY OF ANACORTES
and
NORTHWEST OPEN ACCESS NETWORK (NOANET)

Municipal Fiber Network Coordinated Services

This Agreement, hereinafter referred to as "Agreement", is made and entered into between the City of Anacortes, hereinafter referred to as the "City", and Northwest Open Access Network (NoaNet), hereinafter referred to as the "Contractor".

1. **Scope of Work.** Under this Agreement, the Contractor shall provide services as detailed in Exhibit A, which is hereby incorporated by reference and made a part hereof. All work shall be performed under the direction of Emily Schuh, or designee, hereinafter referred to as Project Manager.

2. **Fees and Payment Terms.** The City shall pay all fees due for pre-approved services rendered according to the prices and terms listed in Exhibit B, "NoaNet Rate Sheet", which is hereby incorporated by reference and made a part hereof. All charges are subject to applicable taxes. Any payment not received within thirty (30) days of the invoice date will accrue interest at a rate of one and one-half percent (1½%) per month, or the highest rate allowed by applicable law, whichever is lower.

3. **Term of Agreement.** The initial term of this agreement shall be from January 1, 2026 through December 31, 2026. City of Anacortes shall have the right to renew this agreement for two additional one-year renewal terms, under the same terms and conditions.

4. **Subcontracts.** The Contractor 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 Contractor 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 Contractor. 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 Contractor of any responsibility to carry out the Contract,
- b. Relieve the Contractor 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.

Contractor 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 Contractor's employees, and for purposes of the Agreement such work will be deemed work performed by Contractor. The Contractor shall give immediate written notice, reference Clause Notices, of any action or suit filed and prompt notice of any claim made against the Contractor by any subcontractor or vendor that, in the opinion of the Contractor, may result in litigation related in any way to this Agreement, with respect to which the Contractor 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 Contractor shall comply with this request at once and shall not employ the subcontractor for any further Work under the Contract.

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

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

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

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

9. **Non-exclusive Agreement.** Nothing in this Agreement shall preclude the City from performing or obtaining the services covered by this Agreement through sources other than the Contractor.

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

11. **Registered or Licensed.** The City is prohibited from executing an Agreement with a Contractor who is not registered or licensed as required by the applicable laws of the state for their profession. In addition, Anacortes Municipal Code requires that every business located within the city limits of Anacortes register the business with the state and include a City of Anacortes Endorsement. Businesses from outside city limits with a gross annual income of \$4,000 or more within Anacortes are also required to obtain a city endorsement. Business licenses and city endorsements can be obtained through the State of Washington Department of Revenue (DOR) Business Licensing Service (BLS) at bls.dor.wa.gov.

12. **Standard of Care.** The Contractor represents that they have the necessary knowledge, skill, and experience to perform the Scope of Work required by this Agreement. Contractor and any persons employed by Contractor 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 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 Work or an equitable adjustment in the monies paid, at the City's discretion

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

14. **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.

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

16. **Defense and Indemnity Agreement.** Each party hereby agrees to save, defend, indemnify and hold harmless the other party and its officers, directors, employees, Contractors and agents from and against any and all losses, damages, liabilities, expenses and costs, including reasonable legal expense and attorneys' fees, to which the indemnified party may become subject as a result of any claim, demand, action or other proceeding by any third party to the extent such losses arise directly or indirectly out of activities performed by the indemnifying party pursuant to this Agreement, except to the extent such losses result from the alleged gross negligence or willful misconduct of any indemnified party.

17. **Insurance.**

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

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

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

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

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

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

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

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

D. Minimum Amounts of Insurance: The Contractor 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, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
4. Technology Errors & Omissions (E&O) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
5. Network Security (Cyber) and Privacy Insurance shall be written with limits no less than \$2,000,000 per claim \$2,000,000 policy aggregate for network security and privacy coverage, \$100,000 per claim for regulatory action (fines and penalties), and \$100,000 per claim for event management services.

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

F. Other Insurance Provision: The Contractor's Automobile Liability insurance and Commercial General Liability 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 Contractor's insurance and shall not contribute with it.

G. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. Insurance provided by a utility self-insurance pool is acceptable.

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

I. Subcontractors' Insurance: The Contractor shall cause each and every subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by subcontractors. The Contractor shall ensure that the City is an additional insured on each and every subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

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

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

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

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

20. **Publicity.** Contractor may include City of Anacortes' name or its trademarks in a list of Contractor customers, online or in promotional materials. Contractor may also verbally reference City of Anacortes as a customer of the Services. City of Anacortes may revoke this right to use its trademarks under this Section with written notice to Contractor and a reasonable period to stop the use.

21. **Terminate Agreement.**

A. **Termination for Default:** If the Contractor defaults by failing to perform any of the obligations of the Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the City may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Agreement, and at the City's option, obtain performance of the work elsewhere. If the Agreement is terminated for default, the Contractor shall not be entitled to receive any further payments under the Agreement until all work called for has been fully performed. Any extra cost or damage to the City resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor 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.

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

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

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

25. **Disputes**

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

B. **Notice of Potential Claims:** The Contractor shall not be entitled to additional compensation which otherwise may be payable, or to extension of time for (1) any act or failure to act by the Contracting Agent or the City, or (2) the happening of any event or occurrence, unless the Contractor has given the City a written Notice of Potential Claim within thirty (30) calendar days of discovery of the act, failure, or event giving rise to the claim, and before final payment by the City. The written Notice of Potential Claim shall set forth the reasons for which the Contractor believes additional compensation or extension of time is due, the nature of the cost involved, and insofar as possible, the amount of the potential claim. Contractor shall keep full and complete daily records of the Work performed, labor and all costs and additional time claimed to be additional.

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

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

If either party is dissatisfied with the outcome of the mediation, that party may then pursue any available judicial remedies.

26. **Attorney's Fees and Costs.** In the event of litigation regarding any of the terms of this Agreement, the prevailing Party shall be entitled, in addition to other relief, to such reasonable attorneys' fees and costs as determined by the court.

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

28. **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.

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

30. **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.

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

32. **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@anacorteswa.gov

CONTRACTOR:

NoaNet
Craig Nelsen
11707 E Sprague Ave, Suite 200
Spokane Valley, WA 99206

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

NORTHWEST OPEN ACCESS NETWORK

By _____
Matt Miller, Mayor

By _____

Date _____

Title _____

Date _____

1.0 Network Operations and Maintenance

1.1 Network Core and Distribution Element Monitoring

- 1.1.1 Perform 7x24x365 monitoring, fault detection, problem isolation, escalation, and restoration management of core network and equipment nodes, including edge routing, gigabit passive optical network (GPON), dedicated internet access (DIA) and point-to-point Ethernet transport network equipment.
 - 1.1.1.1 Report any out-of-service conditions on any core or distribution network element or interface to City by email, text, and telephone within 30 minutes of the start of the out-of-service status.
- 1.1.2 Live call taking 7x24x365.
- 1.1.3 Provide three levels of technical support with a single point of contact for trouble resolution and engineering support.
- 1.1.4 Remotely manage network elements as City requests, including but not limited to GPON, DIA, and point-to-point Ethernet transport elements.
- 1.1.5 Assist City staff to troubleshoot network equipment and resolve issues.
- 1.1.6 Manage and maintain network and system software products as requested by City.
- 1.1.7 Quality test and implement network support software as requested by the City.
- 1.1.8 Backup and restore operational systems as requested by City.
- 1.1.9 Supply trained operations staff to provide and maintain operations standards and procedures.
- 1.1.10 Trouble ticket access for network problem reporting, ticket status and shared information.
- 1.1.11 Provisioning support for new circuits, devices, and capabilities on the network.
- 1.1.12 Prepare ad-hoc reports at the request of the City.

2.0 Call Center

2.1 NoaNet Responsibilities: NoaNet will provide 7x24x365 call center contact support personnel for the purpose of responding to customer trouble calls and performing troubleshooting to the best of their ability (including internal escalation) before escalating to City staff.

- 2.1.1 City Gigabit Passive Optical Network (GPON)
 - 2.1.1.1 Provide for network analyst call center-personnel who understand the City's GPON and can use the City's GPON management system to perform troubleshooting.
 - 2.1.1.2 Troubleshoot City customer-managed Wi-Fi functionality either via direct login to City's customer premises devices or City's Wi-Fi monitoring and management platform.
 - 2.1.1.3 Document troubleshooting using the City-provided ticket system, and communicate status with the City;
 - 2.1.1.4 Address and resolve City customer issues that originate when City customers contact NoaNet analysts. This includes all customer follow-up, even after City staff are consulted, but before full resolution. If the issue is beyond the skillset of NoaNet personnel (including escalation within NoaNet's hierarchy), before escalating troubleshooting to the City (if necessary).
- 2.1.2 City DIA and point-to-point Ethernet transport
 - 2.1.2.1 Provide network analyst call center personnel who

understand City's DIA and point-to-point Ethernet transport networks, are capable of remotely logging in to City's DIA and point-to-point Ethernet transport equipment and are capable of using command line interface commands to troubleshoot equipment and resolve equipment performance issues.

2.1.2.2 Perform and document troubleshooting using the City-provided ticket system and communicate status to the City.

2.1.2.3 Escalate troubleshooting to the City as necessary.

3.0 Outside Plant Management Support

3.1 Design Services

3.1.1 Design aerial and underground outside plant for broadband network

3.1.1.1 In coordination with City staff, develop work packages with construction drawings, bills of material, "staking sheets," splicing diagrams and patch panel assignments to be issued for construction.

3.1.1.2 In coordination with City staff, prepare and submit pole attachment requests via NJUNS.

3.2 Outside Plant Management

3.2.1 Support development of documentation of outside plant, including mapping of cable routes, strand connectivity, splicing diagrams, and patch panel assignments.

3.2.2 Develop work packages and drawings to maintain necessary facilities during conditions of repair, restoration, additions, teardowns, and relocation.

3.2.3 Assist City staff in gaining competence in outside plant documentation.

4.0 Network Engineering Support

4.1 NoaNet Responsibilities

4.1.1 Tactical engineering and technical support.

4.1.2 Provide advice regarding network expansion equipment design.

4.1.3 Support Border Gateway Protocol (BGP) engineering, IP routing management, and deployment.

4.1.4 Support deployment, installation, setup, and configuration of network equipment.

5.0 Quarterly Performance Review

5.1 NoaNet Responsibilities

5.1.1 Participate in a quarterly performance review with City staff.

AGREEMENT 26-011-FBR-001

Exhibit B

NoaNet Rate Sheet

Page 1 of 1

	Cost Per Hour/Unit	NRC	Count	MRC	Total MRC
Network Operations and Maintenance					
Management Fee			1	\$2214.00	\$2214.00
Core/Distribution Node	\$81.00		6	\$486.00	\$486.00
CPE			1	\$15.50	\$15.50
Environmental			1	\$15.00	\$15.00
Call Center					
Incoming Call, per minute					
Customer Survey Management, COS					
Residential Subscriber, NOC, per unit per month verified monthly	\$3.00				
Call Center Subscription	incl in mgmt. fee		0		
Smart Hand, On-Site Support					
Next Business Day (NBD) Dispatch, Unit	\$270.00				
4 Hour Response Dispatch, Unit	\$375.00				
4 Hour Response Dispatch, After Hours, Unit	\$560.00				
Outside Plant Management					
Project Management	\$85.00				
OSP, GIS, and Engineering Support	\$105.00				
Sr. Manager / Engineer	\$150.00				
Director	\$185.00				
Network Engineering Support					
Project Management	\$85.00				
Field Support Technician, M-F 8x5	\$100.00				
Field Support Technician, afterhours, holidays	\$150.00				
Sr. Manager / Engineer	\$150.00				
Director	\$185.00				
Sales and Marketing					
Inside Sales Representative	\$85.00				
Account Manager	\$150.00				
Director	\$185.00				
Business Management and Planning					
Administrative Planning	\$85.00				
Consultant	\$150.00				
Director	\$185.00				
Reimbursables					
Airline Flight	At Cost				
Vehicle Rental, per day	\$100.00				
Per Diem, per day	\$82.00				
Hotel	At Cost				

APPENDIX A

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

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

APPENDIX E

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

Pertinent Non-Discrimination Authorities:

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



City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 6.c.

Agenda Item Title: Interlocal Agreement #25-275-LIB-001 with Skagit County for 2025 Library Materials Funding

Staff Contact(s): Jeff Vogel

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Tiffany Matson	Contract Award
Jeff Vogel	

Item Summary: City staff seeks City Council consent to enter into an interlocal agreement with Skagit County to receive funding which will assist in providing library materials to the residents of unincorporated Skagit County. This fund allocation is for this current budget year 2025. Please see attached letter regarding future funding.

Background: For decades, Skagit County has made funding available to help cover a portion of the cost of providing services to non-resident users of the Anacortes Public Library. This interlocal agreement allows for this practice to continue.

Key Terms:

- The term of this Agreement shall be from execution through December 31, 2025.
- The County will provide the City a total sum of \$17,481.
- Funds distributed to the City must be used to purchase materials for circulation that will benefit non-resident library users.

Budget Impact:
Receipt of \$17,481.

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute the Interlocal Cooperation Agreement #25-275-LIB-001 between City of Anacortes and Skagit County for Library Materials.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 25-275-LIB-001
2. Anacortes Public Library re Funding

INTERLOCAL COOPERATIVE AGREEMENT FOR LIBRARY MATERIALS

This Interlocal Cooperative Agreement for Library Materials is entered into between Skagit County, hereinafter referred to as the “County”, and the City of Anacortes, hereinafter referred to as the “City” pursuant to RCW 39.34.

This Agreement is based upon the following facts and circumstances:

- The County does not, nor is it required by statute to provide general library services to the residents residing in unincorporated Skagit County.
- Historically, the City has provided library access to residents and nonresidents alike.
- Non-residents are required to pay a fee for library access.
- Due to increasing competition for funding and increasing library usage, the City is having difficulty providing access to residents and non-residents.
- The County, in 2025, has made funding available for a portion of the costs to provide for the purchase of materials for use by resident and non-resident users of libraries located within the City.

In consideration of the facts listed above, the parties agree as follows:

1. During 2025 the County will provide the City a total sum of \$17,481 to assist in providing library materials to the residents of unincorporated Skagit County. The sum will be distributed to the City based upon the library book, audio, film, video and subscription collection and circulation of each municipal library.
2. None of the County funds received by the City may be used to supplant funding that the City would otherwise provide for library services.
 - 2.1 The City must provide documentation that non-resident library users pay at least \$10 per library card.
 - 2.2 Funds distributed to the City must be used to purchase materials for circulation that will benefit non-resident library users.
3. It is agreed that any portion not used for its intended purpose will be returned to the County within a reasonable time period after the close of the fiscal year.
4. All assets acquired as a result of this funding will become the property of the City. The City will be responsible for all aspects of library operation.

5. No Partnership or Joint Venture: No partnership and/or joint venture exist between the Parties, and no partnership and/or venture is created by and between the Parties by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of the parties shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other Party.
6. Administration: The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under or greater than this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.
 - 6.1 The County's representative shall be the Budget and Finance Director.
 - 6.2 The City's representative shall be the Library Director.
7. Indemnification: Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agree to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County by reason of entering into this contract except as expressly provided herein.
8. Changes, Modifications, Amendments and Waivers: The Agreement may be changed, modified, amended or waived only by written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.
9. Severability: In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement 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.
10. Entire Agreement: This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.
11. The term of this agreement is the date of execution through December 31, 2025.

CITY OF ANACORTES

Matt Miller, Mayor

ATTEST:

Clerk, City of Anacortes

APPROVED AS TO FORM:

Attorney, City of Anacortes

DATED this ____ day of _____, 2025.

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

Lisa Janicki, Chair

Ron Wesen, Commissioner

Attest:

Peter Browning, Commissioner

Clerk of the Board

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

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director



Skagit County Administrative Services
Budget & Finance Department
Trisha Logue, CPA, County Administrator

October 23, 2025

City of Anacortes
Anacortes Public Library
c/o Jeff Vogel
1220 -10th Street
Anacortes, WA 98221

RE: Anacortes Public Library Funding

Dear Mr. Vogel:

The Board of County Commissioners has been fortunate to provide funding for a portion of the cost to purchase materials for users of libraries located within your city for many years.

The 2025 funding award is secure, and your contract is attached. Unfortunately, Skagit County has a significant general fund budget deficit to balance for 2026. The Commissioners have needed to make difficult decisions to reduce funding for certain services and we are no longer able to continue allocating funds to local libraries going forward. We genuinely appreciate the services you provide to the community and wish you the best in seeking out other funding to support your library.

Sincerely,

A handwritten signature in blue ink that reads "Trisha Logue".

Trisha Logue
County Administrator



City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 6.d.

Agenda Item Title: 2026 Budget Work Session - Governmental Funds

Staff Contact(s): Steve Hoglund

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

Greg Francioch
Steve Hoglund

Discussion

Item Summary: Discussion of the 2026 operating budget for Governmental Funds

Budget Impact:

The total proposed draft budget request is currently in excess of \$116M across all funds and departments.

Previous Action: [October 6, 2025](#), public hearing and presentation on revenues, including a proposed 1% property tax increase, and [October 27, 2025](#), work session for Public Works.

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. 2026 Operating Budget - Council 11.03.25
2. 2026 Budget Line-item Detail - 10.30.25
3. General Govt Capital Facilities Plan - 10.30.25
4. Opioid Settlement Funds
5. Written Public Comment - Susan Hill - 2026 Budget Opioid Settlement Funds

2026

Budget Overview

November 03, 2025



CONTENT

Police

Fire

Parks & Recreation

Cemetery

Museum

Human Resources

Library

PCED (Planning)

Legal

Admin Services
(IT, Court, Fiber)

Finance

Executive

Legislative

Click on buttons
to go directly to a
section

Department	POLICE					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	8,668,291	9,594,108	10,278,712	10,088,085	👉 5.1%	6,354,446 66%
Salaries & Wages	3,808,699	4,443,317	4,531,922	4,531,922	👉 2.0%	2,690,572 61%
Student Rec Wages	-	-	-	-		-
Overtime	200,663	170,861	180,547	130,419	👇 -23.7%	136,468 80%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	1,632,411	1,896,576	2,313,811	2,313,811	👉 22.0%	1,275,758 67%
Uniforms	32,763	60,000	60,000	40,000	👇 -33.3%	19,988 33%
Pension Expense	-	-	-	-		-
Supplies	72,045	63,900	94,900	83,500	👉 30.7%	69,211 108%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	150,078	76,100	101,100	90,000	👉 18.3%	47,824 63%
Interfund	635,978	793,828	502,782	502,782	👇 -36.7%	529,219 67%
Professional Services	1,328,028	1,347,576	1,400,958	1,335,458	👇 -0.9%	1,044,102 77%
Communication	133,763	130,000	130,000	130,000	👉 0.0%	76,895 59%
Travel & Training	74,352	75,000	75,000	65,000	👇 -13.3%	53,779 72%
Taxes	198	-	541	541		101
Rentals	339,532	397,071	396,279	396,279	👇 -0.2%	297,241 75%
Insurance	34,067	52,380	118,372	118,372	👉 126.0%	66,238 126%
Utility Services	58,705	60,000	60,000	60,000	👉 0.0%	46,890 78%
Repairs & Maintenance	959	27,500	27,500	5,000	👇 -81.8%	159 1%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	166,049	-	285,000	285,000		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Police

Allocated budget \$191k less than requested and is up 5% from prior year.

- Evaluating funding options for the School Resource Officer position.

Title	Total
CODE ENFORCEMENT OFFICER	1.0
COMMUNITY SERVICE OFFICER	1.0
COMMUNITY SERVICES OFFICER	1.0
CORPORAL/DETECTIVE	1.0
CORPORAL/PATROL	3.0
POLICE CAPTAIN	2.0
POLICE CHIEF	1.0
POLICE OFFICER	18.0
POLICE OFFICER - SCHOOL RESOURCE OFFICER	1.0
POLICE OFFICER K9 UNIT	1.0
POLICE OFFICER/DETECTIVE	1.0
RECORDS SERVICE MANAGER	1.0
RECORDS SUPPORT	4.0
SERGEANT/DETECTIVE	1.0
SERGEANT/PATROL	3.0
Grand Total	40.0

Police

CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Museum Storage Workshop	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Creosote Pilings	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
Police Vehicles	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000
Event Center	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000
Project Funding Sources:							
	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	2,250,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	0
Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	0
Debt Service	\$8,000,000	\$0	\$0	\$0	\$0	\$0	8,000,000
Contributions	\$150,000	\$0	\$0	\$0	\$0	\$0	150,000
Fund Balance	\$835,000	\$0	\$0	\$0	\$0	\$0	835,000
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000

Funded through fund balance

Fire/EMS

Allocated budget \$252k less than requested and up .5% from prior year

- The fire department received a SAFER Grant which covers 75% of wages and benefit costs for three new firefighter/paramedic positions. The remaining new staffing costs will be offset by eliminating one Assistant Chief position and Skagit County EMS revenue. These positions will be filled in mid-2026.

Title	Total
ASSISTANT FIRE CHIEF	1.0
BATTALION CHIEF/EMT	1.0
BATTALION CHIEF/PARAMEDIC	2.0
FIRE CHIEF	1.0
FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT	0.5
FIREFIGHTER/EMT	10.0
FIREFIGHTER/PARAMEDIC	14.0
LIEUTENANT/EMT	1.0
LIEUTENANT/PARAMEDIC	8.0
MOBILE INTEGRATED HEALTHCARE PROVIDER	1.0
Grand Total	39.5

Department	FIRE					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	11,015,389	11,158,104	11,467,377	11,215,877	0.5%	61%
Salaries & Wages	4,304,601	4,712,496	4,979,698	4,979,698	5.7%	65%
Student Rec Wages	-	-	-	-		
Overtime	587,627	500,000	517,587	417,587	-16.5%	108%
Salaries & Wages (Volunte	39,612	75,503	42,952	42,952	-43.1%	17%
Personnel Benefits	1,647,640	1,812,038	2,127,433	2,127,433	17.4%	72%
Uniforms	-	-	-	-		
Pension Expense	-	-	-	-		
Supplies	278,133	341,500	369,500	349,000	2.2%	61%
Fuel Consumed	-	-	-	-		
Inventory/Resale	-	-	-	-		
Small Tools (ect)	164,570	204,000	232,000	157,000	-23.0%	62%
Interfund	631,594	811,463	448,910	448,910	-44.7%	67%
Professional Services	228,812	281,100	302,500	291,500	3.7%	73%
Communication	72,813	75,000	95,000	95,000	26.7%	85%
Travel & Training	85,048	89,000	92,000	50,000	-43.8%	41%
Taxes	1,625	1,000	303	303	-69.7%	96%
Rentals	3,748	5,000	2,400	2,400	-52.0%	22%
Insurance	15,715	14,207	25,377	25,377	78.6%	139%
Utility Services	40,464	41,000	48,000	48,000	17.1%	81%
Repairs & Maintenance	-	5,000	5,000	2,000	-60.0%	0%
Capital Outlays	-	-	-	-		
Land	-	-	-	-		
Buildings	1,360	350,000	-	-	-100.0%	8%
Other Improvements	-	-	-	-		
Machinery & Equipment	1,678,089	430,000	800,000	800,000	86.0%	45%
Debt Service	556	-	-	-		
Misc Internal	1,233,382	1,409,797	1,378,716	1,378,716	-2.2%	33%

Fire

CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Fire and EMS Boat	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
Station 3 Generator	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Antique Fire Engine Display	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000
Fire Facilities Remodel	\$0	\$75,000	\$0	\$8,000,000	\$7,000,000	\$0	\$15,075,000
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$800,000	\$225,000	\$0	\$8,000,000	\$7,000,000	\$0	\$16,025,000
Project Funding Sources:							
	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
REET	\$0	\$0	\$0	\$0	\$0	\$0	0
Bond	\$0	\$0	\$0	\$8,000,000	\$7,000,000	\$0	15,000,000
Impact Fees	\$165,000	\$0	\$0	\$0	\$0	\$0	165,000
Grants	\$525,000	\$0	\$0	\$0	\$0	\$0	525,000
Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Contributions	\$100,000	\$150,000	\$0	\$0	\$0	\$0	250,000
Fund Balance	\$10,000	\$75,000	\$0	\$0	\$0	\$0	85,000
Totals	\$800,000	\$225,000	\$0	\$8,000,000	\$7,000,000	\$0	\$16,025,000

Parks & Recreation

Allocated budget \$54k less than requested and down 5.4% from prior year

Department PARKS & RECREATION						
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	3,863,918	4,993,736	4,779,305	4,725,305	↓ -5.4%	2,611,433 52%
Salaries & Wages	1,271,516	1,314,362	1,396,500	1,396,500	↗ 6.2%	960,732 73%
Student Rec Wages	25,106	36,000	36,400	36,400	↗ 1.1%	16,551 46%
Overtime	3,935	7,019	7,605	7,605	↗ 8.3%	4,143 59%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	540,197	594,594	552,067	552,067	↓ -7.2%	403,269 68%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	284,490	280,000	267,750	218,750	↓ -21.9%	200,004 71%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	10,053	10,000	9,000	9,000	↓ -10.0%	6,237 62%
Small Tools (ect)	351	-	1,650	1,650		12,022
Interfund	331,838	364,436	256,555	256,555	↓ -29.6%	265,258 73%
Professional Services	247,371	215,000	211,000	194,000	↓ -9.8%	182,032 85%
Communication	16,389	19,500	14,400	14,400	↓ -26.2%	9,786 50%
Travel & Training	1,671	3,200	2,000	2,000	↓ -37.5%	570 18%
Taxes	6,212	4,200	5,008	5,008	↗ 19.2%	(1,628) -39%
Rentals	-	-	-	-		-
Insurance	52,616	48,225	49,869	49,869	↗ 3.4%	50,237 104%
Utility Services	223,253	200,000	194,000	206,000	↗ 3.0%	171,852 86%
Repairs & Maintenance	104	2,200	500	500	↓ -77.3%	- 0%
Capital Outlays	848,818	1,895,000	1,625,000	1,625,000	↓ -14.2%	330,369 17%
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	150,000	150,000		-

Area	Title	Total
Parks & Recreation	PARKS & RECREATION DIRECTOR	1.0
	ASSISTANT PARKS AND REC DIRECTOR	1.0
	PARKS ADMINISTRATIVE ASSISTANT	1.0
	PARKS MAINTENANCE FOREPERSON	1.0
	PARKS MAINTENANCE TECHNICIAN	3.0
	PARKS MAINTENANCE TECHNICIAN-ACFL	1.0
	PARKS MANAGER	1.0
	RECREATION COORDINATOR	1.0
	RECREATION MANAGER	1.0
	WASHINGTON PARK CUSTODIAN	0.6
Parks & Recreation Total		11.6
Senior Center	SENIOR CENTER ADMINISTRATOR	1.0
	SENIOR CENTER COORDINATOR	0.1
	SENIOR CENTER FACILITY MONITOR	0.3
	SENIOR CENTER FACILITY MONITOR COORDINATOR	0.3
	SENIOR CENTER PROGRAM COORDINATOR	1.0
Senior Center Total		2.6

Seasonal

Title	Total
ACFL MAINTENANCE #1	0.2
ACFL MAINTENANCE #2	0.2
PARK MAINT PT - WATER/GARBAGE	0.6
PARK MAINTENANCE - TRIM CREW	0.7
PARK MAINTENANCE-BALLFIELDS	0.5
SEASONAL RECREATION LEADER	0.2
WASHINGTON PARK MAINTENANCE	3.7
al	6.1

Department	CEMETERY					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	289,336	296,907	377,462	377,462	▶ 27.1%	232,784 78%
Salaries & Wages	156,942	170,280	216,794	216,794	▶ 27.3%	111,066 65%
Student Rec Wages	-	-	-	-		-
Overtime	567	-	-	-		503
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	69,175	77,514	87,413	87,413	▶ 12.8%	48,549 63%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	5,905	5,000	4,500	4,500	⬇ -10.0%	3,337 67%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	3,391	4,000	4,000	4,000	🔒 0.0%	1,967 49%
Small Tools (ect)	2,552	3,000	2,800	2,800	⬇ -6.7%	596 20%
Interfund	10,479	6,843	3,374	3,374	⬇ -50.7%	4,562 67%
Professional Services	10,880	200	200	200	🔒 0.0%	1,399 700%
Communication	-	-	-	-		-
Travel & Training	-	-	-	-		-
Taxes	863	500	710	710	▶ 42.1%	701 140%
Rentals	3,225	2,000	2,000	2,000	🔒 0.0%	2,747 137%
Insurance	529	571	8,670	8,670	▶ 1417.5%	8,417 #####
Utility Services	24,828	27,000	27,000	27,000	🔒 0.0%	48,941 181%
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	20,000	20,000		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Cemetery

Budget up 27% from prior year driven by internal labor distribution

Title	Total
LEAD PARKS MAINTENANCE TECHNICIAN	1.0
PARKS MAINTENANCE-CEMETERY-MOWER	0.4
Grand Total	1.4

Parks & Recreation CFP - 2026

DRAFT

The majority of the Parks projects are funded through grants (county, state, private), impact fees, and external contributions rather than Real Estate Excise Tax (REET) funds which allows us to continue moving forward with improvements to the Depot Maritime Plaza, Skate Park parking lot, Westside Park, Heart Lake parking lot, and the Senior Activity Center classrooms.

