



TOWN COUNCIL AGENDA

October 13, 2020

6:00 PM

Zoom Meeting

Information below & on the Town Website

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

III. Public Comments (Limit: 3 minutes per person)

IV. Presentations:

V. CONSENT AGENDA

A. Consent Agenda (Approved without objection 5/0)

1. Approval of the Minutes: September 22, 2020
2. Approval of the Minutes: October 2, 2020 Special Meeting
3. Finance:
Approval of Accounts Payable
Approval Payroll

B. Items Removed from the Consent Agenda

VI. REPORTS

1. Chamber Report
2. Revenue /Expenditure Report
3. Department Head Reports
4. Mayor's Report
5. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Resolution – Bill HR763 – Climate Carbon Pricing
2. Resolution – La Conner Library (Parking Reduction)
3. Ordinance – Code Updates to Title 15
4. Interlocal Agreement – Skagit County (Bridge Lighting)
5. Agreement – Axthelm (Bridge lighting)
6. 2021 Budget – Sewer/Compost & General Fund
7. CARES ACT Grant Recipients – Review & Approval (No Attachment)

VIII. NEW BUSINESS:

IX. MAYOR ROUNDTABLE

X. EXECUTIVE SESSION

There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

Join Zoom Meeting

Time: Oct 13, 2020 06:00 PM Pacific Time (US and Canada)

<https://us02web.zoom.us/j/88913510321?pwd=ZmxCK1hCa0Y5OFZiVFQ1TU1EK2x2Zz09>

Meeting ID: 889 1351 0321

Passcode: 1As5Fn

One tap mobile

+12532158782,,88913510321#,,,,,0#,,706431# US (Tacoma)

Dial by your location

Meeting ID: 889 1351 0321

Passcode: 706431

Find your local number: <https://us02web.zoom.us/u/kbl8j1dMyG>

Consent Agenda

- 1) Approval of Minutes**
- 2) Approval of Accounts Payable**
- 3) Approval of Payroll**

Town of La Conner
Town Council Meeting
September 22, 2020 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hayes.
Present: Councilmembers Brunisholz, Leaver, Stokes, Chamberlain and Wohleb.
Also present: Administrator Thomas and Finance Director DeGoede and Public Works Director Lease.

This meeting was held electronically on Zoom. Information to join was posted at Town Hall, the published Agenda in the La Conner Weekly News and on the Town website.

Public Comments:

Resident Joan Cross discussed concerns of climate change and the need of Bill HR763, a Bill to enact a carbon pricing policy. She requested Council's endorsement by resolution, to be passed on to our House of Representatives. Residents Dorothy Downes and Terry Nelson also spoke in support of Bill HR763.

It was the consensus of the Council to pass a resolution endorsing HR763 at the next Council meeting.

Mark Hulst, owner of Skagit Cellars in La Conner, requested Council to reallocate Hotel Motel funds of \$8,500 to the La Conner Live Concert series for 2021.

Consent Agenda:

Approval of Agenda
Approval of the Minutes of August 25, 2020
Approval of the Minutes of September 8, 2020

Accounts Payable:	Checks 23478 - 23505	\$71,793.93
	Electronic Pmts. – 201645 Excise Tax	\$7,658.04
	Total Accounts Payable	\$79,451.97
Payroll of September 20, 2020	Checks 5269 - 5274	\$1,763.83
	Payroll Auto Tax Payment #201646	\$6,156.20
	Payroll Auto Deposit	\$17,866.11
	Total Payroll	\$25,786.14

Councilmember Leaver moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

Mayor's Report:

Mayor Hayes shared we are moving forward with the County with the lighting of the bridge. Both the Port and the County want to participate in funding. The County already has with engineering.

Administrator Thomas has not had a response from the owners of the property the Town needs to purchase for the Dike. If there is no answer by Friday, he will send another letter on Public Safety.

Mayor Hayes stated there was over \$180,000 in requests for the 2021 Hotel Motel funds with a budgeted allocation of \$115,000. \$20,000 from the Town's CARES Act Grant will be setup by EDASC for distribution of funds to local businesses and organizations that bring people to Town. The Mayor encouraged the Hotel Motel applicants to apply for the CARES Grant due to the short falls in the 2021 allocations.

Council Committee Reports:

Economic Development: Councilmember Leaver reported the next "First on First" extended hours shopping will be on Friday the 2nd of October. Administrator Thomas expressed his concern it is expanding and moving more towards an event with music and vendors in the park. It is very discerning that he would be required to process permits for types of activities that are in violation of the law. We don't want to discourage this, but he asked "First

on First” not grow until we graduate into another phase that he can process permits legally. Administrator Thomas is asking for direction from Council on this and the other events coming up, such as the Halloween Parade and the Annual Boat Parade.

The Health Department has restricted all trick or treating, but there is a possibility of decorating the Town for a drive through parade. The Boat Parade is ok, but we will need to have volunteers out monitoring people watching for compliance of the Governor’s mandate of 6” Social Distancing and the wearing of masks.

Resident Rick Dole helps in the organization of “First on First”, and is unsure on how to deal with the people that just show up and start playing music. Mayor Hayes instructed not to invite them. We can’t encourage or endorse it if it happens. The Mayor also expressed his appreciation of the efforts of those organizing “First on First,” but we need to be mindful of the COVID mandates and focus on the main emphasis of shopping.

Parks Commission:

Councilmember Wohleb reported on the Parks Commission Meeting. They are organizing the funding and replanting of the tulips through local service organizations.

Agreement – EDASC (CARES Act Grant):

Administrator Thomas explained this agreement includes the additional funds awarded to the Town. We allocated \$20,000 for local businesses and have asked EDASC to put together the application and do the review process. The focus on the criteria ranking will be placed on attracting tourists and certain infrastructure, such as outdoor heaters and tents for businesses. EDASC will also publish the notice for applying and contact businesses in La Conner that have not received any funding during the COVID pandemic.

Councilmember Chamberlain moved to approve the Mayor to sign the agreement between the Town of La Conner and EDASC for implementing and review of the CARES ACT Grant. Motion seconded by Councilmember Leaver. Motion carried 5/0.

Agreement – Washington State Dept. of Commerce (CARES Act Grant):

We did not receive the agreement in time for this meeting, but should have it before the next Council meeting.

Councilmember Leaver moved to table the Agreement between the Washington State Department of Commerce and the Town of La Conner for the CARES ACT funding. Motion seconded by Councilmember Wohleb. Motion carried 5/0.

2021 Budget – Public Works:

Public Works Director Lease presented his 2021 Budget for Parks, Facilities, Streets, Water and Drainage. There are no scheduled projects for the year in efforts to scale back expenditures. There were discussions on the traffic and speeding control. The Traffic Plan Analysis results of the speeding issues would be resolved by the Sheriff’s presence and would not require speed bumps and other deterrents. Councilmember Stokes would still like to purchase six flashing speed signs over time if we find an opportunity.

2021 Hotel Motel Allocations:

Due to shortfall of the Hotel Motel funds in 2020, funds had to be scaled back for the new year allocation with a total of \$115,872. The Finance Committee, the Mayor and Administrator reviewed the applications and recommend as follows:

La Conner Chamber	\$47,500
Skagit Valley Tulip Festival	\$1,000
Skagit County Historical Museum	\$1,000
Museum of Northwest Arts	\$1,000
Public Restrooms	\$51,000
La Conner Interactive History Experience	\$1,500
La Conner Advertising	\$12,000
Audit/Advertising	\$250
Total Allocation	\$115,250

Mayor Hayes suggested an additional outlet for funding to organizations and events that bring tourism to the Town, by applying for the Town's CARES ACT funding through EDASC. For example, the La Conner Chamber and events such as the Guitar Festival and La Conner Live would qualify. EDASC's recommendations will be reviewed by Council for approval. An advantage to this is the funds would be given upfront, rather than waiting for Hotel Motel funds to be distributed next fall. However, if an organization has already received funds from another grant, they will not be eligible to apply for this one.

Councilmember Stokes moved to approve the 2021 Hotel Motel distribution as presented. Motion seconded by Councilmember Leaver. Motion carried 5/0.

Heather Carter, Director of the La Conner Chamber, and Jo Wolfe, Director of the Skagit County Historical Museum, questioned the costs of the public restrooms and how it qualifies for Hotel Motel funds. Public Works Director Lease supported his costs for supplies, utilities and maintenance. Finance Director DeGoede also explained the restrooms are a needed facility that is utilized by the visitors that come to La Conner. The costs of the facilities have to be supported by invoices provided by Public Works just as everyone else.

Agreement – ESO:

Finance Director DeGoede noted this is a program the Fire Department now requires.

Councilmember Stokes moved to approve the Mayor to sign the ESO Agreement. Motion seconded by Councilmember Chamberlain. Motion carried 5/0.

There being no further business the meeting was adjourned at 7:11 p.m.

Maria DeGoede, Finance Director

Ramon Hayes, Mayor

Town of La Conner

Town Council Special Meeting
October 2, 2020, 8:00 a.m.
Zoom Meeting

Mayor Hayes called the special meeting of the La Conner Town Council to order at 8:00 a.m.

Present: Councilmembers Leaver, Stokes, Chamberlain and Wohleb.

Also Present: Administrator Thomas, Finance Director DeGoede and Public Works Director Lease.

Councilmember Stokes moved to excuse Councilmember Brunisholz. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Administrator Thomas explained this meeting is to approve the Department of Commerce CARES ACT Grant that was on the September 22, 2020 Council Meeting Agenda, but was not received in time to present to Council. These funds will be used to refund the Town for the extra expenses from COVID 19 and \$20,000 has been dedicated to local businesses and organizations that will apply through EDASC for funds.

Councilmember Stokes moved to approve the Mayor to sign the Department of Commerce CARES ACT Agreement. Motion seconded by Councilmember Chamberlain. Motion carried 4/0.

There being no further business the meeting was adjourned at 8:10 a.m.

Maria DeGoede, Finance Director

Ramon Hayes, Mayor



TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for October 13, 2020 have been received and that;

Checks Numbered:	23506 - 23552	\$242,168.72
Auto Payments:	201650 – Pk Lot Fees	\$76.67
	201651 – Utility CC Fees	\$123.80
	201652 – Leasehold Tax	\$1430.26

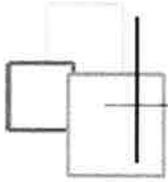
Are approved for a total payment of \$243,799.45 this 13th day of October 2020.


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2020 - October
Council Date: : 2020 - October - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Andrea's House Cleaning Svc/dba Martha Rocha	23506			2020 - October - 1st Council Meeting	
		Invoice - 1637-Sept2020			
		Town Hall & Sheriff Cleaning			
		001-000-518-30-48-01		Building Repair & Maintenance	\$350.00
		Total Invoice - 1637-Sept2020			\$350.00
	Total 23506				\$350.00
Total Andrea's House Cleaning Svc/dba Martha Rocha					\$350.00
Arne Svendsen Trucking, Inc.	23507			2020 - October - 1st Council Meeting	
		Invoice - 52920			
		1 1/4" x 0" Crushed Rock			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$630.01
		Total Invoice - 52920			\$630.01
	Total 23507				\$630.01
Total Arne Svendsen Trucking, Inc.					\$630.01
Bay City Supply	23508			2020 - October - 1st Council Meeting	
		Invoice - 289049			
		Protexus Purtabs Tablets for Disenfectant Sprayer			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$81.38
		Total Invoice - 289049			\$81.38
	Total 23508				\$81.38
Total Bay City Supply					\$81.38
Byrn, Roger	23509			2020 - October - 1st Council Meeting	
		Invoice - 516088			
		Sept 2020 Fire Hall Cleaning			
		001-000-522-20-48-01		Building Repair & Maintenance	\$250.00
		Total Invoice - 516088			\$250.00
	Total 23509				\$250.00
Total Byrn, Roger					\$250.00

Vendor	Number	Reference	Account Number	Description	Amount
Cascade Natural Gas Corp	23510			2020 - October - 1st Council Meeting	
		Invoice - CascadeGasSept2020			
		Utility - Gas			
		001-000-518-30-47-00		Public Utility Services 204 Douglas-Town Hall	\$18.32
		001-000-522-20-47-00		Public Utility Services 12142 Chilberg-Fire Hall	\$22.41
		003-000-575-50-47-01		Public Utility Services-MH/MC 108 Commercial-MH/MC	\$21.03
		003-000-575-50-47-02		Public Utility Services-GC 622 S 2nd Street-GC	\$24.68
		401-000-534-80-47-00		Public Utility Services 604 N 3rd Street - PW	\$13.78
		409-000-535-80-47-00		Public Utility Services 12154 B Chilberg - Sewer	\$17.26
		409-000-535-80-47-00		Public Utility Services 12154 Chilberg - WWTP	\$38.68
		Total Invoice - CascadeGasSept2020			\$156.16
	Total 23510				\$156.16
Total Cascade Natural Gas Corp					\$156.16
Centro Print Solutions	23511			2020 - October - 1st Council Meeting	
		Invoice - 221566			
		Moorage Payment Envelopes			
		002-000-576-80-48-01		Building Repair & Maintenance	\$655.01
		Total Invoice - 221566			\$655.01
	Total 23511				\$655.01
Total Centro Print Solutions					\$655.01
Copiers Northwest	23512			2020 - October - 1st Council Meeting	
		Invoice - INV2199556			
		Copy Machine Lease			
		001-000-518-30-31-00		Office & Operating Supplies 70	\$150.94
		401-000-534-80-31-00		Office & Operating Supplies 15	\$32.34
		409-000-535-80-31-00		Office & Operating Supplies 15	\$32.34
		Total Invoice - INV2199556			\$215.62
	Total 23512				\$215.62
Total Copiers Northwest					\$215.62

Vendor	Number	Reference	Account Number	Description	Amount
Edge Analytical	23513			2020 - October - 1st Council Meeting	
		Invoice - 20-31635			
			Effluent Testing		
			409-000-535-80-31-02	Lab Supplies	\$52.00
		Total Invoice - 20-31635			\$52.00
		Invoice - 20-32030			
			Heterotrophic Plate Testing		
			401-000-534-80-41-00	Professional Services	\$49.00
				Water Samples	
		Total Invoice - 20-32030			\$49.00
		Invoice - 20-32115			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$20.00
				Water Samples	
		Total Invoice - 20-32115			\$20.00
		Invoice - 20-32626			
			Effluent Testing		
			409-000-535-80-31-02	Lab Supplies	\$78.00
		Total Invoice - 20-32626			\$78.00
		Invoice - 20-33617			
			Effluent Testing		
			409-000-535-80-31-02	Lab Supplies	\$52.00
		Total Invoice - 20-33617			\$52.00
		Invoice - 20-34289			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$20.00
				Water Samples	
		Total Invoice - 20-34289			\$20.00
		Invoice - 20-34701			
			Effluent Testing		
			409-000-535-80-31-02	Lab Supplies	\$78.00
		Total Invoice - 20-34701			\$78.00
		Invoice - 20-35007			
			Coliform Testing		
			401-000-534-80-41-00	Professional Services	\$20.00
				Water Samples	
		Total Invoice - 20-35007			\$20.00
	Total 23513				\$369.00
Total Edge Analytical					\$369.00

Vendor	Number	Reference	Account Number	Description	Amount
Emergency Reporting					
	23514			2020 - October - 1st Council Meeting	
		Invoice - INV202018930			
		NFIRS			
			001-000-522-20-42-00	Communications	\$86.50
		Total Invoice - INV202018930			\$86.50
	Total 23514				\$86.50
Total Emergency Reporting					\$86.50
Equity Builders LLC					
	23515			2020 - October - 1st Council Meeting	
		Invoice - CaledoniaPmp-PmtReq#3			
		Caledonia Pump Payment Req #3			
			403-000-594-38-64-05	Caledonia Pump Station	\$153,567.50
		Total Invoice - CaledoniaPmp-PmtReq#3			\$153,567.50
	Total 23515				\$153,567.50
Total Equity Builders LLC					\$153,567.50
Equity Builders LLC #8309					
	23516			2020 - October - 1st Council Meeting	
		Invoice - CalidoniaPumpPmt#3Retainage			
		Caledonia Pump Pmt #3 Retainage			
			403-000-594-38-64-05	Caledonia Pump Station	\$8,082.50
		Total Invoice - CalidoniaPumpPmt#3Retainage			\$8,082.50
	Total 23516				\$8,082.50
Total Equity Builders LLC #8309					\$8,082.50
Ericksen & Svendsen					
	23517			2020 - October - 1st Council Meeting	
		Invoice - 6348			
		Reclaim			
			403-000-538-38-48-03	System Repair & Maintenance	\$75.95
		Total Invoice - 6348			\$75.95
	Total 23517				\$75.95
Total Ericksen & Svendsen					\$75.95
ESO Solutions Inc.					
	23518			2020 - October - 1st Council Meeting	
		Invoice - ESO-42276			
		Software/Online Trainings			
			001-000-522-20-49-02	Training & Meetings	\$1,994.65
		Total Invoice - ESO-42276			\$1,994.65
	Total 23518				\$1,994.65
Total ESO Solutions Inc.					\$1,994.65

Vendor	Number	Reference	Account Number	Description	Amount
Farmers Equipment Company Inc	23519			2020 - October - 1st Council Meeting	
		Invoice - WB70819			
			Repair of Conveyor Belt		
			412-000-554-90-48-06	Compost Machinery/Equip	\$1,242.69
		Total Invoice - WB70819			\$1,242.69
	Total 23519				\$1,242.69
Total Farmers Equipment Company Inc					\$1,242.69
Fastenal Company	23520			2020 - October - 1st Council Meeting	
		Invoice - WAANA128525			
			1" LHBxx1 FGHX HB		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$63.54
		Total Invoice - WAANA128525			\$63.54
		Invoice - WANNA128598			
			CONTR Bags		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$20.54
		Total Invoice - WANNA128598			\$20.54
		Invoice - WANNA128727			
			Street Paint (Locates)		
			403-000-538-38-48-03	System Repair & Maintenance	\$204.99
		Total Invoice - WANNA128727			\$204.99
		Invoice - WANNA128746			
			Gloves		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$232.31
		Total Invoice - WANNA128746			\$232.31
		Invoice - WANNA128794			
			Street paint (Locates)		
			403-000-538-38-48-03	System Repair & Maintenance	\$64.78
		Total Invoice - WANNA128794			\$64.78
	Total 23520				\$586.16
Total Fastenal Company					\$586.16
HD Supply Facilities Maint.	23521			2020 - October - 1st Council Meeting	
		Invoice - 9185242602			
			Aluminum Mini Blinds		
			001-000-518-30-48-01	Building Repair & Maintenance	\$20.02
		Total Invoice - 9185242602			\$20.02
	Total 23521				\$20.02
Total HD Supply Facilities Maint.					\$20.02

Vendor	Number	Reference	Account Number	Description	Amount
Invoice Cloud					
	201651			2020 - October - 1st Council Meeting	
		Invoice - 1022-2020-9			
		Utility CC Processing Fees			
		001-000-514-23-41-03		Bank Service Charges	\$123.80
		Total Invoice - 1022-2020-9			\$123.80
	Total 201651				\$123.80
Total Invoice Cloud					\$123.80
Isomedia.com					
	23522			2020 - October - 1st Council Meeting	
		Invoice - 13514-18867			
		Public Works DSL			
		401-000-534-80-42-00		Communications	\$23.00
		Total Invoice - 13514-18867			\$23.00
	Total 23522				\$23.00
Total Isomedia.com					\$23.00
La Conner Chamber of Commerce					
	23523			2020 - October - 1st Council Meeting	
		Invoice - HM2020Reimb-Bal1st Qtr			
		Reimb. balance from 1st Qtr			
		123-000-573-90-30-01		Chamber of Commerce	\$2,341.00
		Total Invoice - HM2020Reimb-Bal1st Qtr			\$2,341.00
		Invoice - HM2020Reimb3rdQtr			
		Reimb. 3rd Qtr			
		123-000-573-90-30-01		Chamber of Commerce	\$3,368.24
		Total Invoice - HM2020Reimb3rdQtr			\$3,368.24
	Total 23523				\$5,709.24
Total La Conner Chamber of Commerce					\$5,709.24
Margaret Hillard					
	23524			2020 - October - 1st Council Meeting	
		Invoice - Amazon74668			
		Reimb. - Senior Driveby Snacks & Prizes			
		001-000-575-50-30-00		Senior Center Supplies	\$71.34
		Total Invoice - Amazon74668			\$71.34
	Total 23524				\$71.34
Total Margaret Hillard					\$71.34

Vendor	Number	Reference	Account Number	Description	Amount
Materials Testing & Consulting					
	23525			2020 - October - 1st Council Meeting	
		Invoice - 32266			
			Concrete Reinforcement & Compression/Inspection		
			403-000-594-38-64-05	Caledonia Pump Station	\$570.00
		Total Invoice - 32266			\$570.00
	Total 23525				\$570.00
Total Materials Testing & Consulting					\$570.00
North Central Laboratory					
	23526			2020 - October - 1st Council Meeting	
		Invoice - 445058			
			M-FC Broth, Millipore Type HA & NCL Glass Fiber Filters		
			409-000-535-80-31-02	Lab Supplies	\$500.89
		Total Invoice - 445058			\$500.89
	Total 23526				\$500.89
Total North Central Laboratory					\$500.89
NorthWest Parking Equipment Co					
	23527			2020 - October - 1st Council Meeting	
		Invoice - NWPkEq4thQtr2020			
			4th Qtr 2020 Parking Meter Maint.		
			005-000-542-65-48-00	Repair & Maintenance	\$260.40
				Maintenance	
		Total Invoice - NWPkEq4thQtr2020			\$260.40
	Total 23527				\$260.40
Total NorthWest Parking Equipment Co					\$260.40
ORCA Communication Systems					
	23528			2020 - October - 1st Council Meeting	
		Invoice - 23607			
			Background Checks for Firefighters Baker/Guy		
			001-000-522-20-41-00	Professional Services	\$90.00
		Total Invoice - 23607			\$90.00
	Total 23528				\$90.00
Total ORCA Communication Systems					\$90.00
Pacific Tank & Body					
	23529			2020 - October - 1st Council Meeting	
		Invoice - 34485M			
			Fire Truck Repair		
			001-000-522-20-48-02	Vehicle Repair & Maintenance	\$3,283.77
		Total Invoice - 34485M			\$3,283.77
	Total 23529				\$3,283.77
Total Pacific Tank & Body					\$3,283.77

Vendor	Number	Reference	Account Number	Description	Amount
Painter's Alley	23530			2020 - October - 1st Council Meeting	
		Invoice - ROO12879			
			Handheld Cup & Flexliner Paint Bags		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$87.97
		Total Invoice - ROO12879			\$87.97
	Total 23530				\$87.97
Total Painter's Alley					\$87.97
Pape' Machinery Exchange	23531			2020 - October - 1st Council Meeting	
		Invoice - 2425096			
			Replacement of Bucket Cylinder		
			412-000-554-90-48-06	Compost Machinery/Equip	\$9,221.43
		Total Invoice - 2425096			\$9,221.43
	Total 23531				\$9,221.43
Total Pape' Machinery Exchange					\$9,221.43
Parts Store, The	23532			2020 - October - 1st Council Meeting	
		Invoice - 503305			
			Windshield Wash & Gauge		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$27.15
		Total Invoice - 503305			\$27.15
		Invoice - 503417			
			Oil Filters & Oil		
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$55.81
		Total Invoice - 503417			\$55.81
		Invoice - 503426			
			Brush		
			005-000-542-64-35-00	Small Tools & Equipment	\$21.33
		Total Invoice - 503426			\$21.33
		Invoice - 503504			
			Gaffite Removal		
			002-000-576-80-48-01	Building Repair & Maintenance	\$13.80
		Total Invoice - 503504			\$13.80
		Invoice - 503612			
			Floor Dry		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$57.35
		Total Invoice - 503612			\$57.35
		Invoice - 503674			
			Blstr Pk Miniatures		
			401-000-534-80-48-02	Vehicle Repair & Maintenance	\$3.18
		Total Invoice - 503674			\$3.18

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 504111			
			Battery & Core Deposit		
			403-000-538-38-48-03	System Repair & Maintenance	\$297.27
		Total Invoice - 504111			\$297.27
	Total 23532				\$475.89
Total Parts Store, The					\$475.89
Port of Skagit Co.					
	23533			2020 - October - 1st Council Meeting	
		Invoice - POS-Sept2020FireBtMoorage			
			Fire Boat Moorage		
			001-000-522-20-47-00	Public Utility Services	\$7.00
		Total Invoice - POS-Sept2020FireBtMoorage			\$7.00
	Total 23533				\$7.00
Total Port of Skagit Co.					\$7.00
Port of Skagit Co.					
	23534			2020 - October - 1st Council Meeting	
		Invoice - POS-PWOct2020Lease			
			Public Works October 2020 Lease		
			412-000-554-90-45-00	Rents & leases	\$1,823.22
			PW Lease		
		Total Invoice - POS-PWOct2020Lease			\$1,823.22
	Total 23534				\$1,823.22
Total Port of Skagit Co.					\$1,823.22
Puget Sound Energy					
	23535			2020 - October - 1st Council Meeting	
		Invoice - PSEOct2020			
			Utility - Electric		
			409-000-535-80-47-00	Public Utility Services	\$2,863.80
			WWTP		
		Total Invoice - PSEOct2020			\$2,863.80
	Total 23535				\$2,863.80
Total Puget Sound Energy					\$2,863.80
Reisner Distributor, Inc.					
	23536			2020 - October - 1st Council Meeting	
		Invoice - CL14086			
			Fire Dept. Fuel		
			001-000-522-20-32-00	Fuel	\$139.07
			Fire Dept.		
		Total Invoice - CL14086			\$139.07

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - CL14087			
			Public Works Fuel		
			401-000-534-80-32-00	Fuel	\$942.43
				Public Works	
		Total Invoice - CL14087			\$942.43
	Total 23536				\$1,081.50
	Total Reisner Distributor, Inc.				\$1,081.50
Sherman, Lysa M	23537			2020 - October - 1st Council Meeting	
		Invoice - ShermanSept2020ClgChgs			
			Sept 2020 Facility Cleaning Charges		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$37.00
				Facility Cleaning	
		Total Invoice - ShermanSept2020ClgChgs			\$37.00
	Total 23537				\$37.00
	Total Sherman, Lysa M				\$37.00
Skagit County DEM	23538			2020 - October - 1st Council Meeting	
		Invoice - 2020 Q1-La C			
			3rd Qtr 2020		
			001-000-525-10-41-00	Prof Services -EMS	\$671.04
				EMS Services	
		Total Invoice - 2020 Q1-La C			\$671.04
	Total 23538				\$671.04
	Total Skagit County DEM				\$671.04
Skagit County Public Works	23539			2020 - October - 1st Council Meeting	
		Invoice - 1056393			
			De-Watered Solids		
			403-000-538-38-48-03	System Repair & Maintenance	\$382.22
		Total Invoice - 1056393			\$382.22
	Total 23539				\$382.22
	Total Skagit County Public Works				\$382.22
Skagit County Sheriff Office	23540			2020 - October - 1st Council Meeting	
		Invoice - SKCoSept2020JailTax			
			Sept 2020 County Jail Tax		
			631-000-589-40-00-00	Special Use Tax - County Jail	\$4,032.24

Vendor	Number	Reference	Account Number	Description	Amount
				Special Use Tax - County Jail	
				Total Invoice - SKCoSept2020JailTax	\$4,032.24
	Total 23540				\$4,032.24
Total Skagit County Sheriff Office					\$4,032.24
Skagit Surveyors & Planning, PLLC	23541			2020 - October - 1st Council Meeting	
		Invoice - 29			
			Sept 2020 Planning Charges		
			001-000-558-60-41-00	Professional Services - Planner	\$3,277.50
		Total Invoice - 29			\$3,277.50
	Total 23541				\$3,277.50
Total Skagit Surveyors & Planning, PLLC					\$3,277.50
Thrive Direct Health Care	23542			2020 - October - 1st Council Meeting	
		Invoice - 002-Guy			
			Firefighter Physical - Guy		
			001-000-521-70-41-00	Professional Services	\$100.00
		Total Invoice - 002-Guy			\$100.00
	Total 23542				\$100.00
Total Thrive Direct Health Care					\$100.00
Town of La Conner	23543			2020 - October - 1st Council Meeting	
		Invoice - TOLSept2020WtrChgs			
			Sept 2020 Town Water Charges		
			001-000-518-30-47-00	Public Utility Services 204 Douglas - Town Hall	\$132.06
			001-000-522-20-47-00	Public Utility Services Fire Hall - 12142 Chilberg	\$104.92
			002-000-576-80-47-00	Public Utility Services Pioneer Park	\$80.47
			002-000-576-80-47-00	Public Utility Services Skateboard Park - 528 6th Street	\$57.63
			002-000-576-80-47-00	Public Utility Services Flag Pole/Monument	\$107.69
			002-000-576-80-47-00	Public Utility Services 1st Street Merchant Park	\$80.66
			002-000-576-80-47-00	Public Utility Services Washington Street Park	\$97.07

