



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

May 11, 2026
6:00 PM

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Housing Affordability and Community Services and Planning Committee (Report)
 - b. Port / City Liaison Committee (Report)
4. **Public Comment**
 - a. [Participation Rules and Procedures](#)
5. **Consent Agenda**
 - a. Minutes of May 4, 2026 (Action)
 - b. Approval of claims in the amount of \$318,252.36 (Action)
 - c. Special Event: Anacortes Arts Festival (Action)
6. **Other Business**
 - a. Anacortes Arts Commission Update* (Presentation)
 - b. Ordinance 5030: Arts Commission* (Discussion/Possible Action)
 - c. Ordinance 5029: Anacortes Community Forest Lands* (Discussion/Possible Action), (Second Read)
 - d. Resolution 3215: Updating the Unified Fee Schedule* (Discussion/Possible Action)
 - e. Resolution 3216: Adopting Hearing Examiner Procedures (Discussion/Possible Action)
7. **Adjournment**

Watch online or participate via Zoom at www.anacorteswa.gov/meetings. Comment via email to cityclerk@anacorteswa.gov or to City Clerk, P.O. Box 547, Anacortes WA 98221. Public comments received by the City Clerk prior to 3 p.m. on the day of the meeting will become part of the record for the meeting. The City of Anacortes is committed to making public meetings accessible to all community members. For assistance with special needs, contact the City Clerk at 360-299-1960 in advance of the meeting.

City Council

May 11, 2026

Highlights:

- Arts Commission Update
- Ordinance 5029: Anacortes Community Forest Lands
- Resolution 3215: Unified Fee Schedule



FIBER UPDATES

access
ANACORTES FIBER INTERNET



Opening weekend of the new Maritime Plaza



4th of July Parade

NEW this year:

- Registration is required for all floats or marching groups.
- Candy may NOT be thrown from vehicles.
- Parade participants may ONLY distribute candy from the bike lane.

www.anacorteswa.gov/fourth



AFTER-HOURS
BOOK FAIR
FOR GROWN-UPS

MAY 20 AT 6:00 PM

TAKE A TRIP BACK
TO CHILDHOOD
AND ENJOY OUR
BOOK SWAP,
LOCAL VENDORS,
AND TREATS



**ANACORTES
PUBLIC LIBRARY**



Cutting the Cables

Getting the Most from
Access Anacortes Fiber

TUESDAY, MAY 26

10:00 – 12:00

ANACORTES SENIOR CENTER

Join Corby Stephens,
Access Anacortes Fiber
network administrator,
for a workshop with Q&A.

Learn networking basics, streaming options,
phone alternatives, and how these services
work together.



Hearing Loss Consultation

FRIDAY, MAY 29

9:00 – 12:00

ANACORTES SENIOR CENTER



REGISTRATION REQUIRED

One-on-one consultation with
Larry Wonnacott, President of the Hearing
Loss Association of America, Northwest
Washington Chapter.

Discuss the impact of hearing loss on your
health and explore current treatment options

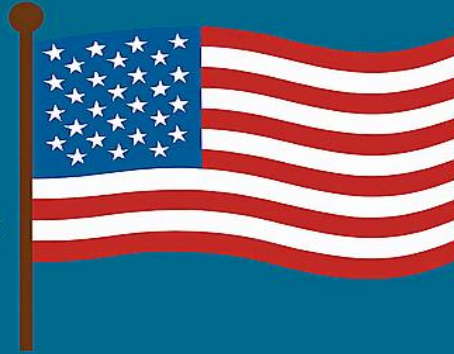


Veterans Hangout

FRIDAY, MAY 29

10:00 – 11:30

ANACORTES SENIOR CENTER



Visit with fellow veterans, veteran families, and veteran supporters.

County VSO Chris Diaz will gladly answer any questions and share his wealth of knowledge.

Next session: Friday, May 29

Recurring: last Fridays, 10:00 – 11:30



KIDS FISHING DAY

AT HEART LAKE ♥



MAY 30



**7:00 AM –
12:00 PM**



**LEARN. FISH.
HAVE FUN!**



AGES **14** AND UNDER



BARK IN THE PARK



2026

Saturday
June 13th
10am-2pm
Storvik Park

Come celebrate our 
furry friends!

Friendly leashed
dogs welcome!

eliasm@cityofanacortes.org

(360) 299-1969



Guemes Ferry Maintenance Schedule

- Out of service for maintenance through May17
- Passenger-only service is being provided by Arrow Launch following the non-peak sailing schedule
- Parking rules are **not** modified or suspended during this time
- Note: only parallel parking is allowed on 6th and 7th Streets

www.anacorteswa.gov/2073



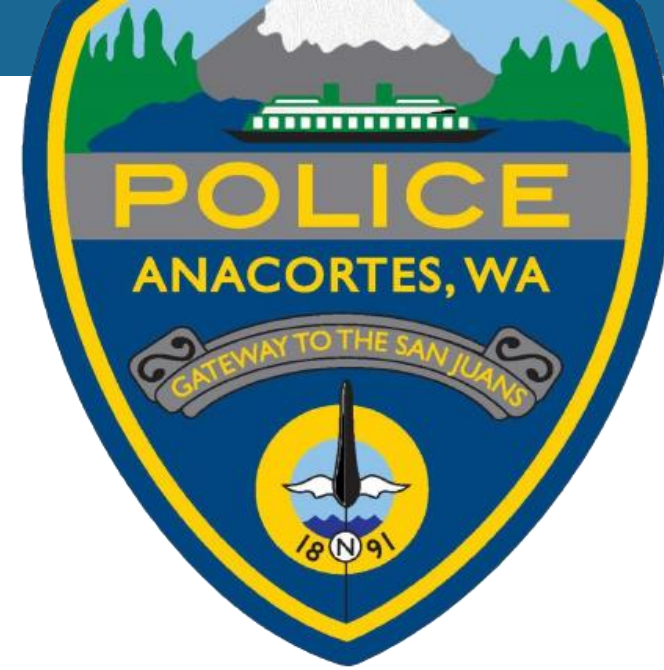


E-bikes and E-motorcycles

Proposed regulations are being developed to ensure the safety of our riders, pedestrians and community.



Lock or Dispose



RCW 9.41.360 requires safe storage of firearms.

Don't want them? Call APD at 360-428-3211 to arrange drop-off of firearms for disposal.

Committee Reports

- Planning
- Port/City Liaison



Anacortes City Council Minutes - May 4, 2026

Call to Order

Mayor Ryan Walters called to order the May 4, 2026, Anacortes City Council meeting at 6:01 p.m. Councilmembers Marcia Hunt, Luke Currier, Anthony Young, Christine Cleland-McGrath, Bruce McDougall and TJ Fantini were present. Councilmember Carolyn Moulton was absent.

Mr. Fantini moved, seconded by Mr. Young without objection to excuse the absence of Ms. Moulton.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Announcements and Committee Reports

Mayor Walters made announcements, referring to a slide presentation that was added to the packet materials for the meeting, regarding upcoming Parks and Recreation and Library events, the ongoing [Guemes Island ferry maintenance period from 4 to 17 May](#), and the 12th Street and Commercial Avenue intersection project.

Public Works Committee

Mr. Fantini reported from the Public Works Committee meeting held earlier in the evening. The topics discussed included a draft ordinance for right-of-way maintenance guidelines, potential rules and regulations for parklets, the 12th Street and Commercial Avenue intersection project, and the movable speed monitors currently deployed on Oakes Avenue that belong to the city.

Public Comment

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

Public comment was given as follows:

Pat Gardner of Anacortes suggested informing residents in the rural areas of the city through an insert in city utility bills regarding the recent passage of [Ordinance 5026 prohibiting the feeding of wild animals](#).

Ellen Israel, Public Affairs Specialist for the US Small Business Administration, spoke about federal aid available after the December 2025 flooding disaster in the region. She reported that applications for assistance can be submitted at sba.gov/disaster with deadlines to apply for a physical disaster loan being June 10, 2026, and for economic injury on January 7, 2027. She added that one-on-one application assistance is also available at the Burlington Parks and Recreation building Wednesday–Saturday through May 9th and again on June 6th.

Pat Barrett of Anacortes and Chair of the Anacortes Housing Authority Board of Directors commended the Planning Department on quick action on recent environmental permitting applications, and spoke about the Anacortes Housing Authority's recent leadership changes and the organization's willingness to continue to partner with the city on the Olson Building project.

Consent Agenda

Ms. Hunt moved, seconded by Mr. Young, to approve the following Consent Agenda items.

a. Minutes of April 27, 2026

b. Approval of claims in the amount of \$1,074,890.70

The following vouchers/checks were approved for payment:

EFT numbers: 115476 through 115508 total \$1,016,893.44

Check numbers: 115509 through 115529 total \$52,869.68

Wire transfer numbers: 387969 through 388300, total \$5,127.58

c. Ordinance 5028: Amending regulations for vehicle and boat repair and boat sales in the Industrial zone

d. Findings of Fact and Conclusions of Law and Decision on the SEPA DNS appeal of the Stormwater Master Plan

Vote: Ayes - Anthony Young, Christine Cleland-McGrath, Bruce McDougall, TJ Fantini, Luke Currier, Marcia Hunt. Nays - None. Abstentions - None. Result: Passed

Other Business

Resolution 3213: Adopting the Anacortes Community Forest Lands Plan

Assistant Parks and Recreation Director Bob Vaux introduced Resolution 3213 that would adopt the Anacortes Community Forest Lands (ACFL) Plan.

Discussion topics included:

- Good step forward for the next five years and thanks to the Forest Board and staff.
- Potential plan adaptation for use and climate change.
- Living document.
- Significant community-based support.
- Aspirational document that needs metrics for accountability and analysis moving forward.
- Analysis of how well we are balancing the community's competing desires for recreational use and conservation.
- Need for additional details on fire safety.
- Thanks for the public feedback.
- Thanks to the organizations who contributed their expertise to the plan (Forest Advisory Board, Friends of the Forest, community scientists, and others).
- The plan is understandable to the average community member.
- The community is invited to enjoy and appreciate the forest lands.
- Well organized document.
- 30-minute review in 1–2 years as to what is working and not working well.
- A potential annual report to the council and public.

Anthony Young moved, seconded by Christine Cleland-McGrath, to approve Resolution 3213 adopting the Anacortes Community Forest Lands Plan as presented. The motion carried unanimously by voice vote.

Ordinance 5029: Anacortes Community Forest Lands

Parks and Recreation Director Jonn Lunsford introduced proposed Ordinance 5029 for the ACFL that would create a new municipal code section (8.10.130) establishing penalties for violating posted restrictions on trail use, or traveling off-trail, within the ACFL and a new municipal code chapter (12.18) governing management of the ACFL, codify the conservation easement program into the municipal code (12.18.100), create standards for later updates to the ACFL plan (12.18.120), and formally adopt the boundaries of, and parcels within the ACFL, referring to a slide presentation that was added to the packet materials for the meeting.

Discussion topics included:

Section 8.10.130

- Trail use enforcement provision would be clarified and codified in this ordinance.
- Anacortes Police Department would respond and enforce any code violations except in the few parcels that are not yet inside city limits.
- Increased summer enforcement with the presence of the School Resource Officer in the ACFL.

- Specific provision for maintaining dogs on a leash is unnecessary, as it is the law throughout the city under [AMC 6.04.100](#).
- More signs about the leash law in the ACFL could be helpful.

Section 12.18 Governing ACFL Management

- AMC 12.18.060 cross-reference error should be AMC 12.18.040.

Section 12.18.100

- The \$2000 fee for conservation easements is the same fee as adopted in 1998, adjusted for inflation.
- Process for handling donations or bequests for conservation easements.
- Some donors are giving well above the \$2000 minimum level.
- Individuals can give to the forest lands outside the conservation easement program through vehicles like the Forest Endowment Fund or toward the purchase of lands that are yet to be acquired.

Section 12.18.120

- Titled the 2025 plan but adopted in 2026. How will this affect the renewal cycle?
- Use of chemical agents to eliminate invasive plants or noxious weeds in the ACFL is a last resort and at the discretion of the Parks Director.

ACFL Boundaries

- 12.18.080(a) management map needs to be constructed by GIS.

Other Items

- Possibly designate areas where drones could be used legally.
- Update the review frequency on the plan.

Mayor Walters invited members of the audience to comment on this agenda item. Public comment was given as follows:

Wim Houppermans of Anacortes and a board member of Evergreen Islands, expressed opposition to capital projects in the ACFL, and proposed limitations on capital projects in the ACFL to the top of Mount Erie and Heart Lake.

Brian Wetcher of Anacortes reminded the council that best available science is the overriding guiding principle of actions taken by the city or the Forest Advisory Board, such as controlling invasive species, and that this principle should guide all decisions regarding city lands and jurisdictions. He also mentioned that the ACFL is next to the airport and the use of drones must at least comply with Federal Aviation Administration regulations.

Mayor Walters noted that the Capital Facilities Plan must include items that are a certain dollar threshold for projects that have a life span of 10 years and that the drone policy articulated only covers takeoff and landing. He then announced that staff would make the adjustments highlighted during the discussion and bring the ordinance back on the regular agenda at the next regular meeting.

Cemetery Fee Update

Mr. Lunsford and Parks and Recreation Administrative Assistant Darby Jordan introduced the proposed fee schedule for green burials and columbarium services at Grand View cemetery, referring to a slide presentation

that was included in the packet materials for the meeting.

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

Discussion topics included:

- Maintenance requirements for the niches, which are the responsibility of the city.
- Funds from these sales are only placed in the cemetery fund.
- Sustainability of this concept over the long term.
- Appreciation for the city's work to provide clear pricing and services to the public, when the private alternative can be far more costly for grieving families.
- Cost of niches covers purchase, installation and insurance against tree fall damage.
- Costs are reasonable when looking at the comparable prices of other local facilities.

