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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

December 8, 2025
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Civil Service Commission Appointments (Announcement)
 - b. Port / City Liaison Committee (Report)
 - c. Planning Committee (Report)
 - d. Public Safety Committee (Report)
4. **Public Comment**
5. **Consent Agenda**
 - a. Minutes of December 1, 2025 (Action)
 - b. Approval of claims in the amount of \$1,741,191.86 (Action)
6. **Other Business**
 - a. * Resolution 3191: 2026 Lodging Tax Allocations (Discussion/Possible Action)
 - b. * Resolution 3193: Updating the Unified Fee Schedule (Discussion/Possible Action)
 - c. Contract Award: Social Worker Agreement #26-007-APD-001 (Action)
 - d. Interlocal Agreement #26-005-APD-001 with Skagit County for Vessel Registration Fees (Discussion/Action)
 - e. * Resolution 3194: City of Anacortes Legislative Priorities — 2026 (Discussion)
 - f. SEPA Threshold Determination Appeal of Ordinance 5013 and Ordinance 5014 (Discussion/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.



City Council Memo

TO: Anacortes City Council
FROM: Matt Miller, Mayor
DATE: December 8, 2025
RE: Civil Service Commission Appointments
Mayor Appointed Position

Civil Service Commission Appointments

The following reappointments to the Civil Service are being presented at the regular City Council meeting on December 8, 2025

The Civil Service appointment is a three (3) year term.

- Marla Mellies - Term is effective through December 31, 2028
- Peter Allen – Term is effective through December 31, 2028

From: [William Turner](#)
To: CompPlan@cityofanacortes.gov; [City Council](#); [Matt Miller](#); [CityClerk](#); liz@lizlovelett.org; [Elizabeth Lovelett](#)
Subject: Comment on Housing element in 2025 Comp Plan
Date: Sunday, December 7, 2025 9:21:45 AM

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

Dear City Council,

First, a sincere thank you for following up upon my request that you address the Growth Management Hearings's Board (Board) decisions in *Mercer Island* and *Kitsap County* and doing so in a timely manner.

In this regard I have reviewed Attachment A to the November 25, 2025 Memorandum from the Planning Department to you. As you describe in Figure 1, the City has been slowly advancing Affordable Housing. Thank you for your on-going commitment to this important task.

As a long time housing advocate, though, I consider that more needs to be done in the 2025 Comprehensive Plan/Development Regulation Periodic Update that has been presented to date.

In the **Synopsis** of the **Final Decision and Order** GMHB Case No. 25-3-0003, the Board concluded that "the City's land capacity analysis assumed subsidies and incentives would be in place for these [low income] households within the cities medium to high density zoning categories, but the record does not show that sufficient subsidies and incentives will be in place to house the City's full allocation of these households. The City must not delay, making adequate provision for the needs of these economic segments for another five years; it was required to do so now." Page 1.

The Board went on to highlight that "Of particular significance to this case is the recently amended GMA Goal 4 (housing), which requires jurisdictions to: '**Plan for and accommodate** housing affordable to all economic segments of the population of this state, promote a variety of residential, densities, and housing types, and encourage preservation of existing housing stock.'" Page 3 (emphasis in original). The previous language for Goal 4 was merely "to encourage the availability". Further, it is no longer sufficient to address just 'low income' but the following defined categories: "moderate, low, very low, and extremely low income households". Page 4. This breakdown is currently absent from the analysis in Attachment A and, I submit, needs to be provided in order to comply with *Mercer Island*.

Your analysis based on current trends is that there would be a 20 year gap of 1,582 subsidized units, a gap that would require about \$24 million a year in funding from currently unidentified funding sources. I appreciate your acknowledging comments from me and others that Multifamily Tax Credits are a sound tool to advance affordable housing. However, the decision by the Board in *Mercer Island* will require more than "the City plans to study MFTE in 2026 or 2027". I recommend that a firm commitment be made in the Comprehensive Plan to actually adopt a MFTE program within six months. **Recommendations #1.**

It is my considered opinion that the City should also commit to placing an affordable housing property tax measure on the November 2026 ballot. **Recommendation #2.** Given numbers such as \$24 million a year just for one city I am not surprised that Mercer Island has appealed this unfunded mandate to court. Given our interest in advancing affordable housing, though, I submit that we locally should decide how much we are willing to do and put this to a vote.

Given the massive scale of the annual funding gap, \$24 million, I am of the opinion that we should commit to advancing an inclusionary zoning proposal here or in the alternative seek legislative authorization for an affordable housing impact fee, an impact fee on ADUs if not committed to be affordable or an additional dedicated Real Estate Excise Tax. **Recommendation #3.**

Thank you
Bill Turner

Sent from my iPad

Anacortes City Council Minutes - December 1, 2025

Call to Order

Mayor Matt Miller called to order the December 1, 2025, Anacortes City Council meeting at 6:00 p.m. Councilmembers TJ Fantini, Ryan Walters, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, Bruce McDougall and Amanda Hubik were present.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Miller announced that the Chamber of Commerce Christmas Tree Lighting at 6pm and the First Friday Art Walk from 6-9pm on Friday, December 5th, and that the annual Holiday Parade (10am), Lighted Boat Parade (6pm), and Santa Run(8:30-10:30am) would be on Saturday, December 6th.

Public Works Committee

Mr. Walters reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included the updated utility plans, including the Stormwater Plan that is pending a State Environmental Policy Act (SEPA) appeal; the Water System Plan final draft is nearly complete and must be sent to the State Department of Health in January for a 3–6 month review; and the Wastewater System Plan that requires SEPA and State Department of Ecology reviews. Mr. Walters noted that Volume II of the Comprehensive Plan contains summaries of utility systems for Growth Management Act compliance, and that there are no capacity constraints that would prevent the Comprehensive Plan from being realized. The committee also discussed capital projects that were scheduled for 2025 and will be undertaken in 2026, including the Q Avenue pedestrian crossing near Safeway, a mid-block crossing on 32nd Street at Storvik Park, and crossings at the Tommy Thompson Trail and T Avenue, and 23rd Street and D Avenue. The committee also discussed the Whistle Lake Dam and its addition to the county's Hazard Mitigation Plan, the replacement of the 29th Street drinking water reservoir, the Pass Lake water main project that is pending Washington Department of Transportation approval, the South Commercial Avenue project, and the intake station at the Water Treatment Plant.

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

a. Minutes of November 24, 2025

b. Approval of claims in the amount of \$164,447.58

The following vouchers/checks were approved for payment:

EFT numbers: 114186 through 114213, total \$151,557.64

Check numbers: 114214 through 114222, total \$10,496.12

Wire transfer numbers: 380220 through 380496, total \$2,393.82

c. Special Event Application: Anacortes Santa Run

Other Business

Resolution 3188: City Council Procedures

City Attorney Darcy Swetnam re-introduced Resolution 3188 that would revise City Council procedures as provided for under [Resolution 3094](#) and [Resolution 3141](#).

Discussion topics included:

- Individuals providing public comment remotely with cameras on at 8.(d)(4).
 - Add neutral background requirement.
- Merge public comment restrictions and prohibited disruptions into a single section for easy reference by the meeting chair.
- Council committee membership 11.3.(a)
 - Same composition for no longer than 2 years or 2 terms.

Ms. Swetnam remarked that she would incorporate the council's desired edits and bring the resolution back for consideration at a future meeting.

Contract Award: HVAC Maintenance and On-Call Repair Services 2026-2028 #26-013-FAC-001

Interim Public Works Director Logan Lee introduced proposed contract #26-013-FAC-001 with Blythe Mechanical, Inc. for heating, ventilation, and air conditioning maintenance and on-call repair services from 2026 through 2028 not to exceed a total of 3 years or \$400,000.00, whichever comes first.

Discussion topics included:

- Similar in scope to past contracts for these services.

Ryan Walters moved, seconded by TJ Fantini, to approve contract #26-013-FAC-001 with Blythe Mechanical, Inc. as presented.

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

Contract Award: Unit-Priced Electrical Services 2026-2028 #26-014-FAC-001

Mr. Lee introduced proposed contract #26-014-FAC-001 with VECA Electric & Technologies for unit-priced electrical services at all city facilities from 2026 through 2028 not to exceed a total of 3 years or \$400,000.00, whichever comes first.

Discussion topics included:

- Number of responsive bids.
- Bid solicitation process.
- Cost of services versus past contracts.
- Explanation of unit-priced services.

Anthony Young moved, seconded by Bruce McDougall, to authorize the mayor to sign contract #26-014-FAC-001 with VECA Electric & Technologies in the amount of \$400,000 to perform the unit-priced electrical services 2026-2028.

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

Resolution 3192: 2026 North Star Funding Allocation

Ms. Swetnam introduced Resolution 3192 that would set the funding allocation for North Star Skagit at \$250,000 for 2026 to fund the STAR Center, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- The right thing to allocate the remainder of non-allocated available funds after the budget process.

- The community feedback indicates that this is the highest and best use of these funds.
- Receive public input and council consideration for future allocations.
- Ensure the funds are actually allocated for the STAR Center.
 - Additional interlocal or contract that will specify where those funds are allocated.
- One-time commitment for 2026 to get the STAR Center up and running.
 - Additional funding requests from Skagit County should be for 2027.
- The ongoing commitments of detox bridge housing and additional recovery housing are not included in this allocation.

Ryan Walters moved, seconded by Anthony Young, to approve Resolution 3192 as presented.

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 #25-287-LEG-001 for the Formalization of the North Star Collaborative

Ms. Swetnam introduced interlocal agreement #25-287-LEG-001 with Skagit County and the cities of Mount Vernon, Burlington, and Sedro Woolley for the formalization of the North Star Collaborative referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

- Principal prongs of the agreement are homelessness and housing, and behavioral health and substance abuse.
- Vision statement that no one lives in Skagit County in their car on the street.
- Improved public visibility and transparency.
 - Annual report.
- Emphasis on leadership.
- Perpetual term with opt-out provisions.
- Concentration on prevention.
- Inclusive of all affected age groups.
- The community is already paying for services (e.g. EMS, law enforcement) related to these challenges.
- Collaborative effort from leadership.
- Removed mention of vital conditions and commitment to pooling revenues.

TJ Fantini moved, seconded by Amanda Hubik, to authorize the mayor to execute interlocal agreement #25-287-LEG-001 with Skagit County and the Cities of Mount Vernon, Burlington, and Sedro Woolley for the formalization of the North Star Collaborative.

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

Adjournment

There being no further business, at approximately 7:13 pm, the Anacortes City Council meeting of December 1, 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 December 8, 2025 City Council meeting:

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

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
380659	2/11/2025	2025-ANA	PNCWA	PNCWA MEMBERSHIP DUES	\$ 130.00	dwwtp
380747	4/24/2025	GCI0017322	CODE PUBLISHING, LLC	CODIFICATION SERVICES	\$ 122.96	legal
380709	9/30/2025	132978	VECA ELECTRIC & TECHNOLOGIES	WTP ACCESS CONTROL CABLING - PLANT BUILDINGS	\$ 2,478.25	dwwtp
380731	9/30/2025	FB-2988	CITY OF MOUNT VERNON	DARK FIBER SEPTEMBER 2025	\$ 525.00	fiber
380771	10/9/2025	PS-INV114021	WHITNEY EQUIPMENT CO INC	WWTP PUMP STATION 16 - PUMP REBUILD & IMPELLER CONVERSION	\$ 798.59	dwwtp
380834	10/21/2025	ReimbJohnson	JOHNSON, IVER	HEARING AID MAINTENANCE - LEOFF 1 RETIREE	\$ 7.99	hr
380768	10/30/2025	PS-INV114129	WHITNEY EQUIPMENT CO INC	WWTP PUMP STATION 16 - PUMP REBUILD & IMPELLER CONVERSION	\$ 744.19	dwwtp
380742	10/31/2025	1989	WIDENER & ASSOCIATES	FEMA COORDINATION - FEBRUARY 2020 EVENT - FEMA-4539-DR - OCTOBER 2025	\$ 3,789.80	pw1
380744	10/31/2025	1992	WIDENER & ASSOCIATES	FIDALGO BAY ROAD STORMWATER REPAIRS - OCTOBER 2025	\$ 1,032.26	pw1
380740	10/31/2025	1993	WIDENER & ASSOCIATES	WWTP OUTFALL - PERMITTING & MONITORING SERVICES - OCTOBER 2025	\$ 4,001.31	pw1
380761	10/31/2025	33847959	KIMLEY-HORN AND ASSOCIATES, IN	MARCH'S POINT ROAD WATER MAIN AND BIKE LANE PROJECT - DESIGN - THROUGH 10/31/25	\$ 15,748.78	pw1
380762	10/31/2025	33893742	KIMLEY-HORN AND ASSOCIATES, IN	ON-CALL TRANSPORTATION ENGINEERING SERVICES - THROUGH 10/31/25	\$ 8,986.11	pw1
380716	10/31/2025	Pay App 5	FABER CONSTRUCTION CORP	SEWER PUMP STATION NO. 16 UPGRADE	\$ 198,066.15	pw1
380748	10/31/2025	FB-3012	CITY OF MOUNT VERNON	DARK FIBER OCTOBER 2025	\$ 525.00	fiber
380750	11/4/2025	1080919	BUILDERS EXCHANGE OF	BID DOCUMENTS ONLINE PUBLISHING - CSO PUMP STATION; WWTP ADMIN BUILDING	\$ 290.65	pw1
380737	11/4/2025	INV-020426	OVERHEAD DOOR CO	FIRE STATION 1 GARAGE DOOR REPAIR	\$ 899.78	pw1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
380830	11/7/2025	200024889996	PUGET SOUND ENERGY INC	WTP INTAKE ELECTRICITY 10/10-11/10/25	\$ 465.54	dwtp
380661	11/7/2025	9703106436	GRAINGER	MAINTENANCE SUPPLIES	\$ 18.31	dwwtp
380092	11/10/2025	9351175835	GRAYBAR ELECTRIC COMPANY, INC	CIENA COMMUNICATIONS SUPPORT 9/1/2025-4/25/2029	\$ 1,119.14	fiber
380751	11/11/2025	1200772355	HDR ENGINEERING, INC	WTP NORTH LINE REPAIR & FLOWMETER UPGRADES - DESIGN - 9/28/25-11/1/25	\$ 4,301.28	pw1
380727	11/11/2025	1285	SNOH CO FIRE TRAINING ACADEMY	LAST PORTION FOR FIRE ACADEMY: RUTZ	\$ 7,199.44	medic
380631	11/11/2025	8498 30 017 0464628	COMCAST	WA PARK INTERNET SERVICE	\$ 113.16	parks1
380662	11/12/2025	9709641253	GRAINGER	MAINTENANCE SUPPLIES	\$ 52.97	dwwtp
380753	11/13/2025	241251	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2025 - PUBLIC SAFETY BUILDING	\$ 2,871.50	pw1
380754	11/13/2025	242746	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2025 - WWTP CHROMALOX UNIT HEATERS	\$ 1,097.79	pw1
380660	11/14/2025	ReimbFlores	FLORES JR, ODILON	BOOTS	\$ 240.18	dwwtp
380757	11/17/2025	1-136783183129	JOHNSON CONTROLS INC	WTP HVAC SYSTEM CONTROLLER REPLACEMENT	\$ 21,851.57	dwtp
380752	11/17/2025	2026PPWE-36474	PAST PERFECT INC.	PASTPERFECT WEB EDITION - 1/3/26-1/3/27	\$ 1,596.00	museum
380729	11/17/2025	3188574088	IDEXX DISTRIBUTION, INC	LAB SUPPLIES	\$ 478.84	dwwtp
380098	11/18/2025	cpls	DEPARTMENT OF LICENSING	CPLS TO D.O.L.; OCTOBER 2025	\$ 753.00	apd
380837	11/18/2025	UJ22	DEPT OF LABOR & INDUSTRIES	L&I REIMBURSEMENT PAYBACK	\$ 1,822.80	hr
380766	11/19/2025	1463	OSBORN CONSULTING, INC	17TH STREET DRAINAGE IMPROVEMENT PROJECT - DESIGN - THROUGH 10/31/25	\$ 23,749.61	pw1
380655	11/19/2025	287334328849X1127 202	AT&T MOBILITY, LLC	CITY CELL PHONES 10/20-11/19/25	\$ 4,702.60	finance
380656	11/19/2025	287334328875X1127 202	AT&T MOBILITY, LLC	City Cell Phones 10/20-11/19/25	\$ 7,644.63	finance
380730	11/19/2025	3188714259	IDEXX DISTRIBUTION, INC	LAB SUPPLIES	\$ 378.38	dwwtp
380734	11/19/2025	47424-IN	ECONOMY FENCE CENTER	WTP NORTH PROPERTY FENCE INSTALLATION	\$ 44,307.71	dwtp
380759	11/20/2025	133884	VECA ELECTRIC & TECHNOLOGIES	WTP ACCESS CONTROL & CAMERA INSTALLATION AT BOOSTER STATIONS	\$ 20,907.62	dwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
380760	11/20/2025	133885	VECA ELECTRIC & TECHNOLOGIES	WTP ACCESS CONTROL & CAMERA INSTALLATION AT BOOSTER STATIONS	\$ 37,633.71	dwtp
380721	11/20/2025	324133	ANACORTES ANIMAL HOSPITAL	BOARD & DISTRAINER; OCTOBER 2025	\$ 172.50	apd
380763	11/20/2025	Pay App 2	COLACURCIO BROTHERS CONST	COMMERCIAL AVE CORRIDOR PLAN PHASE 1 - 11TH ST TO 13TH ST - CONSTRUCTION	\$ 646,039.23	pw1
380654	11/21/2025	0103195	FERGUSON ENTERPRISES, INC	MAINTENANCE SUPPLIES	\$ 428.67	dwwtp
380663	11/21/2025	323313	NORTHSTAR CHEMICAL INC.	PLANT CHEMICALS	\$ 2,714.34	dwwtp
380664	11/21/2025	326969	NORTHSTAR CHEMICAL INC.	PLANT CHEMICALS	\$ 5,427.39	dwwtp
380657	11/21/2025	395271	INTERNATIONAL BELT & RUBBER	MAINTENANCE SUPPLIES	\$ 376.02	dwwtp
380774	11/21/2025	B20522906	SHI INTERNATIONAL CORP.	WWTP CELLULAR MODEM PURCHASE~	\$ 15,731.44	infosys
380677	11/22/2025	345011	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 724.02	dshop
380504	11/24/2025	114-14160034	UNITED SITE SERVICES, INC	AVON ALLEN RD + SR 536 - 10/22/25 - 11/21/25	\$ 118.09	dwtp
380658	11/24/2025	14769876	HACH COMPANY	LAB EQUIPMENT - SAMPLER	\$ 4,088.47	dwwtp
380506	11/24/2025	1500003546	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT FINISHED 2025-11-10	\$ 22.00	dwtp
380505	11/24/2025	1500003547	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR NORTH 2025-11-10	\$ 154.00	dwtp
380764	11/24/2025	218804	GRANICUS, INC.	SMARTGOV SOFTWARE FOR PCED - 12/1/25-11/30/26	\$ 31,408.26	plan
380666	11/25/2025	0347811-IN	NELSON-REISNER DISTRIBUTOR INC	PLANT DIESEL	\$ 3,431.53	dwwtp
380665	11/25/2025	1100002772	EUROFINS ENVIRONMENT TESTING	LAB TESTING - EFFLUENT NUTRIENTS MONTHLY	\$ 108.57	dwwtp
380835	11/25/2025	11042101	NAVIA BENEFIT SOLUTIONS, INC	NOVEMBER FLEXIBLE SPENDING PARTICIPANT FEE	\$ 159.10	hr
380507	11/25/2025	1500003643	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT RAW 2025-11-10	\$ 73.00	dwtp
380667	11/25/2025	22055048589	UNIT PROCESS COMPANY	GA REPAIR KIT	\$ 2,035.46	dwwtp
380723	11/26/2025	1790	FIDALGO CLEANING	APD CLEANING & SUPPLIES; 11/17-11/30	\$ 905.00	apd
380681	11/26/2025	X876090	CORE & MAIN LP	SUPPLIES FOR WATER MAINTENANCE	\$ 2,293.19	wdist
380749	11/27/2025	GCI0018911	CODE PUBLISHING, LLC	CODIFICATION SERVICES	\$ 135.00	legal
380828	11/28/2025	360-299-3674-0214175	ZIPLY FIBER	OPS PHONE LINE: 11/28-12/27/25	\$ 91.25	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
380685	11/30/2025	1125	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - NOVEMBER 2025	\$ 1,230.00	pkrec
380708	11/30/2025	345516	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR STORM DEPT	\$ 1,232.74	dshop
380778	11/30/2025	CL98517	NELSON-REISNER DISTRIBUTOR INC	VEHICLE FUEL - NOVEMBER	\$ 25,344.79	finance
380767	11/30/2025	IN966443	NOANET	DEDICATED INTERNET ACCESS - NOVEMBER 2025	\$ 4,310.00	fiber
380738	11/30/2025	INV-5761194	UNITED SITE SERVICES, INC	PENN AVE PORTA POTTY 11/1-11/30/2025	\$ 210.25	dwtp
380717	11/30/2025	Pay App 6	FABER CONSTRUCTION CORP	` SEWER PUMP STATION NO. 16 UPGRADE	\$ 58,395.70	pw1
380745	11/30/2025	FB-3024	CITY OF MOUNT VERNON	DARK FIBER NOVEMBER 2025	\$ 525.00	fiber
380635	12/1/2025	000473158	WATER ENVIRONMENT FEDERATION	MEMBERSHIP - BW	\$ 130.00	dwwtp
380633	12/1/2025	064201	REECE, STORMIE	DEPOT JANITORIAL SERVICES	\$ 1,254.00	parks1
380684	12/1/2025	10624	PORT OF ANACORTES	ELECTRICITY & ENVIRONMENTAL FOR MARINE	\$ 16.00	medic
380672	12/1/2025	23-286-FAC-0011	V&R SHEET METAL LLC	RETAINAGE RELEASE	\$ 5,421.50	pw1
380674	12/1/2025	24-167-PRK-0011	VECA ELECTRIC & TECHNOLOGIES	RETAINAGE RELEASE	\$ 608.20	pw1
380676	12/1/2025	25-207-STM-0011	ALLSTAR HYDROSEEDING, INC	RETAINAGE RELEASE	\$ 300.00	pw1
380679	12/1/2025	25-230-WTR-0011	DISCOUNT FENCE	RETAINAGE RELEASE	\$ 520.00	pw1
380829	12/1/2025	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 10/1-10/31/25	\$ 12,701.60	dshop
380743	12/1/2025	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 10/9-11/7/25	\$ 114.60	dshop
380735	12/1/2025	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 10/31-11/26/25	\$ 53.13	dshop
380714	12/1/2025	3697	OAB ENGINEERING, LLC	29-3 NETWORK DATA SERVICES: DECEMBER	\$ 150.00	medic
380718	12/1/2025	5072403579	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 11/1-11/30/25	\$ 49.88	apd
380719	12/1/2025	5072403721	RICOH USA, INC	S/N C86138600 APD HALLWAY 09/01-11/30/25	\$ 42.67	apd
380756	12/1/2025	5072403922	RICOH USA, INC	S/N C86079893 LIBRARY PUBLIC Black &	\$ 111.96	finance
380569	12/1/2025	9351166634	GRAYBAR ELECTRIC COMPANY, INC	NOKIA SUPPORT RENEWAL	\$ 13,753.53	fiber
380680	12/1/2025	December 2025	COMMUNITY ACTION OF SKAGIT CTY	ANACORTES COMMUNITY ACTION OFFICE & CARE SPECIALIST -	\$ 7,041.74	plan

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
380726	12/1/2025	I2602643	WASHINGTON STATE PATROL	BACKGROUND CHECKS; NOVEMBER 2025	\$ 84.00	apd
380765	12/1/2025	NOV 25	THE LAW OFFICE OF	PROS ATTY SERVICES- NOV 25	\$ 8,700.00	attorney
380639	12/1/2025	OP-26Davis5298	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380640	12/1/2025	OP-26Doebler7801	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380641	12/1/2025	OP-26Flores6773	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380643	12/1/2025	OP-26Gatto6479	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380644	12/1/2025	OP-26Hambur9122	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380647	12/1/2025	OP-26Hiles9134	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380648	12/1/2025	OP-26Kerby9554	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380649	12/1/2025	OP-26Rains9283	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380650	12/1/2025	OP-26Stoval9240	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380651	12/1/2025	OP-26Veal7952	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380652	12/1/2025	OP-26Whyte-6812	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380653	12/1/2025	OP-26Wynn7198	DEPARTMENT OF ECOLOGY	OPERATOR ANNUAL RENEWAL	\$ 200.00	dwwtp
380642	12/1/2025	RefundForsman	FORSMAN, CHARLEEN	WA PARK CAMPING REFUND	\$ 20.00	parks1
380683	12/1/2025	RHC20230015091	ISLAND HEALTH	RURAL HEALTH CARE REIMBURSEMENT	\$ 2,697.70	fiber
380775	12/2/2025	025434-0020	WASHINGTON STATE POWER LLC	RETURN OF BID DEPOSIT FOR UNIT-PRICED FIBER GENERAL CONTRACTOR #25-216-FBR-001	\$ 3,000.00	finance
380741	12/2/2025	03188	SKAGIT COUNTY SHERIFF'S OFFICE	NOVEMBER JAIL TAX PAYMENT PER CONTRACT	\$ 103,907.00	finance
380833	12/2/2025	200012505505	PUGET SOUND ENERGY INC	WTP 11/1-11/30/25	\$ 107,116.74	dwwtp
380776	12/2/2025	21-043-FIN-001	ANACORTES FAMILY CENTER	NOVEMBER AFFORDABLE HOUSING TAX PAYMENT	\$ 36,325.44	finance
380777	12/2/2025	21-247-FIN-001	ANACORTES HOUSING AUTHORITY	NOVEMBER AFFORDABLE HOUSING TAX PAYMENT	\$ 36,325.44	finance
380736	12/2/2025	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 10/2-11/3/25	\$ 10,266.11	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
380710	12/2/2025	4037	LAW OFFICE OF CARA LORENZO	PUB DEFENSE CONFLICT	\$ 890.00	pubdef
380711	12/2/2025	4038	LAW OFFICE OF CARA LORENZO	PUB DEFENSE CONFLICT	\$ 660.00	pubdef
380712	12/2/2025	4039	LAW OFFICE OF CARA LORENZO	PUB DEFENSE CONFLICT	\$ 30.00	pubdef
380713	12/2/2025	4040	LAW OFFICE OF CARA LORENZO	PUB DEFENSE CONFLICT	\$ 120.00	pubdef
380758	12/2/2025	5072404055	RICOH USA, INC	S/N C86150637 CARNEGIE 9/1-11/30/25	\$ 201.83	finance
380728	12/2/2025	6129021346	VERIZON WIRELESS	SCADA COMMUNICATIONS	\$ 1,400.73	dwwtp
380724	12/2/2025	700000153	FAMILY CARE NETWORK PLLC	PRE EMPLOYMENT MEDICAL; KENELLER	\$ 273.00	apd
380733	12/2/2025	9351062305	GRAYBAR ELECTRIC COMPANY, INC	FIBER- LYNN ELECTRONICS INDOOR/OUTDOOR WAL MOUNT PATCH	\$ 4,547.84	fiber
380732	12/2/2025	9351079940	GRAYBAR ELECTRIC COMPANY, INC	FIBER-DURALINE MICRODUCTS	\$ 18,452.48	fiber
380739	12/2/2025	Pay App 7	SUMMITX CONTRACTORS, INC	2025 WATERLINE REPLACEMENTS	\$ 131,747.01	pw1
380720	12/2/2025	ReimbScheepers	SCHEEPERS, EDWIN	UNIFORM BOOT; CORP SCHEEPERS	\$ 95.47	apd
380836	12/3/2025	20865	NPELRA	PELRA MEMBERSHIP, KENDALL MOYLE	\$ 225.00	hr
380779	12/3/2025	360-293-6427-0218975	ZIPLY FIBER	CITY HALL 911 11/28-12/27/25	\$ 99.65	finance
	Total				\$ 1,741,191.86	



City Council Agenda Bill

Meeting Date: December 8, 2025 **Agenda Item:** 6.a.

Agenda Item Title: Resolution 3191: 2026 Lodging Tax Allocations

Staff Contact(s): John Coleman, Stephanie Snyder

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

Stephanie Snyder

Resolution

Ryan Walters

John Coleman

Steve Hogleund

Darcy Swetnam

Item Summary: The Lodging Tax Advisory Committee (LTAC) held three meetings to review and make recommendations on the applications for 2026 allocation of lodging tax funds. Compared to last year, LTAC recommended funding mostly the same applications, in similar amounts, as last year, from fund balance to complete design of the Port/City event facility. At current annual allocation levels, the City is banking \$200k annually to save toward the event facility.

Lodging tax revenue has been reasonably strong despite headwinds including the loss of the Sidney ferry since 2020 and reduced Canadian tourism this year. The hoteliers on the committee provided invaluable insight into which events generate bed nights (and therefore additional lodging tax revenue), and the Committee continues to move toward favoring those events.

Budget Impact:

Tourism Promotion: \$327,300

Capital Projects: \$366,500

Previous Action:

Recommended Motion: I move City Council approve Resolution 3191 Awarding 2026 Lodging Tax Funds

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3191 Awarding 2026 Lodging Tax Funds
2. 98221 Studio Tour
3. ACFL Trail Ambassador
4. ACT New Play Festival
5. Anacortes Creative District.AAF
6. Lodging Tax Application Change - Creative District
7. Anacortes Creative District.AAF (2)
8. Anacortes Farmers Market
9. Anacortes Museum Tourism Promotion Marketing
10. Anacortes Music Project Festivals
11. Anacortes Visitors
12. Anacortes Walk Fest. Chamber
13. Chamber Events.Uncorked.BierNearThePier
14. City Owned Public Restroom Cleaning & Maintenance
15. Creative Hub Art Center
16. Earth Day
17. Elves Night Out
18. Event Center Design Costs
19. Experience Anacortes
20. Forge
21. Fourth of July Fireworks Show
22. Geoffrey Castle Celtic Christmas - REFA
23. Majestic Glass Corvette Club
24. Oyster Run
25. Seafarers Cup Sailing Regattas
26. SHIPWRECK
27. Skagit Community Band Project
28. Skagit Valley Tulip Festival
29. Summer Concert Series, Port
30. Tulip Festival Art Exhibition, AAF

RESOLUTION NO. 3191

A RESOLUTION AWARDING LODGING TAX REVENUES AND AUTHORIZING EXECUTION OF CONTRACTS BY AND BETWEEN THE CITY OF ANACORTES AND RECIPIENT ENTITIES

WHEREAS the City of Anacortes levies a 4% tax on the sale of lodging per AMC 3.15.010;

WHEREAS use of lodging tax revenue is limited by state law and AMC Chapter 2.48;

WHEREAS, per AMC Chapter 2.48, the City's Lodging Tax Advisory Committee solicited applications for use of lodging tax funds for next year, reviewed those applications, and made recommendations to the City Council for awards;

WHEREAS the City Council may only choose recipients from the list of candidates and recommended amounts provided by the Lodging Tax Advisory Committee per AMC 2.48.060;

NOW, THEREFORE BE IT RESOLVED that lodging tax funds are authorized for the following projects, and the mayor is authorized to execute contracts to award the authorized funds:

	Project	Entity	Request	Award
1	98221 Studio Tour	Anacortes Arts Foundation	6,500	4,500
2	ACT New Play Festival	Anacortes Community Theatre	2,000	0
3	ACFL Educational Hikes/Trail Ambassador	Friends of the ACFL	8,000	5,000
4	Anacortes Music Project Festivals	Anacortes Music Project	10,500	10,000
5	Anacortes Creative District	Anacortes Arts Festival	20,000	15,000
6	Anacortes Farmers Market	Anacortes Farmers Market	10,000	7,500
7	Anacortes Museum Tourism Promotional Marketing	Anacortes Museum Foundation	6,200	4,500
8	Anacortes Walk Fest	Anacortes Chamber of Commerce	3,000	3,000
9	Chamber Events. Uncorked, Bier Near the Pier	Anacortes Chamber of Commerce	44,000	44,000
10	Pop Up Gallery & Art Store	Anacortes Arts Festival	15,000	0
11	Earth Day	Anacortes Arts Foundation dba Procession of the Species	3,000	2,000
12	Elves Night Out	Downtown Anacortes Alliance	1,500	1,500
13	Experience Anacortes Tourism Marketing	Anacortes Chamber of Commerce	164,550	130,000
14	Fireworks	City of Anacortes Parks Department	25,000	15,000

	Project	Entity	Request	Award
15	Forge Running Events (Santa Run, Half Marathon, and Forge)	What The Heck, LLC	3,500	2,000
16	Majestic Car Show (Waterfront Festival)	Majestic Glass Car Show	1,800	1,800
17	Oyster Run	Oyster Run	15,000	10,000
18	Restroom Maintenance	City of Anacortes Parks Department	40,000	25,000
19	Geoffrey Castle Celtic Christmas Concert	Rick Epting Foundation for the Arts	10,000	2,500
20	Seafarers Cup Sailing Regattas	Anacortes Community Boating (formerly AWA)	3,500	3,500
21	Shipwreck Day	Fidalgo Island Rotary Club	4,000	3,500
22	Skagit Community Band Concerts at Brodniak	Skagit Community Band	500	0
23	Skagit Valley Tulip Festival	Skagit Valley Tulip Festival	13,000	8,000
24	Tulip Festival Artist Exhibition	Anacortes Arts Festival	5,000	4,000
25	Visitors Information Center	Anacortes Chamber of Commerce	34,775	25,000
	Subtotal of Annual Projects		450,325	327,300
26	Event Center Design	City of Anacortes	366,500	366,500
	Subtotal of Capital Projects		366,500	366,500
	Grand Total Awarded			693,800

PASSED and **APPROVED** on this 8th day of December 2025.

CITY OF ANACORTES

By _____
Matt Miller, Mayor

ATTEST:

Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

Darcy Swetnam, WSBA #40530
City Attorney

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

98221 Artist's Studio Tour

Date(s) of Project *

September 12/13, 2026

Amount of Funding Requested *

\$ 6,500.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Lisa Rhoades-Anacortes Arts Fo

Type of Applicant *

☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other

Federal Tax ID # *

Please do NOT enter Social Security number

91-0780541

Contact Name *

Lisa Rhoades

Mailing Address *

Street Address

P.O.Box 566

Address Line 2

4105 Mitchell Drive

City

Anacortes

State

WA

Zip Code

98221

Email Address *

lpaynej@yahoo.com

Phone Number *

(360)202-6890

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

This is a FREE, Self-guided Artist's, WORKING studio tour focusing on education, demonstration, inspiraton, and interaction with the artists. A look at their creative spaces, large or small, their tools, supplies & equipment and offer a chance to hear and see, what goes into the planning, time, expense and execution of their art forms. We aim to highlight the talented people in our community, and give the visitors to the tour the chance to step into their world, to get a glimpse of their imaginations and inspirations that give them the drive to create. And, a chance to sell their work, and let our guests take a tangible piece of their experience home.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Every year we have costs for signage, not only "mark your calendar" banners, but signs leading visitors to our studios, for changing dates on banners, replacing old banners, and sponsor signage. Each year we incur printing costs, of bookmarks, posters and Save-The-Date cards and stamp cards (that visitors fill out with information we collect to help us know how our advertising is working). We have printing costs for tour-guide maps and print material advertising, as well as social media costs. We also have a website that has to be renewed and maintained every year, taking down last year's info and adding new artists chosen for the current year, photos of their work, and bio of each, plus our interactive map changes each year, and this involves an ongoing cost to our budget.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

The average cost of putting on our tour runs between 13,000-15,000. We try to adjust costs (usually cutting back on other things) as needed, depending on the increase in paper & printing costs rising each year. We also follow the trends in media choices, ie; radio, newspaper, social media and other printed materials, adjusting also to the feedback we get from our stamp cards visitors fill out about how they heard of our tour.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

We have a website, (and provide a listing of suggested hotels and motels), have dynamically boosted our social media outreach this year (2025), and know that folks really respond to these two options of promotion. We have an email list that we add to each year, and keep them in the loop about the tour. We create bookmarks and Save the Date cards in March to prepare folks to mark their calendars. We advertise in local art magazines, local publications and the Skagit Publishing-Total Market Pkg., which has a huge reach in our region.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

We have had a listing of local hotels, motels and eateries on our website for a few years now, and are working to add more of that into our social media posts. I have been working with a new social media director this year, and will work with her to incorporate more of this into our postings.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
Sept. 24/25	750	200	40	75	1	675

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

9821 Stamp ...	210.14KB	✕
98221 Studio...	2.4MB	✕
Back of inser...	1.59MB	✕

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
- I understand that the City will only make payment after the service is rendered, and a signed payment request form has been submitted to the City, including copies of invoices and payment documentation, or other materials required by the contract.
- I understand that the Applicant will be required to submit a report in a format determined by the City and the State of Washington.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Lisa Rhoades

Printed name *

Lisa Rhoades

Title *

Studio Tour Chair

Organization *

Anacortes Arts Foundation/98221 Artist's Studio Tour

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Trail Ambassador Program & Forest Discovery Center

Date(s) of Project *

1-1-26 to 12-31-26

Amount of Funding Requested *

\$ 8,000.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☒ Operation of a Tourism Promotion Agency
 - ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Friends of the Anacortes Commu

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1430220

Contact Name *

Josie Henderson

Mailing Address *

Street Address

PO Box 2213

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

josie@friendsoftheacfl.org

Phone Number *

(360)935-0008

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Friends of the Anacortes Community Forest Lands will expand our Trail Ambassador program to provide information and resources to ACFL visitors at busy trailheads during summer weekends. These outreach stations will be hosted by trained volunteer Trail Ambassadors under the coordination of our Community Programs Coordinator. Our 2026 goals include engaging 20 active volunteers hosting trailhead stations on 24 weekend days and reaching more than 1,500 ACFL visitors. Ambassadors will share the natural and cultural history of the ACFL, recommend trails for hiking, biking, equestrian, and nature use, and promote awareness of regulations and trail etiquette.