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Heart Lake Shoreline Restoration	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000
West Side Park Construction	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000
Skate Park Restroom & Parking.	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
Qelechihch Park Improv.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Columbarium Installation	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Depot Plaza Expansion	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
ASAC program space upgrade	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
Pickleball Infrastruct.	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
Parks Infrastructure	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000
Ship Harbor Wetland Int. Trail	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
Ace of Hearts Park Improvements	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
Guemes Channel Trail	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000
Bicycle & Pedestrian Connection	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
Storvik Field & Lighting Improv	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
Volunteer Park Field Improvemen	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000
Shannon Point Trail	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000
Pocket Park Construction	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
ASAC Expansion	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
WA Park Upper Restroom Replacement	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
Trailhead Infrastructure Improv	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000
Heart Lake Water Quality	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
FAC-ASAC Generator Connection	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
Storvik Sand VB Courts	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
Causland Park Wall Repairs	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
Cemetery Road Improvements	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Rec Center	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000
Totals	\$1,645,000	\$4,183,000	\$2,060,000	\$650,000	\$3,175,000	\$20,560,000	\$32,273,000
Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
REET	\$50,000	\$1,050,000	\$675,000	\$350,000	\$25,000	\$400,000	2,550,000
Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
Impact Fees	\$75,000	\$200,000	\$0	\$100,000	\$50,000	\$60,000	485,000
Grants	\$450,000	\$2,498,000	\$1,260,000	\$0	\$3,100,000	\$0	7,308,000
Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Contributions	\$880,000	\$55,000	\$125,000	\$0	\$0	\$20,100,000	21,160,000
Fund Balance/Reserves	\$190,000	\$380,000	\$0	\$200,000	\$0	\$0	770,000
Totals	\$1,645,000	\$4,183,000	\$2,060,000	\$650,000	\$3,175,000	\$20,560,000	\$32,273,000

Department MUSEUM						
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	572,929	920,112	646,523	634,073	↓-31.1%	400,150 43%
Salaries & Wages	364,203	389,599	235,038	235,038	↓-39.7%	245,952 63%
Student Rec Wages	-	-	-	-		-
Overtime	-	-	-	-		-
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	127,627	144,583	124,691	124,691	↓-13.8%	78,885 55%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	6,788	14,810	17,000	10,500	↓-29.1%	8,195 55%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	35,244	34,839	25,049	25,049	↓-28.1%	23,226 67%
Professional Services	5,257	8,000	6,500	6,500	↓-18.8%	5,316 66%
Communication	1,057	1,375	2,000	2,000	↑45.5%	1,804 131%
Travel & Training	1,289	1,700	1,900	950	↓-44.1%	1,241 73%
Taxes	167	150	182	182	↑21.6%	106 70%
Rentals	-	-	-	-		-
Insurance	6,030	2,055	1,162	1,162	↓-43.5%	5,155 251%
Utility Services	16,907	17,000	18,000	18,000	↔ 5.9%	14,257 84%
Repairs & Maintenance	8,360	16,000	15,000	10,000	↓-37.5%	5,854 37%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	290,000	200,000	200,000	↓-31.0%	10,160 4%
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Museum

Anacortes is unique for among cities of its size in operating a municipal museum.

In 2026 the Museum budget is significantly reduced.

Title	Total
CURATOR OF COLLECTIONS & REGISTRAR	1.0
MUSEUM AIDE	1.8
MUSEUM DIRECTOR	1.0
SEASONAL MUSEUM DOCENT	1.0
Grand Total	4.8

Museum CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Museum Storage Workshop	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Creosote Pilings	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
Police Vehicles	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000
Event Center	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000
Project Funding Sources:							
	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	2,250,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	0
Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	0
Debt Service	\$8,000,000	\$0	\$0	\$0	\$0	\$0	8,000,000
Contributions	\$150,000	\$0	\$0	\$0	\$0	\$0	150,000
Fund Balance	\$835,000	\$0	\$0	\$0	\$0	\$0	835,000
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000

Funding source:

\$150k contributions
\$50k fund balance

Human Resources

Allocated budget \$18k less than requested
and up 7.9% from prior year

Human Resources is currently negotiating with three of our
four bargaining units.

- The Anacortes Commissioned Police Guild Collective Bargaining Agreement which expired December 31, 2024, is expected to move to interest arbitration.
- Collective bargaining is underway with Teamster's Local 231 and IAFF Local 1537.

Title	Total
HUMAN RESOURCES & LABOR RELATIONS DIRECTOR	1.0
HUMAN RESOURCE ASSISTANT	1.0
Grand Total	2.0

Department	HR						
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September	
Total	433,569	559,149	621,455	603,455	👉 7.9%	384,838	69%
Salaries & Wages	177,470	215,605	236,675	236,675	👉 9.8%	155,407	72%
Student Rec Wages	-	-	-	-		-	
Overtime	397	-	-	-		-	
Salaries & Wages (Volunte	-	-	-	-		-	
Personnel Benefits	82,297	76,133	68,469	68,469	⬇️-10.1%	49,210	65%
Uniforms	-	-	-	-		-	
Pension Expense	-	-	-	-		-	
Supplies	11,272	10,000	10,150	9,650	⬇️-3.5%	5,987	60%
Fuel Consumed	-	-	-	-		-	
Inventory/Resale	-	-	-	-		-	
Small Tools (ect)	-	-	-	-		-	
Interfund	19,537	8,522	7,624	7,624	⬇️-10.5%	5,681	67%
Professional Services	137,713	196,711	231,500	216,500	👉 10.1%	134,787	69%
Communication	506	1,000	1,300	1,300	👉 30.0%	841	84%
Travel & Training	4,071	21,600	5,600	3,100	⬇️-85.6%	3,347	15%
Taxes	-	-	-	-		-	
Rentals	-	-	-	-		-	
Insurance	307	29,577	60,137	60,137	👉103.3%	29,577	100%
Utility Services	-	-	-	-		-	
Repairs & Maintenance	-	-	-	-		-	
Capital Outlays	-	-	-	-		-	
Land	-	-	-	-		-	
Buildings	-	-	-	-		-	
Other Improvements	-	-	-	-		-	
Machinery & Equipment	-	-	-	-		-	
Debt Service	-	-	-	-		-	
Misc Internal	-	-	-	-		-	

Library

The Library has built a healthy reserve through careful stewardship to address current shortfalls.

The normal \$250K in property tax is reallocated from the Library Reserve Fund to the General Fund.

The Library budget is significantly reduced.

Department	LIBRARY					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	1,766,669	2,207,670	1,587,822	1,584,905	↓-28.2%	1,552,774 70%
Salaries & Wages	973,611	1,075,658	888,681	888,681	↓-17.4%	733,586 68%
Student Rec Wages	-	-	-	-		-
Overtime	-	-	-	-		-
Salaries & Wages (Volunt	-	-	-	-		-
Personnel Benefits	434,958	490,310	354,703	354,703	↓-27.7%	313,589 64%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	20,265	21,000	21,000	21,000	↔ 0.0%	13,538 64%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	85,616	86,781	88,798	86,781	↔ 0.0%	58,104 67%
Small Tools (ect)	-	-	-	-		-
Interfund	115,353	109,357	91,484	91,484	↓-16.3%	72,905 67%
Professional Services	43,331	50,150	50,550	50,550	↔ 0.8%	13,788 27%
Communication	9,416	9,000	9,000	9,000	↔ 0.0%	6,368 71%
Travel & Training	3,734	3,000	4,000	2,000	↓-33.3%	880 29%
Taxes	10	-	4	4		(67)
Rentals	-	-	-	-		-
Insurance	2,181	1,013	203	203	↓-80.0%	197 19%
Utility Services	77,022	69,900	77,900	79,000	↑13.0%	59,260 85%
Repairs & Maintenance	1,173	1,500	1,500	1,500	↔ 0.0%	984 66%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	290,000	-	-	↓100.0%	279,642 96%
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	Total
LIBRARIAN	1.0
LIBRARIAN - YOUTH SERVICES	1.0
LIBRARY ADMINISTRATIVE ASSISTANT	1.0
LIBRARY ASSISTANT	2.0
LIBRARY ASSISTANT - PART TIME	2.7
LIBRARY DIRECTOR	1.0
LIBRARY PAGE	0.5
LIBRARY PUBLIC SERVICE MANAGER	1.0
LIBRARY TECHNOLOGY ASST	1.0
Grand Total	11.2

PCED (Planning)

Allocated budget \$128k less than requested and up significantly from prior year due to inclusion of the events center for \$8M

Budget excluding the events center is down 14% from prior year

Department		PLANNING					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September	
Total	2,248,855	3,323,668	10,998,898	10,870,962	▶227.1%	2,060,454	62%
Salaries & Wages	810,869	930,412	900,286	900,286	⬇-3.2%	594,966	64%
Student Rec Wages	-	-	-	-		-	
Overtime	4,032	4,000	-	-	⬇100.0%	10,982	275%
Salaries & Wages (Voluntæ	-	-	-	-		-	
Personnel Benefits	314,225	356,931	324,764	324,764	⬇-9.0%	227,863	64%
Uniforms	-	-	-	-		-	
Pension Expense	-	-	-	-		-	
Supplies	8,491	13,000	13,000	13,000	🔀 0.0%	2,321	18%
Fuel Consumed	-	-	-	-		-	
Inventory/Resale	-	-	-	-		-	
Small Tools (ect)	-	-	-	-		-	
Interfund	75,212	68,175	53,588	53,588	⬇-21.4%	45,450	67%
Professional Services	956,636	1,301,671	1,102,678	972,492	⬇-25.3%	1,072,818	82%
Communication	10,529	17,100	17,100	17,100	🔀 0.0%	8,474	50%
Travel & Training	4,807	15,000	15,500	7,750	⬇-48.3%	7,136	48%
Taxes	9,585	700	586	586	⬇-16.3%	1,593	228%
Rentals	5,533	60,000	70,620	70,620	▶17.7%	68,170	114%
Insurance	22,308	1,179	276	276	⬇-76.6%	268	23%
Utility Services	-	-	-	-		-	
Repairs & Maintenance	-	500	500	500	🔀 0.0%	-	0%
Capital Outlays	-	-	-	-		-	
Land	-	-	-	-		-	
Buildings	-	-	-	-		-	
Other Improvements	-	555,000	8,500,000	8,500,000	▶1431.5%	20,413	4%
Machinery & Equipment	-	-	-	-		-	
Debt Service	26,627	-	-	-		-	
Misc Internal	-	-	-	10,000		-	

Title	Total
ASSOCIATE PLANNER	1.0
BUILDING INSPECTOR	1.0
BUILDING OFFICIAL	1.0
COMMUNITY DEVELOPMENT AND HOUSING COORDINATOR	1.0
DIRECTOR OF PLANNING & COMMUNI	1.0
PERMIT SERVICES COORDINATOR	1.0
PLANNING MANAGER	1.0
SENIOR PLANNER	1.0
Grand Total	8.0

PCED

CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Museum Storage Workshop	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
Creosote Pilings	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
Police Vehicles	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000
Event Center	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000
Project Funding Sources:							
	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	2,250,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	0
Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	0
Debt Service	\$8,000,000	\$0	\$0	\$0	\$0	\$0	8,000,000
Contributions	\$150,000	\$0	\$0	\$0	\$0	\$0	150,000
Fund Balance	\$835,000	\$0	\$0	\$0	\$0	\$0	835,000
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000

Funding source:

\$500k fund balance

\$8M debt service 2026

Taxes 2027 - 2031

Department **LEGAL**

	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September	
Total	773,001	850,686	846,681	759,681	↓-10.7%	510,136	60%
Salaries & Wages	351,658	515,273	403,795	403,795	↓-21.6%	272,450	53%
Student Rec Wages	-	-	-	-		-	
Overtime	-	-	-	-		-	
Salaries & Wages (Volunte	-	-	-	-		-	
Personnel Benefits	156,521	208,038	161,926	161,926	↓-22.2%	113,111	54%
Uniforms	-	-	-	-		-	
Pension Expense	-	-	-	-		-	
Supplies	4,664	9,000	10,000	10,000	▶11.1%	6,781	75%
Fuel Consumed	-	-	-	-		-	
Inventory/Resale	-	-	-	-		-	
Small Tools (ect)	-	-	-	-		-	
Interfund	26,891	23,374	23,960	23,960	↗2.5%	15,583	67%
Professional Services	230,538	80,000	230,000	150,000	▶87.5%	99,481	124%
Communication	931	3,000	3,000	3,000	↗0.0%	2,095	70%
Travel & Training	1,798	12,000	14,000	7,000	↓-41.7%	635	5%
Taxes	-	-	-	-		-	
Rentals	-	-	-	-		-	
Insurance	-	-	-	-		-	
Utility Services	-	-	-	-		-	
Repairs & Maintenance	-	-	-	-		-	
Capital Outlays	-	-	-	-		-	
Land	-	-	-	-		-	
Buildings	-	-	-	-		-	
Other Improvements	-	-	-	-		-	
Machinery & Equipment	-	-	-	-		-	
Debt Service	-	-	-	-		-	
Misc Internal	-	-	-	-		-	

Legal

Allocated budget \$87k less than requested and down 10.7% from prior year

- In-house prosecutor funding was removed and the 2026 budget continues contracted prosecution and advisory services for the Police Department.

Title	Total
CITY ATTORNEY	1
ASSISTANT CITY CLERK & ECM ANALYST	1
CONTRACTS & GRANTS MANAGER	1
LEGAL ASSISTANT	2
Grand Total	5

Information Systems & Technology

Allocated budget \$7k less than requested and up 8.9% from prior year driven by annual software renewals, maintenance and manages services

- In the IT Division, replacement costs have been removed from General Fund allocations, and equipment replacement schedules extended to reflect longer life cycles. The City will enter a new agreement with Microsoft in 2026 and continues to prioritize cybersecurity and end-user security training.

Title	Total
INFORMATION SYSTEMS & TECHNOLOGY MANAGER	1.0
INFORMATION SYSTEMS NETWORK ADMINISTRATOR	1.0
INFORMATION SYSTEMS SYSTEM ADMINISTRATOR	1.0
INFORMATION SYSTEMS TECHNICIAN	2.5
Grand Total	5.5

Department	IT					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	1,245,263	1,771,165	1,936,431	1,929,431	👉 8.9%	1,417,475 80%
Salaries & Wages	627,658	668,956	663,017	663,017	👇 -0.9%	474,006 71%
Student Rec Wages	-	-	-	-		-
Overtime	464	-	-	-		681
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	236,881	234,669	226,786	226,786	👇 -3.4%	174,517 74%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	8,090	8,500	9,000	9,000	👉 5.9%	8,320 98%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	139,418	213,270	150,279	150,279	👇 -29.5%	210,637 99%
Interfund	11,404	13,839	4,698	4,698	👇 -66.1%	9,226 67%
Professional Services	204,557	569,831	855,724	855,724	👉 50.2%	519,516 91%
Communication	5,168	5,600	7,428	7,428	👉 32.6%	5,045 90%
Travel & Training	9,806	10,500	14,000	7,000	👇 -33.3%	11,715 112%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	1,818	6,000	5,500	5,500	👇 -8.3%	3,811 64%
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	40,000	-	-	👇 100.0%	- 0%
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Municipal Court

Allocated budget \$1.5k less than requested and down 15.3% from prior year

- In the Court Division, the State’s new case management system, in 2026, may further impact local court operations and caseloads continue to be monitored. Contracted Public Defense services continue to ensure compliance with Washington Supreme Court caseload limits.

Title	Total
COURT ADMINISTRATOR	1.0
COURT CLERK	2.0
Grand Total	3.0

Department	COURT					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	951,256	1,177,081	998,891	997,391	↓-15.3%	703,936 60%
Salaries & Wages	450,606	582,892	283,706	283,706	↓-51.3%	306,722 53%
Student Rec Wages	-	-	-	-		-
Overtime	-	-	-	-		-
Salaries & Wages (Volunt	-	-	-	-		-
Personnel Benefits	196,285	245,539	113,498	113,498	↓-53.8%	110,449 45%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	2,688	2,400	2,000	2,000	↓-16.7%	1,539 64%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	45,165	41,416	21,782	21,782	↓-47.4%	27,610 67%
Professional Services	250,290	293,834	570,905	570,905	↑94.3%	250,790 85%
Communication	2,942	5,000	4,000	4,000	↓-20.0%	2,746 55%
Travel & Training	3,880	6,000	3,000	1,500	↓-75.0%	4,079 68%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	(600)	-	-	-		-

ACCESS Fiber

Allocated budget \$4k less than requested and down 12% from prior year

- ACCESS Anacortes Fiber Internet construction is nearing completion. The Fiber Division is projected to begin contributing to the General Fund in 2027.

Department	FIBER					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	9,821,882	3,336,933	2,941,177	2,937,178	↓-12.0%	2,909,026 87%
Salaries & Wages	446,353	484,625	434,074	434,074	↓-10.4%	322,629 67%
Student Rec Wages	-	-	-	-		-
Overtime	9,416	20,000	4,868	4,868	↓-75.7%	873 4%
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	194,261	318,849	157,295	157,295	↓-50.7%	146,042 46%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	6,757	7,933	10,350	10,350	▶30.5%	5,357 68%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	15,603	10,453	13,453	13,453	▶28.7%	6,732 64%
Interfund	163,287	165,154	93,996	93,996	↓-43.1%	110,102 67%
Professional Services	316,620	401,644	394,168	394,168	↓-1.9%	271,390 68%
Communication	1,864	6,199	5,194	5,194	↓-16.2%	4,157 67%
Travel & Training	1,182	16,406	9,000	5,000	↓-69.5%	2,628 16%
Taxes	31,352	52,412	58,799	58,799	▶12.2%	22,781 43%
Rentals	-	-	-	-		-
Insurance	180	194	2,071	2,071	▶965.5%	183 94%
Utility Services	2,383	2,416	2,600	2,600	▶7.6%	1,732 72%
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	4,006,096	1,791,678	1,010,373	1,010,373	↓-43.6%	1,752,333 98%
Machinery & Equipment	107,541	58,970	-	-	↓100.0%	14,815 25%
Debt Service	4,518,987	-	744,938	744,938		247,273
Misc Internal	-	-	-	-		-

Title	Total
ADMINISTRATIVE SERVICE DIRECTOR	1.0
BUSINESS OPERATIONS COORDINATOR	1.0
LEAD BROADBAND OUTSIDE PLANT COORDINATOR	1.0
LEAD MUNICIPAL FIBER FIELD TECHNICIAN	2.0
MUNICIPAL BROADBAND NETWORK ADMINISTRATOR	1.0
MUNICIPAL FIBER FIELD TECHNICIAN	2.0
Grand Total	8.0

Fiber

CFP - 2026

Project Summary Sheet							
Project Costs:	2026	2027	2028	2029	2030	2031	Total
Developer Materials	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
Fiber Backbone Const	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000
Installation Costs	\$822,373	\$250,000	\$0	\$0	\$0	\$0	\$1,072,373
2 Node Fiber Cluster Ntwk	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000
Totals	\$1,010,373	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	\$1,460,373
Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
REET	\$0	\$0	\$0	\$0	\$0	\$0	0
Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
Grants	\$225,373	\$0	\$0	\$0	\$0	\$0	225,373
Interfund Loan	\$0	\$0	\$0	\$0	\$0	\$0	0
Financing	\$0	\$0	\$0	\$0	\$0	\$0	0
Fund Balance	\$785,000	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	1,235,000
Totals	\$1,010,373	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	\$1,460,373

Department	FINANCE					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	996,625	1,761,925	1,925,241	1,919,241	👇 8.9%	748,588 42%
Salaries & Wages	589,449	677,236	592,964	592,964	👇 -12.4%	474,184 70%
Student Rec Wages	-	-	-	-		-
Overtime	-	-	-	-		-
Salaries & Wages (Volunt	-	-	-	-		-
Personnel Benefits	220,622	244,667	232,965	232,965	👇 -4.8%	164,934 67%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	12,478	14,000	12,685	12,685	👇 -9.4%	7,642 55%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	49,234	49,871	30,495	30,495	👇 -38.9%	33,248 67%
Professional Services	105,897	731,650	335,000	335,000	👇 -54.2%	28,042 4%
Communication	11,295	14,000	13,000	13,000	👇 -7.1%	9,533 68%
Travel & Training	7,427	5,500	8,000	2,000	👇 -63.6%	3,074 56%
Taxes	(1,007)	-	132	132		(97)
Rentals	-	-	-	-		-
Insurance	1,230	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	25,000	700,000	700,000	👇 2700.0%	28,029 112%

Finance

Allocated budget \$6k less than requested and up 8.9% from prior year attributed to an internal transfer to parks.

Excluding the transfer, budget is down 30% from prior year due to resourcing costs (internal and external)

- The Finance Department is focusing budget priority on the two-year implementation of a new enterprise-wide business management system (ERP) that will modernize financial, payroll, and operational systems across all departments.

Title	Total
FIN DIR/CLERK-TREA	1.0
FINANCE MANAGER	1.0
SENIOR ACCOUNTANT	1.0
ACCOUNTANT	2.0
ACCOUNTING TECHNICIAN	2.0
LEAD ACCOUNTING TECHNICIAN - AP	1.0
CHANNEL OPERATOR/FACILITIES MAINT	1.0
Grand Total	9.0

Department	EXECUTIVE					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	261,510	268,338	269,224	269,224	👉 0.3%	195,342 73%
Salaries & Wages	170,490	176,529	181,233	181,233	👉 2.7%	125,041 71%
Student Rec Wages	-	-	-	-		-
Overtime	-	-	-	-		-
Salaries & Wages (Volunte	-	-	-	-		-
Personnel Benefits	57,548	59,786	59,811	59,811	👉 0.0%	41,796 70%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	5,596	3,000	3,000	3,000	👉 0.0%	2,020 67%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	17,970	17,823	11,980	11,980	⬇️ -32.8%	11,882 67%
Professional Services	5,257	7,000	7,000	7,000	👉 0.0%	3,850 55%
Communication	778	1,200	1,200	1,200	👉 0.0%	851 71%
Travel & Training	3,873	3,000	5,000	5,000	👈 66.7%	9,903 330%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Executive

The Executive budget remains largely unchanged to ensure continuity and stability during the transition to a new incoming mayor.

Title	Total
MAYOR	1.0
EXECUTIVE ASSISTANT	1.0
Grand Total	2.0

Legislative

The Legislative budget is reduced to reflect lower County Voter Registration fees in even-numbered years when fewer local elections occur.

A Town Is Our Town remains in the budget in a condensed, electronic-only format.