Adjournment

There being no further business, at approximately 7:12 pm, the Anacortes City Council meeting of May 4, 2026, was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the May 11, 2026 City Council meeting:
[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
388551	3/13/2026	0018827-IN	NELSON-REISNER DISTRIBUTOR INC	MAINTENANCE SUPPLIES	\$ 1,197.82	dwwtp
388601	3/24/2026	29544493	EWING IRRIGATION PRODUCTS, INC	PARKS MAINTENANCE SUPPLIES	\$ 42.19	parks1
388594	3/26/2026	336310	NORTHSTAR CHEMICAL INC.	PLANT CHEMICALS SODIUM BISULFITE	\$ 3,331.24	dwwtp
388440	3/27/2026	6560755785	VESTIS SERVICES LLC	STA 1 MAT/MOP SERVICE: 4/27	\$ 20.04	medic
388437	4/1/2026	67087	SKAGIT PUBLISHING LLC	PUBLISH AA-729726	\$ 178.64	plan
388588	4/8/2026	200000667101	PUGET SOUND ENERGY INC	LIBRARY 1220 10TH CORRECTED CHARGES JAN-FEB-MAR 2026	\$ 5,451.81	publib
388430	4/11/2026	RE-313-ATB60411158	WASHINGTON STATE DEPARTMENT	R AVE PROJECT CONSTRUCTION ENGINEERING REVIEW	\$ 107.74	pw1
388574	4/15/2026	2026-22	PRECISION TREE SERVICE, INC	SERVICE FOR STREET DEPT	\$ 2,395.80	dshop
388431	4/15/2026	2167	OSBORN CONSULTING, INC	ON-CALL ENGINEERING SERVICES - THROUGH 3/31/26	\$ 2,180.25	pw1
388438	4/15/2026	67346	SKAGIT PUBLISHING LLC	PUBLISH AA-733862	\$ 211.12	plan
388586	4/17/2026	I7284533	HD FOWLER COMPANY INC	WD: INVENTORY RESTOCK	\$ 9,163.56	wdist
388446	4/22/2026	7078	PORT TOWNSEND FOUNDRY LLC	MEMORIAL BENCH PLAQUES	\$ 599.77	parks1
388552	4/23/2026	1592698	LIFE ASSIST, INC	BANDAGES, CABLES, LEADS, SENSORS, LIMB	\$ 1,225.48	medic
388301	4/28/2026	1100008295	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR SOUTH 2026-04-20	\$ 154.00	dwwtp
388302	4/28/2026	27117	INDUSTRIAL RESOURCES, INC.	INTAKE SUPPLY NOZZLE PARTS	\$ 217.20	dwwtp
388416	4/28/2026	300000006951	PUGET SOUND ENERGY INC	STREET LIGHTS: 02/28- 03/31/26	\$ 16,614.08	dshop
388411	4/28/2026	300000290043	PUGET SOUND ENERGY INC	STREET LIGHTS: 03/03- 04/01/26	\$ 10,991.60	dshop
388413	4/28/2026	300000325005	PUGET SOUND ENERGY INC	STREET LIGHTS: 03/07-04/07/26	\$ 138.02	dshop
388412	4/28/2026	300000340004	PUGET SOUND ENERGY INC	STREET LIGHTS: 03/31- 04/28/26	\$ 56.20	dshop
388448	4/28/2026	30040757	EWING IRRIGATION PRODUCTS, INC	PARKS IRRIGATION MAINTENANCE	\$ 59.50	parks1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
388357	4/28/2026	360-293-4900-0912865	ZIPLY FIBER	APD BAC LINE 4/28-5/27/26	\$ 107.07	apd
388398	4/28/2026	360-299-0973-1017915	ZIPLY FIBER	WWTP 4/28-5/27/26	\$ 551.73	dwwtp
388580	4/28/2026	360-299-2484-0726025	ZIPLY FIBER	LIBRARY PHONE 4/28-5/27/26	\$ 75.30	publib
388423	4/28/2026	360-299-3674-0214175	ZIPLY FIBER	OPS PHONE LINE: 04/28-05/27/26	\$ 91.13	dshop
388358	4/28/2026	360-299-6615-0615165	ZIPLY FIBER	APD 911 LINE 4/28-5/27/26	\$ 96.93	apd
388575	4/28/2026	40094	RC MOWERS	PART FOR EQUIP #715	\$ 95.00	dshop
388583	4/28/2026	508785803	MIDWEST TAPE, LLC.	DVDS FOR COLLECTION	\$ 24.11	publib
388441	4/28/2026	6560756535	VESTIS SERVICES LLC	STA 2 MAT/MOP SERVICE: 4/28	\$ 16.33	medic
388445	4/28/2026	7471360618	CARDINAL HEALTH 110, INC.	PHARMA: DILTIAZEM, CALCIUM GLUC.	\$ 839.72	medic
388394	4/28/2026	9896099901	GRAINGER	MAINTENANCE SUPPLIES - INCINERATOR	\$ 115.97	dwwtp
388432	4/28/2026	CIV-3162	HAMLIN UNIVERSITY	ADOPT-A-DRAIN PROGRAM	\$ 3,267.00	pw1
388401	4/29/2026	102959	SKAGIT FARMERS SUPPLY	ETHANOL FREE UNLEADED @ 18.136 GAL	\$ 106.98	dwtpt
388439	4/29/2026	1068	MESA PRODUCTS, INC.	WD: SKAGIT RIVER DEEP WELL JUNCTION BOX	\$ 1,783.91	dwtpt
388360	4/29/2026	1100008412	EUROFINS ENVIRONMENT TESTING	LAB TESTING - SIDE STREAM MONTHLY	\$ 45.00	dwwtp
388393	4/29/2026	1100008414	EUROFINS ENVIRONMENT TESTING	LAB TESTING - INFLUENT MONTHLY	\$ 45.00	dwwtp
388442	4/29/2026	2111651	LIFE ASSIST, INC	EXAM GLOVES, MAD DEVICE, CLEARLINK.	\$ 1,672.38	medic
388403	4/30/2026	1100008625	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TOC 2026-04-27	\$ 144.00	dwtpt
388400	4/30/2026	1100008653	EUROFINS ENVIRONMENT TESTING	LAB TESTING - EFFLUENT ANNUAL	\$ 1,240.00	dwwtp
388597	4/30/2026	11922138	LANGUAGE LINE SERVICES, INC	TELEPHONE INTERPRETER SERVICES	\$ 33.92	court
388587	4/30/2026	15139	PETDATA, INC	PETDATA LICENSING FEES APRIL	\$ 500.00	finance
388577	4/30/2026	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 4/2-4/30/26	\$ 19.86	publib
388579	4/30/2026	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 4/2-4/30/26	\$ 34.27	publib
388426	4/30/2026	220025931985	PUGET SOUND ENERGY INC	CHERRY LN & ORCHARD AVE ST LIGHTS: 04/02- 04/30/26	\$ 13.42	dshop
388428	4/30/2026	220030712800	PUGET SOUND ENERGY INC	STREET LIGHTS: 04/02- 04/30/26	\$ 8.73	dshop

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
388573	4/30/2026	358877	LAKESIDE INDUSTRIES, INC.	SUPPLIES FOR FACILITIES	\$ 2,017.74	dshop
388567	4/30/2026	397378A	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 152.00	pwfac
388566	4/30/2026	56469550	LINDE GAS & EQUIPMENT INC.	CYLINDER RENTAL	\$ 459.36	dwwtp
388561	4/30/2026	6560757914	VESTIS SERVICES LLC	APD NYLON MATS CLEANED	\$ 16.34	apd
388397	4/30/2026	9898927356	GRAINGER	MAINTENANCE SUPPLIES	\$ 45.90	dwwtp
388569	4/30/2026	CL10847	NELSON-REISNER DISTRIBUTOR INC	VEHICLE FUEL - APRIL	\$ 42,883.63	finance
388395	4/30/2026	INV-008334	DEPARTMENT OF ECOLOGY	A AVE LANDFILL ECY-025577 CLEANUP SITE ID 1771	\$ 1,167.13	finance
388402	4/30/2026	INV-6060756	UNITED SITE SERVICES, INC	PENN AVE PORTA POTTY 4/1/26 - 4/30/26	\$ 210.25	dwwtp
388422	4/30/2026	PST26-436	PUBLIC SAFETY TESTING, INC	WRITTEN EXAM FOR POLICE SERGEANT/CORPORAL PROMOTIONAL TESTING	\$ 2,125.00	hr
388359	4/30/2026	RemibDotzauer	DOTZAUER, TRAVIS	UNIFORM BOOT; OFC DOTZAUER	\$ 106.72	apd
388435	5/1/2026	03188	SKAGIT COUNTY SHERIFF'S OFFICE	APRIL JAIL TAX PAYMENT PER CONTRACT	\$ 78,739.81	finance
388429	5/1/2026	0426	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - APRIL 2026	\$ 930.00	pkrec
388424	5/1/2026	101	BREAKTHROUGH PSYCHOLOGY PLLC	POLICE DEPARTMENT EMPLOYEE MENTAL WELLNESS PROGRAM - JAN-APRIL 2026	\$ 3,100.00	apd
388443	5/1/2026	10624	PORT OF ANACORTES	ELECTRICITY & ENVIRONMENTAL FOR MARINE	\$ 17.00	medic
388406	5/1/2026	1100008664	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT FINISHED 2026-04-27	\$ 22.00	dwwtp
388405	5/1/2026	1100008665	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR NORTH 2026-04-27	\$ 154.00	dwwtp
388578	5/1/2026	1100008684	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT RAW 2026-04-20	\$ 59.00	dwwtp
388407	5/1/2026	1100008687	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT FINISHED 2026-04-20	\$ 22.00	dwwtp
388408	5/1/2026	1301	BE ENTERPRISES LLC	PUBLIC RESTROOM MAINTENANCE CONTRACT 2026 I TAC RESTROOMS	\$ 1,755.60	plan
388425	5/1/2026	1302	BE ENTERPRISES LLC	2026 WTP JANITORIAL SERVICES - APRIL 2026	\$ 1,120.00	dwwtp
388427	5/1/2026	1303	BE ENTERPRISES LLC	2026 JANITORIAL SERVICES - APRIL 2026	\$ 14,022.25	pw1

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
388447	5/1/2026	154060	VENTEK INTERNATIONAL	WA PARK PAYSTATION MONITORING	\$ 294.03	parks1
388576	5/1/2026	16225	HUGHES FIRE EQUIPMENT, INC.	PARTS FOR VEHICLE #220	\$ 3,409.54	dshop
388559	5/1/2026	1962	FIDALGO CLEANING	APD CLEANING & SUPPLIES 4/20-5/3/26	\$ 905.00	apd
388409	5/1/2026	2026.LTAC.Tulips	SKAGIT VALLEY TULIP FESTIVAL	REIMBURSEMENT REQUEST FOR SKAGIT VALLEY TULIP FEST	\$ 7,500.00	plan
388433	5/1/2026	21-043-FIN-001	ANACORTES FAMILY CENTER	APRIL AFFORDABLE HOUSING TAX PAYMENT	\$ 23,183.93	finance
388434	5/1/2026	21-247-FIN-001	ANACORTES HOUSING AUTHORITY	APRIL AFFORDABLE HOUSING TAX PAYMENT	\$ 23,183.93	finance
388415	5/1/2026	23-016-FAC-0011	BLYTHE MECHANICAL, INC	RETAINAGE RELEASE - 2024 TERM	\$ 5,753.00	pw1
388419	5/1/2026	25-289-PRK-0011	SIGNATURE TREE SERVICE	RETAINAGE RELEASE	\$ 132.50	pw1
388421	5/1/2026	26-038-FAC-0011	COMMERCIAL FIRE PROTECTION INC	RETAINAGE RELEASE	\$ 33.70	pw1
388556	5/1/2026	292	THRIFTY CLEANERS	UNIFORM CLEANING; APRIL 2026	\$ 285.83	apd
388555	5/1/2026	3842	OAB ENGINEERING, LLC	29-3 NETWORK DATA SERVICE: MAY	\$ 150.00	medic
388404	5/1/2026	41681	SHIFTNOTE, LLC	SHIFTNOTE DAILY LOG: 5/1/26 - 7/31/26	\$ 122.30	dwtpt
388563	5/1/2026	5073164717	RICOH USA, INC	S/N C86146548 APD PATROL OFFICE 2/1-4/30/26	\$ 192.33	apd
388562	5/1/2026	5073164830	RICOH USA, INC	S/N C86138599 APD FRONT OFFICE COPIES 4/1-4/30/26	\$ 31.00	apd
388410	5/1/2026	6560757919	VESTIS SERVICES LLC	OPS & PARKS LAUNDRY SERVICE	\$ 80.53	dshop
388571	5/1/2026	7787	LISTEN AUDIOLOGY SERVICES INC	HEARING CHECKS FOR EMPLOYEES	\$ 1,632.00	dwwtp
388582	5/1/2026	995375	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE PO 26-145	\$ 7,765.60	dwtpt
388553	5/1/2026	APRIL 2026	THE HUMANE SOCIETY OF	ABANDONED ANIMALS - APRIL 2026	\$ 200.00	apd
388591	5/1/2026	Cogent-260501	COGENT COMMUNICATIONS, LLC	BACKUP INTERNET, MAY 2026	\$ 3,717.47	fiber
388560	5/2/2026	00005W5A83186	UNITED PARCEL SERVICE, INC	UPS SHIPPING; WEEK ENDING 5-2-26	\$ 45.79	apd
388558	5/4/2026	11177-1	ANACORTES TOWING, LLC	TOWING; APD CASE 26-A02396	\$ 182.95	apd
388557	5/4/2026	11177-2	ANACORTES TOWING, LLC	TOWING; APD CASE 26-A02400	\$ 176.42	apd
388436	5/4/2026	2026-04	GDIXONLAW	PUB DEFENSE CONFLICT APRIL	\$ 2,712.80	pubdef

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
388550	5/4/2026	2113960	LIFE ASSIST, INC	SPONGES, BATTERIES, GLUCOMETERS	\$ 451.43	medic
388585	5/4/2026	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 4/4/26 - 5/1/26	\$ 7,402.33	dwtp
388449	5/5/2026	064224	REECE, STORMIE	DEPOT MONTHLY JANITORIAL	\$ 1,342.00	parks1
388584	5/5/2026	1100008798	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT RAW 2026-04-27	\$ 70.00	dwtp
388581	5/5/2026	2214745	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS FOR COLLECTION	\$ 93.63	publib
388592	5/5/2026	5073164832	RICOH USA, INC	S/N C86111692 ENG 2/1-4/30/26	\$ 15.69	finance
388593	5/5/2026	5073165022	RICOH USA, INC	S/N C86180481 PARKS 2/1-4/30/26	\$ 14.40	finance
388568	5/5/2026	6040126	UTILITIES UNDERGROUND LOCATION	APRIL LOCATE TICKETS	\$ 266.34	dshop
388564	5/5/2026	6560758644	VESTIS SERVICES LLC	STA 3 MAT/MOP SERVICE: 5/1	\$ 16.34	medic
388572	5/5/2026	APR 26	THE LAW OFFICE OF	PROS ATTY SERVICES	\$ 12,500.00	attorney
	Total				\$ 318,252.36	



City Council Agenda Bill

May 11, 2026

Action Type: Motion

Item: 5.c.

Title: Special Event: Anacortes Arts Festival

Staff Contact(s): Stephanie Snyder, John Coleman

Approved for Submittal to Council by:

Stephanie Snyder

John Coleman

Summary: The 2026 Anacortes Arts Festival, scheduled for July 31 – August 2, is hosting its 65th year as a cornerstone of the Anacortes Creative District. Occupying the heart of downtown from 2nd to 10th Street, the three-day festival hosts over 220 booth artisans and attracts an average of 80,000 visitors. As a non-profit 501(c)(3) organization, the festival's mission is to support artists and art programs on Fidalgo Island by providing a free community event that includes a high-end juried fine art show at the Depot Arts Center, two stages of live entertainment, and a dedicated youth discovery area. The event serves as a vital economic and cultural driver for the City of Anacortes, funding art education and public art projects that enrich the local creative economy throughout the year.

Budget Impact:

The Anacortes Creative District is receiving \$20,000 in funding from LTAC, aka our Tourism Promotion Fund in 2026. Not all of this funding is used for the Arts Festival event, however some promotional funds from this contract can be expected to be utilized for promotion of the 2026 Anacortes Arts Festival.

Previous Action: Approved in 2025

Recommended Motion: Approve

Alternative Actions:

Attachments (listed in order presented):

1. AAF.2026. CCPacket
2. AAF 2026 Street Map



Special Event Application Processing

Administrator adds this event to the City Council agenda, creates the agenda bill, downloads the reviewed application and any attachments using the link in the email, and uploads those attachments in CivicClerk to go into the City Council packet.