The Forest Discovery Center (FDC), located at 404 Commercial Avenue, will play an active role in downtown event days such as Earth Day, the Anacortes Arts Festival, and the 4th of July Celebration. As a downtown hub, the FDC will help attract visitors by hosting special programs, lectures, and workshops that showcase the natural and cultural heritage of the ACFL. Beyond downtown, we will also expand our outreach at major community festivals and public events, including the Waterfront Festival and Fidalgo Bay Day .

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

LTAC funds will be used to develop interpretive techniques, training, and materials for our Trail Ambassador Volunteers and Forest Discovery Center Docents, ensuring they are well-prepared to engage with visitors. Funding will also cover the cost of ACFL trail and user guides, interpretive displays, and volunteer identification items such as t-shirts and vests, making Docents and Trail Ambassadors easily recognizable at the FDC, trailheads and community events. These resources will strengthen our ability to provide accurate information, promote responsible trail use, and enhance the visitor experience throughout the ACFL.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Total Project Budget: \$41,500

Expenses

- Trail Ambassador Program Coordination: \$20,000
- Docent Program Coordination: \$12,500
- Trailhead and User Guides (approx. 3,000 copies): \$2,000
- Trail Ambassador Materials (interpretive resources, displays, printing, volunteer vests): \$3,000
- Docent Materials (t-shirts, name tags, training materials): \$1,500
- FDC Interpretive Resources and Material: \$2,500

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

The Anacortes Community Forest Lands are a premier destination for visitors, and by hosting Trail Ambassador stations on busy summer weekends, our volunteers are able to connect with tourists before they begin their adventures on the trails. Trail Ambassadors offer welcoming, personalized guidance for both first-time and returning visitors, enhancing their overall experience. Our Forest Discovery Center attracts visitors year-round and enables us to actively participate in downtown events, connecting even more tourists with Anacortes and the ACFL. Through trail and user guides, as well as interpretive displays, tourists gain a deeper understanding and appreciation of the ACFL’s unique natural and cultural heritage.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

Our Trail Ambassadors and Forest Discovery Center Docents are friendly volunteers who enjoy sharing information about the ACFL with visitors, while also offering recommendations for local businesses, such as dining and lodging options, and other activities in the area.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2025	2,040	110	30			

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Josie Henderson

Printed name *

Josie Henderson

Title *

Executive Director

Organization *

Friends of the ACFL

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

ACT New Play Festival

Date(s) of Project *

October 2026

Amount of Funding Requested *

\$ 2,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Community Theatre

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-6067544

Contact Name *

Mitch Everton

Mailing Address *

Street Address

P. O. Box 35

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

mitch@acttheatre.com

Phone Number *

(360)333-4754

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

ACT has been in existence for over 60 years. During that time, our focus has been primarily live theatre, presented on our main stage for the enjoyment of the local community. Over the past decade, we have expanded our vision to educational projects, primarily through our Class Act programming, via classes and in-school events. We have recently introduced a Page-to-Stage workshop, as well, which seeks to develop scriptwriting talent that can transition to Fringe productions and have utilized out-of-area scriptwriters, who have expressed interest in returning.

To that end, we will be inaugurating an ongoing annual scriptwriting festival, beginning October 2026. We expect to draw up to 20 attendees--a dozen from Seattle Metro and points south, the remainder local. Taking place over a weekend, the event will put heads in beds and fill restaurant seats. The requested funds will provide marketing capital to allow us to reach a broader audience. It is our intent that the Festival will grow in size each year through word-of-mouth and additional marketing.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Funds will be used for marketing, using social and print media, interfacing with influencers.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

There will be no initial fees to attendees, though this may evolve in the future. We will be selling tickets, though pricing at this point is fluid. We forecast minimal revenue. The event will be held at ACT so there will be no related room rental and we will use our main stage for readings. The primary cost, as stated above, is related to effectively marketing the event, ensuring our message reaches the broadest possible audience. There will likely be smaller ancillary costs related to printing costs.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☒ Yes
☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

Ticket price has not been set. Likely \$10 or less. No other revenue source.

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Our marketing effort will include a link to Anacortes' tourism web page, which provides a list of hotels and restaurants. Based on prior experience, the writers who will be taking part tend to be a rather affluent group of retirees and are likely to attend in groups. As the event will occur over a weekend, with presentations on Saturday night, commuting will not be an option. Note: we are scheduling the event during the shoulder season when tourism volume has ebbed. Moreover, the event will be held indoors and is not weather-dependent.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Linkage to Anacortes' tourism web page.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
October 2026	20	12	0	12	12	8

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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- I understand that the Applicant will be required to submit a report in a format determined by the City and the State of Washington.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Mitch Everton

Printed name *

Mitch Everton

Title *

Executive Director

Organization *

Anacortes Community Theatre

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Creative District

Date(s) of Project *

January 1, 2026 - December 31, 2026

Amount of Funding Requested *

\$ 20,000.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Arts Festival

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1493362

Contact Name *

Meredith McIlmoyle

Mailing Address *

Street Address

505 O Avenue

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

aafdirector@anacortesartsfestival.c

Phone Number *

(360)708-4416

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Anacortes Creative District is a state-certified hub for cultural and economic activity, administered by the Anacortes Arts Festival, on behalf of the City of Anacortes. Its core mission is to support and promote a vibrant community for artists and creative professionals to live and work. The district achieves this by fostering collaborations with local businesses, non-profits, and city organizations to create economic opportunities and provide resources for creative endeavors. Initiatives include developing public art programs, creating a makerspace, and supporting affordable housing for those in the creative sector. By bringing together a wide range of collaborators the district ensures a rich, diverse, and vibrant cultural environment for residents, which strengthens the overall health and identity of the community.

As a tourism driver, the Anacortes Creative District leverages the city's existing artistic character to attract visitors from all over the world. The district is a defined, walkable area within downtown that is filled with art exhibits, museums, live music, and unique artisan shops. It serves as the epicenter for major annual events, such as the Anacortes Arts Festival, which draws tens of thousands of visitors. Beyond large-scale festivals, the district promotes recurring attractions like the monthly First Friday Gallery Art Walk, self-guided art tours and our robust public art program. By promoting a variety of year-round cultural experiences, the district not only draws new visitors but also encourages them to explore and engage with the local economy, from dining in creative restaurants to shopping in unique boutiques.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

A significant portion of the grant funds will be allocated to marketing and communications initiatives designed to elevate the visibility and brand of the Anacortes Creative District. This includes developing and executing a comprehensive digital marketing strategy to reach a wider audience of potential visitors and art enthusiasts. We will invest in high-quality content creation, including professional photography and video to showcase artists, events, venues and public art. Funds will also support targeted social media campaigns, search engine optimization (SEO) for the district's website, and the creation of promotional materials like brochures and maps that will be distributed regionally. The goal of this marketing is to effectively communicate the district's offerings and attract a greater number of both local and out-of-town visitors, thereby increasing economic activity within the creative sector.

The remaining grant funds will be dedicated to programming support that directly benefits both our local community and visitors. This includes expanding our micro-grants for businesses and non-profits working to create new creative programs, contributing to the aesthetic and cultural fabric of our community. We will also use the funds to strengthen and expand cornerstone events that draw large crowds, such as the First Friday Art Walks and live music performances. This investment will allow us to broaden the scope of events, ensuring they remain compelling attractions. By strategically investing in both robust marketing and impactful programming, we will create a cycle of increased visibility that will attract more visitors. Then, enhanced programming will provide them with a richer, more engaging experience, solidifying the Anacortes Creative District as a premier cultural destination.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Our total expenses for 2025-26 are projected at \$29,650.
Our total income for 2025 - 26 is projected at \$30,500.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

ACD Budget ... 9.45KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Our promotional strategy for the Anacortes Creative District is designed to attract a broad audience of tourists by showcasing a unique, cultural experience. Utilizing the grant funds for marketing and communications, we will execute a professional digital campaign centered on high-quality, inspiring content. This includes creating professional photography and video that not only highlights the vibrant murals, public art, and artist studios but also frames the district as a central hub for a complete Anacortes visit. Our targeted digital advertising and social media campaigns will reach potential visitors who show an interest in arts, culture, and Pacific Northwest travel. Furthermore, we will update our website with a

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

We will promote local lodging, restaurants, and businesses by integrating them into our marketing and programming efforts. A core part of our strategy is to partner directly with the Anacortes Chamber of Commerce and the Downtown Anacortes Alliance to amplify our reach. We will use our digital marketing campaigns to drive visitors to the Chamber of Commerce website and its comprehensive business directory. This ensures that all local establishments receive promotion, encouraging tourists to explore a wide range of options for dining, shopping, and overnight stays. In addition, our project will directly feature these businesses in our curated itineraries, such as our "Weekend Art & Adventure" guide. These itineraries will explicitly highlight specific restaurants for dining, recommended lodging for overnight stays, and various shops for souvenir purchases. We will also collaborate with the Downtown Anacortes Alliance on joint events and promotions that combine the district's creative offerings with the broader commercial scene. This collaborative approach will not only attract a larger audience but also ensure that increased tourism directly translates into economic benefits for the entire Anacortes business community.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2024	145,000	80,000	14,000	22,000	6,500	25,000

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Screenshot 2... 4.76MB X

Screenshot 2... 2.82MB X

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
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- I understand that the Applicant will be required to submit a report in a format determined by the City and the State of Washington.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
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Applicant Signature



Printed name*

Meredith McIlmoyle

Title*

Executive Director

Organization *

Anacortes Arts Festival

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

October 27, 2025

Dear Anacortes Lodging Tax Committee,

The Anacortes Arts Festival applied for 2026 funds to host art activities at the current Creative Hub location. After a brief feasibility study and financial plan assessment, we are not moving forward with that project. I think that all or most of you are aware, that we have a goal of a permanent art center facility in downtown Anacortes and though we may be several years away from seeing that come to fruition, we are going to continue to work on projects that move us closer to a successful opening of such a facility.

With all of that said, we need to remove our lodging tax application for the Creative Hub project. I hope, in place of that project, you will consider the concept outlined below.

Thank you for your consideration and your commitment to making Anacortes a thriving destination to support our local economy.

Sincerely,



Meredith McIlmoyle
Anacortes Arts Festival

2026 Lodging Tax Application – Re-submittal

Project: Pop-up Art Gallery & Art Store

Dates: January 1, 2026 – December 31, 2026

Amount of Funding Requested: \$15,000

Type of Project: Tourism Promotion / Marketing and Operation of a Tourism Facility by a non-profit

Applicant contact information is the same as previous application.

Describe your project:

AAF, as the Anacortes Creative District, will activate an empty downtown storefronts through a series of three Pop-Up Art Galleries and Shops in 2026, each transforming an unused retail space into a vibrant celebration of local creativity. These temporary galleries will feature a curated mix of local artists—ranging from fine art to functional and wearable pieces—showcasing work at a variety of price points to engage both serious collectors and casual visitors. By animating vacant spaces with art, light, and community energy, the project will draw residents and visitors alike to downtown Anacortes, encouraging exploration of nearby restaurants, shops, and public art.

Beyond offering new opportunities for local artists to sell and share their work, the Pop-Up Gallery project will strengthen Anacortes' growing reputation as a regional destination for art and culture.

Each pop-up will serve as a creative experiment, testing ideas and concepts for a future, permanent art center while highlighting the community’s strong artistic identity. The result will be a dynamic, visitor-friendly experience that adds color and vitality to the downtown core—showcasing the Creative District’s leadership in building economic vibrancy through the arts.

Elements we are asking for funding:

Grant funds will be used to support the launch and operation of the 2026 Pop-Up Art Gallery series in downtown Anacortes. Specifically, funds will help cover short-term retail space rentals to host each pop-up, marketing and promotion to attract both locals and visitors, and installation and display production costs needed to professionally showcase artists’ work. These investments will ensure that each temporary space is inviting, well-presented, and effectively marketed—maximizing visibility for participating artists while strengthening Anacortes’ identity as a vibrant hub for art and culture.

Budget

There will be no cost to visit or show in the pop-up space. There will be a commission collected on sales, to support the project.

Estimated budget parameters:

Revenue

Anacortes Lodging Tax Grant	\$15,000
Commission	\$4,500
Arts Festival Contribution	\$2,500

Expenses

Retail Space Rental	\$9,000
Marketing	\$7,500
Production	\$3,000
Miscellaneous Costs	\$2,500

How will we promote?

Marketing for the Pop-Up Art Gallery series will be integrated into a larger, ongoing effort to promote Anacortes as a year-round art and culture destination. The project will be featured through the Anacortes Creative District’s proven marketing outlets, including social media, email campaigns, website features, print advertising, and local media partnerships. We will also collaborate with community partners—such as the Anacortes Chamber of Commerce, Downtown Anacortes Alliance, and downtown businesses—to extend the reach of the campaign and highlight opportunities for overnight stays and weekend visits tied to each pop-up event. By positioning the series as both an artistic experience and a reason to linger in Anacortes, the marketing will encourage visitors to explore the galleries, shop locally, dine downtown, and stay longer to experience the city’s creative and coastal charm.

Tourism Impact

This is a new project and does not have data yet.

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Pop-up Art Gallery & Art Store

Date(s) of Project *

January 1, 2026 - December 31, 2026

Amount of Funding Requested *

\$ 15,000.00

Type of Qualifying Project *

Select all that apply

- ☒ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Arts Festival

Type of Applicant *

☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other

Federal Tax ID # *

Please do NOT enter Social Security number

91-1493362

Contact Name *

Meredith McIlmoyle

Mailing Address *

Street Address

505 O Avenue

Address Line 2

City

Anacortes

Postal / Zip Code

98221

State / Province / Region

WA

Email Address *

aafdirector@anacortesartsfestival.co
m

Phone Number *

(360)708-4416

Project Questionnaire

Describe your project *

limit 1-2 paragraphs

AAF, as the Anacortes Creative District, will activate an empty downtown storefront through a series of three Pop-Up Art Galleries and Shops in 2026, each transforming an unused retail space into a vibrant celebration of local creativity. These temporary galleries will feature a curated mix of local artists—ranging from fine art to functional and wearable pieces—showcasing work at a variety of price points to engage both serious collectors and casual visitors. By animating vacant spaces with art, light, and community energy, the project will draw residents and visitors alike to downtown Anacortes, encouraging exploration of nearby restaurants, shops, and public art.

Beyond offering new opportunities for local artists to sell and share their work, the Pop-Up Gallery project will strengthen Anacortes' growing reputation as a regional destination for art and culture. Each pop-up will serve as a creative experiment, testing ideas and concepts for a future, permanent art center while highlighting the community's strong artistic identity. The result will be a dynamic, visitor-friendly experience that adds color and vitality to the downtown core—showcasing the Creative District's leadership in building economic vibrancy through the arts.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Grant funds will be used to support the launch and operation of the 2026 Pop-Up Art Gallery series in downtown Anacortes. Specifically, funds will help cover short-term retail space rentals to host each pop-up, marketing and promotion to attract both locals and visitors, and installation and display production costs needed to professionally showcase artists' work. These investments will ensure that each temporary space is inviting, well-presented, and effectively marketed—maximizing visibility for participating artists while strengthening Anacortes' identity as a vibrant hub for art and culture.

Budget**Describe the overall budget for your project, including projections of both expenses AND revenues ***

There will be no cost to visit or show in the pop-up space. There will be a commission collected on sales, to support the project.

Estimated budget parameters:

Revenue

Anacortes Lodging Tax Grant \$15,000

Commission \$4,500

Arts Festival Contribution \$2,500

Expenses

Retail Space Rental \$9,000

Marketing \$7,500

Production \$3,000

Miscellaneous Costs \$2,500

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Will you be charging for this event? * (?)

☐ Yes

☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Marketing for the Pop-Up Art Gallery series will be integrated into a larger, ongoing effort to promote Anacortes as a year-round art and culture destination. The project will be featured through the Anacortes Creative District's proven marketing outlets, including social media, email campaigns, website features, print advertising, and local media partnerships. We will also collaborate with community partners—such as the Anacortes Chamber of Commerce, Downtown Anacortes Alliance, and downtown businesses—to extend the reach of the campaign and highlight opportunities for overnight stays and weekend visits tied to each pop-up event. By positioning the series as both an artistic experience and a reason to linger in Anacortes, the marketing will encourage visitors to explore the galleries, shop locally, dine downtown, and stay longer to experience the city's creative and coastal charm.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Collaborations with community partners, as described above, will lead our efforts to promote lodging, restaurants and businesses.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
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Additional Attachments

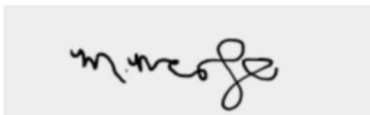
Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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Applicant Signature



Printed name *

Meredith McIlmoyle

Title *

Executive Director

Organization *

Anacortes Arts Festival

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Farmers Market

Date(s) of Project *

January10-November 21, 2026

Amount of Funding Requested *

\$ 10,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Farmers Market

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

27-4396153

Contact Name *

Piper McCullough

Mailing Address *

Street Address

PO Box 292

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

info@anacortesfarmersmarket.org

Phone Number *

(360)982-8092

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

A Farmers Market that hosts local vendors including farmers, artisans, food trucks, crafters, junior vendors and non-profit information booths, and includes live musicians/entertainment. Set up at the Depot Arts Center @ 611 R Ave, Anacortes, WA 98221
January-April Second Saturdays 9-2
May-October Weekly Saturdays 9-2
November Saturday before Thanksgiving 10-3

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Mostly advertising, with signage upgrades (sandwich boards for distribution around town), and music budget supplementation, if applicable.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

2026 project expense estimates based on 2025 expenses, YTD:

Advertising-\$9230
Music-\$5000
Signage-\$2000

We do not incur any specific revenue from these expenditures.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

We advertise up and down the coast, from Canada to Tacoma, in glossy magazines, newspapers, tour guides, best of editions, farm maps, etc.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

We have an information kiosk at the Market, which allows local businesses to post their flyers, brochures, business cards, and the like. It is centrally located, and has lots of room for a wide variety of business information. Also word of mouth!

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2025 estimate	76,332	13,740	686	610	610	X
2024	70,356	13,300	665	598	598	X
2023	71,790	12,922	647	574	574	X

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

Bellingham A...	899.72KB	✕
AFM 2025 p...	1.62MB	✕
Tulip Map 20...	394.73KB	✕

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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Applicant Signature

Piper McCullough

Printed name *

Piper McCullough

Title *

Market Manager

Organization *

Anacortes Farmers Market

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Museum Tourism Promotion Marketing

Date(s) of Project *

January 1 - December 31, 2026

Amount of Funding Requested *

\$ 6,200.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☐ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Museum Foundation

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1568957

Contact Name *

Bret Lunsford

Mailing Address *

Street Address

1305 8th Street

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

breth@anacorteswa.gov

Phone Number *

(360)293-1915

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Anacortes Museum Foundation requests promotional funds for the 2026 Museum Tourism Marketing Program using social media and marketing.

The program includes print advertising in two travel-related visitor guides, and printing and distributing museum and Historic Walking Tour brochures on the Washington State Ferries and along the I-5 Corridor. Brochures are also distributed for free at several locations in Anacortes and through the Visitors Center.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

The grant award will fund production of two advertisements in the Explore Skagit Valley Supplement of the Skagit Valley Herald, and the Explore Anacortes Supplement of the Anacortes American. These two supplements are targeted toward spring Tulip Festival visitors seeking to visit to historic attractions.

The award will also allow printing of museum and Walking Tour Brochures that are distributed through Certified Folder on the Washington State Ferries Anacortes to San Juan routes and I-5 Super Cities locations. This type of distribution expands our message to a wider audience by getting the brochures into the hands of regional travelers with time to consider a stop in Anacortes as part of their Northwest vacation.

We also print sufficient brochures to allow for free distribution of brochures at various locations in Anacortes including at museum facilities and events, and through the Anacortes Visitors Center and other requesting visitor centers in the county.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

The budget for the requested grant amount covers expenses of \$6,200. Direct revenues come into the W.T. Preston Snagboat as paid ticket fees.

Indirect revenues result from visitors coming to our historic attractions, staying in paid lodging in Anacortes, and visiting local restaurants and shops while they are here.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

You have reached the maximum file limit: 1.

Budget - 202... 13.41KB X

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

W.T. Preston ticket prices are: \$5 for Adults; \$ for Seniors; and \$3 for Youth.

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Our print advertising in visitor guides and travel related media includes photos of our historic facilities, descriptions of what the visitor will see at the facilities, and information about new exhibits, including the new exhibit, Home Talent, Music on Fidalgo and Guemes Islands through History. We advertise in ongoing and special publications that are focused on our target audience, visitors looking for historic attractions. Our annual tourism marketing program is comprehensive, diverse and effective.

Using Certified Folder Display to stock our brochures on the Washington State Ferries and I-5 Corridor

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Our marketing will give increased exposure for the entire Anacortes community. As visitors plan their visits to our facilities, they will seek out lodging and restaurants for their stay. Our facilities' central locations encourage visitors to walk to local businesses and restaurants in the downtown core.

Our docents frequently are asked to recommend restaurants, businesses and lodging establishments in Anacortes. Docents encourage visitors to stop at the Anacortes Visitor Center and eagerly suggest restaurants, businesses and lodging establishments in their conversations with guests.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
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Jan-Dec 2025	11,420	5,860	3,780	3,426	2,140	7,995	×
Jan-Dec 2024	10,000	5,130	3,310	3,000	1,875	7,000	×
Add							

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

03A 2024-02...

1.52MB

×

03B 2024-03...

2.03MB

×

Methodology...

188.39KB

×

Certification

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Applicant Signature

Bret Lunsford

Printed name *

Bret Lunsford

Title *

Director

Organization *

Anacortes Museum

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

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Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Music Project Festivals

Date(s) of Project *

July 18, 2026 September 5, 2026 December 19, 2026

Amount of Funding Requested *

\$ 10,500.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Music Project

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

60-4086515

Contact Name *

Sommer Carter

Mailing Address *

Street Address

PO Box 1903

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

sommerleecarter@yahoo.com

Phone Number *

(206)491-5003

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Anacortes Music Project is proud to be producing three music festivals a year for 9 years and counting! AMP celebrates the rich culture of musicians creating original art and we bring people together from near and far to enjoy it. AMP's relationship with our surrounding islands and valley musical communities has bolstered the variety of artists and overall attendance of our events. The community is growing and reaching farther each year. AMP's collaboration with Arts Center at Buxton's has significantly increased our ability to host concerts, classes, lessons and camps year round. Through our increased programming and outreach within and beyond Anacortes, we are able to request significantly less funding supporting these festivals.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Wages. Event planners, promotion creation \$3750
Payment for 30-35 bands \$5000
Sound engineering \$1400
Advertisement \$350
TOTAL for THREE festivals \$10,500

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Costs \$21,299
Wages: Organizer, bands, sound engineers
facility and toilets rental
Sound equipment
incidentals (bubbles, art supplies, snacks and supplies
promotion (posters, ads online and paper

Revenue \$13,276
Shipwreck Fest free admission, AMP merchandise and bake sales
AMP Fest \$20 suggested donation, merchandise, beer garden sales

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

See above list

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

All festivals are promoted via Facebook and Instagram targeting Skagit, Island, Whatcom, and Snohomish counties. Also print promotion in Skagit, Whatcom counties.
All events are linked to our website with an invitation to stay the night. All Anacortes options are presented with one click.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

These festivals are all day and into the night events. Six to twenty bands play throughout 6-9 hours of music. Local food trucks participate and our locations are walking distance to additional restaurants and shops. Our website, and our social media posts also encourage our followers to come, stay, explore.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
07/2025	500	150	40	50		×
12/2024	400	100	30	25		×

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
- I understand that the City will only make payment after the service is rendered, and a signed payment request form has been submitted to the City, including copies of invoices and payment documentation, or other materials required by the contract.
- I understand that the Applicant will be required to submit a report in a format determined by the City and the State of Washington.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature



Printed name *

Title *

Organization *

Anacortes Music Project

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Visitors

Date(s) of Project *

Jan 1, 2026 - Dec 31, 2026

Amount of Funding Requested *

\$ 34,775.00

Type of Qualifying Project *

Select all that apply

- ☒ Tourism Promotion/Marketing
- ☐ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Chamber of Commerc

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-0534761

Contact Name *

Jesica Kiser

Mailing Address *

Street Address

819 Commercial Ave

Address Line 2

Suite F

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jesica@anacortes.org

Phone Number *

(360)293-7911

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Anacortes Visitor Information Center (VIC) serves as the community’s front door, welcoming and guiding thousands of visitors each year. Lead by our dedicated Office Manager and a team of 18 trained volunteers, the VIC connects travelers directly with the businesses, attractions, parks, and experiences that make Anacortes a premier destination.

Each year, we serve over 6,300 in-person guests, respond to more than 223 phone inquiries, and fulfill approximately 157 relocation packets requested. Beyond our physical presence, the VIC extends its reach digitally through Anacortes.org, which attracts over 160,000 unique visitors annually, resulting in more than 325,000 pages viewed that highlight local lodging, restaurants, events, and recreation opportunities.

By operating the Visitor Information Center, the Chamber provides an essential tourism service on behalf of the community—one that ensures visitors have the resources they need without placing the responsibility directly on the City. With the support of lodging tax funds, we are able to keep the VIC open and thriving as a year-round resource that directly supports overnight stays, increases visitor spending, and strengthens Anacortes’ position as a welcoming and accessible destination.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

An itemized plan of proposed spending expenses is included in the attached budget. The funding requested will go directly to the VIC rent, utilities, services, taxes, office supplies, technology, and volunteer appreciation.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Our total budget with city funding, chamber in-kind, and non-chamber in-kind value is \$133,211. The grant ask is only 26% of that at \$34,775.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

You have reached the maximum file limit: 1.

2026 Anacort... 47.51KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

We promote the VIC as the cornerstone of vacation planning in Anacortes. By including VIC contact information and Anacortes.org in advertising, social media campaigns, and tourism collateral, visitors are encouraged to connect with us before they arrive to plan their trip in advance. Once here, the VIC is prominently located and promoted as a convenient “first stop” where travelers can gather insider information on lodging, dining, boating, hiking, shopping, and cultural activities. Importantly, our impact is measurable. Each guest who calls, walks in, or requests mailed information is asked about their lodging, activities, and group size. This allows us to track visitor behavior and

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

The Anacortes Visitor Information Center actively promotes lodging establishments, restaurants, and local businesses as an essential part of the visitor experience. Our center houses hundreds of brochures highlighting accommodations, recreation opportunities, retail shops, and dining options. Staff and volunteers curate personalized packets based on each visitor’s interests and needs, encouraging them not only to explore Anacortes but to stay here for the duration of their trip. Special events such as Coastal Christmas are strategically scheduled in the evenings, with repeated invitations for guests to shop and dine along Commercial Avenue, supporting both seasonal tourism and year-round businesses. Beyond events, our staff and volunteers actively guide visitors toward experiences that naturally extend their stay overnight—from whale-watching excursions and boating adventures that require early departures, to multi-day hiking and biking routes, to evening dining and live music that round out a full day’s itinerary.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2025	6,670	2,130	1,410	800	1,575	4,000

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

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Applicant Signature

Jesica Kiser

Printed name *

Jesica Kiser

Title *

President/CEO

Organization *

Anacortes Chamber of Commerce

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Walk Fest

Date(s) of Project *

May 1-4, 2026

Amount of Funding Requested *

\$ 3,000.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Chamber of Commerc

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

910534761

Contact Name *

Jesica Kiser

Mailing Address *

Street Address

819 Commercial Ave

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Suite F

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jesica@anacortes.org

Phone Number *

(360)293-7911

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Anacortes Walk Fest, a new community event, is designed as a healthy, fun festival of discovery, catering to walkers of all levels. Walk Fest will offer a range of options from relaxed strolls, easy to moderate walks plus a few more challenging hikes. To encourage longer tourist stays, multiple-day itineraries are easy to organize with a plan of 6-10 walks each day. Every walk in the festival will be led by knowledgeable and well-informed local walk leaders, ensuring a fun and enriching experience for participants. Envisioned as a shoulder season event when fewer tourists visit, what sets this festival apart is the active involvement of local individuals and organizations who lend their expertise, wisdom, and deep connections to our community parks and paths. These dedicated volunteers offer a unique opportunity for visitors to learn from their wealth of knowledge, plus their historical and cultural insights. Anacortes Walk Fest Organization committee members include Bonnie Bowers, Vicki Stasch, Treva King, Peggy Flynn, Wendy Gray, Mark Lione, Tom Decker, Nancy Wong, Marty Trester and Jesica Kiser. The Anacortes Chamber of Commerce is the fiscal agent for the Organization.

Describe the elements of your project for which you are requesting funding.*

Be as specific as possible

Advertising includes email, social media, print outlets and flyers. Operational costs for insurance, walk leader supplies, signs, website production and volunteer leader supplies.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues*

A detailed budget is attached. Revenue=\$10,500, Expense=\$10,445

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

You have reached the maximum file limit: 1.

Budget Draft ... 13.98KB X

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

Estimated average cost--\$10 per person per walk.

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Anacortes Walk Fest will be promoted as a multi-day event designed to encourage visitors to extend their stay and fully experience the wide range of walks, hikes, and trail adventures that Anacortes has to offer. Marketing will highlight options for a variety of abilities and interests—whether participants are looking for accessible strolls, guided nature walks, or more challenging hikes with sweeping views. Promotions will emphasize that Anacortes is one of the most scenic and diverse areas in Washington, offering not only trails and outdoor adventure but also a welcoming community with a vibrant selection of restaurants, cafés, breweries, and boutique shops to enjoy after the day's activities. Visitors will be

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Walk Fest's newly designed website will highlight our community's rich history and culture plus our many natural hidden gems. We partner with local organizations and experts to provide a unique and enriching experience. Visitors not only see the sights but also learn from those who know our parks, paths, and history best. We will link to the Anacortes.org website which lists all Anacortes hotels and restaurants and promotes all the local businesses. (members or non-members), email and social media campaigns, traditional print media, social media. All these resources will feature the wide diversity and selection of Anacortes tourist facilities, from hotels, restaurants and shops to tour operators, boating/RV and related options.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
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[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

[Hike List Aug...](#) 284.93KB ✕

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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Applicant Signature

Jesica Kiser

Printed name *

Jesica Kiser

Title *

President/CEO

Organization *

Anacortes Chamber of Commerce

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

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Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

UNCORKED AND BIER NEAR THE PIER Event Space

Date(s) of Project *

3/7/26 and 10/2/26

Amount of Funding Requested *

\$ 44,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Chamber of Commerc

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

910534761

Contact Name *

Jesica Kiser

Mailing Address *

Street Address

819 Commercial Ave

Address Line 2

Suite F

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jesica@anacortes.org

Phone Number *

(360)-2937

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Anacortes Chamber of Commerce is requesting funds for a structured tent to act as an event space for the annual UNCORKED, Wine Festival and the Bier Near the Pier festival which will be held on 3/7/26 and 10/2/26. Both festivals are highly recognized, well attended beer and wine festivals during the shoulder season that supports Anacortes' economic development and local businesses. The Port's Transit Shed has been the home to Bier on the Pier for 12 years. However, with the closing of the Port's event space at the end of 2023, there are now no other event spaces within Anacortes central business district that has the requirements to host Bier on the Pier. The Chamber has done extensive research, visited every meeting facility and event space in town, and has done thorough outreach on potential new event spaces. After over a year of searching for a new event space, the Chamber came to the conclusion that a temporary structured tent placed next of the Depot is the most viable option.

The vendors for these festivals often bring their whole crew to work the festival and they are also a key demographic to cater to because they also bring revenue to downtown lodging businesses and restaurants. The Chamber is therefore proposing a rental for a large 40ftx100ft structured tent, complete with structured walls, doors, tables, lights, and heaters to host the event. The tent would be set up at the Depot from the Thursday before the events to the Monday after.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

For both Anacortes UNCORKED and Bier Near the Pier, we are requesting funding to support the structured tent required at the Depot Plaza. This tent is a critical element of each festival, as it provides the necessary space to house large vendor booths, entertainment, catering, and festival visitors. By creating a covered, weather-protected environment, the tent ensures that both events can operate successfully regardless of conditions, while also enhancing the overall experience for attendees and vendors. The tent represents approximately 28% of each festival's total expenses, with remaining costs covered through event revenue and sponsorships.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

The overall budget for both Anacortes UNCORKED and Bier Near the Pier reflects the full scope of expenses needed to produce two large-scale festivals at the Depot Plaza. UNCORKED projects \$82,000 in expenses, including operating costs, wine purchases, entertainment, catering, and event infrastructure. Based on past years, projected income is approximately \$36,000 from ticket sales, wine sales, vendor fees, and sponsorships. Bier Near the Pier projects \$77,000 in expenses, including beer purchases, entertainment, refrigeration, and operating costs. Past years' results show projected income of about \$64,000 through ticket sales, vendor fees, and sponsorships.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

You have reached the maximum file limit: 1.

Budgets - Te... 14.99KB X

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

UNCORKED tickets will be about \$50 each. (Reduced from last year's price due to customer feedback.)
We will not be offering food with the tastings this year, as we believe this will keep costs down as well as help move more of the guests to visit restaurants downtown after the events.

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

The Anacortes Chamber of Commerce uses the approved Experience Anacortes marketing plan to advertise local events including UNCORKED and Bier Near the Pier. We focus on promoting the shoulder season to assist in garnering guests during the hospitality industry's down time, visitors traveling more than 50 miles, and we promote the event and island as a destination in and of itself encouraging visitors to stay and enjoy Anacortes. We utilize print, digital, social, radio, and billboard advertising avenues to promote the event and staying in Anacortes.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Lodging establishments, restaurants, and businesses in Anacortes are highlighted year-round through the Chamber's business directory on anacortes.org, where visitors can easily plan their stays, meals, and activities. As we promote Bier Near the Pier and other signature events, we direct attendees to anacortes.org for recommendations on local lodging, dining, and shopping. Event sponsors—often local hotels, restaurants, and businesses—are featured prominently in marketing materials and on-site signage, giving them added visibility with attendees.