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - Amazon59438			
			Plasma w Hand/Shoulder Strap, Wireless Keyboard & Screen Protector - Fire Dept.		
			001-000-522-20-35-00	Small Tools & Equipment	\$201.79
		Total Invoice - Amazon59438			\$201.79
		Invoice - Amazon64248			
			Hand Sanitizer		
			001-000-518-30-31-00	Office & Operating Supplies	\$21.69
		Total Invoice - Amazon64248			\$21.69
		Invoice - Amazon69010			
			Wire Rope & Cable Clip Clamp		
			002-000-576-80-48-01	Building Repair & Maintenance	\$16.12
		Total Invoice - Amazon69010			\$16.12
		Invoice - CrashPlanPro8/23			
			Server Backup		
			001-000-518-30-48-00	Computer/Server Maintenance	\$43.36
		Total Invoice - CrashPlanPro8/23			\$43.36
		Invoice - FaceBook8/20			
			Shop La Conner Facebook Advertising		
			001-000-513-10-41-01	Mayor Professional Services	\$600.00
		Total Invoice - FaceBook8/20			\$600.00
		Invoice - Facebook8/31			
			Shop La Conner Facebook Advertising		
			001-000-513-10-41-01	Mayor Professional Services	\$329.89
		Total Invoice - Facebook8/31			\$329.89
		Invoice - HomDepot8/13			
			4' LED s		
			003-000-575-50-48-01	Building Repair & Maint-MH/MC	\$32.52
		Total Invoice - HomDepot8/13			\$32.52
		Invoice - Inv35487280			
			Zoom Account		
			001-000-514-23-31-00	Office & Operating Supplies	\$16.26
		Total Invoice - Inv35487280			\$16.26
		Invoice - Shell8/25			
			Propaine		
			005-000-542-64-48-04	Signage Repair & Maintenance	\$20.45
		Total Invoice - Shell8/25			\$20.45
		Total 23544			\$1,593.99
Total U.S. Bank					\$1,593.99

Vendor	Number	Reference	Account Number	Description	Amount
United Site Services					
	23545			2020 - October - 1st Council Meeting	
		Invoice - 114-10984390			
			John Hammer Park Port a Pottie		
			002-000-576-80-41-00	Professional Services	\$86.18
		Total Invoice - 114-10984390			\$86.18
	Total 23545				\$86.18
Total United Site Services					\$86.18
US Bank-Parking Meter Fees					
	201650			2020 - October - 1st Council Meeting	
		Invoice - PkLotSept2020Procfees			
			005-000-542-65-48-00	Repair & Maintenance	\$76.67
				Parking Lot Processing Fees	
		Total Invoice - PkLotSept2020Procfees			\$76.67
	Total 201650				\$76.67
Total US Bank-Parking Meter Fees					\$76.67
USA Bluebook					
	23546			2020 - October - 1st Council Meeting	
		Invoice - 365657			
			Colorless Buffer & SafeGrip Powder		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$88.59
		Total Invoice - 365657			\$88.59
		Invoice - 372333			
			Ammonia & Men's Lab Coat		
			409-000-535-80-48-01	Plant Repair & Maintenance	\$144.74
		Total Invoice - 372333			\$144.74
	Total 23546				\$233.33
Total USA Bluebook					\$233.33
Utilities Underground Locate					
	23547			2020 - October - 1st Council Meeting	
		Invoice - 0090708			
			Underground Locates		
			401-000-534-80-41-00	Professional Services	\$24.51
				Notifications	
		Total Invoice - 0090708			\$24.51
	Total 23547				\$24.51
Total Utilities Underground Locate					\$24.51

Vendor	Number	Reference	Account Number	Description	Amount
Ven Tek International	23548			2020 - October - 1st Council Meeting	
		Invoice - 123578			
			Parking Meter Maint.		
			005-000-542-65-48-00	Repair & Maintenance	\$103.08
		Total Invoice - 123578			\$103.08
	Total 23548				\$103.08
Total Ven Tek International					\$103.08
WA Dept. of Ecology	23549			2020 - October - 1st Council Meeting	
		Invoice - 21-WA0022446-1			
			Annual Water Quality Program Permit Fee		
			409-000-535-80-41-00	Professional Services	\$473.04
		Total Invoice - 21-WA0022446-1			\$473.04
	Total 23549				\$473.04
Total WA Dept. of Ecology					\$473.04
WA State DOR - Leasehold Excise Tax	201652			2020 - October - 1st Council Meeting	
		Invoice - LeaseholdTax3Qtr2020			
			3rd Qtr. Leasehold Tax		
			002-000-576-80-49-05	Leashold Excise Taxes	\$1,269.61
				Leasehold Excise Tax	
			003-000-575-50-49-00	Leasehold Tax	\$160.65
				Leasehold Excise Tax LC Chamber	
		Total Invoice - LeaseholdTax3Qtr2020			\$1,430.26
	Total 201652				\$1,430.26
Total WA State DOR - Leasehold Excise Tax					\$1,430.26
Waste Management of Skagit	23550			2020 - October - 1st Council Meeting	
		Invoice - 2192187-0043-9			
			WWTP Garbage/Recycle		
			409-000-535-80-47-00	Public Utility Services	\$502.75
		Total Invoice - 2192187-0043-9			\$502.75
		Invoice - 2192384-0043-2			
			Town Hall Garbage/Recycle		
			001-000-518-30-47-00	Public Utility Services	\$206.22
		Total Invoice - 2192384-0043-2			\$206.22

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 2193194-0043-4			
			Public Works Garbage		
			005-000-543-50-48-04	Refuse Disposal	\$669.82
		Total Invoice - 2193194-0043-4			\$669.82
	Total 23550				\$1,378.79
Total Waste Management of Skagit					\$1,378.79
Watershed Company, The	23551			2020 - October - 1st Council Meeting	
		Invoice - 2020-1392			
			SMP Updates-Public Participation Plan/Adoption Process		
			001-000-558-60-41-06	Plans & Studies	\$1,732.50
		Total Invoice - 2020-1392			\$1,732.50
	Total 23551				\$1,732.50
Total Watershed Company, The					\$1,732.50
Water-Wasterwater Services	23552			2020 - October - 1st Council Meeting	
		Invoice - 51883			
			WWTP Sept 2020 Charges		
			409-000-535-80-41-03	Plant Operator	\$15,600.50
				Sewer Plant Operations	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$756.47
				Reimbursables	
			412-000-554-90-41-05	Compost Operator	\$14,591.96
				Compost Operations	
		Total Invoice - 51883			\$30,948.93
	Total 23552				\$30,948.93
Total Water-Wasterwater Services					\$30,948.93
Grand Total		Vendor Count	50		\$243,799.45



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **September 16, 2020** through **September 30, 2020** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.



Maria De Goede, Finance Director

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that:

Payroll checks numbered 5275 through 5283 – \$20,237.51

Auto DCP	#201647 – \$2,291.00
Auto PERS	#201648 – \$10,765.89
Auto Payroll Taxes	#201649 – \$8,081.62

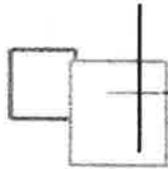
Payroll auto deposit \$26,604.63

are approved for a total payment of \$67,980.65 this 13th day of October 2020

Councilmember – Finance Committee

Councilmember – Finance Committee

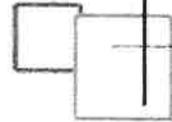
Councilmember



Register

<u>Number</u>	<u>Name</u>	<u>Fiscal Description</u>	<u>Cleared</u>	<u>Amount</u>
<u>5275</u>	AWC Employee Benefit Trust	2020 - October - 1st Council Meeting		\$10,197.47
<u>5276</u>	Dept of Labor & Industry	2020 - October - 1st Council Meeting		\$1,051.21
<u>5277</u>	Employment Security	2020 - October - 1st Council Meeting		\$51.90
<u>5278</u>	Employment Security Dept. Paid Family & Medical Leave	2020 - October - 1st Council Meeting		\$71.83
<u>5279</u>	MassMutual Retirement Services	2020 - October - 1st Council Meeting		\$75.00
<u>5280</u>	North Coast Credit Union	2020 - October - 1st Council Meeting		\$50.00
<u>5281</u>	Teamsters Local No. 231	2020 - October - 1st Council Meeting		\$152.00
<u>5282</u>	WA Teamsters Welfare Trust	2020 - October - 1st Council Meeting		\$8,118.00
<u>5283</u>	Washington State Support Registry	2020 - October - 1st Council Meeting		\$470.10
<u>201647</u>	Dept of Retirement - Def Comp	2020 - October - 1st Council Meeting		\$2,291.00
<u>201648</u>	Dept of Retirement Systems	2020 - October - 1st Council Meeting		\$10,765.89
<u>201649</u>	Washington Federal	2020 - October - 1st Council Meeting		\$8,081.62
<u>Direct Deposit Run - 10/1/2020</u>	Payroll Vendor	2020 - October - 1st Council Meeting		\$26,604.63
				\$67,980.65

Register Activity



Direct Deposit Run - 10/1/2020	Payroll Vendor	Posting Reference	Detail Amount
		2020 - October - 1st Council Meeting	\$26,604.63
Avery, Adam W	ACH Pay - 5075	Posting Run - 10/1/2020 8:28:13 AM	\$794.21
Avery, Annie L	ACH Pay - 5076	Posting Run - 10/1/2020 8:28:13 AM	\$378.63
Banaszak, Sam E	ACH Pay - 5077	Posting Run - 10/1/2020 8:28:13 AM	\$1,384.10
Brunisholz, Jacques R	ACH Pay - 5093	Posting Run - 10/1/2020 9:27:15 AM	\$137.96
Carlson III, Ivan J	ACH Pay - 5078	Posting Run - 10/1/2020 8:28:13 AM	\$36.94
Chamberlain, MaryLee S	ACH Pay - 5094	Posting Run - 10/1/2020 9:27:15 AM	\$137.96
Finley, Spencer D	ACH Pay - 5079	Posting Run - 10/1/2020 8:28:13 AM	\$544.86
Freiberger, Danielle D	ACH Pay - 5095	Posting Run - 10/1/2020 9:27:15 AM	\$1,087.13
Harper, Benjamin J	ACH Pay - 5080	Posting Run - 10/1/2020 8:28:13 AM	\$286.28
Harper, Matthew R	ACH Pay - 5081	Posting Run - 10/1/2020 8:28:13 AM	\$166.23
Heartbroker, Ian F	ACH Pay - 5082	Posting Run - 10/1/2020 8:28:13 AM	\$387.87
Hillard, Margaret A	ACH Pay - 5097	Posting Run - 10/1/2020 9:27:15 AM	\$240.33
James, Wilbert M	ACH Pay - 5083	Posting Run - 10/1/2020 8:28:13 AM	\$459.92
Jungquist, Kenneth	ACH Pay - 5084	Posting Run - 10/1/2020 8:28:13 AM	\$46.17
Kerley-DeGoede, Maria A	ACH Pay - 5098	Posting Run - 10/1/2020 9:27:15 AM	\$2,001.44
Lease, Brian	ACH Pay - 5099	Posting Run - 10/1/2020 9:27:15 AM	\$2,422.01
Leaver, John W	ACH Pay - 5100	Posting Run - 10/1/2020 9:27:15 AM	\$137.96
McKnight, Chris R	ACH Pay - 5085	Posting Run - 10/1/2020 8:28:13 AM	\$341.69
Mesman, Benjamin F	ACH Pay - 5086	Posting Run - 10/1/2020 8:28:13 AM	\$534.03
Moore, Andrea L	ACH Pay - 5101	Posting Run - 10/1/2020 9:27:15 AM	\$1,401.88
Palaniuk, Kevin R	ACH Pay - 5102	Posting Run - 10/1/2020 9:27:15 AM	\$1,858.48
Park, Todd W	ACH Pay - 5103	Posting Run - 10/1/2020 9:27:15 AM	\$2,066.82
Pena-Ayon, Manuel A	ACH Pay - 5104	Posting Run - 10/1/2020 9:27:15 AM	\$915.55
Reinstra, Aaron E.	ACH Pay - 5087	Posting Run - 10/1/2020 8:28:13 AM	\$1,340.10
Reinstra, Aaron M.	ACH Pay - 5088	Posting Run - 10/1/2020 8:28:13 AM	\$896.37
Schinman, Karl A	ACH Pay - 5089	Posting Run - 10/1/2020 8:28:13 AM	\$36.94
Schmidt, Hayden J	ACH Pay - 5090	Posting Run - 10/1/2020 8:28:13 AM	\$451.68
Sherman, Albert R	ACH Pay - 5105	Posting Run - 10/1/2020 9:27:15 AM	\$1,429.19
Smyth, Patrick C	ACH Pay - 5106	Posting Run - 10/1/2020 9:27:15 AM	\$1,739.45
Stokes, William E	ACH Pay - 5107	Posting Run - 10/1/2020 9:27:15 AM	\$137.96
Thomas, Scott G	ACH Pay - 5108	Posting Run - 10/1/2020 9:27:15 AM	\$2,352.54
Thulen, Wylie J	ACH Pay - 5091	Posting Run - 10/1/2020 8:28:13 AM	\$166.23
Watkins, Dylan J	ACH Pay - 5092	Posting Run - 10/1/2020 8:28:13 AM	\$147.76
Wohleb, Mary M	ACH Pay - 5109	Posting Run - 10/1/2020 9:27:15 AM	\$137.96
			\$26,604.63

Reports

- 1) Revenue/Expenditure Report**
- 2) Department Head Reports**

TOWN OF LA CONNER
 Monthly Treasurer's Report
 3rd Quarter 2020 - Year to Date

Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Budget	Expenditures to Date	% of Budget
001	General Fund	1,165,008	827,613	71%	1,110,431	670,954	60%
002	Park & Port	369,250	159,190	43%	394,354	106,018	27%
003	Facilities	298,330	169,777	57%	228,603	147,600	65%
004	Public Art	24,400	2,140	9%	24,000	1,469	6%
005	Streets	193,082	134,886	70%	236,072	136,393	58%
123	Hotel Motel	126,470	61,895	49%	191,623	23,298	12%
212	Fire Truck Bond	43,834	30,475	70%	36,355	3,203	9%
214	Fire Hall Bond	35,125	23,906	68%	39,675	8,521	21%
303	Flood Control	50,325	271	1%	15,000	5,930	40%
304	REET 1	18,350	13,772	75%	100,000		0%
305	REET 2	18,350	13,789	75%	114,647	114,647	100%
401	Water	1,021,739	781,966	77%	966,790	587,836	61%
403	Storm Drainage	298,952	251,254	84%	726,725	295,446	41%
409	Sewer	663,870	517,472	78%	734,505	471,020	64%
412	Sewer Compost	646,995	548,187	85%	942,150	453,841	48%
TOTALS		4,974,079	3,536,593	71%	5,860,929	3,026,176	52%

Investments:

Savi Bank CD	250,000.00
Heritage Bank CD	150,000.00
Opus Bank CD #2	252,762.19
TVI Bond	246,434.37
LGIP	58,439.43
Total	957,635.99

Town of La Conner

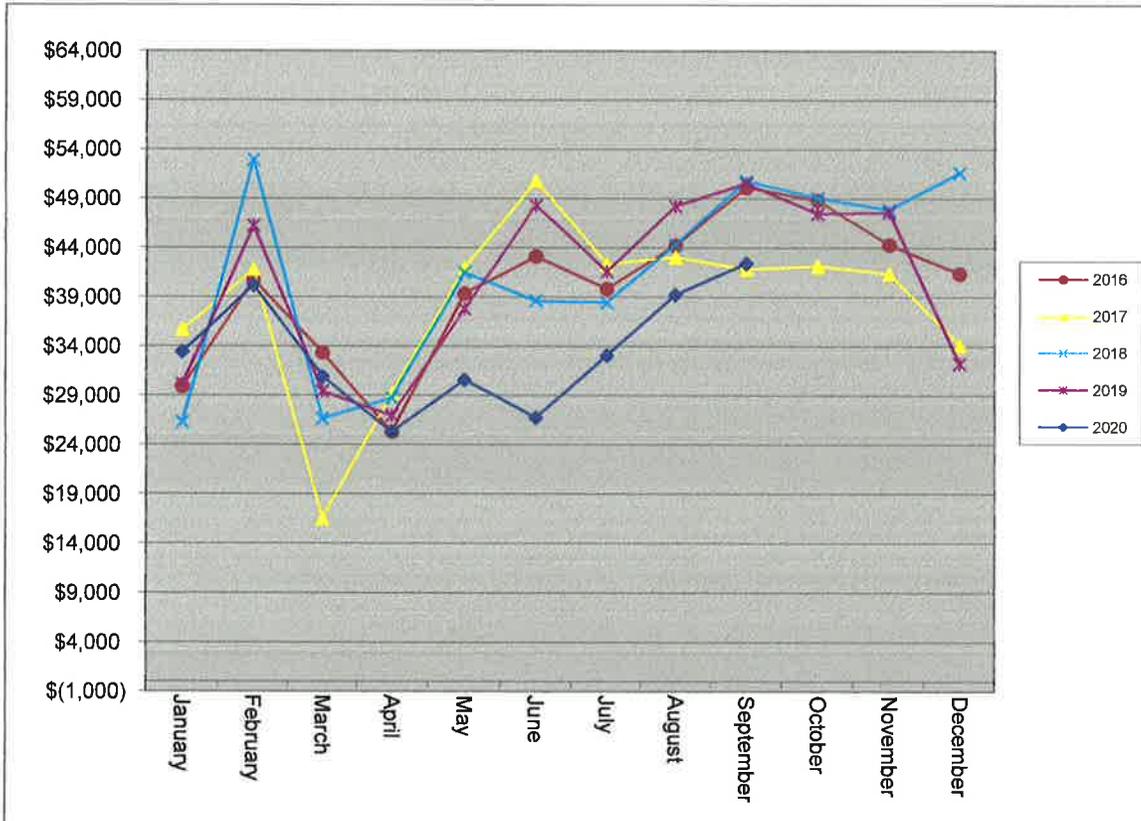
Sales Tax Receipts

Month	2016	2017	2018	2019	2020
January	29,891.76	35,682.46	26,294.96	30,175.85	33,427.50
February	40,736.73	41,776.56	52,944.30	46,229.98	40,192.52
March	33,334.63	16,552.72	26,652.63	29,417.50	30,913.88
April	25,327.50	29,162.69	28,748.58	26,966.79	25,318.90
May	39,357.41	41,957.19	41,485.94	37,794.49	30,598.74
June	43,105.09	50,818.34	38,605.31	48,324.00	26,758.90
July	39,818.67	42,319.44	38,449.06	41,577.04	33,062.15
August	44,249.50	43,059.29	44,327.18	48,230.60	39,233.38
September	50,132.76	41,841.47	50,795.02	50,535.10	42,409.55
October	48,829.23	42,147.59	49,071.82	47,472.63	
November	44,310.03	41,390.21	47,873.24	47,582.86	
December	41,367.97	34,159.94	51,634.74	32,252.37	
TOTAL	480,461.28	460,867.90	496,882.78	486,559.21	301,915.52

64.26%

Budgeted	562,541.00	523,710.00	479,318.00	512,194.00	469,860.00
Rec Year to Date	480,461.28	460,867.90	496,882.78	486,559.21	301,915.52
Annual Monthly Avg	40,038.44	38,405.66	41,406.90	40,546.60	25,159.63
Amount needed to meet budget:					167,944.48

Short from Sept. 2019 57,335.83



Town of La Conner

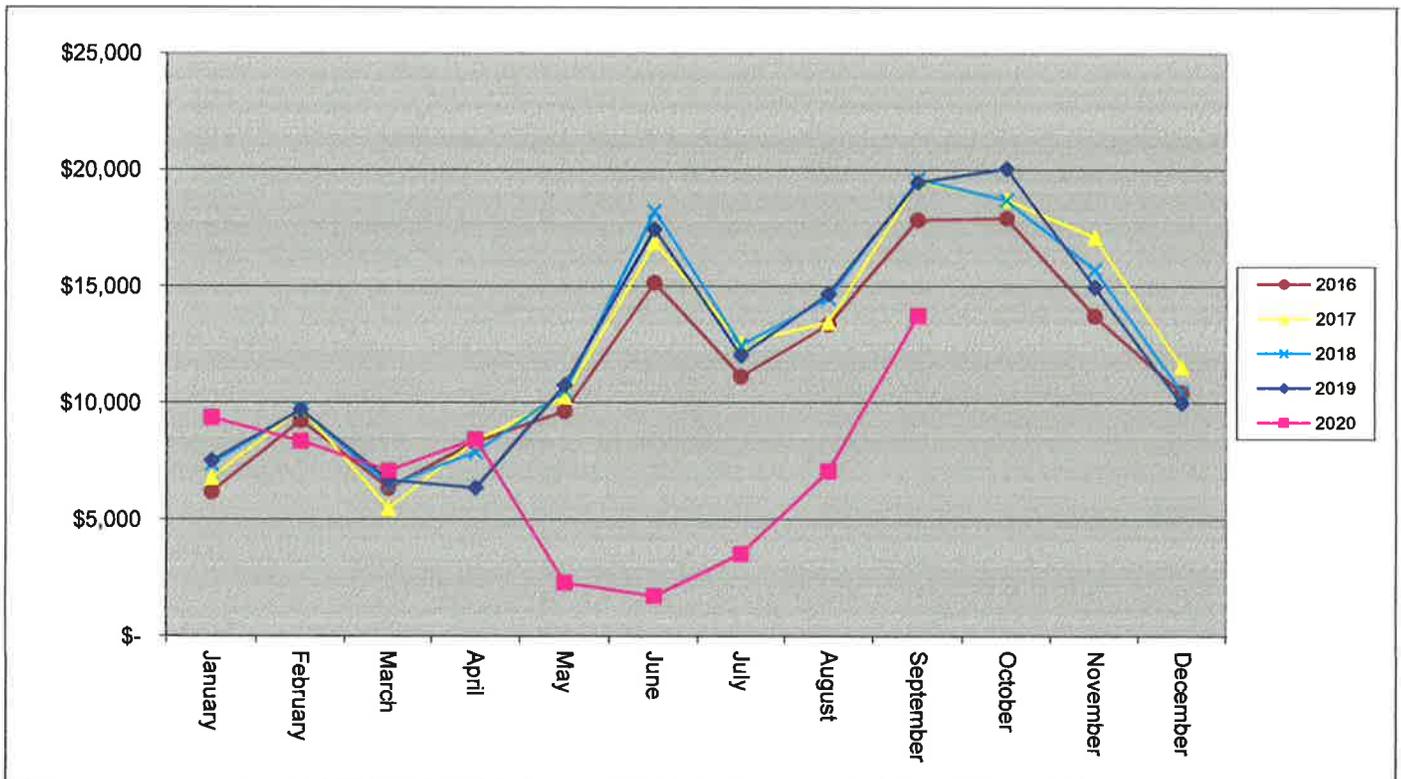
Annual Hotel/Motel Receipts

Month	2016	2017	2018	2019	2020
January	6,157.96	6,763.70	7,352.18	7,497.66	9,363.38
February	9,234.52	9,742.48	9,710.00	9,690.49	8,348.90
March	6,320.92	5,462.44	6,418.78	6,671.37	7,077.20
April	8,311.88	8,368.38	7,872.64	6,345.27	8,431.24
May	9,630.92	10,242.12	10,501.44	10,750.73	2,279.94
June	15,143.66	16,875.16	18,226.37	17,435.97	1,715.92
July	11,128.66	12,580.02	12,451.92	12,029.36	3,518.70
August	13,358.42	13,460.08	14,495.10	14,672.64	7,056.40
September	17,858.30	19,525.44	19,600.96	19,470.30	13,732.36
October	17,920.18	18,729.76	18,699.85	20,056.92	
November	13,713.74	17,110.50	15,704.59	14,956.14	
December	10,436.04	11,555.54	10,485.72	9,984.18	
TOTAL	139,215.20	150,415.62	151,519.55	149,561.03	61,524.04

48.83%

Budgeted	126,476.00	126,476.00	127,000.00	126,000.00	126,000.00
Received Year to Date	139,215.20	150,415.62	151,519.55	149,561.03	61,524.04
Monthly Average	11,601.27	12,534.64	12,626.63	12,463.42	5,127.00
Amount needed to meet budget:					64,475.96

Short from Sept. 2019 43,039.75

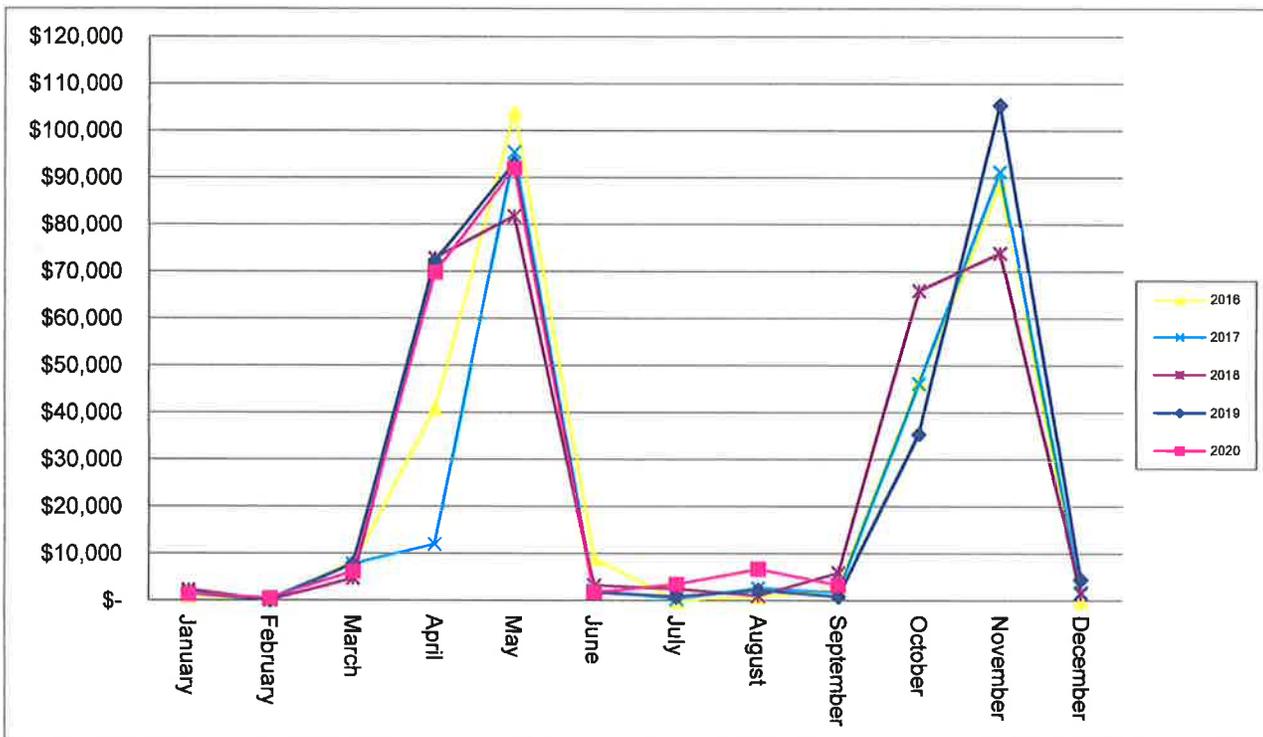


Town of La Conner Annual Property Taxes

Month	2016	2017	2018	2019	2020
January	1,026.49	1,635.99	2,323.65	1,480.54	1,366.53
February	249.86	342.02	90.66	55.46	540.84
March	8,061.89	7,760.06	4,717.15	7,827.98	6,187.85
April	40,943.50	12,088.76	72,866.44	72,247.70	69,784.34
May	104,139.21	95,419.20	81,831.87	93,081.57	92,047.43
June	9,005.76	2,183.40	3,192.14	1,746.84	1,723.19
July	-	363.20	2,438.20	801.22	3,510.19
August	916.86	2,655.92	1,036.42	2,224.34	6,704.12
September	2,293.49	1,729.90	5,881.83	821.35	3,314.93
October	46,305.08	46,099.63	65,878.85	35,440.06	
November	88,560.12	91,242.59	73,874.94	105,448.19	
December	-	1,845.69	1,488.81	4,485.35	
TOTAL	301,502.26	263,366.36	315,620.96	325,660.60	185,179.42

56.31%

Budgeted	300,000.00	306,000.00	306,000	308,000	328,840
Received Year to Date	301,502.26	263,366.36	315,620.96	325,660.60	185,179.42
Monthly Avg	25,125.19	21,947.20	26,301.75	27,138.38	15,431.62
Amount needed to meet budget:					143,660.58