Department	LEGISLATIVE					
	24 Actuals	25 Budget	26 Budget Requested	26 Budget Allocated	Year/ Year	25 Spend / September
Total	378,108	422,021	335,779	302,179	↓-28.4%	238,939 57%
Salaries & Wages	175,212	173,335	176,870	176,870	↔ 2.0%	122,741 71%
Student Rec Wages	-	-	-	-		-
Overtime	-	-	-	-		121
Salaries & Wages (Volunt	-	-	-	-		-
Personnel Benefits	40,585	42,316	42,413	42,413	↔ 0.2%	29,589 70%
Uniforms	-	-	-	-		-
Pension Expense	-	-	-	-		-
Supplies	435	3,400	1,200	1,100	↓-67.6%	1,698 50%
Fuel Consumed	-	-	-	-		-
Inventory/Resale	-	-	-	-		-
Small Tools (ect)	-	-	-	-		-
Interfund	19,976	21,290	10,891	10,891	↓-48.8%	14,193 67%
Professional Services	132,245	173,180	100,905	65,905	↓-61.9%	63,371 37%
Communication	2,812	3,500	3,500	2,500	↓-28.6%	916 26%
Travel & Training	6,843	5,000	-	2,500	↓-50.0%	6,310 126%
Taxes	-	-	-	-		-
Rentals	-	-	-	-		-
Insurance	-	-	-	-		-
Utility Services	-	-	-	-		-
Repairs & Maintenance	-	-	-	-		-
Capital Outlays	-	-	-	-		-
Land	-	-	-	-		-
Buildings	-	-	-	-		-
Other Improvements	-	-	-	-		-
Machinery & Equipment	-	-	-	-		-
Debt Service	-	-	-	-		-
Misc Internal	-	-	-	-		-

Title	Total
COUNCIL PERSON - WARD 1	1.0
COUNCIL PERSON - WARD 2	1.0
COUNCIL PERSON - WARD 3	1.0
COUNCIL PERSON - POSITION 4	1.0
COUNCIL PERSON - POSITION 5	1.0
COUNCIL PERSON - POSITION 6	1.0
COUNCIL PERSON - POSITION 7	1.0
Grand Total	7.0



THANK YOU

CITY OF ANACORTES
2026 Expense Budget

TOTAL	43,286,989	27,164,059	42,641,603	50,010,979	49,214,449
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						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
7		GENERAL FUND	POLICE			-	-	-				
8	PENSION & OTHER BENEFIT P	GENERAL FUND	POLICE									
9		GENERAL FUND	POLICE	001.310.517.20.20	Personnel Benefits	119,824	94,524	106,124	295,518	295,518		Added \$182,500 for Leoff 1 retiree Long Term Care (\$500/day)
10		GENERAL FUND	POLICE	001.310.517.20.41	Professional Services	-	-	-				
11	ADMINISTRATION	GENERAL FUND	POLICE									
12		GENERAL FUND	POLICE	001.310.521.10.10	Salaries & Wages	595,110	443,675	626,121	645,237	645,237		
13		GENERAL FUND	POLICE	001.310.521.10.20	Personnel Benefits	209,676	160,355	224,352	241,294	241,294		
14		GENERAL FUND	POLICE	001.310.521.10.31	Office & Operating Supplies	6,670	4,664	7,000	8,000	5,000		Basic office supplies, business cards, copy machines, break room supplies, cash receipts
15		GENERAL FUND	POLICE	001.310.521.10.35	Small Tools & Minor Equipment	-	-	-				
16		GENERAL FUND	POLICE	001.310.521.10.40	Interfund Services/DIS	325,215	247,750	371,625	267,443	267,443		
17		GENERAL FUND	POLICE	001.310.521.10.41	Professional Services	99,551	121,535	117,500	140,000	90,000	60,000	Power DMS/FTO/Time, LeadsOnline, pre-employment testing, shipping charges, new Evidence Room tracking system
18		GENERAL FUND	POLICE					-			30,000	AFC Social Worker
19		GENERAL FUND	POLICE	001.310.521.10.42	Communication	129,947	73,527	125,000	125,000	125,000		Spillman, printing, cell phones, NetMotion
20		GENERAL FUND	POLICE	001.310.521.10.44	Taxes & Operating Assessments	198	101	-	541	541		
21		GENERAL FUND	POLICE	001.310.521.10.45	Operating Rentals & Leases	-	-	750		-		
22		GENERAL FUND	POLICE	001.310.521.10.46	Insurance	27,679	46,896	45,481	98,450	98,450		
23		GENERAL FUND	POLICE	001.310.521.10.49	Marine Unit Expenses	-	26,180	-	30,000	30,000		Category will be supported by grant funding from WA State Parks
24	SUPPORT SERVICES	GENERAL FUND	POLICE									
25		GENERAL FUND	POLICE	001.310.521.20.10	Salaries & Wages	272,481	184,880	292,506	286,524	286,524		
26		GENERAL FUND	POLICE	001.310.521.20.12	Overtime	-	-	2,552	2,419	2,419		
27		GENERAL FUND	POLICE	001.310.521.20.20	Personnel Benefits	136,457	95,239	145,458	131,670	131,670		
28		GENERAL FUND	POLICE	001.310.521.20.42	Communication	3,816	3,368	5,000	5,000	5,000		BAC phone line, Emergency phones to dispatch center
29	CRIME PREVENTION	GENERAL FUND	POLICE									
30		GENERAL FUND	POLICE	001.310.521.30.10	Salaries & Wages	70,354	53,249	76,717	79,590	79,590		
31		GENERAL FUND	POLICE	001.310.521.30.20	Personnel Benefits	35,201	26,814	38,060	39,558	39,558		
32		GENERAL FUND	POLICE	001.310.521.30.31	Office & Operating Supplies	2,316	929	2,900	2,900	1,500		
33		GENERAL FUND	POLICE	001.310.521.30.35	Small Tools & Minor Equipment	-	-	1,100	1,100	-		
34		GENERAL FUND	POLICE	001.310.521.30.41	Professional Services	6,353	8,232	8,250	8,500	8,500		National night out
35	TRAINING	GENERAL FUND	POLICE									
36		GENERAL FUND	POLICE	001.310.521.40.43	Travel & Training	74,352	53,779	75,000	75,000	65,000		Range fees, increasing academy fees, travel costs for training in Arlington
37	FACILITIES	GENERAL FUND	POLICE									
38		GENERAL FUND	POLICE	001.310.521.50.31	Office & Operating Supplies	328	412	2,500	2,500	500		
39		GENERAL FUND	POLICE	001.310.521.50.41	Professional Services	24,404	17,707	25,000	28,000	25,000		Building cleaning, alarm monitoring
40		GENERAL FUND	POLICE	001.310.521.50.46	Insurance	6,388	19,342	6,899	19,922	19,922		
41		GENERAL FUND	POLICE	001.310.521.50.47	Utility Services	58,705	46,890	60,000	60,000	60,000		
42		GENERAL FUND	POLICE	001.310.521.50.48	Repairs & Maintenance	-	-	20,000	20,000	-		being managed by facilities
43	PATROL & INVESTIGATIONS	GENERAL FUND	POLICE									
44		GENERAL FUND	POLICE	001.310.521.70.10	Salaries & Wages	2,793,422	1,951,791	3,365,991	3,438,069	3,438,069		
45		GENERAL FUND	POLICE	001.310.521.70.12	Overtime	200,663	136,468	168,309	178,128	128,000		
46		GENERAL FUND	POLICE	001.310.521.70.20	Personnel Benefits	1,086,273	866,815	1,337,306	1,559,007	1,559,007		
47		GENERAL FUND	POLICE	001.310.521.70.21	Uniform Purchases	32,763	19,988	60,000	60,000	40,000		outfit replacement employees with uniforms
48		GENERAL FUND	POLICE	001.310.521.70.31	Office & Operating Supplies	61,373	35,712	50,000	50,000	45,000		Evidence packaging, K9 related costs, investigative costs
49		GENERAL FUND	POLICE	001.310.521.70.35	Small Tools & Minor Equipment	150,078	47,824	75,000	100,000	90,000		Upgrade to current taser platform
50		GENERAL FUND	POLICE	001.310.521.70.40	Interfund Services	304,149	277,151	415,726	232,295	232,295		
51		GENERAL FUND	POLICE	001.310.521.70.41	Professional Services	30,198	11,963	40,500	25,000	20,000		Towing, on-site document shredding
52		GENERAL FUND	POLICE	001.310.521.70.45	Skagit 911 Fees	339,532	297,241	396,321	396,279	396,279		911 user fees
53		GENERAL FUND	POLICE	001.310.521.70.48	Repairs & Maintenance	959	159	7,500	7,500	5,000		Radio repair, radar repair/calibration
54	FACILITIES	GENERAL FUND	POLICE									
55		GENERAL FUND	POLICE	001.310.523.50.41	Professional Services	1,089,491	852,188	1,095,826	1,138,958	1,138,958		Pass thru Pub Safety Jail sales tax
56	CARE & CUSTODY OF PRISON	GENERAL FUND	POLICE									
57		GENERAL FUND	POLICE	001.310.523.60.41	Professional Services	73,885	30,870	48,000	48,000	48,000		Jail medical, fugitive extradition

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
58	ANIMAL CONTROL	GENERAL FUND	POLICE									
59		GENERAL FUND	POLICE	001.310.554.30.10	Salaries & Wages	77,331	56,977	81,982	82,502	82,502		
60		GENERAL FUND	POLICE	001.310.554.30.12	Overtime	-	-	-	-	-		
61		GENERAL FUND	POLICE	001.310.554.30.20	Personnel Benefits	44,981	32,010	45,275	46,763	46,763		
62		GENERAL FUND	POLICE	001.310.554.30.31	Office & Operating Supplies	1,358	1,315	1,500	1,500	1,500		Dog tags
63		GENERAL FUND	POLICE	001.310.554.30.40	Interfund Services	6,614	4,318	6,477	3,044	3,044		
64		GENERAL FUND	POLICE	001.310.554.30.41	Professional Services	4,145	1,608	12,500	12,500	5,000		Animal impound and care fees
65	LAW ENFORCEMENT	GENERAL FUND	POLICE									
66		GENERAL FUND	POLICE	001.310.594.21.64	Machinery & Equipment	166,049	-	-	285,000	285,000		3 Police Vehicles (Fund Balance)
67		GENERAL FUND	POLICE									
68	TOTAL		POLICE			8,668,291	6,354,446	9,594,108	10,278,712	10,088,085		
69		GENERAL FUND	FIRE			-	-	-				
70	PENSION & OTHER BENEFIT P	GENERAL FUND	FIRE									
71		GENERAL FUND	FIRE	001.320.517.20.20	Personnel Benefits	49,183	39,610	37,430	41,128	41,128		
72	ADMINISTRATION	GENERAL FUND	FIRE									
73		GENERAL FUND	FIRE	001.320.522.10.10	Salaries & Wages	160,191	121,568	171,691	143,392	143,392		Administrative Suppression
74		GENERAL FUND	FIRE	001.320.522.10.12	Overtime	-	-	-	-	-		
75		GENERAL FUND	FIRE	001.320.522.10.20	Personnel Benefits	52,452	37,902	53,633	45,602	45,602		
76		GENERAL FUND	FIRE	001.320.522.10.35	Small Tools (Portable Radios)	-	53,604	50,000	60,000	30,000		Portable Radios, Misc Electronics
77		GENERAL FUND	FIRE	001.320.522.10.31	Office & Operating Supplies	124,226	20,540	50,000	45,000	35,000		Office Supplies, Coffee, Printing
78		GENERAL FUND	FIRE	001.320.522.10.40	Interfund Services	44,730	29,238	42,781	32,074	32,074		Computers, Copier, IT Charges for Data Connections
79		GENERAL FUND	FIRE	001.320.522.10.41	Professional Services	77,102	60,056	80,000	80,000	80,000		DNR, Software, alarm monitoring, online subscriptions/software, cleaning, pest control, testing and maintenance services.
80		GENERAL FUND	FIRE	001.320.522.10.42	Communication	26,820	24,833	30,000	35,000	35,000		Cell Phones, Spillman, Radio Infrastructure, Net Motion
81		GENERAL FUND	FIRE	001.320.522.10.44	Taxes & Operating Assessments	1,625	965	1,000	303	303		
82		GENERAL FUND	FIRE	001.320.522.10.46	Insurance liability	9,754	8,060	8,060	13,342	13,342		
83	ADMINISTRATION AMBULANCE	GENERAL FUND	FIRE									
84		GENERAL FUND	FIRE	001.320.522.11.10	Salaries & Wages	240,140	182,819	258,308	235,123	235,123		EMS administration
85		GENERAL FUND	FIRE	001.320.522.11.12	Overtime	-	-	-	-	-		
86		GENERAL FUND	FIRE	001.320.522.11.20	Personnel Benefits	70,111	54,112	76,478	70,485	70,485		
87		GENERAL FUND	FIRE	001.320.522.11.35	Small Tools (Health & Fitness Program	-	15,879	15,000	15,000	5,000		Fitness Equipment
88		GENERAL FUND	FIRE	001.320.522.11.41	Professional Services (Health & Fitness	-	-	7,500	7,500	7,500		CA screening, online subscriptions, equipment maintenance. Peer Support
89	FIRE SUPPRESSION & EMERGENCY	GENERAL FUND	FIRE									
90		GENERAL FUND	FIRE	001.320.522.20.10	Salaries & Wages	608,206	353,230	541,031	549,045	549,045		Fire Suppression
91		GENERAL FUND	FIRE	001.320.522.20.12	Overtime	94,020	50,469	62,500	73,282	63,282		Operational OT (20%)
92		GENERAL FUND	FIRE	001.320.522.20.14	Salaries & Wages - Volunteers	1,584	504	15,000	1,718	1,718		Volunteer suppression
93		GENERAL FUND	FIRE	001.320.522.20.20	Personnel Benefits	225,332	147,476	206,248	244,617	244,617		
94		GENERAL FUND	FIRE	001.320.522.20.31	Office and Operating Supplies (Uniform	-	79,926	90,000	115,000	115,000		PPE and Uniforms, including replacement gear
95		GENERAL FUND	FIRE	001.320.522.20.35	Small Tools & Minor Equipment	89,002	32,717	42,000	50,000	35,000		Suppression tools and equipment
96	FIRE PREVENTION & INVESTIGATION	GENERAL FUND	FIRE									
97		GENERAL FUND	FIRE	001.320.522.30.10	Salaries & Wages	88,017	63,079	95,590	108,382	108,382		
98		GENERAL FUND	FIRE	001.320.522.30.12	Overtime	11,753	7,765	-	-	-		
99		GENERAL FUND	FIRE	001.320.522.30.14	Salaries & Wages - Volunteers	1,584	504	503	1,718	1,718		
100		GENERAL FUND	FIRE	001.320.522.30.20	Personnel Benefits	31,127	24,952	34,675	41,997	41,997		
101		GENERAL FUND	FIRE	001.320.522.30.31	Public Education Supplies	-	980	5,000	5,000	2,000		pub ed supplies
102	TRAINING OBTAINED BY EMPLOYEES	GENERAL FUND	FIRE									
103		GENERAL FUND	FIRE	001.320.522.45.10	Salaries & Wages	133,080	45,660	64,569	1,668	1,668		
104		GENERAL FUND	FIRE	001.320.522.45.12	Overtime	11,753	154,090	187,500	150,000	110,000		Fire/Rescue/EMS Training OT
105		GENERAL FUND	FIRE	001.320.522.45.14	Salaries & Wages - Volunteers	11,091	3,526	-	12,027	12,027		
106		GENERAL FUND	FIRE	001.320.522.45.20	Personnel Benefits	48,087	14,376	21,996	1,405	1,405		
107		GENERAL FUND	FIRE	001.320.522.45.31	Training OOS	-	-	-	5,000	5,000		Training Supplies
108		GENERAL FUND	FIRE	001.320.522.45.35	Training Equipment	-	-	-	2,500	2,500		Training Equipment
109		GENERAL FUND	FIRE	001.320.522.45.41	Training Pro Service	-	-	-	7,500	4,000		Instructor Costs, etc.
110		GENERAL FUND	FIRE	001.320.522.45.43	Travel & Training	76,259	36,140	87,000	75,000	37,500		Academy, travel/tuition
111	STATION 1	GENERAL FUND	FIRE									
112		GENERAL FUND	FIRE	001.320.522.50.31	Office & Operating Supplies	7,188	5,559	12,000	15,000	10,000		Now buying all supplies. Storage solutions, Linens, furniture
113	STATION 2	GENERAL FUND	FIRE	001.320.522.50.45	Operating Rentals & Leases	3,748	1,088	5,000	2,400	2,400		Antique Engine Storage

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
114		GENERAL FUND	FIRE	001.320.522.50.46	Insurance building	5,961	4,110	6,146	4,234	4,234		
115	STATION 3	GENERAL FUND	FIRE	001.320.522.50.47	Utility Services	40,464	33,388	41,000	48,000	48,000		
116		GENERAL FUND	FIRE	001.320.522.50.48	Repairs & Maintenance	-	-	5,000	5,000	2,000		Minor in-house repairs and maintenance
117	TRAINING FACILITY	GENERAL FUND	FIRE									
118		GENERAL FUND	FIRE	001.320.522.54.31	Office & Operating Supplies	2,321	1,434	7,500	7,500	5,000		Training Facility. Live Fire Training Facility Supplies
119	VEHICLES & EQUIPMENT MAINTENANCE	GENERAL FUND	FIRE									
120		GENERAL FUND	FIRE	001.320.522.60.40	Interfund Services	325,618	335,155	502,732	252,022	252,022		Apparatus Maintenance/ERR
121	AMBULANCE SERVICES	GENERAL FUND	FIRE			-	-	-				
122		GENERAL FUND	FIRE	001.320.522.70.10	Salaries & Wages	3,074,967	2,289,742	3,581,307	3,942,089	3,942,089		
123		GENERAL FUND	FIRE	001.320.522.70.12	Overtime	470,101	329,993	250,000	294,305	244,305		Operational OT (80%)
124		GENERAL FUND	FIRE	001.320.522.70.14	Salaries & Wages - Volunteers	25,352	8,059	60,000	27,489	27,489		
125		GENERAL FUND	FIRE	001.320.522.70.20	Personnel Benefits	1,135,510	956,616	1,354,578	1,642,963	1,642,963		
126		GENERAL FUND	FIRE	001.320.522.70.31	Office & Operating Supplies	143,788	86,750	155,000	155,000	155,000		EMS expendable supplies, CPR Instruction supplies
127		GENERAL FUND	FIRE	001.320.522.70.35	Small Tools & Minor Equipment	75,568	5,010	66,000	75,000	65,000		Gurneys, Stair Chairs, Zoll Monitors, AEDs, ventilators, VL, Airway Kits, RTF armor, etc.
128		GENERAL FUND	FIRE	001.320.522.70.40	Interfund Services	232,162	159,725	238,706	151,746	151,746		
129		GENERAL FUND	FIRE	001.320.522.70.41	Professional Services	64,393	60,932	90,000	100,000	100,000		EMS service and maintenance contracts, online programs, alerting systems
130		GENERAL FUND	FIRE	001.320.522.70.42	Communication	45,993	38,846	45,000	60,000	60,000		Cell Phones, Spillman, Radio Infrastructure, Net Motion
131		GENERAL FUND	FIRE	001.320.522.70.43	Travel & Training	8,789	126	-				
132		GENERAL FUND	FIRE	001.320.522.70.46	Insurance liability	-	7,575	-	7,802	7,802		
133		GENERAL FUND	FIRE	001.320.522.70.48	Repairs & Maintenance	-	-	-				
134		GENERAL FUND	FIRE	001.320.522.70.49	Write offs	1,093,963	463,226	1,185,799	1,242,886	1,242,886		Write-offs based on historical ave 52% of billings
135		GENERAL FUND	FIRE	001.320.522.71.31	Office and Operating Supplies (Medical)	-	13,713	20,000	25,000	25,000		EMS Medications
136		GENERAL FUND	FIRE	001.320.522.71.35	Small Tools (Technical Rescue)	-	17,985	30,000	30,000	20,000		Technical Rescue equipment (high angle, confined space, water)
137		GENERAL FUND	FIRE	001.320.522.71.49	Write offs GEMT	139,420	8,482	223,998	135,830	135,830		Write-offs based on historical ave 32% of billings
138	DISASTER PREPAREDNESS	GENERAL FUND	FIRE									
139		GENERAL FUND	FIRE	001.320.525.60.31	Office & Operating Supplies	610	22	2,000	2,000	2,000		.60 Disaster Mgmt. Materials for CERT classes, CERT Trailer Supplies, EOC Supplies
140		GENERAL FUND	FIRE	001.320.525.60.35	Small Tools & Minor Equipment	-	425	1,000	2,000	2,000		EOC Equipment
141		GENERAL FUND	FIRE	001.320.525.60.40	Interfund Services	29,083	18,163	27,244	13,069	13,069		EOC IT
142		GENERAL FUND	FIRE	001.320.525.60.41	Professional Services	87,318	65,977	100,000	110,000	99,000		DEM, Disaster Planning.
143		GENERAL FUND	FIRE	001.320.525.60.43	Travel & Training	-	-	2,000	2,000	1,000		Emergency Operations Training, Emergency Management Conferences
144		GENERAL FUND	FIRE	001.320.592.23.80	DEBT SERVICE: INTEREST & RELATED	556						
145	FIRE CONTROL	GENERAL FUND	FIRE			-	-	-				
146		GENERAL FUND	FIRE	001.320.594.22.62	Buildings & Structures (Acquisition, Construction)	1,360	29,570	350,000		-		
147	EMERGENCY SERVICES	GENERAL FUND	FIRE	001.320.594.70.64	Machinery & Equipment	-	114,097	-	800,000	800,000		Impact Fees \$165k Grants \$525k Contributions \$100k Fund Bal \$10k
148		GENERAL FUND	FIRE				-	-		-	700,000	Fire and EMS Boat (Impact Fees \$75k Grants \$525k Contributions \$100k)
149		GENERAL FUND	FIRE					-		-	100,000	Station 3 Generator (Impact Fees \$90k Fund Bal \$10k)
150		GENERAL FUND	FIRE	001.320.594.25.64	Machinery & Equipment	1,678,089	77,602	430,000		-		
151	PENSION & OTHER BENEFIT PAYMENTS	FIREMEN'S PENSION	FIRE									
152		FIREMEN'S PENSION	FIRE	611.320.517.20.20	Personnel Benefits	35,840	28,863	27,000	39,237	39,237		
153	ADMINISTRATION	FIREMEN'S PENSION	FIRE									
154		FIREMEN'S PENSION	FIRE	611.320.522.10.41	Professional Services	-	16,925	3,600	5,000	5,000		G67 and G68 tables update, full actuarial study not needed
155	PARAMEDIC DONATION FUND	PARAMEDIC DONATION FUND	FIRE	621.000.597.00.00	Transfers out	-	-	-				
156	PARAMEDIC DONATION FUND	PARAMEDIC DONATION FUND	FIRE	621.320.594.22.64	Machinery & Equipment	-	-	-		-		
157	TOTAL		FIRE			11,015,389	6,843,736	11,158,104	11,467,377	11,215,877		
158		PARKS&RECREATION	PARKS & RECREATION									
159	PARKS & RECREATION	PARKS&RECREATION	PARKS & RECREATION									
160		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.10	Salaries & Wages	157,575	124,712	173,676	176,759	176,759		
161		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.11	Student Rec Wages	25,106	16,551	36,000	36,400	36,400		
162		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.12	Overtime	-	-	4,013	4,395	4,395		staff overtime for events
163		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.20	Personnel Benefits	74,333	58,868	83,047	83,611	83,611		
164		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.31	Office & Operating Supplies	73,016	43,205	95,000	92,250	92,250		recreation program supplies for leagues, events and classes
165		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.40	Interfund Services	-	-	-	-	-		

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
166		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.41	Professional Services	88,021	74,745	80,000	80,000	80,000		\$28,000 ILA with Schools, Credit card fee, instructor fees
167		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.42	Communication	1,732	1,549	6,000	3,000	3,000		cell phones
168		PARKS&RECREATION	PARKS & RECREATION	101.410.571.00.43	Travel & Training	352	172	1,500	1,000	1,000		staff training and certification
169		PARKS&RECREATION	PARKS & RECREATION									
170		PARKS&RECREATION	PARKS & RECREATION	101.410.573.10.31	Office & Operating Supplies	40	104	2,000	2,000	2,000		Supports public art projects with the Anacortes Arts Commission
171	THE DEPOT	PARKS&RECREATION	PARKS & RECREATION									
172		PARKS&RECREATION	PARKS & RECREATION	101.410.575.50.20	Personnel Benefits	-	-	-	-	-		
173		PARKS&RECREATION	PARKS & RECREATION	101.410.575.50.31	Office & Operating Supplies	20,101	20,439	19,000	20,000	20,000		Cost of janitorial and operating supplies at the Depot
174		PARKS&RECREATION	PARKS & RECREATION	101.410.575.50.44	Taxes & Operating Assessments	-	-	-		-		
175		PARKS&RECREATION	PARKS & RECREATION	101.410.575.50.47	Utility Services	34,874	26,240	26,000	26,000	26,000		Depot utility costs for rentals and leases
176		PARKS&RECREATION	PARKS & RECREATION	101.410.575.50.48	Repairs & Maintenance	104	-	2,200	500	500		Building and repair costs
177	SENIOR CENTER	PARKS&RECREATION	PARKS & RECREATION									
178		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.10	Salaries & Wages	139,324	113,103	190,668	212,388	212,388		
179		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.12	Overtime	-	-	-	-	-		
180		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.20	Personnel Benefits	62,548	50,160	72,996	82,030	82,030		
181		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.31	Office & Operating Supplies	14,690	13,388	12,000	7,000	2,500		Continuing to replace old chairs and tables at the Senior Activity Center
182		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.35	Small Tools & Minor Equipment	-	-	-				
183		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.40	Interfund Services	57,717	60,816	57,774	37,029	37,029		
184		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.41	Professional Services	77,128	37,395	42,000	42,000	42,000		alarm system, aging mastery class and other services
185		PARKS&RECREATION	PARKS & RECREATION									
186		PARKS&RECREATION	PARKS & RECREATION									
187		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.42	Communication	156	370	500	500	500		
188		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.43	Travel & Training	-	398	1,000	500	500		staff continuing education
189		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.46	Insurance	-	-	-	-	-		
190		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.47	Utility Services	19,835	14,361	32,000	28,000	25,000		Utility Costs
191		PARKS&RECREATION	PARKS & RECREATION	101.410.575.52.48	Repairs & Maintenance	-	-	-				
192	GENERAL PARKS	PARKS&RECREATION	PARKS & RECREATION									
193		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.10	Salaries & Wages	659,722	474,713	692,673	438,049	438,049		
194		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.12	Overtime	2,131	2,715	3,006	3,210	3,210		
195		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.20	Personnel Benefits	280,872	198,808	314,097	168,817	168,817		
196		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.31	Office & Operating Supplies	132,427	101,389	110,000	104,500	75,000		general parks supplies for repairs, maintenance, lawn care, irrigation & sanitation
197		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.35	Small Tools & Minor Equipment	351	11,754	-	1,400	1,400		weed eater, small mower and tool replacement
198		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.40	Interfund Services	249,169	183,442	275,162	197,774	197,774		
199		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.41	Professional Services	46,084	46,775	55,000	52,000	35,000		Fireworks and other professional services
200		PARKS&RECREATION	PARKS & RECREATION									
201		PARKS&RECREATION	PARKS & RECREATION									
202		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.42	Communication	12,395	5,819	10,000	8,000	8,000		cell phones
203		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.43	Travel & Training	1,319	-	700	500	500		maintaining staff certifications on pesticides, playground safety, flagging
204		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.44	Taxes & Operating Assessments	1,639	727	1,000	1,429	1,429		
205		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.45	Operating Rentals & Leases	-	-	-				
206		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.46	Insurance	49,775	42,184	45,156	41,575	41,575		
207		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.47	Utility Services	126,056	101,620	100,000	100,000	115,000		general parks utilities - water, sewer, electric, sanitation
208		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.48	Repairs & Maintenance	-	-	-				
209		PARKS&RECREATION	PARKS & RECREATION	101.410.576.80.49	Miscellaneous	-	-	-				
210	COMMUNITY FORESTLANDS/	PARKS&RECREATION	PARKS & RECREATION									
211		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.10	Salaries & Wages	129,403	69,203	82,151	89,064	89,064		
212		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.12	Overtime	1,325	177	-	-	-		
213		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.20	Personnel Benefits	63,698	28,613	42,853	37,091	37,091		
214		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.31	Office & Operating Supplies	2,670	2,618	2,000	2,000	2,000		items for repair, gravel, sign repair
215		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.35	Small Tools & Minor Equipment	-	268	-	250	250		ACFL small tools
216		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.40	Interfund Services	10,055	6,805	10,207	5,224	5,224		
217		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.41	Professional Services	-	-	-				
218		PARKS&RECREATION	PARKS & RECREATION	101.410.576.90.42	Communication	2,106	2,048	3,000	2,900	2,900		ACFL maps for resale
219	PARKS & RECREATION	WA PARK	PARKS & RECREATION									
220	CAMPGROUNDS	WA PARK	PARKS & RECREATION									