Additionally, our e-newsletters reach more than 16,000 subscribers, including past attendees, and every campaign includes direct links to plan visits through anacortes.org. These touchpoints ensure that our marketing not only promotes the event but also drives overnight stays, restaurant visits, and shopping in Anacortes.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
--------------	--------------------	------------------------------------	-----------------------	------------------------------------	---------------------------	---

02/2025	800	200	35	50	100	750	×
10/25	1,200	300	50	245	100	955	×

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

[Upload](#)

You have reached the maximum file limit: 3.

Flyer 8.5 x 11...	1.82MB	×
NL x 2.pdf	645.53KB	×
48 North UN...	362.11KB	×

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
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Applicant Signature

Jesica Kiser

Printed name *

Jesica Kiser

Title *

Presindet/CEO

Organization *

Anacortes Chamber of Commerce

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

City Owned Public Restroom Cleaning & Maintenance (He

Date(s) of Project *

January 2,2026- December 31, 2026.

Amount of Funding Requested *

\$ 40,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☐ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☒ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Nicole Johnston

Type of Applicant *

- ☐ Individual ☐ Non-profit corporation ☒ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1662395

Contact Name *

Nicole Johnston

Mailing Address *

Street Address

PO Box 547

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

nicolej@anacorteswa.gov

Phone Number *

(360)299-1967

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Maintenance of public restrooms located at the Heart of Anacortes, 22nd Street Restrooms & Q Ave roundabout, the Depot Restrooms and the upper and lower restrooms located at Washington Park. Maintenance requested for the Heart of Anacortes, the 22nd & Q Ave and the Depot restroom would include daily cleaning, repairs and replacement of fixtures, graffiti removal, etc. Maintenance requested for the upper, lower restrooms and Sunset Beach Restroom at Washington Park would be a deep clean that would be scheduled 4 times a year and everyday cleaning May- end of October.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Continue with the professional cleaning service to do the everyday cleaning and deep pressure washing of the public restrooms located at:

Heart of Anacortes

The Depot

22nd Restrooms of the Tommy Thompson Parkway

Upper restrooms at Washington Park

Lower Restrooms at Washington Park

Sunset Beach Restrooms at Washington Park.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

\$40,000 for daily cleaning of restrooms facilities. If any remaining money is left over from the grant, we can use to maintain the restrooms facilities and/or use to clean up the graffiti and vandalism.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

Public Facility open to the public year-round.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

Many visitors to the Tommy Thompson Parkway I am sure enjoy a clean restroom that is located at 22nd & Q Ave, the Heart of Anacortes is one of the only public restrooms located in the downtown corridor, the Depot restroom has been a great amenity to the Farmer's Markets and Washington Park has many visitors to the park and who also fill up our campground and visit the park. The newest Sunset Beach restroom building has replaced the portable restrooms that the city used to pay for near the beach.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Certification

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- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
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- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Nicole Johnston

Printed name *

Nicole Johnston

Title *

Park Manager

Organization *

City of Anacortes Parks & Recreation

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Creative Hub Art Center

Date(s) of Project *

January 1, 2026 - December 31, 2026

Amount of Funding Requested *

\$ 20,000.00

Type of Qualifying Project *

Select all that apply

- ☒ Tourism Promotion/Marketing
- ☐ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Arts Festival

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1493362

Contact Name *

Meredith McIlmoyle

Mailing Address *

Street Address

505 O Avenue

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

aafdirector@anacortesartsfestival.c

Phone Number *

(360)708-4416

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Anacortes Arts Festival is excited to announce the launch of a significant new initiative: the Creative Hub in Downtown Anacortes. After a successful three-year tenure at the Art Center at Buxton's, we are channeling our energy into this new project to create a centralized, dynamic space for the arts. This move represents an evolution of our commitment to fostering creativity and community. By establishing the Creative Hub, we are expanding our programming and deepening our presence in the heart of Anacortes, creating a visible and accessible landmark for artists and the public alike.

The Creative Hub is designed to be a comprehensive center for artistic expression, offering a wide array of resources for the community. The new space will feature dedicated gallery space for showcasing the work of local and regional artists, as well as multiple artist studios that will provide a collaborative environment for creators. We will also host a diverse calendar of art classes and special cultural activities to engage all ages and skill levels. Additionally, The Hub will include a small retail store, where artists can sell their work and visitors can find unique, locally-made items. This multi-faceted approach ensures the Creative Hub will not only be a destination for viewing art but also a vital center for its creation and celebration.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Grant funding is crucial to the success of the new Creative Hub and will be used to support our operational and marketing needs. These funds will directly cover essential costs like staffing, utilities, and facility maintenance, ensuring the hub can run smoothly and serve the community. A portion of the grant will also be dedicated to our marketing efforts, allowing us to effectively promote our classes, workshops, and exhibitions to a wider audience, thereby increasing community engagement and long-term sustainability. This support will enable us to establish the Creative Hub as a vibrant and permanent fixture in downtown Anacortes.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

As a first year project, we are using current Creative Hub finances and our experience at the Art Center at Buxton's to create our estimated budget, which is still a work in progress. Over the next four months, we will finalize hours and staffing, as well as additional viable income streams. Please see attached for our working budget.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

You have reached the maximum file limit: 1.

Creative Hub... 9.74KB X

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

Depends on activities. Some will be zero cost and others will be modestly priced to cover costs.

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

We will actively promote the Creative Hub to attract tourists and encourage overnight stays in Anacortes by focusing on the project's unique offerings and strategic partnerships. Our marketing efforts will highlight the Creative Hub as a "must-visit" cultural destination within the city. We will produce curated itineraries that specifically pair our art classes and gallery events with local businesses, suggesting an evening of art followed by a dinner at a downtown restaurant, or a weekend of workshops with a stay at a local inn. By collaborating with the Anacortes Chamber of Commerce and the Downtown Anacortes Alliance, we will leverage their marketing channels to reach a broader audience, feature a directory of local businesses on

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

To promote Anacortes businesses, we will use our new Creative Hub as a catalyst for local commerce. Our promotional efforts will highlight the art center as a cultural anchor, producing curated itineraries that encourage visitors to explore nearby lodging, dining, and shopping. Our website will serve as a central hub, directly linking to the Anacortes Chamber of Commerce business directory to help tourists find and patronize local establishments. This integrated approach will ensure that the increased visitor traffic generated by the Creative Hub translates directly into economic support for the entire downtown Anacortes business community.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
--------------	--------------------	------------------------------------	-----------------------	------------------------------------	---------------------------	---

2024	17,500	2,500	80	350	145	500
------	--------	-------	----	-----	-----	-----

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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Applicant Signature



Printed name *

Meredith McIlmoyle

Title *

Executive Director

Organization *

Anacortes Arts Festival

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Anacortes Earth Day 2026

Date(s) of Project *

April 24–25, 2026 (last weekend in April)

Amount of Funding Requested *

\$ 3,000.00

Type of Qualifying Project *

Select all that apply

- ☒ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Arts Foundation DBA I

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-0780541

Contact Name *

Zachary Conklin Wight

Mailing Address *

Street Address

PO Box 1241

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

zacwight@gmail.com

Phone Number *

(360)909-1445

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The 2026 celebration will feature:
The Luminary Parade (Friday evening), with hundreds of glowing lanterns and illuminated sculptures.

The Procession of the Species (Saturday afternoon), where participants parade in handmade costumes representing Northwest plants and animals.

An environmental education fair with 15–20 local nonprofits and businesses offering interactive booths, games, and exhibits.

Music, storytelling, and a sustainable fashion show on the main stage.

Free and low-cost community workshops leading up to the event to create luminaries and costumes that are reused and expanded year after year.

This colorful, participatory festival connects Anacortes to regional visitors as the “place to be” in Washington for Earth Day weekend.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

LTAC funding will directly support:
Promotion of the event through printed posters, earned media, and online/print advertising (including Tulip Festival cross-promotion).

Hiring musicians and cultural performers for the parades and mainstage.

Renting staging and PA equipment for performances and parades.

Supplying materials and instructors for luminary and costume workshops.

Supporting volunteers and performers with light catering and basic needs.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

10% Venue/staging/permits/insurance

10% Volunteer support & admin costs

Hundreds of volunteer hours supplement this budget, with more than 1,500 hours estimated for parade preparation, workshops, and event support.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

Budget - 202... 122.48KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Partnerships with Anacortes Chamber of Commerce, Visit Skagit Valley, and downtown lodging establishments to feature the event in spring tourism campaigns.

Social media campaigns highlighting downtown dining, shopping, and lodging opportunities.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Downtown restaurants, cafés, and lodging establishments will be featured in social posts, website listings, and press mentions.

Visitors staying downtown are encouraged to dine between Saturday’s Procession and the evening Luminary Parade, creating a direct link between programming and local hospitality sales.

Local retail businesses are invited to participate with storefront activities (crafts, demos, giveaways), ensuring they capture foot traffic from festival-goers.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
04/2024	2,000	300	50	200	250	1,800 ✕
04/2025	2,500	350	50	200	250	200 ✕



[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

[FINAL Earth ...](#) 2.3MB

[2025 Worksh...](#) 4.52MB

Certification

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Applicant Signature

Zachary A Conklin Wight

Printed name *

Zachary A Conklin Wight

Title *

President

Organization *

Anacortes Arts Foundation

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments 2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Elves Night Out 2026

Date(s) of Project *

Saturday, November 21, 2026

Amount of Funding Requested *

\$ 1,500.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Downtown Anacortes Alliance

Type of Applicant *

☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other

Federal Tax ID # *

Please do NOT enter Social Security number

87-2117931

Contact Name *

Jordan Hay

Mailing Address *

Street Address

PO Box 703

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jordanhay@downtownanacortes.org

Phone Number *

(360)207-5770

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Elves Night Out is a festive evening shopping and dining event hosted by the Downtown Anacortes Alliance on the Saturday before Thanksgiving. Friends gather downtown to enjoy holiday drinks, shop for gifts, and stroll through a lively, decorated Commercial Avenue. The event kicks off at the Majestic Inn & Spa, where the first 400 guests receive a complimentary snack, festive beverage, and a gift bag filled with items donated by local merchants.

2026 will be its fourth year, Elves Night Out has quickly become a tradition that draws both locals and visitors to start their holiday shopping season in Anacortes. More than 30 participating businesses host in-store events, discounts, and activities, while festive street entertainment and store decorations create a magical holiday atmosphere. The event sets the tone for the holiday season, encourages repeat visits, and builds Anacortes' reputation as a coastal holiday destination.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

We are requesting LTAC support for:

- * Paid advertising (print, online, targeted social media, regional event calendars).
- * Printing costs for posters, banners, and shopping maps.
- * Entertainment to enhance the street atmosphere, such as carolers.

These elements are key to expanding the event’s reach, creating a welcoming experience for visitors, and driving shoppers into downtown businesses.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

The total projected 2026 budget is \$18,000, supported by:
\$1,500 LTAC request (advertising + carolers). This is 8% of the cost of the event.

\$3,000 sponsorship (gift bag sponsor to cover bag supplies, printing, and part of advertising).

\$200 merchant contributions toward gift bag contents.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

ENO 2026 B... 59.82KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

1. Paid ads in the Anacortes American and Clamdigger.

2. Targeted Facebook and Google ads directed at audiences seeking holiday activities in Western Washington.

3. Press releases and calendar listings in regional and state tourism outlets.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

The Majestic Inn & Spa serves as presenting sponsor and event kickoff host.

Merchants and restaurants are featured in the shopping map, gift bag, and social media posts.

Holiday Cheer Contest (decorating competition) spotlights downtown storefronts and dining venues, encouraging repeat visits throughout the season.

Our email campaigns (1000+ subscribers) and social media (3,000+ followers) consistently emphasize “shop, dine, and stay local.”

The full intent of this event is to start holiday shopping local in Anacortes before Black Friday, and to keep the message throughout the holiday season that Downtown Anacortes is a great place to shop, dine and stay for the holiday season.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
Nov 2023	600	50	10	25	40	575 X
Nov 2024	700	60	25	20	40	680 X

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

[compressed ...](#) 2.05MB [×](#)

[compressed ...](#) 2.01MB [×](#)

Certification

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Applicant Signature

Jordan Hay

Printed name *

Jordan Hay

Title *

Executive Director

Organization *

Downtown Anacortes Alliance

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Event Center Design

Date(s) of Project *

2025-2027

Amount of Funding Requested *

\$ 366,500.00

Type of Qualifying Project *

- Select all that apply
- ☐

 Tourism Promotion/Marketing
- ☐

 Operation of a Special Event/Festival designed to attract tourists
- ☐

 Operation of a Tourism Promotion Agency
- ☐

 Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☒

 Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

City of Anacortes

Type of Applicant *

- ☐

 Individual
- ☐

 Non-profit corporation
- ☐

 Public agency
- ☒

 Other

Municipality

Federal Tax ID # *

Please do NOT enter Social Security number

91-6001227

Contact Name *

John Coleman

Mailing Address *

Street Address

PO Box 547

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

johnc@anacorteswa.gov

Phone Number *

(360)299-1942

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The event facility will have a direct impact on the County's hospitality and tourism industry by enhancing its ability to host major events, drawing tourists to the area year-round. The new event facility will provide a picturesque setting for events such as weddings, conferences, and festivals, in western Skagit County. Those events, will attract people from around the region and result in overnight stays in Anacortes and Skagit County. Stores, vendors, caterers, event planners and other tourism related industries will all benefit from the activity generated by the event facility.

A permanent event facility in Anacortes will have long-range economic benefits to tourism and jobs growth in western Skagit County. Not only will the facility allow for new events in the area, the facility can also be used to expand existing festivals and events into western Skagit County by incorporating the new space into the programming for those events.

The location of the facility on the waterfront at the Cap Sante Marina will allow the facility to attract events that are looking to offer a scenic, unique, and memorable experience. At 400 banquet seats, the size of the venue fits a niche that is not present in the county, particularly for events that want flexibility to use private caterers, servers and decorations. This flexibility can be very attractive for weddings and corporate meetings and conferences.

The proposed facility is not only necessary to generate new tourism, it is also necessary to protect the existing tourism events. Without an appropriately sized, flexible event facility, the long-term viability of local tourism-generating events (such as Uncorked) is at risk.

Describe the elements of your project for which you are requesting funding.*

Be as specific as possible

The facility is planned to be operational by summer of 2028. An architectural firm has been retained and has begun the building design process. The City and Port have completed the cooperative agreements necessary to make the event center a reality. The building design is underway and this request for funding is to pay for Anacortes portion of the design cost open invoice at this time. This cost is shared with the Port of Anacortes. We anticipate using Capital Funds of the Lodging Tax Grant, which we have been saving to use for this project.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

The city intends to secure a municipal bond to cover the cost of the event venue construction, and intends to use city lodging tax funds to pay the debt service on that bond. Directing city lodging tax funds to the event venue construction will reduce the amount of funds available to distribute to local event sponsors and non-profits that create the events that attract tourists.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

The new event center will be a shared local focus for many of our tourism stakeholders, including the Port of Anacortes, Downtown Anacortes Alliance, Anacortes Chamber of Commerce and the Skagit Valley Tourism, as well as Skagit Valley Tulip Festival, Anacortes Arts Festival which are all involved in Creative District and Main Street Programs. We hope that EDASC will help to encourage promotion also, and we are very excited that this will become a destination of value for weddings, conferences and shows. We are certain the mentioned stakeholders will be helping to spread the word, as well as market the event center in the Experience Anacortes promotions.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

Tourism and Local Business Support:

- Support for Local Businesses;
- As the event center attracts tourists for large-scale events, it will stimulate demand for local businesses such as hotels, restaurants, transportation services, and retail stores. This could lead to the retention of existing jobs in these sectors, as well as the creation of new positions.
- Hotels may need to hire more staff (and expand room capacity) to accommodate increased bookings during major events at the center. Local restaurants and catering companies may expand their workforce to handle the increased demand from event attendees. The Port of Anacortes is preparing to request bids for a hotelier to construct a 50 room hotel across the street from the event facility.
- Local Vendors: The event venue will likely source goods and services locally, such as decorations, AV equipment, and catering supplies, further supporting the retention of jobs in these sectors. Local event planners, entertainers, and suppliers will benefit from the increased business generated by the center.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
	51,500	19,500	1,400	12,300	4,250	6,000

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Stephanie Snyder

Printed name *

Stephanie Snyder

Title *

Community Development Coordinator

Organization *

City of Anacortes

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Experience Anacortes

Date(s) of Project *

January 1, 2026- December 31, 2026

Amount of Funding Requested *

\$ 164,550.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
- ☐ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Chamber of Commerc

Type of Applicant *

☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other

Federal Tax ID # *

Please do NOT enter Social Security number

91-0534761

Contact Name *

Jesica Kiser

Mailing Address *

Street Address

819 Commercial Ave

Address Line 2

Suite F

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jesica@anacortes.org

Phone Number *

(390)293-7911

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Anacortes Chamber of Commerce, acting as the community’s Destination Marketing Organization (DMO) – Experience Anacortes – is seeking funding to continue its efforts to promote both the city and Fidalgo Island to the traveling public. Our 2026 plans will align with the City/Port Maritime and Tourism Strategic Plans and build on collaborative efforts with the Skagit Tourism Bureau and State of Washington Tourism.

We will continue strengthening partnerships developed over the years while expanding our reach through targeted digital campaigns and robust social media strategies. This includes utilizing multiple platforms to highlight Anacortes lodging, dining, shopping, and recreation options with engaging content, video storytelling, and influencer collaborations to reach broader and younger audiences.

Recognizing the funding needs of the new events center supported by LTAC funds, we will continue to streamline our approach by reducing print advertising and focusing resources on high-impact digital and social channels. This strategy allows us to maximize visibility, encourage overnight stays, and drive tourism-related spending, while ensuring Anacortes remains a premier travel destination year-round.

Describe the elements of your project for which you are requesting funding.*

Be as specific as possible

An itemized plan of proposed spending avenues is included in the attached budget

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues*

Our total budget with city funding, chamber in-kind, and non-chamber in-kind value is \$476,300
The grant ask is only 35% of that at \$164,550

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

2026 EA Bud... 55.62KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Our advertising campaigns are designed to reach visitors traveling more than 50 miles, with a focus on positioning Anacortes and Fidalgo Island as a destination worth staying in. Campaign messaging highlights the wide range of activities visitors can enjoy, culinary experiences, shopping, outdoor recreation, community festivals, and our vibrant arts and culture scene.

We also strategically target travelers passing through Anacortes en route to the Washington State Ferry system, encouraging them to plan extra time in Anacortes before or after their sailings. By promoting the

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

We will continue to promote Anacortes lodging establishments, restaurants, and businesses by driving traffic to the Anacortes.org website, which serves as the central hub for planning a visit. The website URL is included in all of our year-round event and tourism advertising, ensuring consistent visibility. Our digital advertising campaigns redirect audiences to the most relevant landing pages (lodging, dining, shopping, activities), and we track engagement with custom parameters created through Google Analytics to monitor performance and refine outreach.

To further expand reach, we will utilize targeted social media campaigns across platforms, showcasing unique dining experiences, lodging options, and retail offerings through engaging video, storytelling, and influencer partnerships. This allows us to highlight Anacortes businesses to specific traveler audiences and encourage overnight stays and extended visits.

Our major events are intentionally located and timed within walking distance of shops and restaurants to increase foot traffic into local businesses. Event announcements remind attendees to explore nearby retailers and restaurants before and after the event. Many of our events also include Anacortes businesses directly as vendors or sponsors, giving them added visibility and opportunities for direct sales. Priority for vendor and sponsorship opportunities always goes to local businesses first, ensuring our promotions directly benefit our community.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2023	74,000	60,000	18,000	40,000	38,000	34,000 ✕
2024	76,000	62,000	23,000	41,000	38,000	34,000 ✕

2025

78,000

65,000

29,000

43,000

39,000

35,000

×

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

Anacortes_A...	1.2MB	×
WATERFRO...	346.52KB	×
Datafy result...	917.95KB	×

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
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- I understand that the Applicant will be required to submit a report in a format determined by the City and the State of Washington.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Jessica Kiser

Printed name *

Jesica Kiser

Title *

President/CEO

Organization *

Anacortes Chamber of Commerce

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Project Outreach for FORGE Anacortes, Anacortes Half-Ma

Date(s) of Project *

June, September and December

Amount of Funding Requested *

\$ 3,500.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

What the Heck LLC

Type of Applicant *

- ☒ Individual ☐ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

99-4706150

Contact Name *

Chad Sage

Mailing Address *

Street Address

2024 L Ave

Address Line 2

City

Anacortes

State

WA

Zip Code

98221-3720

Email Address *

whattheheckllc@gmail.com

Phone Number *

(425)345-4159

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

What the Heck LLC is a company birthed out of COVID when the world shut down. My business partner, John Hackstadt, imagined how we could bring our community back together post-pandemic in healthy and enjoyable ways while also partnering with and raising money for local youth organizations.

With the vision and mission of "Making people's lives better through fun events." we organized our first annual Anacortes Half-Marathon in 2020 with 25 event participants. The event has morphed and grown over the past 6 years and we just completed our 6th annual Anacortes Half-Marathon & 5K with a record 598 event participants. The stories our participants share are absolutely inspiring with some overcoming insurmountable obstacles just to be there while others are running in honor of those no longer with us. For this event, we partner with the Anacortes Lacrosse Club as one of their primary fundraising events.

Guided by our mission of making peoples lives better through fun events, John and I imagined an opportunity to bring our community together during the holiday season. From that, the Anacortes Santa Run was born in 2021 with 200 Santa's running a 5K course starting and finishing at Seafarers' Memorial Park. We have now grown to 449 participants (2024) and expect record participation in 2025. The Anacortes Santa Run is truly a family event where all ages are welcome and encouraged to participate with our youngest runners doing a 1K Run with Rudolph. For this event, we partner with the Anacortes High School Cross Country Team.

In 2025, we added another unique event called FORGE Backyard Ultra. This event truly tests the inner and outer limits of each participant as they forge forward to complete 50 miles over 12 hours. We had 35 participants at our first annual FORGE.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

When we think about what it's going to take to continue to grow and scale our three annual Anacortes running events, the FORGE Backyard Ultra, Anacortes Half-Marathon & 5K, and the Santa Run, our biggest opportunity exists within our sales and marketing of each event.

We are currently advertising at local level through the Facebook and Instagram social media platforms. These media platforms, along with word of mouth, has allowed us to grow to this point but in order to continue to expand and grow, we must grow the branding of each of these events outside of our immediate communities within the Skagit Valley. In order to accomplish this, we have two main areas of focus within our sales and marketing model within What the Heck LLC. The amount of funding requested for this grant pays for a portion of our two primary areas of focus.

1) Build and launch a professional website which is a "one-stop-shop" to sign up for all of our events. We currently partner with RunSignup which is a 3rd party vendor and on-line platform that manages the sign-ups and money collection for each event. RunSignup has been a great partnership and we will continue to use them. However, we need one location to send people to which has links to sign up for each event along with other related information and event pictures that can be downloaded post event.

2) Hire a sales and marketing consultant which will help us to grow our marketing reach beyond that of Skagit County. We are confident, based off the feedback we have received from past race participants (both local and out of town), that we offer events that are unique and special and would attract other

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Our first course of action in expanding the growth and overall reach of our 3 different running events; FORGE Anacortes, Anacortes Half-Marathon & 5K, and the Anacortes Santa Run, is to purchase the URL and contract through Wix.com to create and launch a professionally built website. This will cost \$2,000 for the initial startup of our website.

We would then use the remainder of the grant funds left over (approx \$1,500) to hire a sales and marketing consultant to help guide and direct us on expanding our reach to attract more out of town participants for each of our events.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☒ Yes
☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

Each of our three events has a different registration cost structure which is outlined below. I have also outline the main expenses associated with each of our events.

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Our project of expanding the marketing and overall reach of each of our three running events; FORGE Anacortes, Anacortes Half-Marathon & 5K, and the Anacortes Santa Run, specifically targets the goal and objective of promoting and attracting tourists to Anacortes. We currently market to local residents within Skagit County but could do much better reaching out to participants outside of Skagit County and expanding not only into other counties throughout the state but expanding into other neighboring states as well. This is where having a professional website where we can house all of our marketing and race materials and signups for each of our events is vitally important. Additionally, utilizing an advertising

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

As part of our outreach plan, we will reach out to local lodging establishments, restaurants, and businesses located in Anacortes in order to establish partnerships.

Leading up to each event, we always reach out to our participants who are currently signed up for that event with a variety of different communications. Within those communications, we include event details and information, and we would also include information about our local partners, including lodging, restaurants, and other local businesses and encouraging our participants to patron our local businesses. We would also list the different lodging establishments, restaurants, and other local Anacortes businesses within our website.

Additionally, on the day of the event, we have an MC who is tasked with communicating important information and also providing shout-outs to our race-day partners (ie. Swinomish Casino & Tribe, food trucks on hand, etc.). Throughout the event, our MC would be sure to shout-out and acknowledge our local business partners and encourage the patronage of our local businesses.

Our communication is established and works well. We will be working diligently to establish more local partnerships and direct our out-of-town guests towards our local lodging establishments, restaurants, and businesses located in Anacortes.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
Sept 2025	598	224	47	136	204	462 X
Dec 2024	449	49	7	28	42	407 X

June 2025

35

15

1

8

12

27

X

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

Anacortes H...	83.49KB	X
Santa Run P...	98.89KB	X
FORGE Post...	806.58KB	X

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Chad Sage

Printed name *

Chad Sage

Title *

President/owner

Organization *

What the Heck LLC

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments 2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

2026 Fourth of July Fireworks Show

Date(s) of Project *

July 4, 2026

Amount of Funding Requested *

\$ 25,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

City of Anacortes

Type of Applicant *

- ☐ Individual
- ☐ Non-profit corporation
- ☒ Public agency
- ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-6001227

Contact Name *

Jonn Lunsord

Mailing Address *

Street Address

PO Box 547

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jonnl@anacorteswa.gov

Phone Number *

(360)293-1918

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The City of Anacortes hosts the Fourth of July Parade, Patriotic Program and Fireworks Display each year on July 4th. The celebration, in partnership with the Port of Anacortes which hosts the Rock the Dock music show, is an attraction for city residents, their guests and visitors from out of town. It is a popular tourist draw and show case of Anacortes during the busy summer tourist season.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

We are requesting funds to cover partial costs for the fireworks display. We typically contract with Western Display Fireworks. The cost of the barge service where they launch the fireworks is also included.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Our vendor for the fireworks, Western Display Fireworks, expects tariffs to add approximately 25% to the cost of the show this year. We estimate our costs to be in up to \$54,000. We do not charge for the show so there are no revenues. The community will often donate between \$8,000 to \$12,000 to help us defray the costs of the show. These donations are held by the Anacortes Parks Foundation.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

We estimate that over 25,000 people view the annual display and probably 500 or more visitors travel and spend the night for the festivities.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

The City advertises the event on our social media pages, city website and through press releases. It is on multiple calendars promoting local events for the visitors to access and plan their holiday.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2025	25,000	1,000	250	500	250	24,500

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Certification

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Applicant Signature

Jonn Lunsford

Printed name *

Jonn Lunsford

Title *

Parks and Recreation Director

Organization *

City of Anacortes

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Geoffrey Castle Celtic Christmas Concert

Date(s) of Project *

December 3, 2025 & November 28th 2026

Amount of Funding Requested *

\$ 10,000.00

Type of Qualifying Project *

Select all that apply

- ☐ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Rick Epting Foundation For the A

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

27-0642294

Contact Name *

Linda Lipke

Mailing Address *

Street Address

2810 Morton Ave

Address Line 2

City

Anacortess

State

WA

Zip Code

98221

Email Address *

lalipke@gmail.com

Phone Number *

(360)708-7770

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Application for 2025 and 2026 combined. In Oct 2024 Our foundation was granted Tourism Promotion Grant funds for 2024 to be able to fund the free Christmas Concert at Anacortes High School performing arts center. With funds raised at the concert, the foundation was able to donate \$2,500 to the Anacortes High School performing arts program. Due to the timing of our request last year, we had already missed the grant window for the 2025 year. This application hopes to cover and recover the 2025 year as well as 2026 in this grant window timeline.

The past concert was a full house with attendees traveling from all over the region.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Talent fees, venue rental, promotion, local and regional print media, social media, posters, rack card and Chamber event sites. A large banner placed on Commercial Ave.
500 promotional prints were put into the Elves Night Out swag bag hosted by Downtown Anacortes Alliance.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

The event costs \$7000 per year. We are asking for \$5000 per each event (2025 & 2026) to help keep this event free to all to celebrate the holiday season. We are a fundraising foundation, and all monies donated were given back to the Performing Arts Program of the Anacortes High School.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

Print cards in swag bags for Downtown Alliance to put into Elves Night Out event, social media, print media, banners, local posters marketing in Anacortes and working with Chamber of Commerce.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

We will promote this through all of the publicity we will have in electronic and print media sites. Put it on the posters and list specifically about heads in beds and promoting Anacortes businesses for shopping and restaurants for dining.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
12/2024	680	136	12	37	10	27

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

Geoffrey Cas... 1.26MB



Certification

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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Linda Lipke

Printed name *

Linda Lipke

Title *

Board President

Organization *

Rick Epting Foundation of the Arts

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left



Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Majestic Glass Corvette Club Waterfront Festival Car Show

Date(s) of Project *

June 6-7, 2026

Amount of Funding Requested *

\$ 1,800.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Majestic Glass Corvette Club

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1486882

Contact Name *

John Lucke

Mailing Address *

Street Address

1004 Commercial Ave

Address Line 2

PMB 534

City

Anacortes

State

WA

Zip Code

98221

Email Address *

jrlucke@aol.com

Phone Number *

(206)949-0533

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

2 car shows in conjunction with the Anacortes Chamber of Commerce Waterfront Festival, Saturday is an All Corvette car show and Sunday an Open Class car show for any vehicles participants desire.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Funds to cover trophies and dash plaques as well as promotional expenses for printed flyers, advertising, etc..

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Trophies	\$1,531
Dash Plaques	33
Power Access	125
Flyers	125
Advertising	TBD

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

\$20 per car entry fee

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

COC Waterfront Festival promotional materials, MGCC website, Corvette and car club outreach via email blast and flyers, social media

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

referrals to entrants inquiries, and promotional materials

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
June 2025	150	50	2	10	20	140 ✕
June 2024	110	35	2	6	15	95 ✕

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

[2025 Waterfr...](#) 189.59KB ✕

Certification

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Applicant Signature

John Lucke

Printed name *

John Lucke

Title *

Treasurer

Organization *

Majestic Glass Corvette Club

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Oyster Run 2026

Date(s) of Project *

9/27/2026

Amount of Funding Requested *

\$ 15,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Oyster Run 2025

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

601878357

Contact Name *

Angie Haynes

Mailing Address *

Street Address

5129 Evergreen Way

Address Line 2

Ste D #473

City

Everett

State

WA

Zip Code

98203

Email Address *

angela.haynes@comcast.net

Phone Number *

(425)508-8524

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Free event, No official starting point, No time Schedule, no required route.

Due to the number of motorcyclists that attend the Oyster Run, this event has brought tens of thousands of people to Anacortes to enjoy it's beautiful town and surroundings.

How it works: Motorcycle enthusiasts schedule their own route, pick a few places to stop and eat, drink, enjoy live entertainment, and stay local hotels, BnB's, campgrounds, and motels. On the day of the event, vendors, drill teams and live music fill the streets of downtown Anacortes for this one day event. Estimates range from 10,000 to 20,000 attendees depending on weather. Although there are no organized events until Sunday, a lot of folks come to stay in the area and make a week or long weekend out of it.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

This grant will be used to help pay for the police and fire dept overtime billed by the city of Anacortes, and then any other increasing expenses.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Revenue: (from Sponsors/Supporters/Vendors) \$55,000

Expenses:

Dumpsters \$2800

Sanicans \$4500

Band \$1500

Insurance \$1500

Advertising \$8000

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

We advertise locally and along the I-5 corridor with sponsors and supporters via posters, social media, Facebook, our websites, printed posters and specific motorcycle enthusiast publications.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

We contact all lodging establishments, restaurants, and businesses in Anacortes annually for the opportunity to be listed on our posters which are posted throughout Anacortes and all our social media avenues to attract newcomers and annual participants.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2024	20,000	15,000	3,000	2,500	3	12,500 X
2023	20,000	15,000	3,000	2,500	30	12,500 X
Add						

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Certification

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- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Angie Haynes

Printed name *

Angie Haynes

Title *

Oyster Run Coordinator

Organization *

Oyster Run

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

2026 Seafarers Cup Sailing Regattas

Date(s) of Project *

Two Dates in May 2026 and Two Dates October 2026

Amount of Funding Requested *

\$ 3,500.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☐ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Community Boating

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

26-3620852

Contact Name *

Mary Trester

Mailing Address *

Street Address

P.O. Box 2164

Address Line 2

City

Anacortesq

State

WA

Zip Code

98221

Email Address *

mary@anacortescommunityboating.

Phone Number *

(360)230-8112

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

2026 Seafarers Cup Sailing Regattas invite competitive high school and middle school sailors to Anacortes each spring and fall.

We plan to execute two two-day high school regattas and two one-day middle school regattas in 2026. These regattas bring in over 400 competitive youth sailors and 600 family members, coaching staff and visitors to Seafarers.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

We spend funds on Seahawk logo sailing gear, hosting supplies, safety equipment, loud hailer, first aid stations, porta potty rentals, safety boat fuel, committee boat moorage fees, and trophies.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Expenses:
Race Pennies: \$850
Seahawk Logo Gear: \$1,000
Porta Potties: \$1,000
Loud Hailer: \$550
Hosting Supplies (food/beverage): \$950
Safety Boat Fuel: \$250
Committee Boat Moorage: \$300
Trophies: \$100
Supplies: \$500

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

\$10 per sailor

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

We promote these events to all high school and middle school sailors, coaching staff and their families. We announce the events in our monthly newsletters with a circulation of 700. We also advertise on the Quantum Business Park sign off of Highway 20. Lastly, we advertise on the Anacortes Chamber of Commerce calendar of events and in the Visitors Information Center.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

We provide each of the sailors, their families and coaching staff information on lodging, restaurants and businesses in Anacortes.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2024	1,000	500	25	400	2	400 ✕
2025	1,000	500	25	400	2	400 ✕

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

[HS Sailing R...](#) 294.12KB [×](#)

[MS Sailing R...](#) 284.9KB [×](#)

Certification

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- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Mary Trester

Printed name *

Mary Trester

Title *

Executive Director

Organization *

Anacortes Community Boating

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

SHIPWRECK

Date(s) of Project *

JUL 18, 2026

Amount of Funding Requested *

\$ 4,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

FIDALGO ISLAND ROTARY CLI

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

20-8721928

Contact Name *

Valerie Tibbetts

Mailing Address *

Street Address

1919 36TH ST

Address Line 2

Rotary Club --P O Box 125 Anacortes

City

ANACORTES

State

WA

Zip Code

98221

Email Address *

VALTRAVELQ@HOTMAIL.COM

Phone Number *

(360)708-3702

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

Huge garage sale type event with over 200 vendors and 400 booths for one single day.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

We request funding for advertising/mailings/and project costs like porta potties.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Overall Budget Expenses projected to be about \$6500 and Gross Income of \$31,000 with Tourism requested award included.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

SHIPWREC... 10.29KB X

Will you be charging for this event? * (?)

- ☒ Yes
- ☐ No

Please list ticket prices, vendor fees, booth rent, entry fees, or any other form of income for this event. *

Booth spaces are \$55 for zip code 98221 residents and \$70 for all others

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

We use the clamdigger, radio, newspaper ads, local signage, a billboard (occasionally) and advise phone callers on available RV parks and hotels plus we give the Chamber of Commerce website.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Same as above. As our event is smack in the middle of summer tourist season lodging is frequently full for that weekend and restaurants tell us it's the best day of their year. On the event day our information booth constantly advises location of restaurants, and ATMs!

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
--------------	--------------------	------------------------------------	-----------------------	------------------------------------	---------------------------	---

July 2025	8,500	2,380	255	1,500	700	500	×
July 2024	10,000	3,600	1,000	1,200	600	50	×

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

SHIPWREC...

1.46MB

×

SHIPWREC...

1.04MB

×

SHIPWREC...

