



## ***TOWN COUNCIL AGENDA***

June 11, 2024, 6PM

Maple Hall.

204 Commercial Street

Skagit County Washington  
Incorporated 1890  
[www.townoflaconner.org](http://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: Council Meeting of May 28, 2024
2. 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. Center Street Project - Discussion
2. Jenson Property - Discussion
3. Ordinance - Final UDC Updates

**VIII. NEW BUSINESS**

1. Agreement – La Conner Braves Funding
2. Resolution – Acknowledging the Completion of the Waterfront Gazebo

**IX. MAYOR ROUNDTABLE:**

1. Truck Routes - Discussion

**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.

Ordinance 1247  
Resolution 644

# **Consent Agenda**

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

## ***Town of La Conner***

Town Council Meeting  
May 28, 2024 – 6:00 p.m.

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The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hanneman.

Present: Councilmembers Carlson, Dole, Chamberlain and Wohleb.

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

**Councilmember Wohleb moved to excuse Councilmember Taylor. Motion seconded by Councilmember Dole. Motion carried 4/0.**

### **Public Comments:**

Resident Linda Talman discussed her concerns of delivery trucks knocking down lines and suggested contacting local businesses to reroute their delivery trucks. She and her neighbors have had no internet for the last few days. Public Works Director Lease explained it is not the trucker's fault. The communication lines they are hitting are not maintained, in poor condition and hanging too low. The other issue is random hanging lines that are no longer active. Council suggested maybe talking to the businesses to reroute their delivery trucks would be a good start.

### **Consent Agenda:**

Approval of Agenda

Approval of the Minutes of the May 14, 2024 Council Meeting.

Accounts Payable:	Checks	27066 - 27100	\$177,514.84
	Electronic Pmts.	2018226 – Excise Tax	\$8,190.41
	<b>Total Accounts Payable</b>		<b>\$185,705.25</b>
Payroll of May 20, 2024:	Checks	5901 - 5907	\$2,527.09
	Payroll Auto Tax Payment	#2018225	\$9,149.55
	Payroll Auto Deposit		\$27,893.80
	<b>Total Payroll</b>		<b>\$39,570.44</b>

**Councilmember Wohleb moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Chamberlain. Motion carried 4/0.**

### **Mayor's Report:**

Mayor Hanneman shared she went to the Shelter Bay Fire Wise Presentation and suggested our Emergency Management Commission meet with them. She is also meeting with Skagit Home Trust on possibilities for the Jensen Property. She made it clear she is only gathering information.

### **Agreement - WA State Auditor's Interagency Data Sharing:**

Finance Director DeGoede explained this is required for the Town to access the Auditor's portal for annual reporting and other requests.

**Councilmember Dole moved to approve the Mayor to sign the Agreement with the WA State Auditors for Interagency Data Sharing. Motion seconded by Councilmember Wohleb. Motion carried 4/0.**

### **Resolution 643 – Town Grant Policy and Procedures:**

Administrator Thomas stated we will be looking for funding of projects in the next few years, and this sets factors to help decide what grants to apply for and which ones to ignore. The Appendix was not included in the packet, but he did email to Council.

**Councilmember Dole moved to approve Resolution 643, Town Grant Policy and Procedures, to include the Appendix. Motion seconded by Councilmember Chamberlain. Motion carried 4/0.**

**Solar Grant - Fire Hall:**

Administrator Thomas and Councilmember Wohleb discussed the Solar Grants. The first one funds the full project. If we don't get that grant, there is a second one that we can apply for, but we will have a 5% match. The total cost of the project is \$775,000 with a match of approximately \$40,000. Because the deadline date for applying for the second grant is June 14<sup>th</sup>, time is limited and there needs to be a Council consensus to move forward. After discussions, there was consensus to move forward with Councilmembers Dole, Chamberlain and Wohleb in favor of moving forward and Councilmember Carlson not in favor.

**Mayor Roundtable:**

Discussions included the upcoming Council retreat and the idea of artists painting themes on the green power boxes throughout Town.

**There being no further business the meeting ended at 6:44 p.m.**

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Maria DeGoede, Finance Director

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Marna Hanneman, 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 the June 11, 2024 Claims have been received and that;

Checks Numbered: 27101 - 27150 \$345,596.28

Auto Payments: #2018232 – US Bank Fees \$270.81  
#2018233 – Invoice Cloud \$182.40

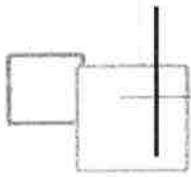
Are approved for a total payment of \$346,049.49 this 11<sup>th</sup> day of June 2024.

  
Finance Director

\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember



## Vendor Detail Activity

Invoice	Period	Amount	Number
<b>A-1 Mobile Lock &amp; Key</b>			
<b>Invoice</b>			
<u>Invoice - 183962</u>	2024 - June - 1st Council Meeting	\$237.50	<u>27101</u>
401-000-534-80-48-03	Rebuild Lock on PW Door		
	System Repair & Maintenance	\$237.50	
<b>Total Invoice</b>	<b>1</b>	<b>\$237.50</b>	
<b>Total A-1 Mobile Lock &amp; Key</b>	<b>1</b>	<b>\$237.50</b>	
<b>Andrea's House Cleaning Services</b>			
<b>Invoice</b>			
<u>Invoice - May-100</u>	2024 - June - 1st Council Meeting	\$350.00	<u>27102</u>
001-000-518-30-48-01	Town Hall/Sheriff Cleaning		
	Building Repair & Maintenance	\$350.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$350.00</b>	
<b>Total Andrea's House Cleaning Services</b>	<b>1</b>	<b>\$350.00</b>	
<b>Badger Meter, Inc.</b>			
<b>Invoice</b>			
<u>Invoice - 80159048</u>	2024 - June - 1st Council Meeting	\$57.01	<u>27103</u>
401-000-534-80-41-00	Water Meter Hosting		
	Professional Services	\$57.01	
<b>Total Invoice</b>	<b>1</b>	<b>\$57.01</b>	
<b>Total Badger Meter, Inc.</b>	<b>1</b>	<b>\$57.01</b>	
<b>Brent McElroy - dba McElroy Guitars</b>			
<b>Invoice</b>			
<u>Invoice - McElroyGCDepRef5/20/24</u>	2024 - June - 1st Council Meeting	\$145.00	<u>27104</u>
003-000-582-10-00-00	McElroy Garden Club Dep Ref 5/20/24		
	Maple Hall/Garden Club Deposit Refund	\$145.00	
<u>Invoice - McElroyMHDepRef5/20/24</u>	2024 - June - 1st Council Meeting	\$722.50	<u>27104</u>
003-000-582-10-00-00	McElroy Maple Hall Dep Ref 5/20/24		
	Maple Hall/Garden Club Deposit Refund	\$722.50	
<b>Total Invoice</b>	<b>2</b>	<b>\$867.50</b>	
<b>Total Brent McElroy - dba McElroy Guitars</b>	<b>2</b>	<b>\$867.50</b>	

	Period	Amount	Number
<b>Builders Alliance</b>			
<b>Invoice</b>			
<u>Invoice - 1144825</u>	2024 - June - 1st Council Meeting	\$299.75	<u>27105</u>
002-000-576-80-48-01	3x6 12' Treated Wood & 4x6 Ground Conduit		
	Building Repair & Maintenance	\$299.75	
<u>Invoice - 1146232</u>	2024 - June - 1st Council Meeting	\$1,192.90	<u>27105</u>
002-000-576-80-48-01	Screws, Gable, Trim, Ridge Pitch & Paint Panel Fastener		
	Building Repair & Maintenance	\$1,192.90	
<u>Invoice - 1149697</u>	2024 - June - 1st Council Meeting	\$34.21	<u>27105</u>
002-000-576-80-48-01	Screws		
	Building Repair & Maintenance	\$34.21	
<b>Total Invoice</b>	<b>3</b>	<b>\$1,526.86</b>	
<b>Total Builders Alliance</b>	<b>3</b>	<b>\$1,526.86</b>	
<b>Cascade Chimney &amp; Masonry</b>			
<b>Invoice</b>			
<u>Invoice - 142-2024</u>	2024 - June - 1st Council Meeting	\$3,200.00	<u>27106</u>
002-000-576-80-48-01	Pioneer Park Stone Stove Repair		
	Building Repair & Maintenance	\$3,200.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$3,200.00</b>	
<b>Total Cascade Chimney &amp; Masonry</b>	<b>1</b>	<b>\$3,200.00</b>	
<b>Copiers Northwest</b>			
<b>Invoice</b>			
<u>Invoice - INV2829539</u>	2024 - June - 1st Council Meeting	\$61.34	<u>27107</u>
001-000-518-30-31-00	Copies		
401-000-534-80-31-00	Office & Operating Supplies	\$42.94	
409-000-535-80-31-00	Office & Operating Supplies	\$9.20	
	Office & Operating Supplies	\$9.20	
<b>Total Invoice</b>	<b>1</b>	<b>\$61.34</b>	
<b>Total Copiers Northwest</b>	<b>1</b>	<b>\$61.34</b>	
<b>D.K. SYSTEMS</b>			
<b>Invoice</b>			
<u>Invoice - 11407</u>	2024 - June - 1st Council Meeting	\$213,571.40	<u>27108</u>
003-000-594-75-64-01	70% Maple Hall HVAC System Install		
	Machinery/Equip-Maple Hall	\$213,571.40	
<b>Total Invoice</b>	<b>1</b>	<b>\$213,571.40</b>	
<b>Total D.K. SYSTEMS</b>	<b>1</b>	<b>\$213,571.40</b>	

	Period	Amount	Number
<b>David Evans &amp; Associates Inc.</b>			
<b>Invoice</b>			
<u>Invoice - 562395</u>	2024 - June - 1st Council Meeting	\$783.68	<u>27109</u>
	CAD System Map/Tribal Billing/WWTP Scope Changes		
401-000-594-34-64-02	Capital Projects	\$20.76	
401-000-594-34-64-02	Capital Projects	\$186.17	
409-000-535-80-41-00	Professional Services	\$241.54	
409-000-594-37-60-00	Sewer Plant Upgrade Project	\$335.21	
<u>Invoice - 562396</u>	2024 - June - 1st Council Meeting	\$6,590.01	<u>27109</u>
	Water System Plan		
401-000-594-34-64-02	Capital Projects	\$6,590.01	
<u>Invoice - 562397</u>	2024 - June - 1st Council Meeting	\$94.43	<u>27109</u>
	Flood Survey		
005-000-594-42-60-00	Machinery/Equip-Street Admin	\$94.43	
<u>Invoice - 562398</u>	2024 - June - 1st Council Meeting	\$285.82	<u>27109</u>
	Talmon DE		
005-000-552-30-41-02	DE Engineering Fees	\$71.45	
401-000-534-80-41-02	DE Engineer Fees	\$71.46	
403-000-531-38-41-05	DE Engineering Fees	\$71.45	
409-000-535-80-41-08	DE Engineering Fees	\$71.46	
<u>Invoice - 562399</u>	2024 - June - 1st Council Meeting	\$1,118.02	<u>27109</u>
	Maple Ave A/B Bldgs DE		
401-000-534-80-41-02	DE Engineer Fees	\$559.01	
403-000-531-38-41-05	DE Engineering Fees	\$559.01	
<u>Invoice - 562519</u>	2024 - June - 1st Council Meeting	\$4,594.58	<u>27109</u>
	Washington/Road Streets Pedrestrian Improvements		
403-000-594-31-60-02	Capital Projects	\$4,594.58	
<u>Invoice - 562520</u>	2024 - June - 1st Council Meeting	\$7,032.18	<u>27109</u>
	Jordan/First St.		
002-000-594-76-63-01	Park Capital Projects	\$7,032.18	
<b>Total Invoice</b>	<b>7</b>	<b>\$20,498.72</b>	
<b>Total David Evans &amp; Associates Inc.</b>	<b>7</b>	<b>\$20,498.72</b>	
<b>Edge Analytical</b>			
<b>Invoice</b>			
<u>Invoice - 24-12033</u>	2024 - June - 1st Council Meeting	\$272.00	<u>27110</u>
	Compost Testing		
412-000-554-90-48-05	Compost Testing/Materials	\$272.00	



	Period	Amount	Number
<b>Edge Analytical</b>			
<b>Invoice</b>			
<u>Invoice - 24-13854</u>	2024 - June - 1st Council Meeting	\$49.50	<u>27110</u>
409-000-535-80-48-05	Effluent Testing		
	Materials/Testing	\$49.50	
<u>Invoice - 24-14675</u>	2024 - June - 1st Council Meeting	\$49.50	<u>27110</u>
409-000-535-80-48-05	Effluent Testing		
	Materials/Testing	\$49.50	
<u>Invoice - 24-15206</u>	2024 - June - 1st Council Meeting	\$49.50	<u>27110</u>
409-000-535-80-48-05	Effluent Testing		
	Materials/Testing	\$49.50	
<b>Total Invoice</b>	<b>4</b>	<b>\$420.50</b>	
<b>Total Edge Analytical</b>	<b>4</b>	<b>\$420.50</b>	
<b>ESO Solutions Inc.</b>			
<b>Invoice</b>			
<u>Invoice - ESO-138849</u>	2024 - June - 1st Council Meeting	\$86.58	<u>27111</u>
001-000-522-20-41-00	NFIRS		
	Professional Services	\$86.58	
<b>Total Invoice</b>	<b>1</b>	<b>\$86.58</b>	
<b>Total ESO Solutions Inc.</b>	<b>1</b>	<b>\$86.58</b>	
<b>Fastenal Company</b>			
<b>Invoice</b>			
<u>Invoice - WAANA155747</u>	2024 - June - 1st Council Meeting	\$168.08	<u>27112</u>
003-000-575-50-31-05	Garbage Bags		
	Public Restroom Supplies	\$168.08	
<u>Invoice - WAANA155748</u>	2024 - June - 1st Council Meeting	\$72.29	<u>27112</u>
003-000-575-50-31-05	General Cinsr		
	Public Restroom Supplies	\$72.29	
<u>Invoice - WAANA156060</u>	2024 - June - 1st Council Meeting	\$196.36	<u>27112</u>
412-000-554-90-48-06	Step Ladder		
	Compost Machinery/Equip	\$196.36	
<u>Invoice - WAANA156151</u>	2024 - June - 1st Council Meeting	\$366.72	<u>27112</u>
003-000-575-50-31-05	Paper Towels		
	Public Restroom Supplies	\$366.72	

Invoice	Period	Amount	Number
<b>Fastenal Company</b>			
<b>Invoice</b>			
<u>Invoice - WAANA156300</u>	2024 - June - 1st Council Meeting	\$92.32	<u>27112</u>
409-000-535-80-48-01	Motion Roll Paper Towels		
	Plant Repair & Maintenance	\$92.32	
<u>Invoice - WAANA156301</u>	2024 - June - 1st Council Meeting	\$179.95	<u>27112</u>
003-000-575-50-31-05	Paper Towels		
	Public Restroom Supplies	\$179.95	
<b>Total Invoice</b>	<b>6</b>	<b>\$1,075.72</b>	
<b>Total Fastenal Company</b>	<b>6</b>	<b>\$1,075.72</b>	
<b>Grainger</b>			
<b>Invoice</b>			
<u>Invoice - 9118687608</u>	2024 - June - 1st Council Meeting	\$138.36	<u>27113</u>
412-000-554-90-48-06	Landscape Rake w Handle		
	Compost Machinery/Equip	\$138.36	
<u>Invoice - 9131261134</u>	2024 - June - 1st Council Meeting	\$82.78	<u>27113</u>
409-000-535-80-48-01	Safety Sign & Pens		
	Plant Repair & Maintenance	\$82.78	
<b>Total Invoice</b>	<b>2</b>	<b>\$221.14</b>	
<b>Total Grainger</b>	<b>2</b>	<b>\$221.14</b>	
<b>Granich Engineered Products, Inc.</b>			
<b>Invoice</b>			
<u>Invoice - BI-0371311</u>	2024 - June - 1st Council Meeting	\$2,494.01	<u>27114</u>
409-000-535-80-48-01	Rebuild Rotating Assembly		
	Plant Repair & Maintenance	\$2,494.01	
<b>Total Invoice</b>	<b>1</b>	<b>\$2,494.01</b>	
<b>Total Granich Engineered Products, Inc.</b>	<b>1</b>	<b>\$2,494.01</b>	
<b>Guardian Security</b>			
<b>Invoice</b>			
<u>Invoice - 1494312</u>	2024 - June - 1st Council Meeting	\$1,234.94	<u>27115</u>
001-000-518-30-48-01	Security Monitoring for Maple Hall/Town Hall/Sheriff/Public Works		
003-000-575-50-41-00	Building Repair & Maintenance	\$423.54	
401-000-534-80-41-00	Professional Services	\$615.92	
	Professional Services	\$195.48	
<b>Total Invoice</b>	<b>1</b>	<b>\$1,234.94</b>	
<b>Total Guardian Security</b>	<b>1</b>	<b>\$1,234.94</b>	