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
221		WA PARK	PARKS & RECREATION	107.410.576.30.10	Salaries & Wages	167,624	128,988	113,257	304,702	304,702		updating resource allocation
222		WA PARK	PARKS & RECREATION	107.410.576.30.12	Overtime	479	100	-	-	-		
223		WA PARK	PARKS & RECREATION	107.410.576.30.20	Personnel Benefits	50,967	39,218	43,899	99,811	99,811		updating resource allocation
224		WA PARK	PARKS & RECREATION	107.410.576.30.31	Office & Operating Supplies	41,545	18,860	40,000	40,000	25,000		This is for pay machine maintenance, campground supplies and day use area supplies
225		WA PARK	PARKS & RECREATION	107.410.576.30.34	Supplies Purchased for Inventory or Re	10,053	6,237	10,000	9,000	9,000		Firewood for resale
226		WA PARK	PARKS & RECREATION	107.410.576.30.40	Interfund Services	14,897	14,195	21,292	16,528	16,528		
227		WA PARK	PARKS & RECREATION	107.410.576.30.41	Professional Services	18,419	17,746	20,000	19,000	19,000		Credit card fees, pest control, repairs
228		WA PARK	PARKS & RECREATION	107.410.576.30.43	Travel & Training	-	-	-				
229		WA PARK	PARKS & RECREATION	107.410.576.30.44	Taxes & Operating Assessments	3,798	(3,219)	2,000	2,418	2,418		
230		WA PARK	PARKS & RECREATION	107.410.576.30.46	Insurance	2,841	8,053	3,068	8,295	8,295		
231		WA PARK	PARKS & RECREATION	107.410.576.30.47	Utility Services	42,488	29,631	42,000	40,000	40,000		City utilities and propane supplies for restrooms
232		WA PARK	PARKS & RECREATION	107.410.576.30.49	Miscellaneous	-	-	-				
233	PARK FACILITIES	PARKS CAPITAL IMPROV	PARKS & RECREATION									
234		PARKS CAPITAL IMPROV	PARKS & RECREATION	108.410.594.76.60	Capital Outlays	848,818	330,369	1,895,000	1,625,000	1,625,000		REET \$50k Impact Fees \$75k Grants \$450k Contributions \$180k Fund Balance \$870k
235		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	400,000	Heart Lake Shoreline Restoration (Grants \$200k Contributions \$50k Transfer from 114 \$150k
236		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	75,000	West Side Park Construction (Impact Fees)
237		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	700,000	Skate Park Restroom & Parking. (Fund Bal)
238		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	20,000	Qeletechihch Park Improv. (Fund Bal)
239		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	300,000	Depot Plaza Expansion (REET \$50k Grants \$250k)
240		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	60,000	ASAC program space upgrade (Contributions)
241		PARKS CAPITAL IMPROV	PARKS & RECREATION							-	70,000	Pickleball Infrastruct. (Contributions)
242	COMMUNITY FORESTLANDS/ACFL	ACFL	PARKS & RECREATION			-	-	-				
243		ACFL	PARKS & RECREATION	113.410.576.90.10	Salaries & Wages	17,868	50,013	61,937	175,538	175,538		
244		ACFL	PARKS & RECREATION	113.410.576.90.12	Overtime	-	1,151	-	-	-		
245		ACFL	PARKS & RECREATION	113.410.576.90.20	Personnel Benefits	7,778	27,602	37,702	80,706	80,706		
246		ACFL	PARKS & RECREATION	113.410.576.90.40	Interfund Services	-	-	-	-	-		
247		ACFL	PARKS & RECREATION	113.410.576.90.41	Professional Services	17,718	5,370	18,000	18,000	18,000		fees for conservation easements & other related services
248		ACFL	PARKS & RECREATION									
249		ACFL	PARKS & RECREATION									
250		ACFL	PARKS & RECREATION	113.410.576.90.42	Communication	-	-	-				
251		ACFL	PARKS & RECREATION	113.410.576.90.44	Taxes & Operating Assessments	774	864	1,200	1,161	1,161		
252	PARK FACILITIES	ACFL	PARKS & RECREATION									
253		ACFL	PARKS & RECREATION	113.410.594.76.61	Land & Land Improvements	-	-	-				
254		ACFL	PARKS & RECREATION									
255	FOREST LAND ENDOWMENT F	FOREST LAND ENDOW	PARKS & RECREATION	114.410.597.00.00	Transfers out	-	-	-	150,000	150,000		
256	TOTAL		PARKS & RECREATION			3,863,918	2,611,433	4,993,736	4,779,305	4,725,305		
257		CEMETERY	CEMETERY									
258	CEMETERY	CEMETERY	CEMETERY									
259		CEMETERY	CEMETERY	102.430.536.00.10	Salaries & Wages	156,942	111,066	170,280	216,794	216,794		
260		CEMETERY	CEMETERY	102.430.536.00.12	Overtime	567	503	-	-	-		
261		CEMETERY	CEMETERY	102.430.536.00.20	Personnel Benefits	69,175	48,549	77,514	87,413	87,413		
262		CEMETERY	CEMETERY	102.430.536.00.31	Office & Operating Supplies	5,905	3,337	5,000	4,500	4,500		cemetery general operating supplies
263		CEMETERY	CEMETERY	102.430.536.00.34	Supplies Purchased for Inventory or Re	3,391	1,967	4,000	4,000	4,000		concrete liners for burials
264		CEMETERY	CEMETERY	102.430.536.00.35	Small Tools & Minor Equipment	2,552	596	3,000	2,800	2,800		small equipment- trimmers & mowers
265		CEMETERY	CEMETERY	102.430.536.00.40	Interfund Services	10,479	4,562	6,843	3,374	3,374		
266		CEMETERY	CEMETERY	102.430.536.00.41	Professional Services	10,880	1,399	200	200	200		uniform cleaning for cemetery use
267		CEMETERY	CEMETERY	102.430.536.00.42	Communication	-	-	-				
268		CEMETERY	CEMETERY	102.430.536.00.43	Travel & Training	-	-	-				
269		CEMETERY	CEMETERY	102.430.536.00.44	Taxes & Operating Assessments	863	701	500	710	710		
270		CEMETERY	CEMETERY	102.430.536.00.45	Operating Rentals & Leases	3,225	2,747	2,000	2,000	2,000		portable restroom fees
271		CEMETERY	CEMETERY	102.430.536.00.46	Insurance	529	8,417	571	8,670	8,670		
272		CEMETERY	CEMETERY	102.430.536.00.47	Utility Services	24,828	48,941	27,000	27,000	27,000		irrigation fees, natural gas fees for heating the cemetery office and workshop
273	CEMETERY	CEMETERY	CEMETERY									
274		CEMETERY	CEMETERY	102.430.594.36.62	Buildings & Structures (Acquisition, Co	-	-	-		-		

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
275		CEMETERY	CEMETERY	102.430.594.36.63	Other Improvements	-	-	-	20,000	20,000	20,000	Columbarium completion Fund balance
276		CEMETERY	CEMETERY									
277	TOTAL		CEMETERY			289,336	232,784	296,907	377,462	377,462		
278		GENERAL FUND	MUSEUM			-	-	-				
279	MUSEUMS & ART GALLERIES	GENERAL FUND	MUSEUM									
280		GENERAL FUND	MUSEUM	001.450.575.30.10	Salaries & Wages	364,203	245,952	389,599	235,038	235,038		
281		GENERAL FUND	MUSEUM	001.450.575.30.20	Personnel Benefits	127,627	78,885	144,583	124,691	124,691		
282		GENERAL FUND	MUSEUM	001.450.575.30.40	Interfund Services	35,244	23,226	34,839	25,049	25,049		
283		GENERAL FUND	MUSEUM	001.450.575.30.43	Travel & Training	1,289	1,241	1,700	1,900	950		Museum association memberships and subscriptions; staff training and travel.
284		GENERAL FUND	MUSEUM	001.450.575.30.44	Taxes & Operating Assessments	167	106	150	182	182		
285	MUSEUM SERVICES	GENERAL FUND	MUSEUM									
286		GENERAL FUND	MUSEUM	001.450.575.32.31	Office & Operating Supplies	5,407	7,711	9,000	10,500	9,000		Collections storage, curatorial supplies, exhibit supplies, research library and office supplies.
287		GENERAL FUND	MUSEUM									
288		GENERAL FUND	MUSEUM	001.450.575.32.41	Professional Services	5,257	5,316	8,000	6,500	6,500		Curatorial services, mural conservation, digital conversions, advertising, presentations.
289		GENERAL FUND	MUSEUM	001.450.575.32.42	Communication	1,057	1,804	1,375	2,000	2,000		mobile phones, postage
290	FACILITIES	GENERAL FUND	MUSEUM			-	-	-				
291		GENERAL FUND	MUSEUM	001.450.575.35.31	Office & Operating Supplies	1,381	483	5,810	6,500	1,500		Maintenance supplies for Carnegie building, Maritime Heritage Center, W.T. Preston, and mural shed.
292		GENERAL FUND	MUSEUM	001.450.575.35.45	Operating Rentals & Leases	-	-	-				
293		GENERAL FUND	MUSEUM	001.450.575.35.46	Insurance	6,030	5,155	2,055	1,162	1,162		
294		GENERAL FUND	MUSEUM	001.450.575.35.47	Utility Services	16,907	14,257	17,000	18,000	18,000		Utilities for Carnegie building, Maritime Heritage Center, W.T. Preston.
295		GENERAL FUND	MUSEUM	001.450.575.35.48	Repairs & Maintenance	8,360	5,854	16,000	15,000	10,000		W.T. Preston repair work and painting; cleaning, lift services, pest control.
296	CULTURAL AND RECREATION	GENERAL FUND	MUSEUM									
297		GENERAL FUND	MUSEUM	001.450.594.73.62	Buildings & Structures	-	10,160	290,000	200,000	200,000		Museum Storage Workshop (\$50k Museum cash, \$150k Foundation)
298		GENERAL FUND	MUSEUM									
299	TOTAL		MUSEUM			572,929	400,150	920,112	646,523	634,073		
300		GENERAL FUND	HR									
301	OTHER EMPLOYEE BENEFIT P	GENERAL FUND	HR									
302		GENERAL FUND	HR	001.230.517.90.20	Personnel Benefits	-	-	-	-	-		
303		GENERAL FUND	HR	001.230.517.90.31	Office & Operating Supplies	8,402	5,554	8,500	8,650	8,650		City Hall Breakroom Supplies; Employee Recognition Lunch
304		GENERAL FUND	HR	001.230.517.90.41	Professional Services	11,892	51,976	58,500	58,500	58,500		AWC Workers Comp Retro/Drug&Alcohol Program = \$51,500; HSA and Flexible spending account participant fees; New Hire Harassment Training
305		GENERAL FUND	HR	001.230.517.90.43	Travel & Training	-	-	-				
306	PERSONNEL SERVICES	GENERAL FUND	HR									
307		GENERAL FUND	HR	001.230.518.10.10	Salaries & Wages	151,514	129,254	179,254	236,675	236,675		
308		GENERAL FUND	HR	001.230.518.10.12	Overtime	397	-	-	-	-		
309		GENERAL FUND	HR	001.230.518.10.20	Personnel Benefits	72,964	41,222	63,086	68,469	68,469		
310		GENERAL FUND	HR	001.230.518.10.31	Office & Operating Supplies	2,870	433	1,500	1,500	1,000		Copies, shredding services; HR Office supplies
311		GENERAL FUND	HR	001.230.518.10.40	Interfund Services	19,537	5,681	8,522	7,624	7,624		
312		GENERAL FUND	HR	001.230.518.10.41	Professional Services	64,504	22,332	51,115	50,000	45,000		2026 AWC City Membership Annual Fee = \$15,700; NeoGov Recruitment Platform = \$12,000; Safety Data Sheet Tracking Online Database Velocity EHS = \$4,500; Background Investigations includes volunteers and Pre-Employment Screening = Variable \$7000 - \$10,000
313		GENERAL FUND	HR	001.230.518.10.42	Communication	506	841	1,000	1,300	1,300		2x\$40/mo. cell phone; postage
314		GENERAL FUND	HR	001.230.518.10.43	Travel & Training	4,071	3,072	20,000	5,000	2,500		2@1500; AWC Labor Relations, WAPELRA, AWC Retro, SIHRMA, First Aid/CPR, City Action Days, Wellness Forum, SHRM & HRCI membership/certification; Career Fairs
315		GENERAL FUND	HR	001.230.518.10.45	Operating Rentals & Leases	-	-	-				
316	POLICE LABOR RELATIONS	GENERAL FUND	HR									

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
317		GENERAL FUND	HR	001.230.518.11.10	Salaries & Wages	9,983	10,059	13,981	-	-		
318		GENERAL FUND	HR	001.230.518.11.20	Personnel Benefits	3,590	3,072	5,018	-	-		
319		GENERAL FUND	HR	001.230.518.11.41	Professional Services	30,560	47,984	36,000	40,000	40,000		Labor Relations Attorney; plus arbitration in 2026.
320	FIRE LABOR RELATIONS	GENERAL FUND	HR									
321		GENERAL FUND	HR	001.230.518.12.10	Salaries & Wages	9,983	10,059	13,981	-	-		
322		GENERAL FUND	HR	001.230.518.12.20	Personnel Benefits	3,590	3,072	5,018	-	-		
323		GENERAL FUND	HR	001.230.518.12.41	Professional Services	442	5,102	28,000	28,000	28,000		Labor Relations Attorney (\$420/hr.)
324	OTHER LABOR RELATIONS	GENERAL FUND	HR									
325		GENERAL FUND	HR	001.230.518.13.10	Salaries & Wages	4,991	5,030	6,991	-	-		
326		GENERAL FUND	HR	001.230.518.13.20	Personnel Benefits	1,795	1,536	2,509	-	-		
327		GENERAL FUND	HR	001.230.518.13.41	Professional Services	-	1,189	10,000	10,000	10,000		Labor Relations Attorney (\$420/hr.)
328	RISK MANAGEMENT SERVICES	GENERAL FUND	HR									
329		GENERAL FUND	HR	001.230.518.60.46	Insurance	307	29,577	29,577	60,137	60,137		WA Cities Insurance Authority
330	POLICE CIVIL SERVICE	GENERAL FUND	HR									
331		GENERAL FUND	HR	001.230.521.10.10	Salaries & Wages	499	503	699	-	-		
332		GENERAL FUND	HR	001.230.521.10.20	Personnel Benefits	180	153	251	-	-		
333		GENERAL FUND	HR	001.230.521.10.41	Professional Services	12,284	5,081	6,548	20,000	15,000		Public Safety Testing; Civil Service Promotional Testing required every other year.
334		GENERAL FUND	HR	001.230.521.10.43	Travel & Training	-	138	800	300	300		Currently virtual conference & training for all civil service commissioners
335	FIRE CIVIL SERVICE	GENERAL FUND	HR			-	-	-				
336		GENERAL FUND	HR	001.230.522.10.10	Salaries & Wages	499	503	699	-	-		
337		GENERAL FUND	HR	001.230.522.10.20	Personnel Benefits	179	154	251	-	-		
338		GENERAL FUND	HR	001.230.522.10.41	Professional Services	18,032	1,123	6,548	25,000	20,000		National Testing Network; Civil Service Promotional Testing required every other year.
339		GENERAL FUND	HR	001.230.522.10.43	Travel & Training	-	138	800	300	300		Currently virtual conference & training for all civil service commissioners
340		GENERAL FUND	HR	001.230.592.10.80	DEBT SERVICE: INTEREST & RELATED	388	-	-	-	-		
341		GENERAL FUND	HR									
342	TOTAL		HR			433,956	384,838	559,149	621,455	603,455		
343	ADMINISTRATION	LIBRARY	LIBRARY									
344		LIBRARY	LIBRARY	103.440.572.10.10	Salaries & Wages	132,690	101,558	143,391	146,272	146,272		
345		LIBRARY	LIBRARY	103.440.572.10.20	Personnel Benefits	55,373	40,852	59,008	57,334	57,334		
346	LIBRARY SERVICES	LIBRARY	LIBRARY									
347		LIBRARY	LIBRARY	103.440.572.20.10	Salaries & Wages	840,922	632,029	932,267	742,409	742,409		
348		LIBRARY	LIBRARY	103.440.572.20.12	Overtime	-	-	-	-	-		
349		LIBRARY	LIBRARY	103.440.572.20.20	Personnel Benefits	379,585	272,737	431,303	297,368	297,368		
350		LIBRARY	LIBRARY	103.440.572.20.31	Office & Operating Supplies	20,265	13,538	21,000	21,000	21,000		
351		LIBRARY	LIBRARY	103.440.572.20.34	Supplies Purchased for Inventory or Re	85,616	58,104	86,781	88,798	86,781		Adult books - \$30,000 , Children's Books - \$17,000 , YA Books \$5,000 , Ebooks (Libby) - \$21,358.05 , Periodicals - \$4,000 , Non-Print - \$6,440 , Databases - \$5,000
352		LIBRARY	LIBRARY	103.440.572.20.41	Professional Services	21,846	13,788	30,150	30,550	30,550		Biblionix Apollo(Library Catalog) - \$10,500 , Envisionware Maintenance Contract - \$4,000 , Envisionware Mobile Printing - \$1650 , Envisionware CloudNine - \$3,040, Skedda Mtg. Room software - \$500 , Adobe Cloud Subscriptions (2) - \$800 , OCLC (ILL Software) - \$5,400 , WSP Volunteer Background - \$200 , Ziplly Emergency Phone Elevator - \$960 , Copier Machines - \$3,000 , Reboot Restore - \$500
353		LIBRARY	LIBRARY	103.440.572.20.42	Communication	9,416	6,368	9,000	9,000	9,000		Phones, Fax
354		LIBRARY	LIBRARY	103.440.572.20.43	Travel & Training	3,439	880	3,000	4,000	2,000		Staff Training (WLA Conference)
355		LIBRARY	LIBRARY	103.440.572.20.44	Taxes & Operating Assessments	10	(67)	-	4	4		
356		LIBRARY	LIBRARY	103.440.572.20.45	Operating Rentals & Leases	-	-	-				
357	TRAINING	LIBRARY	LIBRARY									
358		LIBRARY	LIBRARY	103.440.572.40.43	Travel & Training	295	-	-				
359	FACILITIES	LIBRARY	LIBRARY									
360		LIBRARY	LIBRARY	103.440.572.50.40	Interfund Services	115,353	72,905	109,357	91,484	91,484		
361		LIBRARY	LIBRARY	103.440.572.50.41	Professional Services	21,485	-	20,000	20,000	20,000		Janitorial

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
362		LIBRARY	LIBRARY	103.440.572.50.46	Insurance	2,181	197	1,013	203	203		
363		LIBRARY	LIBRARY	103.440.572.50.47	Utility Services	77,022	59,260	69,900	77,900	79,000		CNG,PSE, City Utilities
364		LIBRARY	LIBRARY	103.440.572.50.48	Repairs & Maintenance	1,173	984	1,500	1,500	1,500		Pest Control
365		LIBRARY	LIBRARY	103.440.594.50.64	MACHINERY & EQUIPMENT	-	279,642	290,000		-		
366	TOTAL		LIBRARY			1,766,669	1,552,774	2,207,670	1,587,822	1,584,905		
367		GENERAL FUND	PLANNING									
368	PLANNING & COMMUNITY DE	GENERAL FUND	PLANNING									
369	RECORDING SERVICES	GENERAL FUND	PLANNING									
370		GENERAL FUND	PLANNING	001.240.514.30.41	Professional Services	-	-	2,000	2,000	2,000		Legal Notices/mailings
371	LEGAL SERVICES	GENERAL FUND	PLANNING									
372		GENERAL FUND	PLANNING	001.240.515.30.41	Professional Services	16,507	2,495	7,000	7,000	7,000		Code Enforcement - Motor home/junk vehicle disposal
373	OTHER ENVIRONMENTAL SER	GENERAL FUND	PLANNING									
374		GENERAL FUND	PLANNING	001.240.554.90.41	Professional Services	22,972	9,551	45,000	45,000	45,000		Environmental services - Third party review
375	BUILDING PERMITS & PLAN RE	GENERAL FUND	PLANNING					-				
376		GENERAL FUND	PLANNING	001.240.558.50.10	Salaries & Wages	432,950	295,499	518,400	466,777	466,777		
377		GENERAL FUND	PLANNING	001.240.558.50.12	Overtime	2,476	5,827	2,000	-	-		
378		GENERAL FUND	PLANNING	001.240.558.50.20	Personnel Benefits	189,022	126,932	221,827	189,152	189,152		
379		GENERAL FUND	PLANNING	001.240.558.50.31	Office & Operating Supplies	3,543	644	5,000	5,000	5,000		Codebooks, notary, other office supplies
380		GENERAL FUND	PLANNING	001.240.558.50.40	Interfund Services	38,347	20,960	31,440	26,361	26,361		
381		GENERAL FUND	PLANNING	001.240.558.50.41	Professional Services	34,839	169,767	-	34,000	34,000		SmartGov annual costs \$30k ; BlueBeam \$4k
382		GENERAL FUND	PLANNING	001.240.558.50.42	Communication	1,356	2,725	6,500	6,500	6,500		Phones, postage
383		GENERAL FUND	PLANNING	001.240.558.50.43	Travel & Training	1,283	2,008	4,000	4,000	2,000		Codes Training
384		GENERAL FUND	PLANNING	001.240.558.50.44	Taxes & Operating Assessments	9,585	1,593	700	586	586		
385		GENERAL FUND	PLANNING	001.240.558.50.46	Insurance	-	-	-	-	-		
386	PLANNING	GENERAL FUND	PLANNING									
387		GENERAL FUND	PLANNING	001.240.558.60.10	Salaries & Wages	377,918	299,467	412,011	433,509	433,509		
388		GENERAL FUND	PLANNING	001.240.558.60.12	Overtime	1,556	5,155	2,000	-	-		
389		GENERAL FUND	PLANNING	001.240.558.60.20	Personnel Benefits	125,204	100,931	135,104	135,612	135,612		
390		GENERAL FUND	PLANNING	001.240.558.60.31	Office & Operating Supplies	4,934	1,677	7,000	7,000	7,000		Includes new permit software and tablets
391		GENERAL FUND	PLANNING	001.240.558.60.40	Interfund Services	36,865	24,490	36,734	27,227	27,227		
392		GENERAL FUND	PLANNING	001.240.558.60.41	Professional Services	291,187	243,578	286,000	65,000	20,000		\$15,000 for Permit Center Standard Operating Procedures; \$5,000 for on call third-party planning permit review (most costs should be pass-through, but city may incur some costs for contract development, process implementation, etc.)
393		GENERAL FUND	PLANNING	001.240.558.60.42	Communication	8,588	5,105	10,000	10,000	10,000		
394		GENERAL FUND	PLANNING	001.240.558.60.43	Travel & Training	3,237	5,128	7,000	7,500	3,750		Planner Training and Certifications
395		GENERAL FUND	PLANNING	001.240.558.60.45	Operating Rentals & Leases	5,533	68,170	60,000	70,620	70,620		DNR Leases for Fidalgo Bay Marina area (\$66,120k) and Mitigation Site (\$4,500k)
396		GENERAL FUND	PLANNING	001.240.558.60.48	Repairs & Maintenance	-	-	500	500	500		
397	ECONOMIC DEVELOPMENT	GENERAL FUND	PLANNING									
398		GENERAL FUND	PLANNING	001.240.558.70.31	Office & Operating Supplies	14	-	1,000	1,000	1,000		
399		GENERAL FUND	PLANNING	001.240.558.70.40	Interfund Services	-	-	-	-	-		
400		GENERAL FUND	PLANNING									
401		GENERAL FUND	PLANNING	001.240.558.70.41	Professional Services	48,935	78,333	125,000	134,000	95,000	45,000	\$30k for Economic Development Strategic Plan Part 2 \$5k South Commercial Beautification \$10 Annual EDASC dues
402		GENERAL FUND	PLANNING					-			50,000	Downtown Anacortes Alliance Beautification and Other
403		GENERAL FUND	PLANNING	001.240.558.70.42	Communication	-	-	-				
404		GENERAL FUND	PLANNING	001.240.558.70.43	Travel & Training	287	-	4,000	4,000	2,000		
405		GENERAL FUND	PLANNING	001.240.558.70.46	Insurance	21,991	243	837	250	250		
406		GENERAL FUND	PLANNING	001.240.558.70.47	Utility Services	-	-	-				
407	PUBLIC HEALTH SERVICES	GENERAL FUND	PLANNING									
408		GENERAL FUND	PLANNING	001.240.562.00.41	Professional Services	-	63,375	84,500	84,500	65,000	60,000	Public Health Services - Community Action Anacortes Office
409	WELFARE	GENERAL FUND	PLANNING								5,000	Salvation Army Cold weather shelter
410		GENERAL FUND	PLANNING	001.240.565.10.41	Professional Services	195,456	86,433	106,279	108,427	86,742		CDBG. Offset with CDBG Grant
411		GENERAL FUND	PLANNING	001.240.565.10.42	Communication	585	644	600	600	600		CDBG publication/ads
412	HOMELESS SERVICES	GENERAL FUND	PLANNING									
413		GENERAL FUND	PLANNING	001.240.565.40.31	Supplies	-	-	-				
414		GENERAL FUND	PLANNING	001.240.565.40.41	Communication	-	-	-				

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
415	CHEMICAL DEPENDENCY SER	GENERAL FUND	PLANNING									
416		GENERAL FUND	PLANNING	001.240.566.00.41	Professional Services	26,051	19,157	27,000	26,277	26,277		10% of revenue from State Shared Liquor Tax and Profit
417	CHILDREN SERVICES	GENERAL FUND	PLANNING									
418		GENERAL FUND	PLANNING	001.240.567.00.41	Professional Services	2,420	2,680	10,000	10,000	5,000		Children Services/Boys and girls club
419	INTEREST & OTHER DEBT SER	GENERAL FUND	PLANNING									
420		GENERAL FUND	PLANNING	001.240.592.58.80	Lease Interest Expense	26,627	-	-				
421	MACHINERY&EQUIPMENT	GENERAL FUND	PLANNING									
422		GENERAL FUND	PLANNING	001.240.594.58.64	Machinery & Equipment	-	-	-		-		
423		GENERAL FUND	PLANNING	001.240.594.32.63	Other Improvements	-	20,413	555,000	8,500,000	8,500,000		
424		GENERAL FUND	PLANNING					-		-	8,000,000	Event Center (Debt Service)
425		GENERAL FUND	PLANNING					-		-	500,000	Creosote Pilings (Fund Balance)
426		TOURISM FUND	PLANNING								0	
427	TOURISM FUND	TOURISM FUND	PLANNING								30	
428	PLANNING & COMMUNITY DE	TOURISM FUND	PLANNING								6,500,000	
429	ADVISORY SERVICES	TOURISM FUND	PLANNING								(408,486)	
430		TOURISM FUND	PLANNING	135.240.511.20.41	Professional Services	-	-	-				
431	TOURISM	TOURISM FUND	PLANNING									
432		TOURISM FUND	PLANNING	135.240.557.30.31	Office & Operating Supplies	-	-	-				
433		TOURISM FUND	PLANNING	135.240.557.30.41	Professional Services	318,270	397,450	608,892	586,474	586,474		Offset with same revenue, 100% of revenues used for debt and or distribution
434		TOURISM FUND	PLANNING	135.240.557.30.42	Communication	-	-	-				
435	HEART OF ANACORTES	TOURISM FUND	PLANNING									
436		TOURISM FUND	PLANNING	135.240.576.91.46	Insurance	317	25	342	26	26		
437		TOURISM FUND	PLANNING	135.240.576.91.47	Utility Services	-	-	-				
438	TRANSFERS-OUT	TOURISM FUND	PLANNING									
439		TOURISM FUND	PLANNING	135.240.597.00.00	Transfers Out	-	-	-	-	10,000		Transfer to Parks for Fireworks
440		TOURISM FUND	PLANNING									
441	TOTAL		PLANNING			2,248,855	2,060,454	3,323,668	10,998,898	10,870,962		
442		GENERAL FUND	LEGAL			-	-	-				
443	LEGAL DEPARTMENT	GENERAL FUND	LEGAL			-	-	-				
444	OFFICIAL PUBLICATION SERV	GENERAL FUND	LEGAL									
445		GENERAL FUND	LEGAL	001.250.511.30.41	Professional Services	6,184	2,418	20,000	30,000	10,000		Anticipated increase related to development reg update
446	LEGAL SERVICES	GENERAL FUND	LEGAL			-	-	-				
447		GENERAL FUND	LEGAL	001.250.515.30.10	Salaries & Wages	351,658	272,450	515,273	403,795	403,795		
448		GENERAL FUND	LEGAL	001.250.515.30.20	Personnel Benefits	156,521	113,111	208,038	161,926	161,926		
449		GENERAL FUND	LEGAL	001.250.515.30.31	Office & Operating Supplies	4,664	6,781	9,000	10,000	10,000		\$5k allocated for LexisNexis renewal
450		GENERAL FUND	LEGAL	001.250.515.30.40	Interfund Services	26,891	15,583	23,374	23,960	23,960		
451		GENERAL FUND	LEGAL	001.250.515.30.41	Professional Services	224,354	97,063	60,000	200,000	140,000		Prosecution moved from salary to prof services. Anticipate increased litigation costs related to the comp plan and development reg update in 2026.
452		GENERAL FUND	LEGAL	001.250.515.30.42	Communication	931	2,095	3,000	3,000	3,000		cell phones
453		GENERAL FUND	LEGAL	001.250.515.30.43	Travel & Training	1,798	635	12,000	14,000	7,000		Additional training planned for 2026.
454		GENERAL FUND	LEGAL			-	-	-				
455	TOTAL		LEGAL			773,001	510,136	850,686	846,681	759,681		
456		GENERAL FUND	IT									
457	INFORMATION SYSTEMS	GENERAL FUND	IT									
458	INFORMATION TECHNOLOGY	GENERAL FUND	IT									
459		GENERAL FUND	IT	001.220.518.80.10	Salaries & Wages	627,658	474,006	668,956	663,017	663,017		
460		GENERAL FUND	IT	001.220.518.80.12	Overtime	464	681	-	-	-		
461		GENERAL FUND	IT	001.220.518.80.20	Personnel Benefits	236,881	174,517	234,669	226,786	226,786		
462		GENERAL FUND	IT	001.220.518.80.31	Office & Operating Supplies	8,090	8,320	8,500	9,000	9,000		Includes parts (hard drives, memory, screens, cables, adapters, etc.)
463		GENERAL FUND	IT	001.220.518.80.35	Small Tools & Minor Equipment	139,418	210,637	213,270	150,279	150,279		Scheduled Device Replacements.
464		GENERAL FUND	IT								10,880	Cellular Modems (8)
465		GENERAL FUND	IT								10,754	Desktops (7)
466		GENERAL FUND	IT								10,880	Hard Drives (8)
467		GENERAL FUND	IT								666	InLoop (2)