1.64MB

×

Certification

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Applicant Signature

Valerie Tibbetts

Printed name *

Valerie Tibbetts

Title *

Secretary

Organization *

Fidalgo Island Rotary

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Skagit Community Band Concerts

Date(s) of Project *

October 19, 2025 and March, 15, 2026

Amount of Funding Requested *

\$ 500.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Skagit Community Band

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

911874499 Non-Profit 501 (c) (3)

Contact Name *

Linda Wischmeyer

Mailing Address *

Street Address

Skagit Community Band, P.O. Box 122

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

bville615@gmail.com

Phone Number *

(702)278-6817

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Skagit Community Band proposes to perform two concerts in the City of Anacortes during our 2025/2026 concert season. One concert on October 19, 2025 in Brodniak Hall, located in the Anacortes High School. A second concert is scheduled for March 15, 2026 in Westminster Presbyterian Church (due to unavailability of the Brodniak Hall venue). The band does not charge admission to our performances, thus making live music available to everyone despite economic status.

Skagit Community Band is a Non-Profit 501 (c) (3) organization. The band relies solely on donations and grants to fund operations. Skagit Community Band is respectfully applying for funds to assist with underwriting expenses for the 2025/2026 concert season performances in Anacortes. We sincerely thank you for the opportunity to apply for monetary assistance.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Skagit Community Band expenses for which we are requesting assistance:

1. Venue rental for concerts - \$900/Brodniak and \$500/Westminster Presbyterian
2. Advertising - Estimated cost of posters, programs and other miscellaneous publicity.
\$150 per concert / total estimated costs \$300
3. Practice Facility Fees, Music Purchase, Insurance, Conductor Stipend, Instrument Maintenance, along with other Operating Supplies and Expenses.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Direct Expenses Only. Does not include practice venue, director stipend, etc.

Venue Rental - \$900 and \$500

Advertising - \$150 per concert

Music Purchase - \$150

Insurance - \$75

Estimated Direct Expenses: \$1,925

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

SCB 2026 B... 200.62KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

Concerts in Anacortes are scheduled for Sunday afternoons and are performed during the tourist "off season". Members of the audience who have traveled a distance are likely to stay overnight and frequent local lodging.
On-line advertising on the band's webpage along with internet and social media advertising to attract out of area attendees.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Posters are placed at local lodging establishments, restaurants and businesses located In Anacortes, in addition to the Visitor Center. On-Line advertising is commenced at the beginning of the concert season, listing all concerts to be performed by the band for the entire concert season. This information is promoted on-line on numerous formats and social media sites to encourage and increase out of town attendees.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2024/2025	620	12	3			X
2023/2024	500	8	0			X

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

You have reached the maximum file limit: 3.

scb poster 3....	511.98KB	✕
scb poster 4 ...	813.28KB	✕
scb poster 5....	214.45KB	✕

Certification

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Applicant Signature

Linda Wischmeyer

Printed name *

Linda Wischmeyer

Title *

Board Member

Organization *

Skagit Community Band

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

- ☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments 2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Skagit Valley Tulip Festival

Date(s) of Project *

1/1/25-5/15/25

Amount of Funding Requested *

\$ 13,000.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☒ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Skagit Valley Tulip Festival

Type of Applicant *

☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other

Federal Tax ID # *

Please do NOT enter Social Security number

911662982

Contact Name *

Nicole Roozen

Mailing Address *

Street Address

311 W Kincaid St

Address Line 2

PO Box 1784

City

Mount Vernon

State

WA

Zip Code

98273

Email Address *

nicole@tulipfestival.org

Phone Number *

(360)428-5959

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Skagit Valley Tulip Festival is committed to promoting regional tourism and driving economic growth in Skagit County. Our event is proven to attracts a diverse audience, with a significant percentage of our visitors choosing Anacortes as their base for lodging and activities.

In 2025, the festival attracted approximately 450,000 visitors, with 27.8% coming from out of state according to Skagit Tourism Bureau data, and a significant portion chose Anacortes as a destination to explore and stay (19.5%). Average spend was about \$113 per person, resulting in an estimated \$51M in revenue across Skagit County.

The festival itself typically runs the full month of April, with our office open 7 days a week from April 1-30, but dates can flex depending on the blooms, which are driven by Mother Nature. There are dozen of events scheduled throughout the month including our Annual Tulip Festival Parade, a new Art Exhibit that we're partnering with the Anacortes Arts Festival on, our Ambassador Program as well as several sanctioned events including the Tulip Festival Street Fair, Kiwanis Salmon BBQ, Artist Markets and more.

In addition to our seasonal activities, the Tulip Festival maintains a year-round presence. We have a dedicated team of two (2) that work year-round to plan, coordinate, and manage all aspects of the festival, including sponsorships, partnerships, logistics, and community engagement. This continuous effort is crucial for sustaining the festival's impact and ensuring its long-term success.

Funding will support expanded marketing efforts for 2026, including targeted paid media that will include key states like CA, OR and AZ, print materials and distribution, email campaigns, social media, PR, and website enhancements

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

For 2026, we'll build on the 2025 momentum highlighted above with targeted digital and social campaigns, print production and distribution, email outreach, website enhancements, and regional PR. We're investing in a redesigned festival map and guide, curated multi-day itineraries to encourage overnight stays, and a free children's activity and coloring book to engage young visitors. A portion of the funds will also support essential festival operations. Please see more detailed budget attached.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

Please see more detailed budget attached. We are requesting a total of \$220K from LTAC funds across the county, which is ~40% of our total budget. The \$13K we're requesting from Anacortes is just 6% of that total.

**Optionally, but recommended,
attach a spreadsheet fully
describing your project budget.**

Use an Excel or PDF file formatted for
printing at 8.5x11 inches.

Upload

You have reached the maximum file
limit: 1.

Skagit Valley ... 10.67KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

We'll implement a targeted, multi-channel marketing strategy, combining paid media, print distribution, email marketing, social media, public relations, and website enhancements to reach potential visitors at multiple touchpoints and inspire extended stays.

This year, we are investing in a redesigned festival map and guide as well as curated multi-day itineraries to encourage guests to spend more than one day in Skagit County. The updated map will highlight lodging, dining, shopping, and attractions in addition to the tulip fields, making it easy for visitors to plan a

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

Data shows that Anacortes is among the top points of interest when people come to the Tulip Festival, at an estimated 19.5% of visitors. All participating businesses (including hotels) are listed on our highly engaged website, with dedicated pages, inclusion in our interactive map, inclusion in our events calendar, and clear links to respective sites for easy bookings and shopping.

We also promote participating businesses through our robust email marketing campaigns, sent to our 15K+ subscribers.

Additionally, our official Skagit Valley Tulip Festival brochure and map is one of our most powerful marketing tools, directly connecting visitors with our sponsors and the festival experience. In 2025, we printed and distributed 80,000 copies across high-traffic regional hubs and over 680 sites, including the Greater Seattle & Eastside Super Cities, Vancouver, B.C. and surrounding areas, Washington State Ferry terminals and vessels and Bellingham and the I-5 corridor. This will be re-invented in 2026, making it even easier for visitors to navigate the festival and plan their trip.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
Spring 2024	450,000	250,000	181,000		35,000	416,000 ✕
Spring 2025	450,000	81,000	148,050		146,700	303,300 ✕

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee's consideration. Use PDF format.

Upload

[SVTF Promo...](#) 19.1KB



Certification

I am an authorized agent of the organization applying for funding and I understand the following:

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- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature



Printed name *

Nicole Roozen

Title *

Executive Director

Organization *

Skagit Valley Tulip Festival

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments 2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Port of Anacortes Summer Concert Series

Date(s) of Project *

7/4/26-8/28/26

Amount of Funding Requested *

\$ 8,000.00

Type of Qualifying Project *

- Select all that apply
- ☐ Tourism Promotion/Marketing
- ☒ Operation of a Special Event/Festival designed to attract tourists
- ☐ Operation of a Tourism Promotion Agency
- ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
- ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Port of Anacortes

Type of Applicant *

- ☐ Individual
- ☐ Non-profit corporation
- ☒ Public agency
- ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-6001013

Contact Name *

Kristy Marie Southard

Mailing Address *

Street Address

317 Commercial Ave

Address Line 2

City

Anacortes, WA

State

WA

Zip Code

98221

Email Address *

kristy.southard@portofanacortes.coi

Phone Number *

(360)299-1822

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The Port of Anacortes' free Summer Concert Series has become a must on the summer list of activities for locals and visitors alike, giving a greater reason to stay and play in Anacortes. Situated on the shoreline of Seafarers' Memorial Park, with a backdrop of Cap Sante Marina and Mount Baker, it is the perfect stage for talent. The outdoor concerts are held on Wednesday and Friday evenings during the month of July and Friday evenings through August (13 shows in total planned for 2026).

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

The funds will go to the advertising, marketing and promotions of the event. A new digital marketing campaign through Skagit Publishing for the two months will provide analytics for us moving forward. Printing inserts that go into our boater’s statements and boater bags distributed to our moorage guests. Bands coming from Whatcom and King County (as well as Skagit) that we will expand our marketing reach through their social media. MFA will coordinate social media outreach on POA social media accounts.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

\$55,000
14 bands
Sound Events
Pioneer Security
Honey Bucket
Marketing (SVP, Fidalgo Living and Heart of Anacortes)

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes*

Promotions will be initiated through advertising in the greater Seattle and BC areas with website, social media, and print advertising to drive overnight stays for attendees. We also promote this event through the Marina via the A-2. Seattle Boat Show and numerous publications that attract boaters and RV'ers. Local events are also listed on the banners at the Marina all summer long

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes*

We will advertise the local businesses and downtown through printed and social media promotion encouraging stay and play in Anacortes all weekend long. We encourage attendees to get takeout from local restaurants to bring to the concert.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2025	15,000	1,500	800	700	900	12,000

Add

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

POA Summe... 2.42MB X

Rock the Do... 465.78KB X

Certification

I am an authorized agent of the organization applying for funding and I understand the following:

- If awarded, my organization intends to enter into a contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit to use City property (if applicable).
- I understand that the City will only make payment after the service is rendered, and a signed payment request form has been submitted to the City, including copies of invoices and payment documentation, or other materials required by the contract.
- I understand that the Applicant will be required to submit a report in a format determined by the City and the State of Washington.
- I understand that all project activities must be identified in promotional and other business materials as having been funded by the City of Anacortes.
- I understand that once submitted, this application is a public record. The City may post part or all of it on the City website or provide it in response to public records request.

Applicant Signature

Kristy Southard

Printed name *

Kristy Southard

Title *

Properties and Events Coordinator

Organization *

Port of Anacortes - Cap Sante Marina RV Park

Lodging Tax Advisory Committee Action

Recommendation Date*



Lodging Tax Advisory Committee Recommendation*

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

2000 characters left

Application Ready for City Council Decision

City of Anacortes Lodging Tax Funds Application

Project Detail

Project Name *

Tulip Festival Art Exhibition

Date(s) of Project *

April 2026

Amount of Funding Requested *

\$ 5,000.00

Type of Qualifying Project *

- Select all that apply
- ☒ Tourism Promotion/Marketing
 - ☒ Operation of a Special Event/Festival designed to attract tourists
 - ☐ Operation of a Tourism Promotion Agency
 - ☐ Operation of a Tourism-Related Facility owned or operated or non-profit organization
 - ☐ Operation and/or Capital Costs of a Tourism-Related Facility owned or operated by a municipality

Applicant Detail

Applicant Name *

Anacortes Arts Festival

Type of Applicant *

- ☐ Individual ☒ Non-profit corporation ☐ Public agency ☐ Other
-

Federal Tax ID # *

Please do NOT enter Social Security number

91-1493362

Contact Name *

Meredith McIlmoyle

Mailing Address *

Street Address

505 O Avenue

Address Line 2

City

Anacortes

State

WA

Zip Code

98221

Email Address *

aafdirector@anacortesartsfestival.c

Phone Number *

(360)708-4416

Project Questionnaire

Describe your project*

limit 1-2 paragraphs

The 2026 Tulip Festival Art Exhibit, a new collaboration between the Anacortes Arts Festival and the Skagit Valley Tulip Festival, will be hosted at the historic Depot Arts Center in Anacortes, Washington. This ten-day exhibition in April 2026, will serve as a dynamic public showcase for 32 original works of art selected from a juried competition. Each piece in the collection will be a tribute to the Tulip Festival, capturing its history and essence since its inception in 1984.

The exhibition's mission is to expand the cultural footprint of the Tulip Festival beyond the fields, encouraging deeper engagement with art and local history. By positioning this major event at the Depot Arts Center, we aim to attract a diverse audience of art enthusiasts, tourists, and local community members, thereby driving cultural tourism to Anacortes. The exhibit will be promoted widely through the Tulip Festival's channels and local partnerships, maximizing its visibility and ensuring that the public can access and appreciate the selected works. Grant funding will be instrumental in covering key operational costs, including venue expenses, marketing, and the essential staffing required to create a professional and memorable experience for every visitor. This support will directly enable us to sustain the high quality of the exhibition and its positive impact on the Skagit Valley arts community.

Describe the elements of your project for which you are requesting funding. *

Be as specific as possible

Grant funding is essential to the success of this exhibition and will be allocated directly toward key production and marketing expenses. Specifically, funds will cover the costs of venue expenses and display infrastructure to create a high-quality environment for the artwork. Additionally, a majority of funds will be dedicated to our comprehensive marketing strategy, including targeted digital advertising, a robust social media campaign, and the production of printed promotional materials. These investments will ensure the exhibit reaches a broad audience and provides a professional experience for both artists and attendees, solidifying its place as a premier event of the Skagit Valley Tulip Festival.

Budget

Describe the overall budget for your project, including projections of both expenses AND revenues *

We've identified a \$10,000 budget for this first year event. The details are attached.

Optionally, but recommended, attach a spreadsheet fully describing your project budget.

Use an Excel or PDF file formatted for printing at 8.5x11 inches.

Upload

You have reached the maximum file limit: 1.

Tulip 2026 E... 9.67KB X

Will you be charging for this event? * (?)

- ☐ Yes
- ☒ No

Marketing

Describe how you will promote your project to attract tourists, and especially to promote overnight stays in Anacortes *

We will use a strategic mix of print and digital media to market the event, specifically targeting art enthusiasts and travelers in Whatcom, King, and Snohomish Counties. Our plan includes a robust social media campaign with targeted advertising to key demographics, as well as the production of eye-catching printed promotional materials. Additionally, we are partnering directly with the Skagit Valley Tulip Festival to amplify our reach, leveraging their established channels and extensive audience to ensure the exhibition receives maximum visibility and attracts a broad and diverse attendance.

Describe how you will promote lodging establishments, restaurants, and businesses located in Anacortes *

To ensure this increased traffic translates into direct support for local businesses, our marketing will actively direct visitors from our online platforms to the Anacortes Chamber of Commerce website and its comprehensive business directory. This will make it easy for attendees to find lodging, dining, and other services, maximizing the economic benefit for the entire community.

Tourism-Impact Estimate

Please provide at least the most recent two years.

Month / Year	Overall attendance	# traveling > 50 miles one way (?)	# from outside WA (?)	# in PAID lodging in Anacortes (?)	# paid lodging nights (?)	# did not pay for overnight lodging (?)
2026	1,200	600	200	50	25	50

[Add](#)

Additional Attachments

Attach up to 3 examples (5 MB per file max) of promotional materials or other materials useful for the Committee’s consideration. Use PDF format.

Upload

Screenshot 2... 268.78KB X

Screenshot 2... 294.61KB X

Certification

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Applicant Signature



Printed name*

Meredith McIlmoyle

Title*

Executive Director

Organization *

Anacortes Arts Festival

Lodging Tax Advisory Committee Action

Recommendation Date *



Lodging Tax Advisory Committee Recommendation *

☐ Approval ☐ Approval with modification(s) ☐ Rejection

Comments

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Application Ready for City Council Decision



City Council Agenda Bill

Meeting Date: December 8, 2025 **Agenda Item:** 6.b.

Agenda Item Title: Resolution 3193: Updating the Unified Fee Schedule

Staff Contact(s): Steve Hoglund, Rhonda Peck

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

Greg Francioch
Steve Hoglund
Darcy Swetnam

Resolution

Item Summary: January 1st of each year, the fees and charges for utilities set out in this resolution shall be indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton—All Urban Wage Earners (CPI-U) for the previous October, or other comparable index if not published.

For the coming fiscal year, 2026, we need to use an "other comparable index", as the CPI for October was not published due to the Federal Government Shutdown. It is noted the CPI data is published every other month, so the next available publication date would be December, and our rates are required to be adopted in December to take effect Jan 1.

We did an analysis of the historical CPI published in August for the previous 12 months (August to August rather than October to October), and found that, on average, the difference in CPI was .013% (i.e. Oct to Oct average was 3.321%, Aug to Aug was 3.334%).

Based on this historical data, using August vs. October as the metric for updating the UFS is not materially different, so for this reason, we recommend using the August 2025 CPI publication to establish rates for January 2026.

Budget Impact:

Rates adjusted by August CPI which was reported at 2.8245%

Previous Action: NA

Recommended Motion: I make a motion to approve resolution 3193 updating the Unified Fee Schedule

Alternative Actions: Do not authorize increase, direct as to next steps.

Attachments (listed in order presented):

1. Resolution 3193 UFS 1.1.26
2. UFS - 2026-01-01
3. 2026 Unified Fee Schedule

RESOLUTION NO. 3193

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES
UPDATING THE UNIFIED FEE SCHEDULE**

WHEREAS, the Anacortes City Council is empowered by City code to pass fees for the utilities by resolution, and

WHEREAS, on January 1st of each year, the fees and charges for utilities set out in this resolution shall be indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bremerton—All Urban Wage Earners (CPI-U) for the previous October, or other comparable index if not published, and

WHEREAS, due to the recent government shutdown October CPI-U was not published, and as the CPI metric is published every other month, the most recent CPI-U publication was for August of 2025, and therefore the August index is considered to be a comparable index and immediately available, and

WHEREAS, the treasurer shall adjust the fees and publish them each December to take effect on all goods and services delivered or contracted after the beginning of each year, and in no event shall the change in rates be less than zero percent in any given year, and unit prices and all other charges shall be to the nearest cent.

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

Section 1.

1. Attachment A hereto is hereby adopted, replacing the previously adopted version.
2. In addition to the rates set forth in attachment A there shall be charged an additional amount equal to the amount of any tax levy for the utility, which amount shall be part of the total bill payable by the customer.

Section 2. This resolution shall take effect for charges incurred on and after January 1st 2026.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 8th day of December 2025.

Matt Miller, Mayor

Approved as to form:

Attest:

Darcy Swetnam, WSBA #40530
City Attorney

Steven D. Hoglund, City Clerk Treasurer



Unified Fee Schedule

Resolution 3193 | December 8, 2025
Effective January 1, 2026

Index:

General

Utility Discount Program

Fiber

Water

Sewer

Solid Waste

Storm

Impact Fees

Engineering & Development Fees

Planning, Community & Economic Development Department

Parks Fees

Cemetery Fees

General Provisions applicable to all City fees and charges

Resolution 3193 | December 8, 2025

Unless otherwise noted	
	Rates Effective 1/1/2026
City ACH Autopay and Paperless Billing Discount	\$ 2.00
This does not include autopay thru Paymentus or a bank bill pay service. Only direct debit from a checking or savings account setup thru the City directly.	
Credit Card Fee	3.20%
Fee is applied to the total purchase if using a credit card. This is less than the average cost to accept this payment type.	
Service Fee	\$ 75.00
Charged to all accounts and services if unpaid after 'shut-off' deadline.	
Service Charge Reduction for Low-Income Residential Customers	
Available for Water, Sewer, Solid Waste, Storm, and Fiber service charges.	
See AMC 13.44.020 for more details.	
NSF Fees for Utility Billing	
First offense	\$ 25.00
Each additional offense, rate is increased by \$25	
For example, the third offense is \$75	

For all rate purposes:

“Single-family residence” is defined as a building containing one kitchen, designed and/or used to house not more than one family, including all necessary employees of such family, such building having a single sewer service connection. Manufactured homes occupying a separate lot and providing permanent housing with a separate sewer connected shall be classified as a single-family residence.

“Multiple-family residence” is defined as a building or a group of buildings housing two or more families, living independently of each other, a family being defined as one or more persons living as a single housekeeping unit or household with sewer service being provided through not more than one sewer connection.

Utility Discount Program Information

Resolution 3193 | December 8, 2025

The City of Anacortes has a Utility Discount Program for eligible customers. We offer those who qualify a 30% discount on their City of Anacortes Utility Bill on the water, storm, sewer, refuse, recycling, organics and fiber. The discount may only be applied to residential customer accounts.

More information can be found on our website: <https://anacorteswa.gov/187/Utility-Discount-Program>

Eligibility Guidelines

To be eligible for UDP (Must renew by May 31st every year), applicants must meet the following:

- Your total household income in the monthly period prior to applying meets the income guidelines
- You are the homeowner of the service address or the property owner/manager has designated you to pay the utility bill and your name appears on the City of Anacortes Utility Bill
- Complete and provide all required documentation

Please review AMC chapter 3.50 for all details

Please submit the application and provide the necessary documentation requested on this form below:

[Utility Discount Program - Submission Form](#)

If you need to speak with someone or need help completing the application, please email, or call 360.293.1909.

Office hours are Monday through Friday from 8 a.m. to 4 p.m. (except for City holidays).

Financial Assistance

If you are having trouble making your utility payment, agencies are available to assist you. You may contact Washington Community 211 for assistance referrals, by simply dialing 211 from your phone. Salvation Army, local churches, and even your neighbor may be there to help you. We take funds from anyone. Please reach out to those who can help.

FIBER

Resolution 3193 | December 8, 2025

Fiber internet service will be billed monthly.

For customers who own the property where internet service is provided, internet will be billed on the same bill as other utilities provided at the same address. Customers who do not own the property at which service is provided will be billed on a separate bill.

Access Anacortes Fiber Internet

Service	Long Term Contract Required	Monthly Service	Monthly Optional Services	Installation Charge*
			Managed Wi-Fi Router Managed Wi-Fi Router with Extender	
Residential, 100 Mbps	No	\$ 39	\$ 10	\$ 20 \$ 100
Residential, 1 Gbps	No	\$ 69	\$ 10	\$ 20 \$ 100
Business, 100 Mbps	Yes	\$ 89	\$ 10	\$ 20 \$ 100
Business, 1 Gbps	Yes	\$ 149	\$ 10	\$ 20 \$ 100

*Includes applicable sales tax.

Static IP addresses

IPv6	No Charge
IPv4, 1 usable address	\$ 9
IPv4, 5 usable addresses	\$ 20
IPv4, more than 5 usable addresses to be negotiated on an individual case basis	

Unreturned Equipment Fee \$75 fee for equipment not returned within 15 days of changing or canceling service.

Service Suspension \$20 per month Available to residential customers or business class customers who have fulfilled their 12 month contract
Service suspension must be a minimum of 60 days

Customer-Caused Service Call The charges will apply to configuring customer-owned equipment and repairing customer-caused damage to city-owned equipment.
\$50 per hour per technician During regular City work hours
\$75 per hour per technician Outside of regular City work hours

Services Yet To Be Priced

Dedicated Internet Access
Ethernet circuits (point-to-point, point-to-multipoint)
Dark fiber

WATER

Resolution 3193 | December 8, 2025

Regular water rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

The amount billed includes a fee or tax up to 9% calculated on the gross revenue of the water utility.

Water Residential and Commercial Charges

Monthly Fixed Charge

Meter Size (Inches)

5/8 x 3/4 & 3/4
1
1 1/2
2
3
4
6
8

Rates Effective 1/1/2026					
Residential		Commercial		Multi-Family	
\$	28.29	\$	42.50	\$	31.63
\$	47.27	\$	70.96	\$	52.81
\$	94.24	\$	141.50	\$	105.31
\$	150.86	\$	226.51	\$	168.57
		\$	453.02	\$	337.14
		\$	708.01	\$	526.91
		\$	1,416.44	\$	1,054.12
		\$	2,266.38	\$	1,686.66
Residential		Commercial		Multi-Family	
\$	0.03142	\$	0.04721	\$	0.03521
\$	0.00420	\$	0.00631	\$	46.00362

Monthly Consumption Charge

All consumption per cubic foot (CF)

All consumption per gallon*

*Utility meters and billing system operate using cubic feet, some rounding may occur when reviewing billed amounts in gallon format.

~Base rates and consumption rates are subject to a 50% surcharge for out of City limits service

Water General Facilities Charges~

Meter Size (Inches)

5/8 x 3/4 & 3/4
1
1 1/2
2
3
4

GFC In-City	
	\$ 10,984
	\$ 27,460
	\$ 54,919
	\$ 87,871
	\$ 175,742
	\$ 274,597
GFC, Out of City Limits	
	\$ 16,476

~ Outside City Limits rate is 1.5x the In-City rate.

Water Agriculture Irrigation

Agriculture Meter (double check)

Agriculture Consumption Rate

\$	553.87	
\$	3,171	Per Million Gallons
\$	0.0237	Per Cubic Foot

Water Additional Fees

Meter Installation Fee, up to 1" (For non typical installations, as determined by City)
Meter Installation Fee deposit, greater than 1" (For non typical installations, as determined by City)
Standpipe Water Charges
Construction Meter Charges
Flat fee up to 60 days, up to 1000CF, billed at standpipe rate after CF cap.
Water service fee*
After hours additional water service fee*
City ACH Autopay and Paperless Billing Discount*

Rates Effective 1/1/2026		
\$	1,430.07	
\$	1,465.77	towards install cost
\$	0.05232	Per Cubic Foot
\$	80.64	
\$	75.00	
\$	75.00	
\$	2.00	

 This does not include autopay thru Paymentus or a bank bill pay service. Only direct debit from a checking or savings account setup thru the City directly.

*Not subject to CPI adjustments

ALL RATES ARE SUBJECT TO CHANGE BASED ON CITY COUNCIL DECISIONS

Sewer Rates

All rates subject to change based on City Council decisions

SEWER**Resolution 3193 | December 8, 2025**

Regular sewer rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-

Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

The amount billed includes a fee or tax up to 9% calculated on the gross revenue of the sewer utility.

Sewer Residential and Commercial Charges**Monthly Fixed Charge****Meter Size (Inches)**

5/8 × ¾ & ¾

1

1½

2

3

4

6

***Rates Effective 1/1/2026**

Residential	Commercial	Multi-Family
\$ 53.05	\$ 91.86	\$ 91.86
\$ 74.30	\$ 128.67	\$ 128.67
\$ 92.29	\$ 167.16	\$ 167.16
	\$ 266.52	\$ 266.52
	\$ 1,010.93	\$ 1,010.93
	\$ 1,286.65	\$ 1,286.65
	\$ 1,929.98	\$ 1,929.98

Monthly Consumption Charge

SIC 1 consumption per cubic foot

SIC 1 consumption per gallon*

SIC 2 consumption per cubic foot

SIC 2 consumption per gallon*

SIC 3 consumption per cubic foot

SIC 3 consumption per gallon*

SIC 4 consumption per cubic foot

SIC 4 consumption per gallon*

SIC 4: BOD per pound

SIC 4: TSS per pound

Residential	Commercial	Multi-Family
\$ 0.04186	\$ 0.07229	\$ 0.07229
\$ 0.00560	\$ 0.00966	\$ 0.00966
	\$ 0.09029	
	\$ 0.01207	
	\$ 0.17575	
	\$ 0.02349	
	\$ 0.02860	
	\$ 0.00382	
	\$ 3.41225	
	\$ 2.08204	

*Utility meters and billing system operate using cubic feet, some rounding may occur when reviewing billed amounts in gallon format.

Direct Discharge Rates

*Rates Effective 1/1/2026		
Yearly Discharge Card	\$	81.46
Per Gallon Fee		
Waste Generated on Fidalgo Island	\$	0.1629
Waste Generated off Fidalgo Island	\$	0.1955

Sewer General Facilities Charges

Per ERU, see code for details		GFC In-City	
Table 13.08.020 ERU DETERMINATION ALTERNATIVE		\$	13,027
TYPE OF BUILDING AND SEWER USE		ERUs	
1. Single-family residence		1 each per unit	\$ 13,027
2. Multiple-family residence		0.8 per dwelling unit	\$ 10,422
3. Manufactured home space in manufactured home park (common building at additional commercial rate and laundry areas at laundry rate)		0.65 per space	\$ 8,468
4. Recreational vehicle waste dumping station		0.65 per station	\$ 8,468
5. Schools		0.030 per student capacity	\$ 391
6. Churches (school uses at additional per student capacity rate)		0.64 per 100 seats	\$ 8,338
7. Hospitals—General		1 per bed	\$ 13,027
8. Convalescent hospitals		0.5 per bed	\$ 6,514
9. Residential care/boarding facilities		0.25 per bed	\$ 3,257
10. Hotels and motels (additional charges for restaurant or tavern at restaurant or tavern rate, laundry areas at laundry rates, and meeting room areas with fixtures at commercial rate)	0.25 per room or motel unit	\$	3,257
11. Food preparation and/or serving areas	0.15 per 100 sq feet	\$	1,954
12. Vehicle wash			
Self-service vehicle wash	1.17 per bay	\$	15,242
Full-service vehicle wash	15.66 per bay	\$	204,009
All other vehicle washes	See Wet industrial, 13.08.020F.15.		
13. Laundries and Laundromats	0.3 per 100 sq feet	\$	3,908
Industrial laundries	See Wet industrial, 13.08.020F.15.		
14. Commercial, office and dry industrial	Charge for each plumbing fixture to be installed		
Bath tub w/ or w/o shower	0.130	\$	1,694
Dental unit or cuspidor	0.100	\$	1,303
Dishwasher	0.100	\$	1,303

*Rates Effective 1/1/2026		
Disposal	0.100 \$	1,303
Drinking fountain	0.050 \$	651
Floor drain	0.013 \$	169
Fountain/backwash	0.100 \$	1,303
Kitchen sink	0.080 \$	1,042
Laundry tray	0.080 \$	1,042
Lavatory	0.050 \$	651
Service sink	0.080 \$	1,042
Shower (each head)	0.130 \$	1,694
Swimming pool/backwash	0.100 \$	1,303
Urinal	0.170 \$	2,215
Urinal trough (for each 2-foot section)	0.170 \$	2,215
Wash sink (for each set of faucets)	0.080 \$	1,042
Washing machine	0.070 \$	912
Water closet	0.330 \$	4,299
In case of a remodel in types 5—13 which results in no increase in the units on which the charge for a new building is calculated, the ERU for the remodel will be calculated on the basis of the fixtures added using the amounts in Item 14.		
15. Wet industrial	To be determined on an individual basis by the city	
16. Undefined building	To be determined on an individual basis by the city and sewer use	
17. Additional loading or change of use	Determined on basis of new use for entire facility less credit for former use; no refunds if new use is less than former use	

SOLID WASTE**Resolution 3193 | December 8, 2025**

Regular solid waste rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

*CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025**2.824%*

These rates do not include the State Refuse Tax of 3.6%

The amount billed includes a fee or tax up to 12% calculated on the gross revenue of the solid waste utility.

Rates effective 1/1/2026**Solid Waste Residential Rates, includes structures with more than one living unit**

Contents	Tote Sizes	Minimum # of Totes	Maximum # of Totes	Monthly Rate	Additional Totes
Organics Tote	32, 64, 96 gallon	n/a	n/a	\$18.46	\$18.46
Recyclables Tote	32, 64, 96 gallon	1	n/a	\$15.11	\$15.11
Refuse Tote	21 gallon	1	1 per dwelling unit	\$13.07	\$13.07
Refuse Tote	32 gallon	n/a	1 per dwelling unit	\$24.28	\$24.28
Refuse Tote	64 gallon	n/a	n/a	\$48.57	\$48.57
Refuse Tote	96 gallon	n/a	n/a	\$72.85	\$72.85

Solid Waste Commercial Rates

Contents	Tote Sizes	Minimum # of Totes	Maximum # of Totes	Monthly Rate	Additional Totes
Organics Tote - Restaurants only	96 gallon	n/a	n/a	\$26.09	\$26.09
Recyclables Tote	n/a	n/a	n/a	n/a	n/a
Refuse Tote	21 gallon	n/a	1	\$13.07	n/a
Refuse Tote	32 gallon	n/a	1	\$24.28	\$24.28
Refuse Tote	64 gallon	n/a	1	\$48.57	\$48.57
Refuse Tote	96 gallon	n/a	n/a	\$72.85	\$72.85

Recycling Container Rates - Residential

Container Size	Monthly Rate	Extra Collections
1 Cubic Yard	\$41.98	\$25.20
2 Cubic Yard	\$75.57	\$33.58
3 Cubic Yard	\$117.55	\$41.98
6 Cubic Yard	\$151.13	\$50.38
8 Cubic Yard	\$218.31	\$67.17

Refuse Drop Box Rental Rates PERMANENT - Commercial

Container Size	Monthly Rate, for rented box only	Delivery Fee	Tonnage Fee Per Ton*	Haul Fee Compactor Box	Haul Fee Non Compactor Box
----------------	-----------------------------------	--------------	----------------------	------------------------	----------------------------

Rates effective 1/1/2026					
10 Cubic Yard	\$186.80	\$129.73	At Cost plus \$1.00/ton	\$319.99	\$285.40
30 Cubic Yard	\$186.80	\$129.73	At Cost plus \$1.00/ton	\$319.99	\$285.40

Refuse Drop Box Rental Rates TEMPORARY - Prepayment Required

Container Size	Delivery, Removal & 7 Days	Haul Fee Non Compactor Box	Tonnage Fee Per Ton*	Daily Rate, Starting 8th Day	Pre-Pay amount, includes all tax
10 Cubic Yard	\$467.01	\$285.40	At Cost plus \$1.00/ton	\$25.95	\$483.82
30 Cubic Yard	\$467.01	\$285.40	At Cost plus \$1.00/ton	\$25.95	\$483.82

Refuse Container Rates PERMANENT - Commercial

Container Size	Monthly Rate	Extra Collections
1.5 Cubic Yard	\$177.46	\$46.70
2 Cubic Yard	\$214.83	\$56.04
3 Cubic Yard	\$308.23	\$74.72
6 Cubic Yard	\$607.11	\$158.78
8 Cubic Yard	\$812.60	\$205.49

Refuse Container Rates TEMPORARY - Prepayment required

Container Size	Delivery, Removal & 7 Days	Daily Rate, Starting 8th Day	Extra Collections	Pre-Pay amount, includes tax
1.5 Cubic Yard	\$177.46	\$5.19	\$102.74	\$183.85
2 Cubic Yard	\$205.49	\$6.92	\$121.42	\$212.88
3 Cubic Yard	\$242.85	\$9.51	\$149.44	\$251.59
6 Cubic Yard	\$345.59	\$17.30	\$242.85	\$358.03
8 Cubic Yard	\$420.31	\$25.95	\$308.23	\$435.44

Solid Waste Additional Fees

Description	Per Unit
Additional Organics Dump	\$8.40
City Garbage Bags	\$7.24
City Garbage Bags - Retail Outlet Price	\$6.49
Non-Refrigerated Appliance	\$46.70
Organics Tote Cleaning Fee	\$16.79

Rates effective 1/1/2026	
Garbage Tote Cleaning Fee	\$25.00
Refrigerated Appliance	\$65.38
Refuse Overtime Call-Out, Per Hour	\$92.36
Replacement Tote Due To Negligence	At Cost plus \$12.35
Special Haul Per Cubic Yard	\$65.38
Refuse Return Trip	\$25.00
Recycling or Organics Return Trip	\$25.00

STORM

Resolution 3193 | December 8, 2025

Regular storm rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U)
CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

The amount billed includes a fee or tax up to 9% calculated on the gross revenue of the storm utility.

Rates Effective 1/1/2026

Storm Residential and Commercial Charges

Monthly Fixed Charge

Single Family Residential (flat fee)	\$	21.87
Commercial per ERU per Month	\$	21.87
One ERU is 3,600 square feet of impervious area		

Effective 1/1/2019 until 12/31/2022 HM and LM1 zones rate reduction will decrease by 5% per year. Effective 1/1/2023 until 12/31/2028 this rate reduction will decrease by 10% per year. Effective 1/1/2029 all storm charges for properties located in the HM or LM1 zones will be charged the current charges without any reductions. The minimum billed will be 100% of 1 ERU.