	Period	Amount	Number
<b>H.D. Fowler Company</b>			
<b>Invoice</b>			
<u>Invoice - 16678062</u>	2024 - June - 1st Council Meeting	\$1,309.40	<u>27116</u>
403-000-531-38-48-00	Gaskets, Manhole Couplings, Catch Basins, Risers & PVC Sewer Pipe Repair & Maintenance	\$1,309.40	
<b>Total Invoice</b>	<b>1</b>	<b>\$1,309.40</b>	
<b>Total H.D. Fowler Company</b>	<b>1</b>	<b>\$1,309.40</b>	
<b>Herron Valley, Inc</b>			
<b>Invoice</b>			
<u>Invoice - 0524425</u>	2024 - June - 1st Council Meeting	\$6,037.28	<u>27117</u>
409-000-535-80-48-03	Cleaned Digesters & Wet Well	\$6,037.28	
	Pipe Repair & Maintenance	\$6,037.28	
<b>Total Invoice</b>	<b>1</b>	<b>\$6,037.28</b>	
<b>Total Herron Valley, Inc</b>	<b>1</b>	<b>\$6,037.28</b>	
<b>Invoice Cloud</b>			
<b>Invoice</b>			
<u>Invoice - 1022-2024-5</u>	2024 - June - 1st Council Meeting	\$182.40	<u>2018233</u>
001-000-514-23-41-03	CC Payment Fees	\$182.40	
	Bank Service Charges	\$182.40	
<b>Total Invoice</b>	<b>1</b>	<b>\$182.40</b>	
<b>Total Invoice Cloud</b>	<b>1</b>	<b>\$182.40</b>	
<b>John Bailey</b>			
<b>Invoice</b>			
<u>Invoice - BaileyMHDepRef5/10/24</u>	2024 - June - 1st Council Meeting	\$345.00	<u>27118</u>
003-000-582-10-00-00	Bailey Maple Hall Dep Ref 5/10/24	\$345.00	
	Maple Hall/Garden Club Deposit Refund	\$345.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$345.00</b>	
<b>Total John Bailey</b>	<b>1</b>	<b>\$345.00</b>	
<b>L.J. Schmidt</b>			
<b>Invoice</b>			
<u>Invoice - SchmidtPPDepRef5/30/24</u>	2024 - June - 1st Council Meeting	\$100.00	<u>27119</u>
002-000-582-10-00-00	Schmidt Pioneer Park Dep Ref 5/30/24	\$100.00	
	Park Deposit Refund	\$100.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$100.00</b>	
<b>Total L.J. Schmidt</b>	<b>1</b>	<b>\$100.00</b>	

Invoice	Period	Amount	Number
<b>La Conner Weekly News</b>			
<b>Invoice</b>			
<u>Invoice - 10803</u>	2024 - June - 1st Council Meeting	\$100.00	<u>27120</u>
001-000-558-60-44-00	Publish Req for Qualifications - Master Plan Advertising	\$100.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$100.00</b>	
<b>Total La Conner Weekly News</b>	<b>1</b>	<b>\$100.00</b>	
<b>Lefebber Turf Farm LLC</b>			
<b>Invoice</b>			
<u>Invoice - 8458</u>	2024 - June - 1st Council Meeting	\$317.16	<u>27121</u>
002-000-576-80-48-01	Turf (Waterfront Park)		
	Building Repair & Maintenance	\$317.16	
<u>Invoice - 8514.2</u>	2024 - June - 1st Council Meeting	\$187.88	<u>27121</u>
002-000-576-80-48-01	Grass Seed (Waterfront Park)		
	Building Repair & Maintenance	\$187.88	
<b>Total Invoice</b>	<b>2</b>	<b>\$505.04</b>	
<b>Total Lefebber Turf Farm LLC</b>	<b>2</b>	<b>\$505.04</b>	
<b>Margaret Hillard</b>			
<b>Invoice</b>			
<u>Invoice - Hillard5/31/24Reimb</u>	2024 - June - 1st Council Meeting	\$55.37	<u>27122</u>
001-000-575-50-30-00	Senior Center Supplies		
	Senior Center Supplies	\$55.37	
<b>Total Invoice</b>	<b>1</b>	<b>\$55.37</b>	
<b>Total Margaret Hillard</b>	<b>1</b>	<b>\$55.37</b>	
<b>Mary Weiss</b>			
<b>Invoice</b>			
<u>Invoice - WeissPPDepRef5/12/24</u>	2024 - June - 1st Council Meeting	\$100.00	<u>27123</u>
002-000-582-10-00-00	Weiss Pioneer Park Dep Ref 5/12/24		
	Park Deposit Refund	\$100.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$100.00</b>	
<b>Total Mary Weiss</b>	<b>1</b>	<b>\$100.00</b>	
<b>Mckenzie Clark</b>			
<b>Invoice</b>			
<u>Invoice - ClarkCleaningRef5/31/23</u>	2024 - June - 1st Council Meeting	\$50.00	<u>27124</u>
003-000-582-10-00-00	Reissued Check for Dep Ref (Never Received the Check)		
	Maple Hall/Garden Club Deposit Refund	\$50.00	

	Period	Amount	Number
<b>Mckenzie Clark</b>			
<b>Invoice</b>			
<u>Invoice - VOIDCK-26222</u>	2024 - June - 1st Council Meeting	(\$50.00)	<u>Void Ck 26222</u>
003-000-582-10-00-00	Voided Check 26222		
	Maple Hall/Garden Club Deposit Refund	(\$50.00)	
<b>Total Invoice</b>	<b>2</b>	<b>\$0.00</b>	
<b>Total Mckenzie Clark</b>	<b>2</b>	<b>\$0.00</b>	
<b>Michael Davolio, AICP</b>			
<b>Invoice</b>			
<u>Invoice - #40</u>	2024 - June - 1st Council Meeting	\$6,930.00	<u>27125</u>
001-000-558-60-41-00	May 2024 Planning Charges		
	Professional Services - Planner	\$6,930.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$6,930.00</b>	
<b>Total Michael Davolio, AICP</b>	<b>1</b>	<b>\$6,930.00</b>	
<b>Nelson-Reisner</b>			
<b>Invoice</b>			
<u>Invoice - 0864231-IN</u>	2024 - June - 1st Council Meeting	\$2,596.00	<u>27126</u>
412-000-554-90-32-00	WWTP Fuel		
	Fuel	\$2,596.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$2,596.00</b>	
<b>Total Nelson-Reisner</b>	<b>1</b>	<b>\$2,596.00</b>	
<b>Nelson-Reisner</b>			
<b>Invoice</b>			
<u>Invoice - CL77086</u>	2024 - June - 1st Council Meeting	\$270.02	<u>27127</u>
001-000-521-70-32-00	Fire Dept. & Code Enf. Fuel		
001-000-522-20-32-00	Fuel	\$58.86	
	Fuel	\$211.16	
<u>Invoice - CL77087</u>	2024 - June - 1st Council Meeting	\$1,007.16	<u>27127</u>
401-000-534-80-32-00	Public Works Fuel		
	Fuel	\$1,007.16	
<b>Total Invoice</b>	<b>2</b>	<b>\$1,277.18</b>	
<b>Total Nelson-Reisner</b>	<b>2</b>	<b>\$1,277.18</b>	

	Period	Amount	Number
<b>North Central Laboratory</b>			
<b>Invoice</b>			
<u>Invoice - 504249</u>	2024 - June - 1st Council Meeting	\$140.44	<u>27128</u>
409-000-535-80-31-02	Millipore 50mm Petri Dish w Pad		
	Lab Supplies	\$140.44	
<b>Total Invoice</b>	<b>1</b>	<b>\$140.44</b>	
<b>Total North Central Laboratory</b>	<b>1</b>	<b>\$140.44</b>	
<b>NP Information Systems</b>			
<b>Invoice</b>			
<u>Invoice - 189432</u>	2024 - June - 1st Council Meeting	\$488.62	<u>27129</u>
001-000-518-30-42-00	Phones		
001-000-522-20-42-00	Communications	\$342.04	
401-000-534-80-42-00	Communications	\$48.86	
409-000-535-80-42-00	Communications	\$48.86	
<b>Total Invoice</b>	<b>1</b>	<b>\$488.62</b>	
<b>Total NP Information Systems</b>	<b>1</b>	<b>\$488.62</b>	
<b>Pape' Machinery Exchange</b>			
<b>Invoice</b>			
<u>Invoice - 2430745</u>	2024 - June - 1st Council Meeting	\$3,860.63	<u>27130</u>
412-000-554-90-48-06	Repairs and Service to Frontloader		
	Compost Machinery/Equip	\$3,860.63	
<b>Total Invoice</b>	<b>1</b>	<b>\$3,860.63</b>	
<b>Total Pape' Machinery Exchange</b>	<b>1</b>	<b>\$3,860.63</b>	
<b>Ron Frost</b>			
<b>Invoice</b>			
<u>Invoice - FrostPPDepRef5/11/24</u>	2024 - June - 1st Council Meeting	\$100.00	<u>27131</u>
002-000-582-10-00-00	Frost Pioneer Park Dep Ref 5/11/24		
	Park Deposit Refund	\$100.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$100.00</b>	
<b>Total Ron Frost</b>	<b>1</b>	<b>\$100.00</b>	
<b>Sherman, Lysa M</b>			
<b>Invoice</b>			
<u>Invoice - ShermanGCDepRef5/11/24</u>	2024 - June - 1st Council Meeting	\$250.00	<u>27132</u>
003-000-582-10-00-00	Sherman Garden Club Dep Ref 5/11/24		
	Maple Hall/Garden Club Deposit Refund	\$250.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$250.00</b>	
<b>Total Sherman, Lysa M</b>	<b>1</b>	<b>\$250.00</b>	

	Period	Amount	Number
<b>Simply Yards</b>			
<b>Invoice</b>			
<u>Invoice - 59873</u>	2024 - June - 1st Council Meeting	\$4,061.64	<u>27133</u>
002-000-576-80-48-03	Landscape Service		
	System Repair & Maintenance	\$4,061.64	
<b>Total Invoice</b>	<b>1</b>	<b>\$4,061.64</b>	
<b>Total Simply Yards</b>	<b>1</b>	<b>\$4,061.64</b>	
<b>Skagit County Sheriff Office</b>			
<b>Invoice</b>			
<u>Invoice - JailTaxMay2024</u>	2024 - June - 1st Council Meeting	\$4,953.33	<u>27134</u>
631-000-589-40-00-00	May 2024 County Jail Tax		
	Special Use Tax - County Jail	\$4,953.33	
<b>Total Invoice</b>	<b>1</b>	<b>\$4,953.33</b>	
<b>Total Skagit County Sheriff Office</b>	<b>1</b>	<b>\$4,953.33</b>	
<b>Skagit River Poetry Foundation</b>			
<b>Invoice</b>			
<u>Invoice - SkaRivPoetPPCancel6/9/2024</u>	2024 - June - 1st Council Meeting	\$100.00	<u>27135</u>
002-000-582-10-00-00	Skagit River Poetry Pioneer Park Cancelation 6/9/2024		
	Park Deposit Refund	\$100.00	
<b>Total Invoice</b>	<b>1</b>	<b>\$100.00</b>	
<b>Total Skagit River Poetry Foundation</b>	<b>1</b>	<b>\$100.00</b>	
<b>Starkenburgh Shavings Inc.</b>			
<b>Invoice</b>			
<u>Invoice - 153903</u>	2024 - June - 1st Council Meeting	\$1,506.39	<u>27136</u>
412-000-554-90-48-05	130 Yds Wood Chips		
	Compost Testing/Materials	\$1,506.39	
<u>Invoice - 153907</u>	2024 - June - 1st Council Meeting	\$1,506.39	<u>27136</u>
412-000-554-90-48-05	130 Yds Wood Chips		
	Compost Testing/Materials	\$1,506.39	
<u>Invoice - 153913</u>	2024 - June - 1st Council Meeting	\$1,390.51	<u>27136</u>
412-000-554-90-48-05	120 Yds Wood Chips		
	Compost Testing/Materials	\$1,390.51	
<b>Total Invoice</b>	<b>3</b>	<b>\$4,403.29</b>	
<b>Total Starkenburgh Shavings Inc.</b>	<b>3</b>	<b>\$4,403.29</b>	

	Period	Amount	Number
<b>T-Mobile</b>			
<b>Invoice</b>			
<u>Invoice - TMobil2/20/24</u>	2024 - June - 1st Council Meeting	\$78.71	<u>27139</u>
401-000-534-80-42-00	Cell Phones - PW Transfer from Verizon Communications	\$78.71	
<u>Invoice - TMobil3/21/24</u>	2024 - June - 1st Council Meeting	\$196.94	<u>27139</u>
401-000-534-80-42-00	Cell Phones - PW Transfer from Verizon Communications	\$196.94	
<u>Invoice - TMobil4/20/24</u>	2024 - June - 1st Council Meeting	\$353.85	<u>27139</u>
401-000-534-80-42-00	Cel Phones - PW Transfer from Verizon Communications	\$353.85	
<u>Invoice - TMobil5/20/24</u>	2024 - June - 1st Council Meeting	\$410.80	<u>27139</u>
401-000-534-80-42-00	Cell Phones - PW Communications	\$410.80	
<b>Total Invoice</b>	<b>4</b>	<b>\$1,040.30</b>	
<b>Total T-Mobile</b>	<b>4</b>	<b>\$1,040.30</b>	
<b>Tacoma Screw Products</b>			
<b>Invoice</b>			
<u>Invoice - 260096145</u>	2024 - June - 1st Council Meeting	\$103.51	<u>27137</u>
401-000-534-80-35-00	Mult Tool Blade Kit, Wood Blade Set & Screwdriver Set Small Tools & Equipment	\$103.51	
<b>Total Invoice</b>	<b>1</b>	<b>\$103.51</b>	
<b>Total Tacoma Screw Products</b>	<b>1</b>	<b>\$103.51</b>	
<b>TK Elevator Corporation</b>			
<b>Invoice</b>			
<u>Invoice - 3007919267</u>	2024 - June - 1st Council Meeting	\$1,009.62	<u>27138</u>
003-000-575-50-48-01	Maple Hall Elevator Monitoring Building Repair & Maint-MH/MC	\$1,009.62	
<b>Total Invoice</b>	<b>1</b>	<b>\$1,009.62</b>	
<b>Total TK Elevator Corporation</b>	<b>1</b>	<b>\$1,009.62</b>	
<b>Town of La Conner</b>			
<b>Invoice</b>			
<u>Invoice - C 05-2024</u>	2024 - June - 1st Council Meeting	\$10,833.34	<u>27141</u>
412-000-554-90-47-00	May 2024 Sewer Service Charges Compost Treatment Chgs - 409	\$10,833.34	