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
468		GENERAL FUND	IT								1,306	Laptops (1)
469		GENERAL FUND	IT								1,507	Monitors (6)
470		GENERAL FUND	IT								36,941	Printers/Multifunction Copiers (8)
471		GENERAL FUND	IT								3,482	Receipt Printers (2)
472		GENERAL FUND	IT								718	Scanner (1)
473		GENERAL FUND	IT								54,400	Servers (2)
474		GENERAL FUND	IT								7,605	Sign Machine (1)
475		GENERAL FUND	IT								5,658	Tablets (4)
476		GENERAL FUND	IT								1,200	TV Monitors (2)
477		GENERAL FUND	IT								653	UPS (2)
478		GENERAL FUND	IT								3,631	Workstation (1)
479		GENERAL FUND	IT									
480		GENERAL FUND	IT	001.220.518.80.40	Interfund Services	11,404	9,226	13,839	4,698	4,698		
481		GENERAL FUND	IT	001.220.518.80.41	Professional Services	204,557	519,516	569,831	855,724	855,724		Software, Consulting Services, Managed Services, Support Maintenance Fees
482		GENERAL FUND	IT								10,336	Mass Notification System (Emergency alert software for emergency or routine notifications.)
483		GENERAL FUND	IT								8,160	Bluebeam Core (Bluebeam Renewal Subscription Package)
484		GENERAL FUND	IT								44,532	Laserfiche (Laserfiche Annual Support and Updates)
485		GENERAL FUND	IT								2,916	CDI Integrations Renewal (JIS integration, Docusign and Laserfiche Forms Virus Scan)
486		GENERAL FUND	IT								5,222	Docusign (Docusign licensing renewal for electronic signatures.)
487		GENERAL FUND	IT								4,896	AudioEye (Web Accessibility Tool to comply with the Americans with Disabilities Act of 1990.)
488		GENERAL FUND	IT								23,688	Dell Pro Support Warranty (Two-year extended warranty for servers and network switches of main core cluster. Warranty includes hardware support and next business day service until December 2027.)
489		GENERAL FUND	IT								16,320	Adobe Products Subscription (Annual fees for Adobe software (Acrobat, Premiere, InDesign, Photoshop, etc.))
490		GENERAL FUND	IT								7,616	Archive Social (Records archiving for social media websites (YouTube, Facebook, Instagram, Twitter, etc.))
491		GENERAL FUND	IT								35,904	Barracuda Email Protection, Premium Plus Plan (Email Archiver, Spam Firewall, Fraud Protection, Email Encryption and Cloud to Cloud Backup for O365.)
492		GENERAL FUND	IT								21,760	DuoSecurity (Multi-factor authentication software used for servers, VPN users, staff, vendors and consultants.)
493		GENERAL FUND	IT								10,880	Eden (Annual renewal for support and maintenance fees for HR and Payroll modules.)
494		GENERAL FUND	IT								8,160	FireEye (Deep packet IPS/IDS, web filtering security appliance.)
495		GENERAL FUND	IT								10,662	Web Hosting Fees (Annual maintenance and support fees and hosting fees for City website and City Council agendas and minutes, SSL certificates and custom IdP authentication. Cloudflare Tier 1 WAF/CDN security protection.)
496		GENERAL FUND	IT								7,616	Internet Services (Internet service fees for WA Park and Enterprise backup.)
497		GENERAL FUND	IT								4,352	Lansweeper (IT Asset Tracking, monitoring, reporting and Help Desk)
498		GENERAL FUND	IT								19,584	Microsoft Azure Disaster and Recovery (Azure Disaster and Recovery site.)
499		GENERAL FUND	IT								141,440	Microsoft Office 365 (Annual renewal of licensing for Microsoft Windows OS and O365.)
500		GENERAL FUND	IT								1,632	Pure Access Cloud (Keypad/Door Access Cloud Software)
501		GENERAL FUND	IT								18,496	Keeper Security (Enterprise password manager software.)
502		GENERAL FUND	IT								544	Rise Vision Software (Software support for informational monitors at City Hall, APD and Anacortes Municipal Court)

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
503		GENERAL FUND	IT								16,320	Sophos Central Intercept X Advanced (Anti-virus, anti-malware, anti-ransomware protection for desktops, laptops, servers and mobile devices. Also includes device isolation, application control and network access control.)
504		GENERAL FUND	IT								3,046	TeamViewer (Remote access software to support end users.)
505		GENERAL FUND	IT								23,936	Smarsh (SMS text archiving for cell phones. Needed to comply with records retention and public records laws.)
506		GENERAL FUND	IT								11,424	Splunk Enterprise (SEIM system that collects and stores sys logs for CJIS compliancy.)
507		GENERAL FUND	IT								1,088	Wildcard SSL Certificate (Standard Wildcard SSL Renewal for *.cityofanacortes.org)
508		GENERAL FUND	IT								272	ACCIS Membership (Annual membership renewal for Association of Cities and Counties Information Systems.)
509		GENERAL FUND	IT								6,528	AI Chatbot (AI-powered virtual assistant designed to interact with users in natural language, simulating human-like conversations.)
510		GENERAL FUND	IT								194,752	Tyler Enterprise ERP (Licensing and support fees for Tyler Enterprise ERP and cloud cashiering.)
511		GENERAL FUND	IT								54,400	RingCentral VoIP (Telephone VoIP, eFax and SIP lines. Includes maintenance and support fees.)
512		GENERAL FUND	IT								40,256	Managed Detection and Response (MDR) (SOC Monitoring 24x7x365 of system and network traffic logs.)
513		GENERAL FUND	IT								45,052	Dell Support Extension (2 Year extension for support for core cluster AS-740XD host servers and Dell switches for cluster.)
514		GENERAL FUND	IT								2,171	Annual Membership (Vital cybersecurity support for US State, Local, Tribal and Territorial communities. Threat intelligence, incident response, Malicious Domain Blocking and Reporting, annual cybersecurity self-assessment, etc.)
515		GENERAL FUND	IT								30,600	FortiNet Firewall (On-premise subscription license renewal for FortiNet firewalls (7), FortiAnalyzer, FortiClient ZTNA.)
516		GENERAL FUND	IT								6,938	FortiSRA (FortiSRA provides agentless secure remote access to operational technology (OT) environments by managing user access, controlling credentials, and monitoring user activity. It acts as a central point for remote access, allowing users to connect to OT resources without requiring endpoint software agents. Key features include automated password management, role-based access control, session monitoring with screen recording and keystroke logging, and secure storage and rotation of credentials. The City's Water and Wastewater Treatment Plants would benefit greatly from this higher level of securing remote access with better, more granular control sets without relying on VPN. Vendors set up with FortiSRA access will not know the passwords we set, they check them out and we can regularly rotate passwords to align with the Password Policy.)
517		GENERAL FUND	IT								14,224	Civicplus - civic clerk for website and city meetings
518		GENERAL FUND	IT									
519		GENERAL FUND	IT	001.220.518.80.42	Communication	5,168	5,045	5,600	7,428	7,428		Cell phones and hotspots for 7 staff
520		GENERAL FUND	IT	001.220.518.80.43	Travel & Training	9,806	11,715	10,500	14,000	7,000		7 employees @ \$2000
521		GENERAL FUND	IT	001.220.518.80.48	Repairs & Maintenance	1,818	3,811	6,000	5,500	5,500		Non warranty repairs to tablets, desktops, laptops and printers.
522		GENERAL FUND	IT	001.220.594.32.63	Other Improvements	-	-	40,000	-	-		
523		GENERAL FUND	IT	001.220.594.18.64	Machinery & Equipment	-	-	-	-	-		
524	TOTAL		IT			1,245,263	1,417,475	1,771,165	1,936,431	1,929,431		
525		GENERAL FUND	COURT									
526	MUNICIPAL COURT	GENERAL FUND	COURT									
527		GENERAL FUND	COURT	001.130.512.50.10	Salaries & Wages	248,607	189,270	264,449	279,901	279,901		
528		GENERAL FUND	COURT	001.130.512.50.20	Personnel Benefits	106,622	78,968	113,132	112,244	112,244		
529		GENERAL FUND	COURT	001.130.512.50.31	Office & Operating Supplies	2,418	1,212	2,000	2,000	2,000		Court Forms
530		GENERAL FUND	COURT	001.130.512.50.40	Interfund Services	34,845	21,889	32,833	21,782	21,782		

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
531		GENERAL FUND	COURT	001.130.512.50.41	Professional Services	174,549	133,745	197,505	177,905	177,905		
532		GENERAL FUND	COURT								1,300	Court Recording System
533		GENERAL FUND	COURT								210	Zoom for Court Proceedings
534		GENERAL FUND	COURT								10,300	Pacific Security- Courtroom Security (3% increase from prior year)
535		GENERAL FUND	COURT									
536		GENERAL FUND	COURT								750	Interpreter services
537		GENERAL FUND	COURT								52,000	Probation Services
538		GENERAL FUND	COURT								105,545	Judicial Services
539		GENERAL FUND	COURT								7,800	Community Court
540		GENERAL FUND	COURT	001.130.512.50.42	Communication	2,847	2,383	4,000	4,000	4,000		Postage and Cell Phones
541		GENERAL FUND	COURT	001.130.512.50.43	Travel & Training	1,482	1,013	3,000	3,000	1,500		Training for staff (\$1k per staff member)
542		GENERAL FUND	COURT	001.130.512.50.45	Operating Rentals & Leases	-	-	-				
543		GENERAL FUND	COURT	001.130.512.50.48	Repairs & Maintenance	-	-	-				
544	FINANCIAL SERVICES	GENERAL FUND	COURT									
545		GENERAL FUND	COURT	001.130.514.20.49	Miscellaneous	(600)	-	-				
546	GENERAL INDIGENT DEFENSE	GENERAL FUND	COURT									
547		GENERAL FUND	COURT	001.130.515.91.31	Office & Operating Supplies	-	121	-				
548		GENERAL FUND	COURT	001.130.515.91.41	Professional Services	-	-	-				
549		GENERAL FUND	COURT	001.130.515.91.42	Communication	-	-	-				
550		GENERAL FUND	COURT	001.130.515.91.43	Travel & Training	-	-	-				
551	ADULT MISDEMEANOR	GENERAL FUND	COURT									
552		GENERAL FUND	COURT	001.130.515.93.10	Salaries & Wages	201,998	117,452	318,442	3,804	3,804		
553		GENERAL FUND	COURT	001.130.515.93.20	Personnel Benefits	89,663	31,481	132,407	1,254	1,254		
554		GENERAL FUND	COURT	001.130.515.93.31	Office & Operating Supplies	270	206	400				
555		GENERAL FUND	COURT	001.130.515.93.40	Interfund Services	10,321	5,722	8,582	-	-		
556		GENERAL FUND	COURT	001.130.515.93.41	Professional Services	75,741	117,045	96,329	393,000	393,000		
557		GENERAL FUND	COURT								13,000	Office of Assigned Counsel (in custody and out of custody) (PREVIOUSLY IN MUNI COURT PROFESSIONAL SERVICES)
558		GENERAL FUND	COURT								290,000	Contracted Public Defense Services (Periscope Legal)
559		GENERAL FUND	COURT								90,000	Conflict & Overflow Attorneys (900hours @ \$100/hr.), Investigator & Social Worker
560		GENERAL FUND	COURT									
561		GENERAL FUND	COURT	001.130.515.93.42	Communication	95	363	1,000				
562		GENERAL FUND	COURT	001.130.515.93.43	Travel & Training	2,398	3,066	3,000				
563		GENERAL FUND	COURT									
564	TOTAL		COURT			951,256	703,936	1,177,081	998,891	997,391		
565		GENERAL FUND	FIBER			-	-	-				
566	COMMUNICATION SERVICES	GENERAL FUND	FIBER			-	-	-				
567	TELEVISION/CABLE UTILITIES	GENERAL FUND	FIBER									
568		GENERAL FUND	FIBER	001.260.532.10.10	Salaries & Wages	446,353	322,629	484,625	434,074	434,074		274,706 labor moved to capital,
569		GENERAL FUND	FIBER	001.260.532.10.12	Overtime	9,416	873	20,000	4,868	4,868		
570		GENERAL FUND	FIBER	001.260.532.10.20	Personnel Benefits	194,261	146,042	318,849	157,295	157,295		147,155 benefits moved to capital
571		GENERAL FUND	FIBER	001.260.532.10.31	Office & Operating Supplies	6,757	5,357	7,933	10,350	10,350		
572		GENERAL FUND	FIBER								2,000	Office Supplies
573		GENERAL FUND	FIBER								4,000	Uniforms
574		GENERAL FUND	FIBER								500	Safety- hard hats, vests
575		GENERAL FUND	FIBER								250	Racks, totes, etc. for inventory storage
576		GENERAL FUND	FIBER								1,000	Jumpers for remote cabinets & Fiber Equipment Room
577		GENERAL FUND	FIBER								500	Cable management supplies
578		GENERAL FUND	FIBER								750	Electric tape
579		GENERAL FUND	FIBER								250	Fuel for Dingo & backup generator
580		GENERAL FUND	FIBER								100	Lubricants for Dingo & backup generator
581		GENERAL FUND	FIBER								1,000	Miscellaneous expenses charged by other departments
582		GENERAL FUND	FIBER	001.260.532.10.35	Small Tools and Minor Equipment	15,603	6,732	10,453	13,453	13,453		
583		GENERAL FUND	FIBER								2,000	Maintenance & recalibration of equipment
584		GENERAL FUND	FIBER								2,000	Portable compressor
585		GENERAL FUND	FIBER								1,000	Shovels, spades, rakes, etc.

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
586		GENERAL FUND	FIBER								1,000	Hand tools, drill bits
587		GENERAL FUND	FIBER								2,000	Power tools
588		GENERAL FUND	FIBER								653	Fish tape for cable pulling
589		GENERAL FUND	FIBER								800	Paint for locates marking
590		GENERAL FUND	FIBER								2,000	Networking Tools
591		GENERAL FUND	FIBER								2,000	Office equipment
592		GENERAL FUND	FIBER	001.260.532.10.40	Interfund Services	163,287	110,102	165,154	93,996	93,996		
593		GENERAL FUND	FIBER	001.260.532.10.41	Professional Services	316,620	271,390	401,644	394,168	394,168		
594		GENERAL FUND	FIBER								151,101	NoaNet NOC services
595		GENERAL FUND	FIBER								51,720	Internet access, NoaNet 15 Gbps DIA
596		GENERAL FUND	FIBER								1,111	Backdoor Internet access, Comcast business class
597		GENERAL FUND	FIBER								44,470	Secondary DIA, Cogent
598		GENERAL FUND	FIBER								6,300	Dark fiber, Mount Vernon
599		GENERAL FUND	FIBER								4,547	Dark fiber, Burlington
600		GENERAL FUND	FIBER								1,299	Rack space in Burlington data center
601		GENERAL FUND	FIBER									
602		GENERAL FUND	FIBER									Core equipment licensing, support, maintenance
603		GENERAL FUND	FIBER								40,235	Nokia, 1 yr
604		GENERAL FUND	FIBER								1,031	Ciena, equipment maintenance, 5-yr term
605		GENERAL FUND	FIBER								1,261	Ciena, support, "comprehensive" level, 5-yr term
606		GENERAL FUND	FIBER								13,170	Nokia Corteca licensing
607		GENERAL FUND	FIBER								3,300	CALEA support, VantagePoint
608		GENERAL FUND	FIBER								2,465	DC battery maintenance
609		GENERAL FUND	FIBER									Licenses, CoA-provided software
610		GENERAL FUND	FIBER								4,923	GIS
611		GENERAL FUND	FIBER								14,623	Cartegraph
612		GENERAL FUND	FIBER								3,079	Laserfiche
613		GENERAL FUND	FIBER								25,000	Network Manager Telecom licenses (holding for actual quote)
614		GENERAL FUND	FIBER									Pole attachments
615		GENERAL FUND	FIBER								9,633	Puget Sound Energy
616		GENERAL FUND	FIBER								263	ZiPLY Fiber
617		GENERAL FUND	FIBER								5,000	Emergency outside plant repairs
618		GENERAL FUND	FIBER								236	Dell expense shared by Water, Sewer, Stormwater, Streets, & Fiber
619		GENERAL FUND	FIBER									Marketing
620		GENERAL FUND	FIBER								2,700	Google (~\$225 per month)
621		GENERAL FUND	FIBER								600	Facebook (~\$50 per month)
622		GENERAL FUND	FIBER								1,000	Anacortes School District Gym advertising
623		GENERAL FUND	FIBER								1,500	Anacortes Chamber annual directory
624		GENERAL FUND	FIBER								2,100	ARIN annual fee
625		GENERAL FUND	FIBER								1,500	NoaNet Affiliate dues
626		GENERAL FUND	FIBER	001.260.532.10.42	Communication	1,864	4,157	6,199	5,194	5,194		8 cell phones and hotspots @ \$54.10 per month
627		GENERAL FUND	FIBER	001.260.532.10.43	Travel & Training	1,182	2,628	16,406	9,000	5,000		7 employees @ \$1000 + 1 dept head @ \$2000
628		GENERAL FUND	FIBER									
629		GENERAL FUND	FIBER	001.260.532.10.44	Taxes & Operating Assesments	31,352	22,781	52,412	58,799	58,799		
630		GENERAL FUND	FIBER	001.260.532.10.45	Operating rentals and leases	-	-	-				
631		GENERAL FUND	FIBER	001.260.532.10.46	Insurance	180	183	194	2,071	2,071		This is prepopulated. Reflects a large increase, due to claims experience?
632		GENERAL FUND	FIBER	001.260.532.10.47	Utility Services	2,383	1,732	2,416	2,600	2,600		Solid Waste Charges at Ops Facility
633		GENERAL FUND	FIBER	001.260.592				-				
634		GENERAL FUND	FIBER	001.260.592.10.80	DEBT SERVICE: INTEREST & RELATED	831	-	-	-	-		
635		GENERAL FUND	FIBER	001.260.592.32.70	Debt Service Principal	4,500,000	-	-	200,000	200,000		GO Bond Principal payment
636		GENERAL FUND	FIBER	001.260.592.32.80	Interest Cost	18,156	247,273	-	544,938	544,938		GO Bond Interest payment
637	CAPITAL EXPENDITURES/EXPENSES	GENERAL FUND	FIBER	001.260.594				-				
638		GENERAL FUND	FIBER	001.260.594.32.63	Other Improvements	4,006,096	1,752,333	1,791,678	1,010,373	1,010,373		Fund Balance \$785k Grants \$225,373
639		GENERAL FUND	FIBER					-		-	35,000	Developer Materials
640		GENERAL FUND	FIBER					-		-	100,000	Infill Fiber Backbone Const

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
641		GENERAL FUND	FIBER					-		-	822,373	Customer Installation Costs (includes \$422k for 80% of field tachs and outside plant coord wages & benefits) (grant \$225,373)
642		GENERAL FUND	FIBER					-		-	53,000	2-node Fiber Cluster
643		GENERAL FUND	FIBER							-		
644		GENERAL FUND	FIBER		Other Improvements					-		
645	CAPITAL EXPENDITURES/EXPENSES	GENERAL FUND	FIBER	001.260.594.32.64	Machinery & Equipment	107,541	14,815	58,970		-		
646		GENERAL FUND	FIBER					-		-		
647		GENERAL FUND	FIBER					-		-		
648		GENERAL FUND	FIBER									
649	TOTAL		FIBER			9,821,882	2,909,026	3,336,933	2,941,177	2,937,178		
650		GENERAL FUND	FINANCE									
651	FINANCIAL SERVICES	GENERAL FUND	FINANCE									
652		GENERAL FUND	FINANCE									
653		GENERAL FUND	FINANCE	001.210.514.20.10	Salaries & Wages	589,449	474,184	677,236	592,964	592,964		
654		GENERAL FUND	FINANCE	001.210.514.20.12	Overtime	-	-	-	-	-		
655		GENERAL FUND	FINANCE	001.210.514.20.20	Personnel Benefits	220,622	164,934	244,667	232,965	232,965		
656		GENERAL FUND	FINANCE	001.210.514.20.31	Office & Operating Supplies	12,478	7,642	14,000	12,685	12,685		
657		GENERAL FUND	FINANCE								9,000	City Hall Paper and Envelopes, Fin Dept misc. supplies
658		GENERAL FUND	FINANCE								3,685	Scanner, card reader, receipt printer for new EERP system
659		GENERAL FUND	FINANCE									
660		GENERAL FUND	FINANCE	001.210.514.20.40	Interfund Services	49,234	33,248	49,871	30,495	30,495		
661		GENERAL FUND	FINANCE	001.210.514.20.41	Professional Services	105,897	28,042	731,650	335,000	335,000		
662		GENERAL FUND	FINANCE								60,000	State audit fees
663		GENERAL FUND	FINANCE								275,000	EERP Implementation Fees split with Utilities 001 - 120,304 401 - 35,625 440 - 41,831 445 - 38,363 450 - 38,877
664		GENERAL FUND	FINANCE									
665		GENERAL FUND	FINANCE									
666		GENERAL FUND	FINANCE	001.210.514.20.42	Communication	11,295	9,533	14,000	13,000	13,000		City main line, mailing machine, postage meter
667		GENERAL FUND	FINANCE	001.210.514.20.43	Travel & Training	7,427	3,074	5,500	8,000	2,000		2 to WPTA, ad hoc as available
668		GENERAL FUND	FINANCE	001.210.514.20.44	Taxes & Operating Assessments	(1,007)	(97)	-	132	132		
669		GENERAL FUND	FINANCE	001.210.514.20.45	Operating Rentals & Leases	-	-	-				
670		GENERAL FUND	FINANCE	001.210.514.20.46	Insurance	1,230	-	-	-	-		
671		GENERAL FUND	FINANCE	001.210.514.20.48	Repairs & Maintenance	-	-	-				
672		GENERAL FUND	FINANCE	001.210.514.20.49	Miscellaneous	-	3,029	-				
673	TRANSFERS-OUT	GENERAL FUND	FINANCE									
674		GENERAL FUND	FINANCE	001.210.597.00.00	Fund Balances, Nonexpenditures & Transfers	-	25,000	25,000	700,000	700,000		transfer to 108 for Parking Lot/Restroom
675		GENERAL FUND	FINANCE									
676	TOTAL		FINANCE			996,625	748,588	1,761,925	1,925,241	1,919,241		
677		GENERAL FUND	EXECUTIVE									
678	EXECUTIVE OFFICE	GENERAL FUND	EXECUTIVE									
679		GENERAL FUND	EXECUTIVE	001.120.513.10.10	Salaries & Wages	170,490	125,041	176,529	181,233	181,233		
680		GENERAL FUND	EXECUTIVE	001.120.513.10.20	Personnel Benefits	57,548	41,796	59,786	59,811	59,811		
681		GENERAL FUND	EXECUTIVE	001.120.513.10.31	Office & Operating Supplies	5,596	2,020	3,000	3,000	3,000		Typical office supplies
682		GENERAL FUND	EXECUTIVE	001.120.513.10.40	Interfund Services	17,970	11,882	17,823	11,980	11,980		
683		GENERAL FUND	EXECUTIVE	001.120.513.10.41	Professional Services	5,257	3,850	7,000	7,000	7,000		Subscriptions, retreats, on site training
684		GENERAL FUND	EXECUTIVE	001.120.513.10.42	Communication	778	851	1,200	1,200	1,200		Cell phone
685		GENERAL FUND	EXECUTIVE	001.120.513.10.43	Travel & Training	3,873	9,903	3,000	5,000	5,000		Chamber, Sister City Dues; Mayor Travel and Training
686		GENERAL FUND	EXECUTIVE									
687	TOTAL		EXECUTIVE			261,510	195,342	268,338	269,224	269,224		
688		GENERAL FUND	LEGISLATIVE									
689	LEGISLATIVE	GENERAL FUND	LEGISLATIVE									
690	OFFICIAL PUBLICATION SERVICES	GENERAL FUND	LEGISLATIVE									
691		GENERAL FUND	LEGISLATIVE	001.110.511.30.41	Professional Services	56,442	14,263	40,000	40,000	5,000		Atown
692		GENERAL FUND	LEGISLATIVE	001.110.511.30.42	Communication	2,649	593	3,000	3,000	2,000		Ordinance publication
693	LEGISLATIVE ACTIVITIES	GENERAL FUND	LEGISLATIVE									
694		GENERAL FUND	LEGISLATIVE	001.110.511.60.10	Salaries & Wages	127,904	92,165	130,164	131,956	131,956		

						2024	2025		2026			
Line	TITLE	Fund	Department	BARS	Account	24Actual	25Actual YTD	25Budget	26Budget Request	26Budget Allocated	26Budget Detail	26Description
695		GENERAL FUND	LEGISLATIVE	001.110.511.60.20	Personnel Benefits	23,832	17,486	24,875	25,192	25,192		
696		GENERAL FUND	LEGISLATIVE	001.110.511.60.31	Office & Operating Supplies	435	679	2,000		500		
697		GENERAL FUND	LEGISLATIVE	001.110.511.60.40	Interfund Services	19,976	14,193	21,290	10,891	10,891		
698		GENERAL FUND	LEGISLATIVE	001.110.511.60.41	Professional Services	33,788	19,486	18,180	18,905	18,905		SCOG dues
699		GENERAL FUND	LEGISLATIVE	001.110.511.60.42	Communication	163	323	500	500	500		Postage
700		GENERAL FUND	LEGISLATIVE	001.110.511.60.43	Travel & Training	6,843	6,310	5,000		2,500		
701	VOTER REGISTRATION SERVICE	GENERAL FUND	LEGISLATIVE									
702		GENERAL FUND	LEGISLATIVE	001.110.514.90.41	Professional Services	42,015	29,622	115,000	42,000	42,000		County voter registration, even years lower cost
703	ADMINISTRATION	GENERAL FUND	LEGISLATIVE									
704		GENERAL FUND	LEGISLATIVE	001.110.521.10.44	Taxes & Operating Assessments	-	-	-	-	-		
705	INFORMATION SERVICES	GENERAL FUND	LEGISLATIVE	001.110.557.20.12	Overtime	-	121	-	-	-		
706		GENERAL FUND	LEGISLATIVE	001.110.557.20.10	Salaries & Wages	47,308	30,576	43,171	44,914	44,914		
707		GENERAL FUND	LEGISLATIVE	001.110.557.20.20	Personnel Benefits	16,753	12,103	17,441	17,221	17,221		
708		GENERAL FUND	LEGISLATIVE	001.110.557.20.31	Office & Operating Supplies	-	1,019	1,400	1,200	600		Council chambers supplies
709		GENERAL FUND	LEGISLATIVE									
710	TOTAL		LEGISLATIVE			378,108	238,939	422,021	335,779	302,179		
					Total	43,286,989	27,164,059	42,641,603	50,010,979	49,214,449		

2026 - 2031

DRAFT | GENERAL GOVT.