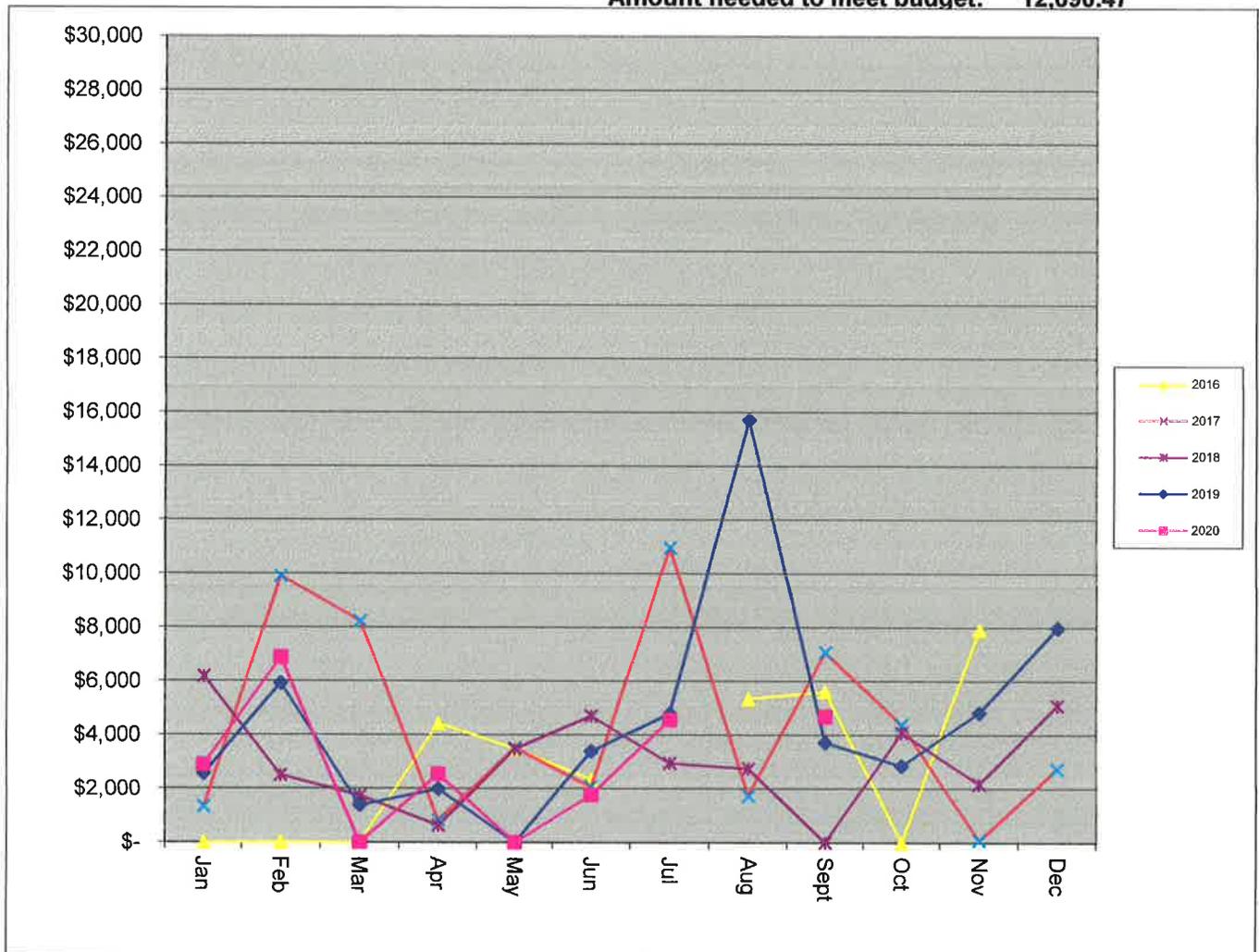
Town of La Conner Annual REET

Month	2016	2017	2018	2019	2020
Jan	-	1,321.65	6,166.22	2,549.26	2,887.09
Feb	-	9,900.00	2,499.75	5,915.25	6,878.02
Mar	-	8,224.92	1,732.50	1,373.67	-
Apr	4,430.25	816.76	623.70	1,980.00	2,538.11
May	3,489.75	3,514.50	3,472.42	-	-
Jun	2,349.44	2,069.10	4,697.55	3,388.27	1,757.25
Jul		10,957.80	2,945.74	4,791.60	4,566.37
Aug	5,350.95	1,732.50	2,747.25	15,688.02	
Sept	5,613.30	7,066.12	-	3,712.25	4,682.69
Oct	-	4,376.29	4,083.75	2,846.25	
Nov	7,910.10	74.25	2,173.05	4,826.25	
Dec		2,734.87	5,086.12	7,969.68	
TOTAL	29,143.79	52,788.76	36,228.05	55,040.50	23,309.53

Budgeted	32,000.00	40,000.00	30,235.00	36,250.00	36,000.00
Received Year to Date	29,143.79	52,788.76	36,228.05	55,040.50	23,309.53
Monthly Average	2,428.65	4,399.06	3,019.00	4,586.71	1,942.46

64.75%

Amount needed to meet budget: 12,690.47



Town of La Conner Fire Truck Sales Tax Revenue

Month	2017	2018	2019	2020
January	3,514.41	2,588.02	2,951.68	3,304.44
February	4,113.31	5,288.07	4,613.18	3,992.09
March	3,188.35	2,614.63	2,893.49	3,046.20
April	2,937.52	2,849.44	2,664.98	2,516.68
May	4,141.09	4,079.37	3,761.95	3,036.90
June	5,005.16	3,831.46	4,782.03	2,614.87
July	4,215.59	3,652.07	4,138.44	3,278.86
August	4,275.33	4,409.18	4,798.82	3,896.38
September	4,169.15	3,861.48	5,021.80	4,163.65
October	4,185.17	4,881.54	4,729.21	
November	4,120.43	4,745.45	3,737.81	
December	3,378.20	5,154.57	3,205.78	
TOTAL	47,243.71	47,955.28	47,299.17	29,850.07

68.88%

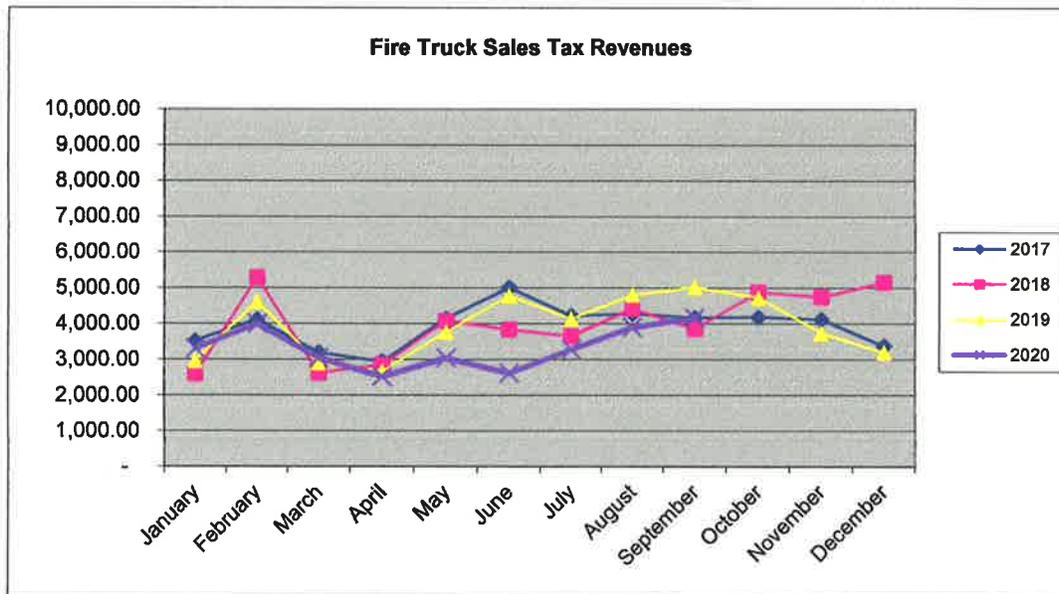
Budgeted	37,810.00	46,000.00	42,000.00	43,334.00
Received Year to Date	47,243.71	47,955.28	47,299.17	29,850.07
Monthly Avg	3,936.98	3,996.27	3,941.60	2,487.51

Amount needed to meet budget:

13,483.93

Short from Sept. 2019

5,776.30

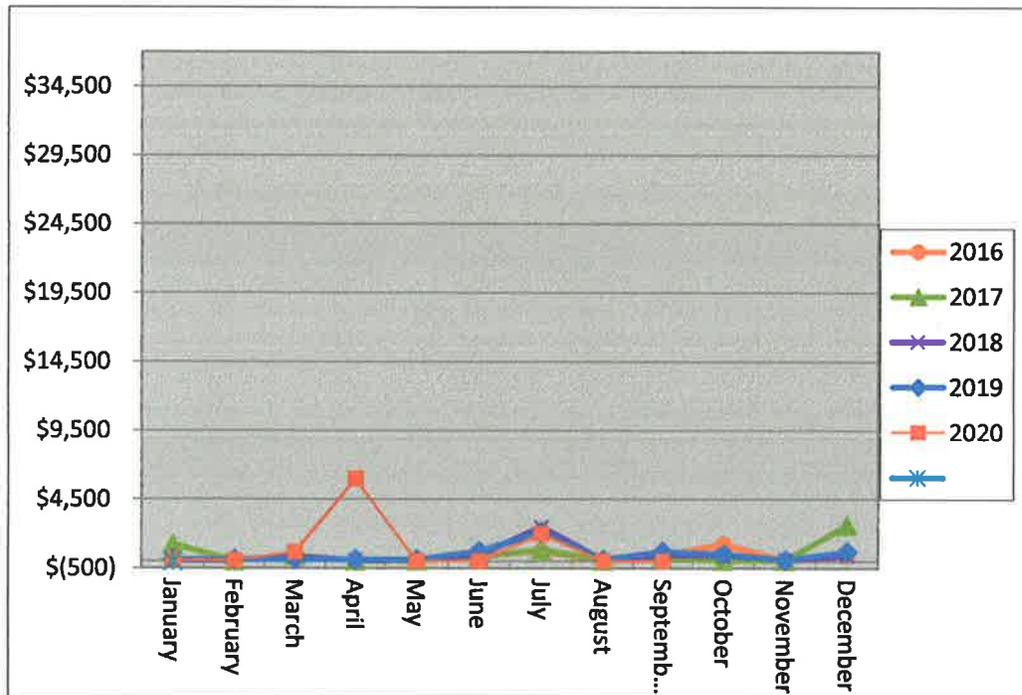


Town of La Conner Investment Interest Receipts

Month	2016	2017	2018	2019	2020
January	18.06	1,226.84	67.60	120.16	85.01
February	18.33	26.69	63.02	109.68	77.60
March	394.14	402.46	321.30	122.14	654.91
April	19.38	37.62	78.80	119.28	5,977.72
May	19.81	40.80	85.35	121.31	24.67
June	399.37	296.63	465.05	716.80	17.74
July	769.74	857.79	2,486.31	2,117.37	2,000.42
August	22.69	52.26	96.25	111.91	12.71
September	400.44	303.52	473.60	702.78	9.88
October	1,262.26	53.70	441.25	502.90	
November	21.17	52.82	106.07	87.05	
December	396.72	2,608.98	373.95	679.48	
TOTAL	3,742.11	5,960.11	5,058.55	5,510.86	8,860.66

161.10%

Budgeted	5,440.00	5,440.00	5,440.00	5,500.00	5,500.00
Received Year to Date	3,742.11	5,960.11	5,058.55	5,510.86	8,860.66
Monthly Average	311.84	496.68	421.55	459.24	738.39
Amount needed to meet budget:					(3,360.66)





TOWN OF LA CONNER

Planners Report October 13, 2020

Permit Applications Received

Land Use

- ❖ LU20-64SX Laura Palmer 128 N. First St. Shoreline Exemption to replace rotting decking Pier 7 Bldg.
- ❖ LU20-65SX Chad Fisher Construction 204 N. First St. Shoreline Exemption to repair deck column supports La Conner Retirement Inn.
- ❖ BP20-66B/F Chad Fisher Construction 204 N. First St. Building permit to repair deck column supports La Conner Retirement Inn.
- ❖ LU20-74S Meyer Sign Company 620 Morris St. Washington Federal Sign Permit.
- ❖ LU20-73HDR-Admin. Laura Palmer 128 N. First St. HDR to replace rotting decking Pier 7 Bldg.

Building Permit

- ❖ BP20-71B/F La Conner Swinomish Library 520 Morris St. Building permit new public library

Misc. Permit

- ❖ BP20-67ROW Chad Fisher Construction 204 N. First St. Right of Way Permit to repair deck column supports La Conner Retirement Inn
- ❖ BP20-68WM Ryan & Andrea Lemos 14397 Channel Dr. Water RCE & Water meter install.
- ❖ BP20-69D La Conner Swinomish Library 520 Morris St. Type II Demolition Permit for Library Thrift Shop
- ❖ BP20-70SS La Conner Swinomish Library 520 Morris St. Side-sewer capping for Thrift Shop demo
- ❖ BP20-72ROW La Conner Swinomish Library 520 Morris St. Right of way permit for new library.

Planning Commission:

Planning Commission continues to meet via Zoom meeting. We will be looking at the SMP update and the Transportation Element of the Comprehensive Plan in the next couple months as well as increased density in the Residential Zone.

General Planning Activities:

- ❖ Permit activity remains strong and we have been very busy processing permits and fielding information requests. We are ahead of where we were at this time last year in the number of permits we have processed and it doesn't look like we are slowing down so we should end out the year ahead of last year.
- ❖ We continue to work with our consultants on the Transportation Element and Shoreline Update.
- ❖ Long term planning priorities include:
 - ❖ Permitting for the ring dike project.
 - ❖ Climate Change Charrette. We are waiting to hear back from the scientists on a strategy for moving forward.
 - ❖ Update Critical Areas Ordinance to reflect Best Available Science
 - ❖ Updates to the Transportation Element of the Comp Plan
 - ❖ Update to the Shoreline Master Plan
 - ❖ Parks Element of the Comp Plan, Postponed to 2021
 - ❖ Utilities/Capital Facilities Element—Postponed to 2021.

**Public Works
Department Head Report
September – 2020**

Water:

- Replaced failed service line from water main to meter at 403 Center.
- Replaced a failed meter setter at 705 Whatcom Street.
- Install new water service for the Mavrik project.
- Annual Backflow test report reminder letters were mailed out for required reporting.

Drainage:

- Caledonia Pump Station project; the project is going well and on schedule.
- Hauled out 15 CY of drainage spoils from system maintenance this past July, August and September.
- Filled six pallets of sand bags in preparation for wet weather and high tides this fall and winter.

Streets:

- Minor asphalt repairs throughout town.
- Completed traffic signage maintenance.
- The Six Year Transportation Improvement Plan; this and the traffic element comprehensive plan are currently in discussions.
- Removed a hazard tree that partially fell along Washington Ave.

Park and Port:

- Waterfront Park Phase III Shoreline Restoration; Contractor C Johnson is under contract and should be starting soon.

Facilities:

- Porta –potty removed at the closed Morris Street restrooms.

Other:

- Preparing for the WCIA Public Works audit, Preparing Public Works 2021 budget.
- Projects; Rainbow Bridge Lighting, Library, 711 Maple, 747 Maple, Maverick, Channel Cove and Snap Dragon Hill development.

Brian Lease
Public Works Director
Town of La Conner

OBJECTID	Agency	TimeDate	CaseNumber	NatureDesc	Category	x	y
888774	SCSO	9/1/2020, 2:23 AM	20-12297	Animal Problem	Other Incidents	1237521.714	515214.5179
888802	SCSO	9/1/2020, 12:12 PM	20-12329	Boating Incident Or Problem	Motor Vehicle Incidents	1236803.741	514259.3981
888842	SCSO	9/2/2020, 9:01 AM	20-12376	Controlled Substance Problem	Drug/Alcohol	1236836.536	509474.972
888854	SCSO	9/2/2020, 1:22 PM	20-12389	Suspicious Circumstances	Other Incidents	1236038.772	511247.3339
888886	SCSO	9/3/2020, 7:47 AM	20-12427	Harassment Of Person	Crimes Against Person	1236836.536	509474.972
888969	SCSO	9/4/2020, 6:54 PM	20-12529	Traffic Hazard	Motor Vehicle Incidents	1237397.187	510677.962
888974	SCSO	9/5/2020, 12:05 AM	20-12535	Weapon Violation	Other Incidents	1236233.741	510148.446
888975	SCSO	9/5/2020, 12:04 AM	20-12536	Animal Problem	Other Incidents	1237397.187	510677.962
888997	SCSO	9/5/2020, 10:25 AM	20-12562	Welfare Check	Other Incidents	1237350.883	510784.7781
889016	SCSO	9/5/2020, 3:53 PM	20-12582	Agency Assistance	Other Incidents	1234036.677	511940.2571
889038	SCSO	9/6/2020, 5:07 AM	20-12607	Welfare Check	Other Incidents	1237350.883	510784.7781
889086	SCSO	9/7/2020, 3:23 AM	20-12659	Threats	Crimes Against Person	1236836.536	509474.972
	SCSO	9/7/2020, 12:42PM	20-12671	Sex Offense	Crimes Against Person		
889247	SCSO	9/9/2020, 4:21 PM	20-12835	911 Hangup Call	Other Incidents	1236841.611	515900.592
889267	SCSO	9/10/2020, 5:34 AM	20-12860	Custodial Interference	Other Incidents	1238017.387	513408.577
889275	SCSO	9/10/2020, 6:09 AM	20-12870	Found Property	Civil	1236222.317	510856.5811
889283	SCSO	9/10/2020, 9:08 AM	20-12882	Violation Of Court Order	Crimes Against Person	1236141.601	511394.7159
	SCSO	09/11/2020, 3:51PM	20-12941	Aid Call	Medical		
889401	SCSO	9/12/2020, 12:05 PM	20-13024	Property Theft	Property Crimes	1237393.216	512071.9291
889428	SCSO	9/13/2020, 4:31 AM	20-13052	Traffic Enforcement	Motor Vehicle Incidents	1238769.163	512206.5151
	SCSO	09/13/2020, 12:35PM	20-13054	Boating Incident Or Problem	Boating Problem		
889430	SCSO	9/13/2020, 5:35 AM	20-13054	Boating Incident Or Problem	Motor Vehicle Incidents	1236038.772	511247.3339
	SCSO	09/13/2020, 8:23PM	20-13073	Death	Death Investigation		
889475	SCSO	9/14/2020, 6:25 AM	20-13112	Welfare Check	Other Incidents	1236561.108	509776.4809
889505	SCSO	9/15/2020, 3:37 AM	20-13144	Abandoned Vehicle	Motor Vehicle Incidents	1237661.27	511993.173
889538	SCSO	9/15/2020, 11:02 AM	20-13179	Domestic Violence	Domestics	1236753.268	510571.4409
889550	SCSO	9/15/2020, 3:54 PM	20-13192	Domestic Violence	Domestics	1236753.268	510571.4409
889667	SCSO	9/17/2020, 9:09 PM	20-13320	Suspicious Circumstances	Other Incidents	1236195.961	510087.2319
889686	SCSO	9/18/2020, 6:07 AM	20-13342	Vehicle Theft	Property Crimes	1236159.775	509650.1449
889712	SCSO	9/18/2020, 3:45 PM	20-13371	Noise Ordinance	Civil	1235121.57	510081.3012
889717	SCSO	9/18/2020, 5:15 PM	20-13376	Domestic Violence	Domestics	1237553.62	512185.2359
889734	SCSO	9/19/2020, 4:15 AM	20-13395	Disorderly Conduct	Other Incidents	1237553.62	512185.2359
889779	SCSO	9/20/2020, 3:55 AM	20-13443	Citizen Dispute	Civil	1236195.961	510087.2319
889795	SCSO	9/20/2020, 9:33 AM	20-13463	Threats	Crimes Against Person	1236043.798	510243.7759
889847	SCSO	9/21/2020, 11:00 AM	20-13522	Alcohol Problem	Drug/Alcohol	1236038.772	511247.3339

OBJECTID	Agency	TimeDate	CaseNumber	NatureDesc	Category	x	y
	SCSO	09/21/2020, 7:59PM	20-13531	Sex Offense	Sex Offense		
889902	SCSO	9/22/2020, 10:01 AM	20-13585	Prowler	Crimes Against Person	1236836.536	509474.972
889908	SCSO	9/22/2020, 12:20 PM	20-13592	Juvenile Problem	Other Incidents	1238284.462	512607.368
889958	SCSO	9/23/2020, 9:48 AM	20-13651	Recovered Stolen Vehicle	Property Crimes	1237220.079	510579.6118
889989	SCSO	9/24/2020, 8:02 AM	20-13687	Fraud Violation	Fraud	1237534.034	514433.385
889993	SCSO	9/24/2020, 9:25 AM	20-13692	Found Property	Civil	1235960.057	510979.0179
890094	SCSO	9/26/2020, 7:50 AM	20-13800	Abandoned Vehicle	Motor Vehicle Incidents	1236491.427	511613.386
890113	SCSO	9/26/2020, 7:01 PM	20-13824	Malicious Mischief	Property Crimes	1236700.007	510806.1209
890117	SCSO	9/26/2020, 11:07 PM	20-13828	Malicious Mischief	Property Crimes	1237393.216	512071.9291
890146	SCSO	9/27/2020, 1:45 PM	20-13865	Property Theft	Property Crimes	1237584.333	512144.4361
890269	SCSO	9/30/2020, 5:04 AM	20-14007	Civil Problem	Civil	1236836.536	509474.972
890274	SCSO	9/30/2020, 6:30 AM	20-14012	Vehicle Accident	Motor Vehicle Incidents	1236715.719	511871.2621
890286	SCSO	9/30/2020, 12:27 PM	20-14027	Alarm	Other Incidents	1237170.116	510967.4729

* Calls are slightly up from 41 in August to 48 in September. Reminder, certain types of calls are not reflected in the "incidents in current view" total on the Crime Map, but I manually enter them on the LC Incident Report.



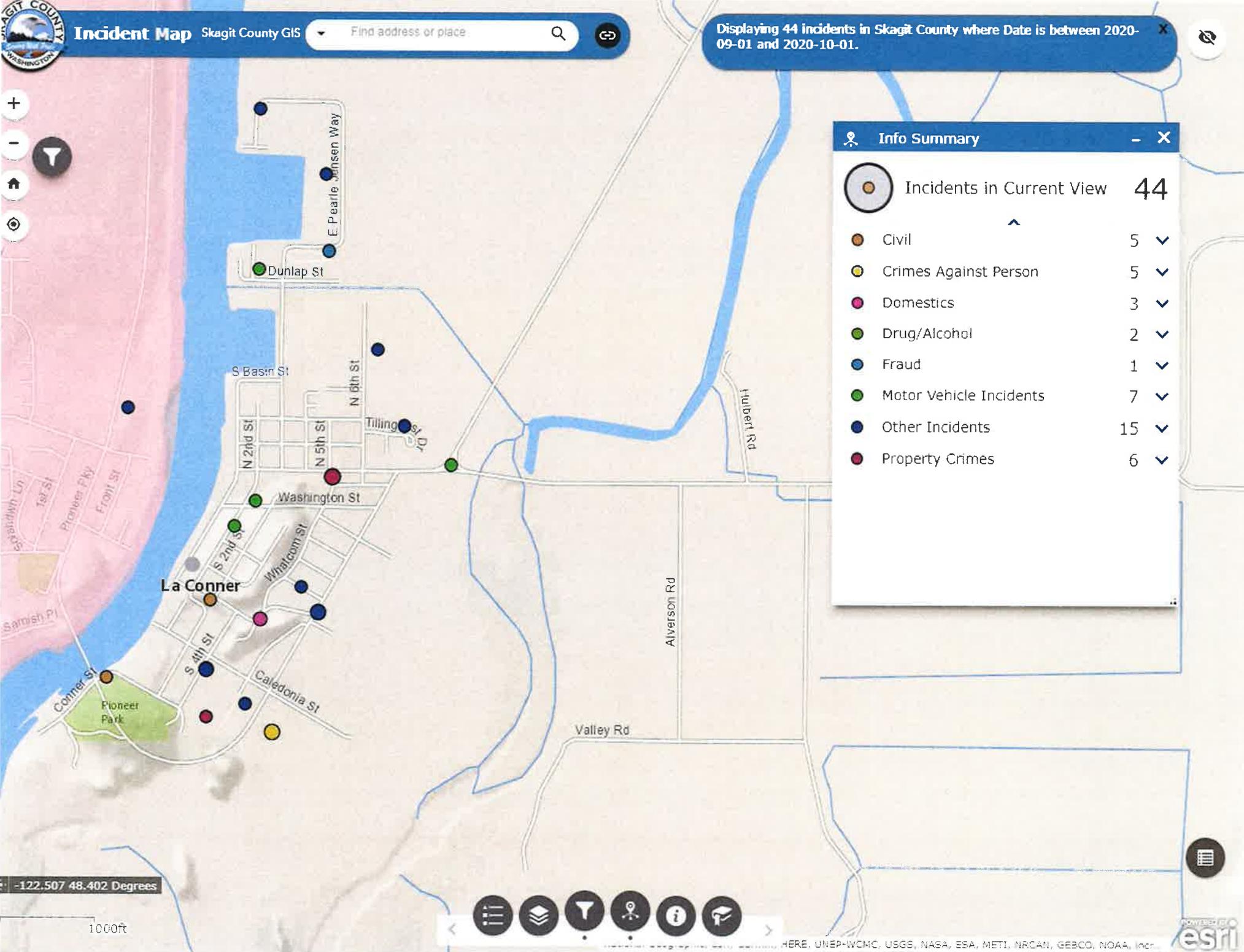
Incident Map

Skagit County GIS

Find address or place



Displaying 44 incidents in Skagit County where Date is between 2020-09-01 and 2020-10-01.



Info Summary		-	X
	Incidents in Current View	44	
	Civil	5	▼
	Crimes Against Person	5	▼
	Domestics	3	▼
	Drug/Alcohol	2	▼
	Fraud	1	▼
	Motor Vehicle Incidents	7	▼
	Other Incidents	15	▼
	Property Crimes	6	▼

-122.507 48.402 Degrees

1000ft



HERE, UNEP-WCMC, USGS, NASA, ESA, METI, NRCAN, GEBCO, NOAA, Inc.



**Fire Department
Fire Chief Report
September 2020**

Alarms:

- From 8-31-20 to 9-28-20 we responded to a total of 13 emergency calls.
- Medical: 5, Public Assist: 3, AFA: 1, INV: 2, Fire Boat was called out 4 times
- Average number of responders per alarm: 4.5

Calendar:

- 9/1 Academy
- 9/2 Business Meeting
- 9/8 Academy
- 9/9 Department Dinner
- 9/15 Academy
- 9/16 Drive, Inspection all Rigs
- 9/19 Academy
- 9/22 Academy
- 9/23 Salvage / Overhaul

Town Events and Highlights

- Academy
- 9/11 Remembrance

Aaron Reinstra

Fire Chief

Town of La Conner



Town of La Conner

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

Month: September 2020

During the month of September, the plant met NPDES permit requirements.

See attached spreadsheet for WWTP data.

Locates

- There were 19 (nineteen) locates in September with no issues.

Call Outs-Emergencies

There were no call outs or emergencies for the month of September.

System Maintenance

- One new sewer hookup at north end of the marina.

Miscellaneous

- Grinded yard waste pile.

Process Changes:

- Plant running normal.

Compost Sales:

Wholesale

126 yards were sold in September – 1,635 yards year to date.

Retail Sales

289 yards were sold in September – 2,887 yards year to date.

In September 2020, the Town receipted 392 yards of retail and wholesale compost for a total of \$3,008.00. These amounts include a bulk compost customer that paid their July 2020 bill in September.