Invoice	Period	Amount	Number
<b>Town of La Conner</b>			
<b>Invoice</b>			
<u>Invoice - S 05-2024</u>	2024 - June - 1st Council Meeting	\$2,500.00	<u>27141</u>
409-000-535-80-47-02	May 2024 Sludge Disposal Charges		
	Sludge Disposal - 412	\$2,500.00	
<b>Total Invoice</b>	<b>2</b>	<b>\$13,333.34</b>	
<b>Total Town of La Conner</b>	<b>2</b>	<b>\$13,333.34</b>	
<b>Town of La Conner</b>			
<b>Invoice</b>			
<u>Invoice - TOLMay2024</u>	2024 - June - 1st Council Meeting	\$3,550.38	<u>27140</u>
001-000-518-30-47-00	May 2024 Water Charges		
001-000-522-20-47-00	Public Utility Services	\$189.34	
002-000-576-80-47-00	Public Utility Services	\$124.67	
002-000-576-80-47-00	Public Utility Services	\$73.87	
002-000-576-80-47-00	Public Utility Services	\$46.82	
002-000-576-80-47-00	Public Utility Services	\$74.01	
002-000-576-80-47-00	Public Utility Services	\$150.19	
002-000-576-80-47-00	Public Utility Services	\$100.92	
002-000-576-80-47-00	Public Utility Services	\$46.89	
002-000-576-80-48-01	Building Repair & Maintenance	\$52.22	
002-000-576-80-48-01	Building Repair & Maintenance	\$46.82	
003-000-575-50-47-01	Public Utility Services-MH/MC	\$327.14	
003-000-575-50-47-02	Public Utility Services-GC	\$129.35	
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$332.67	
003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$221.01	
401-000-534-80-47-00	Public Utility Services	\$127.19	
401-000-534-80-47-00	Public Utility Services	\$114.74	
409-000-535-80-47-00	Public Utility Services	\$174.69	
409-000-535-80-47-00	Public Utility Services	\$73.87	
409-000-535-80-47-00	Public Utility Services	\$217.48	
409-000-535-80-47-00	Public Utility Services	\$926.49	
<b>Total Invoice</b>	<b>1</b>	<b>\$3,550.38</b>	
<b>Total Town of La Conner</b>	<b>1</b>	<b>\$3,550.38</b>	
<b>United Site Services</b>			
<b>Invoice</b>			
<u>Invoice - INV-4532279</u>	2024 - June - 1st Council Meeting	\$201.75	<u>27142</u>
002-000-576-80-41-00	Port a Potty - John Hammer Park		
	Professional Services	\$201.75	
<u>Invoice - INV-4532839</u>	2024 - June - 1st Council Meeting	\$215.44	<u>27142</u>
002-000-576-80-41-00	Port a Potty - N. 6th & Morris		
	Professional Services	\$215.44	

	Period	Amount	Number
<b>United Site Services</b>			
<b>Invoice</b>			
<u>Invoice - INV-4532914</u>	2024 - June - 1st Council Meeting	\$213.25	<u>27142</u>
002-000-576-80-41-00	Port a Potty - Waterfront Park	\$213.25	
	Professional Services		
<b>Total Invoice</b>	<b>3</b>	<b>\$630.44</b>	
<b>Total United Site Services</b>	<b>3</b>	<b>\$630.44</b>	
<b>US Bank-Parking Meter Fees</b>			
<b>Invoice</b>			
<u>Invoice - PmtSt5/31/24</u>	2024 - June - 1st Council Meeting	\$270.81	<u>2018232</u>
002-000-576-80-41-00	Payment Station Fees for May 2024		
005-000-542-65-48-00	Professional Services	\$135.41	
	Repair & Maintenance	\$135.40	
<b>Total Invoice</b>	<b>1</b>	<b>\$270.81</b>	
<b>Total US Bank-Parking Meter Fees</b>	<b>1</b>	<b>\$270.81</b>	
<b>US Postmaster</b>			
<b>Invoice</b>			
<u>Invoice - 6/5/2024 10:44:41 AM</u>	2024 - June - 1st Council Meeting	\$342.00	<u>27143</u>
001-000-518-30-42-02	Annual PO Box Fees		
401-000-534-80-42-02	Postage	\$85.50	
403-000-531-38-42-02	Postage	\$85.50	
409-000-535-80-42-02	Postage	\$85.50	
	Postage	\$85.50	
<b>Total Invoice</b>	<b>1</b>	<b>\$342.00</b>	
<b>Total US Postmaster</b>	<b>1</b>	<b>\$342.00</b>	
<b>USA Bluebook</b>			
<b>Invoice</b>			
<u>Invoice - INV00368897</u>	2024 - June - 1st Council Meeting	\$131.46	<u>27144</u>
409-000-535-80-48-03	Pump Kit		
	Pipe Repair & Maintenance	\$131.46	
<u>Invoice - INV00371018</u>	2024 - June - 1st Council Meeting	\$74.09	<u>27144</u>
409-000-535-80-31-02	Repl Stir Shaft		
	Lab Supplies	\$74.09	
<b>Total Invoice</b>	<b>2</b>	<b>\$205.55</b>	
<b>Total USA Bluebook</b>	<b>2</b>	<b>\$205.55</b>	

Invoice	Period	Amount	Number
<b>Utilities Underground Locate</b>			
<b>Invoice</b>			
<u>Invoice - 4050729</u>	2024 - June - 1st Council Meeting	\$7.92	<u>27145</u>
401-000-534-80-41-00	Underground Locates		
	Professional Services	\$7.92	
<b>Total Invoice</b>	<b>1</b>	<b>\$7.92</b>	
<b>Total Utilities Underground Locate</b>	<b>1</b>	<b>\$7.92</b>	
<b>Ven Tek International</b>			
<b>Invoice</b>			
<u>Invoice - 1044163</u>	2024 - June - 1st Council Meeting	\$407.25	<u>27146</u>
002-000-576-80-41-00	Water Meter Hosting		
005-000-542-65-48-00	Professional Services	\$203.63	
	Repair & Maintenance	\$203.62	
<b>Total Invoice</b>	<b>1</b>	<b>\$407.25</b>	
<b>Total Ven Tek International</b>	<b>1</b>	<b>\$407.25</b>	
<b>Vision Municipal Solutions, LLC</b>			
<b>Invoice</b>			
<u>Invoice - 09-14541</u>	2024 - June - 1st Council Meeting	\$714.44	<u>27147</u>
401-000-534-80-41-00	Utility Billing Forms		
403-000-531-38-41-00	Professional Services	\$238.15	
409-000-535-80-41-00	Professional Services	\$238.14	
	Professional Services	\$238.15	
<b>Total Invoice</b>	<b>1</b>	<b>\$714.44</b>	
<b>Total Vision Municipal Solutions, LLC</b>	<b>1</b>	<b>\$714.44</b>	
<b>Waste Management of Skagit</b>			
<b>Invoice</b>			
<u>Invoice - 2610769-0043-8</u>	2024 - June - 1st Council Meeting	\$691.38	<u>27148</u>
409-000-535-80-47-00	WWTP Garbage/Recycle		
	Public Utility Services	\$691.38	
<u>Invoice - 2610943-0043-9</u>	2024 - June - 1st Council Meeting	\$514.08	<u>27148</u>
001-000-518-30-47-00	Town Hall/Sheriff Recycle		
	Public Utility Services	\$514.08	
<u>Invoice - 2611585-0049-7</u>	2024 - June - 1st Council Meeting	\$707.84	<u>27148</u>
005-000-543-50-48-04	Public Works Garbage		
	Refuse Disposal	\$707.84	

Invoice	Period	Amount	Number
<b>Waste Management of Skagit</b>			
Invoice			
Invoice - 2611933-0043-9	2024 - June - 1st Council Meeting	\$48.97	<u>27148</u>
001-000-522-20-47-00	Fire Dept. Garbage		
	Public Utility Services	\$48.97	
Total Invoice	4	\$1,962.27	
Total Waste Management of Skagit	4	\$1,962.27	
<b>Water-Wasterwater Services</b>			
Invoice			
Invoice - 59060	2024 - June - 1st Council Meeting	\$37,681.43	<u>27149</u>
409-000-535-80-41-03	WWTP Charges May 2024		
409-000-535-80-48-01	Plant Operator	\$19,333.48	
412-000-554-90-41-05	Plant Repair & Maintenance	\$264.30	
	Compost Operator	\$18,083.65	
Total Invoice	1	\$37,681.43	
Total Water-Wasterwater Services	1	\$37,681.43	
<b>Wycoff Insurance Agency, Inc.</b>			
Invoice			
Invoice - 6/5/2024 11:12:02 AM	2024 - June - 1st Council Meeting	\$991.39	<u>27150</u>
401-000-534-80-46-00	Public Works Bldg. Insurance		
	Insurance	\$991.39	
Total Invoice	1	\$991.39	
Total Wycoff Insurance Agency, Inc.	1	\$991.39	
Grand Total	85	\$346,049.49	



# Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **May 16, 2024** through **May 31, 2024** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.

Maria DeGoede, Finance Director

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

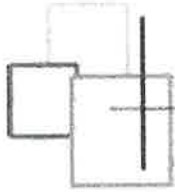
Payroll checks numbered 5908 through 5915	\$2,577.50
Auto Payments:	
AWC Benefit Trust #2018227	\$11,710.94
Deferred Comp #2018228	\$2,477.69
PERS Retirement #2018229	\$11,560.86
Teamsters Benefit #2018230	\$8,926.00
Auto Payroll Taxes #2018231	\$10,166.77
Payroll Auto Deposit	\$30,078.86

are approved for a total payment of **\$77,498.62** this 11<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Councilmember – Finance Committee

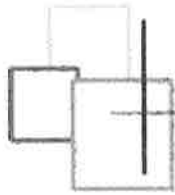
\_\_\_\_\_  
Councilmember – Finance Committee

\_\_\_\_\_  
Councilmember



# Register

Number	Name	Representative	Cleared	Amount
<u>5908</u>	Dept of Labor & Industry	2024 - June - 1st Council Meeting		\$1,272.24
<u>5909</u>	Employment Security	2024 - June - 1st Council Meeting		\$46.87
<u>5910</u>	Empower Annuity Ins. Co of America	2024 - June - 1st Council Meeting		\$75.00
<u>5911</u>	North Coast Credit Union	2024 - June - 1st Council Meeting		\$150.00
<u>5912</u>	Paid Family & Medical Leave	2024 - June - 1st Council Meeting		\$222.96
<u>5913</u>	Teamsters Local No. 231	2024 - June - 1st Council Meeting		\$192.50
<u>5914</u>	Wa Cares Fund	2024 - June - 1st Council Meeting		\$147.83
<u>5915</u>	Washington State Support Registry	2024 - June - 1st Council Meeting		\$470.10
<u>2018227</u>	AWC Employee Benefit Trust	2024 - June - 1st Council Meeting		\$11,710.94
<u>2018228</u>	Dept of Retirement - Def Comp	2024 - June - 1st Council Meeting		\$2,477.69
<u>2018229</u>	Dept of Retirement Systems	2024 - June - 1st Council Meeting		\$11,560.86
<u>2018230</u>	WA Teamsters Welfare Trust	2024 - June - 1st Council Meeting		\$8,926.00
<u>2018231</u>	Washington Federal	2024 - June - 1st Council Meeting		\$10,166.77
<u>Direct Deposit Run -</u>	Payroll Vendor	2024 - June - 1st Council Meeting		\$30,078.86
<u>6/3/2024</u>				<b>\$77,498.62</b>



## Register Activity

Name	Reference	Posting Reference	Detail Amount
<b>Direct Deposit Run - 6/3/2024</b>	<b>Payroll Vendor</b>	<b>2024 - June - 1st Council Meeting</b>	<b>\$30,078.86</b>
Avery, Adam W	ACH Pay - 7034	Posting Run - 6/3/2024 9:48:59 AM	\$273.72
Avery, Annie L	ACH Pay - 7037	Posting Run - 6/3/2024 9:48:59 AM	\$182.48
Banaszak, Sam E	ACH Pay - 7038	Posting Run - 6/3/2024 9:48:59 AM	\$182.48
Carlson, Ivan J	ACH Pay - 7013	Posting Run - 6/3/2024 9:33:30 AM	\$136.65
Chamberlain, MaryLee S	ACH Pay - 7028	Posting Run - 6/3/2024 9:33:30 AM	\$136.65
Dole, Richard L	ACH Pay - 7030	Posting Run - 6/3/2024 9:33:30 AM	\$101.65
Eills, Ajah G	ACH Pay - 7015	Posting Run - 6/3/2024 9:33:30 AM	\$1,861.69
Hanneman, Marna E	ACH Pay - 7026	Posting Run - 6/3/2024 9:33:30 AM	\$324.83
Herring, Jennifer M	ACH Pay - 7016	Posting Run - 6/3/2024 9:33:30 AM	\$858.52
Hillard, Margaret A	ACH Pay - 7025	Posting Run - 6/3/2024 9:33:30 AM	\$665.95
Kerley-DeGoede, Maria A	ACH Pay - 7027	Posting Run - 6/3/2024 9:33:30 AM	\$2,290.34
Lease, Brian	ACH Pay - 7020	Posting Run - 6/3/2024 9:33:30 AM	\$3,018.65
Mesman, Benjamin	ACH Pay - 7018	Posting Run - 6/3/2024 9:33:30 AM	\$2,036.58
Mesman, Benjamin F	ACH Pay - 7035	Posting Run - 6/3/2024 9:48:59 AM	\$91.24
Moore, Andrea L	ACH Pay - 7022	Posting Run - 6/3/2024 9:33:30 AM	\$1,878.39
Palaniuk, Kevin R	ACH Pay - 7032	Posting Run - 6/3/2024 9:33:30 AM	\$2,274.65
Park, Todd W	ACH Pay - 7014	Posting Run - 6/3/2024 9:33:30 AM	\$2,357.90
Pena-Ayon, Manuel A	ACH Pay - 7023	Posting Run - 6/3/2024 9:33:30 AM	\$1,831.38
Reinstra, Aaron E.	ACH Pay - 7036	Posting Run - 6/3/2024 9:48:59 AM	\$91.24
Reinstra, Aaron M.	ACH Pay - 7029	Posting Run - 6/3/2024 9:33:30 AM	\$1,985.45
Sherman, Albert R	ACH Pay - 7021	Posting Run - 6/3/2024 9:33:30 AM	\$1,880.02
Smith, Christopher	ACH Pay - 7019	Posting Run - 6/3/2024 9:33:30 AM	\$2,293.86
Taylor, Anne M	ACH Pay - 7031	Posting Run - 6/3/2024 9:33:30 AM	\$136.65
Thomas, Scott G	ACH Pay - 7017	Posting Run - 6/3/2024 9:33:30 AM	\$3,051.24
Wohleb, Mary M	ACH Pay - 7033	Posting Run - 6/3/2024 9:33:30 AM	\$136.65
			<b>\$30,078.86</b>

# **Reports**

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



TOWN OF LA CONNER  
Monthly Treasurer's Report  
May 2024 - Year to Date

<b>Fund</b>	<b>Fund Name:</b>	<b>Budget</b>	<b>Revenues to Date</b>	<b>% of Budget</b>	<b>Budget</b>	<b>Expenditures to Date</b>	<b>% of Budget</b>
001	General Fund	1,411,390	567,890	40%	2,315,503	532,752	23%
002	Park & Port	236,986	107,317	45%	390,532	124,296	32%
003	Facilities	537,906	53,827	10%	574,802	92,489	16%
004	Public Art	3,226	1,163	36%	2,500	908	36%
005	Streets	1,149,843	115,629	10%	1,218,696	101,943	8%
123	Hotel Motel	141,200	52,804	37%	342,111	662	0%
214	Fire Hall Bond	50,492	17,987	36%	39,125	7,195	18%
303	Flood Control	500	482	96%	500	179	0%
304	REET 1	36,790	38,229	104%	500	408	0%
305	REET 2	36,810	38,260	104%	200,500	408	0%
401	Water	1,242,027	499,113	40%	1,337,148	456,212	34%
403	Storm Drainage	367,383	163,793	45%	651,556	243,351	37%
409	Sewer	995,364	343,038	34%	1,116,569	272,336	24%
412	Sewer Compost	1,256,702	554,541	44%	1,244,152	336,921	27%
<b>TOTALS</b>		<b>7,466,619</b>	<b>2,554,074</b>	<b>34%</b>	<b>9,434,194</b>	<b>2,170,060</b>	<b>23%</b>