View Anacortes Municipal Code Chapter 7.04, Special Events

Application

Application Date *

4/20/2026

Event Name *

Anacortes Arts Festival

Event Type

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

Applicant/Organization Name *

Anacortes Arts Festival

Mailing Address *

505 O Avenue

Event Contact Person *

Meredith McIlmoyle

Event Contact Email *

aafdirector@anacortesartsfestival.com

Event Contact Phone *

360-293-6211

Event Website

www.anacortesartsfestival.com

Estimated Number of Participants/Attendees ***Event Description ***

The 2026 Anacortes Arts Festival, scheduled for July 31 – August 2, is a premier regional event celebrating its 65th year as a cornerstone of the Anacortes Creative District. Occupying the heart of downtown from 2nd to 10th Street, the three-day festival hosts over 220 booth artisans and attracts an average of 80,000 visitors. As a non-profit 501(c)(3) organization, the festival's mission is to support artists and art programs on Fidalgo Island by providing a free community event that includes a high-end juried fine art show at the Depot Arts Center, two stages of live entertainment, and a dedicated youth discovery area. The event serves as a vital economic and cultural driver for the City of Anacortes, funding art education and public art projects that enrich the local creative economy throughout the year.

Will food vendors participate in this event? *

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

☒ Yes ☐ No

Date Event Starts ***Time Event Starts *** ▼**Date Event Ends *****Time Event Ends *** ▼**Does the event require a street closure? ***

☒ Yes
☐ No

Date Street Closure Starts *

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

Time Street Closure Starts * ▼**Date Street Closure Ends *****Time Street Closure Ends *** ▼**Event Location ***

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

Commercial Avenue, 2nd Street through 10th Street
All side streets from O Avenue to Q Avenue, with fire lanes open per Fire Chief

Parking Location

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

City lots are requested for handicapped parking.

Event Map (optional)

Upload one or more maps of the event

Upload

2026 Street Map.pdf 921.67KB

Indemnification Agreement*

Upload scan of SIGNED indemnification agreement

Upload

2026-04-20 14-32.pdf 511.84KB

Download the Indemnification Agreement [here](#).

Signage

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

Insurance

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

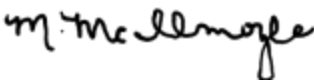
Electronic Signature Agreement

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

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

☒ Yes

Signature



Admin Review

Council Meeting Date *

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

5/11/2026

Staff Review Deadline *

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

5/4/2026

Administrator comments and conditions of approval

Will schedule city meeting for planning with the Anacortes Arts Festival Mid- to End of May with PW, PCED, AFD, APD, and Waste Management. Will need to schedule a pre-check safety walk through of event on July 31 at 8:00am, with all depts except Waste Management.

Insurance Certificate

Upload

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

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

Please ensure that they have insurance requirements as outlined in the attached document provided no later than 30 days prior to the event. Please also ensure they have a traffic control plan that includes certified flaggers.

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

regular police patrols

Police Department concerns, objections, or conditions of approval *

None

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

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

None

Departmental attachments

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

Upload

Insurance Requirements - Special Event.pdf

113.47KB

Comments

2000 characters left

Council Packet Complete

Cancel Application



Commercial Avenue

2025



Festival Areas

Road

Closed **Large Road**
Closed Signs

 Closed Signs

  Standard Barricades


Portable Restrooms
Trash & Recycling

Temp Stop Signs

**NO
PARKING
IN PINK
AREA!!**

Fine Art Show
Depot Arts Center

All one way traffic routed down alley

One Way Road Signs

**NO
PARKING
IN PINK
AREA!!**

"O" Avenue

"Q" Avenue

"R" Avenue

Revised July 1, 2025



City Council Agenda Bill

May 11, 2026

Action Type: Presentation

Item: 6.a.

Title: Anacortes Arts Commission Update

Staff Contact(s): Jonn Lunsford

Approved for Submittal to Council by:

Greg Francioch

Jonn Lunsford

Summary: The Anacortes Arts Commission was formed in 2005 by City Council ([Ordinance 2716](#)) to promote public art and activities in the city. The Commission has successfully added numerous pieces of public art around Anacortes and collaborates with the Anacortes Arts Festival and other organizations to promote activities for artists of all ages.

Budget Impact:

none

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Anacortes Arts Commission Overview 05112026



Anacortes Arts Commission

Cultivating a vibrant cultural vision and supporting artistic excellence for the
Fidalgo and Guemes Island communities.



Mission & Origins

FORMED BY CITY COUNCIL IN 2005

- maintain and promote public art
- acquire and place public art
- support artists, arts organizations and art educators
- advise the City in matters pertaining to public arts and culture

Projects & Initiatives

BRINGING ART TO THE STREETS

The Anacortes Arts Commission is a city-run body operating under the **Anacortes Parks & Recreation** department.

Outreach in the Community



Paint Your Grandma



Wonderland Walk

Public art placed by the Commission



Aerie



New Eyes

Collaboration with Anacortes Arts Festival



How Much Longer



Running

Public Art Collection

Anacortes boasts a rich tapestry of public art that defines its maritime character. The Commission manages an **Interactive Public Art Map**, guiding visitors through every sculpture and mural in town.

anacorteswa.gov/1109/Arts-Commission

Leaking Vase



Current Projects

OPPORTUNITIES FOR CREATORS

98221 Gallery at City Hall



Located in the main hallway and Council Chambers of City Hall, this juried gallery features rotating exhibitions from local artists residing in the 98221 zip code.

It provides a platform for both emerging and established voices, turning civic spaces into vibrant cultural hubs.

98221 Gallery Show
SUMMER/FALL 2026

Eligibility: Local 98221 residents

Deadline: May 15, 2026

Exhibit: June 2026 – Nov 2026

Madrona Grove



Located behind the Depot Arts Center, this juried sculpture collection runs for 18 months and features artists from across the state of Washington.

A special thank you to this show's sponsor-
Nate Scott and Windermere.

Madrona Grove
Summer 2026-Winter 2027

Eligibility: Washington State

Deadline: May 30, 2026

Stipend: \$500

Piano-cortes



Local artists are selected to transform donated pianos into unique works of art, often completing their painting live during the annual Anacortes Arts Festival.

At the end of the season, the pianos are often auctioned off, with proceeds benefiting local youth music and art programs within the [Anacortes School District](#).

2026 Piano-cortes

SUMMER 2026

Exhibit: August 2026 – October 2026

Get Involved with the Commission



Join the Commission: Apply for board positions to help shape the city's cultural policy and public art acquisition strategies.



Monthly Meetings: Attend public sessions held at City Hall to stay informed about upcoming creative projects and budget allocations, held the second Wednesday of each month at 4pm.



First Friday Art Walks: Participate in local art walks and gallery openings to support the community's thriving artistic ecosystem.

THANK YOU

Questions?

Anacortes Arts Commission

P.O. Box 547, Anacortes, WA 98221

360-293-1918 | Parks & Recreation Office

www.anacorteswa.gov/1109/Arts-Commission



City Council Agenda Bill

May 11, 2026

Action Type: Ordinance

Item: 6.b.

Title: Ordinance 5030: Arts Commission

Staff Contact(s): Jonn Lunsford

Approved for Submittal to Council by:

Greg Francioch
Jonn Lunsford
Steve Hogleund
Darcy Swetnam

Summary: This is a non-regulatory ordinance. [Ordinance 2716](#) was originally passed in 2005, establishing the Arts Commission but was never codified. Ordinance 5030 readopts this in a format to be codified.

Budget Impact:

none

Previous Action: Ordinance 2716 was passed by City Council in 2005 establishing the Arts Commission.

Recommended Motion: Approve Ordinance 5030 as presented.

Alternative Actions: Request more time for review.

Attachments (listed in order presented):

1. 260511 - Ord 5030 Arts Commission
2. Arts Commission Ordinance 5030 Presentation

Ordinance 5030

An Ordinance Creating Chapter 2.51 in the Anacortes Municipal Code regarding the Anacortes Arts Commission

Whereas the City of Anacortes created the Anacortes Arts Commission on July 18, 2005, via Ordinance 2716;

Whereas the Anacortes Arts Commission acts as an advisory board to the City Council regarding public arts and culture and strives to support excellence, vitality, diversity, and accessibility of the arts in the Anacortes Community;

Whereas the City Council now wishes to create a new Chapter 2.51 in the Anacortes Municipal Code to clarify the roles and responsibilities of the Anacortes Arts Commission;

Now, therefore, the City Council does ordain as follows:

Section 1. The Anacortes Municipal Code is amended as shown in Exhibit A.

Section 2. Authority to Make Necessary Corrections. The City Clerk and the codifier of this Ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener's clerical errors, references, ordinance numbers, section/subsection numbers and any references thereto.

Section 3. Severability. The various parts, sections, and clauses of this ordinance are hereby declared to be severable. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision must not affect the validity of the remaining parts of this ordinance.

Section 4. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage, approval, and publication.

ADOPTED by the City Council of the City of Anacortes this ____ day of _____, 2026.

CITY OF ANACORTES:

Ryan Walters, Mayor

Attest:

Steven D. Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Exhibit A Chapter 2.51 Anacortes Arts Commission

2.51.010 Establishment - Purpose	3
2.51.020 Commission Structure - Membership.....	3
2.51.030 Commission Term.....	4
2.51.040 Duties and Responsibilities	4
2.51.050 Meetings.....	4
2.51.060 Procedures.....	5
2.51.070 Budget	5
2.51.080 Municipal Arts Fund.....	5
2.51.090 Annual Plan	5
2.51.100 Authority to Accept Donations	5
2.51.110 Artwork Placement.....	5

Chapter 2.51 Arts Commission

2.51.010 Establishment - Purpose

The Anacortes Arts Commission is established to advise and support the City in matters pertaining to public arts and culture. The Arts Commission supports excellence, vitality, diversity, and accessibility of the arts as essential to the quality of life for all community members by acquiring, placing, and maintaining public arts.

2.51.020 Commission Structure - Membership

- A. The Mayor will appoint Commissioners per RCW Chapter 35A.12.
- B. The Commission is an advisory body with seven appointed Commissioners. A majority of members will be Anacortes residents. In addition to the above members, the Commission may include one non-voting member who is a student in the Anacortes School District at the time of appointment and throughout the term of his/her office.
- C. The Commission will elect commission officers, which will include a chairperson, vice-chairperson, and secretary who will serve for at least one year. It will be a working Commission

2.51.030 Commission Term

Commissioners will be appointed for three-year terms. Any student member will serve a term of one year.

2.51.040 Duties and Responsibilities

The Commission is responsible for:

- A. Developing strong relationships with the City of Anacortes, including the Mayor, City Councilmembers and City department representatives, serving as a consultative resource on matters of aesthetic and artistic importance.
- B. Representing the City in art matters in cooperative arrangements with other government agencies and private organizations, as authorized by the City.
- C. Identifying and recommending potential locations for public art and prescribing procedures for the selection, acquisition, and display of such art and overseeing the process of selection and placement of public art.
- D. Working cooperatively with other area arts organizations in assimilating information about arts activities and events.
- E. Encouraging education, innovation, and community participation in visual, literary, and performing arts.
- F. Actively working to promote fundraising and coordination of donations for public art projects.
- G. Maintaining an inventory of public art and providing advice for the oversight and maintenance of items on the inventory.

2.51.050 Meetings

- A. All Commission meetings will be open to the public and will comply with the Washington Open Public Meetings Act.
- B. The Commission will hold regular meetings at least once per quarter.
- C. A majority of all the members of the Commission will constitute a quorum at a regular or special meeting.
- D. Approved minutes will be available to the public.

2.51.060 Procedures

The Commission will establish its own procedures and rules for the transaction of its business.

2.51.070 Budget

The Anacortes Arts Commission operational budget is a sub-category of the Parks and Recreation Department budget. The Parks and Recreation Department will provide limited administrative and staff support for the Commission.

2.51.080 Municipal Arts Fund

In addition to an operational budget, there will be established and maintained a special fund entitled "The Municipal Arts Fund" into which all funds will be deposited that are appropriated by or received by the City from whatever source for the purpose of acquisition of or otherwise providing for the advancement of visual, literary and performing arts within the City, including federal, state, and municipal funds, or funds from private individuals or agencies or any other funds which the City may receive or come into possession of from time to time.

2.51.090 Annual Plan

The Commission will develop an annual plan describing the projects to be initiated by the Commission and funded through the Municipal Arts Fund. The plan will be transmitted to the Mayor who will present the plan to City Council. The Council will review the plan to be approved for spending authority as part of the normal budget process each year.

2.51.100 Authority to Accept Donations

The City may receive offers of donations of artwork or funds for public art consistent with Chapter 3.10 AMC. Potential donors will be referred to the Commission to discuss the nature of the gift and for review and approval. The Commission will recommend consideration or rejection of the offer and make a site recommendation if applicable. All financial gifts, bequests, and artwork donations must be accepted by the City Council on the City's behalf.

2.51.110 Artwork Placement

No works of art financed or installed either wholly or in part with the Municipal Art Fund or grants procured by the City may be installed on privately owned property without a written agreement between the City and the owner specifying the proprietary interests in the work of art and any other provisions deemed necessary or desirable by the City Attorney. In addition, such written agreements shall specify that the private property owner will assure the following:

- A. The installation of the artwork will be done in a manner which will protect the work of art and the public;
- B. The work of art will be maintained in good condition; and

C. Insurance and indemnification will be provided as required by the agreement.



Anacortes Arts Commission

Ordinance 5030



Updates

2.51.020: Student as a non-voting member

2.51.080: Municipal Arts Fund



THANK YOU

Questions?



City Council Agenda Bill

May 11, 2026

Action Type: Ordinance

Item: 6.c.

Title: Ordinance 5029: Anacortes Community Forest Lands

Staff Contact(s): Jonn Lunsford

Approved for Submittal to Council by:

Jonn Lunsford
Steve Hoglund
Darcy Swetnam

Summary: This is the second read of Ordinance 5029. Edits have been added based on City Council edits and public comments from the first read of the Ordinance at the May 4th City Council meeting.

Budget Impact:

None

Previous Action: The City Council reviewed the proposed Ordinance at the [May 4th meeting](#). Council members made suggested edits to the Ordinance and took public comments.

Recommended Motion: Move to approve Ordinance 5029 as presented.

Alternative Actions: Request more edits from staff.