Metered Flow:

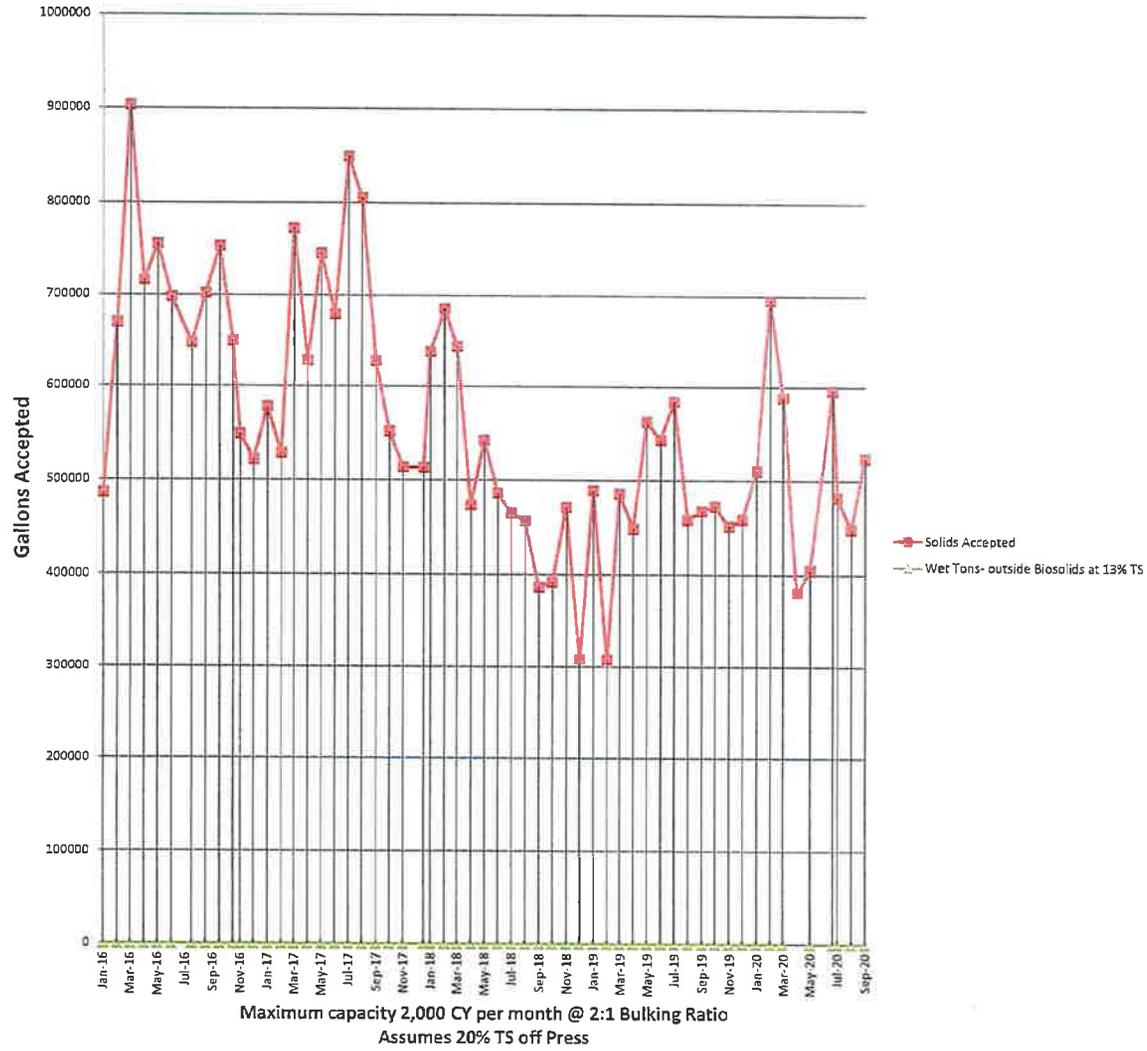
Influent:	<u>7,590,000 Gallons</u>
Tribal:	<u>1,898,658 Gallons</u>
Hydrant:	<u>0 Gallons</u>
Belt Press:	<u>727,864 Gallons</u>

LaConner Wastewater Treatment Plant

Monthly Data 2020

Date	WWTP Total Flow Treated	WWTP Daily Avg Treated	WWTP Max Daily Treated	WWTP Flow Last Year	WWTP Flow up/down from LY	Gallons of Outside Waste Processed	Gallons of Outside Waste Processed Last year	Up/down from last year	Wet tons of 95% Biosolids Processed	Wet tons of <95% Biosolids Processed
Jan-20	13,910,000	449,000	612,000	10,250,000	26%	636,031	685,118	7%	0	0
Feb-20	13,510,000	466,000	119,000	8,940,000	34%	854,690	476,303	44%	0	0
Mar-20	9,600,000	310,000	478,000	9,230,000	4%	744,095	629,616	15%	0	0
Apr-20	7,460,000	249,000	381,000	8,670,000	14%	531,238	597,912	27%	0	0
May-20	7,850,000	253,000	293,000	8,230,000	5%	525,417	732,601	28%	0	0
Jun-20	8,130,000	271,000	325,000	7,980,000	2%	773,230	668,467	14%	0	0
Jul-20	8,004,000	259,000	301,000	7,910,000	1%	679,595	787,755	14%	0	0
Aug-20	7,700,000	248,000	273,000	8,760,000	12%	668,281	582,305	13%	0	0
Sep-20	7,590,000	253,000	274,000	8,710,000	13%	726,449	601,757	17%	0	0
	means UP									
	means DOWN									

LaConner Wastewater Treatment Plant Monthly Data 2016- Present



Unfinished Business

- 1) **Resolution – Bill HR763 – Climate Carbon Pricing**
- 2) **Resolution – La Conner Library (Parking Reduction)**
- 3) **Ordinance – Code Updates to Title 15**
 - A) **Staff Report with Exhibits A & B**
 - B) **Ordinance with Exhibit A**
- 4) **Bridge Lighting Agenda Items:**
 - A) **Interlocal Agreement – Skagit County**
 - B) **Agreement – Axthelm**
- 5) **2021 Budget – Sewer/Compost General Fund**

**Resolution – Bill HR763 –
Climate Carbon Pricing**

Town of La Conner



RESOLUTION NO. ____

**A RESOLUTION OF THE TOWN OF LA CONNER TOWN COUNCIL
URGING THE UNITED STATES CONGRESS TO ENACT A CARBON
PRICING POLICY FOR THE UNITED STATES.**

Whereas, it is the responsibility and duty of the Town Council to advocate for state and national policies that will protect all La Conner residents from events that could negatively impact their health, welfare, and safety; and

Whereas, the La Conner Town Council recognizes that climate change is already having an impact in La Conner and threatens natural resources, food security, public health, quality of life, and the economy; and

Whereas, if left unaddressed, the consequences of a changing climate, including increased flooding events, drought, higher temperatures, altered precipitation patterns, increased forest fires, more plant and animal pests and disease, and increased air pollution, will adversely impact all La Conner residents; and

Whereas, impacts of unmitigated climate change can harm key public goods and economic sectors of agriculture, forestry, fisheries, water resources, and human health and impose additional costs on Town budgets and saddle future generations with costly economic and environmental burdens across Washington state and beyond; and

Whereas, the La Conner Town Council recognizes that people and governments need to act to mitigate climate change and its effects; and

Whereas, the urgently needed transition from carbon-based fossil fuels can be accomplished effectively with a market-based program of putting a price on carbon coupled with a provision to alleviate the burden on low-income households.

**NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF LA CONNER
DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The Town Council urges the United States Congress to enact legislation and the United States President to sign into law a national, market-based price on carbon based on the best available research to ensure a policy that significantly reduces emissions while mitigating impacts on low-income households, in order to protect the economy and the climate today and for future generations.

SECTION 2. The Town Council encourages other communities to join them in this request for the United States to recognize and address the global problems of carbon dioxide emissions.

SECTION 3. The Town Council directs the Town Finance Director to forward a copy of this resolution to the delegation in the United States Congress representing La Conner, the state legislators representing La Conner, and the Washington governor within 30 days after passage of the resolution.

Approved by vote of the La Conner Town Council this _____ day of October, 2020.

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Town Clerk

Approved as to form:

Scott Thomas, Town Attorney

**Resolution – La Conner Library
(Parking Reduction)**

TOWN OF LA CONNER



RESOLUTION NO.

A RESOLUTION OF THE TOWN OF LA CONNER, WASHINGTON; TO ALLOW PAYMENT IN LIEU OF PARKING FOR THE LA CONNER SWINOMISH LIBRARY CONSISTENT WITH LA CONNER MUNICIPAL CODE CHAPTER 15.90

WHEREAS La Conner Municipal Code (LCMC) Chapter 15.90 has a process by which the Town may allow for a payment in lieu of providing parking for up to 50 percent of the required on-site parking for businesses located in the Town's Commercial District; and

WHEREAS, the La Conner Swinomish Library is a public use in the Town's Commercial District and does not have adequate area on its property to provide the required on-site parking; and

WHEREAS, the Library has made an effort to locate an off-site source of parking and has not been successful in finding adequate spaces that also have safe pedestrian access; and

WHEREAS, the Library proposes to supply 10 spaces on-site and use the in lieu of option for 10 additional spaces, for a total of 20 spaces thus meeting LCMC § 15.90.030.4(F) requirements for 1 space per 250 square feet of library use. Additionally, on street parking associated with the property would increase from two spaces to five spaces; and

WHEREAS, staff have reviewed the proposal presented by the Library and determined that while the Library is a public use and not a business, allowing the payment in lieu of parking is consistent with the intent of the code for this use; and

WHEREAS, as required by LCMC 15.90.030(h)(ii) the fees collected by the town shall be used for planning, acquisition, design, development, construction, financing, maintenance and operation, and enhancement of off-street parking facilities, and/or other programs intended to provide an appropriate supply and/or lessen the demand for parking spaces to serve the downtown business area.

WHEREAS, it is further deemed advisable to record the decisions reached by the Council through the adoption of this resolution; **NOW, THEREFORE**,

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LA CONNER:

SECTION 1. The Town Council does hereby adopt the above listed recitals as set forth fully herein.

SECTION 2. The Town of La Conner **APPROVES** the payment in lieu of parking subject to the following conditions:

1. The applicant will work with adjacent businesses to the extent feasible to obtain parking agreements for shared use of parking spaces during off business hours.
2. As established by LCMC 15.90.030(3)(g) the in-lieu parking fee shall be \$4,800 per space required.

PASSED AND ADOPTED this 13th day of October, 2020

SIGNED IN AUTHENTICATION this ____ day of October, 2020.

Ramon Hayes, Mayor

ATTEST:

Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

Scott G. Thomas
Town Attorney



EXISTING SITE



PROPOSED SITE

Ordinance – Code Updates to Title 15:

A) Staff Report with Exhibits A & B

B) Ordinance with Exhibit A



**STAFF REPORT
LA CONNER MUNICIPAL CODE REVISIONS AND ADDITONS**

DATE: October 13, 2020

APPLICATION NAME: 2020 La Conner Municipal Code Amendments

PROJECT DESCRIPTION: The proposal is for revision and addition to the La Conner Municipal Code for purposes of amending the ADU provisions in the Residential District; amending the residential uses in the Commercial District; General Municipal Code Clean Up; and repeal the fire sprinklers requirements from title 15.

PROJECT LOCATION: The proposal applies throughout the Town of La Conner.

APPLICANT: Town of La Conner

STAFF: Marianne Manville-Ailles, Planning Director

PROPOSAL: Proposed is a non-project action to revise sections of the La Conner Municipal Code (LCMC) and to add a new section to the LCMC.

EXHIBITS: **Exhibit A:** Procedural Items—Notice of Application, Determination of Non-Significance (DNS) Notice of Hearing, Department of Commerce Letter of Acknowledgement and approval of expedited review.
Exhibit B: Proposed Code amendments and additions

BACKGROUND: The 2020 Code amendments represent updates to the Residential and Commercial zones to allow for additional residential use; overall housekeeping amendments and repeal of the fire sprinkler requirements from Title 15. The following highlights the proposed amendments. A strike through copy of the amendments is attached to the proposed ordinance as Exhibit A and a clean copy of the changes is attached to this staff report.

Residential Changes Residential Zone and Commercial Zone

The most significant change included in this update is the revision to the Town's Accessory Dwelling Units (ADU) code. This section now allows ADUs as an outright permitted use in the residential zone. It increases the allowable floor area for an ADU. It changes the requirement that the property owner lives in one of the units and now only requires the owner to be a resident of La Conner.

Other changes to the residential zone allow for administrative approval of multifamily residential and retirement apartments for seniors and clarify lot coverage for impervious surfaces

Changes to the commercial zone include the removal of liveaboards from the list of allowed uses. This is to ensure consistency with the Comprehensive Plan. The changes also include expanded residential use in the commercial zone.

Fences

The requirement for fences to obtain a building permit was raised from six feet to seven feet to comply with revisions to the building code.

Building Setbacks

The definition of "setback line" was clarified to reflect input from Council Committee in 2019. It allows structures not requiring a building permit to be located within the established setbacks. The changes clarify that all structures containing a living space must meet minimum setbacks.

Housekeeping

Changes were made to the landscape review procedures to clarify approval authority. Sections of the code pertaining to the planning commission were changed to eliminate redundancies that resulted from the change to a hearing examiner system. The permit classification tables were updated to remove references to repealed sections of the code. Changes were made to the subdivision codes to clarify approval and signature authority. Clarification was added to the bed and breakfast definition regarding the location of the use. The Lot of record definition was modified to clarify that the Town recognizes platted lots as lots of record.

FINDINGS/CONCLUSIONS:

The following bulleted items summarize the procedural items that have been satisfied that allow staff to bring this Ordinance before the Town Council for a decision on this item:

- The Department of Commerce was notified of the proposed amendments on July 30, 2020 (request for expedited review), an acknowledgement was received from Commerce on August 3, 2020. On September 14, 2020 the Town was granted expedited review and as such, the Town is in compliance with RCW 36.70A.106 (1).
- A SEPA Threshold Determination of Non-significance (DNS), non-project action, was issued on August 14, 2020; published on August 19, 2020; and routed to all applicable Federal, State, and Local Agencies, Utilities, and Tribes. The comment/appeal period for the DNS ended on September 1, 2020 with no comments received or appeals filed.
- The requisite Planning Commission hearing held on September 15, 2020 was preceded with appropriate notice published on August 19th and September 9, 2020.
- The requisite Town Council meeting to be held October 13th was preceded with appropriate notice published on October 7, 2020
- The requirements for public participation in the development of this amendment as required by the State Growth Management Act (GMA) and by the provisions of Town of La Conner Municipal Code have all been met.

STAFF RECOMMENDATION:

That Planning Commission recommends **approval** of the proposed amendments attached as Exhibit B.



Exhibit A

**NOTICE OF APPLICATION
DETERMINATION OF NON-SIGNIFICANCE (DNS)
NOTICE OF HEARING
LA CONNER MUNICIPAL CODE REVISIONS AND ADDITONS**

DATE: August 14, 2020

APPLICATION NAME: La Conner Municipal Code Amendments

PROJECT DESCRIPTION: The proposal is for revision and addition to the La Conner Municipal Code for purposes of amending the ADU provisions in the Residential District; amending the residential uses in the Commercial District; General Municipal Code Clean Up; and repeal the fire sprinklers requirements from title 15.

PROJECT LOCATION: The proposal applies throughout the Town of La Conner.

Applicant: Town of La Conner

LEAD AGENCY: Town of La Conner

DETERMINATION OF NON-SIGNIFICANCE (DNS): As the Lead Agency, the Town of La Conner has determined that the proposed non-project action does not have a probable significant adverse impact on the environment. An environmental impact statement (EIS) is not required under RCW 43.21.030(2)(c). This decision was made after review of a completed environmental checklist and other information on file with the lead agency. This information is available to the public on request.

This determination of non-significance (DNS) is issued under WAC 197-11-340(2); the Lead Agency will not act on this proposal for 14 days from the date of this notice.

Comments on the Notice of Application and DNS must be submitted by **September 1, 2020**. Comments should be as specific as possible. Any person may comment on the application and request a copy of the decision once it is made. Questions about this proposal and requests for additional notification should be directed to the contact person listed herein. Any person who submits written comments will automatically become a 'party of record' and will be notified of any decision made regarding this proposal.

PUBLIC HEARING: Notice is given that a Public Hearing is scheduled before the Planning Commission on September 15, 2020 via zoom meeting, at 6:00 PM or soon thereafter. Any person may join the Planning Commission zoom meeting, participate in the Planning Commission Hearing, and comment on the proposed code amendments. Public comments will be accepted until 4:00 pm on September 15, 2020. Comments may be dropped off at Town Hall or mailed to the following address: Town of La Conner; P.O. Box 400; La Conner, WA 98257; Attn: Planning Director. Comments will also be accepted during the hearing—any member of the public wishing to submit comments during the hearing is requested to email the comments to planner@townoflaconner.org prior to the meeting so that staff can make them available on screen. The Planning Commission will make a recommendation to the Town Council regarding the proposal. A final decision of the Town Council on the proposed code amendments is expected at their October 13, 2020 meeting.

The decision of the Town Council shall be final subject to the right to appeal to the Superior Court. You may request a copy of the decision and information about your appeal rights by calling the Town of La Conner at (360) 466-3125.

RESPONSIBLE PERSON: Marianne Manville-Ailles, Town Planner Town of La Conner

SIGNATURE: Marianne Manville-Ailles **DATE:** August 14, 2020

ISSUED: August 14, 2020

PUBLISHED: August 19, 2020



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

08/03/2020

Ms. Marianne Manville-Ailles
Planning Consultant
Town of La Conner
584 Maple Street
Post Office Box 528
Hamilton, WA 98255

Sent Via Electronic Mail

Re: Town of La Conner--2020-S-1630--Request for Expedited Review / Notice of Intent to Adopt Amendment

Dear Ms. Manville-Ailles:

Thank you for sending the Washington State Department of Commerce (Commerce) the Request for Expedited Review / Notice of Intent to Adopt Amendment as required under RCW 36.70A.106. We received your submittal with the following description.

Proposed revisions to La Conner Municipal code for purposes of amending the ADU provisions in the Residential District; amending the residential uses in the Commercial District; General Municipal Code Clean Up; and repeal the fire sprinklers requirements from title 15.

We received your submittal on 07/30/2020 and processed it with the Submittal ID 2020-S-1630. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 09/28/2020.

You requested expedited review under RCW 36.70A.106(3)(b). We have forwarded a copy of this notice to other state agencies for expedited review and comment. If one or more state agencies indicate that they will be commenting, then Commerce will deny expedited review and the standard 60-day review period (from date received) will apply. Commerce will notify you by e-mail regarding of approval or denial of your expedited review request. If approved for expedited review, then final adoption may occur no earlier than fifteen calendar days after the original date of receipt by Commerce.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Valerie Smith, (360) 725-3062.

Sincerely,

Review Team

Danielle Freiberger

From: Marianne Manville-Ailles <mma@sseconsultants.com>
Sent: Tuesday, September 15, 2020 5:42 PM
To: Danielle Freiberger; Marianne Manville-Ailles
Subject: Fwd: Town of La Conner - Expedited Review Request Granted for Submittal ID: 2020-S-1630

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: COM GMU Review Team <reviewteam@commerce.wa.gov>
Sent: Monday, September 14, 2020 4:50:52 PM
To: Marianne Manville-Ailles <mma@sseconsultants.com>
Subject: Town of La Conner - Expedited Review Request Granted for Submittal ID: 2020-S-1630

Dear Ms. Manville-Ailles,

Your request for an Expedited Review has been granted for: Proposed revisions to La Conner Municipal code for purposes of amending the ADU provisions in the Residential District; amending the residential uses in the Commercial District; General Municipal Code Clean Up; and repeal the fire sprinklers requirements from title 15.

As of receipt of this email, you have met the Growth Management notice to state agency requirements in RCW 36.70A.106 for this submittal. Please keep this email as confirmation.