CAPITAL FACILITES PLAN



CONTENTS:

DEPARTMENT	PAGES
Fire	3 – 8
Parks & Recreation	24 – 36
Fiber	37 – 42
General Government	43 – 48

**FIRE CFP
2026 - 2031**



age



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

The city of Anacortes is located on Fidalgo Island in the Pacific Northwest, Skagit County, Washington State. Anacortes is a small city with a current population of 18,271, however experiences a large "transit population" related to both its maritime activities and position as the gateway to the greater Puget Sound region, Vancouver Island British Columbia, Canada, and the San Juan Island archipelago made up of 172 named islands and reefs. Fidalgo Island boasts 77,000 feet of saltwater shoreline along its rugged beaches and serene state parks.

The City of Anacortes has six active marinas, either publicly or privately managed, with a total of 2,443 marina slips, made up of covered or uncovered slip spaces within either secure or unsecure dock gates. Additionally, there are over 8,000 additional boats launched annually with 17,900 "guest boater night" reservations confirmed with the marinas.

The City of Anacortes is also home to a Washington State Ferry Terminal and a Skagit County Ferry Terminal, with a combined annual census of transports numbering 2,323,000 "tickets" counting passengers and their vehicles. The Port of Anacortes is also home to Island Adventure Whale Watching Tours that take over 30,000 passengers whale watching out of Anacortes annually.

Fidalgo Island is the home to two oil refineries, Marathon Petroleum and HF Sinclair, which produce approximately 270,000 barrels of product per day.

Two additional industries located along the Fidalgo Island waterfront are Trident Seafood and Dakota Creek Industries, Inc. Dakota Creek Industries is a complete ship building and repair facility specializing in construction and repair of steel and aluminum vessels up to four hundred feet in length. Trident Seafood Plant is a state-of-the-art secondary processing facility, which includes a large cold storage operation.

The Anacortes Fire Department is an "All Hazards Fire Department" responsible for structural fire protection, Emergency Medical Responses (EMS), wildland firefighting, hazards materials responses, rope rescue incidents, confined space rescues and maritime firefighting and rescue responses. Additionally, the Anacortes Fire Department provides Advanced Life Support (ALS) service to all of Fidalgo Island, and five surrounding inhabited islands with no commercial ferry services, and numerous other uninhabited islands which are frequently visited by boaters for recreational activities such as camping and hiking.

All these factors present the Anacortes Fire Department with very challenging situations, varying from potential terrorist attacks to soft targets, such as state and county ferry boats or cruise liners, potentially posing a mass casualty incident at sea, and/or a terrorist attack against oil tankers causing a significant fire at sea, risking the lives of crew members, disrupting the fuel supply chain to the most densely populated area of the Pacific Northwest, and reprehensible environment damages. In addition to potential terrorist threats, the Anacortes Fire Department is dispatched to boat fires, both within the marinas and outside waterways. Additionally, Anacortes Fire Department receives dispatches to rescue kayakers, paddle boarders, and personal watercrafts in distress, to medical emergencies on islands that do not have local EMS responses, capsized and sinking vessels, dock and pier fires, and special events which need medical standby for, such as sailboat and kayak races in our waterways.

In Previous CFP? Click on box/click on arrow to select

if yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$700,000						\$700,000
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees	\$75,000						\$75,000
Grants	\$525,000						\$525,000
Rates/User Fees							\$0
Contributions	\$100,000						\$100,000
Fund Balance							\$0
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$100,000						\$100,000
Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees	\$90,000						\$90,000
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$10,000						\$10,000
Totals	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000



ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$150,000					\$150,000
Totals	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions		\$150,000					\$150,000
Fund Balance							\$0
Totals	\$0	\$150,000	\$0	\$0	\$0	\$0	\$150,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description: Additional sleeping/living space for anticipated staff growth in all stations. Additional apparatus space at Stations 1 and 3. Additional classroom and training tower space at a site to be determined.

Justification: We will need to prepare for the growth anticipated in our 20 year comprehensive plan. There is a high likelihood that service demands will outpace our current facilities capacity in the next 5-8 years. It is our recommendation that we complete a Fire and EMS Master Plan in 2027 and utilize that data to develop a comprehensive facilities upgrade need that may encompass all stations and training facilities and consider a bond in 2029 to implement all or some of those recommendations.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of Change from Previous CFP: Master plan study moved from 2026 to 2027 and changed from 150k to 75k based on verbal quotes. If the SAFER grant application is successful we would like to move this back to 2026.

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$75,000		\$8,000,000	\$7,000,000	\$0	\$15,075,000
Totals	\$0	\$75,000	\$0	\$8,000,000	\$7,000,000	\$0	\$15,075,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Bond				\$8,000,000	\$7,000,000		\$15,000,000
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance		\$75,000					\$75,000
Totals	\$0	\$75,000	\$0	\$8,000,000	\$7,000,000	\$0	\$15,075,000

**PARKS & RECREATION CFP
2026 - 2031**

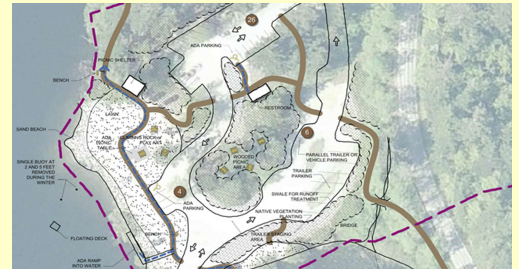


PAGE	Project Summary Sheet							
	Project Costs:	2026	2027	2028	2029	2030	2031	Total
3	Heart Lake Shoreline Restoration	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000
4	West Side Park Construction	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000
5	Skate Park Restroom & Parking.	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000
6	Qelechihch Park Improv.	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
7	Columbarium Installation	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
8	Depot Plaza Expansion	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000
9	ASAC program space upgrade	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
10	Pickleball Infrastruct.	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000
11	Parks Infrastructure	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000
12	Ship Harbor Wetland Int. Trail	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000
13	Ace of Hearts Park Improvements	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
14	Guemes Channel Trail	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000
15	Bicycle & Pedestrian Connection	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000
16	Storvik Field & Lighting Improv	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000
17	Volunteer Park Field Improvemen	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000
18	Shannon Point Trail	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000
19	Pocket Park Construction	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000
20	ASAC Expansion	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000
21	WA Park Upper Restroom Replacement	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000
22	Trailhead Infrastructure Improv	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000
23	Heart Lake Water Quality	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000
24	FAC-ASAC Generator Connection	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000
25	Storvik Sand VB Courts	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000
26	Causland Park Wall Repairs	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000
27	Cemetery Road Improvements	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000
28	Rec Center	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000
	Totals	\$1,645,000	\$4,183,000	\$2,060,000	\$650,000	\$3,175,000	\$20,560,000	\$32,273,000
	Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
	Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
	REET	\$50,000	\$1,050,000	\$675,000	\$350,000	\$25,000	\$400,000	2,550,000
	Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
	Impact Fees	\$75,000	\$200,000	\$0	\$100,000	\$50,000	\$60,000	485,000
	Grants	\$450,000	\$2,498,000	\$1,260,000	\$0	\$3,100,000	\$0	7,308,000
	Rates/User Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
	Contributions	\$880,000	\$55,000	\$125,000	\$0	\$0	\$20,100,000	21,160,000
	Fund Balance/Reserves	\$190,000	\$380,000	\$0	\$200,000	\$0	\$0	770,000
	Totals	\$1,645,000	\$4,183,000	\$2,060,000	\$650,000	\$3,175,000	\$20,560,000	\$32,273,000



**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

This improvement has recreational, conservation and transportation elements in its design. Once the path from 41st Street to the forestlands is constructed along "H" Avenue, it will create an important link to the community forest lands. A 2010 Heart Lake master plan was developed to make improvements that would amplify the benefits from this 41st Street connection by improving amenities at Heart Lake. These include a major redesign of the parking lot to better organize the parking and replace gravel with native plantings. A new boat launch, dock and pit toilet system are part of this plan.

Justification:

The City was awarded a grant with the Recreation and Conservation Office (RCO) through the Aquatic Lands Enhancement Account (ALEA) to treat the runoff from the parking lot, remove and replace the boat launch, replant approximately 20,000 sf of gravel parking lot and provide ADA access to the beach. We are working with the Samish Indian Nation on our planting plan for shoreline restoration.

In Previous CFP?

Click on box/click on arrow to select

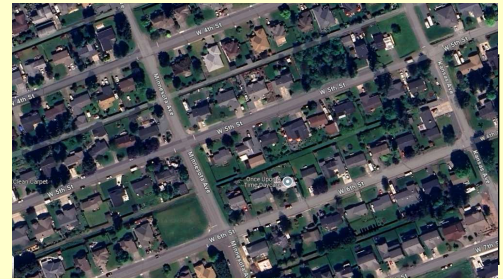
If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$400,000	\$700,000					\$1,100,000
Totals	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	0	\$100,000					\$100,000
Utility Tax							\$0
Impact Fees		\$100,000					\$100,000
Grants	\$200,000	\$270,000					\$470,000
Rates/User Fees							\$0
Contributions	\$50,000	\$50,000					\$100,000
Fund Balance	\$150,000	\$180,000					\$330,000
Totals	\$400,000	\$700,000	\$0	\$0	\$0	\$0	\$1,100,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Project Title: Location:

Description:

Our goal is to add another west end neighborhood park that will provide this section of town with a neighborhood playground. It will be limited by the size of the lot identified at West 6th Street and Minnesota Avenue for the park location. Tursi Park is similar to what could be designed here. We hold neighborhood meetings and design what could fit here with help of the community's input.

Justification:

The west streets have limited parks and playgrounds within walking and biking distance given the increasing density of this neighborhood. The Community Forest Lands do offer recreational opportunities, but they lack the playgrounds and other amenities found in a more traditional park

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$75,000	\$50,000					\$125,000
Totals	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	\$0						\$0
Utility Tax							\$0
Impact Fees	\$75,000	\$50,000					\$125,000
Grants	\$0						\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$75,000	\$50,000	\$0	\$0	\$0	\$0	\$125,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: *Please limit responses to size of box*Project Title: Location:

Description: The Ben Root Skate Park was recently rebuilt featuring a pump track thanks to the generosity of community members and organizations. The facility lacks adequate parking and a new restroom.

Justification: The City will build a new restroom and parking lot to accommodate the upgrades at the skate park and pump track. This will also serve as the replacement for the existing restroom and parking lot currently located at 22nd and R Avenue.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$700,000						\$700,000
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$700,000						\$700,000
Fund Balance							\$0
Totals	\$700,000	\$0	\$0	\$0	\$0	\$0	\$700,000



**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

This project is a collaboration with the Samish Nation to rename the park and place interpretive signs and continue the renovations. The park is also partially owned by the Port of Anacortes. All parties are collaborating on the renovation but we are currently waiting on the ongoing clean up project that the Port and Department of Ecology are engaged in on site.

Justification:

The park is growing in popularity and use and was renamed Q'elech'ilhch Park (translated to Ironwoods) after the Samish village on Guemes and Fidalgo Island in this vicinity

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$20,000						\$20,000
Totals	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$20,000						\$20,000
Totals	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:

Insert and Resize Picture Here

*Please limit responses to size of box*Project Title: Location:

Description:

Placement of columbarium's at Grand View Cemetery is called for in the cemetery expansion plans. The first phase was completed in 2021. The site is largely prepared for the installation of these upright burial location for cremated remains.

Justification:

This is an often requested service at Grand View that we are currently unable to provide. It is our expectation that spaces in the Columbarium's would be sold quickly to local residents seeking that type of service.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

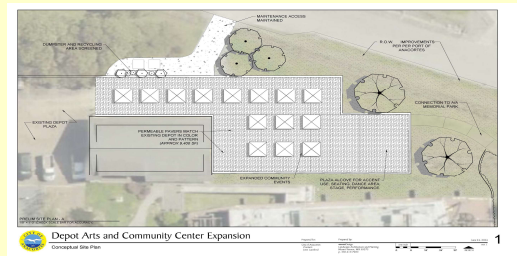
Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$20,000						\$20,000
Totals	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$20,000						\$20,000
Totals	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000



**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description: The City was recently awarded a grant from Skagit County through their economic development program to extend the depot plaza south of its current location to accommodate Farmer's Market expansion and other community events. The plan is to build the plaza on the east side of the WT Preston and replicate the current depot plaza in style and utility with water and electrical connections.

Justification: The Anacortes Farmers Market is a proven success. Over 70,000 visitors a year come to the Market to enjoy its 150 vendors. Of those 150 vendors, 107 are from Skagit Valley bringing important produce, agricultural products and crafts to sell. The Market is out growing the current facilities. This is a main driver in our goal to expand. The last time we expanded the plaza for the Market - their operation grew by 43%. This leads to jobs at the Market, more income for Market vendors, more tourist dollars creating jobs in the City. (9 former vendors are now full time storefronts down town)

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$300,000						\$300,000
Totals	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET	\$50,000						\$50,000
Utility Tax							\$0
Impact Fees							\$0
Grants	\$250,000						\$250,000
Rates/User Fees							\$0
Contributions	\$0						\$0
Fund Balance							\$0
Totals	\$300,000	\$0	\$0	\$0	\$0	\$0	\$300,000

ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here

*Please limit responses to size of box*Project Title: Location: Description: Justification: In Previous CFP? Click on box/click on arrow to selectIf yes, nature of Change from Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$60,000						\$60,000
Totals	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$60,000						\$60,000
Fund Balance							\$0
Totals	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000

ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: *Please limit responses to size of box*Project Title: Location:

Description:

The City is looking for alternative locations to build or improve pickleball courts for public use. We will examine our own public spaces and possible collaboration with other public agencies.

Justification:

The community has identified the need for additional public pickleball courts to add capacity and provide more opportunities. Once a new pickleball facility with 4 to 8 courts is successfully completed at a new undetermined location, the current courts located at Clearidge will be closed. Clearidge courts could be converted back to tennis courts pending adequate funding.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$70,000						\$70,000
Totals	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$70,000						\$70,000
Fund Balance							\$0
Totals	\$70,000	\$0	\$0	\$0	\$0	\$0	\$70,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation



Please limit responses to size of box

Project Title: Parks Infrastructure

Location: Washington Park and Various Parks

Description: We would like to continue improvements in our general parks, the campground and other facilities at Washington Park by improving sidewalks, ventilation at the campground upper restrooms.

Justification: By working on small projects in a regular fashion through the CFP we have maintained a healthy infrastructure in our parks to better serve our guests. At Washington Park the past several years we used funds to improve our failing water and electrical infrastructure in the campground.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$50,000		\$50,000			\$100,000
Totals	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$50,000		\$50,000			\$100,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$50,000	\$0	\$50,000	\$0	\$0	\$100,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan



Facility Type: Parks & Recreation

Project Title: Ship Harbor Wetland Int. Trail

Location: Ship Harbor

Description: The SHIP trail was recently damaged in December 2022 during the King Tides when a 100+ foot section was undermined by the tide. We have started planning for the repair of this section of trail. We are working with an engineering firm, biologist and permitting agencies to prepare designs for the repair and possible connection to the Washington State Ferry Terminal.

Justification: We expect that due to the complexity of the project and the ecological benefits of repairing a trail to protect the new wetlands, this should be eligible for grant opportunities. Our goal is to get the project to 15% development drawings so we can pursue funding for additional construction drawings and grant application.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$1,200,000					\$1,200,000
Totals	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants		\$1,200,000					\$1,200,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$1,200,000	\$0	\$0	\$0	\$0	\$1,200,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Project Title: Location:

Description:

The park was built in approximately 2011, adding a new dog park and athletic field to our inventory. At that time we did not have the funds to complete all the items the parks needs to serve the community. These include a concrete pathways, a restroom, covered dugouts and bleachers. We would also like to pave the access road and parking. We are looking for funding to complete various pieces of this list.

Justification:

As Anacortes continues to grow we are seeing increasing use of our parks. Our own recreational leagues are growing and using more spaces for practices, especially during soccer season. Other leagues run by local athletic non-profits use these fields as well. Completing the park is an important element in our goal to provide adequate recreational facilities for our growing community.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year						\$500,000	\$500,000
Totals	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET						\$400,000	\$400,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions						\$100,000	\$100,000
Fund Balance							\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description: The plan is to conduct Environmental Impact Statement for Guemes Channel Trail that will address the plan and alternatives. Design and construct a bicycle and pedestrian trail: Phase II - Ferry Terminal Road to Edwards Way Phase III - Ferry Terminal Road to Washington Park Phase VI - Hartford Ave. vicinity to 6th St. vicinity.

Justification: The Comprehensive Plan and Shoreline Master Program direct extending the Guemes Channel Trail to enhance physical and visual access to the water and to provide a nonmotorized connection between Washington Park and the Tommy Thompson trail. The trail may need to alter its current width depending on site conditions.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$728,000			\$3,100,000		\$3,828,000
Totals	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$400,000					\$400,000
Utility Tax							\$0
Impact Fees							\$0
Grants		\$328,000			\$3,100,000		\$3,428,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$728,000	\$0	\$0	\$3,100,000	\$0	\$3,828,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation



Project Title: Bicycle & Pedestrian Connection

Location: Various

Description: These elements include improvement to sidewalks at the trail heads, amenities, signage and pedestrian crossings.

Justification: We added this element to our impact fees and comprehensive plan because of the increase use of non motorized travel to reach our parks in trails. Our goal is to improve the infrastructure to accommodate the needs of our users to safely access and use our parks and trails.

In Previous CFP? Yes Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$50,000			\$50,000		\$100,000
Totals	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees		\$50,000			\$50,000		\$100,000
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$50,000	\$0	\$0	\$50,000	\$0	\$100,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$1,000,000					\$1,000,000
Totals	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$400,000					\$400,000
Utility Tax							\$0
Impact Fees							\$0
Grants		\$600,000					\$600,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Parks & Recreation



Project Title: Volunteer Park Field Improvement

Location: Volunteer Park

Description: The reurfing of Volunteer Field with synthetic turf extends the use of the area throughout the year and provides opportunities for other groups to use them. This field already has lighting so turf improvements would improve usability for various community groups and leagues.

Justification:

The City has worked with private donors to improve our facilities at Volunteer Park over the last 20 years. Recently we were able to place synthetic turf on Alton Daniels Field and return the Marguerite and Don Daniels Field. These are primarily used for baseball and fastpitch but we are increasingly using them for soccer practices and other activities because they have lights and all weather surfaces. We now have the opportunity to change out Volunteer Field from grass to synthetic turf which would allow us to use this field for more activities and practices that benefit baseball, soccer, lacrosse and potentially softball. The donor is asking for public and other private funds to contribute to the identified donated funds

In Previous CFP?

Yes

Click on box/click on arrow to select

If yes, nature of

Change from

Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$1,100,000				\$1,100,000
Totals	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000

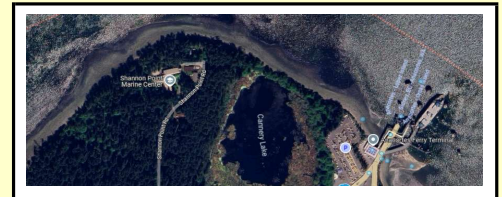
Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$450,000				\$450,000
Utility Tax							\$0
Impact Fees							\$0
Grants			\$550,000				\$550,000
Rates/User Fees							\$0
Contributions			\$100,000				\$100,000
Fund Balance							\$0
Totals	\$0	\$0	\$1,100,000	\$0	\$0	\$0	\$1,100,000



City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$25,000			\$25,000		\$50,000
Totals	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$25,000			\$25,000		\$50,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$25,000	\$0	\$0	\$25,000	\$0	\$50,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan



Facility Type:

Project Title:

Location:

Description: The addition of Pickett Pocket Park near Commercial Avenue and 22nd Street has turned out to be an important neighborhood and community park that was especially used during the COVID shutdowns as an outdoor gathering place. We are encouraged to look for additional opportunities along Commercial Avenue for public open spaces.

Justification: A new pocket park in the downtown corridor would provide added green space downtown.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$150,000				\$150,000
Totals	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$100,000				\$100,000
Utility Tax							\$0
Impact Fees							\$0
Grants			\$50,000				\$50,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$150,000	\$0	\$0	\$0	\$150,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description: The Senior Activity Center is exceeding pre-pandemic daily use numbers. To accommodate this growth and prepare for future participants we are planning to expand the dining room to the east over the existing patio area. We estimate this will expand the center by approximately 600sf. Architectural and engineering services will be needed to begin this process.

Justification: We would do this work in partnership with the Senior Activity Center Foundation. This would accommodate the need for more class room space at the Center.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$600,000				\$600,000
Totals	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants			\$600,000				\$600,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$600,000	\$0	\$0	\$0	\$600,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: *Please limit responses to size of box*Project Title: Location:

Description: This restroom is over 50 years old and is experiencing many problems with the showers, flooring, HVAC, lighting and efficient use of space. We have tried a series of upgrades and they have not solved our problems. Our goal now is to replace this restroom.

Justification: The facility has outlived its useful life and would benefit guests by providing a better camping experience and allow for easier cleaning and maintenance. The current showers and toilets are challenged when we have high use due to increased visitation to the park. A new facility would help us accommodate growing use at the park.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year				\$600,000			\$600,000
Totals	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET				\$300,000			\$300,000
Utility Tax							\$0
Impact Fees				\$100,000			\$100,000
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance				\$200,000			\$200,000
Totals	\$0	\$0	\$0	\$600,000	\$0	\$0	\$600,000

ANACORTES
WASHINGTON

**City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan**

Facility Type: Parks & Recreation

*Please limit responses to size of box*

Project Title: Trailhead Infrastructure Improv

Location: Various Trailheads Throughout our Parks System

Description:

Parks and Recreation will take advantage of grant opportunities and donations to improve and repair trails in our parks system. These include paved roads and pathways such as the Thompson Trail, Rotary Park, the Loop Road, and other minor trails and pathways in our system.

Justification:

This will improve our trail systems and better connect our pedestrian and bicycle trail to other city infrastructure.

In Previous CFP?

Yes

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$60,000			\$60,000	\$120,000
Totals	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees						\$60,000	\$60,000
Grants			\$60,000				\$60,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$60,000	\$0	\$0	\$60,000	\$120,000



ANACORTES
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City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation



Please limit responses to size of box

Project Title: Heart Lake Water Quality

Location: Heart Lake

Description: Continued management of the water quality at Heart Lake including milfoil and algae treatments.

Justification: This should be done as aquatic survey and lake testing dictates. Aquatic weed and algae treatment at the lake will need continued attention and treatment to preserve existing habitat and recreation opportunities. Eliminating or broadly reducing blooms of toxic cyanobacteria will benefit public health.

In Previous CFP? ☐ Yes ☐ Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$300,000					\$300,000
Totals	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants		\$100,000					\$100,000
Rates/User Fees							\$0
Contributions							\$0
Fund Balance		\$200,000					\$200,000
Totals	\$0	\$300,000	\$0	\$0	\$0	\$0	\$300,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Project Title:

Location:

Description: Adding a Generator manual transfer switch/connection to the ASAC would allow a portable generator to be brought in in case of a long term outage to supply power to the building.

Justification: This would allow a mobile generator to be connected in case of emergency.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$55,000					\$55,000
Totals	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000

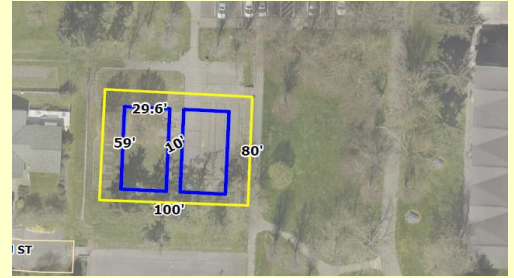
Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$55,000					\$55,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Debt							\$0
Fund Balance							\$0
Totals	\$0	\$55,000	\$0	\$0	\$0	\$0	\$55,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description: The small courts area in the NW corner of Storvik Park is slated to be repaired and replaced with sand volleyball courts. This need was identified at a community meeting and subsequently reviewed by the Parks and Recreation Advisory Commission.

Justification: The City lacks outdoor volleyball and sand volleyball in particular in its current infrastructure. This facility has been requested by user groups and Storvik Park has existing infrastructure to support this use.

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$100,000				\$100,000
Totals	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$75,000				\$75,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions			\$25,000				\$25,000
Fund Balance							\$0
Totals	\$0	\$0	\$100,000	\$0	\$0	\$0	\$100,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type: Parks & Recreation

Insert and Resize Picture Here

Please limit responses to size of box

Project Title: Causland Park Wall Repairs

Location: Causland Park

Description: Continue wall and bandstand repair to historic memorial park.

Justification: This project has been ongoing for the past 20 year to repair seating and walls within the park. Our goal is to continue this project protect this historic site.

In Previous CFP? No Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year		\$25,000					\$25,000
Totals	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET		\$20,000					\$20,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions		\$5,000					\$5,000
Fund Balance							\$0
Totals	\$0	\$25,000	\$0	\$0	\$0	\$0	\$25,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year			\$50,000				\$50,000
Totals	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET			\$50,000				\$50,000
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance							\$0
Totals	\$0	\$0	\$50,000	\$0	\$0	\$0	\$50,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Insert and Resize Picture Here

Facility Type:

Please limit responses to size of box

Project Title:

Location:

Description:

A Community Recreation Center of about 20000sf with an accompanying parking area and green space. The Center would house a gymnasium and community space for various activities for youths and adults. The gym space would be approximately 9000sf.

Justification:

The community has long needed a large space that is not occupied during school hours and can be used for indoor recreation and the arts for adults, and after school for teens and other youths. It would have programmed and/or supervised activities for youths after school and on weekends.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

No, there is no significant change.