Attachments (listed in order presented):

1. Ordinance 5029 Adopting ACFL Chapter Updated 05.07.2026
2. Exhibit B ACFL Parcel Map (1)
3. Ordinance 5029 for Council Presentation

Ordinance No. 5029

An Ordinance Amending AMC Chapter 8.10 and Adopting New AMC Chapter 12.18 Regarding the Anacortes Community Forest Lands

Whereas the City of Anacortes owns approximately 3,000 acres of forest lands, much of which is protected by conservation easement, and is collectively managed as the “Anacortes Community Forest Lands” (the “ACFL”);

Whereas the size of the ACFL, as well as the processes and policies for management and protection of the ACFL have evolved to become more formal over time;

Whereas [Ordinance 1358](#) (1964) established Cranberry Park;

Whereas [Resolution 663](#) (1981) adopted the first ACFL management plan and established a Forest Advisory Committee (later retitled as a board);

Whereas [Resolution 1039](#) (1989) adopted a Comprehensive Trail Plan;

Whereas [Resolution 1335](#) (1994) dedicated the John M Morrison Natural Park Area;

Whereas [Resolution 1492](#) (1998) established the ACFL conservation easement program with exhibits that include deed language, but the program was never codified;

Whereas [Resolution 1680](#) adopted the Heart Lake management plan;

Whereas [Ordinance 2331](#) (1994) adopted the 1991 ACFL Management Plan;

Whereas [Ordinance 2644](#) (2004) regulates right-of-way abutting the ACFL but was not codified;

Whereas Resolution 3076 (2022) adopted new conservation easement language and replaced Resolution 1492;

Whereas Ordinance 5019 (2026) adopted and codified the ACFL Advisory Board;

Whereas Resolution 3213 (2026) adopted a new ACFL Management Plan for 2026-2031;

Whereas the City Council desires to formalize processes for designation of the ACFL, ensure universal clarity over what areas of the ACFL are protected by conservation easement, and provide for enforceable rules for conduct within the ACFL;

Whereas the City Council desires the ability to manage all portions of the ACFL as incorporated areas of the City of Anacortes;

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

- Section 1. Resolution 1039 establishing a Comprehensive Trail Plan is repealed.
- Section 2. Ordinance 2644 regulating rights of way adjacent to the ACFL is repealed.
- Section 3. Anacortes Municipal Code Chapter 8.10 is amended, and new chapter 12.18 is adopted, as shown in Exhibit A.
- Section 4. The parcels shown on the map of the ACFL attached as Exhibit B are designated as part of the ACFL pursuant to newly adopted AMC 12.18.040.
- Section 5. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage and publication.

PASSED and APPROVED this ____ day of _____, 2026.

CITY OF ANACORTES:

Ryan Walters, Mayor

Attest:

Steven D Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Exhibit A

Chapter 8.10 Parks and the Anacortes Community Forest Lands	4
<i>New section</i> 8.10.010 Applicability	4
8.10.020 Definitions	4
8.10.030 Park and ACFL hours.	4
8.10.040 Alcoholic beverages.....	4
8.10.060 Smoking and vaping.	4
8.10.080 Fires	4
8.10.100 Fireworks	4
8.10.120 Camping.....	4
<i>New section</i> 8.10.130 Trail Use	5
<i>New section</i> 8.10.140 Aircraft in the ACFL.....	5
Chapter 12.18 Anacortes Community Forest Lands	6
12.18.020 Purpose	6
12.18.030 Definitions.....	6
12.18.040 Designation.....	6
12.18.060 Acquisition and Incorporation.....	6
12.18.080 Mapping	7
12.18.100 Conservation Easement Program	7
12.18.120 ACFL Management Plan	8
12.18.140 ACFL Protection Standards.	9

Chapter 8.10 Parks and the Anacortes Community Forest Lands

New section 8.10.010 Applicability

This chapter applies to those portions of the ACFL or city parks that are within the municipal boundaries of the City of Anacortes.

8.10.020 Definitions

The definitions in this section apply to the entire chapter.

“Anacortes Community Forest Lands” or “ACFL” means that area of the forestlands designated by the City Council by AMC 12.18.040, not including Washington Park.

“City park” means a piece of real property owned by the city and designated as a park by the city comprehensive plan and denoted with appropriate signage.

“Smoke” or “smoking” means the carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment.

“Vape” or “vaping” means the use of a vapor product, or the act of inhaling/exhaling the vapor or aerosol from a vapor product, as defined in Chapter 70.345 RCW.

8.10.030 Park and ACFL hours.

No change.

8.10.040 Alcoholic beverages.

No change.

8.10.060 Smoking and vaping.

No change.

8.10.080 Fires.

No change.

8.10.100 Fireworks.

No change.

8.10.120 Camping.

No change.

New section 8.10.130 Trail Use

A. Without prior written permission of the director of the Parks and Recreation Department:

1. It is unlawful to travel off of officially designated trails.

2. It is unlawful to fail to abide by a prominently posted restriction on the public use of trails within City parks or the Anacortes Community Forest Lands.
- B. The director of the Parks and Recreation Department is authorized to post restrictions on the use of trails consistent with the parks element of the Comprehensive Plan or the ACFL Plan.
- C. A person who violates this section is subject to a class 3 civil infraction per Chapter 7.80 RCW, carrying a maximum penalty and default amount of \$50.00, not including statutory assessments.
- D. A person who violates this section more than twice in a one-year period is subject to a class 2 civil infraction per Chapter 7.80 RCW, carrying a maximum penalty and default amount of \$125.00, not including statutory assessments.

New section 8.10.140 Aircraft in the ACFL

- A. It is unlawful to operate any aircraft to land on or take off from any body of water or land area within the ACFL.
- B. This section does not apply to:
 1. official aircraft used in the performance of search and rescue missions, medical emergencies, law enforcement activities, emergency evacuations, or firefighting activities;
 2. cases where the director of Parks and Recreation specifically authorizes such landings or take offs, in writing;
 3. individuals paragliding or hang gliding from Mount Erie.
- C. A person who violates this section is subject to a class 2 civil infraction per Chapter 7.80 RCW.

Chapter 12.18 Anacortes Community Forest Lands

12.18.020 Purpose

- A. As adopted in the 2009 ACFL Plan, the City Council has declared the twin purposes of the Anacortes Community Forest Lands (“ACFL”) are to “conserve and enhance the unique environmental habitat within the ACFL while maintaining recreational opportunities for local residents.”
- B. The conservation easements that encumber much of the ACFL state that “the Property will be retained forever predominantly in its natural, scenic, forested condition and to prevent any use of the Property that significantly impairs or interferes with the conservation values of the Property” and that the City “intends that the Easement will confine use of the Property to such activities (including, without limitation, those involving public recreation) as are consistent with the purpose of the Easement.”

12.18.030 Definitions

“Anacortes Community Forest Lands” or “ACFL” is the real property designated as the Anacortes Community Forest Lands by AMC 12.18.060.

“Development” has the same meaning established in AMC 19.12.020.

12.18.040 Designation

- A. **Existing Designations.** Those lands acquired over the years and incorporated into the ACFL prior to initial adoption of this chapter constitute the Anacortes Community Forest Lands.
- B. **Modifications.** The City Council may by resolution, designate, or de-designate parcels as part of the ACFL, but may not de-designate parcels that are encumbered by ACFL conservation easements or other relevant deed restriction. Modifications to the ACFL must be timely reflected on the management map established in AMC 12.18.080.

12.18.060 Acquisition and Incorporation

- A. The City may acquire additional parcels and add those parcels to the ACFL through the process in AMC 12.18.040.
- B. The City should add new ACFL parcels to its Urban Growth Area and incorporate them into its municipal boundary.

12.18.080 Mapping

- A. **Management map.** The City Geographic Information Systems office must maintain an interactive, publicly available online map of the ACFL containing the location of all of the following features and facilities within the ACFL:
 - 1. ACFL boundaries;
 - 2. ACFL management areas;
 - 3. parcels encumbered by ACFL conservation easements with identification of Auditor's File Number for each easement;
 - 4. streets, roads, and maintenance and emergency vehicle routes;
 - 5. public access routes;
 - 6. public utility facilities;
 - 7. trails, including trail access restrictions as adopted in the ACFL Plan.
- B. **Public-use maps.** The Parks Department must make trail maps, intended to meet the needs of ACFL users, available to the public.

12.18.100 Conservation Easement Program

- A. **Purpose.** The City has established a Conservation Easement program to protect the Anacortes Community Forest Lands in perpetuity and to help provide funding for the Community Forestlands Management Fund established in AMC Chapter 3.32. The provisions of this section supersede any conflicting provision of Resolution 1492 that initially adopted the conservation easement program.
- B. **Donations.** Consistent with AMC 3.10.030, the City may accept donations to the Community Forest Land Management Fund in support of the Conservation Easement Program.
- C. **Conservation easements.** The City will execute a conservation easement against one acre of the Anacortes Community Forest Lands for each \$2,000 it receives in donations to the program.
- D. **Conservation partner.** Each conservation easement executed under this program must name Skagit Land Trust as the grantee.
- E. **Form of easement.** Conservation easements executed pursuant to this program must be in a substantially similar form to that adopted in Exhibit B to Resolution 3076 or as subsequently approved by the City Council.

12.18.120 ACFL Management Plan

- A. The City will maintain and regularly update a management plan for the Anacortes Community Forest Lands. The management plan replaces any previously adopted comprehensive plan or master plan for the ACFL.
- B. **Contents.** The management plan must contain:
 - 1. A history of the ACFL, additions to the ACFL, logging of the ACFL, management of the ACFL, including citations to relevant City Council resolutions, ordinances, or municipal code sections regarding the ACFL.
 - 2. A description of the existing conditions of the ACFL, its existing public use, and the management programs in place.
 - 3. A description of the constraints on each portion of the ACFL. Such constraints may include deed restrictions, conservation easements, critical areas requirements, other city code requirements, and relevant City Council directives, resolutions, or ordinances.
 - 4. Goals and policies for City management of the ACFL.
 - a. **Goals and Objectives.** Descriptions of the specific management objectives necessary in each of the designated management areas.
 - b. **Management Actions.** Descriptions of the actions, programs, and policies to be implemented to achieve the plan goals and objectives.
 - 5. An identification of the allowed uses for each trail.
 - 6. A fire protection section that describes how ongoing management will incorporate wildfire prevention and how the City will respond to fire events.
- C. **Update schedule.** The ACFL Management Plan should be updated at least every five years, starting after the plan adopted in 2026 with the next update to be adopted in 2031.
- D. **Adoption.** Updates to the ACFL Management Plan may be adopted by the City Council only after broadly soliciting public participation, including review by and recommendation from the Community Forest Lands Advisory Board, a 30-day public comment period, and a public hearing before the City Council.

12.18.140 ACFL Protection Standards.

- A. **Prohibited Developments and Uses.** Development or uses that conflict with the purposes of the ACFL as adopted in this Chapter, with an applicable conservation easement, or with the currently adopted ACFL management plan, are prohibited within the ACFL.
- B. **Authorization for Development.** Any project within the ACFL that reaches the threshold for inclusion in the City's Capital Facilities Plan must receive prior approval from the City

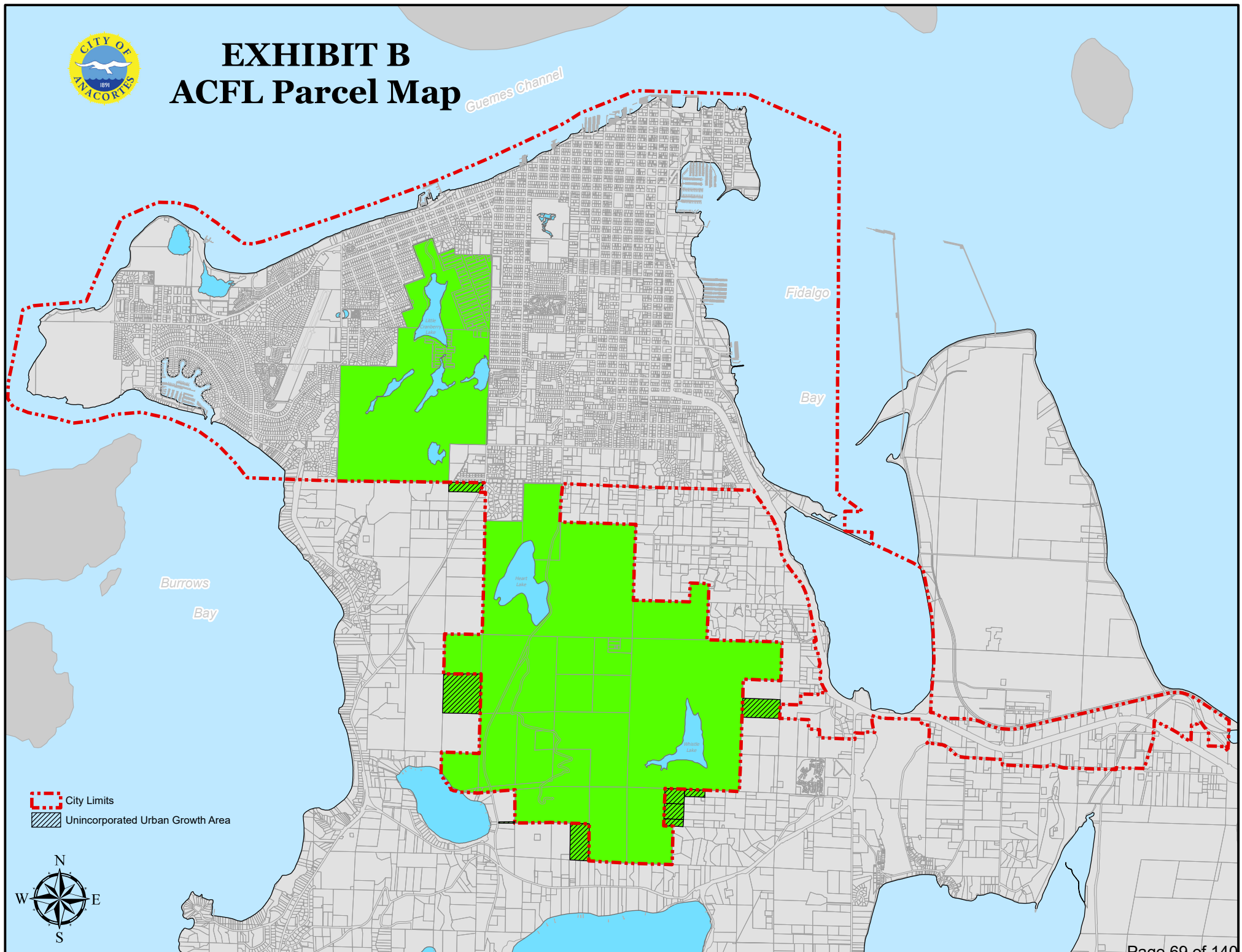
Council through inclusion in the Capital Facilities Plan at a level of detail sufficient to evaluate the appropriateness of the project within the ACFL.

- C. **Required Compliance with the Unified Development Code.** All uses, activities, and development within the ACFL within the City's jurisdiction must comply with all relevant provisions of AMC Title 19, the Unified Development Code, including protections for critical areas, shorelines, and compatible uses.
- D. **Operations and Maintenance.** City management and maintenance work must be conducted consistent with this section.
 - 1. Grading and native vegetation removal must be avoided when the ACFL designation purposes can reasonably be accomplished using other means. When they are necessary, the area of disturbance must be minimized and revegetation must be accomplished using native species suitable for the site.
 - 2. The director of the Parks and Recreation Department may authorize, based on best-available science, the use of chemicals to control noxious or invasive species only when other means are not adequate.
 - 3. Motor vehicle use for management activities is limited to the maintenance and emergency vehicle routes shown on the ACFL Management Map.