If you have any questions, please contact Valerie Smith at (360) 725-3062 or by email at valerie.smith@commerce.wa.gov.

~~~~ ONLINE TRACKING SYSTEM AVAILABLE ~~~~

Log into our new PlanView system at <https://secureaccess.wa.gov/com/planview> where you can keep up with this submittal status, reprint communications and update your contact information.

Don't have a user account? Reply to this email to request one and attach a completed PlanView User Request Form.

Have questions about using PlanView? Use the PlanView User Manual for assistance at <https://www.commerce.wa.gov/serving-communities/growth-management/washington-department-of-commerce-growth-management-submitting-materials/>.

Sincerely,

Review Team  
Growth Management Services

## Exhibit B

### **15.110.080 Accessory dwelling units.**

Accessory dwelling units shall be outright permitted uses in the residential zone under the following restrictions:

- (1) An accessory dwelling may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or combination of the following:
  - (a) Alteration of interior space of the dwelling; or
  - (b) Conversion of an attic, basement, attached or detached private garage, or other previously uninhabited portion of a dwelling; or
  - (c) Addition of attached living area onto an existing dwelling; or
  - (d) Construction of a detached living area.
- (2) Each single-family dwelling on a legal building lot may have not more than one accessory dwelling unit.
- (3) The owner of the property where the Accessory Dwelling Unit is located must live in the corporate limits of the Town of La Conner. The owner shall file evidence of residency within the Town as part of the application process.
- (4) The floor area of detached accessory dwellings may be no more than 900 square feet in size on those lots that are under 5,000 square feet in size. On lots 5,000 square feet or larger the floor area for the accessory dwelling may be no more than 1,000 square feet. For ADUs within an existing home the floor area can be as large as the existing primary structure (e.g ADU could be the entire basement of existing home; ADU could be entire second story of existing garage; etc.). The floor area of an existing structure cannot be expanded for purposes of obtaining a larger ADU.
- (5) The single-family appearance and character of the dwelling unit shall be maintained when viewed from the surrounding neighborhood. The accessory unit shall be compatible in appearance and character with the primary dwelling unit.
- (6) Only one entrance to the residential structure may be located on any street side of the structure; provided that this restriction shall not affect the eligibility of an existing residential structure that has more than one entrance on the street side on the effective date of the ordinance codified in this chapter.
- (7) The accessory and principal dwelling unit shall comply with all applicable requirements of the Building, Fire, and Zoning Codes in effect at the time a technically complete application for an Accessory Dwelling Unit is submitted to the Town.
- (8) At least two spaces of off-street parking will be provided for the primary dwelling and a single off-street parking space shall be provided for the accessory dwelling unit.
- (9) A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.
- (10) In those instances where Accessory Dwelling Units are rented the intent is for them to be used for long term rental, month to month or longer. Use as short-term (less than 30 days) rentals or nightly rentals shall not be allowed.

### **15.20.030 Permitted uses.**

The following uses and structures are permitted in an RD Zone by certificate of authorization:

- (1) One single-family dwelling unit per lot;

- (2) One factory-built/manufactured home per lot;
- (3) One accessory dwelling unit – See Section 15.110.080 LCMC;
- (4) Adult family homes/supported living arrangements;
- (5) Accessory uses and structures normally incidental to primary dwelling units – see Chapter 15.110 LCMC.

**15.20.050 Conditional use permits.**

The following uses and structures are permitted in an RD Zone by conditional use permit (Type IV Permit):

- (1) Pre-school and day care centers, subject to applicable building codes, lot size and coverage standards, parking, loading/unloading and signage requirements, and state (DSHS) licenses and certifications;
- (2) Churches; provided, that all structures are set back at least 25 feet on all sides from abutting property lines and abutting residential and public use zones;
- (3) Rest/convalescent/nursing homes; provided, that all structures are set back at least 25 feet on all sides from abutting property lines and abutting residential and public use zones;
- (4) Private or public lodges, clubs and community organizations;
- (5) Antennas plus antenna mounts of more than 20 feet in height, four feet in width and of bulk area more than 16 square feet;
- (6) Parks, playgrounds and recreation uses such as tennis courts, athletic fields, pools and restrooms for use of the general public; provided, that subject property is under lease to or otherwise under complete control of the town of La Conner. Conditional use permits will be revoked when not under the control of the town of La Conner;
- (7) Along Maple Street only, existing medical and dental uses.

**15.20.055 Administrative conditional use permits.**

The following uses and structures are permitted in the RD Zone with an administrative conditional use permit (Type II Permit):

- (1) Multifamily residential units or apartments;
- (2) Retirement apartments for senior citizens;
- (3) Rooming houses, boardinghouses, bed and breakfasts.

**15.20.060 Single-family dwelling units – Dimensional standards.**

- (1) Minimum lot size: 5,000 square feet, or those lots less than 5,000 square feet platted before September 9, 1980, which can be built upon if the setback criteria outlined in subsection (3) of this section are met.
- (2) Maximum building height: 30 feet above the average lot grade, determined by averaging the lowest and highest existing elevation points on the lot to the highest point on the roof, with a maximum of two stories; except, for structures built within the 100-year floodplain, the height shall be measured from one foot above the base flood elevation to the highest point on the building. Roof access must be approved by the fire chief.
- (3) Maximum lot coverage – 60 percent for all buildings and impervious surfacing.
- (4) Minimum building setbacks (from property lines) as follows:

| <b>Lot Area</b>             | <b>Front</b> | <b>Front<br/>Corner Lot</b> | <b>Side 1st<br/>Floor</b> | <b>Side 2nd<br/>Floor</b> | <b>Side Sum</b> | <b>Rear</b> |
|-----------------------------|--------------|-----------------------------|---------------------------|---------------------------|-----------------|-------------|
| Under 5,000 square feet     | 13 feet      | 11 feet                     | 6 feet                    | 9 feet                    | 12 feet         | 7 feet      |
| 5,000 square feet or larger | 15 feet      | 15 feet                     | 8 feet                    | 12 feet                   | 16 feet         | 10 feet     |

Agricultural setback – 25 feet

- (5) Corner lots have two front yards and two side yards.
- (6) Minimum Lot Access. No building permit shall be issued on any lot or parcel which does not have access by either street, private road, or shared driveway as set forth in Chapter 15.86 LCMC.

## **Chapter 15.35 COMMERCIAL ZONE**

### **15.35.020 Permitted uses.**

The following uses and structures are permitted in the Commercial Zone by certificate of authorization:

1. Child care facilities, such as nurseries, day care centers and private schools;
2. Commercial or trade schools, such as art, dance, music, martial arts;
3. Community centers and fraternal lodges;
4. Entertainment facilities, such as theaters, auditoriums, bowling alleys, arcades, billiards/pool parlors, indoor recreation centers, gymnasiums/spas/health clubs;
5. Farmer's markets;
6. Financial institutions;
7. Food service establishments, such as restaurants including drive-up facilities, delicatessens, and ice cream shops;
8. Gas sales and service stations;
9. Hospitals;
10. Lodging establishments, such as hotels, motels, inns;
11. Marine facilities, such as marinas, boat launches, dry boat storage, boat repair and gas docks where directly water-related;
12. Medical offices and clinics, such as doctors, dentists, chiropractors, laboratories;
13. Outdoor recreational, such as ballfields, playgrounds, picnic areas, outdoor swimming pools, and water-oriented uses;
14. Plant nurseries;
15. Professional offices, such as law, realty, architecture, engineering, therapists, counselors, consulting;
16. Public use facilities, such as parks, floats, parking lots, libraries, government offices and buildings;
17. Recreational vehicle parks;
18. Rest homes and adult family homes;
19. Retail sales establishments with outdoor sales and lots, such as vehicle sales, rental, service, and repair, lumber yards, farm and garden supply, and yacht sales;
20. Retail sales of nonperishable goods, such as clothing stores, shoe stores, bookstores, gift shops, pharmacies, hardware stores, and antique shops;
21. Retail sales of perishable goods, such as grocery stores, specialty food stores, feed and seed stores;
22. Service businesses, such as blueprint, printing, catering, tailoring, travel agencies, upholstery shops, woodworking shops, laundries/dry cleaners, light mechanical repair stores (camera, TV, bicycle);
23. Taverns, bars, lounges, night clubs and dance halls;
- 24.

### **15.35.030 Conditional uses.**

The following uses and structures are permitted in the Commercial Zone by conditional use permit:

1. Transitional housing and housing for people with functional disabilities;
2. Dwelling units, attached or unattached, are not to exceed 49 percent of the square footage of the building(s), for all uses, of the properties of a development on the ground floor. Dwelling units located above the ground floor are not limited in square footage except that the maximum floor area for all development (commercial and residential) must not be more than two times the property area. Residential uses in the commercial zone to the extent practical must have their access located to the rear or side of the structure where they are located
3. Light industrial uses, artistic endeavors, and those commercial uses which would create noise, light, odors, traffic congestion or dust not normally associated with commercial operations; provided, that:
  - a. The building design is similar to those structures housing commercial uses in the district, and the operational characteristics are compatible with surrounding uses;
  - b. There shall be no unusual fire, explosion, or safety hazards;
  - c. There shall be no production of noise at any property line of any use in the Commercial District in excess of the average intensity of street and traffic noise found in the district;
  - d. Pollution and safety standards set by regional, state or federal agencies, boards, or commissions shall be satisfied. Failure to comply with such regulations shall void the conditional use;
4. Veterinary clinics, animal hospitals and animal grooming parlors provided the facility has no outside kennels;
5. Antenna plus antenna mounts of more than 20 feet in height, four feet in width and of bulk area more than 16 feet;
6. Parks, playgrounds and recreation uses such as athletic fields, tennis courts, pools and restrooms as accessory uses; provided, that subject property is under lease or otherwise under the control of the town of La Conner. Conditional use permits will be revoked when not under the control of the town;
7. Heavy equipment sales.
8. Guesthouse/Guest Rental – Residential Dwelling Units Rented as Guesthouse. The guesthouse residential unit must also comply with all the provisions of this code that pertain to residential conditional uses in the Commercial Zone.
9. Churches; provided, that all structures are set back at least 25 feet on all sides from abutting property lines and abutting residential zones; and provided, that church use is not allowed in the Commercial Zone portion of the Historic District listed on the National Historic Register, which includes Commercial Street, South First Street, Washington Avenue and western side of South Second Street; and provided, that all parking requirements must be met. The church use does not qualify for “in-lieu-of” fee.

**15.110.010 Certificate of authorization not required.**

The following accessory structures and uses do not require a certificate of authorization:

- (1) Storage buildings, utility buildings and greenhouses under 120 square feet in area;
- (2) Antenna/satellite dish antenna less than 20 feet high, four feet wide, and having a bulk area less than 16 square feet;
- (3) Swimming pools, hot tubs, and similar structures, parks, playgrounds, tennis courts, and other recreational uses, all of a private nature, when provided in conjunction with a permitted or conditional use in a district;
- (4) Fences less than seven feet high;
- (5) Gardens and orchards;
- (6) Temporary structures or temporary use of existing structures incidental to construction work, which shall be removed upon completion or abandonment of the construction work;
- (7) Interior storage areas for materials and products sold from a site.

**15.10.1030 Setback line.**

“Setback line” means a line established by the subdivision regulations and/or zoning ordinance generally parallel with and measured from the lot line or right-of-way, defining the limits of a yard in which no building or structure may be located above ground except as may be provided in such regulations. Any structure exempt from the requirement to obtain a building permit may be allowed to be located within the setback (e.g. hot tub, gazebo, garden shed). Any structure containing a living space must meet minimum setbacks (accessory dwelling unit, sleeping areas within garages or other outbuildings).

**15.105.160 Review procedures – Minor modifications.**

- (1) Review Procedures. The town planner shall review development proposals under the provisions of this chapter.
- (2) Modification. Where full application of these landscaping regulations cannot be met due to lot size, configuration, topography, pre-existing development, etc., the planner will consider minor modifications, substitutions and other methods deemed appropriate to meet the stated intent. The action of the planner shall be final.

**15.130.030 Planning commission – Authority.**

- (1) The planning commission shall review and approve, approve with conditions, or deny Type III permit applications which are not consolidated with Type IV or Type V permit applications. Reference LCMC 15.135.050 for permit classifications and procedures.
- (2) The planning commission shall review and make a recommendation for approval, conditional approval or denial to the hearing examiner on Type III permit applications which are consolidated with Type IV or Type V project permit applications. The recommendation shall be made following a public meeting.
- (3) The planning commission shall hold at least one public hearing before taking the following actions:

- (a) Approving, approving with conditions or denying Type III permit applications not consolidated with Type IV or Type V permit applications.
- (b) Recommending a plan change/general zone change request.
- (c) Recommending text amendments to the comprehensive plan and uniform development code or land use ordinances.
- (d) Any inconsistency between the duties conferred upon the planning commission herein and those duties delegated to the hearing examiner in Chapter 15.12 LCMC, as amended, shall be construed in favor of providing jurisdiction to the hearing examiner at the exclusion of the planning commission.

**15.135.020 Designation of administrator.**

- (1) The planning director shall review all permit applications to determine that the requirements of this code are met.
- (2) The proposal shall be reviewed under the applicable standards of this code and all documents received and prepared related to the proposal shall be filed in a permanent record maintained at Town Hall.
- (3) The planning director shall issue a certificate of authorization for a use or development activity when all project permits required for the use or development activity have been issued or when other applicable development requirements for issuance are completed. [Ord. 743 § 6, 1999.]

**15.135.050 Process classification and procedures.**

- (1) Classification. Project permits shall be classified by the planning director as Type I through V according to Table A, below.

**Table A – Permit Classifications**

| <b>I<br/>Administrative</b>                                     | <b>II<br/>Planning Director</b>                                                          | <b>III<br/>Planning Commission</b>                                               | <b>IV<br/>Hearing Examiner</b>                  | <b>V<br/>Town Council</b>                    |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-------------------------------------------------|----------------------------------------------|
| Building and construction permits; LCMC <u>15.135.020</u>       | Land use review of permitted and accessory uses exempt from SEPA; LCMC <u>15.135.120</u> | Demolition permits for Type I and II structures; Chapter 15.112 LCMC             |                                                 | Non-area wide rezone; LCMC <u>15.125.080</u> |
| Lot line adjustments; LCMC <u>15.125.050</u>                    | Temporary structures; LCMC <u>15.110.030</u>                                             | Historic design review of major new construction; LCMC <u>15.50.060</u>          | Conditional use permits; LCMC <u>15.135.190</u> | Final plat; Chapter 15.30 LCMC               |
| Sign permits; Chapter 15.115 LCMC                               |                                                                                          | Tree removal permits (excluding residential outside the HPD); Chapter 15.60 LCMC |                                                 | Shoreline permit revision;                   |
| Demolition permits for Type III structures; Chapter 15.112 LCMC | Critical areas; Chapter 15.65 LCMC                                                       | Temporary use permits; LCMC <u>15.110.050</u>                                    | Preliminary plat approval; Chapter 15.30 LCMC   |                                              |
| Home occupation permits; LCMC <u>15.110.070</u>                 | Short plat; Chapter 15.30 LCMC                                                           |                                                                                  |                                                 |                                              |

| <b>I<br/>Administrative</b>                                                      | <b>II<br/>Planning Director</b>                                        | <b>III<br/>Planning Commission</b> | <b>IV<br/>Hearing Examiner</b>                                                                 | <b>V<br/>Town Council</b> |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------------------|---------------------------|
| Floodplain permits;<br>Chapter 15.70 LCMC                                        | Binding site plan;<br>Chapter 15.55 LCMC                               |                                    | Shoreline conditional<br>use permits;                                                          |                           |
| Change of use;<br>LCMC <u>15.125.020</u>                                         | Administrative<br>variance;<br>LCMC <u>15.125.040</u>                  |                                    |                                                                                                |                           |
| Historic design review<br>of minor new<br>construction;<br>LCMC <u>15.50.060</u> | Administrative<br>conditional use<br>permits;<br>LCMC <u>15.20.055</u> |                                    | Shoreline variances;                                                                           |                           |
| Shoreline<br>exemptions;                                                         |                                                                        |                                    | Variances;<br>LCMC <u>15.125.040</u>                                                           |                           |
|                                                                                  | Shoreline substantial<br>development permits                           |                                    | Appeals of planning<br>commission and<br>administrative<br>decisions;<br>LCMC <u>15.12.110</u> |                           |
| Accessory uses; LCMC<br><u>15.40.030</u>                                         |                                                                        |                                    | SEPA appeals;<br>LCMC <u>13.10.090</u>                                                         |                           |
|                                                                                  |                                                                        |                                    | PURD; Chapter 15.25<br>LCMC                                                                    |                           |

(2) Procedures. Type I through Type V shall be processed pursuant to the procedures outlines in Table B, below.

**Table B – Review Procedures**

| Process Type                        | I                                                                                                                                                                                     | II                                                            | III                                                                                       | IV                                              | V                                               |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Recommendation made by              | N/A                                                                                                                                                                                   | N/A                                                           | Planning commission, if consolidated with Type IV or V permit applications                | Planning director or planning commission        | Planning commission                             |
| Final decision made by              | Planning director, public works director or designees                                                                                                                                 | Planning director or designee                                 | Planning commission unless consolidated with Type IV or V permit applications             | Hearing examiner                                | Town council                                    |
| Notice of application               | No                                                                                                                                                                                    | Yes <sup>1</sup>                                              | Yes                                                                                       | Yes                                             | Yes                                             |
| Open record public hearing          | No                                                                                                                                                                                    | Only if appealed, open record hearing before hearing examiner | Yes, before planning commission unless consolidated with Type IV or V permit applications | Yes, before hearing examiner for final decision | Yes, before hearing examiner for recommendation |
| Closed record appeal/final decision | Only if appealed, a closed record hearing before the hearing examiner, except that appeals of a building official order shall be remanded to the Skagit County building appeals board | No                                                            | Only if appealed, closed record hearing before hearing examiner                           | No                                              | Yes, before town council                        |
| Judicial appeal                     | Yes                                                                                                                                                                                   | Yes                                                           | Yes                                                                                       | Yes                                             | Yes                                             |

1. Type II – Open Record Public Hearing. For administrative variance and administrative conditional use applications, a public hearing before the hearing examiner may be requested by the applicant, interested parties, or the planning director.

**15.30.050 Application procedure.**

- (1) Any person wishing to divide land under the provisions of this code shall submit an application, on a form provided by the town, to the town planner together with a fee set by the town council, a preliminary plat, and information including, but not limited to the following:
  - (a) A survey map of reproducible material, at least 18-inch by 24-inch in size with two-inch margins, signed by a registered land surveyor and eight copies containing:
    - i. Name, address, and telephone number of property owner of record or certified designated agent, the developer and the land surveyor and/or registered engineer preparing the plat map;
    - ii. Legal description of the property;

- iii. Existing zoning classification;
- iv. Date, scale of not less than 100 feet to the inch, and north arrow;
- v. Benchmarks and ground elevation at mean sea level when all or a portion of the plat is located in the floodplain and land contours with intervals of five feet;
- vi. Boundary lines of entire tract to be platted, individual lots and easements with approximate acreage and square footage of the whole tract and portion to be platted;
- vii. Number and dimensions of lots, building setback lines, and density;
- viii. Location, name and width of any existing easement, street and right-of-way within the subdivision/short subdivision and 200 feet thereof, grades, profiles and cross-sections of proposed streets, vehicular and pedestrian circulation patterns;
- ix. Location of fire hydrants within 1,000 feet of the lot;
- x. Location of any existing structures;
- xi. Availability and location of utilities including water, sewer, and storm water drainage;
- xii. Parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners of the subdivision or short subdivision or dedication, or for open space;
- xiii. Location in respect to shorelines of La Conner;
- xiv. Acknowledged signatures of property owners and notary public stamp;
- xv. Signature block for approval of public works director, town planner, and/or town council.

(b) Evidence of title.

(c) If lots are to be served by a private street, copies of applicable covenants or documents with provisions covering, but not limited to, ingress, egress, utility easements, and maintenance shall be furnished to the town and recorded to or simultaneously with the subdivision or short subdivision.

(d) Unless an applicant for preliminary plat approval requests otherwise, the preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, shoreline substantial development, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.

(e) Development schedule.

(2) The planning director shall affix a file number to the preliminary plat and the date it is received.

**15.30.100 Agency recommendations for final approval.**

1. Each preliminary plat submitted for final approval by the town council shall be accompanied by recommendation for approval or disapproval from the following:

- (a) Hearing Examiner
- (b) Town planner
- (c) Public works director;

(2) The terms of the recommendations shall not be modified without the consent of the applicant.

**15.30.130 Final plat/short plat – Written approval and filing.**

- (1) Upon approval of the subdivision or short subdivision, the approving authority shall inscribe and execute its written approval on the face of the plat. For short subdivisions, final approval shall be evidenced by signature of the town planner and public works director. For subdivisions, signature authority shall be the mayor.
- (2) The original final plat/short plat shall be filed for record with the Skagit County auditor and a copy filed with the county assessor.
- (3) At least one reproducible copy of the plat/short plat shall be submitted to the town for record. Additional copies shall be furnished to the town as required.

**15.30.160 Specifications.**

- (1) If the preliminary plat is approved, the developer, before requesting final approval, shall carry out minimum improvements in accordance with this code by actual installation to the satisfaction of existing town standards (American Public Works Manual).
- (2) Plans for improvements shall be prepared by a qualified engineer, registered in the state of Washington. Two sets of prints of the proposed plans and specifications for all improvements shall be filed with the public works director. One set of "as built" plans and specifications, certified and signed by an engineer registered in the state of Washington shall be filed with the public works director prior to acceptance by the town council of any improvement installed by the developer.
- (3) In lieu of the completion of the improvements required, the developer may furnish the town a surety bond or a certificate of deposit to ensure the actual construction of the improvements according to town standards. The bond shall be in the amount of 120 percent of the estimated cost of the improvements, to cover inflation. The amount and time limitation of the bond shall be determined by the public works director and/or town planner, subject to approval by the town council.
- (4) No building shall be permitted on any lot or in any area of a subdivision if the proposed construction would require extension or enlargement of existing sanitary sewer systems, water lines, storm and surface drainage systems and other utility systems, resulting in higher net public costs, unless compensation or equivalent services are provided.

**15.30.230 Maintenance of corporate streets and property owned by a private community organization.**

All corporate roads, easements, community utilities and properties shall be maintained by the owners of the property served by them and kept in good repair. It must be demonstrated to the satisfaction of the public works director, town planner, and the town council prior to the recording of final plat that:

- (1) There is a workable organization to guarantee maintenance with a committee or group to administer the organizational functions.
- (2) There is a means for assessing maintenance costs equitable to property owners served by the private facilities.
- (3) Corporate roads shall be labeled on the face of the final plat as a "Corporate Road" and designated as Tract "A." Under the dedication section of the final plat, it shall be shown that

Tract "A" is to be held in individual ownership by the owners of the lots served by the corporate road.

- (4) Roads to be retained under corporate control shall show the following construction and maintenance obligations clause under the dedication section of the final plat:

The cost of construction and maintaining all roads not herein dedicated as "town roads" and all access roads to the plat, unless the same are dedicated as "town roads," shall be the obligation of all of the owners of the lots in the plat and/or of any additional plats that may be served by said roads, streets, and/or alleys, and that obligation to maintain shall be concurrently the obligation of any corporation in whom title of said roads, streets and/or alleys beheld. In the event that the owners of any of these lots or the corporate owners of any of the roads, streets and/or alleys of this plat or any additional plats served by these roads, streets, and/or alleys shall petition the town council to include these roads, streets, and/or alleys in the road system, said petitioner shall be obligated to bring the same to the town standards in all respects prior to acceptance by the town.

- (5) In no case shall the town accept a dedication or any obligation as to any such road, street and/or alley until the same and all roads, streets, and/or alleys connecting the same to the town road system have been brought to town road standards.
- (6) If permission is obtained for the use of corporate roads or easements by means of approval of the town council, each lot shall have an equal and undivided interest in such road or easements.
- (7) Where a new road connects to an existing concrete or blacktop or similarly surfaced road, the new road shall have surfacing similar to that on the existing road from the intersection of the old road surface to the right-of-way line of the existing road. The new surfacing shall be on a transition grade, approved by the public works director.

#### 15.10.125 Bed and breakfast.

"Bed and breakfast" means a use carried on in a structure designed for residential purposes which provides overnight accommodations plus breakfast and occasionally family-style meals for guests, in an owner-occupied home that provides up to three rooms for this purpose. The occupying owner(s) must own a majority interest in the residence or a majority interest in the entity that owns the residence upon which the bed and breakfast is located. The bed and breakfast is not allowed to be located in a detached building accessory to the primary structure designed for residential purposes.

#### 15.10.650 Lot of record.

"Lot of record" means any platted lot of the town of La Conner the boundaries of which were approved by the planning commission, previous boards of adjustment or the appropriate approving authority at the time of creation and are recorded in the county auditor's office.

**Chapter 15.107**  
**AUTOMATIC FIRE SPRINKLER SYSTEMS**

Chapter repealed in its entirety.

## TOWN OF LA CONNER



### ORDINANCE NO.

**AN ORDINANCE OF THE TOWN OF LA CONNER, WASHINGTON AMENDING TITLE 15, UNIFORM DEVELOPMENT CODE, CHAPTER 15.110.080 ACCESSORY DWELLING UNITS, 15.20 RESIDENTIAL ZONE AND 15.35 COMMERCIAL ZONE, 15.10.125 BED AND BREAKFAST, 15.10.160 LOT OF RECORD, 15.30 SUBDIVISIONS, 15.10.1030 SETBACK LINE, 15.105 LANDSCAPING, 15.110.010 FENCES, 15.130 PLANNING COMMISSION, 15.135 ADMINISTRATION & ENFORCEMENT, 15.107 FIRE SPRINKLERS FOR THE PURPOSES OF AMENDING THE ADU PROVISIONS IN THE RESIDENTIAL DISTRICT; AMENDING THE RESIDENTIAL USES IN THE COMMERCIAL DISTRICT; GENERAL MUNICIPAL CODE CLEAN UP; AND REPEAL THE FIRE SPRINKLERS REQUIREMENTS FROM TITLE 15.**

**WHEREAS**, the requisite notice of adoption of the proposed amendments has been duly transmitted to the state in compliance with RCW 36.70A.106 (1); and,

**WHEREAS**, a SEPA Threshold Determination of Non-significance, non-project action, was issued on August 14, 2020 and published on August 19, 2020. The SEPA appeal period lapsed on September 1, 2020 and no comments were received or appeals filed; and,

**WHEREAS**, the Department of Commerce was notified of the proposed amendments on July 30, 2020, and acknowledgement was received from Commerce on August 3, 2020, more than 60 days before the adoption (Commerce identification number: 2020-S-1630), and as such, the Town is in compliance with RCW 36.70A.106(1); and,

**WHEREAS**, a notice of public hearing was published in the official Town newspaper on August 19, 2020. The Planning Commission held a public hearing on September 15, 2020 via social media; and,

**WHEREAS**, the requirements for public participation in the development of this amendment as required by the State Growth Management Act (GMA) and by the provisions of Town of La Conner Municipal Code have all been met; and,

**WHEREAS**, the proposed amendments ensure that the Town's development regulations are internally consistent; and,

**WHEREAS**, the Council finds that the proposed amendments are in compliance with the State Growth Management Act; and

**WHEREAS**, the Council finds the amendments to be in the interest of the public health, safety, welfare, and fiscal integrity of the Town;

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:**

**SECTION ONE.** The Town Council does hereby adopt the above recitals as though set forth fully herein.

**SECTION TWO.** The 2020 La Conner Municipal Code Amendments attached hereto as Exhibit A, is hereby adopted.

**SECTION THREE.** Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

**SECTION FOUR.** This ordinance shall be in full force and effect five days after its passage, approval and publication.

Adopted by a vote of the La Conner Town Council this \_\_\_\_ day of October, 2020.

\_\_\_\_\_  
Ramon Hayes, Mayor

ATTEST:

\_\_\_\_\_  
Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott G. Thomas  
Town Attorney

**EXHIBIT A**  
**2020 LA CONNER MUNICIPAL CODE AMENDMENTS**

Exhibit A  