Monthly Fixed Charge (HM and LM1 Zones)	Rates Effective		Rates Effective		Rates Effective		Rates Effective		Rates Effective	
	1/1/2024		1/1/2025		1/1/2026		1/1/2027		1/1/2028	
% of current rate	50%		60%		70%		80%		90%	
Single Family Residential (flat fee)	\$	7.67	\$	9.48	\$	15.31				
Commercial per ERU per Month	\$	7.67	\$	9.48	\$	15.31				

Storm General Facilities Charges

Type; Residential and Commercial	Rates Effective 1/1/2025	
Per ERU, minimum of 1 ERU	\$	2,226

Explanation of Charges

Single-Family Properties: Residential properties are charged a flat rate per month, and are considered 1 ERU.
This rate was set based on aerial photo surveys which show that the average amount of impervious surface on a single-family parcel in Anacortes is approximately 3,600 square feet.

Commercial and Multi-Family Properties: Commercial properties are assessed a charge based on the actual amount of impervious surface area they contain (buildings, parking lots, etc.)(minimum of 1 ERU).
One ERU is equal to 3,600 square feet (ft2) of impervious surface.
Commercial Storm Water Fee = # ERU x Commercial per ERU per Month fee

Sample Calculation

A property has 10,000 ft² of impervious surface (parking lots, walkways, rooftops, etc.), so the storm water fee would be:
10,000 ft2 /3,600 ft2 = 2.78 ERU
2.78 ERU X \$21.87 per month per ERU = \$60.81 per month

IMPACT FEES

Resolution 3193 | December 8, 2025

Unless otherwise determined, regular impact fees are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

*CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025**2.824%***Park Impact Fee Rate Schedule**

Rates Effective 1/1/2026			Park Impact Fee adopted via Ord. 3085 <i>Rate Basis: Park & Recreation Impact Fee Study/Report dated 1/28/2021</i> <i>Park impact fee rates are increased annually by the treasurer using CPI-U (source change starting 2025 previous source was CCI)</i>
Land Uses	Unit of Measure	Rate	
Single family	Dwelling	\$1,740.76	
Multi-family, per dwelling unit	Dwelling	\$1,254.18	
Commerical, Retail	Per 1,000 sq. ft.	\$1,464.17	
Commercial, Industrial	Per 1,000 sq. ft.	\$732.10	
Commercial, Services	Per 1,000 sq. ft.	\$2,252.59	
Commercial, Gov/Edu	Per 1,000 sq. ft.	\$2,252.59	

Fire Impact Fee Rate Schedule

Rates Effective		1/1/2026	Fire Impact fees updated via Ord 3030 <i>Rate Basis: Fire Impact Fee Study/Report dated 12/5/18</i> <i>Per study, 22% is for Fire and 78% is for EMS.</i> <i>Fire Portion is waived for Single Family Residence with Sprinkler System</i> <i>Fire impact fee rates are increased annually by the treasurer using CPI-U (source change starting 2025 previous source was CCI)</i>
Land Uses	Unit of Measure	Rate	
Residential			
Single family	Dwelling	\$595.75	
	EMS Portion	\$464.64	
	Fire Portion	\$131.06	
Multi-family, per dwelling unit	Dwelling	\$504.89	
Commercial			
Commercial 1			
<i>Land uses (NAICS)</i>			
Wholesale/retail trade (42, 44-45)	Per 1,000 sq. ft.	\$1,709.62	
Warehousing (49)			
Information (51)			
Finance & Insurance (52)			
Real Estate and Rental & Leasing (53)			
Professional, Scientific, & Technical Services (54)			
Food Services & Drinking Places (722)			
Commercial 2			
<i>Land uses (NAICS)</i>			
Manufacturing (31-33)	Per 1,000 sq. ft.	\$14.07	
Commercial 3			
<i>Land uses (NAICS)</i>			
Transportation (48)	Per 1,000 sq. ft.	\$2,866.57	
Health Care and Social Assistance (62)			
Arts, Recreation & Entertainment (71)			
Accommodation (721)			

Religious Organizations (8131)		
Commercial 4		
<i>Land uses (NAICS)</i>		
Educational Services (61)	Per 1,000 sq. ft.	\$543.21
Public Administration (92)		

Transportation Impact Fee Rate Schedule

Rates Effective		1/1/2026	Transportation Impact fee rate adopted via Ord. 3011 <i>Rate Basis: 2016 Comprehensive Plan Transportation Element</i>
Land Uses	Unit of Measure*	Rate	
Cost per New P.M. Trip Generated		\$3,600.02	Notes: 1. Transportation impact fee rates are increased annually by the treasurer using CPI-U as a basis for the increase. (source change starting 2025 previous source was CCI) 2. P.M. peak hour trips are determined by using the latest version of the ITE Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit. PM peak hour is the sixty minute period between 4:00 p.m. and 6:00 p.m. with the greatest sum of traffic volumes on a roadway segment or passing through the area of a transportation improvement project. Other trip generation rate sources approved by the City may be used where ITE data are based on a limited survey base or where there may be special trip generating characteristics of the proposal. 3. If the land use does not fit into any of the categories specified in the land use table in the ITE Trip Generation Manual, the City Engineer may use the most directly comparable type of land use. <i>Review Fee for independent fee calculation: \$500 + additional staff time spent in the review and cost of consultant services if the City deems these services to be necessary.</i>
Residential			
Single family (detached)	Dwelling	\$ 3,600.02	
Duplex or Cottage	Dwelling	\$ 2,232.01	
Apartment (rental, low/med/high rise)	Dwelling	\$ 2,088.01	
Low-Rise Apartment (rental, 1-2 levels)	Dwelling	\$ 1,404.01	
Mid-Rise Apartment (rental, 3-10 levels)	Dwelling	\$ 1,260.01	
High-rise (rental, more than 10 levels)	Dwelling	\$ 1,872.01	
Residential condominium/townhouse (ownership units) with at least 1 other owned unit in structure)	Dwelling	\$ 2,808.02	
Low-rise res. condo/townhome	Dwelling	\$ 1,368.01	
High-Rise Residential Condo/Townhome	Dwelling	\$ 2,124.01	
Mobile Home	Dwelling	\$ -	
Commercial - Services			
Bank (drive-in)	sq. ft. / GFA	\$ 87.48	
Day Care	sq. ft. / GFA	\$ 43.85	
Hotel/Motel	room	\$ 2,160.01	
Gasoline/Service Station	fueling position	\$ 49,932.28	
Gasoline/Service Station w/ Convenience Mart	fueling position	\$ 48,636.27	
Quick Lubrication Vehicle Stop	servicing position	\$ 18,684.10	
Marina	berth	\$ 684.00	
Institutional			
Elementary School	student	\$ 540.00	
Middle School	student	\$ 576.00	
High School	student	\$ 468.00	
Church	sq. ft. / GFA	\$ 1.98	
Hospital	sq. ft. / GFA	\$ 3.35	
Assisted Living, Nursing Home, Group Home	bed	\$ 1,044.01	
Transportation Impact Fee Rate Schedule			
Land Uses	Unit of Measure*	Rate	
Industrial			
Light Industry/Manufacturing/Industrial Park	sq. ft. / GFA	\$ 3.49	

Warehousing/Storage	sq. ft. / GFA	\$ 1.15
Mini Warehouse	sq. ft. / GFA	\$ 0.94
Restaurant		
Restaurant	sq. ft. / GFA	\$ 26.96
Fast Food Restaurant (w/ drivethrough)	sq. ft. / GFA	\$ 117.54
Coffee/Donut Shop with Drive-Through Window	sq. ft. / GFA	\$ 154.08
Coffee/Donut Shop without Drive-Through Window	sq. ft. / GFA	\$ 146.70
Commercial - Retail		
Specialty Retail Center (small strip shopping center)	sq. ft. / GFA	\$ 9.76
Apparel Store	sq. ft. / GFA	\$ 13.79
Automobile Sales	sq. ft. / GFA	\$ 9.43
Auto Parts Sales	sq. ft. / GFA	\$ 21.53
Supermarket	sq. ft. / GFA	\$ 34.13
Convenience Market (open 24 hrs)	sq. ft. / GFA	\$ 188.68
Furniture Store	sq. ft. / GFA	\$ 1.62
Nursery/Garden Center	sq. ft. / GFA	\$ 24.98
Pharmacy/Drugstore (w/ drivethrough)	sq. ft. / GFA	\$ 35.68
Hardware/Building Materials Store	sq. ft. / GFA	\$ 16.16
Discount Merchandise Store (Free Standing)	sq. ft. / GFA	\$ 17.93
Commercial - Office		
General office building (multiple tenants)	sq. ft. / GFA	\$ 5.36
Single tenant office building	sq. ft. / GFA	\$ 6.26
Medical/Dental Office Building	sq. ft. / GFA	\$ 12.85

*For uses with a standard of measure in square feet, trip rate is given as trips per 1,000 square feet, and impact fee is dollars per square foot.

Engineering and development fees**Resolution 3193 | December 8, 2025**

Unless otherwise determined, regular engineering and development fees are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025

2.824%

Originally Adopted by ordinance 2266

Rates Effective 1/1/2026				
Application for encroachment agreement	\$	134.26		
Application for utility extension	\$	134.26		
Application for street improvement waiver	\$	134.26		
Application for curb cut permit	\$	67.13		
Application for street cut/R.O.W. permit				
Inside traveled way	\$	67.13		
Outside traveled way	\$	26.85		
Engineering plan reviews	0.5% approved engineering estimate for all public works improvements			
Construction inspection	\$	671.31	plus	
	1.5% approved engineering estimate for all public works improvements, with a reduction of up to 50% of the percentage fee approvable by the director of engineering and development services when he/she finds that the developer provides on-site construction inspection and construction engineering through private consultants to the same standard as that of the city			
Reinspection fees for curb cuts, street cuts and sewer connections	additional one-half of the original permit fee			
Sewer inspection fee	\$	67.13		
Monitoring clearing and grading permitted activity	\$	134.26	plus	\$ 33.57 per acre

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Permit Type		Fee	Notes
PLN	Administrative Permits	\$120	Min. 1 hour
	Interpretations, determinations, departures		
PLN	Appeals	\$200	If appeal is won, City will reimburse appeal fee
	Decisions, Administrative Orders, SEPA Determinations		
LPS	Annexation	\$1,870	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
BLA	Boundary Line Adjustment	\$240	
	Comprehensive Plan Amendment		
CPA	Amendment Petition Submittal	\$960	
	If Docketed	\$1,870	Must be paid within 14 days of Ord. setting docket
	Conditional Use Permit		
	Administrative	\$850	
	Quasi-Judicial	\$1,870	
CUP	Essential Public Facility	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
	Wireless Facility	\$1,330	Plus \$120 per facility and actual cost of HE, including \$1,000 pre-payment
	Critical Areas		
CAX	Letter of Exemption	\$120	
CAP	Permitted Alteration	\$1,090	
CAV	Reasonable Use/Variance	\$1,630 plus HE fees	
BLD	Demolition Permit	\$60	
PLN	Development Agreement	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
BLD	Fence Permit	\$25	updated for 2025
FLD	Floodplain Development Permit	\$120	
PLN	Framework Development Plan	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
HMO	Home Occupation Permit	\$150	
	Land Divisions - Preliminary		
SPL	Short Plat (up to 9 lots)	\$1,090	
LPS	Long Plat (over 9 lots)	\$1,870	
	Binding Site Plan:		
RSD	Less than 10 lots	\$1,090	

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Permit Type		Fee	Notes
DSI	10+ lots	\$1,870	
	Unit Lot Subdivision		
ULS	Less than 10 lots	\$360 + \$1,090	Type 1 site plan review + short plat
	10+ lots	\$1,090 + \$1,870	Type 2 site plan review + short plat
SPL	Short Subdivision Amendment/Modification	\$1,090	
LPS	Long Plat Amendment/Modification	\$1,870	
	Land Divisions - Final		Final fees added on to original permit application
	Short Plat (up to 9 lots)		
	with site improvements	\$480	
	without site improvements	\$240	
	Long Plat (over 9 lots)	\$600	
	Binding Site Plan:		
	with site improvements	\$480	
	without site improvements	\$240	
	Unit Lot Subdivision		
	Less than 10 lots	\$360	
	10+ lots	\$600	
	Short Subdivision Amendment/Modification	\$240	
	Long Plat Amendment/Modification	\$600	
	Pre-Application Meeting		
PRE	General Information	\$0	
	Pre-submittal	\$240	Fee credited to formal application fee, if submitted within 6 months
REZ	Rezone	\$1,870	
	Site specific/authorized by Comp. Plan		
	SEPA Review		
SEPA	Threshold Determination	\$480	May be added to parent permit fees
	EIS	Actual cost of prep	
	Shoreline Permits		
SLX	Letter of Exemption	\$240	
	Shoreline Substantial Development Permit		
SDP	Type 3	\$1,630	
	Type 4	\$1,870	
SCUP	Shoreline CUP	\$300	Plus parent SDP fees

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Permit Type		Fee	Notes
SLV	Shoreline Variance	\$300	Plus parent SDP fees
Site Plan Review			
SPR	Type 1 - <u>Less than</u> : 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$360	May be added to building permit fees
	Type 2 - <u>More than</u> : 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$1,090	
PLN	Stormwater Management Manual Adjustments & Exceptions	\$1,090	
ROW	Vacation of Right-of-Way	\$480	Plus actual cost of appraisal
Variance			
VAR	Level 1	\$730	
	Level 2	\$1,330	Plus actual cost of HE, including \$1000 pre-payment
Wireless Service Facilities			
WSF	Wireless Service Facility Permit	\$240	Per facility
	Eligible Facility Determination	\$120	
	Master ROW Use Agreement	\$1,500	
Other Planning Review			
	Additional plan review requested by changes, additions, or revisions to plans after 2 reviews have been completed.	\$60/hour	Min. 1 hour
	Planning review for activities not specifically listed above, as determined by director	\$60/hour	Min. 1 hour
Other Fees			
	Consultant/3rd Party Review Fees	Actual Cost	
	Additional notice publication costs necessitated by changes, additions, or revisions to an application.	Actual Cost	
Other Fees - Added to Parent Permit			
	Minor Permit Revision	\$300	
	Major Permit Revision	Cost of new application	
	ADU Review	\$120	
	Permit Time Extension	\$120	

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Permit Type	Fee	Notes
Stormwater Review	\$150 per lot for subdivisions or \$0.08/sq. ft. of new or replaced hard surface	For Minimum Requirement 1-9 projects: applicant pays 100% of third-party review. For Minimum Requirement 1-5 projects: city will cover the cost of up to 2 third party reviews, after that applicant will pay 100% of third-party review cost.
Critical area report review/confirmation	\$120	add-on fee
SFR or duplex site plan review	\$60	
Sign Permit Review	\$60	
Transportation Concurrency Review		
Consultant Review	Actual Cost	100% consultant cost
Staff Review	\$60/hour	Min. 1 Hour

Parks Fees**Resolution 3193 | December 8, 2025****Various Parks Fees**

Regular parks rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous October. Rates are rounded to the CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

Washington Park

Rates effective 1/1/2026

Utility Non-Resident	\$	39
Utility - Resident	\$	29
Non-Utility - Non Resident	\$	31
Non-Utility - Resident	\$	26
Boat Lot Daily Non-Resident	\$	14
Boat Lot Daily - Resident	\$	10
Boat Lot Annual Non-Resident	\$	276
Boat Lot Annual Resident	\$	185
Group Camp	\$	138
Group Picnic Weekdays	\$	65
Group Picnic Weekends	\$	93
Hiker/Biker	\$	16
Lot B Overflow Parking	\$	11
Bundle of Wood	\$	8

Athletic Field Rental

Rates effective 1/1/2026

<i>max 4 games per field/per day</i>			
Games - Min 2 hr. rental	\$	57	Per Hour
Tournament - Prep for games by APRD staff only	\$	308	Per Day
Practice - Min 2 hr. rental	\$	15	Per Hour

Depot Arts and Community Center

Rates effective 1/1/2026

ROOM	RATE		CAPACITY
Freight Room	\$	62 Per Hour	150
Baggage Room	\$	22 Per Hour	40
Kitchen	\$	47 Per Hour	
Gallery	\$	47 Per Hour	40
Freight / Baggage / Kitchen	\$	76 Per Hour	190
Freight Room / Baggage Room	\$	69 Per Hour	190
Freight / Baggage / Kitchen all day	\$	539 Per Day	190
Freight/Gallery/ Baggage / Kitchen	\$	83 Per Hour	80
Whole facility all day	\$	689 Per Day	230
Plaza only	\$	45 Per Hour	
Plaza-w/interior rooms	\$	144 Per Day	

All room rentals require a \$100 deposit for regular use and a \$500 deposit if serving alcohol.

AVAILABILITY

The Center is generally available for rental Monday through Sunday from 6:00 am to 12 pm.

The Center is generally available for rental on the following City holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day, at a premium rate.

Rentals for short term or one-time users will be for a minimum of four hours on Saturdays and Sundays.

APPLICATION PROCEDURE

Complete and submit a Request for Facility Use application to Anacortes Parks & Recreation Department at City Hall, 6th & Q Streets, or mail to P.O. Box 547, Anacortes, WA 98221. Requests for use must be submitted at least 14 days prior to the requested date. The Parks Department staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions. One individual should be designated as the responsible party for the requesting group and will sign both the request for use and the clean-up agreement. The person signing these forms is the responsible party and is assuming responsibility for the clean-up and any damage, loss, or disturbances during the rental period.

FEES, DEPOSITS, REFUNDS

Rental fees and deposits must be paid NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT or the event will be cancelled. Payment will be made payable to the City of Anacortes at the Parks & Recreation office at City Hall or mailed to Anacortes Parks and Recreation, P.O. Box 547, Anacortes WA 98221 (360-293-1918)

Cemetery**Resolution 3193 | December 8, 2025**

All fees at Grand View Cemetery shall be adjusted each year based on the Consumer Price Index - West Region All Items (CUUR0400SA0) as published by the U.S. Department of Labor- Bureau of Labor Statistics.

3.299% Rates effective 1/1/2026

PROPERTY

Grave site	\$	1,052
15% endowment care	\$	158
Total Grave Site	\$	1,209
Grave Site (Youth)	\$	332
15% endowment care	\$	50
Total Grave Site	\$	381
Grave Site (Cremation)	\$	553
15% endowment care	\$	83
Total Grave Site	\$	636
Mausoleum - Eco Niches/Single only	Catalog Price	
Mausoleum - Simplicity Niches	Catalog Price	
Extended Property Use	\$	220
Extended Niche Use	\$	220

SERVICES

Opening & Closing - Regular	\$	553
Opening & Closing - Vault	\$	705
Opening & Closing- Ground inurnment/No Service	\$	147
Opening & Closing - Ground inurnment/Service	\$	257
Opening & Closing- Eco or Simplicity Niches	\$	73
Opening & Closing - Youth	\$	295
Opening and Closing - Crypt/includes name plate and vase	\$	662
Disinterment - Removal from Cemetery		
Standard	\$	1,326
Youth	\$	811
Cremated remains	\$	184
Relocation - Within Cemetery		
Standard	\$	2,431
Youth	\$	1,104
Cremated remains	\$	369

MATERIALS**

Grave Liner	\$	481	tax included
Youth Liner	\$	345	tax included
Concrete Cremation Urn Liner 15.25"W x 9.75"L x 9.50"D	\$	200	tax included

MISCELLANEOUS SERVICES

Lot Transfers	\$	52
Overtime Charge		
Saturday Standard Burial Charge	\$	515
Saturday Cremation Burial Charge	\$	295
Hourly Rate	\$	147

MEMORIAL MARKER SERVICES

Placement fee for Flat-Bronze or Granite: \$.57 per square inch of the outside dimension (length x width) of the marker.

Placement fee for Pillowed Markers: \$.71 per square inch of the outside dimension (length x width) of the marker.

Placement fee for Slants and Hickeys: \$.85 per square inch of the outside dimension (length x width) of the marker. If the slant or hickey has a granite foundation, then the fee is based upon the outside dimension (length x width) of the granite foundation.

Placement fee for Monuments: \$1.00 per square inch of the outside dimension (length x width) of the monument's granite foundation.

Resetting fee for flats and pillowed markers	\$	59
Resetting fee for monuments/slants/hickeys	\$	139
Concrete Collars for FLAT marker sizes**		
16 x 8	\$	128 tax included
20 x 10	\$	144 tax included
24 x 12	\$	160 tax included
36 x 12	\$	192 tax included
Larger than 36 x 12	\$	314 tax included
Concrete Slabs provided by Cemetery**		
32 x 20 x 4	\$	177 tax included
36 x 24 x 4	\$	192 tax included
44 x 20 x 4	\$	208 tax included
56 x 20 x 4	\$	223 tax included
44 x 26 x 4	\$	239 tax included
48 x 24 x 4	\$	239 tax included
64 x 20 x 4	\$	257 tax included
68 x 24 x 4	\$	273 tax included
84 x 20 x 4	\$	295 tax included
84 x 26 x 4	\$	393 tax included
92 x 26 x 4	\$	440 tax included

**Subject to 8.8% Washington State Sales Tax

2026 Unified Fee Schedule

December 8, 2025
Resolution No. 3193

Change Summary



CPI (Consumer Price Index) increase of 2.8245%



CUT (City Utility Tax) increase of 2% for city water, sewer, and storm utilities



Storm utility increase of \$5 monthly



Sewer utility increase of 6% monthly



Correction | Impact fees for Parks



Solid Waste | added Garbage Tote Cleaning Fee

CPI | August vs. October

- Historically, we've utilized October data
- October not available due to Government shutdown
- Comparing 12-year average, little difference in August compared to October (utilizing '*other comparable index*')

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025

Oct-12	241.355		Aug-12	240.213	
Oct-13	242.787	0.5933%	Aug-13	242.767	1.0632%
Oct-14	247.854	2.0870%	Aug-14	247.185	1.8199%
Oct-15	250.831	1.2011%	Aug-15	251.617	1.7930%
Oct-16	256.941	2.4359%	Aug-16	256.907	2.1024%
Oct-17	264.653	3.0015%	Aug-17	263.333	2.5013%
Oct-18	272.805	3.0803%	Aug-18	271.625	3.1489%
Oct-19	278.682	2.1543%	Aug-19	280.286	3.1886%
Oct-20	284.505	2.0895%	Aug-20	284.905	1.6480%
Oct-21	303.099	6.5356%	Aug-21	299.704	5.1944%
Oct-22	330.173	8.9324%	Aug-22	326.796	9.0396%
Oct-23	345.992	4.7911%	Aug-23	344.449	5.4018%
Oct-24	356.212	2.9538%	Aug-24	355.179	3.1151%
Oct-25			Aug-25	365.211	2.8245%
average		3.3213%	average		3.3347%
			Oct vs. Aug		0.0134%



City Utility Tax | 2% increase



Tax on Water, Sewer, and Storm services has been increased from 7% to 9%



Impacts residential, commercial, and refinery customers

Storm | \$5 per month increase

Base rate in 2026 is \$21.87 up from 2025 rate of \$15.80 (\$6.07)

- Base rate ↑ \$5
- CPI ↑ 2.824% or \$0.59
- CUT ↑ 2% or \$0.48

Sewer | 6% per month increase

Residential base rate in 2026 is \$53.05 up from 2025 rate of \$47.58 (\$5.47)

- Base rate ↑ \$2.86
- CPI ↑ 2.824% or \$1.42
- CUT ↑ 2% or \$1.19

Residential consumption rate in 2026 is .04186 up from 2025 rate of .03754 (.00432)

- Based on 335* cubic feet increase is \$1.45

* cubic feet varies by customer

Parks Impact Fees | Corrections

Rates were re-calculated from 2023 forward to determine the correct amounts for 2026

Park Impact Fee Rate Schedule		
Rates Effective		1/1/2026
Land Uses	Unit of Measure	Rate
Single family	Dwelling	\$1,740.76
Multi-family, per dwelling unit	Dwelling	\$1,254.18
Commerical, Retail	Per 1,000 sq. ft.	\$1,464.17
Commercial, Industrial	Per 1,000 sq. ft.	\$732.10
Commercial, Services	Per 1,000 sq. ft.	\$2,252.59
Commercial, Gov/Edu	Per 1,000 sq. ft.	\$2,252.59

Park Impact Fee Rate Schedule		
Rates Effective		1/1/2024
Land Uses	Unit of Measure	Rate
Single family	Dwelling	\$1,555.64
Multi-family, per dwelling unit	Dwelling	\$1,120.81
Commerical, Retail	Per 1,000 sq. ft.	\$1,308.47
Commercial, Industrial	Per 1,000 sq. ft.	\$654.24
Commercial, Services	Per 1,000 sq. ft.	\$2,013.04
Commercial, Gov/Edu	Per 1,000 sq. ft.	\$2,013.04

Solid Waste | Garbage Tote Cleaning Fee

Based on feedback from the operations team, we've added a garbage tote cleaning fee of \$25

THANK YOU!



City Council Agenda Bill

Meeting Date: December 8, 2025 **Agenda Item:** 6.c.

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

Staff Contact(s): Dave Floyd

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Greg Francioch	Contract Award
Dave Floyd	

Item Summary: City staff seeks City Council consent to award a contract in the amount of \$30,000.00 to the Anacortes Family Center (AFC) in order for AFC to continue providing social service coordination and resources to APD, AFD, and other City departments as needed for transient individuals and individuals with need for specialized social services.

Background:

1. **History:** On 4/26/2021 the City and AFC entered into an agreement to develop a pilot program in order to provide assistance those contacted by City staff who are in need of homeless services, chemical dependency counseling or ongoing case support. The AFC is available 7 days a week to assist City staff in these areas.
2. **Key Terms:**
 - Contract is for a fixed price of \$30,000.00 on an annual basis. The City will make equal monthly payments to the AFC for the annual stipend.
 - The period of performance is from January 1, 2026 – December 31, 2026.

Budget Impact:

Contractor	Anacortes Family Center
Contract Amount	\$30,000.00
Funding Source	To be paid by opioid settlement funds
BARS #	001.310.521.10.41
Budget Amendment Required?	No

Start Date	Execution
End Date	12/31/2026

Previous Action: The City and AFC have entered into contracts for this service since 2021.

Recommended Motion: I move that City Council authorize the Mayor to sign contract 26-007-APD-001 with Anacortes Family Center in the amount of \$30,000.00.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 26-007-APD-001



AGREEMENT #26-007-APD-001
Between
CITY OF ANACORTES
and
ANACORTES FAMILY CENTER

This Agreement, hereinafter referred to as "Agreement", made and entered into between the City of Anacortes, hereinafter referred to as the "City", and the Anacortes Family Center, hereinafter referred to as the "AFC", together referred to as "Parties".

WHEREAS the City works cooperatively with the AFC to address homelessness and those in need due to crises involving addiction, violence and mental health; and

WHEREAS the City has seen greater success in addressing these issues due to the expertise and case workers provided by the AFC; and

WHEREAS the City staff in the Anacortes Police Department, Planning Economic and Community Development and Parks and Recreation see a reduction in staff time and call volume in cases where there is collaboration with the AFC; and

WHEREAS the City through the Anacortes Police Department have built a strong working relationship with the AFC staff and rely regularly on the resources the AFC provides to better serve the community; and

WHEREAS the City has identified the need to develop stronger coordination between the Anacortes Police Department and social services including the Anacortes Family Center in response to emergency calls and developed a program to provide social services under the umbrella of the Anacortes Police Department to the community; and

WHEREAS the AFC has the potential capacity to expand its services to include case workers with a background in chemical dependency treatment and homelessness, and can contract with mental health providers to augment its in-house capacity to provide the skills the City requires; and

WHEREAS, the City and AFC have entered into agreements since 2021 to implement and maintain the social services program and both parties desire to continue the program;

NOW, THEREFORE, the Parties agree as follows:

1. **Parties' Responsibilities.**

a. **City Responsibilities**

- i. The City will provide an annual stipend of \$30,000 to the AFC to respond to calls from the City to assist with people in crisis due to homelessness, chemical dependency, domestic violence or mental health issues. Payments for a portion of any calendar year will be prorated based on the duration of the program during that calendar year. The City will make equal monthly payments to the AFC for the annual stipend.
- ii. City will identify and prescribe metrics for data collection pursuant to this Agreement and will review and update those metrics throughout the Term of this Agreement based on what data best informs the Parties' assessment of the efficacy of the program. The metrics must include at least numbers of individuals served and data-based assessment of the expanded outreach of the APD under this program. Metrics should also include pre-program data so the Parties and public can evaluate program success.
- iii. City will present at regular City Council meetings periodic reports on the efficacy of the pilot program no less frequently than quarterly. Such reports will include the full set of data collected pursuant to the metrics identified and prescribed by the City under paragraph 1(a)(ii).

b. **AFC Responsibilities**

- i. The AFC will respond to all requests from the City for assistance with individuals in crisis. AFC shall make every reasonable effort to respond to requests from the City within 24 hours. For after-hour requests, Anacortes Police Department (APD) or Anacortes Fire Department (AFD) can drop off individuals that qualify for Motel Voucher support at a participating motel. AFC will pre-arrange authorization for motel voucher access for APD and AFD. A referral for services will be emailed to AFC's Community Resource Manager by APD, including the individual's name and situation, so that AFC staff can follow-up to provide support the following morning.
- ii. The AFC will either provide the necessary response with their in-house staff or contract with certified professionals.
- iii. AFC Staff and consultants will be available 8:30 to 5pm 7 days a week to respond to requests from the City.
- iv. AFC will invoice the City monthly.
- v. The AFC will provide an accounting of hours and/or number of calls taken for evaluation on an annual basis.
- vi. The AFC will provide the City data showing numbers of individuals served under this Agreement and work cooperatively with the City to prepare the quarterly reports before Council. AFC will provide data to the City in a format prescribed by the City pursuant to paragraph (1)(a)(ii) above.

2. **Term.** The term of this Agreement is from January 1, 2026 – December 31, 2026.

3. **Termination.** Either Party terminate this Agreement upon thirty (30) days' written notice delivered according to Section 9. Notices. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination, except that the duty to indemnify pursuant to Section 4 shall survive such termination.

4. **Indemnification:** The Parties shall defend, indemnify and hold each other and the indemnified party's officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, solely arising out of or solely resulting from the acts, errors or omissions of the indemnifying party in performance of this Agreement.

5. **Insurance.**

- a. **Insurance Term:** AFC shall procure and maintain insurance, as required in this Section, without interruption from commencement of the work through the term of the Agreement, unless otherwise indicated herein.
- b. **No Limitation:** AFC's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the AFC 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:** AFC's required insurance shall be of the types and coverage as stated below:
 - i. **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.
 - ii. **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 AFC'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.

- iii. Worker's Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - d. **Minimum Amounts of Insurance:** AFC shall maintain the following insurance limits:
 - i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - ii. 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.
 - e. **City Full Availability of AFC Limits:** If the AFC 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 AFC, irrespective of whether such limits maintained by the AFC 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 AFC.
 - f. **Other Insurance Provision:** AFC's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the AFC's insurance and shall not contribute with it.
 - g. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
 - h. **Verification of Coverage:** AFC shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the AFC within 10 days of contract execution and before scheduling of the work. Upon request by the City, the AFC shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.
 - i. **Notice of Cancellation:** AFC shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.
 - j. **Failure to Maintain Insurance:** Failure on the part of the AFC 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 AFC 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 any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the AFC from the City.
6. **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.
7. **No Joint Ventures.** The Parties acknowledge that no joint venture or partnership is created by this Agreement. No agent, employee or representative of AFC shall be deemed to be an agent, employee or representative of the City for any purpose. AFC shall be solely responsible for all acts of its agents, employees, representatives and subcontractors.
8. **Effectiveness.** This Agreement shall be effective as of the date this agreement is executed by both parties.

9. **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:

To the City: City of Anacortes
Attn: Darcy Swetnam, City Attorney
PO Box 547
Anacortes, WA 98221
darcys@anacorteswa.gov

To the AFC: Anacortes Family Center
Attn: Dustin Johnson, CFRE
Executive Director
2702 Commercial Avenue
Anacortes, WA 98221
dustin@anacortesfamily.org

10. **Governing Law; Binding Effect**. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington applicable to contracts made and performed in such state without giving effect to the choice of law principles of such state that would require or permit the application of the laws of another jurisdiction.
11. **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.
12. **Counterparts**. This Agreement may be executed in one or more counterparts, including electronic mail counterparts, each of which shall be deemed to be an original copy of this Agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. Delivery of such counterparts by electronic mail (in PDF or.tiff format) shall be deemed effective as manual delivery.

IN WITNESS WHEREOF, the City and AFC have executed this Agreement as of _____.

CITY OF ANACORTES

ANACORTES FAMILY CENTER

Matt Miller, Mayor

Dustin Johnson, Executive Director



City Council Agenda Bill

Meeting Date: December 8, 2025 **Agenda Item:** 6.d.

Agenda Item Title: Interlocal Agreement #26-005-APD-001 with Skagit County for Vessel Registration Fees

Staff Contact(s): Dave Floyd

<u>Approved for Submittal to Council by</u>	<u>Action Type</u>
Greg Francioch	Contract Award
Dave Floyd	

Item Summary: City staff seeks City Council consent to execute Interlocal Agreement 26-005-APD-001 with Skagit County. This agreement outlines the distribution of vessel registration fees from the County to the City for the Anacortes Police Department's boating safety program.

Key Terms:

- Term of agreement is from January 1, 2026 - December 31, 2027 and automatically renews for additional 1-year terms.
- Once a year the County will distribute to Anacortes 30% of the vessel registration fees the state distributes to the County.

Budget Impact:

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to execute Interlocal Agreement 26-005-APD-001 between City of Anacortes and Skagit County.

Alternative Actions: Not approve the interlocal.

Attachments (listed in order presented):

1. 26-005-APD-001
2. WA State Parks Boating Safety 2026 education campaigns
3. Boat Presentation

INTERLOCAL COOPERATIVE AGREEMENT
BETWEEN
SKAGIT COUNTY
AND
THE CITY OF ANACORTES

The City of Anacortes, Washington (Anacortes) and Skagit County, Washington (County) agree to the following under RCW 39.34 et seq., INTERLOCAL COOPERATION ACT. This Agreement becomes effective as of the last day set forth on the signature page. Party or Parties refers to each party to this Agreement or all, as applicable.

1. PURPOSE:

Under RCW 88.02.650, the Washington State Department of Licensing collects vessel registration fees on an annual basis, retains the first 1.1 million dollars of what it collects and then distributes the remainder to Washington counties that have approved boating safety programs. The County has an approved boating safety program. Under WAC 352-65-030, when a county has an approved boating safety program, the county's legislative authority is responsible for equitably distributing funds allocated by the state to local jurisdictions with approved boating safety programs within the county. The state approved Anacortes' boating safety program and it is eligible to receive an equitable share of the vessel registration fees distributed to the County. The County and Anacortes enter into this cooperative agreement to improve boating safety program services within the County's waters and allocate state funds for such programs.

2. RESPONSIBILITIES:

A. Anacortes' Responsibilities.

Anacortes will use the funds the County provides under this agreement only for boating safety purposes as WAC 352-65-040 defines. Anacortes' boating safety programs that use the funds will comply with the state's boating safety program requirements and all applicable federal, state and local laws in performing any activities resulting from the use of the funds distributed under this agreement. Anacortes must maintain state approval for their boating safety program as WAC 352-65-030 requires, including conforming with WAC 352-65-040.

B. County's Responsibilities

The County will distribute to Anacortes 30% of the vessel registration fees the state distributes to the County. The County will distribute the funds to Anacortes once a year on the second Monday in December. If the state sends the funds to County after November, the County will distribute the funds to Anacortes as soon as reasonably possible.

3. TERM OF AGREEMENT:

This Agreement is effective from January 1, 2026 to December 31, 2027 and automatically renews for additional one-year terms until termination per Article 8.

4. MANNER OF FINANCING:

The Parties are not financing any joint or cooperative undertaking in this Agreement, except as set forth herein. The Parties are not maintaining any budget for any joint or cooperative undertaking under this Agreement.