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year						\$20,000,000	\$20,000,000
Totals	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions						\$20,000,000	\$20,000,000
Fund Balance							\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$20,000,000	\$20,000,000

**FIBER CFP
2026 - 2031**



PAGE	Project Summary Sheet							
	Project Costs:	2026	2027	2028	2029	2030	2031	Total
	3 Developer Materials	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
	4 Fiber Backbone Const	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000
	5 Installation Costs	\$822,373	\$250,000	\$0	\$0	\$0	\$0	\$1,072,373
	6 2 Node Fiber Cluster Ntwk	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000
	Totals	\$1,010,373	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	\$1,460,373
	Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
	Taxes	\$0	\$0	\$0	\$0	\$0	\$0	0
	REET	\$0	\$0	\$0	\$0	\$0	\$0	0
	Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0
	Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0
	Grants	\$225,373	\$0	\$0	\$0	\$0	\$0	225,373
	Interfund Loan	\$0	\$0	\$0	\$0	\$0	\$0	0
	Financing	\$0	\$0	\$0	\$0	\$0	\$0	0
	Fund Balance	\$785,000	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	1,235,000
	Totals	\$1,010,373	\$310,000	\$35,000	\$35,000	\$35,000	\$35,000	\$1,460,373

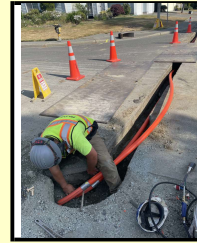


ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
Totals	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000
Totals	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$210,000



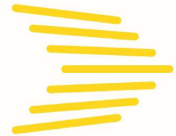
ANACORTES
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City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Insert and Resize Picture Here

Facility Type:

access
ANACORTES FIBER INTERNET



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$100,000	\$25,000					\$125,000
Totals	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$100,000	\$25,000					\$125,000
Totals	\$100,000	\$25,000	\$0	\$0	\$0	\$0	\$125,000



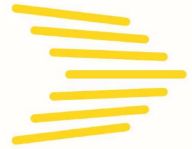
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City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Insert and Resize Picture Here

Facility Type:

access
ANACORTES FIBER INTERNET



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of Change from Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$822,373	\$250,000					\$1,072,373
Totals	\$822,373	\$250,000	\$0	\$0	\$0	\$0	\$1,072,373

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants	\$225,373						\$225,373
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$597,000	\$250,000					\$847,000
Totals	\$822,373	\$250,000	\$0	\$0	\$0	\$0	\$1,072,373



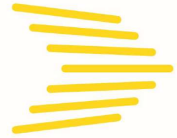
ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2024-2029 Capital Facilities Plan

Facility Type:

Insert and Resize Picture Here

access
ANACORTES FIBER INTERNET



Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$53,000						\$53,000
Totals	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Interfund Loan							\$0
Financing							\$0
Fund Balance	\$53,000						\$53,000
Totals	\$53,000	\$0	\$0	\$0	\$0	\$0	\$53,000

**GEN GOVERNMENT CFP
2026 - 2031**



PAGE	Project Summary Sheet							
	Project Costs:	2026	2027	2028	2029	2030	2031	Total
	3 Museum Storage Workshop	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000
	4 Creosote Pilings	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000
	5 Police Vehicles	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000
	6 Event Center	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000
	Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000
	Project Funding Sources:	2026	2027	2028	2029	2030	2031	Total
	Taxes	\$0	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	2,250,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	0	
Utility Tax	\$0	\$0	\$0	\$0	\$0	\$0	0	
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	0	
Grants	\$0	\$0	\$0	\$0	\$0	\$0	0	
Debt Service	\$8,000,000	\$0	\$0	\$0	\$0	\$0	8,000,000	
Contributions	\$150,000	\$0	\$0	\$0	\$0	\$0	150,000	
Fund Balance	\$835,000	\$0	\$0	\$0	\$0	\$0	835,000	
Totals	\$8,985,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$11,235,000	



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Please limit responses to size of box

Project Title:

Location:

Description:

Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$200,000						\$200,000
Totals	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions	\$150,000						\$150,000
Fund Balance	\$50,000						\$50,000
Totals	\$200,000	\$0	\$0	\$0	\$0	\$0	\$200,000



ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:



Project Title:

Location:

Description:

The creosote piles will need to be removed and replaced with non-creosote (steel) piles consistent with the DNR Aquatic Land Lease. The due date for project completion per the DNR Lease is January 2, 2026.

Justification:

For compliance with the DNR Aquatic Lands lease and furthers Shoreline Master Program goals related to improving water quality by replacing creosote pilings with non-toxic alternatives.

In Previous CFP?

Click on box/click on arrow to select

If yes, nature of

Change from

Previous CFP:

updated quote and timing

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$500,000						\$500,000
Totals	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$500,000						\$500,000
Totals	\$500,000	\$0	\$0	\$0	\$0	\$0	\$500,000


ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

 Facility Type:

 Project Title:

 Location:

 Description:

 Justification:

 In Previous CFP? Click on box/click on arrow to select

 If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$285,000						\$285,000
Totals	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000

Funding Sources:	2026	2027	2028	2029	2030	2031	Total
Taxes							\$0
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Rates/User Fees							\$0
Contributions							\$0
Fund Balance	\$285,000						\$285,000
Totals	\$285,000	\$0	\$0	\$0	\$0	\$0	\$285,000


ANACORTES
WASHINGTON

City of Anacortes
Project Detail Worksheet
2026-2031 Capital Facilities Plan

Facility Type:

Project Title:

Location:

Description:

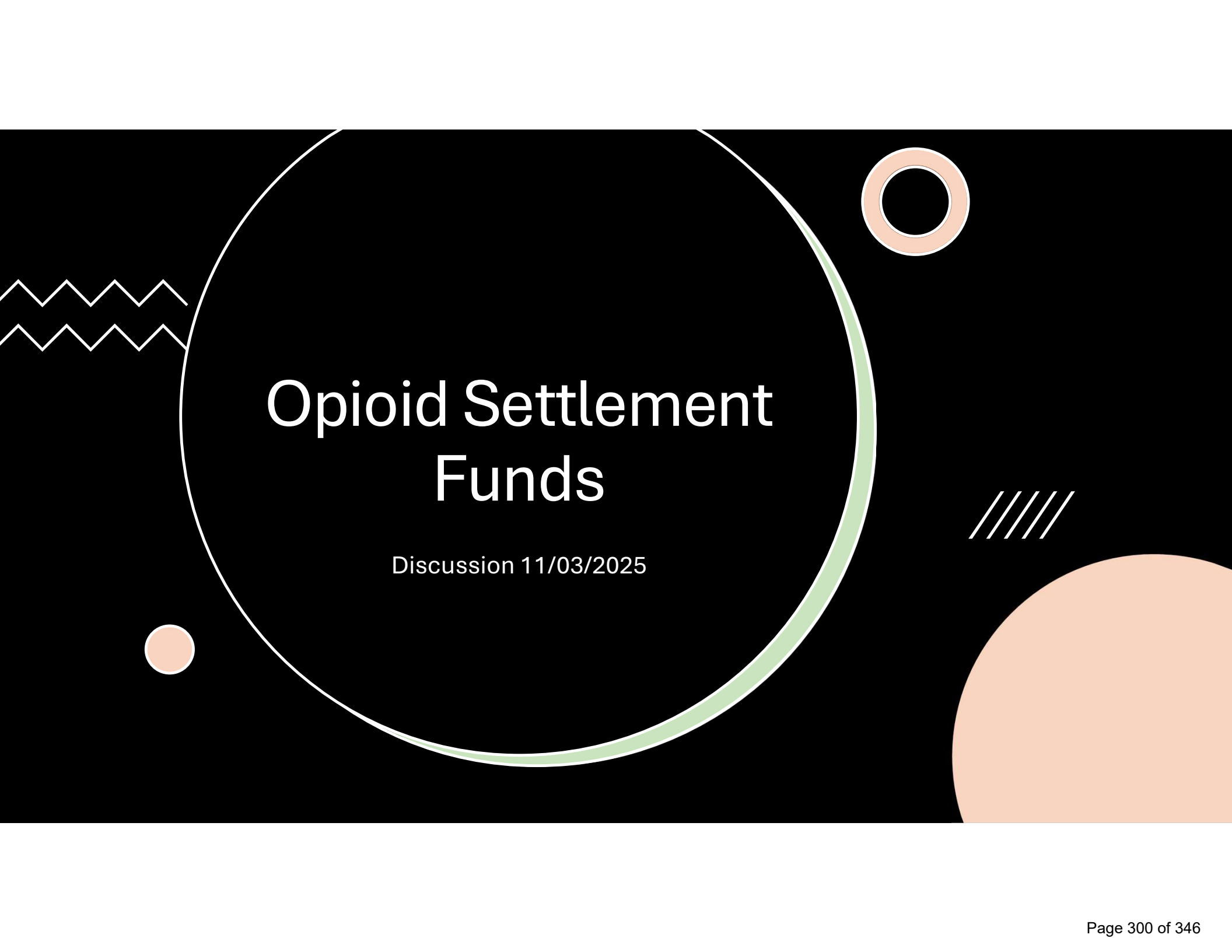
Justification:

In Previous CFP? Click on box/click on arrow to select

If yes, nature of
Change from
Previous CFP:

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Costs by year	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000
Totals	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000

Projected Costs:	2026	2027	2028	2029	2030	2031	Total
Taxes		\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$2,250,000
REET							\$0
Utility Tax							\$0
Impact Fees							\$0
Grants							\$0
Debt Service	\$8,000,000						\$8,000,000
Contributions							\$0
Fund Balance							\$0
Totals	\$8,000,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$10,250,000



Opioid Settlement Funds

Discussion 11/03/2025

Reconciliation | Funding Considerations

Activity	\$ Impact
Dollars Received to date	\$332,515
Purchase K9 Zeke	-\$15,000
10/31/2025 – Balance	\$317,515
Projected 2026	\$47,942
Projected 2026 Available	\$365,457
Included in 2026 draft budget	-110,000
Remaining 2026 Projected	\$255,457
Projected allocations	
2027	\$45,801.68
2028	\$54,699.67
2029	\$52,293.11
2030	\$50,133.32
2031	\$46,439.61
2032	\$45,629.88
2033	\$37,368.68
2034	\$36,295.27
2035	\$36,619.54
2036	\$31,801.69
2037	\$31,801.69
2038	\$28,029.12
2039	\$6,815.86
2040	\$6,941.79

★ \$80k

- School Resource Officer
- Per IL265 amendment #2, this request is for fiscal year 2026 only

★ \$30k

- Anacortes Family Center
- AFC to continue to provide social service coordination & resources for APD, AFD, and other City departments as needed for transient individuals and individuals with need for specialized social services

\$75k | \$15k per year

- Library, Museum, and Parks & Recreation
- \$75,000 over 5 years to be evenly split between the 3 departments for youth engagement program

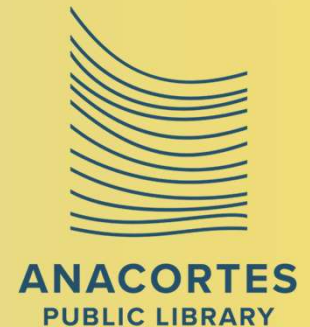
\$150k

- Oak Harbor Police Department Training Range
- Secures training space access for the future | Increased frequency of training | Lowers annual agency budget expenses | Improves recruitment and retention | Enhances regional training and partnerships | Provides a safe, secure, and purpose-built facility in the North Puget Sound Region

Library Opioid Settlement Funds: 2026

The Library will hire and mentor young adults to assist with mobile outreach and children's/Teen programs. Perhaps 5hrs per day, two days per week during the summer months. Finance estimates true cost would be approximately \$18.50/hour with employment for a couple of months. Perhaps around 80-120hrs and a total cost of \$2200.

Funds would also be used to hire performers for summer reading events in locations further from the library to reach families that may not coming regularly to the library. The average cost for a summer reading performer is approximately \$500. Five different programs would be an expense of \$2500.



Museum Opioid Settlement Funds: 2026

The Anacortes Museum would like to use funds to collaborate on projects with the Anacortes High School media club to create a series of video interviews. These oral histories would feature elders from the community discussing their lives with students asking questions. Serving up to 25 youths (\$2500)

In addition to this project, the Museum would like to use funds to collaborate on projects with the Anacortes Music Project (AMP) – working with students to write songs relating to living in Anacortes now or songs about Anacortes history. These songs would be featured on a digital album and tie into the Music of Anacortes exhibit and the Anacortes music map. Serving up to 25 youths (\$2500)



Parks & Recreation Opioid Settlement Funds: 2026

Afterschool Arts

Funds would support three multi-week programs serving 30–45 youth.

Estimated cost: \$1,800–\$2,500.

Youth Athletic Drop-In Programs

Funds would support four-week sessions held throughout the year, serving about 100 youth.

Estimated cost: \$1,000.

Nonprofit Youth Camp Collaborations

Funds would support partnerships with local nonprofits offering drama, sports, yoga, and other activities for about 50 youth.

Estimated cost: \$1,500–\$2,000.



North Star | summary of request from 9/15/2025

Proposed allocation

- Joint projects – 80%
- City – specific allocations – 20%

Priorities

- Skagit STAR Center Start-up
- Recovery Housing/Bridge Housing
- Recovery Support Services

Projects requiring 2-year Commitment

- Detox Bridge Housing | \$ tbd per year
- Additional Recovery Housing | \$ tbd per year

One-time Investment Opportunities

- Supplement start-up funds for STAR Center
 - 80% of available funds or another amount

From: [DonSue McLaskeyHill](#)
To: [CityClerk](#)
Subject: Public comment for tonight--11/3/25 city council mtg.
Date: Monday, November 3, 2025 2:21:45 PM

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

City Clerk--

I would like to make a very brief comment at tonight's meeting:

I would request that the Opioid Settlement Funds be identified as such, in a separate line item entry on the city's income ledger, as well as an expense category of the budget for 2026. I would also request that going forward, these details persist as long as that income and expenses attributed to those funds exist.

Thank you,

Susan Hill
820 34th St.
Anacortes
360-472-1902



City Council Agenda Bill

Meeting Date: November 3,
2025

Agenda Item: 6.e.

Agenda Item Title: Resolution 3188: City Council Procedures

Staff Contact(s): Darcy Swetnam, Emily Schuh

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

Greg Francioch
Darcy Swetnam
Steve Hoglund

Resolution

Item Summary: Resolution 3188 proposes to update Council Procedures. The discussion of potential updates started at the Mayor-Council budget retreat in 2025. Council discussed detailed procedural update recommendations at a September 8, 2025 work session and continued the discussion at its September 15, 2025 regular Council meeting. Staff now provide a redline draft resolution that attempts to incorporate the points discussed by Council, the Mayor, and staff.

Budget Impact:

None anticipated

Previous Action: Council began its discussion on [September 8, 2025](#). Council continued its discussion on [September 15, 2025](#) and considered the draft resolution on [October 13, 2025](#).

Recommended Motion: I recommend we adopt Resolution 3188 to update City Council Procedures.

Alternative Actions: Return to staff for further revisions.

Attachments (listed in order presented):

1. 251013 Resolution 3188 Updating Procedures
2. 250908 Council Procedures Comment Compilation
3. Council Procedures and Committee Structure Powerpoint 250915

Resolution No. 3188

A Resolution Updating City Council Procedures

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

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

Whereas Council adopted new procedures in Resolution No. 1949 on April 4, 2016; ;

Whereas Council updated its procedures in Resolution No. 3094 on July 5, 2022;

Whereas Council updated its procedures in Resolution No. 3141 on December 11, 2023;

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

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

Section 1. The procedures attached as Attachment A are adopted.

Section 2. This Resolution shall take effect five days after publication as required by law.

PASSED by the City Council this ____ day of _____, 2025.

CITY OF ANACORTES:

Matt Miller, Mayor

Attest:

Steve Hoglund, City Clerk/Treasurer

Attachment A—City Council Procedures

Abbreviated Table of Contents

<u>1</u>	<u>General Provisions</u>	<u>6</u>
<u>2</u>	<u>Officers</u>	<u>6</u>
<u>3</u>	<u>Council Meetings—Types</u>	<u>8</u>
<u>4</u>	<u>Council Meetings—Attendance</u>	<u>9</u>
<u>5</u>	<u>Council Meetings—Agenda</u>	<u>10</u>
<u>6</u>	<u>Council Meetings—Standard Business</u>	<u>11</u>
<u>7</u>	<u>Council Meetings – Work Sessions</u>	<u>12</u>
<u>8</u>	<u>Council Meetings—Motions, Voting, and Types of Action</u>	<u>13</u>
<u>9</u>	<u>Council Meetings—Public Comment</u>	<u>14</u>
<u>10</u>	<u>Council Meetings—Records</u>	<u>16</u>
<u>11</u>	<u>Council Committees</u>	<u>16</u>
<u>12</u>	<u>Council Communication</u>	<u>18</u>
<u>13</u>	<u>Suspension and Amendment of these Procedures</u>	<u>18</u>
1	General Provisions	4
2	Officers	4
3	Council Meetings—Types	5
4	Meetings—Attendance	7
5	Meetings—Agenda	7
6	Meetings—Standard Business	8
7	Meetings—Voting and Types of Action	9
8	Meetings—Public Comment	10
9	Council Meetings—Records	12
10	Council Committees	12
11	Council Representatives	13
12	Suspension and Amendment of these Procedures	14

Detailed Table of Contents

<u>1</u>	<u>General Provisions</u>	<u>6</u>
	<u>1.1 Authority</u>	<u>6</u>
	<u>1.2 Definitions</u>	<u>6</u>
	<u>1.3 Savings</u>	<u>6</u>

2	Officers	6
2.1	Mayor	6
2.2	Mayor Pro Tem	7
2.3	Clerk/Treasurer	7
3	Council Meetings—Types	8
3.1	Regular Meetings	8
3.2	Special Meetings	8
	Adjournment	8
3.4	Continuances	8
3.5	Executive Sessions	8
3.6	Retreats	9
4	Council Meetings—Attendance	9
4.1	Quorum	9
4.2	Attendance Required	9
4.3	Participation in Absentia	9
5	Council Meetings—Agenda	10
5.1	Preparation	10
5.2	Form and Standard Order of Business	10
5.3	Addition of items to the agenda	10
5.4	Information from staff	10
6	Council Meetings—Standard Business	11
6.1	Call to Order	11
6.2	Announcements and Committee Reports	11
6.3	Public Comment	11
6.4	Consent Agenda	11
7	Council Meetings – Work Sessions	12
7.1	Work Sessions Defined	12
7.2	Frequency. Council will hold a Work Session at least once a month	13
7.3	Procedures	13
8	Council Meetings—Motions, Voting, and Types of Action	13
8.1	Debate	13
8.2	Voting	13
8.3	Resolutions	13
8.4	Ordinances	13

9	Council Meetings—Public Comment.....	14
10	Council Meetings—Records	16
10.1	Recording	16
10.2	Minutes.....	16
11	Council Committees	16
11.1	Purpose	16
11.2	Council Committees do not represent, and may not speak for, the City Council	16
11.3	Standing Committees	16
11.4	Ad Hoc Committees	17
11.5	Committee Meetings.....	17
11.6	Committee Reports	18
11.7	Council Representatives.....	18
12	Council Communication	18
12.1	Councilmembers may communicate with fellow Councilmembers in a manner that does not violate the Open Public Meetings Act. Individual Councilmembers may send emails to all Councilmembers with instructions not to reply all, but Councilmembers may not reply to all Councilmembers in response.....	18
12.2	Councilmembers must retain all records related to communication or business of the City in their native format and produce those records to the Public Records Officer upon request to comply with the Public Records Act at RCW 42.56.	18
13	Suspension and Amendment of these Procedures.....	18
13.1	Suspension of the Rules.....	18
13.2	Amendment of the Rules.....	18
1	General Provisions	4
1.1	Authority	4
1.2	Definitions.....	4
1.3	Savings.....	4
2	Officers	4
2.1	Mayor	4
2.2	Mayor Pro Tem	5
2.3	Clerk/Treasurer.....	5
3	Council Meetings—Types	5
3.1	Regular Meetings	5
3.2	Special Meetings.....	6
3.4	Adjournment.....	6
3.5	Continuances.....	6

3.6—Executive Sessions.....	6
3.7—Retreats.....	6
4—Council Meetings—Attendance.....	7
4.1—Quorum.....	7
4.2—Attendance Required.....	7
4.3—Participation in Absentia.....	7
5—Council Meetings—Agenda.....	7
5.1—Preparation.....	7
5.2—Form and Standard Order of Business.....	8
5.3—Addition of items to the agenda.....	8
6—Council Meetings—Standard Business.....	8
6.1—Call to Order.....	8
6.2—Announcements and Committee Reports.....	8
6.3—Public Comment.....	9
6.4—Consent Agenda.....	9
7—Council Meetings—Voting and Types of Action.....	9
7.1—Voting.....	9
7.2—Resolutions.....	10
7.3—Ordinances.....	10
8—Council Meetings—Public Comment.....	10
9—Council Meetings—Records.....	12
9.1—Recording.....	12
9.2—Minutes.....	12
10—Council Committees.....	12
10.1—Purpose.....	12
10.2—Standing Committees.....	12
10.3—Ad Hoc Committees.....	13
10.4—Committee Meetings.....	13
10.5—Committee Reports.....	13
11—Council Representatives.....	13
12—Suspension and Amendment of these Procedures.....	14
12.1—Suspension of the Rules.....	14
12.2—Amendment of the Rules.....	14

1 General Provisions

1.1 Authority

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

1.2 Definitions

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

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

2 Officers

2.1 Mayor

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

Commented [DS1]: From Emily: Link to handbook that we identified that we would send out
<https://mrsc.org/getmedia/034f13b6-7ec2-4594-b60b-efaf61dd7d10/Mayor-And-Councilmember-Handbook.pdf?ext=.pdf>

Commented [DS2]: A request was made to identify Council’s authority in the procedures. The current procedures do reference RCW 35A.11.020, which is what grants Council’s authority, so I tried to strengthen that language. Please let us know if you would like to further enumerate Council’s powers under the statute.

2.2 Mayor Pro Tem.

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

2.3 Clerk/Treasurer.

- (a) Duties. The City Clerk/Treasurer must:
 - ~~(1)~~ Prepare the council meeting agenda.
 - ~~(2)~~ Prepare all City Council meeting notices.
 - ~~(3)~~ Collect and record written public comments.
 - ~~(4)~~ Note any requests for information made during a Council meeting and follow up to ensure the requested information is provided in a timely manner.
 - ~~(4)~~~~(5)~~ Note any questions asked by members of the public during the public comment period and forward those questions to the staff member best able to respond.
 - ~~(2)~~~~(6)~~ Maintain and publish the list of council committees and their meeting schedules.

3 Council Meetings—Types

3.1 Regular Meetings.

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

3.2 Special Meetings.

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

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

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

3.5 Executive Sessions.

- (a) The City Council may hold an executive session without the public as allowed by RCW 42.30.110 at any time during a meeting without a requirement for prior notice.
- (b) When the Council adjourns to an executive session, the ~~Mayor~~Chair must:
 - (1) announce the general topic and the specific RCW authorizing the executive session;
 - (2) specify whether or not the City Council will reconvene afterward and the expected time the City Council will reconvene;
 - (3) announce that the Council will not take any final action in executive session.
- (c) Consistent with RCW 42.30.910, the authorized purposes for executive sessions are to be strictly construed.

- (d) Attendance at executive sessions is limited to councilmembers, the Mayor, and those staff necessary to discuss the subject of the executive session.
- (e) No Councilmember, employee of the City, or any other person present during an executive session may disclose the content or substance of any discussion or action that took place during the executive session, unless authorized to make such disclosure. Any unauthorized disclosure in violation of this subsection would be a violation of RCW 42.23.070(4) and subject the disclosing party to penalties outlined in RCW 42.23.050.
- (f) Any discussions in an executive session with its City Attorney or other legal counsel are subject to the attorney-client privilege.
- (g) The Council may not take any votes or any "final action" as defined by RCW 42.30.020(3) at any executive session.

3.6 Retreats

- (a) The Council may meet in an informal conversation setting for a variety of purposes related to City business. Such meetings constitute special meetings under RCW 42.30.080.

4 Council Meetings—Attendance

4.1 Quorum.

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

4.2 Attendance Required.

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

4.3 Participation in Absentia.

- (a) **Defined.** Participation in absentia means participation in a council meeting without being physically present.

- (b) A Councilmember participating in absentia must login to the City Council meeting using City provided login credentials, and use the electronic meeting link published by the Assistant to the City Clerk.

5 Council Meetings—Agenda

5.1 Preparation.

- (a) The City Clerk/Treasurer is responsible for preparation of the City Council's meeting agenda.
- (b) The City Clerk/Treasurer must distribute the agenda to Councilmembers and publish it to the City website for regular meetings at least five calendar days prior the meeting.

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

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

5.3 Addition of items to the agenda

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

~~(d) On the second and fourth regular meeting of each month, items requiring final action, other than those qualifying for the consent agenda, should not be scheduled.~~

5.4 Information from staff

(a) Staff will provide all materials related to each agenda item in the City Council packet, which will be published the week prior to the meeting. Materials must include any documents or information necessary for Council to fully prepare to discuss and decide on agenda items. Staff

may not present new information to Council at a Council meeting, but may summarize materials from the packet in their presentation. If the agenda item includes a physical location, a map must be included.

(b) Every agenda item must be accompanied by a complete cover sheet that provides key information about that item. The cover sheet must include the following:

(1) Background information: Summary of the item and why it is before Council for action.

(2) Procedural history: Overview of previous processes taken with respect to the item, e.g. Council Committee consideration, Planning Commission actions, etc.

(3) Budget information: The budget impact of the agenda item and any funding sources.

(4) Previous actions completed: Summary and links to materials from previous Council action on the agenda item.

(5) Staff contact: The name of an individual staff member who Councilmembers may contact if they need additional information.

(6) Recommended action if any.

(7) Key Terms: For contracts, a concise statement of contract price, term, and other key terms.

(8) Competitive Bidding: For contracts, a summary of procurement requirements and process used to select contractor.

(c) The Clerk/Treasurer or their designee will record any requests for additional information made by Councilmembers during meetings. The Clerk/Treasurer or designee will forward any such requests to the applicable staff member and follow up to ensure the entire Council receives the requested information.

(d) Staff will provide Council with notice of quasi-judicial matters that may come before City Council for consideration so that Council can avoid ex parte communication in violation of the Appearance of Fairness Doctrine.

6 Council Meetings—Standard Business

6.1 Call to Order.

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

6.2 Announcements and Committee Reports.

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

6.3 Public Comment. See Rule ~~99~~ Council Meetings—Public Comment.

6.4 Consent Agenda.

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

- (b) The Council must approve the items on the Consent Agenda as a group, but any Councilmember may remove any item from the Consent Agenda to be considered separately.
- (c) All items on the Consent Agenda (except for minutes and routine payment of claims) require:
 - (1) a completed agenda item coversheet;
 - (2) the complete document for which approval is requested;
 - (3) approval as to content by the relevant department head;
 - (4) approval as to budget by the Clerk/Treasurer;
 - (5) approval as to form by the City Attorney.
- (d) Items eligible for consent agenda include the following.
 - (1) meeting minutes.
 - (2) payment of claims per AMC Chapter 3.02;
 - (3) street fair applications;
 - (4) resolutions to set the date of a public hearing;
 - (5) final decisions on land use applications that received unanimous preliminary approval at a previous meeting;
 - (6) grant agreements ≤ \$250,000;
 - (7) Public Works contracts ~~that have been publicly bid~~ ≤ \$200,000;
 - ~~(8) purchased or personal services contracts on standard city forms~~ ≤ \$100,000;
 - ~~(9) contracts for goods, materials and supplies not connected to a public works project~~ ≤ \$100,000;
 - ~~(10) interlocal agreements~~ ≤ \$50,000;
 - ~~(11) modifications to interlocal agreements;~~
 - ~~(8)(12)~~ modifications of any contract ≤ \$100,000 or 10% of the total contract amount, whichever is less;
 - ~~(9)(13)~~ any item the council has indicated may be placed on the Consent Agenda at a previous meeting.