2020 La Conner Municipal Code Title 15 Amendments

**15.110.080 Accessory dwelling units.**

Accessory dwelling units shall be ~~allowed outright permitted uses~~ in the residential zone ~~by conditional permit~~ under the following restrictions:

- (1) An accessory dwelling may be established in an existing single-family dwelling unit or in a detached structure on a legal building lot by any one or combination of the following:
  - (a) Alteration of interior space of the dwelling; or
  - (b) Conversion of an attic, basement, attached or detached private garage, or other previously uninhabited portion of a dwelling; or
  - (c) Addition of attached living area onto an existing dwelling; or
  - (d) Construction of a detached living area.
- (2) Each single-family dwelling on a legal building lot may have not more than one accessory dwelling unit.
- ~~(1)(3)~~ The owner of the property where the Accessory Dwelling Unit is located must live in either the primary dwelling or the accessory dwelling. The owner shall file a certification of owner occupancy with the town planning commission prior to the establishment of a conditional use permit. The corporate limits of the Town of La Conner. The owner shall file evidence of residency within the Town as part of the application process.
- ~~(2)~~ (2) The applicant shall provide evidence of a recorded deed restriction prior to the issuance of a conditional use permit.
- ~~(3)(4)~~ (3) The floor area of the detached accessory dwellings may be no more than 700-900 square feet in size on those lots that are under 5,000 square feet in size. On lots 5,000 square feet or larger the floor area for the accessory dwelling may be no more than 1,000 square feet. For ADUs within an existing home the floor area can be as large as the existing primary structure (e.g ADU could be the entire basement of existing home; ADU could be entire second story of existing garage; etc.). The floor area of an existing structure cannot be expanded for purposes of obtaining a larger ADU.
- (5) (4) The single-family appearance and character of the dwelling unit shall be maintained when viewed from the surrounding neighborhood. The accessory unit shall be compatible in appearance and character with the primary dwelling unit.
- (6) Only one entrance to the residential structure may be located on any street side of the structure; provided that this restriction shall not affect the eligibility of an existing residential structure that has more than one entrance on the street side on the effective date of the ordinance codified in this chapter.
- (7) The accessory and principal dwelling unit shall comply with all applicable requirements of the Building, Fire, and Zoning Codes in effect at the time a technically complete application for an Accessory Dwelling Unit is submitted to the Town.
- ~~(4)~~ Each accessory dwelling is required to have a separate water meter and pay a separate water and sewer RCE fee.
- ~~(8)~~ (5) At least two spaces of off-street parking will be provided for the primary dwelling and a single off-street parking space shall be provided for the accessory dwelling unit. {Ord. 671 § 6.7, 1995.}
- (9) A permit for an accessory dwelling unit shall not be transferable to any lot other than the lot described in the application.

~~(5)~~(10) In those instances where Accessory Dwelling Units are rented the intent is for them to be used for long term month to month rental, month to month or longer. Use as short-term (less than 30 days) rentals or nightly rentals shall not be allowed.

#### 15.20.030 Permitted uses.

The following uses and structures are permitted in an RD Zone by certificate of authorization:

- (1) ~~(1)~~ One single-family dwelling unit per lot;
- ~~(2)~~ ~~(2)~~ One factory-built/manufactured home per lot;
- ~~(3)~~ One accessory dwelling unit – See–See Section 15.110.080 LCMC;
- ~~(2)~~~~(4)~~ ~~(3)~~ Adult family homes/supported living arrangements;
- ~~(3)~~~~(5)~~ ~~(4)~~ Accessory uses and structures normally incidental to primary dwelling units – see Chapter 15.110 LCMC.

#### 15.20.050 Conditional use permits.

The following uses and structures are permitted in an RD Zone by conditional use permit (Type IV Permit):

- ~~(1)~~ ~~(1)~~ Multifamily residential units or apartments;
- ~~(2)~~~~(1)~~ ~~(2)~~ Pre-school and day care centers, subject to applicable building codes, lot size and coverage standards, parking, loading/unloading and signage requirements, and state (DSHS) licenses and certifications;
- ~~(3)~~~~(2)~~ ~~(3)~~ Churches; provided, that all structures are set back at least 25 feet on all sides ~~for~~ from abutting property lines and abutting residential and public use zones;
- ~~(4)~~~~(3)~~ ~~(4)~~ Rest/convalescent/nursing homes; provided, that all structures are set back at least 25 feet on all sides ~~for~~ from abutting property lines and abutting residential and public use zones;
- ~~(5)~~ Retirement apartments for senior citizens;
- ~~(5)~~~~(4)~~ ~~(6)~~ Private or public lodges, clubs and community organizations;
- ~~(6)~~~~(5)~~ ~~(7)~~ Antennas plus antenna mounts of more than 20 feet in height, four feet in width and of bulk area more than 16 square feet;
- ~~(7)~~~~(6)~~ ~~(8)~~ Parks, playgrounds and recreation uses such as tennis courts, athletic fields, pools and restrooms for use of the general public; provided, that subject property is under lease to or otherwise under complete control of the town of La Conner. Conditional use permits will be revoked when not under the control of the town of La Conner;
- ~~(8)~~~~(7)~~ ~~(9)~~ Along Maple Street only, existing medical and dental uses.

#### 15.20.055 Administrative conditional use permits.

The following uses and structures are permitted in the RD Zone with an administrative conditional use permit (Type II Permit):

- ~~(1)~~ Multifamily residential units or apartments;
- ~~(2)~~ ~~(5)~~ Retirement apartments for senior citizens;
- ~~(1)~~~~(3)~~ ~~(2)~~ Rooming houses, boardinghouses, bed and breakfasts.

#### 15.20.060 Single-family dwelling units – Dimensional standards.

(1) ~~(1)~~ Minimum lot size: 5,000 square feet, or those lots less than 5,000 square feet platted before September 9, 1980, which can be built upon if the setback criteria outlined in subsection (3) of this section are met.

(2) ~~(2)~~ Maximum building height: 30 feet above the average lot grade, determined by averaging the lowest and highest existing elevation points on the lot to the highest point on the roof, with a maximum of two stories; except, for structures built within the 100-year floodplain, the height shall be measured from one foot above the base flood elevation to the highest point on the building. Roof access must be approved by the fire chief.

~~(2)~~(3) Maximum lot coverage – 60 percent for all buildings and impervious surfacing.

~~(3)~~(4) (3) Minimum building setbacks (from property lines) as follows:

| Lot Area                    | Front   | Front Corner Lot | Side 1st Floor | Side 2nd Floor | Side Sum | Rear    |
|-----------------------------|---------|------------------|----------------|----------------|----------|---------|
| Under 5,000 square feet     | 13 feet | 11 feet          | 6 feet         | 9 feet         | 12 feet  | 7 feet  |
| 5,000 square feet or larger | 15 feet | 15 feet          | 8 feet         | 12 feet        | 16 feet  | 10 feet |

Agricultural setback – 25 feet

~~(4)~~(5) (4) Corner lots have two front yards and two side yards.

~~(5)~~(6) (5) Minimum Lot Access. No building permit shall be issued on any lot or parcel which does not have access by either street, private road, or shared driveway as set forth in Chapter 15.86 LCMC.

## Chapter 15.35 COMMERCIAL ZONE

### 15.35.020 Permitted uses.

The following uses and structures are permitted in the Commercial Zone by certificate of authorization:

1. Child care facilities, such as nurseries, day care centers and private schools;
2. Commercial or trade schools, such as art, dance, music, martial arts;
3. Community centers and fraternal lodges;
4. Entertainment facilities, such as theaters, auditoriums, bowling alleys, arcades, billiards/pool parlors, indoor recreation centers, gymnasiums/spas/health clubs;
5. Farmer's markets;
6. Financial institutions;
7. Food service establishments, such as restaurants including drive-up facilities, delicatessens, and ice cream shops;
8. Gas sales and service stations;
9. Hospitals;
10. Lodging establishments, such as hotels, motels, inns;
11. Marine facilities, such as marinas, boat launches, dry boat storage, boat repair and gas docks where directly water-related;
12. Medical offices and clinics, such as doctors, dentists, chiropractors, laboratories;
13. Outdoor recreational, such as ballfields, playgrounds, picnic areas, outdoor swimming pools, and water-oriented uses;
14. Plant nurseries;
15. Professional offices, such as law, realty, architecture, engineering, therapists, counselors, consulting;
16. Public use facilities, such as parks, floats, parking lots, libraries, government offices and buildings;
17. Recreational vehicle parks;
18. Rest homes and adult family homes;
19. Retail sales establishments with outdoor sales and lots, such as vehicle sales, rental, service, and repair, lumber yards, farm and garden supply, and yacht sales;
20. Retail sales of nonperishable goods, such as clothing stores, shoe stores, bookstores, gift shops, pharmacies, hardware stores, and antique shops;
21. Retail sales of perishable goods, such as grocery stores, specialty food stores, feed and seed stores;
22. Service businesses, such as blueprint, printing, catering, tailoring, travel agencies, upholstery shops, woodworking shops, laundries/dry cleaners, light mechanical repair stores (camera, TV, bicycle);
23. Taverns, bars, lounges, night clubs and dance halls;
24. ~~Liveaboards.~~

### 15.35.030 Conditional uses.

The following uses and structures are permitted in the Commercial Zone by conditional use permit:

1. Transitional housing and housing for people with functional disabilities;
2. Dwelling units, attached or unattached, are not to exceed 49 percent of the square footage of the building(s), for all uses, of the properties of a development on the ground floor. Dwelling units located above the ground floor are not limited in square footage except that the maximum floor area for all development (commercial and residential) must not be more than two times the property area. Residential uses in the commercial zone to the extent practical must have their access located to the rear or side of the structure where they are located;
3. Light industrial uses, artistic endeavors, and those commercial uses which would create noise, light, odors, traffic congestion or dust not normally associated with commercial operations; provided, that:
  - a. The building design is similar to those structures housing commercial uses in the district, and the operational characteristics are compatible with surrounding uses;
  - b. There shall be no unusual fire, explosion, or safety hazards;
  - c. There shall be no production of noise at any property line of any use in the Commercial District in excess of the average intensity of street and traffic noise found in the district;
  - d. Pollution and safety standards set by regional, state or federal agencies, boards, or commissions shall be satisfied. Failure to comply with such regulations shall void the conditional use;
4. Veterinary clinics, animal hospitals and animal grooming parlors provided the facility has no outside kennels;
5. Antenna plus antenna mounts of more than 20 feet in height, four feet in width and of bulk area more than 16 feet;
6. Parks, playgrounds and recreation uses such as athletic fields, tennis courts, pools and restrooms as accessory uses; provided, that subject property is under lease or otherwise under the control of the town of La Conner. Conditional use permits will be revoked when not under the control of the town;
7. Heavy equipment sales.
8. Guesthouse/Guest Rental – Residential Dwelling Units Rented as Guesthouse. The guesthouse residential unit must also comply with all the provisions of this code that pertain to residential conditional uses in the Commercial Zone.
9. Churches; provided, that all structures are set back at least 25 feet on all sides from abutting property lines and abutting residential zones; and provided, that church use is not allowed in the Commercial Zone portion of the Historic District listed on the National Historic Register, which includes Commercial Street, South First Street, Washington Avenue and western side of South Second Street; and provided, that all parking requirements must be met. The church use does not qualify for “in-lieu-of” fee.

#### 15.110.010 Certificate of authorization not required.

The following accessory structures and uses do not require a certificate of authorization:

- (1) ~~(1)~~ Storage buildings, utility buildings and greenhouses under 120 square feet in area;
  - (2) ~~(2)~~ Antenna/satellite dish antenna less than 20 feet high, four feet wide, and having a bulk area less than 16 square feet;
  - (3) ~~(3)~~ Swimming pools, hot tubs, and similar structures, parks, playgrounds, tennis courts, and other recreational uses, all of a private nature, when provided in conjunction with a permitted or conditional use in a district;
  - (4) ~~(4)~~ Fences less than ~~six feet~~seven feet high;
  - (5) ~~(5)~~ Gardens and orchards;
  - (6) ~~(6)~~ Temporary structures or temporary use of existing structures incidental to construction work, which shall be removed upon completion or abandonment of the construction work;
  - (7) ~~(7)~~ Interior storage areas for materials and products sold from a site.
- ~~1. (1) Accessory dwellings— See Chapter 15.110 LCMC;~~

#### 15.10.1030 Setback line.

“Setback line” means a line established by the subdivision regulations and/or zoning ordinance generally parallel with and measured from the lot line or right-of-way, defining the limits of a yard in which no building, ~~other than accessory building~~ or structure may be located above ground except as may be provided in such regulations. Any structure exempt from the requirement to obtain a building permit may be allowed to be located within the setback (e.g. hot tub, gazebo, garden shed). Any structure containing a living space must meet minimum setbacks (accessory dwelling unit, sleeping areas within garages or other outbuildings).

#### 15.105.160 Review procedures – Minor modifications.

- (1) Review Procedures. The town planner shall review development proposals under the provisions of this chapter. ~~For developments which the planner has authority to approve, the action of the planner shall be final, unless appealed to the planning commission. When the planning commission has authority to approve a development, they shall consider the planner's recommendation regarding the landscaping, but may modify the requirements during a public hearing or plan review process at a regularly scheduled meeting.~~
- ~~(2)~~ Modification. Where full application of these landscaping regulations cannot be met due to lot size, configuration, topography, pre-existing development, etc., the planner ~~and one member of the planning commission~~ will consider minor modifications, substitutions and other methods deemed appropriate to meet the stated intent. ~~If the development can otherwise be approved by the planner, t~~The action of the planner ~~and planning commission member~~ shall be final. ~~If the development must be approved by the planning commission, the planner and planning commission shall make a recommendation to the planning commission regarding the proposed modification. The planner and the planning commission member of the planning commission may take any of the following actions on a modification request:~~
  - ~~(3) (a) Approve the request with or without specific stipulated conditions;~~
  - ~~(4) (b) Approve the request with minor or major modifications;~~
  - ~~(5) (c) Request a revised plan;~~

{6}(2) ~~(d) Deny the request. [Ord. 671 § 5.7.1, 1995.]~~

#### **15.130.030 Planning commission – Authority.**

- (1) The planning commission shall review and approve, approve with conditions, or deny Type III permit applications which are not consolidated with Type IV or Type V permit applications. Reference LCMC [15.135.050](#) for permit classifications and procedures.
- (2) The planning commission shall review and make a recommendation for approval, conditional approval or denial to the hearing examiner on Type III permit applications which are consolidated with Type IV or Type V project permit applications. The recommendation shall be made following a public meeting.
- ~~(3) The planning director shall forward a copy of all complete Type IV and Type V project permit applications to the planning commission. If the planning commission, by recorded motion, decides to make a recommendation to the hearing examiner, it shall consider the application and make its recommendation at its next regular meeting. If the planning commission fails to decide to make its recommendation within 15 days of its receipt of a complete application, or if it fails to make a recommendation at the next regular meeting after deciding to make a recommendation, the recommendation shall be made by the planning director.~~
- {4}(3) The planning commission shall hold at least one public hearing before taking the following actions:
  - (a) Approving, approving with conditions or denying Type III permit applications not consolidated with Type IV or Type V permit applications.
  - (b) Recommending a plan change/general zone change request.
  - (c) Recommending text amendments to the comprehensive plan and uniform development code or land use ordinances.
  - (d) Any inconsistency between the duties conferred upon the planning commission herein and those duties delegated to the hearing examiner in Chapter [15.12](#) LCMC, as amended, shall be construed in favor of providing jurisdiction to the hearing examiner at the exclusion of the planning commission.

#### **15.135.020 Designation of administrator.**

- (1) The planning director shall review all permit applications to determine that the requirements of this code are met ~~and all necessary permits have been obtained from other local, state, or federal governmental agencies from which prior approval is required.~~
- (2) The proposal shall be reviewed under the applicable standards of this code and all documents received and prepared related to the proposal shall be filed in a permanent record maintained at Town Hall.
- (3) The planning director shall issue a certificate of authorization for a use or development activity when all project permits required for the use or development activity have been issued or when other applicable development requirements for issuance are completed. [Ord. 743 § 6, 1999.]

#### **15.135.050 Process classification and procedures.**

- (1) Classification. Project permits shall be classified by the planning director as Type I through V according to Table A, below.

**Table A – Permit Classifications**

| I<br>Administrative                                                              | II<br>Planning Director                                                                           | III<br>Planning Commission                                                       | IV<br>Hearing Examiner                                                                      | V<br>Town Council                                       |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------|
| Building and construction permits; LCMC <a href="#">15.135.020</a>               | Land use review of permitted and accessory uses exempt from SEPA; LCMC <a href="#">15.135.120</a> | Demolition permits for Type I and II structures; Chapter 15.112 LCMC             |                                                                                             | Non-area wide rezone; LCMC <a href="#">15.125.080</a>   |
| Lot line adjustments; LCMC <a href="#">15.125.050</a>                            | Temporary structures; LCMC <a href="#">15.110.030</a>                                             | Historic design review of major new construction; LCMC <a href="#">15.50.060</a> | Conditional use permits; LCMC <a href="#">15.135.190</a>                                    | Final plat; Chapter 15.30 LCMC                          |
| Sign permits; Chapter 15.115 LCMC                                                |                                                                                                   | Tree removal permits (excluding residential outside the HPD); Chapter 15.60 LCMC |                                                                                             | Shoreline permit revision; <del>LCMC 10.10.555(2)</del> |
| Demolition permits for Type III structures; Chapter 15.112 LCMC                  | Critical areas; Chapter 15.65 LCMC                                                                | Temporary use permits; LCMC <a href="#">15.110.050</a>                           | Preliminary plat approval; Chapter 15.30 LCMC                                               |                                                         |
| Home occupation permits; LCMC <a href="#">15.110.070</a>                         | Short plat; Chapter 15.30 LCMC                                                                    |                                                                                  | <del>Shoreline substantial development permits; LCMC 10.10.515</del>                        |                                                         |
| Floodplain permits; Chapter 15.70 LCMC                                           | Binding site plan; Chapter 15.55 LCMC                                                             |                                                                                  | Shoreline conditional use permits; <del>LCMC 10.10.520</del>                                |                                                         |
| Change of use; LCMC <a href="#">15.125.020</a>                                   | Administrative variance; LCMC <a href="#">15.125.040</a>                                          |                                                                                  |                                                                                             |                                                         |
| Historic design review of minor new construction; LCMC <a href="#">15.50.060</a> | Administrative conditional use permits; LCMC <a href="#">15.20.055</a>                            |                                                                                  | Shoreline variances; <del>LCMC 10.10.525</del>                                              |                                                         |
| Shoreline exemptions; <del>LCMC 10.10.440</del>                                  |                                                                                                   |                                                                                  | Variances; LCMC <a href="#">15.125.040</a>                                                  |                                                         |
|                                                                                  | <del>Shoreline substantial development permits</del>                                              |                                                                                  | Appeals of planning commission and administrative decisions; LCMC <a href="#">15.12.110</a> |                                                         |
| Accessory uses; LCMC <a href="#">15.40.030</a>                                   |                                                                                                   |                                                                                  | SEPA appeals; LCMC <a href="#">13.10.090</a>                                                |                                                         |
|                                                                                  |                                                                                                   |                                                                                  | PURD; Chapter 15.25 LCMC                                                                    |                                                         |

(2) Procedures. Type I through Type V shall be processed pursuant to the procedures outlines in Table B, below.

**Table B – Review Procedures**

| Process Type                        | I                                                                                                                                                                                     | II                                                            | III                                                                                       | IV                                              | V                                               |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Recommendation made by              | N/A                                                                                                                                                                                   | N/A                                                           | Planning commission, if consolidated with Type IV or V permit applications                | Planning director or planning commission        | Planning commission                             |
| Final decision made by              | Planning director, public works director or designees                                                                                                                                 | Planning director or designee                                 | Planning commission unless consolidated with Type IV or V permit applications             | Hearing examiner                                | Town council                                    |
| Notice of application               | No                                                                                                                                                                                    | Yes <sup>1</sup>                                              | Yes                                                                                       | Yes                                             | Yes                                             |
| Open record public hearing          | No                                                                                                                                                                                    | Only if appealed, open record hearing before hearing examiner | Yes, before planning commission unless consolidated with Type IV or V permit applications | Yes, before hearing examiner for final decision | Yes, before hearing examiner for recommendation |
| Closed record appeal/final decision | Only if appealed, a closed record hearing before the hearing examiner, except that appeals of a building official order shall be remanded to the Skagit County building appeals board | No                                                            | Only if appealed, closed record hearing before hearing examiner                           | No                                              | Yes, before town council                        |
| Judicial appeal                     | Yes                                                                                                                                                                                   | Yes                                                           | Yes                                                                                       | Yes                                             | Yes                                             |

1. Type II – Open Record Public Hearing. For administrative variance and administrative conditional use applications, a public hearing before the hearing examiner may be requested by the applicant, interested parties, or the planning director.

**15.30.050 Application procedure.**

(1) Any person wishing to divide land under the provisions of this code shall submit an application, on a form provided by the town, to the town ~~clerk-planner~~ together with a fee set by the town council, a preliminary plat, and information including, but not limited to the following:

(a) A survey map of reproducible material, at least 18-inch by 24-inch in size with two-inch margins, signed by a registered land surveyor and eight copies containing:

- i. Name, address, and telephone number of property owner of record or certified designated agent, the developer and the land surveyor and/or registered engineer preparing the plat map;
- ii. Legal description of the property;

- iii. Existing zoning classification;
- iv. Date, scale of not less than 100 feet to the inch, and north arrow;
- v. Benchmarks and ground elevation at mean sea level when all or a portion of the plat is located in the floodplain and land contours with intervals of five feet;
- vi. Boundary lines of entire tract to be platted, individual lots and easements with approximate acreage and square footage of the whole tract and portion to be platted;
- vii. Number and dimensions of lots, building setback lines, and density;
- viii. Location, name and width of any existing easement, street and right-of-way within the subdivision/short subdivision and 200 feet thereof, grades, profiles and cross-sections of proposed streets, vehicular and pedestrian circulation patterns;
- ix. Location of fire hydrants within 1,000 feet of the lot;
- x. Location of any existing structures;
- xi. Availability and location of utilities including water, sewer, and storm water drainage;
- xii. Parcels of land intended to be dedicated or temporarily reserved for public use or to be reserved in the deeds for the common use of property owners of the subdivision or short subdivision or dedication, or for open space;
- xiii. Location in respect to shorelines of La Conner;
- xiv. Acknowledged signatures of property owners and notary public stamp;
- xv. Signature block for approval of ~~planning commission~~ public works director, town planner, and/or town council.

(b) Evidence of title.

(c) If lots are to be served by a private street, copies of applicable covenants or documents with provisions covering, but not limited to, ingress, egress, utility easements, and maintenance shall be furnished to the town and recorded to or simultaneously with the subdivision or short subdivision.

(d) Unless an applicant for preliminary plat approval requests otherwise, the preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, shoreline substantial development, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.

(e) Development schedule.

(2) The planning director shall affix a file number to the preliminary plat and the date it is received.

**15.30.100 Agency recommendations for final approval.**

1. Each preliminary plat submitted for final approval by the town council shall be accompanied by recommendation for approval or disapproval from the following:

(a) Hearing Examiner

(b) Town planner

~~(a)~~(c) \_\_\_\_\_ Public works director;

(2) The terms of the recommendations shall not be modified without the consent of the applicant.

**15.30.130 Final plat/short plat – Written approval and filing.**

- (1) Upon approval of the subdivision or short subdivision, the approving authority shall inscribe and execute its written approval on the face of the plat. For short subdivisions, final approval shall be evidenced by signature of the ~~chairperson of the planning commission~~ town planner and public works director. For subdivisions, signature authority shall be the mayor.
- (2) The original final plat/short plat shall be filed for record with the Skagit County auditor and a copy filed with the county assessor.
- (3) At least one reproducible copy of the plat/short plat shall be submitted to the town for record. Additional copies shall be furnished to the town as required.

**15.30.160 Specifications.**

- (1) If the preliminary plat is approved, the developer, before requesting final approval, shall carry out minimum improvements in accordance with this code by actual installation to the satisfaction of existing town standards (American Public Works Manual).
- (2) Plans for improvements shall be prepared by a qualified engineer, registered in the state of Washington. Two sets of prints of the proposed plans and specifications for all improvements shall be filed with the ~~town clerk~~ public works director. One set of "as built" plans and specifications, certified and signed by an engineer registered in the state of Washington shall be filed with the ~~town clerk~~ public works director prior to acceptance by the town council of any improvement installed by the developer.
- (3) In lieu of the completion of the improvements required, the developer may furnish the town a surety bond or a certificate of deposit to ensure the actual construction of the improvements according to town standards. The bond shall be in the amount of 120 percent of the estimated cost of the improvements, to cover inflation. The amount and time limitation of the bond shall be determined by the ~~planning commission~~ public works director and/or town planner, subject to approval by the town council.
- (4) No building shall be permitted on any lot or in any area of a subdivision if the proposed construction would require extension or enlargement of existing sanitary sewer systems, water lines, storm and surface drainage systems and other utility systems, resulting in higher net public costs, unless compensation or equivalent services are provided.

**15.30.230 Maintenance of corporate streets and property owned by a private community organization.**

All corporate roads, easements, community utilities and properties shall be maintained by the owners of the property served by them and kept in good repair. It must be demonstrated to the satisfaction of the ~~planning commission~~ public works director, town planner, and the town council prior to the recording of final plat that:

- (1) There is a workable organization to guarantee maintenance with a committee or group to administer the organizational functions.
- (2) There is a means for assessing maintenance costs equitable to property owners served by the private facilities.
- (3) Corporate roads shall be labeled on the face of the final plat as a "Corporate Road" and designated as Tract "A." Under the dedication section of the final plat, it shall be shown that

Tract "A" is to be held in individual ownership by the owners of the lots served by the corporate road.

- (4) Roads to be retained under corporate control shall show the following construction and maintenance obligations clause under the dedication section of the final plat:

The cost of construction and maintaining all roads not herein dedicated as "town roads" and all access roads to the plat, unless the same are dedicated as "town roads," shall be the obligation of all of the owners of the lots in the plat and/or of any additional plats that may be served by said roads, streets, and/or alleys, and that obligation to maintain shall be concurrently the obligation of any corporation in whom title of said roads, streets and/or alleys beheld. In the event that the owners of any of these lots or the corporate owners of any of the roads, streets and/or alleys of this plat or any additional plats served by these roads, streets, and/or alleys shall petition the town council to include these roads, streets, and/or alleys in the road system, said petitioner shall be obligated to bring the same to the town standards in all respects prior to acceptance by the town.

- (5) In no case shall the town accept a dedication or any obligation as to any such road, street and/or alley until the same and all roads, streets, and/or alleys connecting the same to the town road system have been brought to town road standards.
- (6) If permission is obtained for the use of corporate roads or easements by means of approval of the town council, each lot shall have an equal and undivided interest in such road or easements.
- (7) Where a new road connects to an existing concrete or blacktop or similarly surfaced road, the new road shall have surfacing similar to that on the existing road from the intersection of the old road surface to the right-of-way line of the existing road. The new surfacing shall be on a transition grade, approved by the ~~town engineer~~public works director.

#### 15.10.125 Bed and breakfast.

"Bed and breakfast" means a use carried on in a structure designed for residential purposes which provides overnight accommodations plus breakfast and occasionally family-style meals for guests, in an owner-occupied home that provides up to three rooms for this purpose. The occupying owner(s) must own a majority interest in the residence or a majority interest in the entity that owns the residence upon which the bed and breakfast is located. The bed and breakfast is not allowed to be located in a detached building accessory to the primary structure designed for residential purposes.