# Town of La Conner

## Sales Tax Receipts

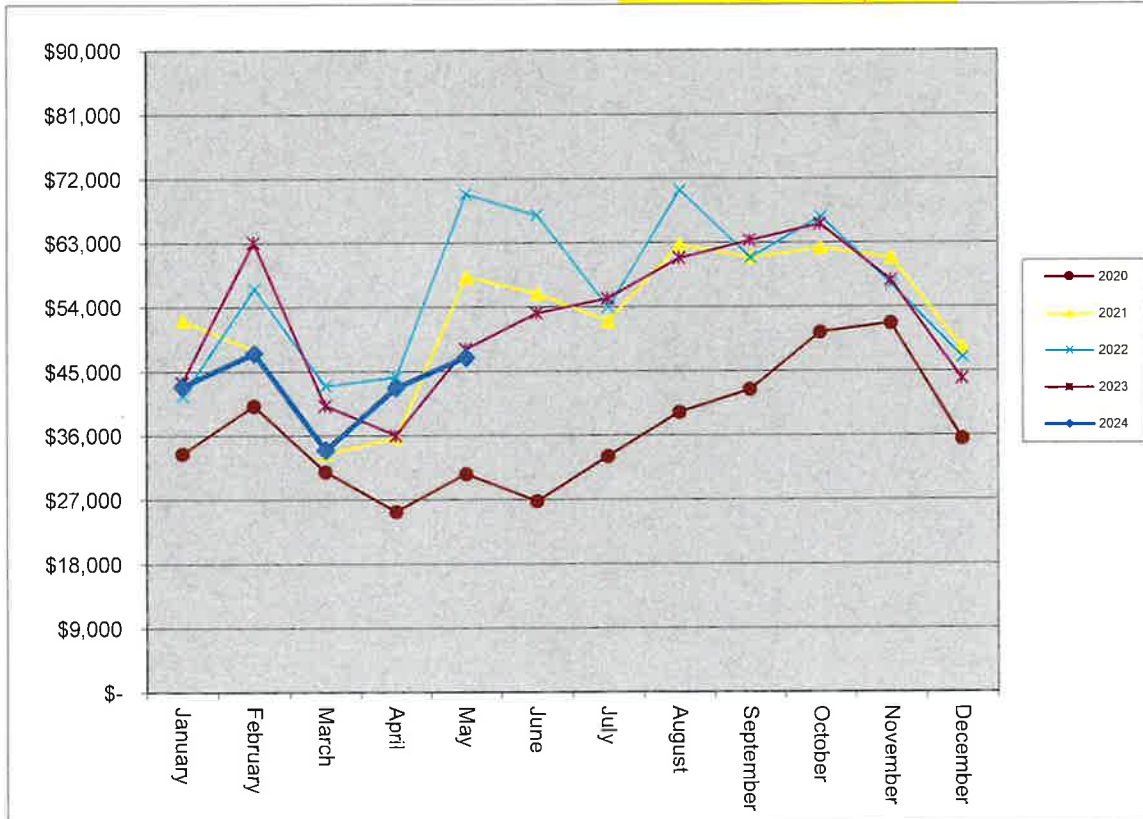
Month	2020	2021	2022	2023	2024
January	33,427.50	52,155.18	41,561.10	43,390.62	42,874.71
February	40,192.52	48,035.77	56,546.93	63,103.16	47,549.13
March	30,913.88	33,430.43	42,937.78	40,187.49	33,929.53
April	25,318.90	35,756.91	44,209.82	36,015.58	42,670.99
May	30,598.74	58,286.79	69,865.79	48,072.92	46,949.42
June	26,758.90	55,900.26	66,878.23	53,129.86	
July	33,062.15	52,061.10	53,917.06	55,178.70	
August	39,233.38	62,720.18	70,383.49	60,820.03	
September	42,409.55	60,971.61	60,899.83	63,276.38	
October	50,406.48	62,268.96	66,647.98	65,602.87	
November	51,733.86	60,911.19	57,164.48	57,728.51	
December	35,510.27	48,334.16	46,910.27	43,947.09	
<b>TOTAL</b>	<b>439,566.13</b>	<b>630,832.54</b>	<b>677,922.76</b>	<b>630,453.21</b>	<b>213,973.78</b>

35.12%

Budgeted	469,860.00	328,202.00	492,303.00	609,181.00	609,181.00
Rec Year to Date	439,566.13	630,832.54	677,922.76	630,453.21	213,973.78
Annual Monthly Avg	36,630.51	52,569.38	56,493.56	52,537.77	17,831.15
Amount needed to meet budget:					395,207.22

2023 16,795.99

Diff



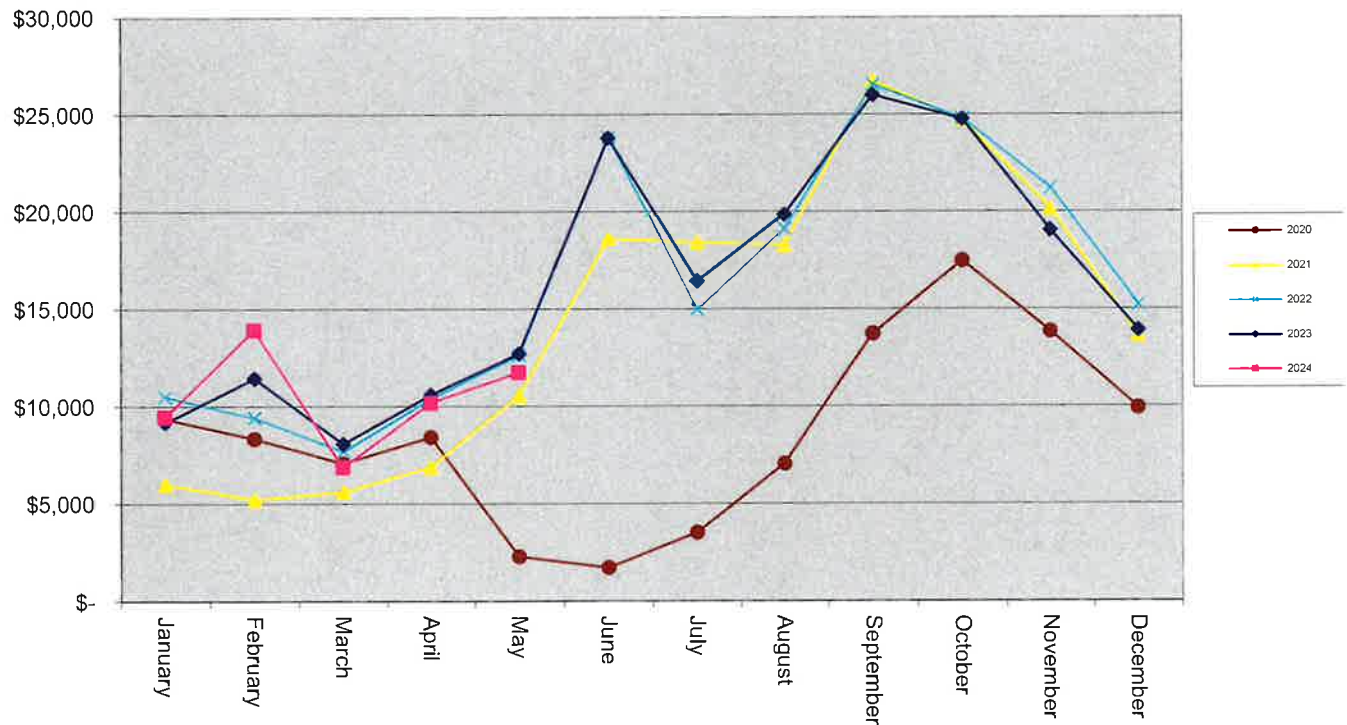
# Town of La Conner

## Annual Hotel/Motel Receipts

Month	2020	2021	2022	2023	2024
January	9,363.38	6,025.96	10,500.64	9,175.12	9,464.06
February	8,348.90	5,235.46	9,409.26	11,438.50	13,915.32
March	7,077.20	5,622.06	7,698.52	8,082.72	6,869.22
April	8,431.24	6,895.04	10,399.52	10,591.94	10,164.74
May	2,279.94	10,542.90	12,633.28	12,700.56	11,740.32
June	1,715.92	18,643.56	23,829.20	23,784.50	
July	3,518.70	18,439.86	14,988.76	16,441.86	
August	7,056.40	18,295.26	19,136.57	19,848.46	
September	13,732.36	26,730.28	26,545.62	26,000.70	
October	17,480.20	24,731.96	24,802.90	24,761.98	
November	13,844.66	20,184.16	21,228.28	19,048.44	
December	9,930.96	13,653.56	15,232.24	13,909.48	
<b>TOTAL</b>	<b>102,779.86</b>	<b>175,000.06</b>	<b>196,404.79</b>	<b>195,784.26</b>	<b>52,153.66</b>

37.15%

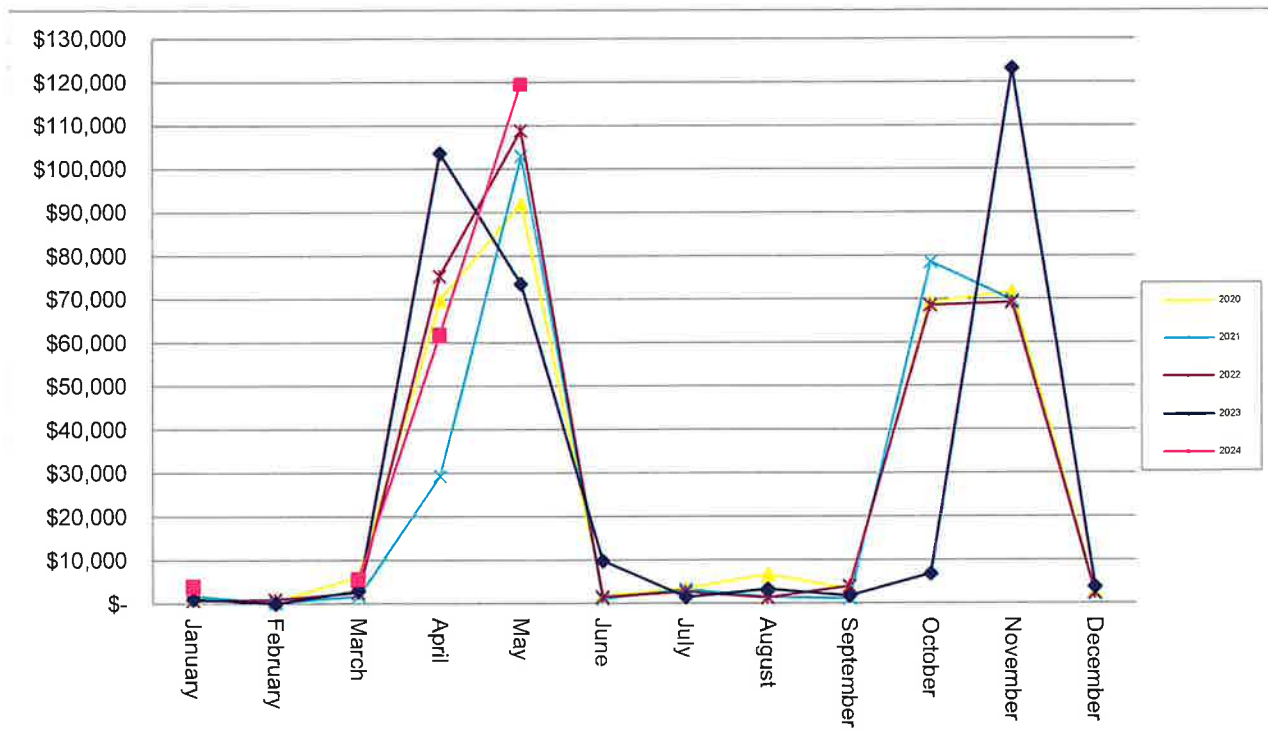
Budgeted	126,000.00	88,200.00	132,300.00	133,040.00	140,400.00
Received Year to Date	102,779.86	175,000.06	196,404.79	195,784.26	52,153.66
Monthly Average	8,564.99	14,583.34	16,367.07	16,315.36	4,346.14
Amount needed to meet budget:					88,246.34



## Town of La Conner Annual Property Taxes

Month	2020	2021	2022	2023	2024
January	1,366.53	1,735.37	679.87	1,020.21	4,001.34
February	540.84	123.80	923.67	-	
March	6,187.85	1,731.98	2,479.49	2,889.62	5,655.39
April	69,784.34	29,295.28	75,356.27	103,626.12	61,738.45
May	92,047.43	102,991.26	108,828.88	73,546.50	119,446.31
June	1,723.19	1,047.57	1,503.75	9,809.06	
July	3,510.19	3,275.00	2,725.34	1,412.30	
August	6,704.12	1,381.95	1,259.96	3,299.01	
September	3,314.93	1,100.00	3,887.71	1,714.39	
October	69,156.88	78,553.96	68,521.30	6,801.76	
November	71,812.11	69,666.72	69,178.91	123,150.38	
December	2,652.74	2,154.94	2,392.56	3,747.23	
<b>TOTAL</b>	<b>328,801.15</b>	<b>293,057.83</b>	<b>337,737.71</b>	<b>331,016.58</b>	<b>190,841.49</b>
Budgeted	328,840.00	330,004.00	336,312	352,971	357,121
Received Year to Date	328,801.15	293,057.83	337,737.71	331,016.58	190,841.49
Monthly Avg	27,400.10	24,421.49	28,144.81	27,584.72	15,903.46
Amount needed to meet budget:					166,279.51