7 Council Meetings – Work Sessions

7.1 Work Sessions Defined.

- ~~(a) Work Sessions are Council meetings that are less formal than regular business meetings which allow for more in-depth consideration and evaluation of policy topics.~~
- ~~(b) No ordinances or resolutions may be adopted during Work Sessions.~~

7.2 Frequency.

Council will hold a Work Session at least once a month.

7.3 Procedures.

- (a) Items may be placed on Work Session agendas following the same procedures as regular Council meetings.
- (b) Work Sessions may be scheduled during a regular Council meeting or may be noted as a Special Meeting.
- (c) Council may request specific materials to be prepared by staff in preparation for a Work Session. Staff will prepare packet materials following the same requirements as for regular Council meetings.
- (d) Council may request staff to set up an alternative seating arrangement other than the dais to facilitate collaboration during Work Sessions.

7.8 Council Meetings—Motions, Voting, and Types of Action

7.18.1 Debate. Debate must follow the Roberts Rules of Order, rules in Attachment B.

7.28.2 Voting.

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

7.38.3 Resolutions.

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

7.48.4 Ordinances

- (a) **Defined.** An ordinance is a law of the City. An ordinance is generally required for the following actions:

- (1) imposing a tax;
- ~~(2) establishing fees or charges for city services;~~
- ~~(3)~~(2) regulating the conduct of business;
- ~~(4)~~(3) revising the Anacortes Municipal Code and other city regulations;
- ~~(5)~~(4) adopting or revising the Comprehensive Plan;
- ~~(6)~~(5) other items that State law or City policy requires to be enacted by means of an ordinance.

- (b) **Two-read rule.** All regulatory, non-emergency n-ordinances must be heard at two separate council meetings before ~~it~~they can be adopted.

89 Council Meetings—Public Comment

(a) Generally.

- (1) The chair should preserve order and decorum at all regular and special meetings of the City Council, in accordance with RCW 43.30.050.
- (2) Meetings are intended to be of a neutral and businesslike atmosphere.
- ~~(3) These rules are intended to promote an orderly system of holding a public hearing or meeting, to give every person who wishes to speak an opportunity to be heard, and to ensure that no individual is embarrassed by exercising the right to free speech.~~
- ~~(4) Applause or cheering is prohibited during meetings, except during announcements.~~
- ~~(5) The general public comment period is an opportunity for the public to share information and concerns with the City Council. As such, Councilmembers should not respond to questions during the public comment period.~~
- ~~(3)~~(6) Opportunities for public comment may not be used to engage in any campaigning activity that would support or oppose any ballot measure or any candidate for elective office.

(b) Opportunities.

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

(c) **Time limits.**

- (1) The chair may set uniform time limits or time allocations for testimony as necessary to manage the orderly progress of the meeting.

~~(2) As time allows, additional time may be allowed by the chair to an individual or group, after everyone else has spoken.~~

~~(3)~~(2) Spokesperson for a group. In order to expedite matters and to avoid repetitious presentation, delay or interruption of the orderly business of the Council, whenever any group of persons wishes to address the Council on the same subject matter, the chair may request that a spokesperson be chosen by the group to address the Council. However, being a member of a group shall not preclude an individual from stating that they agree or disagree with the spokesperson, or from presenting additional comments not addressed by the spokesperson.

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

- (1) A person desiring to address the Council must first obtain the permission of the chair.

- (2) A person addressing the Council must:

(i) provide their name, city of residence, and, if in Anacortes, their voting ward or neighborhood, for the record;

(ii) confine their remarks to the agenda item being considered, or for the general public comment period, to matters specifically pertaining to the City of Anacortes.

~~(3) Commenters are prohibited from using the podium computer to present any type of presentation or media during their comments. Commenters may provide the Clerk/Treasurer with written materials, which will be distributed to council and the mayor and added to the packet for the meeting.~~

~~(4) Commenters may participate remotely via video conference but may only be recognized to speak if their camera is turned on during the entirety of their comments. The chair may immediately disconnect a remote commenter if they turn their camera off.~~

Commented [DS3]: I did not add a requirement for pre-registering for zoom commenting based on my notes from the meeting, but it could be added here if Council would like.

(e) **Disruptions.**

- (1) The chair should maintain control over interruptions and disruptive behavior.

- (2) ~~No person may engage in behavior that interrupts or disrupts the meeting. Disruptive behavior may include:~~

(i) ~~engage threats, personal attacks, or the use of racial, misogynistic, or gender-related slurs, or abusive language or other disorderly conduct that intentionally disrupts, disturbs, or otherwise impedes orderly conduct of, or attendance or participation in the meeting; in any indecorous, abusive or inappropriate language;~~

(ii) ~~make personal attacks on any other person; failure to comply with the allotted time allowed for the speaker;~~

- (iii) ~~impugn the integrity, honesty, or motives of any person; delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;~~
- (iv) ~~in any way make slanderous remarks; using a comment period for purposeful delay;~~
- (v) ~~waveing signs, cheerinng or applauding, or takinge disruptive actions.~~

Commented [DS4]: I modeled this after the City of Seattle's recent updates to its procedures.

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

910 Council Meetings—Records

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

9.210.2 Minutes

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

1011 Council Committees

10.111.1 Purpose.

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

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

10.311.3 Standing Committees.

- (a) The Mayor Pro-Tem must appoint three Councilmembers to each standing committees at the second regular meeting of each year that follows a general municipal election. The appointments must be confirmed by the City Council. No Councilmember may be appointed for more than two (2) two-year terms on any standing committee.

(b) The following standing committees are established for the purposes described:

- ~~(1) Access – Anacortes Fiber Internet: to make recommendations on Access projects, processes, and procedures.~~
- ~~(2)(1) Economic Development: to make recommendations regarding economic development within the City of Anacortes.~~
- ~~(3)(2) Finance: to make recommendations on the municipal budget, capital facilities financing, and to approve transactions as authorized by municipal code.~~
- ~~(4)(3) Housing Affordability and Community Services and Planning: to develop a draft strategic plan to improve housing affordability and make recommendations on budget and CDBG grant allocations for social services and make recommendations about land use, comprehensive planning, and development regulations.~~
- ~~(5)(4) Information Technology and Fiber: to make recommendations regarding City computing policies and procedures and Access – Anacortes Fiber Internet projects, processes, and procedures.~~
- ~~(6)(5) Library and Museum: to make recommendations regarding Library and Museum policies and procedures.~~
- ~~(7)(6) Personnel: to make recommendations regarding positions and personnel policies.~~
- ~~(8) Planning: to make recommendations regarding land use, comprehensive planning, and development regulations.~~
- ~~(9)(7) Parks and Recreation: to make recommendations regarding park, recreation, and trail facilities, activities, and policies.~~
- ~~(10)(8) Public Works: to make recommendations regarding public works and city utilities.~~
- ~~(11)(9) Public Safety: to make recommendations regarding public safety, including the police and fire departments and emergency medical services.~~

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

10.511.5 Committee Meetings.

- (a) Council Committees may set their own meeting times, agendas, and work programs.
- (b) The regular Council Committee meeting schedule must be posted on the City website ~~and upcoming meeting times should included on Council agendas.~~
- (c) A Committee may call a special meeting or re-schedule a regular meeting at any time with 24-hour notice consistent with RCW 42.30.080.
- (d) The Committees may prioritize the various issues that are put before them, and determine which ones to work on.
- (e) If an issue is referred to a Committee by Council vote, with a request for the Committee to make a recommendation back to Council, that issue shall have a high priority.

~~(f)~~ Duty to avoid a quorum. No more than three Councilmembers may attend any Committee meeting. A Councilmember may not attend a committee meeting in the absence of a regular member ~~if asked to do so by the remaining regular Committee members to facilitate the work of the Committee to ensure compliance with the Open Public Meetings Act.~~

~~(f)(g)~~ Topics that span more than one Council Committee should be presented and discussed at Work Sessions to comply with the Open Public Meetings Act and avoid serial meetings.

10.611.6 Committee Reports.

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

10.711.7 Council Representatives

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

12 Council Communication

12.1 Emails. Councilmembers may communicate with fellow Councilmembers in a manner that does not violate the Open Public Meetings Act. Individual Councilmembers may send emails to all Councilmembers with instructions not to reply all, but Councilmembers may not reply to all Councilmembers in response.

12.2 Records. Councilmembers must retain all records related to communication or business of the City in their native format and produce those records to the Public Records Officer upon request to comply with the Public Records Act at RCW 42.56.

11.13 Suspension and Amendment of these Procedures

11.113.1 Suspension of the Rules. Any provision of these rules not governed by other laws may be suspended until the next meeting by 2/3 vote of those Councilmembers present.

11.213.2 Amendment of the Rules. These rules may be amended or new rules adopted by a vote of at least four Councilmembers, provided that the proposed amendments or new rules must have been introduced at a prior Council meeting.

Attachment B—Rules of Debate

Commented [DS5]: Deleted - Debate now follows Roberts Rules of Order, so this is unnecessary.

1.1—Generally

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

1.2—Introduction of Business

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

1.3—Right to Speak

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

1.4—Motion Procedures.

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

(f) ~~A motion to postpone to a certain time, including later in the same meeting, is debatable, is amendable, and may be reconsidered at the same meeting. The question being postponed must be considered at a later time at the same meeting or at a future regular or special Council meeting.~~

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

1.5—Discussion.

(a) ~~Discussion of an issue may occur before a motion on the issue has been made. After a motion has been made and seconded, the Councilmembers may discuss their opinions on the issue prior to the vote; the post-motion discussion shall focus on the issue within the context of the merits of the motion.~~

(b) ~~All Councilmembers must be afforded an opportunity to speak on the issue. Public comment shall not be allowed when a motion is pending except at the request of a Councilmember to the Mayor to clarify the details of the issue at hand, for limited inquiry made to staff or legal counsel, or to a person who previously provided formal or informal testimony concerning the issue at hand. The Mayor shall insure that any response is limited to the inquiry made.~~

1.6—Closing Discussion.

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

(b) ~~Discussion is re-opened if the motion fails.~~

1.7—Voting.

(a) ~~The Mayor or recording secretary shall restate the motion prior to voting.~~

(b) ~~The recording secretary shall conduct any roll call votes.~~

(c) ~~No Councilmember shall be allowed to pass when called upon and then vote later in the order.~~

(d) ~~Councilmembers may abstain from the entire vote only where disqualified by reason of conflict of interest or where approved by the Mayor due to the Councilmember's non-participation in earlier proceedings concerning the subject of the motion. Should any Councilmember nonetheless fail to vote when his/her name is called or otherwise abstain, his/her vote will be counted as an "aye" on the question.~~

(e) ~~To meet a "two thirds of Councilmembers present" requirement, the vote must be as follows:~~

~~(1) if seven (7) members are present, then five (5) must vote in the affirmative;~~

~~(2) if six or five (6 or 5) members are present, then four (4) must vote in the affirmative;~~

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

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

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

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

CITY OF ANACORTES - MEMORANDUM

TO: CITY COUNCIL, MAYOR MILLER
FROM: EMILY SCHUH, DARCY SWETNAM
SUBJECT: COUNCIL PROCEDURES UPDATE
DATE: SEPTEMBER 8, 2025
CC:

SUMMARY

This memorandum summarizes comments from City Councilmembers and staff regarding proposed changes to the City Council Procedures. Staff have organized these by topic and included individual Councilmembers comments within each topic.

I. CHANGES TO COMMITTEE STRUCTURE

COUNCILMEMBER FANTINI:

1. : **Replace Small Committees with a Committee-of-the-Whole Structure**

The current small committee system limits full council engagement and can obscure decision-making. I propose fully transitioning to a Committee-of-the-Whole model, where all council members participate in discussions as one body. A Committee-of-the-Whole approach would:

- 1.1 **Enhance Transparency-**All council members would participate in discussions, ensuring decisions are made in full view of the public rather than in fragmented, less visible committees.
- 1.2 **Improve Collaboration** - Every council member would have equal access to information and deliberation, reducing silos and fostering more informed, unified decisions.
- 1.3 **Increase Efficiency-** Eliminating redundant committee meetings streamlines governance, saving time for both council members and city staff.
- 1.4 **Strengthen Public Trust** - Residents deserve to see their elected officials working together as a full body, not just in select subgroups where key recommendations may be made without full council input.
- 1.5 **Exceptions:** Some committees, like the Lodging Tax Advisory Committee (mandated by state law), would remain intact due to their required structure. However, all other standing committees (e.g., Finance, Planning, Public Safety, Public Works, HACS, etc) would be absorbed into the Committee-of-the-Whole.

COUNCILMEMBER HUBIK:

- 1. Council should have work sessions and Committees of the Whole once a month on an alternating basis. This allows time for three full council meetings each month.

2. City Council Meetings are scheduled every first four Mondays, every 5th Monday off
3. Each Second or Third Monday of even months is a Work Session (I'm open to whether this is limited to max 90 mins with a regular meeting following the work session)
4. Each Second or Third Monday of odd months is a Committee of the whole (same sentiment for regular mtg following)
5. I also wouldn't be opposed to some sort of language like --> *during November and December, due to the urgency of passing budgets, council can vote in October to make all meetings standard council meetings*
6. Committee of the Whole is the smaller depts that meet quarterly, all rolled up into this one
IT, Library, Museum, Parks, Personnel

Finance absorbs Fiber
Planning absorbs HACS
Public Safety - no change
Public Works - no change
Econ Dev - no change
7. Then for those five committees above, I wouldn't mind seeing term limits. No more than three 2-year consecutive assignments, since those are decided by a mayor pro-tem every other year.
8. I also wouldn't be sad if there were more guardrails on who goes where - if you're on planning, you're not also on public works, for example.
9. I think this is a solid mix of what we have and just one big-ol' meeting where 10-12 depts try to give updates (that honestly sounds like a wretched slog)

COUNCILMEMBER MOULTON:

1. On the second and fourth regular meeting of each month, items requiring final action, other than those qualifying for the consent agenda, should not be scheduled.

COUNCILMEMBER WALTERS¹:

1. Reduce the number of standing committees through consolidation or deletion (e.g., Planning/HACS; IT/Fiber)
2. Create charters for each standing committee
3. Clarify that committees are for the purpose of generating policy, not simply hearing what is happening in various departments
4. Clarify purpose of committee reports

¹ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters's comments.

II. CONDUCT OF MEETINGS

COUNCILMEMBER MOULTON:

1. Establish who acts as mayor when the mayor and mayor pro tem are absent.
2. Revisit number of meetings a Councilmember is able to attend remotely: We took action on this several years ago, and I believe we settled on 6 or 12. However, it was never added to the procedures
3. Discuss how many meetings Councilmembers may miss whether excused or unexcused: Exemptions for health, caring for family member, etc.?

COUNCILMEMBER WALTERS²:

1. Change “mayor” to “chair” in most cases in the text, because presiding officer is not always the mayor (see definitions)
2. Request general reason for absence to qualify for excused absence
3. Prohibit campaigning (e.g., for candidates, ballot measures) by anyone, councilmembers or by public during public comment
4. Adopt procedures/checklist for quasi-judicial matters
5. Provide procedure for entry into exec session at any time when needed
6. Clarify two-read rule to apply only to regulatory, non-emergency ordinances (e.g., not the budget, not moratoria, not vacations)
7. Replace Attachment B with adoption of Roberts Rules

COUNCILMEMBER FANTINI:

1. **Enhance Voting & Agenda-Setting Practices**
2. **Roll-Call Votes for Key Decisions** - Ensure every member's position is recorded publicly.
3. **Fairer Agenda Access** -Allow any two councilmembers (not three) to add items without mayoral override, fostering inclusivity. These reforms align with best practices in open government and address resident concerns about fairness and accountability. They are not about undermining existing work but about strengthening trust in our local democracy. Residents deserve to see their elected officials working together transparently, with clear rules that promote fairness.

III. PUBLIC COMMENT

COUNCILMEMBER WALTERS:

1. Public comment

² Councilmember Cleland-McGrath indicated support for all of Councilmember Walters’s comments.

- 1.1 Require statement of what neighborhood commenter lives in or other mechanism to identify commenters who do not live in Anacortes
- 1.2 Revise limitation on public comment to be consistent with other cities, to limit to matters on the agenda or matters within the City Council's authority
- 1.3 Revise limitation on applause to allow during announcements
- 1.4 Require zoom commenters to register in advance, while complying with RCW 42.30.240
- 1.5 Provide limited ability for council to respond to public comments
- 1.6 Describe the extent to which meeting minutes must document public comment

COUNCILMEMBER FANTINI:

Strengthen Public Comment & Meeting Accessibility

Recent updates (Resolution 3141) were a good start, but we can go further by

1. **Guaranteeing Equal Time** (e.g., 2-3 minutes per speaker) and clear rules for handling disruptions.
2. **Formalizing Virtual Participation** to ensure all residents, including those with disabilities or scheduling conflicts-can engage.

COUNCILMEMBER MOULTON:

1. Public Comment - Method of addressing Council.
2. We also ask for city of residence – should we formalize it here?
3. Right to Speak. – We could add that all Councilmembers will be given the opportunity to speak before one is allowed to speak twice or more.
4. 1.4e (Motion Procedures) is blank

STAFF RECOMMENDATIONS:

1. Public Comments: Whether Council wants to update some provisions regarding public comment:
 - a. Whether Council wants to prohibit speakers providing public comment from presenting slide decks on the podium computer.
 - b. Whether Council wants to limit zoom testimony to avoid zoom bombing.
Some options could include:
 - i. Require zoom attendees to pre-register
 - ii. Require zoom commentors to keep their video on
 - iii. Eliminate remote testimony
 - c. Whether procedures should set the 3-minute limit for speakers.
2. Mayor Pro Tem Question: Should there be language identifying who should lead the meeting if the Mayor and Pro Tem are unavailable?

IV. AGENDA

COUNCILMEMBER MOULTON:

1. Addition of items to the agenda
 - A. d) On the second and fourth regular meeting of each month, items requiring final action, other than those qualifying for the consent agenda, should not be scheduled.
2. Ordinance
 - A. b) Two-read rule. An ordinance must be heard at two separate council meetings before it can be adopted
 - B. We occasionally waive this rule. Do we have the ability to waive additional rules? Just curious

COUNCILMEMBER WALTERS³:

1. Established preferred requirements for agenda item cover sheets
2. Separate cover sheets for contracts vs other types of agenda items
3. Budgeted/earmarked/CFP expense (in lieu of "requires budget amendment")
4. Clarify what "staff contact" means and why there are multiple contacts, note author is not always staff
5. Clarify what "approved for submittal to council" means
6. Replace BARS number with identification of various funding sources
7. Reconsider including "views of others"
8. Require maps

STAFF RECOMMENDATION:

1. Consent Agenda: Updates to Section 6.4 of the procedures on Consent Agenda. Contracts staff have encountered inefficiencies related to items eligible for the consent agenda and recommend the following changes to Section 6.4:
 - a. Request the language for item 6.4(d)(7) be modified: "public work contracts ~~that have been publicly bid~~ < _\$200,000"
 - b. Request language in item 6.4(d)(8) be modified: "purchased or personal service contracts ~~on standard city forms~~ < _\$100,000"
 - c. Request clarification for when the following items can be on Consent:
 - i. Contracts for goods/materials/supplies not connected to a public work project
 - ii. Contract modifications
 - iii. Interlocal agreements
 - iv. Interlocal amendments

³ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters's comments.

V. ETHICS

COUNCILMEMBER FANTINI:

Adopt a Strong Code of Ethics for All Elected Officials

A formal Code of Ethics is essential to maintaining public confidence. It should:

- A. **Set Clear Standards** - Define expectations for conduct, conflicts of interest, and accountability.
- B. **Increase Public Confidence** - Residents deserve assurance that decisions are made ethically, not for personal or political gain.
- C. **Align with Best Practices** - Most well-run municipalities have such codes to prevent misconduct and maintain integrity.
- D. **Require Recusals** for conflicts of interest (financial, familial, or personal).
- E. **Prohibit Retaliation** against staff or residents who voice dissent.
- F. **Mandate Annual Ethics Training** to reinforce accountability.

VI. EXPECTATIONS OF STAFF

COUNCILMEMBER WALTERS⁴:

- 1. Articulate expectations of staff with respect to Council
- 2. Provide materials in advance of Monday night, exception for presentations that don't include new material and late-breaking information
- 3. Obligation to follow-up on council requests
- 4. Define duties of clerk to track council requests, receive and prepare notices, etc.
- 5. Compliance with AMC 9.08.010
- 6. Notify us of pending applications/appeals that will be council quasi-judicial matters

VII. OPMA ISSUES

COUNCILMEMBER WALTERS:

- 1. Clarify how a councilmember can send information to the entire council
- 2. Note obligation of staff to NOT schedule topics for multiple committees, to avoid serial meetings
- 3. Address situations where we're currently issuing a "Notice of Council Attendance" which is not a type of notice recognized by OPMA
- 4. For executive sessions, add reference to RCW 42.23.070(4) and RCW 42.23.050 for prohibition on revealing exec session information

⁴ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters's comments.

VIII. MISCELLANEOUS

COUNCILMEMBER WALTERS⁵:

1. Include restatement of council authority based on RCW 35A.11.020
2. Create position of “council president,” with defined duties in service to the council separate from any service as mayor pro tem
3. Specify scheduled time for reconsideration of ordinances that have been vetoed

STAFF RECOMMENDATIONS:

1. Delete 5.3(d), which says that nothing requiring final action other than the consent agenda should be added to 2nd and 4th meetings of the month. This is inconsistent with current practice, but Council may want to retain this rule if it decides to switch to a committee of the whole structure.
2. Move Section 7.4(a)(2), which says all fees or charges for city services must be done by ordinance, when we adopt fees into the unified fee schedule by resolution. This language is inconsistent with current practice.
3. Clarify and define “applicable rules” in section 8(b)(3) for input on quasi-judicial proceedings.
4. Consider changing language in Section 10.5(f) which allows a councilmember to attend a committee meeting in place of an absent regular councilmember. This could lead to serial meetings and OPMA issues if four councilmembers ultimately end up discussing the same issue over the course of a couple of committee meetings.
5. Consider whether there should be a limit on virtual attendance by Council and/or a requirement that remote Councilmembers keep their camera on during meeting.

⁵ Councilmember Cleland-McGrath indicated support for all of Councilmember Walters’s comments.

CITY COUNCIL
PROCEDURES
WORKSHOP
SEPTEMBER 8, 2025



BACKGROUND

- Prior city council procedures and council committee structure discussions
 - July 21, 2025 city council meeting
 - June 12, 2025 City Council/Mayor/Department Head Retreat.
- In preparation city council members and city staff provided feedback

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RESOLUTION NO. 3894

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

WHEREAS, On April 4, 2016, City Council adopted Resolution 1949 repealing Resolutions 1867 and 1923, and adopting new Council procedures, which have since been updated from time to time as Council has identified policy changes that were determined to be in the best interest of the City, and

WHEREAS, On June 27, 2022 City Council adopted resolution 3091, which identified all standing City Council Committees including several that are not currently listed in the City Council Procedures, and

WHEREAS, City Council has determined that all standing committees should be listed in the Council Procedures.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that the City Council Procedures are hereby amended to include the following Council Committees: Access – Anacortes Fiber Internet, Economic Development, Finance, Housing Affordability and Community Services, Information Technology, Library and Museum, Personnel, Planning, Parks and Recreation, Public Works, and Public Safety.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 5th day of July 2022.


MATT MILLER, MAYOR

Approved as to form and legality:

ATTEST:


Darcy Swetnam, WSBA #40530
City Attorney


Steven D. Hoglund, City Clerk Treasurer

BROAD TOPICS OF DISCUSSION

- Changes to Committee Structure
- Conduct of Meetings
- Public Comment
- Agenda
- Ethics
- Expectations of Staff
- Open Public Meetings Act

COMMITTEE STRUCTURE

- Replace current council committees with a committee-of-the-whole structure
- Evaluate the number of council meetings each month
- Transition some council meetings into council work sessions
- Consolidate current committees
- Consider term limits on committees and limitations of who serves on which committees
- Create charter for committee and clarify purpose of generating policy

CONDUCT OF MEETINGS

- Establish who acts as mayor in absence of mayor and mayor pro tem
- Formalize number of meetings councilmembers may attend remotely
- Consider whether there should be a limit on virtual attendance by Council and/or a requirement that remote Councilmembers keep their camera on during meeting
- Discuss number of absences a councilmember may have (excused or unexcused) and provide general reason for absence to be excused
- Replace term “mayor” with “chair” in most cases
- Prohibit any campaigning
- Adopt procedures for quasi-judicial matters and entry into executive session
- Clarify two read rule
- Adopt Roberts Rules of Order
- Roll call key decisions
- Reduce number of councilmembers necessary to add item to agenda without mayoral override

AGENDA

- Update what can be added to agenda if study sessions replace some of the regular meetings
- Evaluate Two Read Rule requirements
- Reevaluate agenda memo and format requirements. Differentiate requirements for contract agenda memos. Identify backup materials required in packets.
- Modify consent agenda language to comply with current RCW. Review additional items that could be included on consent agenda.
 - Contracts for goods/materials/supplies not connected to a public work project
 - Contract modifications
 - Interlocal agreements
 - Interlocal amendments

PUBLIC COMMENT

- Require commenter to identify what City they live in
- Limit public comment to matters on the agenda or matters within City Council's authority
- Limit applause to during announcements
- Formalize online participation requirements
 - Require pre-registration
 - Require video to be on
 - Another option, eliminate remote testimony
- Provide limited ability for council to respond to public comment
- Describe how public comments are documented in meeting minutes
- Standardize amount of time allowed each speaker
- Address how disruptions are handled
- Clarify commenter is addressing council
- Limit use of presentations during public comment

ETHICS

- Adopt a code of ethics for all elected officials

EXPECTATIONS OF STAFF

- Articulate expectations of staff
- Provide materials in advance of meeting
- Follow through on council request
- Define city clerk duties
- Notify of potential quasi-judicial matters

OPEN PUBLIC MEETINGS ACT

- Clarify how councilmember can communicate via email with entire council
- Avoid serial meetings through multiple council committees' discussion on same topic
- Consider changing language in Section 10.5(f) which allows a councilmember to attend a committee meeting in place of an absent regular councilmember. This could lead to serial meetings and OPMA issues if four councilmembers ultimately end up discussing the same issue over the course of a couple of committee meetings.
- Review “Notice of Council Attendance” practice
- Add RCW references on prohibition of revealing executive session information (RCW 42.23.070(4) and 42.23.050)

MISCELLANEOUS

- Restate council authority based on RCW 35A.11.020
- Create Council President position, separate from may pro tem
- Specify timeframe for reconsideration of vetoed ordinances
- Delete 5.3(d) unless moving to a committee of the whole structure
- Align 7.4(a)(2) with practice of Unified Fee Schedule being adopted by resolution
- Clarify and define “applicable rules” in 8(b)(3) for input on quasi-judicial proceedings
- Consider changing language in section 10.5(f) which allows councilmember to attend a committee meeting in place of another councilmember to avoid potential serial meeting and OPMA issue