Exhibit B
ACFL Parcel Map



EXHIBIT B ACFL Parcel Map



ANACORTES COMMUNITY FOREST LANDS

Ordinance No. 5029



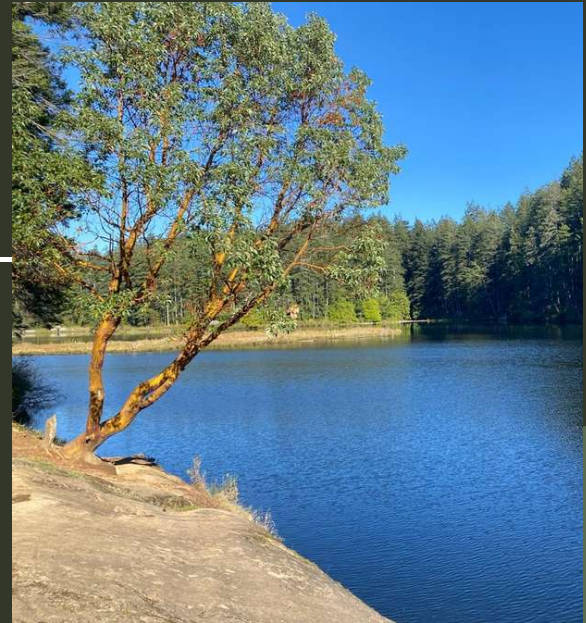
UPDATES

8.10.140

Drone policy

12.18.140

Added “best available science” regarding herbicide use in the ACFL





QUESTIONS?



City Council Agenda Bill

May 11, 2026

Action Type: Resolution

Item: 6.d.

Title: Resolution 3215: Updating the Unified Fee Schedule

Staff Contact(s): Steve Hoglund, Rhonda Peck

Approved for Submittal to Council by:

Greg Francioch
Rhonda Peck
Steve Hoglund
Darcy Swetnam

Summary: We are updating the Unified Fee Schedule (UFS) to incorporate existing fees from across the City, revise certain fees, and add new fees for the Cemetery.

New:

Niche fees for the Cemetery
Modified 'Green Burial' fees for the Cemetery

Changes:

Planning appeals item related to Hearing Examiner Fees
Engineering and Development Fees

Incorporating existing fees:

Museum
Library
Public Records Requests
Police Department

Budget Impact:

none

Previous Action: none

Recommended Motion: I make a motion to approve resolution 3215 updating the Unified Fee Schedule

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

Attachments (listed in order presented):

1. Change Overview - May
2. Resolution 3215 - Updating the Unified Fee Schedule
3. UFS - 2026 update - May

Proposed Amendments to the Unified Fee Schedule (UFS)

05/11/2026



What's Changing



NEW

- Cemetery
 - Niche fees
 - Modified 'Green Burial' fees

CHANGES

- Planning appeals item related to Hearing Examiner Fees
- Engineering and Development Fees

INTEGRATING

- Museum
- Library
- Public Records Requests
- Police Department

NEW

Modified Green Burial being offered as a service

Columbarium Niches now available

CEMETERY

Modified Green Burial		Columbarium Niche	
Opening & Closing - Regular ¹	\$1,725	Top two (2) rows	\$2,600
		Middle two (2) rows	\$2,400
		Bottom Row	\$2,200
		Open & Close - Columbarium Niche	\$425
		Open & Close - Columbarium Niche / No Service	\$170
		Placement & Engraving fee for Shutter up to two (2) names and dates and emblems	\$670
		Placement only of Shutter	\$170
¹ Modified Green Burial available			

Planning appeals item related to
Hearing Examiner Fees

Engineering and Development
Fees

PLANNING APPEALS

Current Fee	Proposed Fee
Appeals Decisions, Administrative Orders, SEPA Determinations \$200 + Hearing Examiner Fees	Appeals of code enforcement actions \$1,000 of building code decisions \$1,000 of land use decisions \$2,000 of SEPA determinations for project actions \$2,000 of SEPA determinations for non-project actions heard by City Council \$500
NOTE: If appeal is won, City will reimburse appeal fee	NOTE:

ENGINEERING & DEVELOPMENT

Current Fee		Proposed Fee	
Application for encroachment agreement	\$134.26	Application for encroachment agreement	\$200.00
Application for utility extension	\$134.26		
Application for street improvement waiver	\$134.26	Application for Right Of Way Permit	
Application for curb cut permit	\$67.13	Base Fee	\$250.00
Application for street cut/R.O.W. permit		Plus, Sewer inspection fee if applicable	\$125.00
Inside traveled way	\$67.13		
Outside traveled way	\$26.85		
Engineering plan reviews	0.5% approved engineering estimate for all public works improvements	Engineering Plan Reviews and Construction Inspection	\$650.00
Construction inspection	\$26.85 plus	Sanitary Sewer, Storm Sewer Water Improvements, and/or Street Improvements (Curb, Sidewalk, Street)	Plus \$1.35 per linear foot of each improvement
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.		Outside Consultant Plan Review and Inspection	Actual cost plus 10% administrative fee
Reinspection fees for curb cuts, street cuts and sewer connections	Additional one-half of the original permit fee	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		

INTEGRATING FEES

Museum

Library

Public Records Requests

Anacortes Police Department

MUSEUM

Fee Schedule

Anacortes Museum Gallery

Free
Admission

Anacortes Maritime Heritage Center

Free
Admission

W.T. Preston

Adults (ages 17 to 64)

\$5.00 each

Seniors 65 and up or Active Military

\$4.00 each

Children (ages 5 to 16)

\$3.00 each

Museum Digital Photo Acquisition Fee

\$25.00 each

Museum Photo Use Fee

Variable,
based on use

LIBRARY

Fee Schedule	
Passport Fees	\$35.00 each
Non-resident card	
for three months	\$25.00
for six months	\$50.00
per year	\$100.00
Photocopies and Prints	
black and white	\$.10 per page
color	\$.50 per page
Lost Book Fees	
Adult Hardback Fiction	\$35.00
Adult Hardback Non-Fiction	\$40.00
Trade Paperback	\$20.00
Children's Beginning Reader	\$15.00
Children's Book	\$25.00
Children's Board Book	\$13.00
DVD	\$20.00
DVD TV Series/Multiple Disc	\$50.00
Mass Market Paperback	\$13.00
Interlibrary Loan Book	Determined by lending library
Graphic Novel Softcover	\$20.00
Graphic Novel Hardback	\$30.00
Audiobook on CD	\$80.00
Children's Book AV	\$30.00
Magazine	\$10.00
Library of Things Items	Determined by value of item

PUBLIC RECORDS REQUESTS

Fee Schedule

Standard

8.5 inches by 11 inches; 8.5 inches by 14 inches; 11 inches by 17 inches

\$.15 per standard
\$.13 printed page
\$3.00 per scanned page
per CD

Large Format Copying

18 inches by 24 inches
24 inches by 26 inches
30 inches by 30 inches
30 inches by 36 inches
36 inches by 48 inches
36 inches by 60 inches

\$2.00 per copy
\$4.00 per copy
\$4.25 per copy
\$5.00 per copy
\$8.00 per copy
\$10.00 per copy

“Inspect” public records

no charge

Records transmitted in electronic format or for use of agency equipment to send records electronically

\$.10 per gigabyte

Records uploaded to email, cloud-based data storage service, or other means of electronic delivery

\$.05 for each four (4) electronic files or attachments

ANACORTES POLICE DEPARTMENT

Fee Schedule

Dog Impound Fees

Impound fee for first day		
Distrainment fee	\$40.00	per instance
Boarding fee	TBD	actual cost
Boarding costs for each additional day	TBD	actual cost
Rabies, vaccination; if applicable	\$17.50	

Dog License Fees

Spayed/Neutered dogs	\$10.00	per year
Intact dogs under 8 months or over 9 years	\$10.00	per year
Intact dogs	\$50.00	per year
Replacement tags	\$2.00	each

Concealed Pistol License

Original	\$48.00
Renewal	\$32.00
Late Renewal	\$42.00
Replacement	\$10.00

Finger Printing Services

One card	\$5.00	each
Second card	\$5.00	each
Additional after 2	\$3.00	each



THANK YOU!

Resolution 3215

A Resolution Updating the Unified Fee Schedule

Whereas the Anacortes City Council is empowered by the Anacortes Municipal Code to pass fees for the utilities and services by resolution;

Whereas City staff have been reviewing the fees in place for the various charges for City services or items, and have identified a number of fees that should be updated to better reflect that actual cost of the service or item;

Whereas this update will also incorporate certain fees that were previously maintained outside of the Unified Fee Schedule.

Now, therefore, the City Council does resolve as follows:

Section 1. Attachment A is hereby adopted as the City of Anacortes Unified Fee Schedule and replaces the previously adopted version.

Section 2. Authority to Make Necessary Corrections. The City Clerk and the codifier of this Resolution are authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's clerical errors, references, resolution numbers, section/subsection numbers and any references thereto.

Section 3. Severability. The various parts, sections, and clauses of this resolution are hereby declared to be severable. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision must not affect the validity of the remaining parts of this resolution.

ADOPTED by the City Council of the City of Anacortes this 11th day of May, 2026.

CITY OF ANACORTES:

Ryan Walters, Mayor

Attest:

Steven D. Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Attachment A



Unified Fee Schedule

Resolution 3215 | May 11, 2026
Effective May 18, 2026

Index:

- General
- Museum Fees
- Library Fees
- Public Records Requests
- APD Fee Schedule
- Utility Discount Program
- Fiber
- Water System
- Wastewater
- Solid Waste
- Stormwater
- Impact Fees
- Engineering & Development Fees
- Planning, Community & Economic Development Department
- Parks Fees
- Cemetery Fees

General Provisions applicable to all City fees and charges

Resolution 3215 | May 11, 2026

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.

Museum Fee Schedule

Resolution 3215 | May 11, 2026

Anacortes Museum Gallery	Free Admission
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Anacortes Maritime Heritage Center	Free Admission
---	----------------

W.T. Preston

Adults (ages 17 to 64)	\$ 5.00 each
Seniors 65 and up or Active Military	\$ 4.00 each
Children (ages 5 to 16)	\$ 3.00 each

Museum Digital Photo Acquisition Fee	\$ 25.00 each
---	---------------

Museum Photo Use Fee	variable, based on use
-----------------------------	------------------------

Library Fee Schedule

Resolution 3215 | May 11, 2026

Passport Fees	\$ 35.00 each
Non-resident card	
for three months	\$ 25.00
for six months	\$ 50.00
per year	\$ 100.00
Photocopies and Prints	
black and white	\$ 0.10 per page
color	\$ 0.50 per page
Lost Book Fees	
Adult Hardback Fiction	\$ 35.00
Adult Hardback Non-Fiction	\$ 40.00
Trade Paperback	\$ 20.00
Children's Beginning Reader	\$ 15.00
Children's Book	\$ 25.00
Children's Board Book	\$ 13.00
DVD	\$ 20.00
DVD TV Series/Multiple Disc	\$ 50.00
Mass Market Paperback	\$ 13.00
Interlibrary Loan Book	Determined by lending library
Graphic Novel Softcover	\$ 20.00
Graphic Novel Hardback	\$ 30.00
Audiobook on CD	\$ 80.00
Children's Book AV	\$ 30.00
Magazine	\$ 10.00
Library of Things Items	Determined by value of item

Public Records Fee Schedule

Resolution 3215 | May 11, 2026

Standard

8.5 inches by 11 inches; 8.5 inches by 14 inches; 11 inches by 17 inches

\$ 0.15 per standard printed page

\$ 0.13 per scanned page

\$ 3.00 per CD

Large Format Copying

18 inches by 24 inches \$ 2.00 per copy

24 inches by 26 inches \$ 4.00 per copy

30 inches by 30 inches \$ 4.25 per copy

30 inches by 36 inches \$ 5.00 per copy

36 inches by 48 inches \$ 8.00 per copy

36 inches by 60 inches \$ 10.00 per copy

"Inspect" public records

no charge

Records transmitted in electronic format or for use of agency equipment to send records electronically

\$ 0.10 per gigabyte

Records uploaded to email, cloud-based data storage service, or other means of electronic delivery

\$ 0.05 for each four (4) electronic files or
attachments

APD Fee Schedule

Resolution 3215 | May 11, 2026

Dog Impound Fees

Impound fee for first day		
Distraint fee	\$ 40.00	per instance
Boarding fee	actual cost	
Boarding cost for each additional day	actual cost	per day
Rabies vaccination; if applicable	\$ 17.50	

Dog License Fees

Spayed/Neutered dogs	\$ 10.00	per year
Intact dogs under 8 mo. or over 9 yr.	\$ 10.00	per year
Intact dogs	\$ 50.00	per year
Replacement tags	\$ 2.00	each

Concealed Pistol License

Original	\$ 48.00	
Renewal	\$ 32.00	
Late Renewal	\$ 42.00	
Replacement	\$ 10.00	

Finger Printing Services

One card	\$ 5.00	each
Second card	\$ 5.00	each
Additional after 2	\$ 3.00	each

Utility Discount Program Information

Resolution 3215 | May 11, 2026

The City of Anacortes has a Utility Discount Program for eligible customers.

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

FIBER

Resolution 3215 | May 11, 2026

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 3215 | May 11, 2026

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

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

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

5/8 x 3/4 & 3/4

Water Agriculture Irrigation

Agriculture Meter (double check)

Agriculture Consumption Rate

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*

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

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

GFC In-City	
	\$ 10,984
	\$ 27,460
	\$ 54,919
	\$ 87,871
	\$ 175,742
	\$ 274,597

GFC, Out of City Limits	
	\$ 16,476

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

\$ 1,430.07	
\$ 1,465.77	towards install cost
\$ 0.052325	Per Cubic Foot
\$ 80.64	
\$ 75.00	
\$ 75.00	
\$ 2.00	

SEWER

Resolution 3215 | May 11, 2026

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 x 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

Yearly Discharge Card

Per Gallon Fee

Waste Generated on Fidalgo Island

Waste Generated off Fidalgo Island

\$ 81.46
\$ 0.1629
\$ 0.1955

SEWER

Resolution 3215 | May 11, 2026

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%

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
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

SEWER

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%

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 3215 | May 11, 2026

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 5/18/2026

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
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

SOLID WASTE

Resolution 3215 | May 11, 2026

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%

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	\$7.25
City Garbage Bags - Retail Outlet Price	\$6.49
Non-Refrigerated Appliance	\$46.70
Organics Tote Cleaning Fee	\$16.79
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 3215 | May 11, 2026

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) from

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.

	Rates Effective 1/1/2024	Rates Effective 1/1/2025	Rates Effective 1/1/2026	Rates Effective 1/1/2027	Rates Effective 1/1/2028	Rates Effective 1/1/2029
Monthly Fixed Charge (HM and LM1 Zones)						
% of current rate	50%	60%	70%	80%	90%	100%
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

Per ERU, minimum of 1 ERU

Rates Effective 1/1/2025

\$ 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 3215 | May 11, 2026

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
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 adopted via Ord. 3085

Rate Basis: Park & Recreation Impact Fee Study/Report dated 1/28/2021

Park impact fee rates are increased annually by the treasurer using CPI-U (source change starting 2025 / previous source was CCI)

Fire Impact Fee Rate Schedule

Rates Effective		1/1/2026
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		
Land uses (NAICS)		
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		
Land uses (NAICS)		
Manufacturing (31-33)	Per 1,000 sq. ft.	\$14.07
Commercial 3		
Land uses (NAICS)		
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		
Land uses (NAICS)		
Educational Services (61)	Per 1,000 sq. ft.	\$543.21
Public Administration (92)		

Fire Impact fees updated via Ord 3030

Rate Basis: Fire Impact Fee Study/Report dated 12/5/18

Per study, 22% is for Fire and 78% is for EMS.