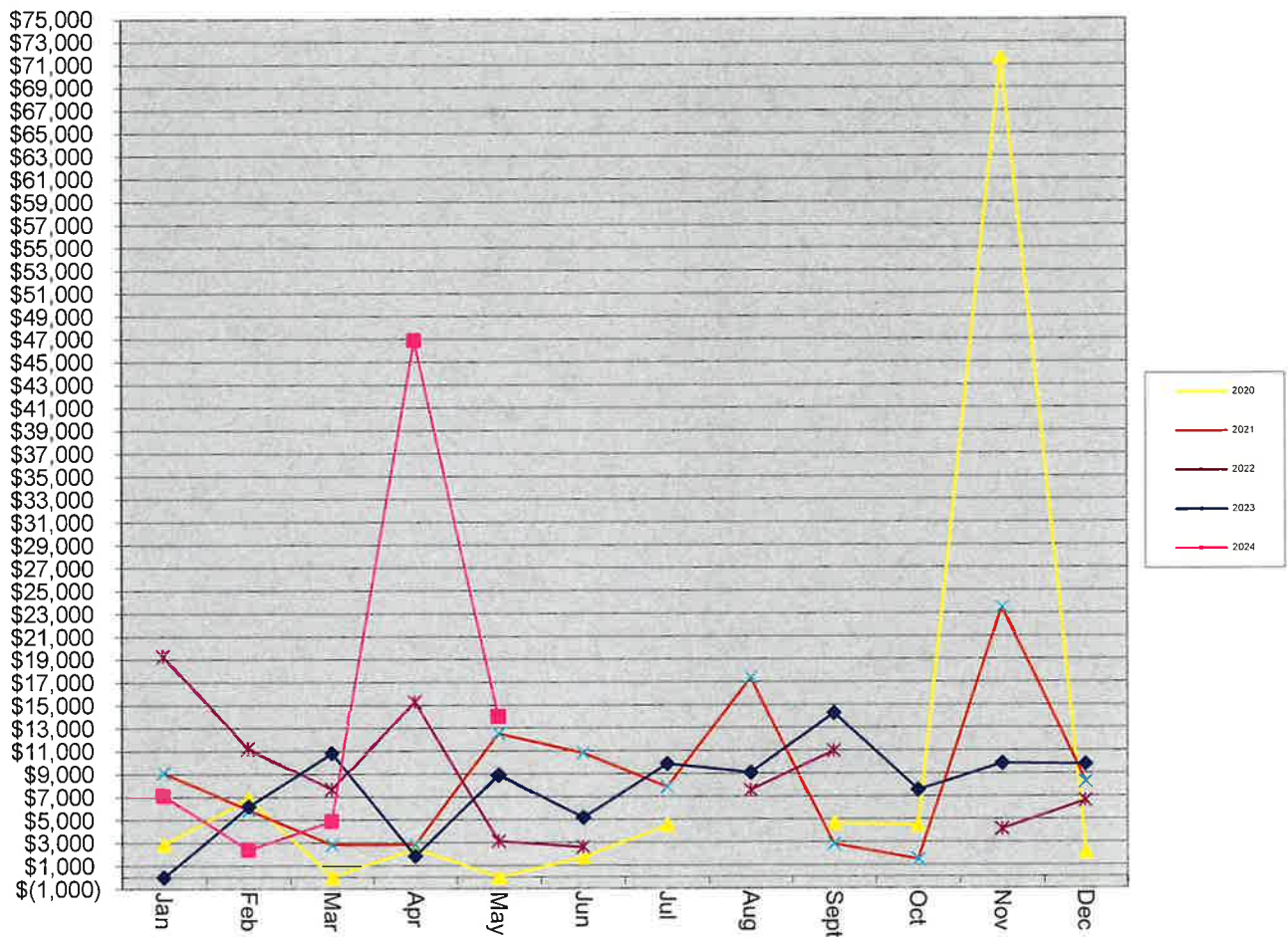
53.44%



# Town of La Conner Annual REET

Month	2020	2021	2022	2023	2024
Jan	2,887.09	9,078.30	19,230.75	-	7,092.50
Feb	6,878.02	5,860.80	11,263.69	6,179.19	2,376.00
Mar	-	2,796.75	7,672.50	10,820.70	4,874.50
Apr	2,538.11	2,796.75	15,300.45	1,825.00	46,887.00
May	-	12,508.65	3,118.50	8,910.00	14,030.90
Jun	1,757.25	10,815.74	2,598.75	5,164.50	
Jul	4,566.37	7,825.50		9,874.25	
Aug		17,362.12	7,548.75	9,070.87	
Sept	4,682.69	2,821.50	10,976.62	14,275.00	
Oct	4,497.07	1,480.05		7,543.80	
Nov	71,626.40	23,472.90	4,149.50	9,875.00	
Dec	2,128.50	8,256.60	6,599.50	9,776.25	
<b>TOTAL</b>	<b>101,561.50</b>	<b>105,075.66</b>	<b>88,459.01</b>	<b>93,314.56</b>	<b>75,260.90</b>

Budgeted	36,000.00	36,000.00	36,000.00	72,000.00	72,000.00	
Received Year to Date	101,561.50	105,075.66	88,459.01	93,314.56	75,260.90	
Monthly Average	8,463.46	8,756.31	7,371.58	7,776.21	6,271.74	104.53%
Amount needed to meet budget:					(3,260.90)	





## Town of La Conner Special Use Fire Tax Revenue

Month	2021	2022	2023	2024
January	5,196.26	4,108.62	4,333.29	4,280.52
February	4,779.92	5,609.50	6,278.74	4,738.97
March	3,192.27	4,237.71	3,923.57	3,382.21
April	3,536.70	4,396.10	3,593.96	4,254.77
May	5,807.88	6,984.88	4,796.78	4,593.74
June	5,569.18	6,661.47	5,297.25	
July	5,170.83	5,364.02	5,393.11	
August	6,230.94	7,019.56	6,063.58	
September	6,055.85	6,041.25	6,284.28	
October	6,201.24	6,659.05	6,524.47	
November	6,052.29	5,673.70	4,516.48	
December	4,795.36	4,555.14	4,344.70	
<b>TOTAL</b>	<b>62,588.72</b>	<b>67,311.00</b>	<b>61,350.21</b>	<b>21,250.21</b>

42.50%

Budgeted	30,334.00	45,501.00	50,000.00	50,000.00
Received Year to Date	62,588.72	67,311.00	61,350.21	21,250.21
Monthly Avg	5,215.73	5,609.25	5,112.52	1,770.85

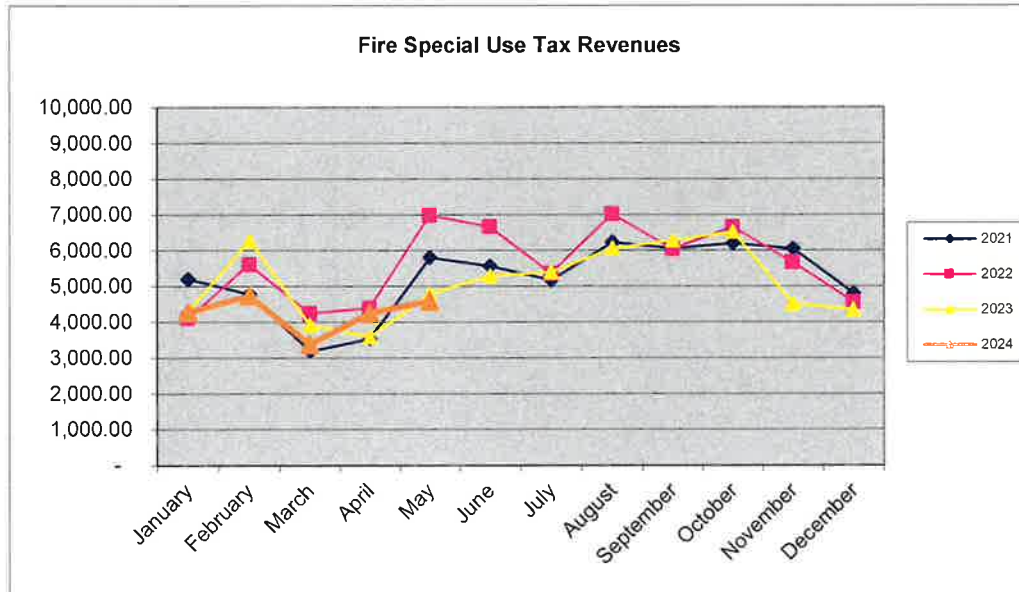
Amount needed to meet budget:

28,749.79

2023

1,676.13

Diff



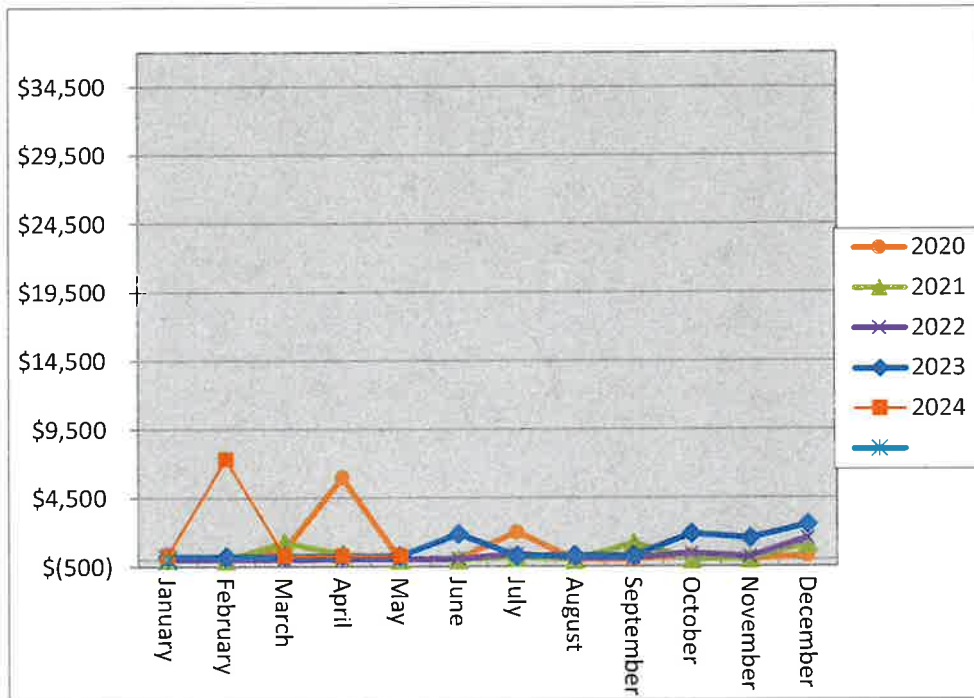
# Town of La Conner

## Investment Interest Receipts

Month	2020	2021	2022	2023	2024
January	85.01	53.53	4.52	222.14	288.36
February	77.60	6.04	4.86	211.19	7,298.06
March	654.91	1,256.42	11.21	242.20	290.11
April	5,977.72	396.24	19.48	243.73	281.56
May	24.67	3.80	35.04	264.29	292.30
June	17.74	3.62	48.70	1,847.72	
July	2,000.42	141.11	382.44	271.13	
August	12.71	3.92	112.03	277.67	
September	9.88	1,169.94	123.87	272.22	
October	283.03	4.66	446.26	1,881.45	
November	7.74	59.37	182.53	1,550.19	
December	279.06	1,157.59	1,549.18	2,546.09	
<b>TOTAL</b>	<b>9,430.49</b>	<b>4,256.24</b>	<b>2,920.12</b>	<b>9,830.02</b>	<b>8,450.39</b>

110.53%

Budgeted	5,500.00	4,465.00	4,581.00	5,079.00	7,645.00
Received Year to Date	9,430.49	4,256.24	2,920.12	9,830.02	8,450.39
Monthly Average	785.87	354.69	243.34	819.17	704.20
Amount needed to meet budget:					(805.39)



# **Public Works**

## **Department Head Report**

### **May – 2024**

#### **Water:**

- Repaired water leak at 212 State St caused by the contractor.
- Water System Comprehensive Plan Update; Chapters 1-9 review complete, Chapter 10 is time consuming with sub-plans and plan to have the complete draft version for review late July.

#### **Drainage:**

- Continuing storm drain system maintenance with heavy rains and debris.
- Public works completed storm drain improvements along North 2<sup>nd</sup> Street between Morris and Center.

#### **Streets:**

- Hung 52 flower baskets on Morris St and First St.
- Asphalt and gravel pothole repairs due to wet weather.
- The TIB grant for pedestrian improvement project, Design is underway with sidewalks on Washington Ave, Road St. along with (RRFB) flashing beacon crosswalks on Maple Ave. Plans are 90% complete.
- First Street South, Commercial to Caledonia, survey 95% complete.
- Quarterly Street sweeping at the Marina Port of Skagit.

#### **Park and Port:**

- Hit and Run on the wood guard rail at waterfront park. \$850 repair cost.
- Jordan Street end/park, survey is completed and currently under review with DNR.
- Gazebo project, 100% complete.
- Tide Gauge; this project is moving forward with equipment to be installed by the end of June.
- Salmon Slide; RCO grant was not successful.
- The stone wood stove at Pioneer Park was recently repaired from vandalism, \$3,200.

#### **Facilities:**

- Fire Hall Roof project; scheduled to start in June, weather depending.
- Maple Hall HVAC project; Phase 1 completed, all interior work and heating units. Phase 2 – the new roof top ERV unit (air exchanger) will be set by crane in June. The unit arrived damaged and in the process of being resolved but has delayed the install.

#### **Other:**

- Snapdragon Flats Project; is in the closeout phase of the utility/infrastructure improvements. Conveyance of infrastructure will be in July.
- Switching from Verizon to T-Mobile is almost complete.
- Projects; 321 N 1<sup>ST</sup> St pier replacement, 733 Maple ADU, 212 State St, demo and SP,213 Calhoun remodel, 931 Maple Improvements, 306 Center, 303 Center Garage, BYK Snapdragon BP's.

Brian Lease,

Public Works Director, Town of La Conner





# ***TOWN OF LA CONNER***

## **Monthly Planner's Report May 2024**

### **NEW APPLICATIONS ACCEPTED:**

#### **Land Use**

- LU24-21RM, 623 Morris Street, internal remodel
- Lu24-22SX 505 1<sup>st</sup> Street, reroof
- LU24-23HDR-ADMIN, 505 1<sup>st</sup> Street, reroof
- LU24-24HRD-ADMIN, 116 1<sup>st</sup> Street, small fence
- LU24-25SX, 619 S. 1<sup>st</sup> Street, gazebo placement
- LU24-26HDR-ADMIN, 601 S. 2<sup>nd</sup> Street, landscaping

Page | 1

#### **Building Permit**

- BP24-22ROW, 505 S. 1<sup>st</sup> Street, dumpster
- BP24-23ROW, 213 Benton Street, PSE pole fix

### **Planning Commission:**

The Planning Commission met on May 7, and May 21. On May 7, the commission engaged in a discussion regarding First Street, and Commissioners gave recommendations to the Council regarding the directionality of First Street. On May 21, the commission held a public hearing regarding a Historic Design Review permit for the placement of a gazebo. The commission voted to approve the application.

### **Hearing Examiner:**

There was no business before the Hearing Examiner in May 2024. The next Hearing Examiner hearing will be on June 4<sup>th</sup> at 5:00 pm.

### **Comprehensive Plan Update:**

This month, staff presented the Land Use Capacity Analysis for the Residential Zone of La Conner and completed an initial draft of text changes to the Housing Element. Town Council voted to make South First Street one way, which will be included in the Transportation Element. Staff issued an RFQ for consultants interested in developing a sub-area plan for the Commercial Transition Zone. This sub-area plan will be included in the Comprehensive Plan Update.

### **General Planning Activities:**

- Staff are continuing to review the Public Participation Program currently in place and are testing new methods of public engagement, such as Community Mingles.
- Staff are continuing to engage in chapter-by-chapter review and rewrite of the Comprehensive Plan elements.
- Staff are continuing to engage in collaboration with La Conner's neighbors, including the Swinomish Tribe, the Port of Skagit, and the La Conner School District.
- Staff are reviewing the current files for record retention requirements.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
  - Neighborhood plan for Commercial Transitional Zone.
  - 2023-2025 Comprehensive Plan Update
  - Public Participation and Communication



## **Town of La Conner**

Honorable Mayor and Town Council

Monthly Report of Wastewater Treatment Plant Operations & Maintenance

**Month:** May 2024

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

*See attached spreadsheet for WWTP data.*

### **Locates**

- There were six (6) locates in May with no issues.

### **Call Outs-Emergencies**

- Callout – May 16 for a Power Outage
- Callout – May 27 for inf high well. This was a transducer issue.

### **System Maintenance**

- A yard waste pile was ground.
- Bayside was onsite for pipe jetting on First Street and Morris and degritting of digesters 1 and 2.
- Granich Engineered Products replaced the rotating assembly on RAS #2 pump.
- The 2000-hour service was completed on the 544J Loader.

### **Process Changes**

### **Miscellaneous**

- Clarifier #1 needs an upgrade.
- Radio remote control for the compost mixer has weak signal.
- Both wasting pumps down.
- Tribal meter needs to be replaced.

### **Compost Sales:**

#### **Wholesale**

0 yards were sold in May– 0 yards year to date.