#### 15.10.650 Lot of record.

"Lot of record" means any platted lot of the town of La Conner the boundaries of which ~~have been~~were approved by the planning commission, ~~or~~ previous boards of adjustment or the appropriate approving authority at the time of creation and are recorded in the county ~~assessor's-auditor's~~ office ~~under a separate tax parcel number.~~

**Chapter 15.107**  
**AUTOMATIC FIRE SPRINKLER SYSTEMS**

**Sections:**

**15.107.010 — Sprinkler system required — New construction.**

**15.107.020 — Sprinkler system required — Remodels.**

**15.107.030 — Approval by fire chief.**

**15.107.040 — Permissible omissions.**

**15.107.050 — Alarms.**

**15.107.060 — Required maintenance.**

**15.107.070 — Inoperative system.**

**15.107.080 — Violation — Penalty.**

**15.107.090 — Violation — False alarms.**

**15.107.100 — Appeals.**

**15.107.105 — Relationship to International Fire Code.**

**15.107.110 — Conflicting provisions.**

**15.107.010 Sprinkler system required — New construction.**

Automatic fire sprinkler systems installation shall be required for all new residential construction where the portion of the building occupied as a residence exceeds 4,000 square feet as measured from the inside surface of exterior walls, and for multifamily dwellings (LCMC 15.10.390), commercial, industrial and public use construction. [Ord. 778 § 2, 2000.]

**15.107.020 Sprinkler system required — Remodels.**

For existing commercial, industrial and public buildings automatic fire sprinkler system installation shall be required when:

(1) Any existing structure is remodeled and the value of such activity is deemed by the town planner, based on average "Building Valuation Data" unit cost compliant with IBC Section 108.3, to exceed \$30,000; or

(2) Any combination of reconstruction, alteration, or improvement to a structure, taking place over 10 consecutive years in which the cumulative cost equals or exceeds 50 percent of the assessed value of the structure as determined by the county assessor.

Additionally, whenever existing fully sprinkled buildings are remodeled and/or enlarged, the remodeled or added portion shall be fully sprinkled.

~~Remodels or renovations to commercial, industrial and public buildings without adequate fire access to one or more sides that are valued at \$10,000 or more may require automatic fire sprinklers upon review and determination by the La Conner fire chief. [Ord. 963 § 6, 2005; Ord. 906 § 2, 2003; Ord. 778 § 3, 2000.]~~

**~~15.107.030 Approval by fire chief.~~**

~~No automatic fire sprinkler system required or allowed by this chapter shall be installed or allowed to be installed without the prior written approval of the fire chief or his designee of the plans for installation, testing and maintenance of the system. No residential, commercial or industrial construction for which such system is required, including substantial redevelopment of the same, shall be occupied until testing of the automatic fire sprinkler system has been approved by the fire chief or designee. [Ord. 986 § 4, 2007; Ord. 778 § 4, 2000.]~~

**~~15.107.040 Permissible omissions.~~**

~~Subject to the approval of the fire chief or his designee, sprinklers may be omitted in the following instances:~~

~~(1) Rooms or areas which are of noncombustible construction with noncombustible contents. Sprinklers shall not be omitted from any room merely because it is damp or of fire-resistive construction.~~

~~(2) Where the application of water or flame and water, to contents constitutes a serious life or fire hazard, as in the manufacture or storage of quantities of aluminum powder, calcium carbide, calcium phosphide, metallic sodium, potassium, quicklime, magnesium powder or sodium peroxide.~~

~~(3) Safe deposit or other vaults of fire-resistive construction, when used for storage of records, files and other documents, when stored in metal cabinets.~~

~~(4) If other approved automatic fire-extinguishing systems are installed to protect special hazards or occupancies in lieu of automatic sprinklers.~~

~~(5) Communication equipment areas under the exclusive control of a public communication utility agency, provided:~~

~~(a) The equipment areas are separated from the remainder of the building by a two-hour fire-resistive occupancy separation; and~~

~~(b) Such areas are used exclusively for such equipment and an approved automatic smoke detection system and heat sensing units are installed, or remote station service or a local alarm is installed which will give an audible signal at a constantly attended location; and~~

~~(c) Other approved fire-protective equipment is installed in said location, such as a portable fire extinguisher or Class II standpipes, CO<sub>2</sub> or Halon extinguishing systems. [Ord. 778 § 5, 2000.]~~

**~~15.107.050 Alarms.~~**

~~All automatic fire sprinkler systems serving 30 or more sprinklers shall be equipped with an alarm which shall give an audible signal on the building exterior. This shall be a bell or buzzer of sufficient volume in a location approved by the fire chief of his designee. In remote locations, the fire chief or his designee may exercise the option to require additional monitoring as deemed necessary. It is to be clearly understood that such audible alarm does not in itself summon the fire department. Additional monitoring, if not required, remains the option of the building owner/occupant. Sprinklered buildings which contain residential units and/or sleeping quarters shall also have an interior bell or horn (minimum 85-Dba) in each unit. The requirements of an automatic fire sprinkler system, including the alarms detailed above, does not eliminate the requirements for alarms and fire detection systems found in the international codes as adopted in LCMC 13.05.010. [Ord. 778 § 6, 2000.]~~

**~~15.107.060 Required maintenance.~~**

~~All automatic fire sprinkler systems shall be serviced annually by a qualified service person. A copy of the annual inspection report, signed by the individual who performed such service, shall be forwarded within five working days to the fire department. [Ord. 778 § 7, 2000.]~~

**~~15.107.070 Inoperative system.~~**

~~If, at any time, an automatic fire sprinkler system and/or the alarm system becomes inoperative, the fire department shall be notified within 24 hours. "Inoperative" shall be defined as any condition which prevents any sprinkler from operating or any alarm from sounding at its designated location. [Ord. 778 § 8, 2000.]~~

**~~15.107.080 Violation — Penalty.~~**

~~It shall be an infraction for any person, firm or corporation to violate any of the provisions of this chapter and such person, firm or corporation shall be liable for a civil penalty of \$800.00. Each day of continued violation shall constitute a separate additional infraction. [Ord. 812 § 13, 2001; Ord. 778 § 9, 2000.]~~

**~~15.107.090 Violation — False alarms.~~**

~~Provisions related to false alarms shall be controlled by Chapter 7.35 LCMC, Alarm Systems, as noted in the La Conner Municipal Code. [Ord. 778 § 10, 2000.]~~

**~~15.107.100 Appeals.~~**

~~Any person, firm or corporation who desires reconsideration of a decision made as a result of an interpretation made by the town planner, fire chief or their designees, pursuant to this chapter, shall be~~

~~entitled to said appeal before the town's hearing examiner following the filing of the appeal within 14 days of notification of the aggrieved decision and the payment of an appeal fee of \$200.00. [Ord. 778 § 11, 2000.]~~

**~~15.107.105 Relationship to International Fire Code.~~**

~~The provisions of this chapter, as they relate to the installation of automatic fire sprinkler systems, are intended to augment and be in addition to any and all requirements of the International Fire Code. The installation of automatic fire sprinkling systems shall be required in all zones, as detailed in this chapter, and shall be in addition to any other required fire suppression construction methodologies and/or equipment required by the then current editions of building and fire codes. [Ord. 963 § 6, 2005; Ord. 778 § 12, 2000.]~~

**~~15.107.110 Conflicting provisions.~~**

~~In the event there is a conflict between the provisions of this chapter and the provisions of the latest adopted International Building Code, the more restrictive provisions shall apply.~~

**Bridge Lighting:  
Interlocal Agreement – Skagit County  
Agreement – Axthelm (Last Page of Exhibit A)**

After Recording Return to:

SKAGIT COUNTY BOARD OF COMMISSIONERS  
1800 CONTINENTAL PLACE, STE. 100  
MOUNT VERNON, WA 98273

## INTERLOCAL COOPERATIVE AGREEMENT

BETWEEN

Town of La Conner

AND

Skagit County

THIS AGREEMENT (herein "Agreement") is made and entered into by and between the Town of La Conner, a Washington municipal corporation (herein after referred to as "Town") and Skagit County, a political subdivision of the State of Washington (herein after referred to as "County") pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT. The Town and the County may be individually referred to herein as a "party", and may be collectively referred to herein as the "parties". In consideration of the following, the parties mutually agree as follows:

1. PURPOSE: The County is working with the Town for the Rainbow Bridge Lighting Project which consists of the Town removing and discarding the existing lighting equipment and installing new lighting equipment on the Rainbow Bridge, including 600 linear feet of magnetic light string consisting of 600 C9 LED bulbs (herein referred to as the "Project"). The Rainbow Bridge crosses the Swinomish Channel and links Maple Ave (located within the jurisdiction of the Town) to Pioneer Parkway (County Road #42000). The Rainbow Bridge (Bridge #40039) is owned, operated, and maintained by the County. It is understood by the parties that the Town shall be responsible for the design, construction, management, and use of the Project, although the County shall have the right to review and approve of the final Project design. The purpose of this Agreement is to establish the respective responsibilities of the County and the Town for the Project. The County and the Town both support the goals and purposes of the Project as laudable public purposes, with public benefit for the community as a whole. As such, in recognition of the public benefit to be received by the overall Skagit County community as a result of the Project, the County desires to also contribute approximately one-third (1/3) of the total Project cost, pursuant to and subject to the terms of this Agreement.

2. RESPONSIBILITIES: The parties to this Agreement mutually agree as follows:

2.1 The Town shall perform the following duties and obligations pursuant to the terms of this Agreement (upon and subject to the following conditions):

2.1.1 Except for the compensation to be provided by the County to the Town pursuant to the terms of this Agreement (Section 4., below), the Town shall, at its own cost, expense, and liability, perform all Project management, design, and construction associated with the performance of the Project and the Town shall acquire all permits and approvals as may be required for the Project.

2.1.2 The Town shall provide reasonable cooperation to the County in order to allow the County to review and provide input on the Project design, and for Project related data gathering, and other related Project matters. The Town shall not proceed with construction of the Project on the Rainbow Bridge unless and until authorized by the County, although the Town shall still be responsible and liable for the Project design.

2.2 The County shall perform the following duties and obligations pursuant to the terms of this Agreement (upon and subject to the following conditions):

2.2.1 As further provided in Section 4. (below), the County shall promptly reimburse the Town upon receipt of an invoice(s) from the Town for actual Project costs and expenses incurred by the Town, in a total amount not to exceed three-thousand dollars (\$3,000).

2.2.2 The County shall provide reasonable cooperation to the Town in order to review and provide input regarding the Project design prepared by the Town, including, but not necessarily limited to, review and input on data gathering, and design components (although the Town shall not proceed with Project construction work unless and until authorized by the County).

2.2.3 The parties agree that the County is not responsible or liable for the Project design, Project management, construction, and/or implementation of the Project in any way. Unless specifically stated to the contrary in this Agreement, the County is not otherwise obligated to provide any funds, or perform or provide any other services, duties, or responsibilities pursuant to the terms of this Agreement.

3. TERM OF AGREEMENT: The term of this Agreement shall be from the date of mutual execution, and shall continue until completion of the Project (as mutually determined by the Parties in writing), or until December 31, 2021, after which this Agreement will automatically renew for an additional one-year term on January 1st of each subsequent year thereafter (without further action by the parties), until otherwise terminated sooner pursuant to the terms herein.

4. **MANNER OF FINANCING:** The total compensation to be provided by the County to the Town for approximately one third (1/3) of the Town's estimated construction costs for the Project shall not exceed three-thousand dollars (\$3,000). Additional information regarding such estimated Project costs is attached hereto at Exhibit "A" (Proposed La Conner Bridge Lighting), and is hereby incorporated by reference. Upon completion of the Project work by the Town and receipt of an invoice(s) from the Town, the County shall promptly reimburse the Town in the ordinary course of business pursuant to the terms of this Agreement. Upon request, the Town shall provide reasonable supporting documentation for all such costs invoiced to the County pursuant to this Agreement.

5. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Agreement and for coordinating and monitoring performance under this Agreement. In the event such representatives are changed, the party making the change shall notify the other party.

5.1 The County's representative shall be:

Skagit County Engineer, or their designee  
1800 Continental Place  
Mount Vernon, WA 98273  
Phone: (360) 416-1400

5.2 The Town's representative shall be:

La Conner Public Works Director, or their designee  
P.O. Box 400  
La Conner, WA 98257  
Phone: (360) 466-3933

6. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively, acquired, held, used, or disposed of pursuant to this Agreement. While the County shall continue to be responsible for the maintenance of County roads (and County right of way) after completion of the Project, the County shall not be responsible for or liable for the design, use, operation, maintenance, repair, or replacement of any of the Project work performed by the Town pursuant to the terms of this Agreement.

7. **NO PARTNERSHIP OR JOINT VENTURE:** No partnership and/or joint venture exists between the parties, and no partnership and/or joint venture is created by and between the parties by virtue of this Agreement. No agent, employee, contractor, subcontractor, consultant, volunteer, and/or other representative of the parties shall be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other party.

8. **NO THIRD PARTY BENEFICIARIES:** This Agreement is not intended to nor does it create any third party beneficiary or other rights in any third person or party, including, but not limited to, the general public, property owners and residents at or in the vicinity of the Project, any other organization or entity, or any agent, contractor, subcontractor, consultant, employee, volunteer, or other representative of any party.

9. **USE OF DOCUMENTS AND MATERIALS PRODUCED:** The County shall have the right to use and distribute any and all documents, writings, programs, data, public records or other materials prepared by any party (and/or any party's contractors, consultants, sub-consultants and/or subcontractors), in connection with performance of this Agreement. Unless privileged or otherwise exempt from disclosure, the parties recognize and agree that any documents and/or materials arising from and/or related to this Agreement may be subject to public disclosure pursuant to applicable law (including RCW 42.56).

10. **INDEMNIFICATION:** Except as provided to the contrary herein, each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law, and further agrees to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County or the Town by reason of entering into this Agreement except as expressly provided herein.

11. **LIMITATION OF LIABILITY.** Any party having a claim against the Town, however arising, shall have recourse only to the extent of assets and property of the Town, and shall have no recourse against the County, its appointed or elected officers, employees, volunteers or its/their assets or credits.

12. **TERMINATION:** Any party hereto may terminate this Agreement upon thirty (30) days notice in writing either personally delivered or mailed postage-prepaid by certified mail, return receipt requested, to the party's last known address for the purposes of giving notice under this paragraph. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

13. **CHANGES, MODIFICATIONS, AMENDMENTS AND WAIVERS:** The Agreement may be changed, modified, amended or waived only by subsequent written agreement executed by the parties hereto. Waiver or breach of any term or condition of this Agreement shall not be considered a waiver of any prior or subsequent breach.

14. **SEVERABILITY:** In the event any term or condition of this Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications of this Agreement which can be given effect without the invalid term, condition, or application. To this end the terms and conditions of this Agreement are declared severable.

15. **ENTIRE AGREEMENT:** This Agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

16. **STATUS OF AGREEMENT:** This Agreement is in addition to, and is not intended to replace, substitute, modify, or otherwise amend any other agreements by and between the parties. Any other agreements by and between the parties shall continue in full force and effect.

17. **COMPLIANCE WITH LAWS AND TERMS OF GRANTS:** The parties to this Agreement shall comply with all applicable federal, state, and local laws, rules, and regulations in carrying out the terms and conditions of this Agreement. As necessary, the Town (at the Town's own expense and liability) shall obtain and comply with all necessary permits and approvals from all applicable jurisdictions prior to commencing any work on the Project, and individually the Town shall be solely and separately responsible and liable for compliance with all terms and conditions of any permit(s), approval(s), and/or grant(s) obtained or procured in such party's name. To the maximum extent allowed by law, the Town shall defend, indemnify, and hold the County harmless from any liability arising from and/or related to non-compliance with any law(s), permit(s), approval(s), and/or grant(s) for the Project.

18. **ASSIGNMENT AND SUBCONTRACTING:** Unless otherwise expressly provided herein, no portion of this Agreement may be assigned, contracted, and/or subcontracted to any other individual, firm, company, and/or other entity without the express and prior written approval of the County. The Town shall be responsible and liable for the performance and completion of any Project work which is agreed to by the County to be assigned, contracted, and/or subcontracted pursuant to the terms herein.

19. **DEFAULT:** Failure of the parties to comply with the terms of this Agreement shall constitute default. The parties shall have all remedies for the enforcement of this Agreement as provided by law.

20. **VENUE AND CHOICE OF LAW:** In the event that any litigation should arise concerning or related to this Agreement, the venue of such action of litigation shall be in the Superior Court of the State of Washington in and for the County of Skagit. This Agreement shall be governed by the laws of the State of Washington.

21. **CAPTIONS & COUNTERPARTS:** The captions in this Agreement are for convenience and reference only and do not define, limit, or describe the scope or intent of this Agreement. This Agreement may be executed in any number of counterparts, and each such counterpart hereof shall be deemed to be an original instrument, but all such counterparts together shall constitute but one agreement.

22. NEUTRAL AUTHORSHIP: Each of the terms and provisions of this Agreement have been reviewed and negotiated, and represents the combined work product of the parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement. The parties represent that they have had a full and fair opportunity to seek legal advice with respect to the terms of this Agreement and have either done so, or have voluntarily chosen not to do so. The parties represent and warrant that they have fully read this Agreement, that they understand its meaning and effect, and that they enter into this Agreement with full knowledge of its terms. The parties have entered into this Agreement without duress or undue influence.

23. SURVIVAL: The terms of Sections 2., 9., 10., 11., and 17., shall survive, notwithstanding the withdrawal from, termination, or invalidity of this Agreement.



DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

\_\_\_\_\_  
Ron Wesen, Chair

\_\_\_\_\_  
Kenneth A. Dahlstedt, Commissioner

Attest:

\_\_\_\_\_  
Lisa Janicki, Commissioner

\_\_\_\_\_  
Clerk of the Board

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

Recommended:

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Department Head

Approved as to form:

\_\_\_\_\_  
Civil Deputy Prosecuting Attorney

Approved as to indemnification:

\_\_\_\_\_  
Risk Manager

Approved as to budget:

\_\_\_\_\_  
Budget & Finance Director

STATE OF WASHINGTON }  
COUNTY OF SKAGIT } ss.

I certify that I know or have satisfactory evidence that Ron Wesen, Kenneth A. Dahlstedt, and/or Lisa Janicki is/are the person(s) who appeared before me, and said person(s) acknowledged that she/he/they signed this instrument, on oath stated that she/he/they was/were authorized execute the instrument and acknowledged it as Commissioner(s) of Skagit County, to be the free and voluntary act of such party for the uses and purposes herein mentioned.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(SEAL)

\_\_\_\_\_  
Notary Public  
print name: \_\_\_\_\_  
Residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_

**EXHIBIT "A"**

Summary of Estimated Costs

**EXHIBIT "A"**  
**Proposed La Conner Bridge Lighting**  
**2020**



**Scope of Work,**

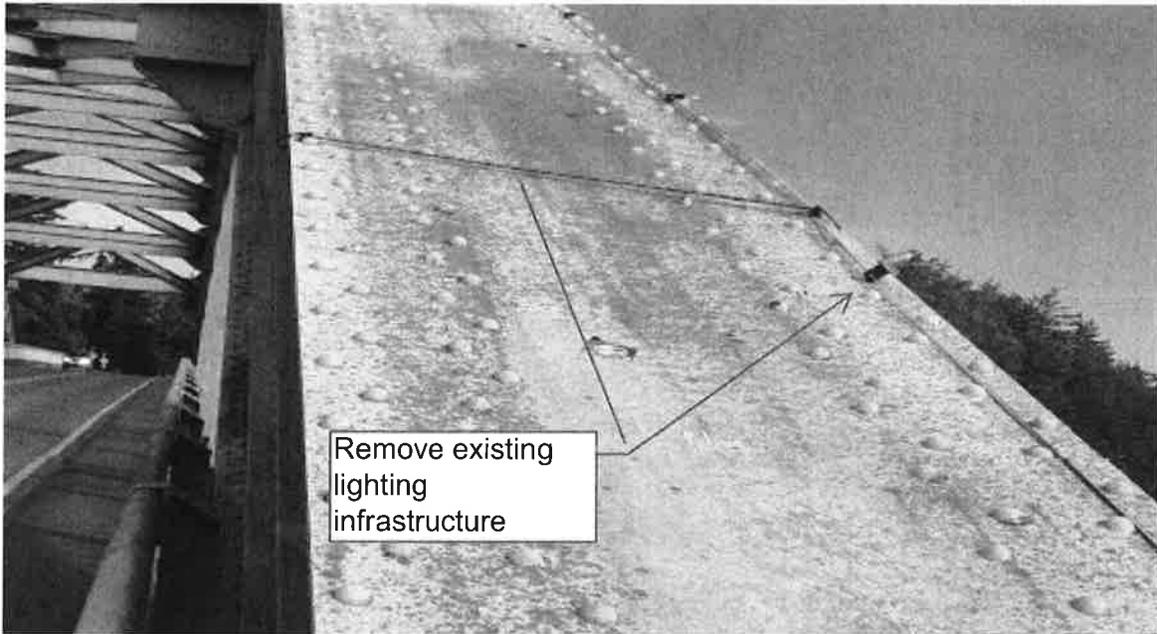
Arch only no deck lighting.

- Remove existing lighting infrastructure approximately 600 LF of light string, **PICTURE A-1**
- Install 600 LF of magnetic light string, 600 C9 LED bulbs and 60 additional support magnets zip tied to light string. **PICTURE A-2**

Attachments;

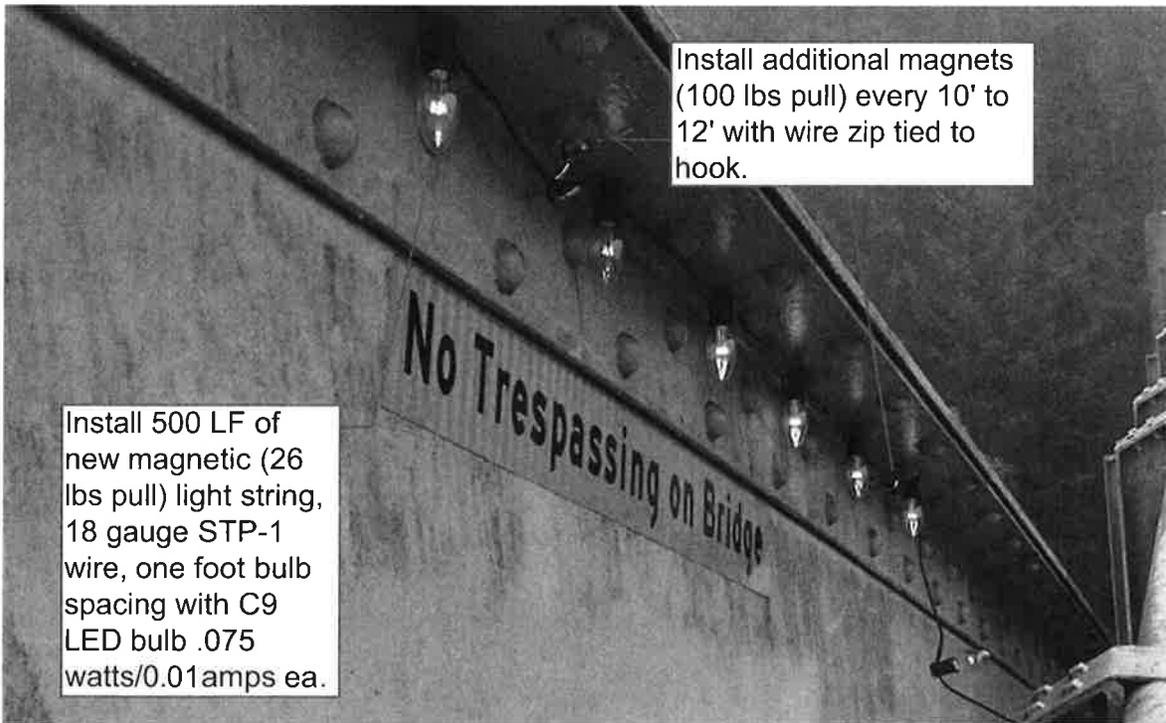
- **A-3**, Light String Specs.
  - **A-4**, C9 LED Bulb Specs.
  - **A-5**, Additional Magnet Specs.
  - **A-6**, Materials Cost to Date **\$2,985.67**, additional purchase needed; photo eye **\$40** and 12 gauge electrical extension cord **\$75**. **TOTAL MATERIALS \$3,100.67**
  - **A-7**, Labor Cost by Contractor **LABOR \$5,891.26**
- TOTAL...8,991.93**

Note: Available electrical service is unknown; there is an existing receptacle that was used for the existing lighting. The proposed lighting should not exceed 7 amps.



Remove existing  
lighting  
infrastructure

PICTURE  
A-1



Install additional magnets  
(100 lbs pull) every 10' to  
12' with wire zip tied to  
hook.

Install 500 LF of  
new magnetic (26  
lbs pull) light string,  
18 gauge STP-1  
wire, one foot bulb  
spacing with C9  
LED bulb .075  
watts/0.01amps ea.

PICTURE  
A-2

**MAGNET  
SOCKET**



**12''  
SPACING  
250  
FEET**



# **U** **LT**RA-STRONG 26 LB. MAGNET



C9 250' Spool Magnetic string on 12" Spacing used for homes, office buildings, barns, and restaurants. These magnetic sockets will adhere to any ferrous metals(Iron and Steel) making for quick installations since there is no need for Christmas light clips. Perfect for rooflines, building flashing, and gutters. No need for screws, glues, clips just adhere the magnetic C9 socket to your metal surface saving time and labor cost. We use Neodymium grade magnets which are the strongest magnets available. Each magnet is plated with nickel protective coating which

prevent rust. Use this 250-foot, Green wire stringer for C9 incandescent, C9 retrofit LED, G50 globe-shaped bulbs. Safe for indoor and outdoor use.

- **C9 Magnetic 250' Green Wire Stringer - 12" Spacing**
- C9 Magnetic Sockets
- Magnetic socket adheres to all ferrous metals
- 25 C9/E17 Intermediate Base Sockets
- Green Wire
- End-to-End Connections
- Indoor/Outdoor Use
- 18 gauge, SPT-1 wire
- Fits Our C9 Incandescent, C9 Retrofit LED, and G50 Bulbs
- Bulbs Sold Separately

|                      |                |
|----------------------|----------------|
| Magnet Socket        | Yes            |
| Sockets Per Stringer | 250 Sockets    |
| Spool Length         | 250 Feet       |
| Max Watts            | 840 Watts      |
| Max Amps             | 8 Amps         |
| Socket Spacing       | 12 Inches      |
| Fits Bulb Type       | C9(e17 Base)   |
| Fits Bulb Type       | G50(e17 Base)  |
| Fits Bulb Type       | S11(e17 Base)  |
| Wire Gauge           | 18 AWG         |
| Wire Color           | Green Wire     |
| Voltage              | 120V           |
| Connection           | End-to-End     |
| Lead Length          | 6 Inches       |
| Tail Length          | 6 Inches       |
| Bulbs Included       | No             |
| Use                  | Indoor/Outdoor |
| Package Quantity     | 1 Stringer     |
| Package Quantity     | 1 Spool        |

# Pure White Smooth Glass C9 LED Bulbs - 25pk

Novelty Lights C9 Pure White smooth glass LED bulbs with 5 super bright and energy efficient LEDs will bring beauty to your next decorating project. The C9 glass bulb, unlike it's incandescent counter-parts, will not get hot, giving you more options for indoor and outdoor applications! The C9 Glass Pure White bulb will bring that traditional and classic look to your roofline, trees, backyard BBQ or other Holiday installation without the added cost. The C9 glass bulbs have a 3 season; 40,000 hour warranty. Our Pure White glass C9 bulbs can be used with any of our [C9 Stringers](#) (10', 12.5', 25' & 100'), our [E17 Heavy Duty Light Strings](#) (25', 100' & 330'), our commercial grade bulk [C9 Bulk spools](#) as well as our vintage [Twisted Wire Strings with E17 Bakelite Sockets](#).

## Pure White Smooth Glass LED Bulbs.

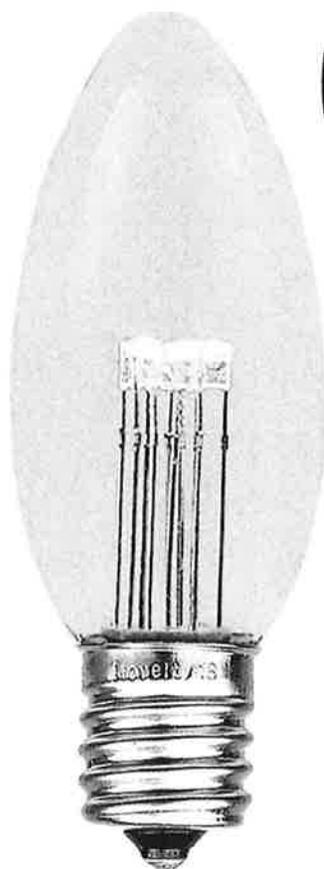
- 25 pack of pure white bulbs
- 5 ultra bright LED's
- Uses only .75 watts (0.01 Amps) per bulb 90% less than standard 7 watt bulbs
- Glass bulb that won't fade or discolor from sun exposure
- Produces no heat and is vibration resistant.
- Fits Intermediate Base (e17) and C9 Sockets
- For indoor and outdoor use
- Measures 2-7/8" tall and 2.0" wide
- Long lasting 40,000 Hour Bulb Life

|                     |                         |
|---------------------|-------------------------|
| Bulb Type           | LED                     |
| Bulb Size           | C9                      |
| Light Color         | Pure White              |
| Watts/Amps Per Bulb | 0.75 Watts/0.01 amps    |
| LED/Diodes          | 5 Super Bright LED's    |
| Light Display       | Steady Burn             |
| Bulb Material       | Glass                   |
| Bulb Design         | Smooth                  |
| Base Size           | e17 Intermediate        |
| Base Material       | Nickel                  |
| Dimensions          | 3"(Tall) x 1-1/4"(Wide) |
| Dimmable            | No                      |
| Stringer Included   | No                      |
| Voltage             | 120V                    |

|                  |                      |
|------------------|----------------------|
| Bulb Life        | 40,000 Hours         |
| Use              | Indoor/Outdoor       |
| Warranty         | 3 Season             |
| Package Quantity | 25 Bulbs             |
| Case Quantity    | 20 Boxes of 25 Bulbs |



**C9 E17  
BASE  
LED**



**25  
PACK**



1.26 INCHES

## Unique Features



ISO 9001 Certificated



Rare Earth Neodymium Magnet



Strong 100 LBS Pull Power



Permanent Magnetic Force



Multi - Purpose



Lifetime Quarantee



Novelty Lights, Inc  
 9800 E Easter ave  
 Suite 160  
 Centennial, CO 80112  
 Toll Free 800-209-6122  
 Local 303-727-900

Sales Order

1259132



|                                                                                                                 |                                                                                           |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Ship To:</b><br>Brian Lease<br>Town of La Conner Public Works<br>604 N 3rd St,<br>La Conner<br>WA 98257-4710 | <b>Order:</b><br>Pack Date: 09/11/20 17:04<br>Shipment #: 1259132<br>Ship Via: FedEx 2Day |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|

| Item            | Description                            | Qty Order | Qty Shipped | Price  | UoM  | Amount     |
|-----------------|----------------------------------------|-----------|-------------|--------|------|------------|
| M-C9250-GR-12   | 250' Magnetic Spool C9, 12" Spnce, GW  | 3.0       | 3.0         | 370.15 | Each | \$1,110.45 |
| LED-C9-G-WW     | 25 Pack of Glass C9 w/5 Warm White LED | 30.0      | 10.0        | 42.5   | Each | \$1,275.00 |
| <b>Shipping</b> |                                        |           |             |        |      | \$197.50   |
| <b>Tax</b>      |                                        |           |             |        |      | \$219.55   |
| <b>Total</b>    |                                        |           |             |        |      | \$2,802.50 |

**Attention Valued Customer:**

If you received damaged, defective, or an incomplete order please contact us at 800-209-6122 or email us [salesteam@noveltylights.com](mailto:salesteam@noveltylights.com)

**Novelty Lights Quick and Easy Return Form**

FROM:  
 Brian Lease  
 604 N 3rd St  
 La Conner, WA, 98257-4710

TO:  
 Novelty Lights Inc.  
 Order #: 1259132  
 9800 E Easter ave Suite 160  
 Centennial, CO 80112

Our Job at Novelty Lights, Inc. is to make every customer happy and each purchasing experience great. We will gladly accept any return within 45 days of purchase date and please take the following steps to ensure processing of your return for credit or exchange.

Please re-package unused product carefully  
 Include the this filled in completed section inside the box  
 Ship package from your nearest post office or shipping company of your choice

Please let us know your reason for returning (i.e. Did not like, wrong color/size/p.. \_\_\_\_\_

For Exchange Only What was returned and what is needed in exchange \_\_\_\_\_

**Thank You for Purchasing from Novelty Lights, Inc.**



For customer support visit [Amazon.com/contact-us](https://www.amazon.com/contact-us)

**Order date:** September 10, 2020

**Purchase Order #:** lights

**Order #:** 113-3041879-0602615

**Date shipped:** September 12, 2020

**Ship to:**

Brian Lease

604 N 3RD ST

LA CONNER, WA 98257-4710

United States

### Shipment details

| Item description                                                                                                                                               | Qty | Item price          | Item subtotal   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------|-----------------|
| GREATMAG Magnetic Hooks, 100 lbs Heavy Duty Magnet Hooks for Hanging, Pack of 6 (SKU: GM900-2A)<br>Condition: New<br>Sold by: Ningbo Juguan Magnetics Co., Ltd | 13  | \$12.99             | \$168.87        |
|                                                                                                                                                                |     | Item subtotal       | \$168.87        |
|                                                                                                                                                                |     | Shipping & handling | \$0.00          |
|                                                                                                                                                                |     | Sales tax           | \$14.30         |
|                                                                                                                                                                |     | <b>Total</b>        | <b>\$183.17</b> |

**Return or replace your item**

Visit [Amazon.com/returns](https://www.amazon.com/returns)

Have feedback on how we packaged your order? Tell us at [Amazon.com/packaging](https://www.amazon.com/packaging)



**2021 Budget –  
Sewer/Compost & General Fund**

# TOWN OF LA CONNER

## 2021 Estimated Budget

| Fund         | Fund Name           | Projected<br>Beginning Fund<br>Balances<br>1/01/21 | Revenues            | Expenditures        | Projected Ending<br>Fund Balances<br>12/31/21 |
|--------------|---------------------|----------------------------------------------------|---------------------|---------------------|-----------------------------------------------|
| 001          | Current Expense     | <b>\$742,369.78</b>                                | 899,477             | 1,004,699           | \$637,148.25                                  |
| 002          | Park & Port         | <b>\$80,552.13</b>                                 | 202,300             | 234,125             | 48,727                                        |
| 003          | Facilities          | <b>\$122,020.38</b>                                | 120,915             | 163,187             | 79,748                                        |
| 004          | Public Art          | <b>\$46,286.97</b>                                 | 2,850               | 18,943              | 30,194                                        |
| 005          | Street              | <b>\$56,678.37</b>                                 | 192,802             | 210,506             | \$38,974.37                                   |
| 123          | Hotel/Motel Tax     | <b>\$61,920.37</b>                                 | 88,450              | 115,250             | 35,120                                        |
| 212          | 2014 LTGO Bond      | <b>\$62,132.47</b>                                 | 30,784              | 40,695              | 52,221                                        |
| 214          | 2018 LTGO Fire Hall | <b>\$15,918.15</b>                                 | 24,625              | 39,675              | 868                                           |
| 303          | Flood Control       | <b>\$168,192.28</b>                                | 250                 | 438                 | 168,004                                       |
| 304          | REET 1              | <b>\$64,286.67</b>                                 | 18,300              | 438                 | 82,149                                        |
| 305          | REET 2              | <b>\$61,553.58</b>                                 | 18,300              | 438                 | 79,416                                        |
| 401          | Water               | <b>\$614,452.67</b>                                | 1,092,476           | 1,022,699           | 684,229                                       |
| 403          | Drainage            | <b>\$222,607.65</b>                                | 316,700             | 284,031             | 255,277                                       |
| 409          | Sewer               | <b>\$571,058.53</b>                                | 695,021             | 748,619             | \$517,461.01                                  |
| 412          | Compost             | <b>\$33,241.49</b>                                 | 720,500             | 705,360             | 48,381                                        |
| <b>Total</b> |                     | <b>\$ 2,923,271</b>                                | <b>\$ 4,423,750</b> | <b>\$ 4,589,103</b> | <b>\$ 2,757,919</b>                           |

|                    |                     |                 |                     |
|--------------------|---------------------|-----------------|---------------------|
| Beginning Fund Bal | \$ 2,923,271        | Expenditures    | \$ 4,589,103        |
| Revenues           | \$ 4,423,750        | Ending Fund Bal | \$ 2,757,919        |
| <b>TOTALS</b>      | <b>\$ 7,347,021</b> | <b>TOTALS</b>   | <b>\$ 7,347,021</b> |

Town Policy - to maintain the fund balances equal to 20% of operating revenues.

Town Policy - to maintain a Contingency Fund of 10% of funded 6 Yr CIP for unforeseen projects.

### Revenues 2021

#### General Fund - 001

Advertising 12,000.00 Transfer From Hotel Motel Fund

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#### Park & Port - 220

Ball Park Maint. 3,000.00 Transfer From General Fund

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#### Facilities - 003

Public Restrooms 51,000.00 Transfer From Hotel Motel Funds