Fire Portion is waived for Single Family Residence with Sprinkler System

Fire impact fee rates are increased annually by the treasurer using CPI-U (source change starting 2025 / previous source was CCI)

IMPACT FEES

Resolution 3215 | May 11, 2026

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%

Transportation Impact Fee Rate Schedule

Rates Effective		1/1/2026
Land Uses	Unit of Measure*	Rate
Cost per New P.M. Trip Generated		\$3,600.02
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 adopted via Ord. 3011

Rate Basis: 2016 Comprehensive Plan Transportation Element

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.

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.

IMPACT FEES

Resolution 3215 | May 11, 2026

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%

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 3215 | May 11, 2026

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

Application for encroachment agreement	\$ 200.00	
Application for Right Of Way permit		
Base Fee	\$ 250.00	
Plus Sewer Inspection fee if applicable	\$ 125.00	
Engineering Plan Reviews and Construction Inspection		
Sanitary Sewer, Storm Sewer Water Improvements, and/or Street Improvements (Curb, Sidewalk, Street)	\$ 650.00	plus \$1.35 per linear foot of each improvement
Outside Consultant Plan Review and Inspection	Actual cost plus 10% admin fee	
Reinspection fees for curb cuts, street cuts and sewer connections	additional one-half of the original permit fee	

Permit Type		Fee	Notes
PLN	Administrative Permits	\$120	<i>Min. 1 hour</i>
	Interpretations, determinations, departures		
PLN	Appeals		
	of code enforcement actions	\$1,000	
	of building code decisions	\$1,000	
	of land use decisions	\$2,000	
	of SEPA determinations for project actions	\$2,000	
	of SEPA determinations for nonproject actions heard by City Council	\$500	
LPS	Annexation	\$1,870	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
BLA	Boundary Line Adjustment	\$240	
	Comprehensive Plan Amendment		
CPA	Amendment Petition Submittal	\$960	
	If Docketed	\$1,870	<i>Must be paid within 14 days of Ord. setting docket</i>
	Conditional Use Permit		
	Administrative	\$850	
	Quasi-Judicial	\$1,870 + Hearing Examiner fees	
	Essential Public Facility	\$1,870	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
	1. Regional (Type 1)	\$1,570 + Hearing Examiner fees	
	2. Local (Type 2)		
	Wireless Facility	\$1,330 + Hearing Examiner fees	<i>Plus \$120 per facility</i>
	Critical Areas		
CAX	Letter of Exemption	\$120	
CAP	Permitted Alteration	\$1,090	
CAV	Reasonable Use/Variance	\$1,630 + Hearing Examiner fees	
BLD	Demolition Permit	\$60	
PLN	Development Agreement	\$1,570	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
BLD	Fence Permit	\$25	
FLD	Floodplain Development Permit	\$120	
FMW	Framework Development Plan	\$1,570	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
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 + Hearing Examiner fees	
	Binding Site Plan:		
	Less than 10 lots	\$1,090	
	10+ lots	\$1,870 + Hearing Examiner fees	
	Unit Lot Subdivision		
	Less than 10 lots	\$360 + \$1,090	<i>Type 1 site plan review + short plat</i>
	10+ lots	\$1,090 + \$1,870 + Hearing Examiner fees	<i>Type 2 site plan review + long plat + Hearing Examiner fees</i>
SPL	Short Subdivision Amendment/Modification	\$1,090	
LPS	Long Plat Amendment/Modification	\$1,870	
	Land Divisions - Final		
	Short Plat (up to 9 lots)		
	with site improvements	\$480	

Permit Type		Fee	Notes
	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		
	General Information	\$0	
PRE	Pre-submittal	\$240	
			<i>Fee credited to formal application fee, if submitted within 6 months</i>
REZ	Rezone	\$1,870	
	Site specific/authorized by Comp. Plan		
	SEPA Review		
SEPA	Threshold Determination	\$480	<i>May be added to parent permit fees</i>
	EIS	Actual cost of prep	
	Shoreline Permits		
SLX	Letter of Exemption	\$240	
	Shoreline Substantial Development Permit		
SDP	Type 2	\$1,630	
SCUP	Shoreline CUP	\$1,870 + Hearing Examiner fees	
SLV	Shoreline Variance	\$1,870 + Hearing Examiner fees	
	Site Plan Review		
	Type 1 - Less than: 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$360	<i>May be added to building permit fees</i>
SPR	Type 2 - More than: 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	<i>Plus actual cost of appraisal</i>
	Variance		
VAR	Level 1	\$730	
	Level 2	\$1,330 + Hearing Examiner fees	

Permit Type	Fee	Notes
Wireless Service Facilities		
WSF	Wireless Service Facility Permit	Per facility
	Eligible Facility Determination	
	Master ROW Use Agreement	
Other Planning Review		
	Additional plan review requested by changes, additions, or revisions to plans after 2 reviews have been completed.	Min. 1 hour
	Planning review for activities not specifically listed above, as determined by director	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
	Stormwater Review	\$150 per lot for subdivisions or \$0.08/ sq. ft. of new or replaced hard surface + 100% of the 3rd Party Review Consultant fee
	Critical area report review/confirmation	\$120 add-on fee
	SFR or duplex site plan review	\$60
	Sign Permit Review	\$60
Transportation Concurrence Review		
	Consultant Review	Actual Cost 100% consultant cost
	Staff Review	\$60/hour Min. 1 Hour
Hearing Examiner Fees		
\$1,950	\$3,400	\$4,300
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Binding Site Plans and Preliminary long subdivisions
	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Shoreline Variances and Conditional Use Permits
	Critical area variance - Reasonable Use Exceptions	Multi-permit Applications
	Zone boundary determinations	
	Essential public facilities	
		\$275/hour

Parks Fees

Resolution 3215 | May 11, 2026

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

Washington Park

Rates effective 5/18/2026

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 5/18/2026

max 4 games per field/per day

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 5/18/2026

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

Parks Fees

Resolution 3215 | May 11, 2026

Various Parks Fees			
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 3215 | May 11, 2026

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 5/18/2026

PROPERTY

Grave site	\$	1,052
15% endowment care	\$	158
Total Grave Site	\$	1,210
Grave Site (Youth)	\$	332
15% endowment care	\$	50
Total Grave Site	\$	382
Grave Site (Cremation)	\$	553
15% endowment care	\$	83
Total Grave Site	\$	636
Mausoleum - Eco Niches/Single only	Catalog Price	
Mausoleum - Simplicity Niches	Catalog Price	
Columbarium Niche		
top two (2) rows	\$	2,600
middle two (2) rows	\$	2,400
bottom row	\$	2,200
Extended Property Use	\$	220
Extended Niche Use	\$	220

SERVICES

Opening & Closing - Regular ¹	\$	1,725
Opening & Closing - Vault	\$	2,200
Opening & Closing- Ground inurnment/No Service	\$	170
Opening & Closing - Ground inurnment/Service	\$	680
Opening & Closing- Eco or Simplicity Niches	\$	170
Open & Close - Columbarium Niche	\$	425
Open & Close - Columbarium Niche / No Service	\$	170
Opening & Closing - Youth	\$	920
Opening and Closing - Crypt/includes name plate and vase	N/A	

Cemetery

Resolution 3215 | May 11, 2026

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.

Disinterment - Removal from Cemetery

Standard	\$	1,725
Youth	\$	920
Cremated remains	\$	510

Relocation - Within Cemetery

Standard	\$	3,135
Youth	\$	1,410
Cremated remains	\$	850

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
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Overtime Charge

Saturday Standard Burial Charge	\$	836
Saturday Cremation Burial Charge /Columbarium	\$	627
Hourly Rate	\$	209

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.

Placement & Engraving fee for Shutter: \$670.00 for Two names and dates and emblems.

Placement only of shutter: \$170.00

Cemetery

Resolution 3215 | May 11, 2026

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.

Resetting fee for flats and pillowed markers	\$	170	
Resetting fee for monuments/slants/hickeys	\$	510	
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

¹ Modified Green Burial available



City Council Agenda Bill

May 11, 2026

Action Type: Resolution

Item: 6.e.

Title: Resolution 3216: Adopting Hearing Examiner Procedures

Staff Contact(s): Darcy Swetnam

Approved for Submittal to Council by:

Greg Francioch
Darcy Swetnam
Steve Hoglund

Summary: This resolution will adopt procedures for the city's Hearing Examiner services as provided for by Laminar Law.

Budget Impact:

Previous Action: City Council approved contract [26-134-LEG-001](#) with Laminar Law for Hearing Examiner services at the [April 6, 2026](#), regular meeting.

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. Resolution 3216 - Adopting Rules of Procedure for the Anacortes Hearing Examiner
2. Resolution 3216 Hearing Examiner Procedures Council Presentation

Resolution 3216

A Resolution Adopting Rules of Procedure for the Anacortes Hearing Examiner

Whereas the City concurred with the appointment of Laminar Law to serve as the City's Hearing Examiner and authorized the Mayor to sign contract 26-134-LEG-001 to provide hearing examiner services for the City at its April 6, 2026 meeting;

Whereas AMC Section 2.30.070 requires Council to approve the adoption of procedural rules for the hearing examiner;

Whereas Council now wants to approve the procedural rules adopted by Laminar Law;

Now, therefore, the City Council does resolve as follows:

Section 1. The Rules of Procedure for Proceedings Before the Hearing Examiner for the City of Anacortes, Washington are hereby adopted.

Section 2. Authority to Make Necessary Corrections. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's clerical errors, references, resolution numbers, section/subsection numbers and any references thereto.

Section 3. Severability. The various parts, sections, and clauses of this resolution are hereby declared to be severable. If any section, subsection, paragraph, sentence, clause, or phrase of this resolution is declared unconstitutional or invalid for any reason, such decision must not affect the validity of the remaining parts of this resolution.

ADOPTED by the City Council of the City of Anacortes this ____ day of _____, 2026.

CITY OF ANACORTES:

Ryan Walters, Mayor

Attest:

Steven D. Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Exhibit A

RULES OF PROCEDURE FOR PROCEEDINGS BEFORE THE HEARING EXAMINER OF THE CITY OF ANACORTES, WASHINGTON

These Rules of Procedure and Proceedings are Issued in Accordance with and Intended to
Supplement and be Read Together with AMC 2.30.

May 11, 2026

CHAPTER I:
HEARINGS ON PERMIT APPLICATIONS

This Chapter applies to Open Record Hearings on land use applications and administrative appeals.

SECTION 1.1: DEFINITIONS

"Applicant" means a Person (or Persons) who is the owner of the subject property or the authorized representative of the owner of the subject property, and who has applied for a land use permit.

"Business Day" means any day for which the City's offices are open for normal business matters.

"Calendar Day" means each day of the calendar week. When the last day of a stated period falls on a Saturday, Sunday, or National, State, or City holiday, the stated period will run until the end of the following Business Day.

"City" means the City of Anacortes, Washington.

"City Council" means the Anacortes City Council.

"Clerk of the Hearing Examiner" means a Person designated by the City of Anacortes to assist the Hearing Examiner in their duties.

"Comprehensive Plan" means the Comprehensive Plan that has been adopted by the City of Anacortes.

"County" means Skagit County, Washington.

"Ex Parte Communication" means written or oral communications to the Hearing Examiner about a matter pending before the Hearing Examiner, not included in the Record and made outside of a Hearing.

"Hearing" means the proceeding at which the public has the opportunity to provide written and oral testimony, and the testimony becomes part of the Record. The Hearing creates the Record through testimony and submission of evidence and information.

"Hearing Examiner" or "Examiner" means the Hearing Examiner or the Hearing Examiner Pro Tempore of the City of Anacortes.

"Interested Person" means any individual, partnership, corporation, association, or public or private organization of any character that may be affected by proceedings before the Hearing Examiner and includes any party in a contested case. The City's administrative staff is considered an Interested Person and has the same rights as any other Interested Person.

"Motion" means an oral request during the course of a Hearing, or a written request made to the Hearing Examiner for an Order or other ruling.

"Notice of Decision" means the written document distributed by the City that communicates a decision or recommendation on an action before the Hearing Examiner. *RCW 36.70B.130*. The date on which a land use decision is issued is three Business Days after a written decision or recommendation is mailed by the City or, if not mailed, the date on which the City provides notice that a written decision or recommendation is publicly available. *RCW 36.70C.040(a)*.

"Open Record Appeal Hearing" means an administrative Hearing that creates the Record on appeal through written and oral testimony and submission of evidence and information.

"Open Record Hearing" means a Hearing held under chapter 36.70B RCW and conducted by the Anacortes Hearing Examiner who is authorized by the City to conduct such Hearings, that creates the Record through testimony and submission of evidence and information, under procedures prescribed by the City by ordinance or resolution.

"Order" means a written determination of the Hearing Examiner, which directs a party to the proceedings to act or to refrain from acting.

"Party of Record" means:

- a. A Person who has testified at the Open Record Hearing on the application or who submitted substantive written comments on the application (excluding Persons who have only signed petitions or mechanically produced form letters), or who, prior to the rendering of the decision, requested notice of the decision. *RCW 36.70B.130*.
- b. The Applicant, or Applicant's representative;
- c. The property tax payer as identified by the records available from the Skagit County assessor's office;
- d. The City administrative staff.

"Person" means any individual, firm, association, partnership, corporation or any entity, public or private.

"Record" means the oral testimony and written exhibits submitted at a Hearing. The electronic recording of the proceeding must be included as part of the Record. At the discretion and Order of the Hearing Examiner, the Record may be supplemented after the closing of testimony.

"RCW" means the Revised Code of Washington.

"AMC" means the Anacortes Municipal Code.

"Staff Report" means the document prepared by the City Planning staff.

SECTION 1.2: JURISDICTION

The City Council has authorized the Hearing Examiner to prescribe rules and regulations for the conduct of Hearings.

The Hearing Examiner's jurisdiction is limited to those issues where an ordinance or other appropriate authority grants the Hearing Examiner the authority to hold Hearings, make decisions or recommendations, and issue Orders.

SECTION 1.3: EX PARTE COMMUNICATION

- 1.3.1 No Person, nor his or her agent, employee, or representative, who is interested in a particular petition or application currently pending before the Hearing Examiner is allowed to communicate ex parte, directly or indirectly, with the Hearing Examiner concerning the merits of that or a related petition or application. This rule does not prohibit Ex Parte Communication concerning procedural matters if such communication is made part of the Record. All allowed ex parte procedural communications must be directed to the City Clerk or Clerk to the Hearing Examiner. Any material not submitted in this manner will not be considered a part of the Record established on that application or petition.
- 1.3.2 The Hearing Examiner will not communicate ex parte directly or indirectly with any Interested Person, nor his or her agent, employee, or representative, regarding the merits of a petition or application that is pending before the Hearing Examiner, or a factually related petition or application.
- 1.3.3 If prohibited Ex Parte Communication is made to or by the Hearing Examiner, such communication must be publicly disclosed, and proper discretion will be exercised by the Hearing Examiner on whether they should be disqualified as Examiner for that particular Hearing.