#### **Retail Sales**

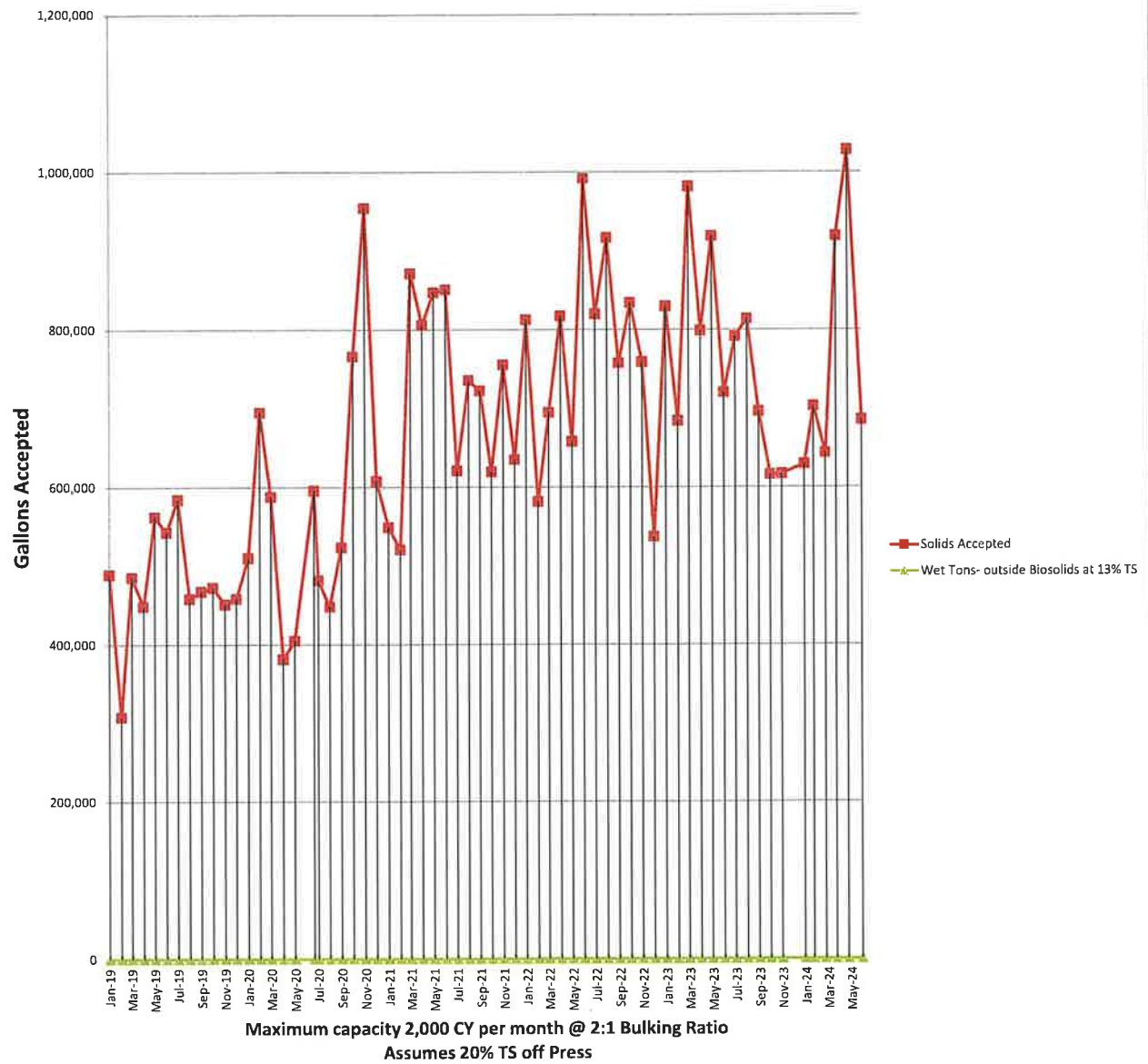
1260 yards were sold in May– 4710 yards year to date.

In May 2024, the Town receipted in 1278 yards of retail and wholesale compost for a total of \$8,664.00.

### **Metered Flow:**

Influent:	<u>9,040,000 Gallons</u>
Tribal:	<u>2,310,562 Gallons</u> – Averaged due to broken meter.
Hydrant:	<u>4,189 Gallons</u>
Belt Press:	<u>1,150,960 Gallons</u>
Reuse Water:	<u>328,792 Gallons</u>

# LaConner Wastewater Treatment Plant Monthly Data 2019- Present



LaConner Wastewater Treatment Plant										
Monthly Data 2024										
Date	WWTP Total Flow	WWTP Daily Avg	WWTP Max Daily	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-24	12,480,000	402,581	608,000	11,013,000	13%	705,942	945,220	-25%	22	0
Feb-24	9,840,000	339,310	480,000	8,850,000	11%	643,131	684,255	-6%	31	0
Mar-24	11,600,000	374,194	673,000	10,260,000	13%	919,034	981,848	-6%	30.44	0
Apr-24	9,040,000	301,333	386,000	8,880,000	2%	1,028,119	798,693	29%	34.89	0
May-24	9,040,000	291,613	399,000	8,773,000	3%	685,181	918,969	-25%	44.79	0
Jun-24				7,620,000			720,242		0	0
Jul-24				8,190,000			791,742		0	0
Aug-24				8,210,000			813,797		0	0
Sep-24				7,750,000			696,086		0	0
Oct-24				8,030,000			615,904		0	0
Nov-24				8,420,000			616,778		0	0
Dec-24				11,050,000			629,318		0	0
	Increase									
	Decrease									

# Fire Chief / Code Enforcement Report

## May-23

<b>Alarms:</b>	<b>28 Emergency Calls</b>	<b>Ave # Responders:</b>	<b>2.8</b>
100	3	300 23	700 2

**Calendar:**

- 1-May Business
- 8-May MCO / Table top
- 15-May MCO /ICS
- 22-May Water Rescue
- 29-May Special Training Fundraiser

**Events:**

- LC School Job Fair
- Live Music
- Memorial Day
- LC Senior Parade

**Enforcement Notes:**

- Busses on 1st
- Loose Dogs
- Permits Building and Demo
- Yard Waste Burning

Aaron Reinstra  
Fire Chief/Code enforcement  
Town of La Conner

# **Unfinished Business**

- 1) Center Street Project – Discussion – No Insert**
- 2) Jenson Property – Discussion – No Insert**
- 3) Ordinance – Final UDC Updates**

## MEMORANDUM

---

TO: Town Council  
FROM: Planning Staff  
SUBJECT: Updates to the Uniform Development Code  
DATE: June 6, 2024

In 2024, staff has been working with the Planning Commission in the drafting to proposals to revise the town's Uniform Development Code (UDC). The proposed UDC amendments address issues that include short-term rentals, affordable housing, medical uses on Maple Street, and a full revision to Chapter 15.10, Definitions. In the February, these changes came before Town Council and were approved to be sent to the Department of Commerce for a 60-day review period. Commerce did submit comments, which were integrated into the update and dealt with the following:

- Replaced "boarding house, rooming house" with "co-living housing" to better align with RCW 35.21.682 and House Bill 1998.
- "Adult family home" will not be renamed to avoid confusion between local and state statutes
- Removed regulations on group homes to compile with RCW 36.130.020
- Updated the definition of income groups to be consistent with RCW 36.70A.030
- Updated the definition of "Tiny Home" to be consistent with RCW 35.21.686 and International Residential Building Code, Appendix Q.

At this time, we are asking for final approval of the UDC updates. The staff will be available to you at your convenience to answer any questions that you may have.

# TOWN OF LA CONNER



ORDINANCE NO. \_\_\_\_\_

## AN ORDINANCE OF THE TOWN OF LA CONNER, WASHINGTON AMENDING TITLE 15 OF THE TOWN'S UNIFORM DEVELOPMENT CODE

**WHEREAS**, the Town of La Conner previously updated its Uniform Development Code in 2022 in compliance with the state's Growth Management Act (GMA); and

**WHEREAS**, the GMA requires that the Town's Comprehensive Plan and development regulations be internally and externally consistent; and

**WHEREAS**, the Town has adopted procedures pursuant to the GMA providing for amendments to its Uniform Development Code as needed; and

**WHEREAS**, the Town issued a Final Determination of Non-Significance for the proposed code amendments on June 6; and

**WHEREAS**, the Town has provided these proposed updates to the Washington State Department of Commerce (Commerce) in accordance with RCW 36.70A.106, and integrated comments received during that department's 60-day review period; and

**WHEREAS**, the La Conner Planning Commission, after fully, fairly and carefully considering the public input and staff materials relevant to this proposed update to the La Conner Municipal Code, has recommended to the La Conner Town Council that this proposal be approved; and

**WHEREAS**, the La Conner Town Council held a public hearing on these proposed amendments to the La Conner Development Code on May 28, 2024, at which time public comment was taken; and

**WHEREAS**, the La Conner Town Council determines that these proposed amendments to the La Conner Development Code are consistent with the Growth Management Act, the Skagit County-Wide Planning Policies, and all other relevant local, county, and state regulations;



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

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

**SECTION 2.** The Town Council adopts the Planning Commission's recommendations, findings of fact, and conclusions of law as follows:

**PLANNING COMMISSION RECOMMENDATIONS:**

**Proposed revisions to Chapter 15.10 Definitions:**

**15.10.005 Applicability.**

For the purpose of this code the following definitions as set forth in this section shall apply. Except where specifically defined in this chapter, all words used in this title shall carry their customary meanings. Words used in the present tense include the future, and the plural includes the singular. The word "shall" is always mandatory, and the word "may" denotes a use of discretion in making a decision. The words "used" or "occupied" shall be considered as though followed by the words "or intended, arranged or designed to be used or occupied." Variances from these definitions shall not be granted.

**15.10.015 Abut.**

"Abut" means to physically touch or border upon, or to share a common property line. Abutting property does not include property that is separated by a street or alley, unless such street or alley is privately owned by the neighboring properties. [Ord. 671 § 2, 1995.]

**15.10.030 Accessory dwelling unit.**

"Accessory dwelling unit" means an additional living dwelling unit, including separate kitchen, sleeping, and bathroom facilities, either within the primary residential dwelling unit, attached, or separate from the primary residential dwelling unit on a single-family household lot. [Ord. 671 § 2, 1995.]

**15.10.045 Adult family home.**

"Adult family home" means a regular family abode of a person or persons who are providing personal care, room, and board to more than one but not more than ~~four~~ six adults who are not related by blood or marriage to the person or persons providing the services; except that a maximum of ~~six~~ eight adults may be permitted if the Washington State Department of Social and Health Services determines that the home

is of adequate size and that the home and the provider are capable of meeting standards and qualifications as provided for by law (RCW 70.128.010). Adult family homes are a permitted use in all areas zoned for residential use (RCW 70.128.175). [Ord. 671 § 2, 1995.]

**15.10.070 Alley.**

“Alley” means a minor street primarily used for vehicular service access to the back or side of properties abutting on another street. An alley is typically not intended for general traffic circulation.

#### **15.10.090 Appeal.**

"Appeal" means request for reconsideration of a decision made as a result of an interpretation of any provision of this code. An appeal of an administrative decision is made to the Hearing Examiner. An appeal of a Hearing Examiner decision is made to Skagit County Superior Court. The timing of an appeal may be limited by a specified time period. [Ord. 671 § 2, 1995.]

#### **15.10.104 Awning**

"Awning" means a shelter, typically for a pedestrian walkway, that projects from and is supported by the exterior wall of a building. Awnings have noncombustible frames, but may have combustible coverings. Awnings may be fixed, retractable, folding or collapsible. Any structure which extends above any adjacent parapet or roof of a supporting building is not included within the definition of awning.

#### **15.10.128 Bedroom**

"Bedroom" means a room in a dwelling unit which is intended to be used primarily for sleeping, or a room which, in the judgment of the planning director, is likely to serve primarily as a room for sleeping.

#### **~~15.10.140 Boarding house, rooming house.~~**

~~"Boarding house, rooming house" means a building or part thereof other than a hotel, motel, or restaurant where meals and/or lodging are provided for compensation, for one or more unrelated persons where no cooking or dining facilities are provided in individual rooms.~~ [Ord. 671 § 2, 1995.]

#### **15.10.165 Building height.**

"Building height" means the vertical distance from the average lot grade to the highest point of the roof or any portion of the building. Any element of a building, such as a chimney, elevator shaft, skylight, or other building element, shall be subject to the maximum height limits as set forth in this ordinance. Average lot grade shall be determined by averaging the lowest and highest existing elevation points on the lot. [Ord. 986 § 8, 2007; Ord. 671 § 2, 1995.]

#### **15.10.190 Certificate of occupancy.**

"Certificate of occupancy" means a written certification that a development meets all requirements of applicable codes and may be legally occupied. It is issued by the Skagit County Permit Center and the town of La Conner after final inspection of the completed work authorized by permit and before the

development is occupied. No building or structure shall be occupied, except for construction activities, until a Certificate of Occupancy has been issued. [Ord. 671 § 2, 1995.]

#### **15.10.197 Church**

“Church” means a building or structure, or groups of buildings or structures, which by design and construction are primarily intended for the conducting of organized religious services and accessory uses associated therewith.

#### **15.20.211 Co-living housing**

“Co-living housing” means a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. Co-living housing shall not be used for short-term rental.

#### **15.10.225 Commercial.**

“Commercial” means activities and facilities conducted or constructed for profit. Non-profit activities are included within this definition. [Ord. 671 § 2, 1995.]

#### **15.10.245 Comprehensive plan.**

“Comprehensive plan” means a generalized coordinated land use plan for community development which includes goals, policies, mandatory elements for land use, housing, utilities, transportation, capital facilities, and/or optional elements including, but not limited to, conservation, solar energy, and recreation, as may be identified or defined in the State of Washington’s Growth Management Act. [Ord. 671 § 2, 1995.]

#### **15.10.255 Conditional use.**

“Conditional use” means a use addressing a limited or specific need but, due to a potential adverse effect upon permitted uses or public services and facilities, is only allowed subject to review by the hearing examiner, of the use standards of the district, and the certain criteria in this code. [Ord. 1222 § 2, 2023; Ord. 901 § 2, 2003; Ord. 671 § 2, 1995.]

#### **15.10.256 Conditional Use, Administrative**

Some conditional uses, due to the limited potential impact of the proposed use, are considered as administrative conditional uses that may be approved by the planning director.

#### **15.10.345 Developer.**

“Developer” means a person, individual, corporation, or partnership responsible for any undertaking that requires a permit from the town of La Conner. [Ord. 671 § 2, 1995.]

#### **15.10.380 Dwelling unit**

**Dwelling unit** means an enclosure containing sleeping, kitchen, and bathroom facilities designed for and used or held ready for use as permanent residence by one family-household. [Ord. 671 § 2, 1995.]

#### **15.10.385 Dwelling, duplex.**

"Duplex dwelling" means a detached building containing two dwelling units, each containing sleeping, kitchen, and bathroom facilities, and designed for and used or held ready for use by two families **households** living independently of each other. [Ord. 671 § 2, 1995.]

#### **15.10.390 Dwelling, multihousehold family.**

"Multi**household** family dwelling" means a detached building containing three or more dwelling units, each containing sleeping, kitchen, and bathroom facilities, and designed for and used or held ready for use by three or more families **households** living independently of each other. [Ord. 671 § 2, 1995.]

#### **15.10.395 Dwelling, single-household family.**

"Single-**household** family dwelling" means a detached building containing one dwelling unit with sleeping, kitchen, and bathroom facilities designed for and used or held ready for use exclusively by one **household** family and the household employees of that **household** family. [Ord. 671 § 2, 1995.]

#### **15.10.405 Easement.**

"Easement" means the right of a person, government agency, or public utility company to use public or private land owned by another for a specific purpose. **"Easement" means land which has specific air, surface or subsurface rights conveyed for use by someone other than the owner of the subject property or to benefit some property other than the subject property.**

#### **15.10.410 Effective date.**

"Effective date" means, following the adoption by the town council, the date in which a land use regulation ordinance **takes effect** is published in the newspaper of record. [Ord. 932 § 3, 2004; Ord. 671 § 2, 1995.]