5. ADMINISTRATION:

The following individuals or their designees shall administer, coordinate, and monitor performance under this Agreement. If a Party changes its representative, it shall notify the other Party. The Parties must provide notice to the representatives as this Agreement, local, state, and federal laws, codes, ordinances, statutes, and regulations may require.

County	Anacortes
Skagit County Sheriff 600 South Third Street Mount Vernon WA 98273 (or its primary administrative address if the Sheriff's Office moves)	Anacortes Police Chief PO Box 547 904 6 th St Anacortes, WA 98221

6. TREATMENT OF ASSETS AND PROPERTY:

A. No Property Acquisition

The Parties will not jointly or cooperatively, acquire, hold, use, or dispose of any fixed assets or personal or real property under this Agreement.

B. Joint Administrative Board

This Agreement does not create any separate legal or administrative entity. To the extent necessary, and for no other purpose, the Parties or their designees jointly administer this Agreement, who together, shall constitute the board contemplated in RCW 39.34.030(4)(a).

C. Third Parties

This Agreement does not create any rights in any third party or form the basis for any liability to any third party from the Parties.

D. Public Records and Tort Claims

Under the Public Records Act, RCW 42.56, each Party has a separate designated person assigned to respond to public records requests. Nothing in this Agreement shall abrogate or alter the venue and tort claims processes involving any Party, including under RCW 4.92 or any other tort claim process. The Parties agree that neither Party shall prepare, own, use, or retain any records or data related to the other Party's fund use.

7. INDEMNIFICATION:

Each Party assumes 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 agrees to save, indemnify, defend, and hold the other Party harmless from any such liability. The Parties shall not be liable for entering

into this Agreement except as expressly provided herein. These indemnity provisions survive this Agreement's termination.

8. TERMINATION:

A. Termination for Public Convenience

Each Party may terminate this Agreement in whole or in part whenever it determines, in its sole discretion, that termination is in its best interests. A Party will not breach this agreement if it terminates this Agreement at any time during its term, whether for default or convenience.

B. Termination Procedure

To terminate this Agreement, a Party must give 30 days' notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the contract administrator set forth above.

C. Automatic Termination

In addition to any other provision, this Agreement immediately and automatically terminates if the state revokes Anacortes' boating safety program approval under WAC 352-65-060.

D. Liability Limits

The Parties are liable only for their performance rendered or costs incurred before the effective termination date.

9. CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:

The Parties may change, modify, amend, or waive this Agreement or any portion only in writing signed by the Parties' authorized representatives. If a Party waives any Agreement term, breach, or condition, that waiver does not waive any past or future breach, or other past or future issues regarding terms and conditions.

10. SEVERABILITY:

If a competent court or tribunal holds invalid any Agreement term, condition, or application to any person or circumstances, the Agreement's other terms, conditions, or applications shall remain valid, and the Parties, court, or tribunal must sever any invalid language if possible.

11. OTHER PROVISIONS:

A. No Assignment

The Parties may not assign this Agreement. Any purported assignment is void.

B. Agreement Subject to Law

This Agreement is subject to all applicable local, state, and federal laws, codes, ordinances, statutes, and regulations.

C. Venue and Choice of Law

Any litigation regarding this Agreement shall be in the Skagit County Superior Court. Washington law governs this Agreement.

D. Enforceability

This Agreement is enforceable between the Parties even if either Party fails to file or publish this Agreement as RCW 39.34.040 provides.

12. ENTIRE AGREEMENT:

This Agreement contains all the Parties' agreed terms and conditions. Any items incorporated by reference are attached (if any). The Parties do not have any other binding understandings, oral or otherwise, regarding this Agreement's subject matter.

City of Anacortes:

Matt Miller, Mayor

Date _____

Mailing Address:
(Street address required
in addition to P.O. Box)

904 6th St
PO Box 547
Anacortes, WA 98221

Skagit County:

DATED this _____ day of _____, 20__.

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

Lisa Janicki, Chair

Peter Browning, Commissioner

Ron Wesen, Commissioner

Attest:

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

Recreational Boating Safety

Partner Resources - March



March is a great time to remind boaters to prepare for the boating season by providing information on how to enroll in a boating knowledge or skills-based education course. Here are some talking points that might help you crafting messages for your audience:

- The U.S Coast Guard statistics indicate that of the accidents where the level of operator education was known, 70% of boating fatalities occurred on boats where the operator had never received boating education instruction. *
- 2023, 23 recreational boating fatalities occurred in Washington State. Only 4 operators had a record of receiving boating education instruction. Paddlers accounted for 15 of the 23 fatalities. **
- Boater Education is about more than avoiding accidents. Educated boaters are more knowledgeable and are more prepared to enjoy their time on the water.

Boater Education Card

- The Washington State Mandatory Boating Safety Education law currently requires boaters ages 12 years or older to earn their Washington Boater Education Card before operating a motorized vessel of 15 horsepower or greater.
- When required by law, the minimum fine for not carrying a valid Boater Education Card in Washington state is \$99.
- To qualify for a Washington State Boater Education Card, boaters must complete a state-approved course which meets the national boating education standards.
- Where to Find a Course: Many course options are available online, but some are offered in-person across the state. Resources for finding instructor-led courses are available on the Boating Program website: <https://parks.wa.gov/about/rules-and-safety/boater-education-safety/boater-education-courses>

Education for Paddlers

- While not required, the Washington State Parks Boating Program recommends safety courses for paddlers – especially beginners.
- Before heading out on a kayak, canoe, or stand-up paddleboard, it's important to know how to keep yourself and others safe. You are responsible for knowing the laws that apply to you as a paddler and carrying the required equipment.
- Where to Find a Course: The National Association of Boating Law Administrators (NASBLA) offers a free, online paddle safety course: <https://www.boat-ed.com/paddlesports/>

Source: *According to U.S. Coast Guard Recreational Boating Statistics 2019

**According to Washington State Parks Boating Program Data

Recreational Boating Safety

Partner Resources - March



Example Social Media Posts:

- Ready for boating season? Sign up for a boating safety class now to earn your boater education card! Learn more at www.boatered.org.
- Spring into boating season and take a boating safety education course now! Learn more at www.boatered.org.
- An educated boater is a safer boater. Get your boater education card today! A variety of courses are available, one for everyone's schedule. Learn more at www.boatered.org.
- Do you know where your boater education card is? If you need a replacement, be sure to order in time for warm weather! Visit www.boatered.org to learn more.
- Don't wait for boating season to start. Take a boater education course now! Learn more at www.boatered.org.

For Paddlers:

- What floats your boat? For us, it's knowing everyone is safe out on the water. Improve your safety skills by taking a paddle course.
- New to paddling Washington's waterways? Then it's time to take a safety course! Learn more at www.boatered.org.

Photos & Graphics

We've provided a few photos for your use along with this email, but there are many resources online for images to use with credit.

U.S. Coast Guard photo library: <https://uscg-boating.org/multimedia/gallery>

Boat Beat photo library: <https://boatbeat.org/photo-library/>

National Safe Boating Council <https://www.safeboatingcouncil.org/resources/photo-library/>

Tips for Success on Social Media:

- Use photos and visuals! Research shows that posts including interesting visual assets earn more engagement.
- Post messages repeatedly during the month to reinforce the message and reach a wider audience.
- To supplement posts, consider sharing or retweeting content from others in the boating safety community.

Through repeated exposure to safety messaging, we can promote boating safety practices with the intention of reducing fatal boating accidents in the state. We'll provide a monthly toolkit that will support you in sharing key boating safety messages during the boating season. For questions or additional support please contact Ashley.Seydel@parks.wa.gov



Recreational Boating Safety Partner Resources - April

Example Social Media Posts:

- Did you Know? Cold water shock is dangerous even for strong swimmers. Wearing a life jacket can help save your life. #WearIt #lifejacketsSAVELives
- Surprise exposure to cold water can be fatal – wear a life jacket to keep yourself safe! #WearIt #lifejacketsSAVELives
- Temperatures might be rising, but Washington waters stay dangerously cold year-round. #WearIt #lifejacketsSAVELives
- Protect yourself from Cold Water Shock by wearing a life jacket anytime you're on the water. #WearIt #lifejacketsSAVELives
- Life jackets save lives! If a boater is wearing one, their chance of survival from capsizing or falling overboard will dramatically increase. #WearIt #lifejacketsSAVELives

Need More Information?

- [National Center for Cold Water Safety](#)
- [Boat U.S. Foundation: Cold-water boating](#)
- [National Water Safety Congress: Cold-water facts](#)
- [Cold Water Boot Camp: 1-10-1 Principle](#)
- [U.S. Army: Tips to survive a fall into cold water](#)

Photos & Graphics

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Recreational Boating Safety

Water Safety Day



Participate in **Water Safety Day**, recognized by the State of Washington on May 15th! The Washington State Parks Recreational Boating Safety Program invites you to support the message by sharing with your audience and planning events in your community!

Water Safety Day
May 15th

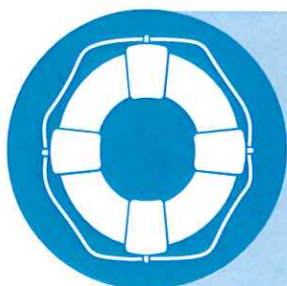


While many boaters don't set sail with the intention of falling in. Anyone can become an unplanned swimmer! These tips apply to boaters, recreators and swimmers alike.

About Water Safety Day

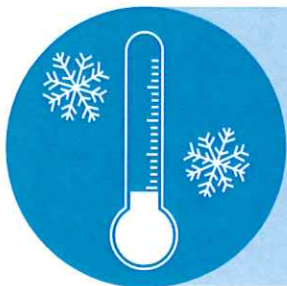
Water Safety Day was created in 2024 with the passing of House Bill 1750, also known as Yori's Law. The bill was sponsored by Chezik Tsunoda, a water safety advocate and founder of the non-profit, [No More Under](#). The day aims to raise awareness of the danger of drowning and promote water safety skills.

Three Pillars of Water Safety



Reach, Throw, Don't Go! (Rescuing others in danger)

- **Reach** with any nearby objects long enough for the swimmer to grab onto. This could be an oar or paddle, etc. Brace yourself and slowly pull them to safety.
- **Throw** something that floats to the swimmer, like a life preserver or life jacket. In a pinch, even a pool noodle or a kickboard can be used.
- **Don't go** in the water yourself!



Cold Water Shock

Cold-water shock and swim failure are risks that come before hypothermia. Many drowning victims die within minutes of going overboard due to cold-water shock.

More information about [Cold Water Shock](#).



Wear a Life Jacket

Wearing a life jacket is your best defense against drowning. The Recreational Boating Safety recommends that swimmers and recreators wear a life jacket at all times when on or near the water. Ensure the life jacket is Coast Guard approved, and fits the wearer properly.

More information about [Life Jacket Wear](#).

National Safe Boating Week

Partner Resources - May



Example Social Media Posts:

- Know before you go! Life jackets are required by law on all vessels, including kayaks, canoes, and stand-up paddleboards. It's up to you to wear it! Paddlesport experts choose to wear a life jacket for a reason—life jackets save lives. #WearItWA #PaddleSafeWeek
- Do you stay safe while enjoying paddlesports? Being drunk or high on the water increases the likelihood of an accident and lowers the chance of surviving. Operating a kayak, canoe or stand-up paddleboard while under the influence is not only unsafe — it's illegal. #PaddleSober #PaddleSafeWeek
- Paddlesports is fun but comes with risks. Learn essential information from the experts, find a local club or outfitter and take a class. There are even online courses! #PaddleSmart #PaddleSafeWeek
- Hey paddlers! Did you know being weather aware is crucial to safety? Air temperature is less important than wind speed and direction, wave height, tides and currents or river flows—as these conditions impact your ability to control your vessel. #PaddleSafeWeek
- Paddlers, what do you do to be seen? It's hard for other boaters to see you in a paddlecraft that sits low on the water. We recommend wearing bright neon colors, put reflective tape on your paddles, and carry a light. #PaddleToBeSeen #PaddleSafeWeek
- Pre-plan and study your paddle route before going out on the water. Even if you're only going out for a brief time, always file a float plan. Tell someone who, where, when, what to do if you don't return on time. Make this part of your routine every time you go paddling. #PaddleSafeWeek
- Safety on the water starts with you. Whether you kayak, canoe, or SUP — legal requirements are minimal and do not maximize your chance of survival in an accident. Research and carry essential gear for safety, emergency communications and comfort. #PaddlePrepared #PaddleSafeWeek

Short on Time?

- Post existing imagery you might have on hand, don't worry about making it look perfect! The message is the most important part.
- Reshare content from other sources to help boost existing messaging. Some great accounts are: Safe Boating Campaign, National Safe Boating Council, Washington State Parks, and the National Weather Service

Through repeated exposure to safety messaging, we can promote boating safety practices with the intention of reducing fatal boating accidents in the state. We'll provide a monthly toolkit that will support you in sharing key boating safety messages during the boating season. For questions or additional support please contact Ashley.Seydel@parks.wa.gov



Recreational Boating Safety

Water Safety Day

Example Social Media Posts

- May 15th is Water Safety Day! Remember – anyone can become an unplanned swimmer! Wearing a life jacket and practicing water safety skills can help keep yourself and others safe.
- Be water safe by taking a moment to review your emergency action plan: reach, throw, don't go. Assist a person in the water while protecting yourself, by using safety tools to reach (like a paddle or a branch) and pull them to safety or throw something that floats, like a life ring.
- Today is Water Safety Day in Washington State. We are raising awareness for drowning incidents and reminding the public to wear a life jacket at all times when on or near the water. For more information, visit: [\[Add your own link here!\]](#)
- Water is no joke! Be safe this summer by wearing a life jacket, keeping an eye on fellow swimmers and familiarizing yourself with how to help in an emergency. Water Safety Day on May 15th is a great time to learn!
- Water can be fun but isn't without risks. Be mindful this year on Water Safety day: even strong swimmers need water safety - always wear a life jacket and be wary of cold water. Don't go in the water after someone who's drowning. Instead, find ways to help from safety like throwing a life preserver or reaching with something they can grab onto!

Photos & Graphics

We've provided a few photos for your use along with this email, but there are many resources online for images to use with credit.

U.S. Coast Guard photo library: <https://uscg-boating.org/multimedia/gallery.php>

Watersports Foundation photo library: <https://www.watersportsfoundation.com/media/photo-library/>

National Safe Boating Council <https://www.safeboatingcouncil.org/resources/photo-library/>

Tips for Success on Social Media:

- Use photos and visuals! Research shows that posts including interesting visual assets earn more engagement.
- Post messages repeatedly during the month to reinforce the message and reach a wider audience.
- To supplement posts, consider sharing or retweeting content from others in the boating safety community.

Through repeated exposure to safety messaging, we can promote boating safety practices with the intention of reducing fatal boating incidents in the state. We'll provide a monthly toolkit that will support you in sharing key boating safety messages during the boating season. For questions or additional support please contact Boating@parks.wa.gov



Paddle Safe Week

Partner Resources

The Paddle Safe Week campaign, July 22-28, 2024, focuses on encouraging people to learn more about safe paddling practices and to stay safe on the water throughout the year. Use the following talking points to help amplify the message!



Washington State Recreational Boating Safety Statistics and Information

- According to Washington's recreational boating accident data, in 2022: 55% of fatal recreational boating accidents occurred on human powered watercraft.
- According to the Outdoor Foundation's 2019 Special Report on Paddlesports and Safety, paddlesports continue to grow in popularity – especially kayaking and stand up paddling. Yet only 23% of kayakers and 31% of stand-up paddlers have considered taking formal training to further their skills.
- Kayaks, canoes, stand-up paddleboards and other paddlecraft are vessels and subject to federal, state and local recreational boating laws and ordinances.
- Paddlers are responsible for knowing the legal requirements.
- Legal requirements are minimal and do not maximize chances of being rescued in a timely manner or surviving an accident.
- According to national and state recreational boating accident data, paddlecraft are at a higher risk of capsizing and swamping.
- Since 2012, close to half of all boating fatalities in Washington state involved paddlecraft.
- Nationally, where cause of death was known, 79% of paddle-related fatalities from 2015 to 2017 involved drownings. Of those drowning victims, 74% were not wearing a life jacket.
- Accidents can happen to anybody, at any time, and when it's least expected.

Videos

[Canoe & Kayak's Safer Paddling Series](#)
[Safe SUP Choices](#)
[American Canoe Association](#)

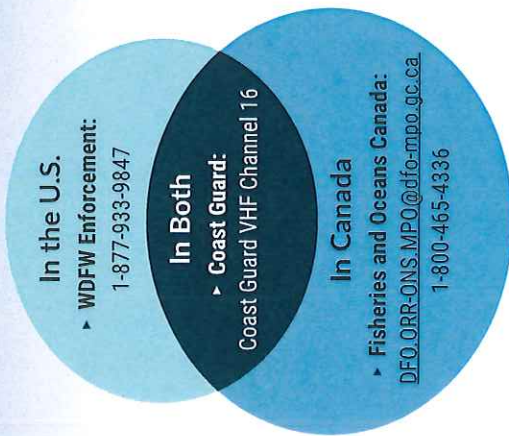
Reports

[2019 Outdoor Foundation Special Report on Paddlesports](#)
[2019 U.S. Coast Guard Recreational Boating Statistics](#)

Other Resources

<https://americancanoe.org/education/resource-library/>

Report Violations and Incidents



Report Marine Mammal Sightings

- The Whale Museum:**
hotline@whalemuseum.org
1-800-562-8832
- Ocean Wise Sightings Network:**
sightings@ocean.org
1-866-472-9663
WhaleReport App
- Orca Network:**
sightings@orcaneetwork.org
1-866-ORCANET



Boaters can also report violations at bewhalewise.org/report-violators



Trans-Boundary Marine Wildlife Guidelines

- ▶ **KNOW BEFORE YOU GO.** Educate yourself on local marine life and regulations before getting underway.
- ▶ **BE ALERT and CAUTIOUS** on the water. Have your family and friends help to scan for nearby marine life, especially in areas with known or suspected marine wildlife activity, or in narrow or tight areas of navigation.
- ▶ **LOOK IN ALL DIRECTIONS and ALWAYS GO SLOW (<7 knots)** when in the vicinity of any marine wildlife. If you suspect but aren't certain marine wildlife are near, slow to a stop and assess the situation.
- ▶ **PLACE ENGINE** into neutral and allow all animals space to pass if they approach your vessel or surface within the allowable distance.
- ▶ **BE PREPARED** to move away or shut down if nearby animals change speed and/or direction.
- ▶ **DO NOT** position your vessel in front of or behind wildlife.
- ▶ **STAY** on the **OFFSHORE** side of all wildlife to lessen disturbance along the shoreline. *
- ▶ **AVOID** moving through and disturbing groups of any marine animal. **DISCOURAGE** bow or stern riding by holding course and gradually reducing speed.
- ▶ **LIMIT** any wildlife viewing time to 30 minutes or less to lessen cumulative impact of vessels on wildlife.
- ▶ **NEVER** approach an animal in distress. Contact your local marine mammal response network to report a sick, stranded, entangled, or dead marine animal.
- ▶ **DID YOU SEE A WHALE?** Help fellow boaters Be Whale Wise by flying your Whale Warning Flag and reporting your sighting to your local sightings network.

* Kayakers and paddlers should follow Kayak Education Leadership Program (K.E.L.P.) guidelines to stay **INSHORE** of wildlife, raft up, secure themselves, and stop paddling until whales have passed beyond regulation distance. Never paddle towards whales. Visit the K.E.L.P. section on the Be Whale Wise website: bewhalewise.org/kelp/ for more information.

Be Whale Wise

Marine Wildlife Laws and Guidelines



BeWhaleWise.org

Revised 2024



Anacortes Police Department Marine Patrol



The Marine Law Enforcement program through WA Parks focuses on five core priorities:

- Public outreach and education
- Enforcement and accident prevention
- Equipment and vessel modernization
- Officer training through the Basic Marine Law Enforcement Academy
- Interagency collaboration



These efforts aim to reduce boating-related injuries and fatalities, improve officer readiness, and promote safe, responsible recreation across Washington's waterways.

In 2025 the WA Parks program has processed \$1,594,310.00 in Federal pass-through funding to approved programs and marine law enforcement training instructors related to recreational boating safety.

Facilitated vessel registration fees disbursement to 39 local counties approximately \$1,330,184.64

The monetary amount of money that the Anacortes Police Department would receive on a yearly basis will change depending on grant funding from WA State Parks as well as from vessel registration fees.

Vessel registration fees are given to the individual counties and will then be distributed to municipalities who have marine programs within that county. Anacortes has come to an agreement with the SCSO to receive 30 percent of vessel registration fees allocated to Skagit County. This number was reached by reviewing what the previous agreement with SCSO was in regard to the previous marine patrol program from 2009.

It is estimated that for 2026 we will receive approximately 15,000 dollars from WA Parks and another 15,000 dollars from the SCSO for vessel registration fees. To go along with this the Anacortes Police Department also receives funding through OPSG. This year funding in OPSG will also include fuel and maintenance costs for the marine unit and can also be used for OT wages for officers on marine patrol.





With the funding from OPSG, WA Parks and vessel registration fees, it will allow us to operate the Marine Patrol Unit independently via funding from these three sources. Insurance for the vessel is a minimum cost estimated at 222 dollars annually.

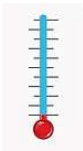
It will also not affect any type of minimum staffing requirements that would take officers off of the road.

Representatives from both the Port of Anacortes and the city have reached out to us for mooring the vessel at either the Cap Sante Marina or the City Dock. Both are being looked at to see what would be most beneficial for the program.



Public outreach and education:

Marine Patrol units promote boating safety and education in all facets of their work: boating enforcement contacts, educational literature, boating safety inspections, public presentations and special events.



Key Benefits

The ability to make direct one-on-one contact with the boating public is a great benefit in terms of promoting boating safety. With an emphasis on boating education before enforcement, officers have a wide range of tools to offer the boating public.



Work with the Boating Education team and support programs such as:

Water Safety Day

Operation Dry Water

Cold water Safety



Spring Boater Education

National Safe Boating Week

Paddle Safe Week

Be Whale Wise



Marine Law Enforcement Officer training: That is made available to LE through WA Parks

- Boat Operator for Search and Rescue (BOSAR)
- Personal Watercraft Operation for Law Enforcement (PWC)
- Boating Under the Influence
- Marine Law Enforcement Regional District Workshops
- Basic Marine Law Enforcement Academy (BMLE)
- Marine Law Enforcement Informational Workshops



Trained over 140 officers during the 2025 training year.



Enforcement and Accident Prevention:



Marine Patrol Officers enforce state and local boating laws and regulations, conduct safety inspections, investigate boating accidents, conduct water-based search and rescue operations, and identify or remove navigational hazards.

MLE Units also respond to complaints and concerns regarding vessel operations. In addition, marine patrol units collaborate closely with marine safety partners like the U.S. Coast Guard Auxiliary and school sailing clubs to provide boating safety education and promote safe practices for boaters throughout in local waterways.



Washington State VESSEL INSPECTION

State/County/City Agency

Date	Time	Reason for Contact ☐ Assist ☐ Courtesy Inspection ☐ Vio. ☐ Other:			
Body of Water		Location ☐ On Water ☐ Ramp ☐ Other:			
Operator	Last Name		First Name	M.I.	Date of Birth
	Street Address				
	City		State	ZIP	Telephone # ()
Owner	Last Name		First Name	M.I.	Date of Birth
	Street Address				
	City		State	ZIP	Telephone # ()





Vessel	Registration & Decal Cntrl. # or Documentation #				Hull I.D. #			
	Name		Make		Model		Year	Length
	HP	Color	Weight Capacity	☐ OB ☐ IN	☐ IO ☐ Sail	☐ Man ☐ Jet	# persons on board	



YES	NO	N/A	REQUIRED	YES	NO	N/A	REQUIRED
			REG. NUMBERS Proper Display				LIGHTS Proper Display (Night Only)
			CURRENT DECAL Proper Display				DISTRESS SIGNALS Adequate
			CERT. OF NUMBERS on Board				FLAME ARRESTOR Adequate
			MANDATORY EDUCATION CARD				SOUND DEVICE Horn/Whistle/Bell
			MOTOR VESSEL CHECKLIST (Rentals)				VENTILATION / BLOWER Engine
			PFD USCG Approved & Correct Size				SKI FLAG Proper Display, Size
			PFD Adequate # & Condition				CARBON MON. DECAL (Gas only;no PWC)
			PFD Type IV (16' & Over)				PWC Lanyard Used
			PFD Worn by Child 12 & Under; < 19'				PWC Operator 14 & Older
			FIRE EXTING Approved/Charged				AQUATIC INV. SPECIES
			MUFFLER Adequate Condition				



Additional Comments:

SURVEY QUESTION: If boat is on water, are all persons on board wearing a lifejacket? ☐ Yes ☐ No

☐ No Violation ☐ Warning ☐ Citation #

Officer Signature

RCW/WAC

Inspection form provided by Washington State Parks and Recreation Commission

VESSEL INSPECTION
P&R A-274 (02/2009)

DISTRIBUTION: WHITE-Originating Agency; CANARY-State Parks; PINK-Boater

Currently the other closest marine programs with trained officers in Basic Marine LE, Search and Rescue, accident investigation and BUI who are able to respond to calls would be SCSO and Swinomish Police, which both have their patrol boats berthed at the LaConner Marina. The next closest agency for emergency response is the US Coast Guard in Bellingham. There is a gap in coverage for water assistance and educational/enforcement in our local waters. APD's Marine Patrol program bridges that gap, which is one of the major reasons we have a great deal of support from the WA State Parks and Recreation Commission. Bryan Alexander, the Marine Law Enforcement Program Manager has also submitted a letter of support for this program.





City Council Agenda Bill

Meeting Date: December 8, 2025 **Agenda Item:** 6.e.

Agenda Item Title: Resolution 3194: City of Anacortes Legislative Priorities — 2026

Staff Contact(s): Emily Schuh

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

Emily Schuh
Steve Hoglund
Darcy Swetnam

Discussion

Item Summary: In preparation for the 2026 Washington State Legislative Session, staff prepared legislative priorities for the City Council to review. Having established legislative priorities assists the Mayor and staff and ensures consistent messaging with our legislators. The proposed priorities take into consideration concerns of the City, Skagit County, and the Association of Washington Cities.

Budget Impact:

Previous Action: Each year the City Council reviews and establishes legislative priorities.

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3194 Legislative Priorities 2026
2. DRAFT Legislative Priorities 2026
3. Legislative Priorities Presentation

RESOLUTION NO. 3194

**A RESOLUTION OF THE CITY OF ANACORTES, WASHINGTON,
APPROVING THE 2026 LEGISLATIVE PRIORITIES**

WHEREAS, during the 2026 Washington Legislative Session, the City Council desires to provide input to the Senators and Representatives who represent the City's constituents pertaining to the development of laws that will have a significant effect on the City's ability to provide a wide variety of services to its constituents; and

WHEREAS the 2026 Legislative Priorities are the documents that set forth the City Council's policy position on broad public policy areas that are of concern to the City: and

WHEREAS, during the 2026 Legislative Session, proposed legislation in other areas of concern to the City will be monitored and reviewed with City Council when appropriate: and

WHEREAS it is the intent of the City Council to take positions of support or opposition to proposed legislation impacting the City and to lobby the legislature based on these positions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES, WASHINGTON, AS FOLLOWS:

1. The City's 2026 Legislative Priorities attached hereto and incorporated herein are hereby approved.
2. By adopting the 2026 Legislative Priorities, City Council may support or oppose proposed legislation consistent with these positions and direct staff to lobby on their behalf.

PASSED AND ADOPTED this ____ day of _____

CITY OF ANACORTES, WASHINGTON

By: _____
Matt Miller, Mayor

ATTEST:

By: _____
Steven D. Hoglund, City Clerk

APPROVED AS TO FORM:

By: _____
Darcy Swetnam, City Attorney



CITY OF ANACORTES

2026 LEGISLATIVE PRIORITIES

Community Event Facility

City Priority: Pursue inclusion in the next Capital Budget cycle and state grant programs supporting community, tourism, and cultural facilities. Seeking financial support for a joint project with the City of Anacortes and Port of Anacortes for design and construction of a new community event center.

Behavioral Health Treatment Capacity

City Priority: Support continued and expanded capital and operating investments that increase community behavioral health treatment capacity, including both start-up and operational funding for local facilities.

Bill Reference: *SB 5167 (2025–27 Operating Budget)* increased funding for non-Medicaid behavioral health services, crisis response, residential treatment, and workforce-support initiatives.

Indigent Defense Funding & Workload Support

City Priority: Advocate for reintroduction and passage of legislation that increases state responsibility for indigent defense services and supports workload reductions.

Bill Reference: *HB 1592 (2025)* proposed a 50% state / 50% local cost-sharing model. The bill received hearings but did not advance. The 2025 Operating Budget increased grant funding to cities through the Office of Public Defense.

Preserve State-Shared Revenue

City Priority: Protect existing state-shared revenues and oppose efforts to reduce, cap, or divert them.

Bill Reference: The 2025 Operating Budget maintained all existing state-shared revenues for cities, including liquor profits, city–county assistance, and criminal justice assistance.

Public Notice Modernization

City Priority: Support legislation authorizing electronic notices—such as city websites, digital platforms, and email lists—as alternatives to print-only legal notices to amend **RCW 65.16**.

State Highway Maintenance Within Cities

City Priority: Advocate for transportation budget provisions that fully fund state-route maintenance inside city limits and prevent cost-shifting to local jurisdictions. Anacortes intends to participate in updating the 2013 MOU between AWC and WSDOT regarding construction, operations, and maintenance responsibilities for city streets as part of state highways.

Federal Funding Pass-Through Access for Cities

City Priority: Support legislation and administrative reforms that streamline federal pass-through processes and ensure timely, flexible access for cities. In 2025, the Anacortes experienced significant delays in receiving federal funding allocations that were held up by the state which significantly impacted our city.



CITY OF ANACORTES 2026 LEGISLATIVE PRIORITIES

Nutrient General Permit – Wastewater Treatment Impacts

City Priority: Ensure state rulemaking incorporates local affordability, realistic timelines, and cost-benefit analysis. Seek state funding for nutrient-reduction infrastructure and compliance support.

Regulatory Status: The Department of Ecology is proposing new regulations for wastewater plants related to nutrient discharges that will require significant wastewater plant upgrades.

Meals on Wheels

City Priority: Recent county budget cuts have left critical community programs—especially Meals on Wheels—without the resources needed to serve vulnerable older adults. We urge the state to provide targeted funding to maintain these essential services and ensure that no senior is left without the support they depend on.

Contact Information Emily Schuh • Administrative Services Director • 360.299.1941 • emilys@anacorteswa.gov



City of Anacortes Legislative Priorities Review

December 8, 2025

WA State Legislative Session Overview

- The Legislature begins each legislative session annually on the second Monday in January.
- In odd-numbered years, when the state budget is debated upon, the State Legislature meets for 105 days, and in even-numbered years, it meets for 60 days
- In 2026, the legislature will be in session from January 12, 2026 through March 12, 2026. This is the 2nd year of the biennium.
- Recent budget shortfalls and revenue projections that will need to be addressed.



The value of 281 cities & towns



5.3 million people

66% of the state's population

94% of gross state product produced within cities



85% of all retail sales are in a city

\$11.1 billion in sales tax sent to the state's general fund

\$4.6 billion of the state's B&O tax generated in cities



\$3.2 billion in property taxes sent annually to the state's school levy

62% of the state's law enforcement employed by a city

40% of city's operating revenue spent on public safety



Anacortes Priorities Closely Align with Association of WA Cities Priorities.



2026 AWC legislative agenda

The following items are the official 2026 City Legislative Priorities as adopted by the AWC Board.

2026 City Legislative Priorities

Enhance indigent defense: Increase state support and funding for indigent defense. Enhance state support for increasing indigent defense workforce.

Increase sustainability for local transportation preservation, maintenance, and operations needs: Advocate for sustainable revenue that supports local preservation, maintenance, and operations and includes direct distributions to cities and towns. Continue to work to improve traffic safety and explore revenue tools like a highway usage fee, a retail delivery fee, and expanded Transportation Benefit District (TBD) authority, as well as other funding options such as a "sidewalk utility."

Preserve state shared revenues: Preserve existing state shared revenues for cities and towns.

Improve housing supply: To help cities meet their goals for more housing affordability, cities need the state to provide the time to implement recent state housing legislation and, critically, provide new tools to increase housing investments. Cities need new investments and funding tools to meet the needs for affordable housing in cities large and small across the housing continuum, including construction and preservation of affordable housing, home ownership and senior housing, and support for tools such as updating UGA development, local option real estate excise tax and short-term rental taxes, and expanding use of lodging taxes for housing.

Issues that are significant to cities

- **Increase revenue flexibility:** Find opportunities to enhance existing revenue tools to make them more flexible and easier to implement including moving to more councilmanic options. Ensure a mix of local revenue options that are broad enough to meet unique community needs. Consider modifying the voter approved levy lid lift options to expand the maximum time that apply to the levy lid lifts. Continue to support revising the property tax cap.
- **Public safety funding:** Review new funding tools created in HB 2015 to ensure that they are effective and accessible for communities of all sizes. Continue to explore additional funding tools to support public safety.
- **Support programs to reduce homelessness:** Focus resources on programs that will help individuals access emergency shelter as well as permanent and supportive housing options. Focus on programs to reduce youth homelessness. Continue to support existing state funding for state right of way programs.
- **Enhanced emergency management support:** Support additional resources and technical assistance for emergency preparedness, disaster response, and long-term recovery
- **Behavioral health treatment capacity:** Support increased investments in community behavioral health treatment funding – both capital start-up and operational expenses; support expansion of continuum of treatment capacity, from crisis stabilization to inpatient to outpatient; support continued expansion of forensic behavioral health treatment capacity; Support substance abuse treatment and behavioral health crisis centers; provide more support for diversion programs and alternative response programs.
- **Increase technical assistance and community engagement in land use:** Focus state involvement on providing more technical assistance and preserving the importance of community engagement and



Community Event Facility



City Priority: Pursue inclusion in the next Capital Budget cycle and state grant programs supporting community, tourism, and cultural facilities. Seeking financial support for a joint project with the City of Anacortes and Port of Anacortes for design and construction of a new community event center.

BEHAVIORAL HEALTH TREATMENT CAPACITY



City Priority: Support continued and expanded capital and operating investments that increase community behavioral health treatment capacity, including both start-up and operational funding for local facilities.



Bill Reference: *SB 5167 (2025–27 Operating Budget)* increased funding for non-Medicaid behavioral health services, crisis response, residential treatment, and workforce-support initiatives.

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Notice of Public Hearing

PROJECT NAME:

Local 17 Cottages

PROJECT LOCATION:

2607 & 2701 17th Street
(P31744 & P57855)

APPLICATION NUMBER:

ULB-2025-0001

OWNER / APPLICANT:

Strandberg Construction

PRIMARY CONTACT:

Debbie Headrick / Debbie@StrandbergConstruction.com

Public Notice Modernization

- **City Priority:** Support legislation authorizing electronic notices—such as city websites, digital platforms, and email lists—as alternatives to print-only legal notices to amend **RCW 65.16**.

State Highway Maintenance Within Cities

- **City Priority:** Advocate for transportation budget provisions that fully fund state-route maintenance inside city limits and prevent cost-shifting to local jurisdictions. Anacortes intends to participate in the update the 2013 MOU between AWC and WSDOT regarding construction, operations, and maintenance responsibilities for city streets as part of state highways.



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Regulatory Status: The Department of Ecology is proposing new regulations for wastewater plants related to nutrient discharges that will require significant wastewater plant upgrades.



Questions?

Potential additions

- Recent county budget cuts have left critical community programs—especially Meals on Wheels—without the resources needed to serve vulnerable older adults. We urge the state to provide targeted funding to maintain these essential services and ensure that no senior is left without the support they depend on.



City Council Agenda Bill

Meeting Date: December 8, 2025 **Agenda Item:** 6.f.