SECTION 1.4: NATURE OF PROCEEDINGS

- 1.4.1 Expeditious Proceedings
It is the policy of the Office of the Hearing Examiner that, to the extent practicable and consistent with requirements of law, Hearings will be conducted expeditiously. In the conduct of such proceedings the Hearing Examiner, City staff, and all parties, or their agents, must make every effort at each stage of a proceeding to avoid delay.
- 1.4.2 Frequency
City Staff will schedule Hearings in coordination with the Hearing Examiner. There may be more than one case scheduled to commence at the same time, and in such event the Hearing Examiner has discretion in setting the agenda.
- 1.4.3 Format
The format for a Hearing will be of an informal nature yet designed in such a way that the evidence and facts relevant to a particular proceeding become available to the Hearing Examiner and easily ascertainable by a reviewing body. The format will allow development of a Record by parties.
- 1.4.4 Site Visit
When necessary, in the judgment of the Hearing Examiner, the Hearing Examiner may inspect a site before or after the Hearing. The site visit is not part of the Record. Failure to inspect the site will not render the Hearing Examiner's decision void.
- 1.4.5 Record of Hearing
 - a. The City will make an electronic recording of all Hearings in an audio and/or video format. Hearings must be electronically recorded, and such recordings are a part of the Record. No minutes of the Hearing will be kept. Copies of the electronic

recordings of a particular proceeding must be made available to the public within 3 Business Days of a request. The requester must pay the reasonable cost of producing the copy.

- b. Copies of any written materials in the Record may be obtained by any Interested Person who shall be responsible for paying the cost of reproducing such material.

1.4.6 Computation of Time

Computation of any period of time prescribed or allowed by these rules, ordinances of the City of Anacortes, and laws of the State of Washington begins with the first day following that on which the act or event initiating such period of time occurred. When the last day of the period so computed is a Saturday, Sunday, or a national, state, or City holiday, the period runs until the end of the next following Business Day.

SECTION 1.5: RIGHTS AND RESPONSIBILITIES OF PARTIES

1.5.1 Rights of City

The City staff has the right to present evidence and testimony, object, and make Motions, arguments, recommendations, and all other rights essential to a fair Hearing.

1.5.2 Rights of Applicant

- a. Every Applicant has the right of notice, cross-examination, presentation of evidence, objection, Motion, argument, and all other rights essential to a fair Hearing. Further, Applicants have the right to timely access the City Staff Report.
- b. The Hearing Examiner may limit the time allowed to parties testifying on an equal basis, may establish time limits for initial or rebuttal evidence, and may limit the number of witnesses to be heard. Cross-examination is permitted as necessary for a full disclosure of the facts, but the Hearing Examiner controls the amount and style of cross-examination.

1.5.3 Rights of Parties of Record

Every Party of Record has the right to present evidence and testimony at Hearings. The right of Persons to cross-examine, object, and submit Motions and arguments is at the discretion of the Hearing Examiner. The Hearing Examiner may impose reasonable limitations on the number of witnesses heard, and the nature and length of their testimony.

1.5.4 Responsibilities of City Staff

City staff have the right to present evidence and testimony, object, and to make Motions, arguments, recommendations, and all other rights essential to a fair Hearing. City staff will provide a report consistent with the provisions of Rule 1.7.5, provide notice of Hearings, present materials at the Hearings, and provide documentation relevant to the case. Staff Reports should be available to the public, including the Applicant, at least 7 calendar days before the Hearing.

1.5.5 Responsibilities of Applicant

Whenever possible, the Applicant will provide the Hearing Examiner with material that supports their case prior to the Hearing, be prepared for questions by the Hearing Examiner, and treat all who participate in these proceedings courteously. All supporting

materials must be provided to the Hearing Examiner at least 7 calendar days before the Hearing, unless otherwise provided.

1.5.6 Responsibilities of All Participants, Witnesses, and Observers

Parties, witnesses, or observers must conduct themselves with civility and deal courteously with all who participate in the proceedings. Failure to do so will result in removal from the Hearing at the discretion of the Hearing Examiner.

SECTION 1.6: PRESIDING OFFICIALS

1.6.1 Presiding Officials

a. The Hearing Examiner will preside over the Hearings.

b. The Hearing Examiner has all of the authority and duties as granted in state statutes, the AMC, and other local ordinances. Included in the duties of the Hearing Examiner are the following: to conduct fair and impartial Hearings, to take all necessary action to avoid delay in the disposition of proceedings, and to maintain order. The Hearing Examiner has all powers necessary to that end, including the following:

- i. To provide rules for the format for Hearings and proceedings;
- ii. To administer oaths and affirmations;
- iii. To rule upon offers of proof and receive evidence;
- iv. To regulate the course of the Hearings and the conduct of the parties and their agents;
- v. To question any party presenting testimony at the Hearing;
- vi. To hold conferences for settlement, simplification of the issues, or any other proper purpose;
- vii. To require briefs on legal issues;
- viii. To allow limited discovery if it is not unduly burdensome, will not unnecessarily delay the proceedings, and the information is not otherwise available;
- ix. To consider and rule upon all procedural and other Motions appropriate to the proceedings; and
- x. To make and file recommendations or decisions.

c. In the performance of adjudicative functions, the Hearing Examiner must not be subject to the supervision or direction of any elected official, officer, employee, or agent of any municipal department.

1.6.2 Presence of Legal Counsel at Hearings or Public Meetings

a. All parties participating in the Hearings may be represented at the Hearings by legal counsel of their choice.

b. At the request of any department and discretion of the Hearing Examiner, a representative of the City Attorney's Office may be present at the Hearings or public meetings to advise on matters of law and procedure.

c. Attorneys engaged in the representation of clients before the Hearing Examiner must conduct themselves in accordance with all applicable Rules of Professional Conduct,

including the display of courtesy to other members of the bar, witnesses, and all other Persons present in the Hearing room.

- d. All forms of legal authority including briefs, Staff Reports, and other legal memoranda upon which a Party of Record will be relying or presenting at the Hearing must be submitted to the Hearing Examiner's office at least 7 calendar days in advance of the scheduled Hearing date, unless otherwise noted. The above-mentioned documents must be available to the public, subject to payment, at least 7 calendar days in advance of the scheduled Hearing date.

SECTION 1.7: CONDUCT OF HEARINGS

1.7.1 Notice Requirements of Hearings and Filings

- a. All notice, time requirements, and methods of notification must be consistent with the provisions as set forth in the AMC, as applicable, in addition to the provisions of this Section.

1.7.2 Oath or Affirmation

- a. All testimony before the Hearing Examiner must be given under oath or affirmation to tell the truth.
- b. An interpreter acting on behalf of any Interested Person must take an oath that a true interpretation of the Interested Person's testimony will be made.

2

1.7.3 Content of the Record

The Record of a Hearing conducted by the Hearing Examiner must include without limitation the following materials:

- a. The application or petition;
- b. The departmental Staff Report;
- c. All evidence received, which includes oral testimony given at the Hearing, all exhibits, other materials admitted as evidence, and any written material submitted pursuant to Hearing Examiner Order;
- d. A statement of all materials officially noticed;
- e. A decision or a recommended decision containing the findings and conclusions of the Hearing Examiner;
- f. Recordings made on electronic equipment; and
- g. An environmental determination made pursuant to the State Environmental Policy Act of 1971 (SEPA) (if applicable).

1.7.4 Development of Record

A Hearing usually will include, but not be limited to, the following elements:

- a. A brief introductory statement of the Hearing Examiner's process;
- b. A report by the departmental staff that may include introduction of the request, reference to visual aids, and a summary of the recommendation of the department;
- c. Testimony by the Applicant, City Staff, and cross-examination of the witnesses;
- d. Testimony of interested parties;
- e. Opportunity for cross-examination and rebuttal; and
- f. An opportunity for questions by the Hearing Examiner.

1.7.5 Content and Form of Staff Reports

The City Staff Report on a land use application should include the following, if relevant to the application:

- a. A list of the names, addresses, and property interests of the subject property's owner(s) and/or the Applicant.
- b. The date upon which City staff determined the application to be complete.
- c. A brief summary of the requested action and the citation of the ordinance controlling the request.
- d. A common description of the subject property and a legal description of the subject property.
- e. A statement identifying applicable City zoning code regulations.
- f. A technical data summary of the Comprehensive Plan designation and zoning designation of the subject property; the current development of the subject property and the adjoining properties; topographical information; geological and soils information; information on the vegetation on the property; and any other relevant scientific, environmental, or engineering information.
- g. The current access to the subject property and the proposed access to the subject property.
- h. An in-depth analysis of the proposed project. This analysis may include without limitation the following elements of review:
 - i. natural features;
 - ii. character and design, including population figures;
 - iii. human resources;
 - iv. housing;
 - v. economic development;
 - vi. transportation;
 - vii. community facilities, services, and institutions;
 - viii. government jurisdiction boundaries;
 - ix. neighborhoods;
 - x. land use plans; and
 - xi. land use regulations.
- i. A history of the requested action and a history and vicinity map of the development in the surrounding properties. In making the analysis, the staff should refer to applicable ordinances as often as possible.
- j. A summary of any other requested land use permits in the area.
- k. A description of the compatibility and impact of the proposal on the existing development and the probable character of the proposal.
- l. A summary of the reports or recommendations of any other agencies consulted.
- m. Appropriate maps of the subject property. If photographs of the site are available, the Applicant is encouraged to provide color reproductions as part of the Staff Report.
- n. The result of the SEPA determination.
- o. Staff's conclusions and recommendations.

The Staff Report must be filed with the Hearing Examiner at least 7 calendar days before the scheduled Hearing and copies provided to the Applicant and made available for public inspection. Copies must be provided to all interested parties upon payment of allowable costs.

1.7.6 Continuances of Hearings

a. Hearing Examiner:

If the Hearing Examiner finds that more information is necessary in order to make a decision or recommendation, or is unable to hear all of the public comments on the matter, the Hearing may be continued to a specified date. If the Hearing is continued and the Hearing Examiner publicly announces the specific date, time, and place before adjournment, no further notice of the Hearing need be given. Continuances must be consistent with the provisions of the AMC but will be granted for a period of no longer than 30 calendar days.

b. At the Request of a Party:

Any Party of Record may request continuance of a Hearing. The request, if made before the Hearing, must be in writing and submitted to the Hearing Examiner, the Applicant, and the City and state reasonable grounds for a continuance. If the request is made orally at the Hearing it must be based on reasonable grounds. The Hearing Examiner has discretion to grant or deny the request for continuance.

1.7.7 Evidence

a. Burden of proof. In each proceeding, the Applicant has the burden of proof to show compliance with applicable laws and regulations of Washington State and the City of Anacortes.

b. Admissibility. The Hearing generally will not be conducted in strict adherence to Rules of Evidence. Any relevant evidence will be admitted if it possesses probative value commonly accepted by reasonably prudent Persons in the conduct of their affairs. The rules of privilege are effective to the extent recognized by law. The Hearing Examiner has discretion on the admissibility of all evidence.

c. Copies. Documentary evidence may be received in the form of copies of excerpts if the original is not readily available. Upon request, parties will be given an opportunity to compare the copy with the original. It is advisable to provide extra copies of all documents to the Hearing Examiner.

d. Judicial notice. The Hearing Examiner may take judicial notice of judicially cognizable facts and may take notice of general, technical, or scientific facts within his or her specialized knowledge. The Hearing Examiner will not take notice of disputed adjudicative facts that are at the center of a particular proceeding.

e. The Hearing Examiner may request a document to be filed after the close of public testimony. Only those documents referred to at the Hearing may be submitted and only those specifically requested by the Hearing Examiner. Additional evidence may only be submitted upon a Request for Reconsideration based on new evidence not reasonably available at the time of the Hearing. If additional evidence is submitted with a Request for Reconsideration, it will be considered only upon a showing of significant relevance and good cause for delay in its submission. All Parties of Record will be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.

- f. All parties will be allowed opportunity to make a Record of evidence admitted or denied during the course of the Hearing. This Record will include offers of proof.

SECTION 1.8: WITHDRAWAL OF APPLICATION

1.8.1 Withdrawal Prior to Notice of Hearing

If an Applicant provides written notification to the City of a request to withdraw the application before official notice of the Hearing is given, the withdrawal will be automatically permitted.

1.8.2 Withdrawal Made Any Other Time

Withdrawal requests made at any time other than that mentioned in Section 1.8.1 will be granted at the sole discretion of the Hearing Examiner.

1.8.3 Refund of Application Costs Upon Withdrawal

Upon withdrawal of the application, refund of any costs associated with the application process shall be at the sole discretion of the City or in accordance with the AMC.

SECTION 1.9: DECISIONS AND RECOMMENDATIONS

1.9.1 Written Decisions or Recommendation

For applications on which the Hearing Examiner has final approval authority, a written report of findings, conclusions, and decision will be provided to all Parties of Record. The Hearing Examiner's decision or recommendation must be submitted within 10 Business Days following the conclusion of all testimony and Hearings, unless a longer period is mutually agreed to by the City, Applicant, and Hearing Examiner. The findings, conclusions, and decision or recommendation may indicate how the decision or recommendation carries out the goals, policies, plans, and requirements of the AMC, and other policies and objectives of the City.

1.9.2 Content of Decision or Recommendation

A decision or recommendation must include a statement of:

- a. The Hearing Examiner's decision.
- b. The nature and background of the proceeding.
- c. Findings. The findings must be based exclusively on the evidence presented in the Hearing and those matters officially noticed. The findings must consist of a concise statement of each fact found to support the review criteria. A statement of any threshold determination made under chapter 43.21 RCW must be included.
- d. Conclusions. Conclusions must include a resolution of the review criteria based upon the findings. The conclusions may reference legal criteria, if applicable. The conclusions may make reference to the Comprehensive Plan, as well as to the effect of both approval and denial on property in the vicinity, on businesses, if relevant, and on the general public.
- e. The appropriate rule, Order, or relief. The decision or recommendation must be based upon a consideration of the whole Record and supported by reliable, probative, and substantial evidence. All decisions may include conditions of approval, including the time limit after which any approval expires if not utilized.

1.9.3 Procedure for Reopening Hearing

- a. At any time before the filing of the final decision or recommendation, the Hearing Examiner may reopen the proceeding to receive further evidence. All Parties of

Record who participate at the Hearing must be given notice of the consideration of such evidence and granted an opportunity to review such evidence and file rebuttal arguments.

- b. If within 10 business days after the Hearing, and prior to the Hearing Examiner issuing the final decision of recommendation, any Party of Record petitions the Hearing Examiner for a reopening of the hearing, the Hearing Examiner has discretion to reopen the Hearing to consider new testimony or new evidence that was unavailable at the time of the Hearing.

1.9.4 Correction of Clerical Errors

Any Party of Record who participated at the Hearing may request at any time correction of a clerical error in the decision by notifying the Clerk to the Hearing Examiner of the error and proposed correction. The Hearing Examiner has discretion to issue a corrected decision. Such a corrected decision does not stay the effect of a decision or substance of the conclusions of the Hearing Examiner's decision.

SECTION 1.11: APPEALS OF DECISIONS

The decision of the Hearing Examiner is final unless an appeal is filed pursuant to the AMC.

SECTION 1.12: CONFLICTS

These Rules of Procedure are adopted under the authority granted by the Anacortes City Council to supplement the requirements set forth in the AMC. Any conflict between the rules and the provisions of the AMC will be decided consistent with the provisions of the AMC.

CHAPTER II:
RULES OF APPEAL OF ADMINISTRATIVE LAND USE DECISIONS

This chapter applies to appeals of administrative decisions that are designated as appealable to the Hearing Examiner as provided in the AMC.

b.