#### **15.10.412 Elderly. Adult Residency Requirement.**

**"Elderly" means that an adult residency requirement is in place that specifies that no person shall reside in a dwelling unit specified as "specialized housing units for the elderly" unless such a person is 55 years of age or older, or the spouse of a resident adult.**

#### **15.10.440 Factory-built structure.**

"Factory-built structure" means a structure **that is constructed off-site**, that is designed for occupation or use, or is occupied or used by persons, and that complies with this code. Factory-built structures include factory-built housing and commercial structures. [Ord. 671 § 2, 1995.]

**15.10.445 Family.**

"Family" means an individual or two or more persons related by blood or marriage, or two or more persons with functional disabilities as defined herein, or a group of not more than three unrelated persons, living together to share a single household unit. [Ord. 671 § 2, 1995.]

**15.10.448 Fence.**

**"Fence" means an artificially constructed barrier of any material or combination of materials erected to enclose, screen, or separate areas, excluding vine arbors and trellises used for landscaping purposes and approved by the town.**

**15.10.503 Guesthouse or guest rental.**

"Guesthouse" or "guest rental" means a commercial use of a **room, residential unit, or boat intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests** a single-household family dwelling unit, residential unit or boat rented on a daily or weekly basis (i.e., less than monthly rental). **A single building or lot can provide up to two guest rentals.** [Ord. 1126 § 2, 2015; Ord. 1040 § 5,]

**15.10.512 Group Home.**

**"Group home" means a single-household residence for up to eight unrelated individuals who need special care due to sensory, mental or physical disabilities; provided, that this shall not apply to a residence used for the placement of individuals who have been convicted of a crime or juvenile offense or have gone through some form of diversion proceedings either as an adult or a juvenile offender. The purpose of a group home is to provide supervision and support in a family- like setting for persons unable to live independently. A group home shall require a certificate of occupancy issued by the community and economic development director prior to occupancy for which certificate shall be issued; provided, that the following standards are met:**

**A. 1. The group home is licensed and certified by the Washington State Department of Social and Health Services.**

**2. The group home has adequate off-street parking and the appearance conforms with the neighborhood.**

**15.10.513 Hazardous Waste.**

**"Hazardous waste" is all dangerous waste (DW) and extremely hazardous waste (EHW) as defined in RCW 70.105.010. \_**

**15.10.520 Home occupation.**

"Home occupation" means an occupation, business, or artistic activity which results in a product or service and which is conducted, in whole or in part, in either the primary dwelling or in an accessory building normally associated with permitted uses; is conducted by at least one ~~family member~~ **person** occupying the residence; and is clearly subordinate to the residential use of the dwelling and premises. [Ord. 671 § 2, 1995.]

**15.10.525 Hotel, motel, or apartment hotel.**

"Hotel, motel, or apartment hotel" means any building or lot containing three ~~six~~ or more guest rooms intended or designed to be used, or which are used, rented or hired out to be occupied, or which are occupied for sleeping purposes by guests, and which includes a full-time, on-site property manager. [Ord. 671 § 2, 1995.]

**15.10.530 Household/housekeeping unit.**

"Household/housekeeping unit" means a ~~single family, one person living alone, two or more families living together, or any other~~ group of related or unrelated persons who share a dwelling unit. [Ord. 671 § 2, 1995.]

**15.10.535 Housing for people with functional disabilities.**

"Housing for people with functional disabilities" means housing used, or intended for use, by persons with functional disabilities. The term includes adult ~~family~~ homes and supported living arrangements as herein defined. [Ord. 671 § 2, 1995.]

#### **15.10.550 Impact fees.**

"Impact fees" means fees paid by a developer for absorbing all or a portion of the local government costs of new development. Impact fees require developers to pay an amount of money determined by a uniform formula, as established by a resolution of the Town Council [Ord. 671 § 2, 1995.]

#### **15.10.595 Land use decision.**

"Land use decision" means a final determination by the planning director, ~~planning commission~~ Hearing Examiner, or town council on:

- (1) An application for a project permit or other governmental approval required by law before real property may be improved, developed, modified, sold, transferred, or used, but excluding applications for permits or approvals to use, vacate, or transfer streets, parks, and similar types of public property; excluding applications for legislative approvals such as rezones and annexations; and excluding applications for business licenses.
- (2) An interpretative or declaratory decision regarding the application to a specific property of zoning or other ordinances or rules regulating the improvement, development, modification, maintenance, or use of real property; and
- (3) The enforcement by the town of ordinances or codes regulating the improvement, development, modification, maintenance, or use of real property. [Ord. 671 § 2, 1995.]

#### **15.10.605 Levels of service.**

"Levels of service" means the adopted levels of service standards in the La Conner comprehensive plan, to ensure the adequacy and safety of the various public services (utilities and drainage) facilities and infrastructure (i.e., utilities, streets, and drainage) to accommodate anticipated utilization. [Ord. 671 § 2, 1995.]

#### **15.10.650 Lot of record.**

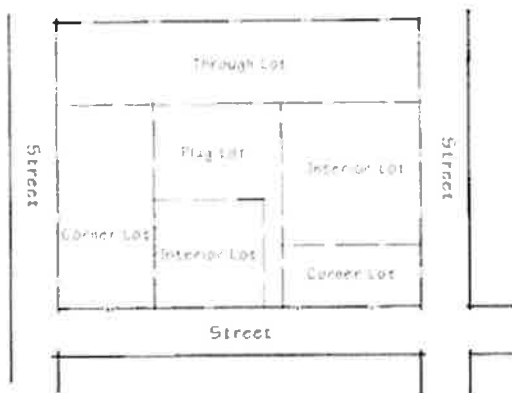
"Lot of record" means any platted lot of the town of La Conner the boundaries of which were was approved by the planning commission, previous boards of adjustment or the appropriate approving authority at the time of creation and are recorded in the county auditor's office. In order to be considered a lot of record, lots that are unplatted must meet the minimum lot size for the zoning district or demonstrate that they were created prior to January 10, 1978, and were consistent with the requirements in place at the time they were created. [Ord. 1197 § 2 (Exh. A), 2021; Ord. 1191 § 2 (Exh. A), 2020; Ord. 898 § 2, 2003; Ord. 671 § 2, 1995.]



#### **15.10.655 Lot types.**

"Lot types" means terminology used in this code with reference to corner lots, interior lots, flag lots, and through lots is as follows:

- (1) "Corner lot" is defined as a lot located at the intersection of two or more streets.
- (2) "Interior lot" is a lot other than a corner lot with only one frontage on a street.
- (3) "Through lot" is a lot other than a corner lot with frontage on more than one street.
- (4) **"Flag lot" is a lot with access to a road only by a private accessway. The entire length of the private accessway of a flag lot shall be no less than 20 feet in width. The entire length of the private accessway shall not be included in calculating the minimum lot area.**



#### **15.10.660 Income groups.**

**"Income groups" are defined as follows:**

(1) Lower income. "Lower income" means between 81 percent and 95 percent of median income for the area, as determined by the Department of Housing and Urban Development (HUD). [Ord. 671 § 2, 1995.]

**(1) "Extremely low-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below thirty percent of the median household income**

**(2) "Very low-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below fifty percent of the median household income**

**(3) "Low-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below eighty percent of the median household income**

**(4) "Moderate-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below 120 percent of the median household income**

**15.10.692 Master plan.**

**“Master plan” is intended to show how proposed development will comply with the development standards in the applicable zoning. It also is intended to show compatibility of development within the master plan area, and compatibility of anticipated uses in areas adjacent to and abutting the master plan area. It provides long-term guidance for a smaller area than a conceptual redevelopment plan, but a larger area than a detailed site plan.**

**15.10.710 Modular structure.**

“Modular structure” means a structure designed and constructed for residential, commercial, or industrial purposes which satisfies the International Building Code for the intended purpose, and which is partially or entirely constructed off-site and moved onto a **permanent** foundation on the site. [Ord. 963 § 6, 2005; Ord. 671 § 2, 1995.]

**15.10.707 Mixed use building**

**“Mixed use building” means a building that contains nonresidential uses allowed within the zone the building is located within and residential uses allowed within the zone the building is located within.**

**15.10.708 Mobile food van.**

**“Mobile food van,” which may also be known as a “food truck,” means a vehicular-type unit designed for the preparation and dispensing of food and drink products, which either has its own motive power or is mounted on or drawn by another vehicle.**

**15.10.720 Multifamily residential building.**

~~“Multifamily residential building” means common wall residential buildings that consist of four or fewer units, that do not exceed two stories in height, that are less than 5,000 square feet in area, and that have a minimum one-hour fire-resistive occupancy separation between units. [Ord. 671 § 2, 1995.]~~

**15.10.780 Open air vending.**

“Open air vending” means commercial activity conducted without an enclosed permanent structure where goods or merchandise is **are** displayed, advertised, or for sale. [Ord. 671 § 2, 1995.]

**15.10.790 Open space.**

"Open space" means land that is reserved for recreational purposes or for the preservation of particular vegetative or topographic features. Such land shall not include buildings, streets, drives or parking areas.

"Common" open space is that which is reserved for use by the residents of a neighborhood or

development. "Private" open space is that reserved for use by residents of individual dwellings. "Usable"

open space are those areas which have appropriate topography, soils, drainage and size to be considered for development as active and passive recreation areas for all residents within the development. Detention areas may be considered under this category providing the design of the area incorporates enhancement features making the detention area an amenity. Recreational facilities such as playground equipment, ball fields, court games, picnic tables, pedestrian and bike trails, garden areas, and enhanced stream corridors may be considered as meeting part of the open space requirement. [Ord. 671 § 2, 1995.]

#### 15.10.797 Park.

"Park" means a tract of land, designated and used by the public for active and passive recreation.

#### **15.10.840 Planned residential development.**

"Planned residential development" means a development constructed on a tract of at least one-acre

sixteen thousand square feet under single ownership, ownership by a governmental agency, or if there is more than one owner, a development where the application was filed jointly by all owners having title to all the property in the area proposed for the planned unit residential development,

planned and developed as an integral unit, and consisting of single-household family detached residences combined with either two-household family residences or multihousehold family residences, or both.

[Ord. 671 § 2, 1995.]

#### 15.10.917 Public facilities.

"Public facilities" means streets, roads, highways, sidewalks, street lighting systems, traffic signals, domestic water systems, storm and sanitary sewer systems, park and recreation facilities, schools, and public buildings.

#### **15.10.965 Residence, primary with accessory apartment.**

"Primary residence with accessory apartment" means a residential use having the external appearance of a single- household family residence but in which there is located a second dwelling unit that comprises

not more than 25 percent of the gross floor area of the building nor more than a total of 750 square feet. In this context, an accessory apartment may also be defined as an accessory dwelling unit. [Ord. 671 § 2, 1995.]

#### **15.10.970 Residence, multi-single-household family detached (more than one dwelling unit/lot).**

"Multi-single-household family detached residence (more than one dwelling unit/lot)" means a residential use consisting of two or more single-household family detached dwelling units on a single lot. [Ord. 671 § 2, 1995.]

**~~15.10.975 Residence, single-family detached (one dwelling unit/lot).~~**

~~"Single-family detached residence (one dwelling unit/lot)" means a residential use consisting of a single detached building containing one dwelling unit and located on a lot containing no other dwelling units. [Ord. 671 § 2, 1995.]~~

**15.10.1005 Retirement apartments.**

"Retirement apartments" means a multihousehold family residential development designed and developed for exclusive use by senior citizens, as defined by the most recently adopted state law. [Ord. 671 § 2, 1995.]

**15.10.1032 Short-term rental.**

A short-term rental is a furnished, self-contained dwelling unit that is rented for a period of thirty (30) days or less.

**15.10.1085 Start of construction.**

"Start of construction" means ~~includes~~ substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundation or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. [Ord. 671 § 2, 1995.]

**15.10.1180 Supported living arrangement.**

"Supported living arrangement" means a ~~living~~ dwelling unit owned or rented by one or more persons with functional disabilities who receive assistance with activities of daily living, instrumental activities of daily living, and/or medical care from an individual or agency licensed and/or reimbursed by a public agency to provide such assistance. [Ord. 671 § 2, 1995.]

**15.10.1197 Tiny home.**

A “tiny home” is a single-~~household family residential~~ dwelling unit measuring not more than ~~400~~<sup>700</sup> square feet in total area, to be used as permanent housing with permanent provisions for living, sleeping, eating, cooking, and sanitation, built in accordance with the state building code. A tiny home may be constructed on site, or constructed off site and moved to a permanent location. **Tiny homes must be built or placed on a permanent foundation.** [Ord. 1222 § 2, 2023.]

#### **15.10.1198 Townhouse.**

“Townhouse” means a one-~~household family~~ ground-related dwelling unit attached to one or more such dwelling units in which each dwelling unit has its own exterior ground-level access to the outside; no dwelling unit is located over another dwelling unit; and each dwelling unit is separated from another dwelling unit by one or more vertical common walls. Typically, the dwelling units are multistory. [Ord. 877 § 5, 2003.]

#### **15.10.1220 Urban growth area.**

“Urban growth area” means area designated by the town’s comprehensive plan **in accordance with the State of Washington’s Growth Management Act.** [Ord. 671 § 2, 1995.]

#### **15.10.1230 Variance.**

“Variance” means the means by which an adjustment is made in the application of a specified regulation of a zoning ordinance/code to a particular piece of property, which property, because of the special circumstances applicable to it, is deprived of privileges commonly enjoyed by other properties in the same vicinity and zone and which adjustment will remedy disparity in privileges. A grant of permission by the legislative body that authorizes the recipient to do that which, according to the strict letter of the ordinance, could not otherwise be legally done. **A variance shall not be granted unless the applicant can demonstrate a hardship not created by the applicant, the current property owner, or a previous property owner.** [Ord. 671 § 2, 1995.]

### **Proposed changes for chapter 15.20 Residential Zone:**

#### **15.20.020 General.**

(1) Residential uses include single-~~household family~~ dwellings, accessory dwelling units, ~~multi~~~~household family~~ dwellings in a variety of housing types, modular and manufactured housing, and adult family homes. Recreational vehicles are not permitted in any zone as a residential use.

#### **15.20.030 Permitted uses.**

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

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

- (2) One duplex dwelling per lot;
- (3) One multihousehold dwelling per lot;
- (4) One townhouse per lot;
- (5) One factory-built/manufactured home per lot;
- (6) One accessory dwelling unit – See LCMC 15.110.080;
- (7) Adult family homes/supported living arrangements;
- (8) Accessory uses and structures normally incidental to primary dwelling units – see Chapter 15.110 LCMC. [Ord. 1191 § 2 (Exh. A), 2020; Ord. 671 § 3.2.C, 1995.]

## **15.20 Conditional Uses**

**15.20.050 (7)** Along Maple Street only, ~~existing~~ medical and dental uses, provided that no medical or dental use may be located within 400 feet of another such use.

### **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;~~ Multi-single-household detached residences;
- (2) Multiple multihousehold dwellings, duplexes, or townhomes per lot, subject to all other provisions of this code;
- (2) Retirement apartments for senior citizens;
- (3) Rooming houses, boardinghouses, bed and breakfasts. [Ord. 1191 § 2 (Exh. A), 2020; Ord. 963 § 5, 2005; Ord. 901 § 4, 2003.]

### **15.20.060 Single-household ~~family~~ dwelling units – Dimensional standards.**

### **15.20.090 Multihousehold ~~family~~ dwelling unit standards.**

(7) All dwelling units in multihousehold ~~family~~ structures shall be equipped with a fire sprinkler system. [Ord. 1211 § 2(A), 2022; Ord. 1197 § 2 (Exh. A), 2021; Ord. 1077 § 3, 2012; Ord. 986 § 8, 2007; Ord. 938 § 2, 2004; Ord. 889 § 1, 2003; Ord. 671 § 3.2.I, 1995.]

### **15.20.100 Tiny home standards.**

These standards shall apply to the construction of single-household ~~family~~ homes of 700 square feet or less.