Agenda Item Title: SEPA Threshold Determination Appeal of Ordinance 5013 and Ordinance 5014

Staff Contact(s): Darcy Swetnam, John Coleman

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

Greg Francioch
Darcy Swetnam

Motion

Item Summary: This appeal is of the SEPA determination of nonsignificance for proposed Ordinances 5013 and 5014 issued by Director John Coleman on September 10, 2025. The appeal was filed by Ian Munce on September 11, 2025. Council updated the appeal procedures for SEPA threshold determinations for nonproject actions in AMC Section 18.04.250, which provides that City Council now hears those appeals with the option to consolidate the appeal with the decision on the underlying proposal. Council adopted [Resolution 3189](#) on [November 10, 2025](#), which provides that Council will decide the appeal on the written submissions. Resolution 3189 also clarifies that (1) the original administrative decision is presumptively correct, (2) the appellant has the burden of proof, and (3) the appellant must show that the original administrative decision was clearly erroneous. During the Council meeting, Council should deliberate on the written submissions of the Appellant and staff without testimony from the parties. Once Council has reached a decision on the appeal, Council should direct staff to prepare findings of fact and conclusions of law consistent with their decision, which staff can bring back for approval on the December 15 Council meeting agenda. Staff have reviewed the appeal and recommend that Council deny the appeal.

Budget Impact:

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Munce CPDR DNS Appeal Brief
2. 251117 Munce SEPA DNS Appeal - City's Answer to Appeal
3. Supplement to Answer to Appeal
4. DNS

1
2 **BEFORE THE CITY COUNCIL FOR**
3 **THE CITY OF ANACORTES**
4

5
6 IAN MUNCE,)
7
8 APPELLANT,) OPENING BRIEF
9
10 V.) CP/DR UPDATE SEPA DNS
11 CITY OF ANACORTES,) (TO BE REPLACED BY AN EIS)
12
13 RESPONDENT.)
14
15

16
17
18 **FILED UNDER PROTEST**
19

20 The SEPA DNS at issue in this appeal was published on September 10,
21 2025. Under Washington State's Vested Rights Doctrine, Munce's appeal
22 is to be heard under the City ordinances then in effect, i.e. the appeal must
23 be heard by the City Hearing Examiner and not the City Council.
24 Ordinance No. 4096 transferring a SEPA appeal from the Hearing
25 Examiner to the City Council went into effect on September 11, 2025.
26 Anacortes Municipal Code (AMC 1.04.070).

EXHIBITS

1. **Munce v. City of Anacortes, Skagit County Superior Court Case No. 24-2-00221-29 (citizens have ‘beneficial interest’ standing & the City has a very real duty to administer and enforce its development regulations)**
2. **City of Anacortes SEPA DNS & Checklist for its 2025 Comprehensive Plan and Development Regulations Periodic Update**
3. **King County v. Friends of Sammamish Valley, 2024, Supreme Court No. 102177-1 (cities must *meaningfully* engage in the SEPA process when making a SEPA Threshold Determination)**
4. **City of Anacortes Draft Stormwater Management Plan, 2025**
5. **City of Anacortes Draft Sewer Plan, 2025**
6. **Anacortes Citizen Written Comments in the Planning Commission Record Regarding the Need for a Conditional Use Permit Type Review**
7. **Munce SEPA Appeal**
8. **Washington State Department of Commerce Position on Charging Fees for Comprehensive Plan Amendments**
9. **R1 Reconnaissance Report, Faber, October 2024-9A. color map**

INTRODUCTION

The City of Anacortes (City) has a long-established, explicit “ ... **duty to administer and enforce Chapters 17, 18, and 19 ... of the Anacortes Municipal Code**”. AMC 19.10.030 (i.e. the Development Regulations). However, the City simply refuses to accept this basic responsibility and takes the position that it has some sort of inherent right to pick and chose which policies and regulations to apply to which development projects, and to which applicants, and to ignore the neighbors’ (1) very real property rights and (2) beneficial interests in protecting the character of their neighborhood and small town. Skagit County Superior Court after extensive proceedings outright rejected the City’s position. Munce v. City of Anacortes, No. 24-2-00221-29. **Exhibit 1.**

The State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) for the “City of Anacortes-Comprehensive Plan and Development Regulations Periodic Update” (CP/DR Update) was issued by the City Planning Director on September 10, 2025. **Exhibit 2.**

It is of particular note that the DNS highlights that the proposal is “... extending the [Growth Management Act] GMA planning horizon from 2036 to 2045 ...” and “... accommodating housing affordable to all economic segments of the population and planning for climate change ...”. **Exhibit 2.**

1 The SEPA DNS on the CP/DR Update was based on a 26-page SEPA
2 Checklist, a checklist without the necessary ‘attached’ environmental
3 analysis that would support the absent/bland analysis and unsupported
4 and disingenuous ‘conclusions’ set forth in the SEPA Checklist. **Exhibit**
5 **2.** The SEPA Checklist Instructions set forth in the SEPA Checklist itself
6 allow for, and anticipate, such attachments, and meaningful cross-
7 references and citations to other information relied upon, but again these
8 cross-references and citations are largely absent. **Exhibit 2.**

9 Despite certain interest groups arguing that SEPA is merely a hinderance
10 to housing production and economic development, just last year the State
11 Supreme Court affirmed its continuing relevance to even routine zoning
12 issues. In King County v. Friends of Sammamish Valley, No. 102177-1
13 (*Sammamish Valley*) the Court held that:

14 The City must *meaningfully* engage in the SEPA process when making a
15 threshold determination. *Sammamish Valley* (“The County must
16 *meaningfully* engage in the SEPA process when making a threshold
17 determination...”)(emphasis in original), p.38.

18 The State Supreme Court’s Majority Opinion in *Sammamish*
19 *Valley* upheld the State Growth Management Hearings Board (GMHB)
20 and is attached to this Opening Brief as **Exhibit 3**. The Opinion is a
21 primer on how to properly conduct a Non-Project SEPA Review and sets
22 out the what factors will be considered upon any appeal; extensive
23 extracts are set out in the next Section of this Opening Brief, **Section I**,
24 but with most citations omitted.

25 I. THE MULTIPLE SEPA DNS FATAL FLAWS

26 The Court in *Sammamish Valley* sets forth the statutory test as follows:
27 “Under SEPA, an EIS is required and must be prepared for any proposals

1 and actions with a probable, significant, adverse environmental
2 impact”. *Id.*, p.23. After first setting out, in this Section I, **Section I**,
3 discrete parts of the Court’s holdings in this case, some of the multiple
4 fatal flaws in the City’s SEPA Checklist/DNS are set forth in the
5 following Section, **Section II**.

6 **Rule #1. “An environmental review is ... required to be completed**
7 **as early as possible in the planning process to ensure that plans**
8 **reflect environmental values”, p.24.**

9 Yet, the City has chosen to split its environmental review into three
10 distinct actions and to only consider two of these actions after the
11 Planning Commission’s deliberations and after their formal
12 recommendation of a new Comprehensive Plan to the City Council. As a
13 direct result of the environmental review occurring at the end of the
14 planning process, no *meaningful engagement* with the SEPA process
15 occurred and as a result many of the Planning Commission
16 recommendations are simply ill-informed and ignore environmental
17 values and policies.

18 Further, the City has apparently divided its 2025 CP/DR Periodic Update
19 into three distinct SEPA actions, i.e. CP/DR Policies and Regulations
20 (**Exhibit 2**), Draft Stormwater Management Plan (**Exhibit 4**), and Draft
21 Sewer Plan (SEPA Checklist included in this document but not yet acted
22 upon)(**Exhibit 5**). This ‘SEPA piecemealing’ is prohibited as it materially
23 downplays the overall impact of a proposal. See e.g. *State v. Grays*
24 *Harbor County, Washington State Supreme Court, 1993. Rule #2.*

25 **Rule #3. “SEPA sets the guideline that agencies should include in**
26 **every proposal for new legislation ... that significantly affect the**
27 **environment, a detailed report about (1) the environmental impact,**
28 **(2) any adverse environmental effects, (3) alternative options, (4) the**

1 relationship between short-term uses and long-term productivity, and
2 **(5) any irreversible commitment of resources ... The agency must**
3 **consider both short- and long- term impacts, and direct and indirect**
4 **impacts ... SEPA acts as a full disclosure directive to consider any**
5 **potential environmental impacts of a project”, *Sammamish Valley,***
6 ***p.24.***

7 Here, the Planning Director issued a DNS without a **detailed** report on the
8 elements cited immediately above and *meaningful engagement* with the
9 planning process simply did not occur (as is presented and documented in
10 Section II below).

11 **Rule #4. “The agency must base its threshold determination on**
12 **reasonably sufficient information on the environmental impact of the**
13 **proposal and take additional steps if such information is not**
14 **available”, p.25**

15 Here, the SEPA Checklist presents significantly less environmental
16 information than is readily available from published sources and the
17 Planning Director has chosen not to take the additional step of issuing a
18 Mitigated Declaration of Significance (MDNS), a MDNS that could
19 perhaps have bridged significant gaps in environmental information with
20 significant environmental conditions.

21 **Rule #5. “A threshold determination shall not balance whether**
22 **beneficial aspects of a proposal outweigh its adverse impacts but**
23 **rather shall consider whether a proposal has any probable significant**
24 **adverse environmental impacts”, page 25.**

25 The entire CP/DR record is replete with references to City leadership’s
26 desire to balance environmental protection and restoration against the
27 desire of a small few to secure more market rate housing on a very large

scale in our town and simply bill existing ratepayers and taxpayers for sewer and stormwater upgrades. However, the State Supreme Court has highlighted that this approach is simply impermissible, e.g. “**shall not balance**”.

Here, the primary focus of the CP/DR Update has been to propose dramatically densifying existing neighborhoods with market rate Accessory Dwelling Units (ADUs) and market rate ‘Middle Housing’ without any concern for probable significant adverse environmental impacts. Further, there is no credible evidence to date in the CP/DR public record that such uncontrolled densification will lower housing prices in the Anacortes market.

Big picture, the City is headed towards accepting a County population allocation that would increase the current City population from approximately 18,200 today to 23,000 plus and the SEPA Checklist identifies no significant adverse environmental impacts, none. Comment letter after comment letter comment in the CP/DR Update Record ridiculed this naive and/or deceptive notion. **Exhibit 6**. Further, the current Comprehensive Plan explicitly recognizes that the City’s current sewer and stormwater capacity has been planned for a build out population of 19,300 and that stormwater and sewer infrastructure upgrades for a higher figure may simply be infeasible.

To determine feasibility the City will need significantly more stormwater and sewer analysis. For instance, the Draft Stormwater Plan, **Exhibit 4**, currently hides the real environmental and financial costs with emojis and only identifies projects necessary to accommodate 19,300 people and not the ‘County preliminary allocation of 23,000’. For instance, the Draft Sewer Plan, **Exhibit 5**, models large-scale sewer plant and transmission lines upgrades but only for 23,000 and without any provision for the estimated 2-3,000 additional population that Middle Housing will attract.

Given financial uncertainties such as these, Comprehensive Plan Policy Goal CF-4.2 must of necessity apply: “If projected funding is inadequate to finance needed public facilities that provide adequate levels of service, adjust levels of service, **the planned growth**, and/or the sources of revenue to maintain a balance between available revenue and needed capital facilities”. Emphasis added. The capital needs set forth in the Draft Stormwater and Sewer Plans are, as acknowledged in these plans themselves, are not just inadequate but absent. When the City moves forward to complete these plans the CP Policy CF-4.2 will become of central importance: “Require new development to pay its share of the cost of new facilities needed to serve such growth and development”.

However, the City has moved forward with a SEPA Checklist and DNS without considering alternative build out scenarios. Further, the Draft Stormwater and Sewer Plans fail to address how CF Goal CF-5 will be implemented as to market rate connection fees and surcharges. Based on the existing record, examples of reasonable alternatives are as follows:

- (1) **the current build out population of 19,300,**
- (2) **the 23,000 ‘allocation’, and**
- (3) **a 26,000 figure that includes a ‘Middle Housing’ projection.**

II. SEPA CHECKLIST: CRITICAL ASSESSMENT

(References are to the SEPA Checklist parts and sections)

BACKGROUND

The SEPA Checklist was issued on September 9, 2025, prior to the SEPA Checklists on the Stormwater and Sewer plans; no SEPA Checklist has been issued as yet for the Draft Sewer Plan, **Exhibit 5**. Appellant’s SEPA appeal is attached as **Exhibit 7**. Exhibits 5 and 6 are on file with the City.

1 The SEPA Checklist refers to a Draft Sewer System Plan that is dated
2 September 26, 2025 and released in early October, **after** Planning
3 Commission action on the CP/DR Update. There has yet to be any
4 consideration as to whether or not the \$96 million cost of rebuilding and
5 expanding the 32 year old current sewer plant and sewer lines for 23,000
6 people is financially feasible, yet alone supportable by new development
7 and ratepayers and taxpayers, e.g. the Draft Sewer Plan calls for an
8 immediate 50% increase in sewer rates and simply defers as to how the
City can handle the necessary debt along with its other capital needs.

9 FIRST BULLET. As to “updated growth allocations”, the *City Land*
10 *Capacity Analysis, 2024* concludes that a 5,000 population ‘allocation’
11 can be accommodated without any zoning changes, i.e. without ‘Middle
12 Housing’ and its projected 2-3,000 additional population.

13 SECOND BULLET. As to “the docketed amendment requests established
14 by City Council ...” no disclosure is made as to the fact that the City
15 froze out any proposals from interested parties that were not accompanied
16 by a \$3,000 application fee; this outlandish approach to the GMA’s public
17 participation mandates needs to be called out as totally unacceptable and
18 the State Department of Commerce’s standing objection, **Exhibit 8**,
noted.

19 **A. ENVIRONMENTAL ELEMENTS**

20
21 1. Earth 1(c) This is the place in which the Draft Stormwater Master
22 Plan’s (SWMP) soil characterization needs to be properly disclosed and
23 understood.

24 Draft SWMP Figure 1.6 identifies and documents that nearly all of the
25 soils outside the Anacortes Community Forest Lands are Group C and D.
26 Group C consists of “soils that have a slow infiltration rate when

1 thoroughly wet” and Group D consists of “soils that have a very slow
2 infiltration rate and high runoff potential when thoroughly wet. These
3 consist mainly of clays that have a high shrink-swell potential, soils that
4 have a clay pan or clay layer at or near the surface, and soils that are
5 shallow over nearly impervious material. These soils have a very slow
6 rate of water transmission”. Figure 1.6 maps Group C soils together with
7 Group D as a combined Group C/D where “... the first letter applies to
8 the drained soil condition and the second to the undrained soil condition
9 of the soil so categorized”.

9 In order to properly implement CP Goal CF-5, every new development
10 needs to **fully** fund the cost of converting an undrained soil condition to a
11 drained soil condition: “Require new development to pay its share of the
12 cost of new facilities needed to serve such growth and development”. This
13 tenet needs to be incorporated into all development review procedures to
14 avoid externalizing these costs by environmental degradation and/or
15 transferring them to ratepayers, taxpayers, and neighbors. This tenet has
16 been the controlling principle over the past 40 years and as a direct result
17 the City has established homeowners associations and their privately
18 owned and maintained stormwater systems.

18 This is just one example as to how environmental impacts need to be
19 evaluated in relation to key Comprehensive Plan policies. In its State
20 Environmental Policy Act (SEPA) Ordinance, Title 18 of the Anacortes
21 Municipal Code (AMC), the City of Anacortes goes beyond adopting by
22 reference the State SEPA policies and rules and in AMC 18.04.010 adds
23 this fundamental environmental protection mandate for our small town:

24 “The City possesses the authority and basic policy discretion to deny
25 or condition actions as to mitigate or prevent adverse environmental
26 impacts. This authority applies to all City activities including actions as
27 defined in this chapter, as well as activities which are categorically

exempt or excluded from the definition of action, whether or not such activities are considered to be ministerial in nature”. AMC 18.04.020(B).

As to the City’s Substantive Authority, an authority to be initially exercised by the Planning Director, the City has adopted by reference the City Comprehensive Plan and zoning, subdivision, and critical areas regulations. AMC 18.04.240(D)3.

Appellant will separately challenge proposed CP Policy CF-5.3 as this policy is in direct contradiction to Goal CF-5 in that it limits new development costs to internal and frontage costs: “Policy CF-5.3. When system deficiencies are identified in a system plan, those deficiencies shall be proportionally addressed as part of the improvements required of development/redevelopment **when the deficiency is within the frontage improvement area or inside the project**”. Emphasis added.

1. Earth 1(d) This is the first of multiple responses along the lines of “This is a legislative non-project action that will not directly result in fill, excavation, or grading”. Such an approach has been held to be non-responsive under *Sammamish Valley* and in subsequent sections will be simply called out as “Non-Responsive”.

1. Earth 1(e) Non-Responsive

1. Earth 1(f) In addition to an opening Non-Responsive declaration the following statement is made: “Future project-level development related to growth anticipated under this plan update could result in erosion due to clearing, construction or use; however, it is not anticipated to have significantly different impacts than that which is anticipated under existing adopted plans”. Adding 4-8,000 more people was not contemplated under “existing adopted plans”. Going forward in this

commentary, statements similar to this will be simply called out as “Not-Credible”.

1. Earth 1(h). In addition to an opening Non-Responsive declaration the SEPA Checklist the following statement is made: “The City will apply its regulations for geological hazardous areas (AMC 19.70), stormwater (AMC 19.76), clearing and grading (AMC 19.78), lot coverage maximums (AMC 19.42), and environmental protection provisions of the Stormwater Master Program, **where applicable**, to reduce, control, and mitigate erosion or other impacts to the earth resulting from future development associated with growth”. Emphasis added. Reliance on existing regulations in and of itself has been held by the State Supreme Court in *Sammamish Valley* to fall short of meaningful SEPA analysis and mitigations.

However, the City even falls short of a once-accepted minimal standard and is currently only selectively applying its development regulations. For instance, as to its clearing and grading ordinances, the record documents that the City is not applying the basic permit requirements of AMC 19.78, e.g. no permits are being required for “... removal of ground cover of over 6,000 square feet”. And this despite the fact that this was one of the stormwater provisions the City agreed to in *Puget Soundkeeper Alliance v. City of Anacortes, United States District Court, Case No. 2:18-CV-01745*.

See also e.g. AMC 19.70.040 (ongoing wetland destruction simply prohibited, with only limited incursions into wetland buffers authorized under strict conditions). In this example, the City was directly informed by the Growth Management Hearings Board that pre-existing wetland destruction could no longer be acknowledged as a relevant consideration. GMHB No. 21-2-0002c. Statements in

the SEPA Checklist that are similar to those made in Earth 1(h) will out of a sort of politeness simply be called out as ‘Disingenuous’.

Further, the City’s position that it can pick and choose which environmental regulations to apply to which properties, **Exhibit 1**, and which applicants, preclude the City from even using the once acceptable ‘rely on existing regulations’ argument in its SEPA Checklist.

2. Air 1(a). Non-Responsive and Non-Credible (adding 5-8,000 more people “will result [not “will likely”result] in significantly more emissions to the air).

2. Air 1(c). Non-Responsive and Non-Credible (adding 5-8,000 more people, with some new policies and without major interventions, simply cannot justify the notion that emissions will “decrease” or even significantly “mitigate” emissions). And Disingenuous (as there is no mention of the two oil refineries in the City’s UGA) and their current and future impact). This alone is a fatal flaw in the Checklist/DNS.

3. Surface Water 2 Non-Responsive, Non-Credible, and amazingly Disingenuous, e.g. “... the proposal is not anticipated to increase the rate at which such development would occur above that which is anticipated under existing adopted plans”. Existing sewer and stormwater plans are focused on a build-out population of 19,300 (up from 18,200 today) and with the City opting-in to Middle Housing and Accessory Dwelling Units, without the guardrails of a conditional use type process and supporting infrastructure, the rate and level of development will dramatically increase above that which is anticipated under existing adopted plans.

3. Surface Water 3. Non-Responsive and Disingenuous. Further, the notions that “... projected growth may require fill or dredge of surface waters or wetlands ...” and that “... projects on land covered by water

1 **would likely** undergo project-specific SEPA review” is directly contrary
2 to the Environmental, Conservation, and Climate policies of the
3 Comprehensive Plan. Emphasis added. Once again, the City seeks to
4 assert discretion where there simply is none. See also, the City notion of
5 not just performing its duty “... to administer and enforce its development
6 regulations”, AMC 19.10.030,’ but only doing so when and where staff
7 decides they should be considered “applicable”.

8 3. Surface Water 6. Surface Water Non-Responsive, Non-Credible, and
9 again amazingly Disingenuous. The City Draft 2025 Stormwater Plan
10 only models a build-out population of 19,300 and identifies tens of
11 millions of dollars worth of work necessary to correct existing
12 deficiencies with no dedicated funding stream to correct these
13 deficiencies. Accordingly, the statement that “Future development
14 associated with projected growth is not anticipated to involve discharge of
15 waste materials to surface waters” is factually and horrendously incorrect.
16 Attracting not just 1,100 more people but 5-8,000 more people without
17 providing for an adequate stormwater system that addresses both quality
18 and quantity will overwhelm an inadequate system and discharge large
19 amounts of dirty street runoff into the Salish Sea. This is the very
20 definition of a ‘probable, significant, negative environmental impact’.

21 3. Ground Water 1. Non-Responsive and Disingenuous.

22 3. Ground Water 2. Non-Responsive and Disingenuous.

23 3. Water-Runoff 1. Non-Responsive, Non-Credible, and Disingenuous.

24 Based on the modeling and analysis in the City Draft Stormwater Plan,
25 2025 the statement that “Future development associated with projected
26 growth could result in runoff from stormwater ...” needs to read “will”
not “could” and disclose that major stormwater system upgrades will be
necessary, upgrades that are by any estimation far beyond the City’s
current resources.

3. Water Runoff 2. Non-Responsive, Non-Credible, and Disingenuous. Street runoff will not only pollute the Salish Sea but the groundwater in town and adversely affect those with individual wells for drinking water.

3. Water Runoff 3. Non-Responsive and Disingenuous. State and City policies do "... require preservation of natural drainage patterns" but the City has no implementing regulations and the existing record demonstrates that the City routinely ignores these mandates.

3. Proposed Controls. Non-Responsive and Disingenuous. The City's formal position is that even if staff admits that certain regulations are 'applicable' it is not required "... to comply with all applicable development impacts". **Exhibits 1 and 9.** Further, in this same case the City denies that it is required to mitigate impacts if this would hinder the supply of market rate housing.

4. Plants. Non-Responsive and Disingenuous. No reference is made to the habitats of local importance protected by regulations in the City Critical Area Ordinance, nor to plants appropriate for stream and wetland buffers. Further, the City has no credible business relying on standards in the City Shoreline Master Program, standards that were mandated by State statute to have been updated with Best Available Science six years ago.

5. Animals. Non-Responsive and Disingenuous. The protective policies are in place but the record shows are simply ignored in project review when supportive habitat is removed in order to advance the City's densification initiatives.

6. Energy and Natural Resources. Non-Responsive. The Checklist discloses the following probable, significant, negative environmental impact: "... may affect potential solar energy use by adjacent

properties...”, but proposes no mitigation actions and ends the analysis without any explanation as to why this is “Non-Significant”. This is particularly egregious as it is one of the issues brought to the forefront by the new CP Climate Element.

7. Environmental Health. Non-Responsive. Further, aside from a mention of pipelines it is as if there are not two oil refineries in the City UGA.

8. Land and Shoreline Use. Non-Responsive.

8. Land and Shoreline Use (d). Non-Responsive, Not-Credible, and Disingenuous. The statement that “No structures will be demolished ...” is ridiculous. **Allowing four-plexes on what were formally single-family lots at the same level as estimated for ADUs is likely to result in the demolition of 350 single-family homes, homes that most likely are currently fixer uppers, and/or rentals and the most affordable entry-level housing in town. This needs to be disclosed and anti-displacement measures taken.**

8. Land and Shoreline Use (h). Non-Responsive and Disingenuous. The City maps of protected critical areas are far from definitive and the City takes the position that it is not their responsibility to monitor conditions on the ground or to routinely enforce its critical area protections.

Exhibits 1 and 9.

8. Land and Shoreline Use (i). Disingenuous. While the City says it is planning to increase the City’s population from its current 18,200 level to 23,000, its stormwater system is only planning for 19,300 and allowing four-plexes on what were formerly single family lots will potentially add another 2-3,000 people beyond the 23,000 figure.

1 8. Land and Shoreline Use (j). Non-Responsive and Disingenuous, see
2 8(d). Further, the statement that “The draft updated comprehensive plan
3 includes updated goals and policies ... to harmonize with the
4 community’s evolving objectives” is demonstrably false. **Exhibit 6.** The
5 community’s objectives and standards as expressed in the CP/DR record
6 have not “evolved” since the 2016 Comprehensive Plan but rather current
7 City leadership has their own agenda that by and large has been kept
8 secret until now.

9 9. Housing. This section stands out from the others as at least being
10 Responsive and providing numbers, Table 2, and analysis in the Land
11 Capacity Analysis, 2024. However, it is Not-Credible as the State Growth
12 Management Hearings Board (Board) concluded in early August this year
13 in Mercer Island and Kitsap County that more active measures were
14 necessary to comply with State law as to providing housing for low and
15 moderate income households. Simply building more market rate housing
16 at great expense to our neighborhoods, small town character, and
17 protected natural areas has been found by the Board to be non-compliant.

18 9. Housing (b). Non-Responsive and Not-Credible. The methodology
19 used in the Land Capacity Analysis 2024 correctly points out that it not
20 the high-income housing that will be redeveloped. See Land and
21 Shoreline Use (8)d above.

22 10. Aesthetics(a) and (b). Non-Responsive.

23 10. Aesthetics (c). The City could “reduce or control aesthetic impacts’ by
24 simply not authorizing fourplexes on what were previously single family
25 lots. As to ADUs, the City could require that each ADU be located on the
26 property in the least intrusive location for the neighbors.

27 11. Light and Glare (a) – (d). Non-Responsive.

12. Recreation (a) – (c). Non-Responsive.

13. Historic and Cultural Preservation (a) – (c). Non-Responsive.

13. Historic and Cultural Preservation (d). The proposed Development Regulations do not implement the proposed policy and, accordingly, demolition of historic and cultural resources by neglect will continue unchecked. Another, probable significant negative environmental impact.

14. Transportation (e). Somewhat Responsive, as the Transportation Plan is accurately analyzed, albeit in the most minimal manner, but ongoing and monitoring and corrective action is recommended but not mandated.

15. Public Services. Non-Responsive, Not-Credible, and Disingenuous. To say “As a legislative non-project action, the proposal will not have a direct impact on public services” is simply absurd. The Comprehensive Plan calls for inviting 5-8,000 more people to our town of 18,200 and the scale of this increase will by any measure **directly** “... result in an increased need for public services (for example: fire protection, police protection, public transit, health care, schools, other)”. For instance, the Draft Sewer Plan calls for an unfunded \$96 million rebuilding of the sewer plant and a similar figure, also unfunded, to upgrade the stormwater system to handle the proposed 3,000 housing units to be infilled in existing neighborhoods.

16. Utilities (b). Non-Responsive, Not-Credible, and Disingenuous, e.g. “As a legislative non-project action, no utilities are proposed to be constructed as part of this proposal. However, future city utility expansion and upgrades to serve proposed growth is being planned for through updates to the water, sewer, and stormwater system plans”. Even a casual reading of the Draft Sewer Plan, 2025 and the Draft Sewer Plan, 2025 would inform the reader that the investments described in the previous section are beyond the town’s ability to fund and that, accordingly, the

1 projected growth needs to be analyzed and scaled back to a realistic
2 figure. In other words, these plans need to be subject to a *meaningful*
3 SEPA process and actually completed.

4 **D. Supplemental Sheet for Non-Project Actions**

- 5
- 6 1. The statement that the proposal would not directly increase to
7 discharge to water but could at the project level is Non-Responsive
8 and Not-Credible. Disingenuous is the most charitable term to
9 characterize the following statement: “ ...the proposal is not
10 anticipated to significantly increase the intensity or rate ... beyond
11 what is anticipated under existing adopted plans”.

12 First, the existing adopted sewer and stormwater plans anticipated a
13 build-out population of 19,300, not the ‘projected’ 23-26,000.
14 Second, the draft Stormwater Plan still uses the 19,300 figure and
15 the draft Sewer Plan only uses the 23,000 figure (presumably
16 assuming that Middle Housing Units will be permitted citywide but
unreasonably assuming that such units are not built in any numbers).

17 Bullet. Rather than stating that future project-level development **will**
18 **comply** “... with the applicable provisions of the Anacortes
19 Municipal Code, Shoreline Master Program, and SEPA procedures
20 ...”, the SEPA Checklist/DNS only commits to a “reviewed for
21 compliance” standard and then again adds the qualifier “as
22 applicable”. It is this discretionary approach to permit review that
23 the City argued for in Superior Court last year. It is noteworthy that
24 the City did recognize the importance of this issue and spent over
25 \$50,000 on outside legal counsel. However, the Court rejected the
26 City’s approach and affirmed that the City had the unqualified **duty**
to administer and enforce its development regulations. **Exhibit 1.**

2. Non-Responsive, Not-Credible, and Disingenuous. Again, the City repeats that “The proposal is not anticipated to have a significantly different effect on plants, animals, fish or marine life than the existing comprehensive plan policies and land use map”. Yet, the proposal is to dramatically densify the City by adding 5-8,000 more people and perhaps as much as double the impervious surface and overwhelm the currently inadequate stormwater system.

Bullet. Rather than stating that “... the plan include[s] goals and policies that seek to identify, plan for, and preserve habitat areas, such as wildlife corridors and areas with healthy native ecosystems”, the Checklist needs to disclose that:

- a. the plan not only calls for preservation but for restoration of habitat areas, degraded or not, but has no implementing regulations or financial program to advance restoration of habitat areas
- b. the plan does recognize one wildlife corridor, in the 298 acre R1 zone, but then proposes to continue its practice of allowing ongoing, large-scale destruction of wetland areas and to somehow conclude that cottage housing and its associated impervious surfaces are appropriate in the R1 zone and that 99 housing units can be accommodated in a zone that almost entirely consists of ‘protected’ critical areas. *R1 Zone Reconnaissance Report, Faber, October, 2024. Exhibits 9 and 9a.*
- c. This professional, best available science, report (commissioned by R1 residents) is not referenced in the City’s SEPA review because the City’s declared intention is to have 99 market rate housing units paving over ‘protected’ areas and to ignore its duties: (1) under a federal court stormwater management settlement to implement the Clearing and Grading permit

requirements under AMC 19.78 and (2) under the direction of the GMHB to implement Wetland protection/restoration permit requirements under AMC 19.70.040.

d. While “Guidance promotes protection and enhancement of ecological connectivity to support biodiversity and community resilience against climate change”, case studies in the record document that this ‘guidance’ is simply ignored if development profits and city revenue is at risk. These case studies are described in some detail in a related appeal: Munce v. City of Anacortes Stormwater SEPA DNS Appeal; this Appeal and its supporting documents are incorporated into this Opening Brief by this reference, as is the Turner v. City of Anacortes Stormwater SEPA DNS Appeal.

(d) Munce has proposed, and will continue to propose that the entire 298 acre R1 zone be designated a ‘habitat of both local and State significance’. This proposal is supported and documented by Best Available Science, **Exhibit 8**. However, the City Council without explanation simply declined to have this proposal considered by the Planning staff and Planning Commission and the Planning staff and Planning Commission just ignored the well thought out and well documented proposal. The proposal was, and is, designed to prevent the piecemeal destruction of habitat in order to accommodate speculative development that is proposed by City leadership who ignore that SEPA and the GMA do not allow profits to be gained at the expense of the environment. *Sammamish Valley*.

3. Non-Responsive. As demonstrated above, the reliance on existing development regulations “if applicable” to address the new Climate Element and its policies is just ‘smoke and mirrors’. There has been

no real effort to address implementation of the CP Climate Element in the Development Regulations, once again slow-walking or just plain ignoring its environmental stewardship duties.

4. Non-Responsive, Not-Credible, and Disingenuous. The City acknowledges that the densification described above will "... be likely to use or affect environmentally sensitive areas designated (or eligible or under study) for governmental protection". However, how can adding 5-8,000 more people in existing, established neighborhoods without adequate stormwater provision and without enforcement of existing critical area protection regulations allow for the following conclusion: "Future project level development is not anticipated to have significantly different impacts on environmentally sensitive areas or those designated or eligible for governmental protection **beyond that which is anticipated under existing plans**". Emphasis added. Simple repetition of this ludicrous position does not assist the City in its drive for uncontrolled and unconditioned development in existing residential neighborhoods.

Bullet. The DNS in question here addresses both the proposed new Comprehensive Plan and the implementing Development Regulations. Yet, time after time the SEPA Checklist only addresses, as here, the Plan. This is clearly an erroneous error and fatal flaw. For instance, while the Comprehensive Plan proposes multiple 'Middle Housing' and ADU authorizations and regulations, the details on the development regulations proposed are not addressed in the SEPA Checklist/DNS.

The record shows citywide public concern for, and opposition to, these proposals. **Exhibit 6**. Despite this, though, the SEPA Checklist does not even reference the support found in the record for continuing to frame densification around a conditional use type process. In order to

address the huge gaps in information and the transparency and accountability called for in the Comprehensive Plan, the following conditional use standards have been proposed by Appellant and summarily rejected by the City:

- **ADUs and Middle Housing will only be permitted through a conditional use type process with notice/opportunity to comment/appeal to Hearing Examiner**
- **All ADUs will pay the full cost of extending infrastructure, including utility connection fees and impact fees**
- **Until the City has complete critical area mapping, no ADUs will be located within 1,000 feet of a potential, protected critical area (as mapped by City GIS)**
- **The City will actively enforce property covenants**
- **An ADU applicant must demonstrate that there will be no stormwater displacement onto adjacent and downstream properties**
- **An ADU applicant must demonstrate to the Planning Director, appealable to the Hearing Examiner, that the ADU(s) is/are located in the location(s) that are the least intrusive to neighboring property owners**

It is important to note that the City refuses to invest in a credible set of critical area maps and hence the need to have a 1,000 foot buffer around what the City has identified as potential critical areas. Further, most covenants place the responsibility for stormwater management and habitat protection on Homeowners Associations and the interaction between

covenants and Middle Housing and ADUs need to be considered at both the macro and micro levels. Citywide, stormwater management also needs to be considered on a case by case basis and involve notice and an opportunity for neighbors to review and comment. Simply authorizing City staff to ensure that project specific development proposals are “... **reviewed for compliance ...**” is demonstrably going to result in significant, adverse environmental impacts as staff impermissibly balance City leadership’s fixation on densification against environmental protection in case after case.

5.Non-Responsive. Not-Credible: again with the “No significantly different impacts on land and shoreline use are anticipated under this proposal when compared to existing adopted plans’. This is just pure nonsense.

Bullet. The City states that “The development regulations contain design standards that are intended to promote compatibility between new and existing development”. Yet, the SEPA Checklist provides no references to regulations that could meet this intent, most likely because they do not exist in any meaningful form. Further, the clear intent of the Middle Housing and ADU standards, or lack thereof, is to radically transform the character of existing, established neighborhoods.

5. As to “Public Services and Utilities”, the purported tests include “... identify system needs over the next 20 years ... including projected cost elements”. Yet, the Draft Stormwater Plan 2025 uses emojis in place of the real cost estimates and while the Draft Sewer Plan does use real cost elements it is hard to conceive how the City will finance the \$96 million cost associated with accommodating 5-8,000 more people. Further, the Comprehensive Plan mandates that new growth should be self supporting but neither of these plans even

1 begins to pro-rate costs between existing ratepayers and new
2 development. For instance, what is the capital cost of the deferred
3 maintenance on a sewer plant designed for 19,300? \$30 million?

- 4 6. Non-Responsive. Not-Credible: there is no data or analysis to
5 support the self-serving notion that existing goals and policies
6 carried forward will minimize the potential impacts of growth on the
7 natural and built environment. Despite clear direction from Skagit
8 County Superior Court and the Growth Management Hearings
9 Board the City continues to take the position that it somehow has
10 the prerogative to pick and chose which development regulations to
11 apply to which projects and which applicants and that it is the
12 responsibility of neighbors to somehow enforce the City's critical
13 area regulations.