SECTION 2.1: DEFINITIONS

This Chapter II incorporates the definitions in Chapter I, Section 1.1. In addition, the following definitions apply:

“Aggrieved Party” means the Applicant and the Owner of property to which the land use decision is directed; or is a Party of Record who can demonstrate the following:

1. The land use decision will prejudice the Person;
2. The asserted interests are among those the city is required by city code to consider in making a land use decision; and
3. A decision on appeal in favor of the Person would substantially eliminate or redress the prejudice alleged to be caused by the land use decision.

“Appellant” means the Person who files an appeal from a decision of an administrative Official or the Hearing Examiner. Only a “Party,” “Party of Record,” or “Aggrieved Party” as defined herein has standing to become an Appellant.

“Party” or “Party of Record” means:

1. The Appellant, or Appellant’s Representative;
2. The Property Owner as identified by the records available from the Skagit County Assessor’s office;
3. The Applicant if other than the Appellant; or
4. City Staff involved in the appeal.
- 5.

SECTION 2.2: PRESIDING OFFICIALS

2.2.1 Presiding Officials

- a. The Hearing Examiner presides over the Hearings.
- b. The Hearing Examiner has all of the authority and duties granted in state statutes, the AMC, and other local ordinances. Included in the duties of the Hearing Examiner are the following: to conduct fair and impartial Hearings, to take all necessary action to avoid delay in the disposition of proceedings, and to maintain order. The Hearing Examiner has all powers necessary to that end, including the following:
 - i. To provide rules for the format for Hearings and proceedings;
 - ii. To administer oaths and affirmations;
 - iii. To rule upon offers of proof and receive evidence;
 - iv. To regulate the course of the Hearings and the conduct of the parties and their agents;
 - v. To question any party presenting testimony at the Hearing;

- vi. To hold conferences for settlement, simplification of the issues, or any other proper purpose;
 - vii. To require briefs on legal issues;
 - viii. To allow limited discovery if it is not unduly burdensome, will not unnecessarily delay the proceedings, and the information is not otherwise available;
 - ix. To consider and rule upon all procedural and other Motions appropriate to the proceedings; and
 - x. To make and file decisions.
- c. In the performance of adjudicative functions, the Hearing Examiner is not subject to the supervision or direction of any elected official, officer, employee, or agent of any municipal department.

SECTION 2.3: FILING

2.3.1 Compliance with Rules

All appeals must comply with the Rules and with the requirements established in the applicable AMC ordinance(s) and/or RCW 36.70C.040 (as it exists now or as amended) under which the appeal is filed.

2.3.2 Timeliness

To be considered timely, administrative appeals of a department action or decision must be filed within the timelines established under AMC 19.20.180 or 20.20.100 (as it exists now or as amended)

2.3.3 Fee

Appeals must be accompanied by the appropriate filing fee as required by the City's Unified Fee Schedule (as it exists now or as amended).

2.3.4 Contents

All appeals must be filed in accordance with the AMC. An appeal must be in writing and should contain the following:

- a. A heading in the words: "Before the City of Anacortes Hearing Examiner".
- b. A caption reading: "Appeal of _____" giving the names of all Appellants participating in the appeal;
- c. A brief statement setting forth the legal interest of each of the Appellants;
- d. A brief statement in concise language of the specific action protested, together with any material facts claimed to support the contentions of the Appellant;
- e. A brief statement in concise language of the relief sought, and the reasons why it is claimed the protested action should be reversed, modified, or otherwise set aside;
- f. The signatures of all parties named as Appellants, and their official mailing and email addresses; and
- g. The verification (by declaration under penalty of perjury) of at least one Appellant as to the truth of the matters stated in the appeal.

2.3.5 Briefs

- a. Briefs or other memoranda of law may be submitted by the parties in support of or in response to an appeal. Each party is permitted one primary brief not exceeding 15

double-spaced pages in length. In addition, the Appellant may submit a reply brief not exceeding 10 pages in length. The Hearing Examiner has discretion to waive or modify these page limits to accommodate complex legal and factual issues.

- b. Briefs must be limited to the specific issues set forth in the Appellant's statement of appeal.

2.3.6 Motions

Motions and responses to Motions are not to exceed 15 double-spaced pages in length without prior approval of the Hearing Examiner.

2.3.7 Proposed Findings and Conclusions

The Hearing Examiner may request proposed Findings and Conclusions to be submitted at the option of the parties.

SECTION 2.4: MANDATORY PRE-FILING OF EVIDENCE IN APPEALS

2.4.1 Mandatory Pre-filing Requirement

- a. All evidence that a party intends to rely upon as part of its case in chief on appeal, or in defense of an appeal, must be disclosed through the exhibit pre-filing process, where applicable. This includes a list of all witnesses, including expert witnesses, along with all technical or scientific documents, materials, studies, reports or analyses, photographs or other material.
- b. Failure to present such evidence within the time required may result in its exclusion by the Hearing Examiner.
- c. Other technical or scientific evidence may be introduced into evidence in response or on rebuttal only at the Hearing Examiner's discretion.

2.4.2 Time for Filing

- a. The Appellant(s) must provide the following to all other parties and to the Hearing Examiner at least 21 calendar days before the date of the scheduled Hearing (unless another date has been established at a pre-Hearing conference or pursuant to a prehearing order issued by the Hearing Examiner):
 - i. An original or copy of all substantive/technical/scientific documents, materials, studies, analyses, photographs or other evidence that the party desires to enter as exhibits in the appeal Record;
 - ii. A complete list of witnesses;
 - iii. The following information for each Person the party expects to call as an expert witness: name, curriculum vitae (resume), the subject matter on which the expert is expected to testify, a summary of the substance of the facts and opinions to which the expert is expected to testify and a summary of the grounds for each opinion that is expected to be offered.
- b. The Respondent(s) should provide the following to all other parties and to the Hearing Examiner at least 14 calendar days before the date of the scheduled Hearing (unless another date has been established at a pre-Hearing conference or pursuant to a prehearing order issued by the Hearing Examiner):

- i. An original or copy of all substantive/technical/scientific documents, materials, studies, analyses, photographs or other evidence that the party desires to enter as exhibits in the appeal Record;
- ii. A complete list of witnesses;
- iii. The following information for each Person the party expects to call as an expert witness: name, curriculum vitae (resume), the subject matter on which the expert is expected to testify, a summary of the substance of the facts and opinions to which the expert is expected to testify and a summary of the grounds for each opinion that is expected to be offered.

SECTION 2.5: EXHIBITS OFFERED DURING A HEARING

2.5.1 Copies Required

Any party seeking to admit an exhibit into evidence at the Hearing will make a sufficient number of copies to provide one copy to each party, in addition to the Hearing Examiner.

2.5.2 Limitation—Good Cause Required

Where a party did not submit evidence as required by Section 2.4, the Hearing Examiner may admit evidence offered by that party for the first time at the Hearing only upon a showing of good cause.

SECTION 2.6: DISMISSAL

2.6.1 An appeal may be dismissed without a Hearing if the Hearing Examiner determines that it fails to state a claim for which the Hearing Examiner has jurisdiction to grant relief, or it is without merit on its face, frivolous, or brought merely to secure delay. Summary judgment motions are disfavored by the Hearing Examiner and should be filed only when the relevant matter primarily involves legal interpretations based on facts that are either uncontested or can be expeditiously determined.

2.6.2 Any party may request dismissal of all or part of an appeal at any time with notice to all parties. The Hearing Examiner may make a ruling on a Motion to dismiss based upon written arguments or may call for oral arguments.

2.6.3 When the decision or action being appealed is withdrawn by the issuing department, the appeal becomes moot and will be summarily dismissed.

SECTION 2.7: PRE-HEARING CONFERENCE

2.7.1 The Hearing Examiner may, on the Examiner's own Order, or at the request of a party, hold a conference prior to the Hearing to consider:

- a. Identification, clarification, and simplification of the issues;
- b. Disclosure of witnesses to be called and exhibits to be presented;
- c. Motions; and
- d. Other matters deemed by the Hearing Examiner appropriate for the orderly and expeditious disposition of the proceedings.

2.7.2 Pre-Hearing conferences may be held by telephone conference call or remote meeting technology.

- 2.7.3 The Hearing Examiner must give written or oral notice to all parties of any pre-Hearing conference.
- 2.7.4 All Parties of Record have the right to be represented at any pre-Hearing conference. Representation is not required.
- 2.7.5 Following the pre-Hearing conference, the Hearing Examiner may issue an Order reciting the actions taken or ruling on Motions made at the conference that will be controlling on all participants.
- 2.7.6 At the Hearing the Hearing Examiner will develop for the Record the time, purpose, and result of the conference. If any Orders have been issued, they will be part of the Record.
- 2.7.7 In the event that a pre-Hearing conference is not held, the Hearing Examiner may issue a pre-Hearing Order with procedural information including identification of the parties; date and time of the Hearing Appeal; issues identified in the appeal statement; a request and date for submission of lists of witnesses and documents; cross-examination of witnesses; and an order of presentation.
- 2.7.8 Pre-Hearing Orders may not be appealed until the Hearing Examiner issues an appeal decision.

SECTION 2.8: WITHDRAWAL

- 2.8.1 Only the Appellant may withdraw an appeal.
- 2.8.2 Where an appeal is made by several Persons, a group, organization, corporation, or other entity, withdrawal must be made by a Person designated as the party representative (see 2.9).
- 2.8.3 An Appellant's Request to Withdraw must be granted as a matter of right and the appeal dismissed.

SECTION 2.9: PARTY REPRESENTATIVE

When a party consists of more than one individual, or is a group, organization, corporation, or other entity, the party must designate an individual to be its representative and inform the Hearing Examiner's office of the name, address, email address, and telephone number of the designated representative. The rights of such an Appellant must be exercised by the Person designated as the party representative. Notice or other communication to the party representative is considered to be notice or communication to party.

SECTION 2.10: PARTIES' RIGHTS AND RESPONSIBILITIES

- 2.10.1 Attorney not Required
Although Appellants and Applicants have the right to be represented by an attorney, representation by an attorney is not required.
- 2.10.2 Party Representative

Where a party has designated a representative, the representative must exercise the rights of the party.

2.10.3 Civility Expected

Parties, witnesses, and observers must conduct themselves with civility and deal courteously with all who participate in the proceedings. Failure to do so will result in removal from the Hearing at the discretion of the Hearing Examiner.

SECTION 2.11: CONTINUANCES

2.11.1 Hearing Examiner

If the Hearing Examiner finds that more information is necessary in order to make a decision or recommendation, the Hearing may be continued to a specified date. If the Hearing is continued and the Hearing Examiner publicly announces the specific date, time, and place before adjournment, no further notice of the Hearing need be given. Continuances must be consistent with the provisions of the AMC but will normally be granted for a period of no longer than 30 Calendar Days.

2.11.2 At the Request of a Party or Parties

Any Party of Record may request continuance of a Hearing.

- a. The request, if made before the Hearing, must be in writing and state reasonable grounds for a continuance.
- b. The request for continuance must be submitted to the Hearing Examiner and all Parties of Record a minimum of 14 Calendar Days before the date of the Hearing. Other parties may submit a response to the request for continuance a minimum of 7 Calendar Days before the date of Hearing.
- c. The parties may submit a joint request for continuance to the Hearing Examiner a minimum of three Business Days before the date of the Hearing.
- d. More than one request for continuance per party is disfavored.
- e. If the request is made orally at the Hearing it must be based on reasonable grounds.
- f. The Hearing Examiner has discretion to grant or deny the request for continuance.

SECTION 2.12: DEFAULT

The Hearing Examiner may dismiss an appeal by an Order of Default where the Appellant, without good cause, fails to appear or is unprepared to proceed at a scheduled and properly noticed Hearing.

SECTION 2.13: HEARING FORMAT

2.13.1 Appeal Hearings, although generally informal in nature, will have a structured format and be conducted in a manner deemed by the Hearing Examiner to make the relevant evidence most readily and efficiently available to the Hearing Examiner and to provide the parties a fair opportunity for Hearing.

2.13.2 The Order of an Appeal Hearing will generally be as follows:

- a. Hearing Examiner's introductory statement;
- b. Appellant's argument;

- c. Applicant's presentation;
- d. City's presentation;
- e. Rebuttal; and
- f. Closing argument of parties.

2.13.3 Notwithstanding the provisions of the AMC, the Order of Hearing may be modified or a different Order established as the Hearing Examiner deems necessary for a clear and fair presentation. The Order of the Hearing may also be modified as agreed upon by the parties, with the Hearing Examiner's approval.

2.13.4 The order of presentation at Hearing does not alter or shift any burden(s) or presumption(s) established by applicable law(s).

SECTION 2.14: HEARING EXAMINER DECISION

A decision of the Hearing Examiner on appeal must include, but not be limited to, a statement regarding the following:

- a. Background. The nature and background of the proceeding, including identification of party representatives participating in the Hearing, pre-Hearing determinations, and other similar information.
- b. Findings. The individual facts that the Hearing Examiner finds relevant, credible, and requisite to the decision, based on the Record of proceedings.
- c. Conclusions. Legal and factual conclusions based upon specific provisions of law and the findings of fact.
- d. Decision. The Hearing Examiner's decision as to outcome of the appeal (affirm wholly or in part, reverse, or modify the decision appealed) based upon a consideration of the whole Record and supported by substantial evidence in the Record.
- e. The Hearing Examiner will hear evidence from all affected parties and render a decision on the appeal within 10 Business Days of the close of the Hearing Record, unless a longer period is provided under the AMC or is mutually agreed to by the Parties and Hearing Examiner.

SECTION 2.15: RECORD

2.15.1 The Record of an appeal must include:

- a. The application or petition;
- b. The departmental Staff Reports;
- c. All evidence received, including oral testimony given at the Hearing, all exhibits, and other materials admitted as evidence;
- d. A statement of all matters officially noticed;
- e. A decision or a recommended decision containing the findings and conclusions of the Hearing Examiner;
- f. Recordings made on electronic equipment; and
- g. An environmental determination made pursuant to the State Environmental Policy Act of 1971 (SEPA) (if applicable).

2.15.2 The Hearing Examiner's administrative file on an appeal case may include other relevant information or materials that are not part of the evidentiary Record.

SECTION 2.16: CORRECTION OF CLERICAL ERRORS

Any Party of Record who participated at the Hearing may request at any time correction of a clerical error in the decision by notifying the Clerk to the Hearing Examiner of the error and proposed correction. The Hearing Examiner has discretion to issue a corrected decision. Such a corrected decision does not stay the effect of a decision or substance of the conclusions of the Hearing Examiner's decision.



Resolution 3216 – Adopting Rules of Procedure for the Hearing Examiner

May 11, 2026



Background

- Laminar Law appointed as the City's Hearing Examiner with Council concurrence on April 6, 2026
- Laminar Law has presented the enclosed Rules of Procedure
- AMC 2.30.070
 - Requires Council to approve the adoption of procedural rules
 - Clarifies that rules may not conflict with the AMC



Organization

Chapter I – Hearings on Permit Applications

- Jurisdiction
- Ex parte Communication
- Parties' Rights and Responsibilities
- Conduct of Hearings
- Decisions and Recommendations
- Appeals
- Conflicts

Chapter II – Rules of Appeal of Administrative Decisions

- Filing
- Evidence in Appeal
- Pre-hearing Conferences
- Parties' Rights and Responsibilities
- Hearing Format
- Decision
- Record