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#### Streets - 005

Transfer (if needed) 30,000.00 Transfer From General Fund

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## **Expenditures 2021**

001 General Fund 33,000.00 3K to Parks/30K to Streets

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### **Park & Port - 002**

|                      |           |                  |
|----------------------|-----------|------------------|
| Wtr Frnt Park Gazebo | 22,000.00 | 12,000 Donations |
| Landscape Maint.     | 10,000.00 |                  |
| Boat Ramp Pay Box    | 2,000.00  |                  |

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### **Facilities - 003**

### **Streets - 005**

6 Year Streets TIP \$4,225,000

|                           |            |         |
|---------------------------|------------|---------|
| South First Street        | 850,000.00 | Removed |
| SRTS                      | 800,000.00 | Removed |
| Speed Feedback Signs      | 40,000.00  | Removed |
| Speed Bumps               | 18,000.00  | Removed |
| Street Sign Updates (911) | 3,000.00   | Removed |

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### **Water - 401**

6 Year Water CIP \$5,446,800

|                         |            |  |
|-------------------------|------------|--|
| Water Plan Update       | 50,000.00  |  |
| Master Meter Connection | 25,000.00  |  |
| First Street            | 350,000.00 |  |
| Meter Replacement       | 27,000.00  |  |
| Replace Fire Hydrant    | 3,000.00   |  |

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### **Drainage Fund - 403**

6 Year Drainage TIP \$1,082,102

|                         |           |  |
|-------------------------|-----------|--|
| Sixth Street Pump Repl. | 90,000.00 |  |
| Portable Genset         | 75,000.00 |  |

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### **Sewer Fund - 409**

|                      |           |  |
|----------------------|-----------|--|
| Saving for Waterpump | 50,000.00 |  |
|----------------------|-----------|--|

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### **Compost Fund 412**

|                       |            |  |
|-----------------------|------------|--|
| Paving                | 200,000.00 |  |
| Saving for new Loader | 200,000.00 |  |

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## 2021 Estimated Expenditure

Through June 2020

| Account Number                  | Description                    | Budget<br>2019   | Actual<br>2019   | Budget<br>2020   | Actual<br>2020   | Budget<br>2021    |
|---------------------------------|--------------------------------|------------------|------------------|------------------|------------------|-------------------|
| <b>GENERAL FUND</b>             |                                |                  |                  |                  |                  |                   |
| <b>Legislative Services</b>     |                                |                  |                  |                  |                  |                   |
| 001-511-60-10-01                | Council Salaries & Wages       | 9,000.00         | 9,000.00         | 9,000.00         | 4,500.00         | 9,000.00          |
| 001-511-60-21-00                | Council Benefits               | 850.00           | 711.05           | 850.00           | 355.20           | 900.00            |
| 001-511-70-40-00                | Election Costs                 | 1,200.00         | -                | 1,200.00         | 385.96           | 1,200.00          |
| <b>Total Legislative</b>        |                                | <b>11,050.00</b> | <b>9,711.05</b>  | <b>11,050.00</b> | <b>5,241.16</b>  | <b>11,100.00</b>  |
| <b>Municipal Court</b>          |                                |                  |                  |                  |                  |                   |
| 001-512-50-41-00                | Prof. Services-Muni Court      | 500.00           | -                | 500.00           | -                | 500.00            |
| <b>Total Municipal Court</b>    |                                | <b>500.00</b>    | <b>-</b>         | <b>500.00</b>    | <b>-</b>         | <b>500.00</b>     |
| <b>Mayor</b>                    |                                |                  |                  |                  |                  |                   |
| 001-513-10-20-00                | Mayor Benefits                 | 25,973.00        | 25,160.85        | 26,864.00        | 12,580.62        | 26,457.00         |
| 001-513-10-27-00                | Mayor Staff Development        | 500.00           | -                | 500.00           | -                | -                 |
| 001-513-10-31-00                | Mayor Office & Op. Supplies    | 50.00            | -                | 50.00            | -                | 50.00             |
| 001-513-10-41-01                | Mayor Professional Services    | 3,979.51         | -                | 3,979.51         | 1,932.98         | 2,046.53          |
| 001-513-10-42-00                | Mayor's Communications         | 1,500.00         | 1,077.95         | 1,500.00         | 531.18           | 1,080.00          |
| <b>Total Mayor</b>              |                                | <b>32,002.51</b> | <b>26,238.80</b> | <b>32,893.51</b> | <b>15,044.78</b> | <b>29,633.53</b>  |
| <b>Administrator</b>            |                                |                  |                  |                  |                  |                   |
| 001-513-10-10-01                | Admin Salaries and Wages       | 35,682.00        | 34,140.54        | 37,946.00        | 17,890.02        | 39,685.00         |
| 001-513-10-21-01                | Administrator Benefits         | 21,451.00        | 17,417.75        | 21,820.00        | 8,866.70         | 22,537.00         |
| 001-513-10-35-00                | Admin Small<br>Tools/Equipment | 1,000.00         | 50.00            | 1,000.00         | 200.00           | 1,000.00          |
| 001-513-10-41-00                | Admin Professional Services    | 2,000.00         | 625.00           | 2,000.00         | 245.61           | 2,000.00          |
| 001-513-10-43-01                | Admin Travel                   | 1,000.00         | 875.01           | 1,000.00         | 146.49           | 1,000.00          |
| 001-513-10-49-01                | Admin Dues & Subscriptions     | 200.00           | 680.29           | 700.00           | 680.74           | 700.00            |
| 001-513-10-49-02                | Admin Training & Meetings      | 500.00           | 571.63           | 500.00           | 250.00           | 500.00            |
| <b>Total Administrator</b>      |                                | <b>61,833.00</b> | <b>54,360.22</b> | <b>64,966.00</b> | <b>28,279.56</b> | <b>67,422.00</b>  |
| <b>Financial Services</b>       |                                |                  |                  |                  |                  |                   |
| 001-514-23-10-01                | Finance Salaries & Wages       | 43,509.00        | 40,895.70        | 49,232.00        | 22,753.17        | 50,196.00         |
| 001-514-23-21-00                | Finance Benefits               | 27,232.00        | 22,305.62        | 28,363.00        | 11,618.42        | 29,317.00         |
| 001-514-23-35-00                | Small Tools & Equipment        | 1,500.00         | 1,499.69         | 1,500.00         | 200.00           | 1,500.00          |
| 001-514-23-41-00                | Professional Services          | 500.00           | 500.00           | 500.00           | 200.00           | 500.00            |
| 001-514-23-41-01                | Audit Fees                     | 7,040.00         | 6,600.01         | -                | -                | 7,700.00          |
| 001-514-23-41-03                | Bank Service Charges           | 2,000.00         | 2,012.94         | 2,100.00         | 753.77           | 2,100.00          |
| 001-514-23-43-00                | Travel                         | 1,200.00         | 453.18           | 1,500.00         | -                | 1,500.00          |
| 001-514-23-44-00                | Advertising                    | 1,500.00         | 1,041.08         | 1,500.00         | 112.40           | 1,500.00          |
| 001-514-23-48-00                | Software Maintenance           | 2,100.00         | 2,100.00         | 2,164.00         | 1,950.49         | 2,404.00          |
| 001-514-23-49-00                | Dues & Subscriptions           | 550.00           | 480.00           | 780.00           | 265.00           | 500.00            |
| 001-514-23-49-02                | Training & Meetings            | 1,200.00         | 2,173.15         | 2,700.00         | 2,215.00         | 2,500.00          |
| 001-514-90-40-00                | Voter Registration Costs       | 3,100.00         | 3,382.40         | 3,400.00         | 3,145.46         | 3,400.00          |
| <b>Total Financial Services</b> |                                | <b>91,431.00</b> | <b>83,443.77</b> | <b>93,739.00</b> | <b>43,213.71</b> | <b>103,117.00</b> |
| <b>Legal</b>                    |                                |                  |                  |                  |                  |                   |
| 001-515-30-41-01                | Administration                 | 3,000.00         | -                | 3,000.00         | -                | 3,000.00          |
| <b>Total Legal</b>              |                                | <b>3,000.00</b>  | <b>-</b>         | <b>3,000.00</b>  | <b>-</b>         | <b>3,000.00</b>   |

| <b>Facilities</b>                        |                             |                   |                   |                   |                   |                   |
|------------------------------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 001-518-30-31-00                         | Office & Operating Supplies | 8,200.00          | 6,065.84          | 8,200.00          | 3,727.18          | 8,200.00          |
| 001-518-30-41-00                         | Professional Services       | 500.00            | 205.10            | 500.00            | 209.55            | 500.00            |
| 001-518-30-41-02                         | Archival Services           | -                 | -                 | 1,350.00          | 1,350.00          | 500.00            |
| 001-518-30-42-00                         | Communications              | 5,500.00          | 6,166.50          | 6,240.00          | 2,409.45          | 5,500.00          |
| 001-518-30-42-01                         | Webpage                     | 2,000.00          | 1,551.26          | 2,000.00          | 1,847.80          | 13,000.00         |
| 001-518-30-42-02                         | Postage                     | 2,500.00          | 1,937.90          | 2,500.00          | 1,565.13          | 2,500.00          |
| 001-518-30-46-00                         | Insurance                   | 16,502.00         | 15,750.63         | 16,695.67         | 15,755.00         | 17,331.00         |
| 001-518-30-47-00                         | Public Utility Services     | 8,100.00          | 7,955.06          | 8,100.00          | 4,065.99          | 8,132.00          |
| 001-518-30-48-00                         | Computer/Server Maint.      | 5,000.00          | 3,264.43          | 5,000.00          | 1,888.85          | 5,000.00          |
| 001-518-30-48-01                         | Building Repair & Maint.    | 10,000.00         | 10,957.10         | 10,000.00         | 2,149.56          | 10,000.00         |
| 001-518-30-48-02                         | Vehicle Repair & Maint.     | 500.00            | -                 | 500.00            | -                 | 1,000.00          |
| 001-518-30-49-08                         | Codification                | 2,500.00          | 855.50            | 2,500.00          | 338.59            | 2,500.00          |
| 001-518-90-40-00                         | Miscellaneous               | 1,000.00          | 892.82            | 1,000.00          | -                 | 1,000.00          |
| 001-518-90-41-10                         | Dues & Memberships          | 4,500.00          | 4,712.41          | 4,500.00          | 4,618.71          | 4,521.00          |
| <b>Total Facilities</b>                  |                             | <b>66,802.00</b>  | <b>60,314.55</b>  | <b>69,085.67</b>  | <b>39,925.81</b>  | <b>79,684.00</b>  |
| <b>Total General Government Services</b> |                             | <b>266,618.51</b> | <b>234,068.39</b> | <b>275,234.18</b> | <b>131,705.02</b> | <b>294,456.53</b> |

| Account Number               | Description                  | Budget<br>2019    | Actual<br>2019    | Budget<br>2020    | Actual<br>2020    | Budget<br>2021    |
|------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 001-521-20-41-00             | Professional Services        | 312,090.00        | 312,090.00        | 321,452.70        | 160,726.50        | 331,097.00        |
| 001-521-70-10-01             | Code Enf Salaries & Wages    | 21,947.00         | 4,047.83          | 30,000.00         | -                 | -                 |
| 001-521-70-21-00             | Code Enf Benefits            | 3,900.00          | 615.39            | -                 | -                 | -                 |
| 001-521-70-31-00             | Office & Operating Supplies  | 300.00            | 55.25             | -                 | -                 | -                 |
| 001-521-70-32-00             | Fuel                         | 500.00            | 109.79            | -                 | -                 | 1,000.00          |
| 001-521-70-41-00             | Professional Services        | 100.00            | 0.68              | -                 | 7,866.00          | -                 |
| 001-521-70-42-00             | Communications-Code Enf      | 950.00            | 709.55            | 720.00            | 141.93            | -                 |
| 001-521-70-43-00             | Code Enf. Travel             | 300.00            | -                 | -                 | -                 | -                 |
| 001-521-70-49-00             | Code Enf. Trainings/Meetings | 500.00            | -                 | -                 | -                 | -                 |
| <b>Total Law Enforcement</b> |                              | <b>340,587.00</b> | <b>317,628.49</b> | <b>352,172.70</b> | <b>168,734.43</b> | <b>332,097.00</b> |

| Account Number                | Description                 | Budget<br>2019    | Actual<br>2019    | Budget<br>2020    | Actual<br>2020   | Budget<br>2021    |
|-------------------------------|-----------------------------|-------------------|-------------------|-------------------|------------------|-------------------|
| <b>Fire Department</b>        |                             |                   |                   |                   |                  |                   |
| 001-522-10-10-00              | Fire Dept Salaries          | 53,200.00         | 41,860.00         | 52,000.00         | 18,890.00        | 52,000.00         |
| 001-522-10-21-00              | Fire Dept. Benefits         | 4,000.00          | 3,202.53          | 4,000.00          | 1,445.16         | 4,000.00          |
| 001-522-20-28-00              | Firemen Retirement          | 3,300.00          | 2,340.00          | 3,300.00          | 1,680.00         | 3,300.00          |
| 001-522-20-31-00              | Office & Operating Supplies | 3,440.00          | 439.08            | 4,000.00          | 125.28           | 4,000.00          |
| 001-522-20-31-02              | Medical Supplies            | 3,250.00          | 41.24             | 3,000.00          | -                | 3,000.00          |
| 001-522-20-32-00              | Fuel                        | 2,800.00          | 1,297.98          | 2,000.00          | 257.66           | 2,000.00          |
| 001-522-20-35-00              | Small Tools & Equipment     | 12,370.00         | 3,112.62          | 8,000.00          | 497.43           | 8,000.00          |
| 001-522-20-37-00              | VFF Gear Allowance          | 15,500.00         | 16,300.74         | 15,500.00         | -                | 12,000.00         |
| 001-522-20-41-00              | Professional Services       | 1,000.00          | 65.00             | 1,000.00          | 177.00           | 500.00            |
| 001-522-20-41-01              | Prof. Svc-Uniform Maint.    | 4,500.00          | 3,929.14          | 1,000.00          | 639.39           | -                 |
| 001-522-20-42-00              | Communications              | 4,100.00          | 4,113.03          | 5,300.00          | 1,951.23         | 4,300.00          |
| 001-522-20-43-00              | Fire Travel                 | 1,000.00          | -                 | 1,000.00          | -                | -                 |
| 001-522-20-46-00              | Insurance                   | 4,950.00          | 4,850.00          | 5,141.00          | 4,850.00         | 5,335.00          |
| 001-522-20-47-00              | Public Utility Services     | 9,800.00          | 7,580.00          | 10,246.00         | 3,825.04         | 8,500.00          |
| 001-522-20-48-01              | Building Repair/Maintenance | 9,950.00          | 4,532.48          | 7,000.00          | 2,240.31         | 7,000.00          |
| 001-522-20-48-02              | Vehicle Repair/Maintenance  | 10,500.00         | 6,822.76          | 7,000.00          | 371.16           | 7,000.00          |
| 001-522-20-48-03              | Equip. Repair & Maintenance | 8,300.00          | 3,365.83          | 7,500.00          | 297.45           | -                 |
| 001-522-20-48-04              | Air Station Maint/Dist.2    | 550.00            | 542.50            | 560.00            | 569.63           | 600.00            |
| 001-522-20-49-00              | Dues & Subscriptions        | 2,000.00          | 299.00            | 2,000.00          | -                | 1,000.00          |
| 001-522-20-49-02              | Training & Meetings         | 18,000.00         | 2,979.50          | 10,000.00         | 2,164.58         | 8,000.00          |
| 001-522-20-49-03              | Rentals/Leases              | 500.00            | -                 | 500.00            | -                | 250.00            |
| 001-522-20-49-04              | Skagit 911-Fire dispatch    | 2,500.00          | 1,496.00          | 1,669.00          | 1,251.00         | 1,800.00          |
| <b>Total Fire Suppression</b> |                             | <b>175,510.00</b> | <b>109,169.43</b> | <b>151,716.00</b> | <b>41,232.32</b> | <b>132,585.00</b> |

|                             |                        |                 |                 |                 |               |                 |
|-----------------------------|------------------------|-----------------|-----------------|-----------------|---------------|-----------------|
| <b>Emergency Services</b>   |                        |                 |                 |                 |               |                 |
| 001-525-10-30-00            | CERT-Emer Response Pln | 5,000.00        | 691.40          | 4,000.00        | -             | -               |
| 001-525-10-41-00            | Prof Services -EMS     | 2,750.00        | 3,172.00        | 2,750.00        | 671.04        | 3,200.00        |
| <b>Total Emergency Svcs</b> |                        | <b>7,750.00</b> | <b>3,863.40</b> | <b>6,750.00</b> | <b>671.04</b> | <b>3,200.00</b> |

**Planning/Com Devlp**

|                                 |                           |                   |                   |                   |                  |                   |
|---------------------------------|---------------------------|-------------------|-------------------|-------------------|------------------|-------------------|
| 001-553-70-41-00                | NW Clean Air Agency       | 325.00            | 323.75            | 335.00            | 329.00           | 340.00            |
| 001-558-60-10-01                | Planning Salaries & Wages | 39,904.00         | 39,478.16         | 39,118.00         | 20,716.61        | 42,366.00         |
| 001-558-60-21-00                | Planning Benefits         | 19,899.00         | 20,010.75         | 23,135.00         | 10,193.71        | 23,892.00         |
| 001-558-60-41-00                | Professional Services -   | 60,000.00         | 66,215.00         | 60,000.00         | 27,882.50        | 60,000.00         |
| 001-558-60-41-02                | Professional Services     | 15,000.00         | 738.65            | 6,500.00          | 94.76            | 6,500.00          |
| 001-558-60-41-05                | Hearing Examiner Fees     | 1,500.00          | -                 | 1,200.00          | 320.00           | 1,200.00          |
| 001-558-60-41-06                | Plans & Studies           | 5,000.00          | 4,365.28          | 11,200.00         | 15,712.50        | 5,000.00          |
| 001-558-60-42-02                | Postage                   | 200.00            | 125.29            | 250.00            | 387.65           | 500.00            |
| 001-558-60-43-00                | Travel                    | 500.00            | 222.14            | 600.00            | -                | -                 |
| 001-558-60-44-00                | Advertising               | 600.00            | 1,377.80          | 800.00            | 1,035.60         | 3,000.00          |
| 001-558-60-49-00                | Dues & Subscriptions      | 300.00            | 235.20            | 350.00            | -                | -                 |
| 001-558-60-49-02                | Training & Meetings       | 800.00            | 561.36            | 800.00            | 65.00            | 300.00            |
| <b>Total Planning Com Devlp</b> |                           | <b>144,028.00</b> | <b>133,653.38</b> | <b>144,288.00</b> | <b>76,737.33</b> | <b>143,098.00</b> |

**Public Health & Substance Abuse**

|                                    |                             |                 |                 |                 |               |                 |
|------------------------------------|-----------------------------|-----------------|-----------------|-----------------|---------------|-----------------|
| 001-562-00-41-13                   | Domestic Violence of Skagit | 1,000.00        | 1,000.00        | 1,000.00        | -             | 1,000.00        |
| 001-566-00-41-16                   | Alcoholism                  | 900.00          | 896.17          | 900.00          | 447.24        | 1,000.00        |
| <b>Total Public Hlth/Substance</b> |                             | <b>1,900.00</b> | <b>1,896.17</b> | <b>1,900.00</b> | <b>447.24</b> | <b>2,000.00</b> |

**Culture and Recreation**

|                                  |                             |                  |                  |                  |                 |                 |
|----------------------------------|-----------------------------|------------------|------------------|------------------|-----------------|-----------------|
| 001-571-00-40-00                 | 4th of July Fireworks/Event | 10,000.00        | 10,535.57        | 10,000.00        | 2,304.15        | 7,696.00        |
| <b>Cultural and Recreational</b> |                             | <b>10,000.00</b> | <b>10,535.57</b> | <b>10,000.00</b> | <b>2,304.15</b> | <b>7,696.00</b> |

**Senior Center**

|                            |                              |                  |                  |                  |                 |                  |
|----------------------------|------------------------------|------------------|------------------|------------------|-----------------|------------------|
| 001-575-50-10-00           | Senior Center Salaries/Wages | 16,000.00        | 14,744.98        | 16,750.00        | 7,425.96        | 16,750.00        |
| 001-575-50-20-00           | Senior Center Benefits       | 1,560.00         | 1,322.46         | 1,570.00         | 654.48          | 1,566.00         |
| 001-575-50-30-00           | Senior Center Supplies       | 500.00           | 479.32           | 500.00           | 199.69          | 500.00           |
| 001-575-50-42-00           | Senior Center Communication  | 650.00           | 766.23           | 750.00           | 354.21          | 750.00           |
| <b>Total Senior Center</b> |                              | <b>18,710.00</b> | <b>17,312.99</b> | <b>19,570.00</b> | <b>8,634.34</b> | <b>19,566.00</b> |

**Capital Expenditures**

|                                   |                          |          |          |                  |                  |                  |
|-----------------------------------|--------------------------|----------|----------|------------------|------------------|------------------|
| 001-594-22-64-01                  | Fire Station Sleepers    | -        | -        | 20,000.00        | -                | -                |
| 001-594-22-64-02                  | Capital Land Acquisition | -        | -        | -                | 37,000.00        | 37,000.00        |
| <b>Total Capital Expenditures</b> |                          | <b>-</b> | <b>-</b> | <b>20,000.00</b> | <b>37,000.00</b> | <b>37,000.00</b> |

|                           |                        |                     |                   |                     |                   |                     |
|---------------------------|------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|
| 001-597-00-00-00          | Operating Transfer Out | 103,000.00          | 53,000.00         | 92,000.00           | -                 | 33,000.00           |
| <b>TOTAL GENERAL FUND</b> |                        | <b>1,068,103.51</b> | <b>881,127.82</b> | <b>1,073,630.88</b> | <b>467,465.87</b> | <b>1,004,698.53</b> |

| Account Number                    | Description                 | Budget<br>2019    | Actual<br>2019    | Budget<br>2020    | Actual<br>2020    | Budget<br>2021    |
|-----------------------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>SEWER FUND</b>                 |                             |                   |                   |                   |                   |                   |
| <b>General Operations</b>         |                             |                   |                   |                   |                   |                   |
| 409-535-80-10-01                  | Sewer Salaries & Wages      | 39,136.00         | 36,471.22         | 41,484.00         | 19,222.62         | 42,347.00         |
| 409-535-80-21-00                  | Benefits                    | 26,140.00         | 20,395.86         | 26,294.00         | 10,395.01         | 28,200.00         |
| 409-535-80-31-00                  | Office & Operating Supplies | 6,300.00          | 2,113.72          | 5,504.00          | 3,485.33          | 7,504.00          |
| 409-535-80-31-02                  | Lab Supplies                | 11,000.00         | 22,353.19         | 20,000.00         | 6,563.15          | 15,000.00         |
| 409-535-80-31-05                  | U.V.                        | 10,000.00         | 5,989.32          | 5,000.00          | 380.84            | 5,000.00          |
| 409-535-80-32-00                  | Fuel                        | 1,000.00          | -                 | 500.00            | -                 | 500.00            |
| 409-535-80-41-00                  | Professional Services       | 2,000.00          | -                 | 2,000.00          | -                 | 2,000.00          |
| 409-535-80-41-01                  | Legal Services              | 2,500.00          | -                 | 2,500.00          | -                 | -                 |
| 409-535-80-41-03                  | Plant Operator              | 182,639.84        | 182,617.83        | 187,205.84        | 78,002.50         | 192,822.02        |
| 409-535-80-41-04                  | Engineering                 | 5,000.00          | 2,458.04          | 5,000.00          | 3,500.09          | 5,000.00          |
| 409-535-80-41-06                  | Audit Fees                  | 4,560.00          | 4,216.00          | -                 | -                 | 4,987.50          |
| 409-535-80-41-08                  | DE Engineering Fees         | -                 | -                 | -                 | 1,057.39          | 2,000.00          |
| 409-535-80-42-00                  | Communications              | 3,100.00          | 3,014.01          | 3,100.00          | 1,377.33          | 3,100.00          |
| 409-535-80-42-02                  | Postage                     | 1,500.00          | 1,576.36          | 1,500.00          | 1,829.81          | 1,500.00          |
| 409-535-80-44-00                  | Advertising                 | 1,000.00          | 162.80            | 500.00            | -                 | 500.00            |
| 409-535-80-45-00                  | Operating Rentals & Leases  | 500.00            | -                 | 500.00            | -                 | 500.00            |
| 409-535-80-46-00                  | Insurance                   | 13,300.00         | 13,210.00         | 14,003.00         | 13,449.00         | 14,794.00         |
| 409-535-80-47-00                  | Public Utility Services     | 66,000.00         | 63,585.93         | 66,000.00         | 28,579.18         | 66,000.00         |
| 409-535-80-47-01                  | Swinomish Tribe Fair Share  | 10,000.00         | 18,096.87         | 15,000.00         | 1,204.10          | 15,000.00         |
| 409-535-80-47-02                  | Sludge Disposal             | 30,000.00         | 30,000.00         | 30,000.00         | 12,500.00         | 30,000.00         |
| 409-535-80-48-00                  | Software Maintenance        | 2,600.00          | 2,500.00          | 2,664.00          | 2,450.50          | 2,864.00          |
| 409-535-80-48-01                  | Plant Repair & Maintenance  | 50,000.00         | 66,564.22         | 60,000.00         | 59,257.39         | 70,000.00         |
| 409-535-80-48-03                  | Pipe Repair & Maintenance   | 50,000.00         | 22,932.72         | 50,000.00         | 13,726.14         | 75,000.00         |
| 409-535-80-48-05                  | Materials/Testing           | 5,000.00          | 11,865.70         | 5,000.00          | 3,953.22          | 3,000.00          |
| 409-535-80-49-00                  | Dues & Subscriptions        | 500.00            | -                 | 500.00            | 262.50            | 500.00            |
| 409-535-80-49-01                  | Excise Taxes                | 9,200.00          | 10,117.85         | 9,750.00          | 4,842.13          | 10,000.00         |
| 409-535-80-49-02                  | Intergovernmental Permits   | 1,000.00          | -                 | 500.00            | -                 | 500.00            |
| <b>Total Sewer General</b>        |                             | <b>533,975.84</b> | <b>520,241.64</b> | <b>554,504.84</b> | <b>266,038.23</b> | <b>598,618.52</b> |
| <b>Capital Expenditures</b>       |                             |                   |                   |                   |                   |                   |
| 409-594-35-62-01                  | Sewer Plant Improvements    | 150,000.00        | -                 | 100,000.00        | -                 | 50,000.00         |
| 409-594-35-62-02                  | Collection Rehab/Pipe-2016  | 50,000.00         | -                 | 50,000.00         | -                 | 50,000.00         |
| 409-594-35-64-00                  | Machinery/Equip-Sewer       | -                 | -                 | 30,000.00         | -                 | 50,000.00         |
| 409-594-35-64-02                  | Biosolids Machinery/Equip   | 50,000.00         | -                 | -                 | -                 | -                 |
| <b>Total Capital Expenditures</b> |                             | <b>250,000.00</b> | <b>-</b>          | <b>180,000.00</b> | <b>-</b>          | <b>150,000.00</b> |
| <b>TOTAL SEWER FUND</b>           |                             | <b>783,975.84</b> | <b>520,241.64</b> | <b>734,504.84</b> | <b>266,038.23</b> | <b>748,618.52</b> |

| Account Number                    | Description                 | Budget<br>2019    | Actual<br>2019    | Budget<br>2020    | Actual<br>2020    | Budget<br>2021    |
|-----------------------------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>COMPOST FUND</b>               |                             |                   |                   |                   |                   |                   |
| <b>General Operations</b>         |                             |                   |                   |                   |                   |                   |
| 412-554-90-10-01                  | Compost Salaries & Wages    | 22,290.00         | 20,467.98         | 24,047.00         | 12,239.07         | 24,544.00         |
| 412-554-90-21-01                  | Benefits                    | 14,704.00         | 11,304.56         | 15,097.00         | 7,010.57          | 16,600.00         |
| 412-554-90-32-00                  | Fuel                        | 18,000.00         | 11,931.45         | 18,000.00         | 8,738.64          | 12,000.00         |
| 412-554-90-41-00                  | Professional Services       | 3,500.00          | 3,338.75          | 3,500.00          | 500.00            | 2,000.00          |
| 412-554-90-41-01                  | Audit Fees                  | 5,840.00          | 5,398.00          | -                 | -                 | 6,388.00          |
| 412-554-90-41-05                  | Compost Operator            | 170,832.75        | 170,832.68        | 175,103.57        | 72,959.80         | 180,357.00        |
| 412-554-90-41-07                  | Pile Grinding               | 131,030.00        | 131,028.94        | 120,000.00        | 44,176.25         | 130,000.00        |
| 412-554-90-44-40                  | Advertising                 | 1,000.00          | -                 | 500.00            | 582.00            | 600.00            |
| 412-554-90-45-00                  | Rents & leases              | 21,500.00         | 20,857.85         | 21,500.00         | 10,610.48         | -                 |
| 412-554-90-46-00                  | Insurance                   | 2,935.00          | 2,846.00          | 3,017.00          | 2,990.00          | 3,289.00          |
| 412-554-90-47-00                  | Sewer Service Charge        | 130,000.00        | 130,000.08        | 130,000.00        | 54,166.70         | 130,000.00        |
| 412-554-90-47-01                  | Waste disposal              | 2,500.00          | -                 | 500.00            | -                 | 500.00            |
| 412-554-90-48-00                  | PSE Educational Kiosks      | 500.00            | -                 | -                 | -                 | -                 |
| 412-554-90-48-01                  | Building Repair & Maint.    | 20,000.00         | -                 | 20,000.00         | 176.80            | 45,000.00         |
| 412-554-90-48-03                  | Software Maintenance        | 1,550.00          | 1,507.75          | 3,185.00          | 1,582.00          | 1,782.00          |
| 412-554-90-48-05                  | Compost Testing/Materials   | 44,000.00         | 24,976.43         | 25,000.00         | 16,148.80         | 25,000.00         |
| 412-554-90-48-06                  | Compost Machinery/Equip     | 124,970.00        | 120,771.70        | 100,000.00        | 43,370.17         | 55,000.00         |
| 412-554-90-49-00                  | Dues & Subscriptions        | 200.00            | 250.00            | 300.00            | -                 | 300.00            |
| 412-554-90-49-01                  | Compost Sales Tax           | 2,500.00          | 3,345.15          | 2,800.00          | 1,067.95          | 3,400.00          |
| 412-554-90-49-02                  | Excise Taxes                | 13,600.00         | 8,702.30          | 13,600.00         | 5,527.04          | 13,600.00         |
| 412-554-99-49-03                  | Utility business tax        | 125,000.00        | 109,246.86        | 66,000.00         | -                 | 55,000.00         |
| <b>Total Operations</b>           |                             | <b>856,451.75</b> | <b>776,806.48</b> | <b>742,149.57</b> | <b>281,846.27</b> | <b>705,360.00</b> |
| <b>Capital Expenditures</b>       |                             |                   |                   |                   |                   |                   |
| 412-594-35-62-05                  | Site Improvements           | 174,636.00        | 145,037.95        | -                 | -                 | -                 |
| 412-594-35-64-00                  | Machinery/Equip-Compost     | 100,000.00        | 100,080.88        | 200,000.00        | -                 | -                 |
| 412-594-35-64-02                  | Biosolids Mach/Equipment    | 100,000.00        | -                 | -                 | -                 | -                 |
| 412-597-55-00-00                  | Transfer to Public Art Fund | 2,850.00          | -                 | -                 | -                 | -                 |
| <b>Total Capital Expenditures</b> |                             | <b>377,486.00</b> | <b>245,118.83</b> | <b>200,000.00</b> | <b>-</b>          | <b>-</b>          |