14 The City concludes its SEPA Checklist with the statement that: "No
15 conflicts with local, state, or federal laws for the protection of the
16 environment have been identified". Yet, the record in this proceeding
17 identifies conflict after conflict that remain unaddressed.

23 Conclusion

24
25 Appellant calls for the SEPA DNS for the CP/DR Periodic Update to be
26 overturned by City Council action, for a Declaration of Significance (DS)

1 to be issued, and for an Environmental Impact Statement (EIS) to be
2 prepared and deliberated upon.

3
4 There are real alternatives as to the optimum population build-out for
5 2045, each with different environment impacts and appropriate
6 mitigations and each with different infrastructure requirements, ratepayer
7 and taxpayer burdens, and levels of public support. An Environmental
8 Impact Statement comes with the detailed and extensive public process
9 appropriate for the scale of the decisions involved in the CP/DR Periodic
10 Update.

11 As detailed above, the SEPA Checklist/DNS not only violates Rules #1-5
12 as set out in Section I of this Brief but in instance after instance is Non-
13 Responsive, Not-Credible, and/or Disingenuous as set out in Section II. It
14 must be overturned and realistic alternatives addressed in an EIS.
15
16
17

s/Ian S. Munce

18 DATED THIS 1st day of December, 2025 IAN S. MUNCE,
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BEFORE THE HEARING EXAMINER
FOR THE CITY OF ANACORTES

In the Matter of the Appeal of

Ian Munce

Of SEPA Determination of Nonsignificance of
Ordinance 5013

CITY’S ANSWER TO APPEAL

COMES NOW the City of Anacortes by and through the assistance of counsel, Darcy Swetnam
as follows.

I. BACKGROUND

This appeal is of the Planning Director’s State Environmental Policy Act (“SEPA”) determination of nonsignificance (“DNS”) for proposed ordinances 5013 and 5014, which are the 2025 update to the City’s Comprehensive Plan and Development Regulations (collectively “2025 Update”). On September 10, 2025, Planning, Community and Economic Development Director John Coleman (“Director”) issued the SEPA DNS, which was appealed by Ian Munce on September 11, 2025.

City’s Answer to Appeal - 1

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1 The 2025 Comprehensive Plan update has evolved with significant public involvement and
2 engagement. This process kicked off on January 10, 2024, when the process was first introduced
3 at the Planning Commission. In the following 22 months, there have been 32 Planning
4 Commission meetings, 14 City Council meetings, 4 climate team meetings, 3 public open
5 houses, 9 community events, 2 stakeholder group meetings, and 10 public hearings regarding the
6 2025 period comprehensive plan update. Grage Decl. ¶ 6. Additionally, the City received 247
7 written public comments, 56 of which came from Mr. Munce. Grage Decl. ¶¶ 7, 8. Mr. Munce's
8 comments were all considered, edits were made based on his feedback where appropriate, and all
9 were properly made part of the record.
10
11

12 13 **II. STANDARD OF REVIEW AND PROCEDURE**

14 Per AMC 18.04.250, appeals of SEPA threshold determinations for nonproject actions are
15 heard by City Council with the option to consolidate the appeal with the decision on the
16 underlying proposal. On November 10, 2025, City Council adopted Resolution 3189, which
17 adopted procedures for appeals of nonproject action SEPA determinations pursuant to AMC
18 18.04.250. The adopted procedures clarify that: (1) the original administrative decision is
19 presumptively correct, (2) the appellant has the burden of proof, and (3) the appellant must show
20 that the original administrative decision was clearly erroneous.
21

22 The clearly erroneous standard asks whether the reviewing body is "left with the definite and
23 firm conviction that a mistake has been committed." *Anderson v. Pierce County*, 86 Wn.App.
24

1 290, 302 (citing *Norway Hill Preservation & Protection Ass’n v. King County Council*, 87
2 Wn.2d 267, 274 552 P.2d 674 (1976)). On appeal, the permitting jurisdiction’s threshold
3 determination is to be accorded “substantial weight.” RCW 43.21C.090; *Anderson* 86 Wn. App.
4 at 302 (citing RCW 43.21C.090; *Indian Trail Property Owner’s Assoc. v. City of Spokane*, 76
5 Wn. App. 430, 442, 886 P.2d 209 (1994).
6

7 Resolution 3189 provides procedural rules for the present appeal. Section 4 provides that
8 “Council will decide the appeal on the written submissions,” with an option to request oral
9 arguments only if Council makes a determination that additional information is necessary. Upon
10 making a decision, Section 5 requires Council to adopt written findings and conclusions in
11 support of its decision. Resolution 3189, November 10, 2025.
12

13 14 **III. ARGUMENT**

15 The City Council should deny Mr. Munce’s appeal because he failed to meet his burden of
16 proving that the Director committed clear error in issuing the SEPA DNS for the 2025 Update.
17 The DNS issued for the 2025 Update was proper because the determination that there will be no
18 probable significant adverse environmental impacts is supported by substantial evidence. The
19 SEPA checklist used to support that determination was thorough and carefully considered
20 probable environmental impacts. Mr. Munce’s “online reconnaissance” regarding critical areas
21 in the R1 should be disregarded and does not speak to any probable environmental impacts. The
22 City based its analysis in adopting the DNS on proper baseline numbers, as supported by the
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24

1 City's consultants and experts. These numbers also supported the City's planning for stormwater
2 and wastewater infrastructure for projected growth. Finally, Mr. Munce's allegations that the
3 City does not enforce its critical areas ordinance are without merit and are irrelevant to the
4 present appeal. Mr. Munce has not met his burden of demonstrating that the Director's
5 determination of nonsignificance, which must be presumed to be correct, was made in clear
6 error. For the foregoing reasons, the present appeal should be denied.
7

8
9 **a. The Director's Determination of Nonsignificance was Proper**

10 The Director properly issued a SEPA Determination of Nonsignificance and no facts
11 support a definite and firm conviction that the City committed a mistake in considering the
12 environmental impacts of the 2025 Update. Section 43.21C.033 RCW and WAC 197-11-340
13 require the City's responsible official to make a threshold determination under SEPA. "If the
14 responsible official determines there will be no probable significant adverse environmental
15 impacts from a proposal, the lead agency shall prepare and issue a determination of
16 nonsignificance (DNS)..." WAC 197-11-340(1). "[T]he record of a negative threshold
17 determination by a governmental agency must 'demonstrate that environmental factors were
18 considered in a manner sufficient to amount to prima facie compliance with the procedural
19 requirements of SEPA.'" *Sisley v. San Juan Cy.*, 89 Wn.2d 78, 85, 569 P.2d 712 (1977)
20 (quoting *Juanita Bay Vly. Comm'ty Ass'n v. Kirkland*, 9 Wn. App. 59, 73, 510 P.2d 1140,
21 *review denied*, 83 Wn.2d 1002 (1973)). The determination must be based upon information
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1 reasonably sufficient to determine the environmental impact of a proposal. *Brown v. Tacoma*,
2 30 Wn. App. 762, 766, 637 P.2d 1005 (1981).

3
4 There is nothing in SEPA that requires the lead agency to investigate every remote,
5 possible environmental impact. It is true that the lead agency cannot ignore the ultimate
6 probable environmental consequences of its current action. *Cheney v. City of Mountlake*
7 *Terrace*, 87 Wn.2d 338, 344, 552 P.2d 184 (1976) (citing *Eastlake Cmty. Council v. Roanoke*
8 *Assocs., Inc.*, 82 Wn.2d 475, 513 P.2d 36 (1973); *Loveless v. Yantis*, 82 Wn.2d 754, 513 P.2d
9 1023 (1973)). But "it is impractical if not impossible to identify and evaluate every remote
10 and speculative consequence of an action." *Cheney*, 87 Wn.2d at 344.

11
12
13 A responsible official does not have to consider impacts that were merely possible,
14 speculative, or remote when making the threshold determination; he or she need only consider
15 those significant adverse impacts which were probable. *Erikson v. City of Camas*, 2001 Wash.
16 App. Lexis 1140, 2001 (citing RCW 43.21C.031; RCW 43.21C.110(1)(d); WAC 197-11-
17 060(4)(a), (c).) "'Probable' means likely or reasonably likely to occur" and "is used to
18 distinguish likely impacts from those that merely have a possibility of occurring but are
19 remote or speculative." *Erikson v. City of Camas*, 2001 Wash. App. Lexis 1140, 2001. (Citing
20 WAC 197-11-782). As the SEPA regulations acknowledge, when determining an impact's
21 significance, "it may be impossible to forecast the environmental impacts with precision[.]"
22 WAC 197-11-330(3)(d).

1 “Several courts have affirmed decisions to issue an MDNS, issue a DNS, or to
2 consider the adequacy of an EIS because the alleged potential environmental impacts were too
3 remote or speculative to be of probable significant environmental impact such as to require an
4 EIS. *See e.g., City of Des Moines v. Puget Sound Reg'l Council*, 98 Wn. App. 23, 41, 988 P.2d
5 27 (1999) (EIS regarding proposal to build third runway at Sea-Tac did not need to go beyond
6 year 2010 because a detailed analysis of the years beyond 2010 would be extremely
7 speculative), *review denied*, 140 Wn.2d 1027 (2000); *San Juan County v. Dep't of Natural*
8 *Res.*, 28 Wn. App. 796, 802, 626 P.2d 995, *review denied*, 95 Wn.2d 1029 (1981) (DNS
9 regarding proposed boat destination site was not clearly erroneous because of possibility of
10 future additional campsites); *Mentor v. Kitsap County*, 22 Wn. App. 285, 290, 588 P.2d 1226
11 (1978) (EIS for a proposed beach-front hotel did not need to address the prospects of hotel
12 users trespassing upon resident properties because this effect was remote and speculative).
13 *Erikson v. City of Camas*, 2001 Wash. App. Lexis 1140, 2001.

17 To prevail in his Appeal, Mr. Munce would have to establish, even after substantial
18 weight is given to the Director's determination which must be presumed to be correct, a
19 definite and firm conviction that the City committed a mistake in issuing the DNS by failing
20 to consider significant adverse environmental impacts which were probable, not merely
21 remote and speculative. Mr. Munce cannot meet this standard. As described below, City staff
22 prepared a thorough and thoughtful Environmental Checklist, which evaluated all probable
23

1 environmental impacts. The City will address each of the areas where error was assigned by
2 Appellant.

3
4
5 **b. The SEPA DNS was based on a thorough Environmental Checklist that**
6 **properly considered all probable impacts.**
7

8 The Washington State Environmental Policy Act is designed to protect the environment
9 by ensuring that local governments consider environmental factors when making decisions on
10 proposed actions. Before making a decision on a proposed action, the lead agency must make a
11 “threshold determination” about whether the action is likely to have any probable significant
12 adverse environmental impacts. To inform the threshold determination and evaluate whether
13 there are probable impacts, action proponents (in this case the City) must complete an
14 environmental checklist in the format prescribed by the Washington Administrative Code
15 (WAC). WAC 197-11-315(1).
16

17 The original SEPA checklist prepared by City staff was thorough and fully complied with
18 requirements. The Environmental Checklist has four Parts, which all must be completed and are
19 described below.
20

- 21 • **Part A** addresses background questions;
- 22 • **Part B** looks at Environmental Elements including impacts to earth, air, water,
23 plants, animals, energy and natural resources, environmental health, land and
24

shoreline use, housing, aesthetics, light and glare, recreation, historic and cultural preservation, transportation, public services, and utilities;

- **Part C** is the signature; and
- **Part D** is a supplemental sheet for nonproject actions that looks at how the proposal would generally impact the various environmental elements described in Part B. WAC 197-11-960.

For purposes of environmental review “nonproject” means actions which are different or broader than a single site-specific project, such as plans, policies, and programs. WAC 197-11-774. The WAC provides guidance for completion of the checklist for nonproject actions: “For nonproject proposals complete this checklist and the supplemental sheet for nonproject actions (Part D). The lead agency may exclude any question for the environmental elements (Part B) which they determine do not contribute meaningfully to the analysis of the proposal.” WAC 197-11-960.

The environmental checklist prepared by Ms. Grage fully addresses each of the required Parts and elements. Grage Decl. ¶3-4. The checklist itself acknowledges that there may be questions for a nonproject or legislative action that are inapplicable because the proposed action is not a site-specific project. There are answers on the City’s checklist that acknowledge that the comprehensive plan update is a nonproject action and does not have site-specific environmental impacts. SEPA Environmental Checklist (Ex A), prepared September 9, 2025. For example,

1 under Part B's section on Earth, question f. asks the applicant whether erosion could occur
2 because of clearing, construction, or use. The City's response states,

3 This is a legislative non-project action that will not directly result in erosion.
4 Future project-level development related to growth anticipated under this plan update
5 could result in erosion due to clearing, construction, or use; however, it is not anticipated
6 to have significantly different impacts than that which is anticipated under existing
7 adopted plans. SEPA Environmental Checklist (Ex A), prepared September 9, 2025.

8 This is a good example of the types of questions in Part B of the SEPA checklist. In
9 completing the checklist for the 2025 Update, the City can anticipate growth generally but
10 cannot anticipate whether erosion would occur because of clearing or construction – those
11 impacts could only be anticipated with respect to a specific project. Ms. Grage's answer
12 acknowledges that the comprehensive plan is a nonproject action and goes on to provide analysis
13 that some erosion could occur as part of future project actions enabled by the 2025 Update, but it
14 is not anticipated to have different impacts than existing plans. This is a thorough and thoughtful
15 answer and is an example of the types of answers throughout Part B of the checklist.

16 To further demonstrate the thorough analysis completed to support the DNS, Ms. Grage
17 issued an amended checklist on November 24, 2025. This updated checklist clarifies the analysis
18 completed to support the DNS and further shows the good work done by staff to fully consider
19 the potential environmental impacts of the 2025 Update. Updated SEPA Checklist (Ex B),
20 prepared November 24, 2025.

21 Appellant relies on the case *King County v. Friends of Sammamish Valley* to assert that
22 the City's SEPA checklist was inadequate because it referenced the 2025 Update as a nonproject
23 action. However, *King County v. Friends of Sammamish Valley* is distinguishable from the
24 City's Answer to Appeal - 9

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1 present case. That case involved an adopted ordinance that changed regulations of wineries,
2 breweries, and distilleries located in unincorporated King County in agricultural land. *Friends of*
3 *Sammamish Valley*, 3 Wn.3d 793, 798, 556 P.3d 132 (2024). The Ordinance significantly
4 increased the impact on agricultural land by allowing permits for large events of up to 250
5 people, allowed for paving up to 25% of sites, and relaxed requirements that products served had
6 to be grown on site. All this was done knowing that there were 50 such facilities that were
7 operating without permits, meaning immediate environmental impact upon adoption of the
8 Ordinance. *Id.* at 799-800.

10
11 This is very different than the present case. The City's 2025 Update will not lead to
12 immediate and significant environmental impacts like 50 breweries or wineries having large
13 events and significant increases of impervious surfaces. The changes proposed in the City's
14 2025 Update plans for updated growth allocations and includes incremental increases in the
15 types of housing to meet community needs but will have no immediate and obvious probable
16 significant impact like the *Friends of Sammamish Valley* change.

17
18 Additionally, *Friends of Sammamish Valley* does not apply here because in that case, the
19 County provided no analysis in Part B of its SEPA Checklist and responded to each question that
20 the proposal in that case was a nonproject action and not applicable. *Id.* As described above, the
21 City's SEPA checklist here was thorough in evaluating potential environmental impacts. SEPA
22 Environmental Checklist (Ex A), prepared September 9, 2025. Updated SEPA Checklist (Ex B),
23 prepared November 24, 2025. Appellant Munce has mischaracterized the checklist as blowing

1 off the questions in Section B as inapplicable because this is a nonproject action. However, in
2 this case, the City considered many potential impacts in its analysis in Part B and did a thorough
3 evaluation in Part D, which is specifically designed for nonproject actions. To further
4 demonstrate the comprehensive analysis done in the SEPA Checklist, the City prepared an
5 updated checklist to show the work that was done to support the DNS. For example, please see
6 Updated Checklist answer to Part B, question 9(a), which discusses specifically the likely
7 changes proposed to address middle housing. Updated SEPA Checklist (Ex B), prepared
8 November 24, 2025. Again, Mr. Munce has grossly mischaracterized the City's work.

11 Additionally, the Court in *Friends of Sammamish Valley* highlighted the importance of
12 the fact that the land in question in that case was agricultural or rural land. The Court states
13 "[t]his designation is significant here because an agricultural designation carries with it a
14 statutory requirement that cities and counties assure the agricultural and rural nature of the land
15 is preserved." *Friends of Sammamish Valley* at 806. The Court goes on to explain
16 "[i]mportantly here, the *type* of land that is affected by the Ordinance must impact the breadth of
17 the SEPA analysis. ... That agricultural designation has an effect on the SEPA review
18 considerations for ordinances that impact such land." *Id.* at 824. In the present case, the land in
19 question is within the City limits and therefore part of the City's urban landscape. Mr. Munce's
20 repeated assertions that all of the R1 zone is somehow a critical area, does not change that fact.
21 The difference between agricultural and urban land is significant because the Court would likely
22 give greater deference to the SEPA checklist analysis and uphold the City's SEPA DNS.

1
2 **c. The City should disregard Appellant’s Environmental “Online**
3 **Reconnaissance”**
4

5 With his appeal, Appellant Munce submitted an “Online Reconnaissance” prepared by
6 Facet NW. This “report” was purchased by Mr. Munce in 2024, and he submitted it in previous
7 litigation and public comments. Appellant seems to present this as substantive evidence of
8 environmental conditions in the R1 zone, which is Appellant Munce’s neighborhood. This
9 report should be disregarded.
10

11 First, the report is essentially a Google search compiled into a document. The report is
12 called an “Online Reconnaissance,” and its introductory sentence describes its purpose as “to
13 present the best available science and findings of an *online reconnaissance* conducted for a study
14 area located in Anacortes, Washington.” This report is a summary of information that is already
15 available and no actual field work, testing, or delineation was performed. The report does not
16 provide the City with any information that is not already publicly available and well known to
17 the City. At best, this report highlights that there are critical areas in the R1 zone, of which the
18 City is already aware and identifies approximate locations in its GIS mapping layer. These areas
19 are protected by the City’s critical areas regulations through implementation on a project level
20 basis, which requires site-specific delineation and analysis of impacts.
21

22 A review of the sources consulted include six references to Washington State Department
23 of Fish and Wildlife websites, two citations to Washington State Department of Natural
24

1 Resources, a NOAA fisheries website, three U.S. Fish and Wildlife Service websites, a website
2 from Alaska Department of Fish and Game, Washington State Department of Ecology, and
3 various other sources, none of which examine the specific proposal offered by the City in the
4 2025 Update. Mr. Munce has paid Facet to do an internet search of general critical areas
5 information and compile them into an “online reconnaissance” based on his incorrect assertions
6 about the status of critical areas in the R1 zone.
7

8 The context of this appeal is important. Since 2018, Mr. Munce has been engaging in a
9 pervasive pattern of litigation regarding any proposed action that could allow new development
10 in his neighborhood. He has repeatedly alleged that the entirety of the R1 zone should be
11 considered a critical area and continually objected to ongoing yard work done in his
12 neighborhood. Mr. Munce has taken every opportunity to threaten and initiate any type of
13 litigation to stop development in his neighborhood, often without any legal merit. This includes
14 seven lawsuits, two cases before the Washington State Court of Appeals, and twelve public
15 records requests, costing the taxpayers tens of thousands of dollars. While the City supports Mr.
16 Munce’s participation in public processes, he has repeatedly abused the legal process to relitigate
17 land uses in his neighborhood.
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21 **d. The City used proper baseline population numbers for planning**
22

23 The City used proper baseline numbers for the 2025 Update. Pursuant to the Growth
24 Management Act, the City is required to plan for its growth allocation, which is established by
25

1 Skagit County and informed by the GMA Steering Committee. For this particular planning
2 period, the growth allocation for the City requires planning for a population of 22,971 residents
3 over the next 20 years. Grage Decl. ¶9. A basic tenet of GMA planning is that local
4 jurisdictions must update land use regulations to allow for the projected growth. This means
5 planning for where and how that growth should occur within the City.
6

7 Mr. Munce is confused about how that planning must happen to accommodate that
8 projected growth. He argues that, if the City adopts development regulations that allow for infill
9 in his neighborhood, every property that could add additional units will do so immediately and
10 that the City is required to perform environmental analysis on those speculative impacts. But,
11 this argument is without any merit and defies the principles of SEPA and the GMA. As the City
12 and every other jurisdiction within the state of Washington knows, just because development
13 regulations are changed to allow for additional density, that does not mean that density will
14 happen immediately or ever. The point of updating the development regulations is to add tools
15 to the toolbox of growth and to provide opportunities for the community to grow in a way that is
16 desirable and consistent with City goals and policies. The City in no way requires the actual
17 construction of new units or increased density but provides guidelines for how it could happen if
18 property owners want to add new units.
19
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21 Mr. Munce is incorrect that the City's environmental checklist is defective because it
22 didn't consider the environmental impacts of a hypothetical scenario where every eligible
23 property in the City was fully built out. The City is not required to do that type of analysis – it is
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25

1 only required to plan for the 20-year projected growth and consider the probable environmental
2 impacts. It is also important to note that critical areas review and concurrency review occur at
3 the project level when a new project is constructed. Proposed projects that do not meet the
4 critical areas, concurrency, and other development requirements are not approved under the
5 Anacortes Municipal Code.
6

7 Importantly, the City is required by RCW 36.70A.020(4) to consider and plan for future
8 housing needs of residents of various income levels. This summer the Growth Management
9 Hearings Board found that the City of Mercer Island failed to accommodate future growth in its
10 development regulations by not adequately planning for housing of low income segments of the
11 future population. **Futurewise et al. v. City of Mercer Island, Final Decision and Order**, No.
12 25-3-0003, 24-9 (Wash. Growth Mgmt. Hr'gs Bd. Aug 1, 2025.) Mercer Island did make some
13 changes to accommodate future growth, including allowing height bonuses in dense zones. *Id.* at
14 17. However, the Growth Management Hearings Board found that Mercer Island did not go far
15 enough to plan for all segments of the population. *Id.* at 1. This case is important guidance for
16 the City because it articulates the high bar set for future planning for housing. If the City were to
17 follow Mr. Munce's analysis in his comments and appeal, it would fail to meet the standards
18 currently required for housing planning.
19

20 Mr. Munce incorrectly asserted that the City needs to plan for something like 2000 new
21 units beyond the growth projections. The City performed a land capacity analysis (LCA) in 2024
22 that analyzed the total number of units that could be accommodated within City limits based on
23
24

1 the existing zoning designations. The City is reducing lot sizes and allowing for middle housing
2 in some zoning designations, which will allow for more units than shown in the original LCA.
3 The City engaged its consultant, Leland Consulting Group, to perform an analysis of how many
4 more units can be accommodated based on the proposed zoning changes in the 2025 Update.
5 The result of that analysis found a possible increase beyond the LCA of 130 – 336 new units,
6 with the high end of that range representing if every possible vacant, partially used, and
7 redevelopable parcels would take advantage of the additional density, which is highly unlikely.
8
9 Grage Decl. ¶ 10.

10
11
12 **e. The City properly reached a conclusion about stormwater impacts and**
13 **wastewater impacts**

14 The City properly evaluated stormwater and wastewater impacts. The City used the same
15 growth projections for the draft stormwater plan and the general sewer plan as they did for the
16 2025 Update. Mr. Munce is correct that the current drafts of the Stormwater Plan and General
17 Sewer Plan have not yet been adopted, but both are in draft form and have been considered in
18 updating the 2025 comprehensive plan and development. To clarify, the 2015 Wastewater
19 Comprehensive Plan is the City's current adopted sewer plan and its planning assumptions were
20 consistent with those used for the 2016 comprehensive plan, which had a growth allocation of
21 only 678 fewer new residents than the current plan. The Draft 2025 General Sewer Plan was
22 released in September of 2025 and the City has not yet issued a SEPA determination for it. City
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1 staff have worked extensively with consultants to ensure that the critical infrastructure that
2 serves our community is properly planned to accommodate projected growth. Mr. Munce bears
3 the burden of proof to establish otherwise, which he has failed to do.
4

5
6 **f. Disregard appellant's incorrect assertions that the City doesn't enforce its**
7 **code.**

8 The City enforces its Code and the Council should disregard Mr. Munce's statements to
9 the contrary. Mr. Munce's assertion is baseless and is not supported by any facts. He attempts
10 to support his baseless assertion with pleadings from a previous lawsuit he brought against the
11 City in Skagit County Superior Court to compel enforcement of the City's critical areas
12 regulations in the way he wanted them enforced in his neighborhood, a lawsuit that was legally
13 defective and was dismissed. Mr. Munce attempts to apply the City's briefing and the Judge's
14 Order dismissing his lawsuit as evidence that the current SEPA DNS should be overturned, but
15 these documents are irrelevant to the present SEPA threshold determination appeal. Code
16 enforcement action happens on a regular basis throughout the City, including during permitting
17 and in response to complaints. Grage Decl. ¶ 11.
18

19
20 Mr. Munce bears the burden of establishing that the City's issuance of the SEPA
21 determination was clearly erroneous and he has failed to do so. He is factually incorrect and has
22 not met his burden of proof.
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IV. CONCLUSION

The City Council should deny Mr. Munce's appeal because he failed to establish, even after giving the Director's determination substantial weight and presuming it to be correct, a definite and firm conviction that a mistake has been made. City staff have carefully worked through the SEPA process for 2025 Update, preparing a thorough environmental checklist based on information from experts and consultants. The Director used that information to issue a determination of nonsignificance that meets all requirements under SEPA. Mr. Munce attempts to poke holes in that careful work, but he fails to meet his burden. For these reasons, the City respectfully requests that Mr. Munce's appeal be denied.

Dated this 26 of November, 2025.



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8 BEFORE THE CITY COUNCIL
 FOR THE CITY OF ANACORTES

9 In the Matter of the Appeal of

10 Ian Munce

11
12 Of SEPA Determination of Nonsignificance of
13 Ordinance 5013 and 5014.

CITY’S SUPPLEMENT TO ANSWER TO
APPEAL

14
15 COMES NOW the City of Anacortes by and through the assistance of counsel, Darcy Swetnam
16 and supplements its Answer to Appeal as follows.

17
18 **I. APPELLANT MISCHARACTERIZES THE VESTED RIGHTS DOCTRINE**

19 Appellant Munce starts his Appeal Brief with the heading “FILED UNDER PROTEST”. He
20
21 claims to be vested to the procedures in place at the time he filed his appeal pursuant to the
22 vested rights doctrine. He therefore alleges his appeal should be before the hearing examiner.
23 Mr. Munce is legally wrong. The law is very clear that parties vest to land use or control
24 ordinances, but not to appeal procedures.

25 City’s Supplement to Answer to Appeal - 1

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

1 The vested rights doctrine does not apply to this appeal. The Washington Supreme Court
2 upheld the Division One analysis in *Potala Village Kirkland, LLC, v. City of Kirkland*, which
3 established that the vested rights doctrine is now statutory, and the state statutes replace the
4 common law doctrine that previously existed. *Potala Vill.*, 183 Wn.App.191, 194, 334 P.3d
5 1143 (2014). Under State Law, the vested rights doctrine applies very specifically to building
6 permit applications, subdivision applications, and development agreements. RCW 19.27.095,
7 RCW 58.17.033, RCW 36.70B.180. Additionally, in *Graham Neighborhood Ass’n v. F.G.*
8 *Assocs.*, the Court of Appeals found that ***parties don’t vest to procedural rules***, but only land use
9 control ordinances which “exert a restraining or directing influence over land use.” *Graham*, 162
10 Wash.App. 98, 115, 252 P.3d 898 (2011).
11

12
13 Mr. Munce’s claim is wrong. The vested rights doctrine does not apply. The procedure
14 described in the City’s Appeal brief is the proper procedure for a SEPA appeal for a nonproject
15 action.
16

17 18 **II. THE CITY MEANINGFULLY ENGAGED IN ENVIRONMENTAL REVIEW IN** 19 **ISSUING THE DNS**

20 The City’s position is that its original SEPA checklist meaningfully identified and
21 analyzed potential environmental impacts and supports the DNS issued by Director Coleman.
22 But to further demonstrate the City’s full compliance with SEPA, the City prepared an
23 addendum to the checklist. WAC 197-11-706 allows the addition of an environmental document
24

1 used to provide additional information or analysis that does not substantially change the analysis
2 of significant impacts and alternatives in the existing environmental document. In this case, the
3 updated SEPA checklist provides a more in-depth discussion of the analysis that was done during
4 the original checklist and DNS. It does not substantially change the analysis of significant
5 environmental impacts. As such, staff recommend that Council review the clarified SEPA
6 checklist attached to Ms. Grage's Declaration, which was provided to Mr. Munce in November
7 of 2025.
8

9 The City addressed the *Sammamish* case in its Answer to Appeal. To reiterate, in his
10 analysis, Mr. Munce is comparing apples to oranges. *Sammamish* addressed development outside
11 an urban growth area where agricultural land and other, non-urban, uses exist. The City of
12 Anacortes is in an established urban growth area and the comprehensive plan and development
13 regulations address how the City expects to develop to urban densities. The impacts of urban
14 growth on an area that is characterized by urban development is expected. The SEPA checklist
15 addresses the anticipated impacts of urban growth on an urban area.
16
17

18 The previous planning cycle addressed growth from 2016 to 2036; the projected population
19 in 2036 was 22,293. In the current cycle, the project population in 2045 is 22,971, which is only
20 678 residents more than the city had previously planned to accommodate by 2036. In essence, an
21 additional 678 residents over the nine years beyond the current 2016-36 planning period.
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1 **III. APPELLANT’S ARGUMENTS WOULD REQUIRE EIS FOR ALL**
2 **COMPREHENSIVE PLAN UPDATES**

3 If the City Council follows Mr. Munce’s logic, anytime a local government agency updates
4 its comprehensive plan, it would always have to spend tens of thousands if not hundreds of
5 thousands of dollars to prepare an Environmental Impact Statement. That is not reasonable.
6 Jurisdictions update comprehensive plans on a regular basis and generally do so without
7 preparing an Environmental Impact Statement.
8

9
10 **IV. APPELLANT’S APPEAL IS MISLEADING AND CONTAINS INCORRECT**
11 **ASSERTIONS**

12
13 Appellant Munce’s briefing includes many baseless and incorrect assertions. For example,
14 he says that Planning Director Coleman should have issued a “Mitigated Declaration (sic) of
15 Significance (MDNS)” to have bridged gaps in information that he alleged existed. First, it is a
16 *Determination of Nonsignificance*. Second, a Mitigated Determination of Nonsignificance
17 allows the responsible official to require mitigation to reduce probable environmental impacts. It
18 does not provide for “gaps in environmental information.” Mr. Munce misunderstands SEPA
19 review and basic concepts.
20

21 Another example in Mr. Munce’s pleading is that he identifies a number of “Rules”, which
22 are not rules, but just assertions he has made. He provides no support for where these purported
23 “rules” come from. His arguments are illogical and don’t follow any reasonable analysis. Many
24

1 of Mr. Munce's arguments don't make sense in the context of a SEPA appeal because they are
2 arguments against the substance of the comprehensive plan and development regulations, which
3 are not appropriate in the present appeal. He repeatedly insults the thoughtful and good work
4 done by City staff by calling it "disingenuous", without providing any legitimate arguments.
5

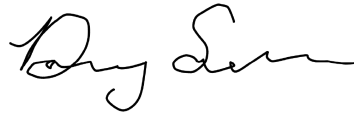
6 He is also blatantly misleading in his pleadings. He tries to claim that development will
7 affect critical areas in the UGA. This is an untrue statement because the City has a critical areas
8 ordinance that protects critical areas, which it enforces. Mr. Munce's assertion that the City does
9 not enforce its critical areas ordinance is his opinion, not fact. He says on page 19, line 24 that
10 "the Court rejected the City's approach and affirmed that the City had the unqualified **duty to**
11 **administer and enforce** its development regulations." (emphasis original.) Mr. Munce bases
12 that mischaracterization of the Court's Order on the fact that the Judge crossed out two sentences
13 in the order proposed by the City in a separate legal proceeding. The Court made no affirmative
14 statement or ruling on the City's enforcement of its critical areas regulations. Mr. Munce's
15 manipulation of that order is not only a logical fallacy, but, if it was filed in Superior Court, the
16 City would seek sanctions against Mr. Munce for violation of Civil Rule 11, which requires
17 pleadings to be made in good faith and grounded in law and fact.
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21 V. CONCLUSION

22 The City Council should deny Mr. Munce's appeal. As demonstrated in the Answer to
23 Appeal and this Supplemental Answer to Appeal, he has failed to meet his burden of proving that
24

1 the determination of nonsignificance was issued in error. His pleadings are full of blatantly
2 incorrect and misleading theories and factually inaccurate assertions. Staff therefore reiterates in
3 recommendation that the appeal be denied.
4

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6 Dated this 4th of December, 2025.

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10 Darcy Swetnam, WSBA #40530
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SEPA

Determination of Non-Significance (DNS)

DESCRIPTION OF PROPOSAL: City of Anacortes - 2025 Comprehensive Plan and Development Regulations Periodic Update. The proposal includes:

- Amendments to the Comprehensive Plan goals, policies, background information, and appendices including but not limited to:
 - Amendments necessary for consistency with changes to state law and new requirements under the Growth Management Act (GMA), including planning for and accommodating housing affordable to all economic segments of the population, and planning for climate change.
 - Extending the GMA planning horizon from 2036 to 2045, including planning for updated population, housing, and employment growth allocations.
 - Updates to reflect evolving city policy, increase plan readability, clarify policy direction and remove redundancies.
- Amendments to the Future Land Use Map (FLUM) to change designations of specific properties in various locations throughout the city to better align with the current/existing and future anticipated uses of the land. The FLUM will also be updated to reflect the new Urban Growth Area (UGA) boundary to include, and apply the Public (P) land use designation to, 9 city-owned parcels.
- Amendments to the Development Regulations in Title 19 of the Anacortes Municipal Code, including but not limited to:
 - Updates necessary for consistency with recent changes to state laws and the Growth Management Act, and to align with the updated Comprehensive Plan.
 - Updates to definitions, permit processing procedures, and allowed uses, and standards for form and intensity, residential and commercial uses, accessory dwelling units, public streets, subdivision design and block structure, parking, block frontage, site and building design, and landscaping.
- Amendments to the Official Zoning Map necessary for consistency with the Future Land Use Map.

Associated documents are available at www.planacortes.org.

LOCATION: Anacortes city limits and Urban Growth Area

PROPONENT & LEAD AGENCY: City of Anacortes, Planning, Community and Economic Development (PCED) Department.

CONTACT PERSON: Libby Grage, Planning Manager; libbyb@anacorteswa.gov; 360-299-1986; PO Box 547, Anacortes, WA 98221

THRESHOLD DETERMINATION: The City of Anacortes has determined that this non-project proposal will not have a probable significant adverse impact on the environment. An environmental impact statement

(EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of completed environmental checklists and other information on file with the City. This information is available to the public upon request.

This Determination of Non-Significance (DNS) is issued under WAC 197-11-340(2); the City of Anacortes will not act on this proposal for at least 14 days from the date of this notice. Written comments on this threshold determination must be submitted to the Contact Person listed above by 5:00 PM, September 24, 2025.

Appeals: This threshold determination may be appealed to the City Council in accordance with AMC 18.04.250, as amended by Ordinance 4096. Appeals must be delivered, accompanied by the required appeal fee, to the City Clerk's Office at 904 6th St., Anacortes, WA, by mail or personal delivery no later than 5:00 pm, October 1, 2025. Full appeal procedures can be reviewed in AMC Ch. 18.04, as amended by Ordinance 4096.

Responsible Official: John Coleman, AICP
Position and Title: Director of Planning, Community & Economic Development
Phone/Email: 360-299-1901; johnc@cityofanacortes.org
Address: P.O. Box 547, Anacortes, WA 98221

Date Issued: September 10, 2025

Signed: _____



2025 Comprehensive Plan and Development Regulations – SEPA Distribution List

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