- (1) Minimum lots size and maximum density requirements do not apply; provided, that not more than 70 percent of the development is covered with impervious surface. Tiny homes may be attached in groups no larger than four tiny homes. Attached tiny homes must be sprinkled and may have other fire provisions as decided by the fire chief.
- (2) Parking. A minimum of one off-street parking space shall be provided per dwelling unit.

(3) All tiny homes shall be placed on permanent foundations. [Ord. 1222 § 2, 2023.]

## Proposed Changes to Chapter 15.35 Commercial Zone:

### **15.35.020 Permitted uses.**

(26) Guesthouse/Guest Rental – Residential Dwelling Units Rented as Guesthouse.

### **15.35.030 Conditional uses.**

~~(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;~~

(89) 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 the 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.

(9) Short-Term rentals. The short-term rental unit must also comply with all the provisions of this code that pertain to residential conditional uses in the Commercial Zone.

## Chapter 15.25 PLANNED UNIT RESIDENTIAL DEVELOPMENT (PURD)

Sections:

<u>15.25.010</u>	<u>Purpose.</u>
<u>15.25.020</u>	<u>Permitted location and size of planned unit development.</u>
<u>15.25.030</u>	<u>Permitted uses.</u>
<u>15.25.040</u>	<u>Initiation of planned unit residential developments.</u>
<u>15.25.050</u>	<u>Availability of public services.</u>
<u>15.25.060</u>	<u>Procedure for approval of planned unit residential development.</u>
<u>15.25.070</u>	<u>Pre-application conference.</u>
<u>15.25.080</u>	<u>Preliminary Development plan.</u>
<u>15.25.090</u>	<u>Final development plan.</u>
<u>15.25.100</u>	<u>Changes to the development plan.</u>
<u>15.25.110</u>	<u>Expiration of authorization.</u>
<u>15.25.120</u>	<u>Open space.</u>
<u>15.25.130</u>	<u>Density increases.</u>
<u>15.25.140</u>	<u>Building setbacks and heights.</u>
<u>15.25.150</u>	<u>Filing fees.</u>

### **15.25.010 Purpose.**

The purpose of a planned unit residential development is to:

- (1) Allow a more flexible plan of development than the traditional one house-one lot development;
- (2) Promote more economical and efficient use of the land, provide a harmonious variety of housing choices and plot plans, and preserve open spaces. [Ord. 671 § 3.3.A, 1995.]
- (3) Encourage the development of affordable housing styles, for individuals and families whose household income is classified as, low, very low, or extremely low incomes, such as tiny home developments.

### **15.25.015 Affordable housing defined.**

Purchasers and renters of affordable homes constructed under this chapter shall meet the following requirements:

A. Annual Income. All purchasers and/or renters shall be from a household whose annual income, at the household's initial occupancy of the residence, is low income or less (as defined under subsection (D) of this section), as adjusted by family size, for Skagit County, Washington, based on the most recent census data or other verifiable source as determined by the town.

B. Housing Expenses. The monthly expenditure by a purchaser or renter for housing including mortgage payment or rent, insurance, and taxes does not exceed 38 percent of the gross household income at the time of purchase and the amount for monthly mortgage and utilities (water and sewer) payment does not exceed 30 percent of gross household income. All other variable living expenses associated with the resident's occupancy shall not be a factor in the calculation of affordability.

C. Affordable Housing. Federal guidelines define affordable housing as decent, quality housing that does not exceed 30 percent of a household's gross monthly income for rent or mortgage and utility payments.

Classification of Income Groups. Income Groups shall be classified as follows:

A. "Extremely low-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below thirty percent of the median household income



B. "Very low-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below fifty percent of the median household income

C. "Low-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below eighty percent of the median household income

D. "Moderate-income household" means a single person, household, or unrelated persons living together whose adjusted income is at or below 120 percent of the median household income

E. "Median household income" means the amount calculated and published by the HUD each year for the Skagit County statistical area as the median household or family income, adjusted by HUD for household size.

**15.25.020 Permitted location and size of planned unit development.**

A PURD may be located only in a residential zone outside of the Historic Preservation District, and on a parcel of ~~one acre~~ 16,000 square feet or more. [Ord. 671 § 3.3.B, 1995.]

**15.25.030 Permitted uses.**

All permitted uses shall conform with a specific final development plan as specified in this section. The following uses are permitted:

- (1) Residential units, either single-~~household~~ detached or multiple attached units or a combination of detached single-household or multi~~household~~ units, including tiny homes;
- (2) All accessory ~~and conditional~~ uses as permitted in a residential zone;
- (3) Recreational facilities, tennis courts, playgrounds, and community halls;
- (4) Conditional uses permitted in a residential zone. [Ord. 671 § 3.3.C, 1995.]

**15.25.040 Initiation of planned unit residential developments.**

Planned unit residential development projects may be initiated by:

- (1) The owner of all the property involved, if under one ownership; or
- (2) An application filed jointly by all owners having title to all the property in the area proposed for the planned unit residential development project if there is more than one owner; or
- (3) A governmental agency; or
- (4) A person having an interest in the property to be included in the planned unit residential development. The PURD applications shall be in the name or names of the recorded owner(s) of the property included in the development. However, the application may be filed by holder(s) of an equitable interest in or having an option on such property. The applicant must provide evidence of full ownership interest in the land (either legal title or the execution of a binding sales agreement) before ~~final plan approval~~ any building permit is issued. [Ord. 671 § 3.3.D, 1995.]

**15.25.050 Availability of public services.**

- (1) Developers of planned unit residential development projects shall plan developments in a manner that will provide direct access to major collector streets where feasible, without creating additional traffic along minor streets in surrounding residential neighborhoods.
- (2) Planned unit developments shall be designed in a manner that will not overtax existing sanitary sewers, water lines, storm water and surface drainage systems, and other utility systems resulting in higher net public costs, unless compensation or equivalent services are provided. [Ord. 671 § 3.3.E, 1995.]

**15.25.060 Procedure for approval of planned unit residential development.**

~~A PURD application may be submitted as a subdivision or short subdivision per Chapter 15.30 LCMC, or as a binding site plan (Chapter 15.55 LCMC). must conform with the provisions of Chapter 15.30 LCMC, Subdivisions/Short Subdivisions. The planning commission shall review the PURD application concurrently with the subdivision application, if applicable. [Ord. 671 § 3.3.F, 1995.]~~

#### 15.25.070 Pre-application conference.

Before filing any application for a planned unit residential development, it is recommended that the applicant shall submit preliminary plans to the planning department for ~~staff and planning commission~~ information and review. [Ord. 671 § 3.3.G, 1995.]

#### 15.25.080 Preliminary Development plan.

(1) Following the pre-application conference, the applicant shall submit a formal ~~preliminary~~ application for ~~staff and to the planning commission~~ review. The ~~preliminary~~ development plan shall include the following documents:

(a) Application form indicating:

(i) Existing zoning;

(ii) Total site area;

(iii) Area of bodies of water, if any;

(iv) Gross area of site: subsection (1)(a)(ii) minus (1)(a)(iii);

(v) Total number of dwelling units;

(vi) Density: subsection (1)(a)(v) divided by (1)(a)(iv);

(vii) Usable open space (percent of percent of subsection (1)(a)(ii));

(viii) Common open space (percent of subsection (1)(a)(vii)); and

(ix) Location of parking areas, which shall include not less than one off-street parking space for each dwelling unit.

(b) Legal description of site and statement of present ownership;

(c) Description of the natural setting, including slope, topography, soil type, significant land forms, bodies of water, trees and other vegetation, scenic assets and surrounding buildings. Areas requiring substantial recontouring or grading shall be described;

(d) Development schedule including estimated dates of start, completion and phasing;

(e) Intent as to final ownership, including plans for rental, sale or combination. If the proposed use is housing for households whose income is classified as low, very low, or extremely low income, there must be provisions to ensure that those dwelling units will remain available for low, very low, or extremely low income, individuals and households for not less than fifty

(50) years.

(f) Guarantee of Affordability. Applicants that have been conditionally granted an affordable housing density bonus and/or incentive(s) shall establish controls, subject to approval by the town attorney, to ensure that the project's single-household or multihousehold residences remain affordable for a minimum of 50 years in accordance with the definition of affordable housing in Section 15.25.015. All such controls shall be recorded in the title records of Skagit County. The controls may take various forms including:

1. Continued ownership of the land by the project applicant with the occupants of the single-household or multihousehold residences leasing the land back from the project applicant;
2. A deed/subsidy covenant, purchase/sale agreements, or other similar mechanisms, which require that the residences be sold only to qualified purchasers who meet the requirements of Section 15.25.015;
3. A requirement that the project applicant can only transfer the land to another entity that meets the requirements of this section; and/or
4. Other methods approved by the town attorney to ensure that the project's single-household or multihousehold residences remain permanently affordable in accordance with the definition of affordable housing.

(fg) Site development map(s) depicting:

- (i) Topographic lines at five-foot intervals;
- (ii) Water bodies and critical areas;
- (iii) Natural features including major land forms, rock out-croppings and flood hazard area;
- (iv) Areas of significant tree cover and how they are affected by the plan;
- (v) Property lines; easements;
- (vi) Existing and proposed street names;
- (vii) Configuration and function of all buildings, noting proposed heights of each and distance between property line and nearest building;
- (viii) Vehicular circulation, parking area, loading areas and storage areas (indicate number of parking spaces for use);
- (ix) Pedestrian circulation;
- (x) Areas of private open space;
- (xi) Recreational facilities, if any;
- (xii) A landscaping plan showing areas of tree removal, retention or addition plus the location, type and size of existing or new plant materials, street furniture and other physical features including transformers, hydrants, walls and fences, trash storage area, and retaining walls, location, type and height of proposed street and walkway lighting, location and design of signs to be included;
- (xiii) Areas requiring substantial grading or recontouring;
- (xiv) Graphic scale with north arrow, date and title;
- (xv) A legible sketch of the vicinity within 500 feet of the proposed development showing significant features of the land including buildings and zoning designations;

(gh) If the proposed site is within shoreline management jurisdiction an application for shoreline substantial development permit along with any other permits required, such as a floodplain permit or other local, state, or federal permits, shall be filed;

(i) A description of the types of dwelling units and number of bedrooms in each;

(j) A description of programs for ensuring continued maintenance of common elements of the development;

(k) Architectural plans depicting general typical floor plans with dimensions, elevations or renderings sufficient to indicate the basic architectural character of the development;

(hl) An environmental checklist;

(im) Any additional information required by staff and the planning commission as necessary to evaluate the character and impact of the proposed PURD.

(2) The ~~planning director~~ ~~planning commission~~ shall make recommendations to the Hearing Examiner to determine decide if the proposal meets the requirements and conforms to the intent of this code and the comprehensive plan. ~~If unacceptable, the application shall be returned.~~ The town's SEPA official shall review the environmental checklist and issue a determination of environmental impact incurred as a result of the proposal. Following a public hearing, the Hearing Examiner will make a final determination regarding the development proposal. If the proposal is submitted as a subdivision, the Hearing Examiner will make a recommendation for final action to the Town Council, per Section 15.12.120 LCMC. If the proposal is submitted as a binding site plan, the decision of the Hearing Examiner will be final, subject to appeal to Skagit County Superior Court.

(3) If the proposal is adjacent to unincorporated areas of Skagit County, notice of the application shall be given to the Skagit County department of planning and economic development.

~~(4) If the application meets the minimum requirements, it shall be reviewed at a public hearing held by the planning commission.~~ If an environmental impact statement (EIS) is required, the final EIS shall be available for at least 10 days before the hearing on the proposal.

(5) Notice of ~~planning commission~~ public hearing:

(a) Notice shall be given by publication of at least one notice not less than 10 days prior to the hearing in a newspaper of general circulation within the town.

(b) Notices of the hearing shall be mailed to all property owners within 300 feet of the proposed development. Addresses for mail notices shall be obtained by the ~~applicant based on the current rolls of the Skagit County assessor's office or obtained from a title company doing business in Skagit County and submitted with the application on one inch by two and five eighths inch mailing labels~~ staff.

(c) Additional notice of such hearing may be required by local authorities to notify adjacent property owners and the public, i.e., posting on the property.

(6) The ~~Hearing Examiner~~ ~~planning commission~~ shall examine the proposal at the public hearing and consider the proposed ~~preliminary~~ development plan, information presented by the applicant, any technical planning assistance, and the public.

(7) The ~~Hearing Examiner~~ ~~planning commission~~ may approve, disapprove, or impose changes or conditions of approval within 30 days from the date of the hearing unless the applicant consents to an extension of such time period.

(8) A copy of the Hearing Examiner's planning commission action, or written recommendations shall be forwarded to the applicant and, if the proposal is submitted as a subdivision, to the town council. The town council shall consider the recommendation at its next regularly scheduled meeting and shall, by resolution, approve or disapprove the preliminary development plan. ~~Preliminary approval does not constitute a rezone or right to begin development.~~

(9) ~~Within a maximum of six months following the approval of the preliminary development plan, the applicant shall file with the planning commission a final development plan containing the information required in detail. The planning commission may, upon determination of just cause, extend the period for filing of the final development plan up to six months.~~

(10) ~~If the applicant fails to apply for final approval for any reason, the preliminary approval shall be deemed to be revoked and all that portion of the area included in the development plan for which final approval has not been given shall be subject to the zoning and subdivision codes otherwise applicable thereto. [Ord. 842 § 9, 2002; Ord. 671 § 3.3.H, 1995.]~~

#### **15.25.090 Final development plan.**

(1) ~~The planning commission shall review the final development plan application and staff recommendations. One minimum requirement for approval shall be that the final development plan does not vary substantially from the previously approved preliminary development plan. The final development plan shall be deemed sufficiently consistent with the preliminary development plan provided modification by the applicant does not involve one or more of the following:~~

- ~~(a) Violate any provisions of this section;~~
- ~~(b) Vary the lot area requirement by more than 10 percent;~~
- ~~(c) Involve a reduction of more than 10 percent of the area reserved for common open space and/or usable open space;~~
- ~~(d) Increase the total ground area covered by buildings by more than five percent;~~
- ~~(e) Increase density or number of dwellings units by more than 10 percent;~~
- ~~(f) Provided, the increases do not exceed maximums previously established in this code.~~

~~If substantial compliance with the preliminary development plan is not established, the new plan must repeat the public hearing process for review of changes.~~

(2) ~~In addition to the requirements for the preliminary development plan, the final development plan shall include:~~

- ~~(a) Description of types of dwelling units and number of bedrooms in each;~~
- ~~(b) Description of programs for insuring continued maintenance of common elements of the development;~~
- ~~(c) Landscaping plan indicating generally: the location, type and size of existing or new plant materials, street furniture and other physical features including transformers, hydrants, telephone pedestals, walls and fences, trash storage area, and retaining walls, location, type and height of proposed street and walkway lighting, location and design of signs to be included.~~

~~Final details may be required to be approved by the planning commission subsequent to final approval.~~

~~(d) Architectural plans depicting general typical floor plans with dimensions, elevations or renderings sufficient to indicate the basic architectural character of the development.~~

~~(3) The planning commission shall examine the final development plan and determine whether it conforms to the approved preliminary development plan. The planning commission shall make a decision on the final development plan within one month after the official date it has received the plan. If there is any significant discrepancy, the commission may permit the applicant to revise the plan and resubmit it as a final development plan within 30 days.~~

~~If the planning commission does grant such permission, the commission's ultimate acceptance or rejection of the revised final development plan shall become final 10 days after the date of decision. The \_\_\_\_\_ commission may also approve the plan without revision. The decision of approval without revision will become final 10 days after the date of decision.~~

~~(4) If the planning commission does not approve a final development plan, their specific reasons for disapproval shall be stated in writing and made part of the public record, as well as presented to the applicant.~~

~~(5) Final approvals subject to modifications or conditions shall be agreed to in writing by the applicant before recording and formal acceptance.~~

~~(6) Following formal acceptance and recording by the planning commission, the town council shall conduct necessary legislative actions relevant to the proposed project, such as accepting and recording site plans and plats, and accepting any dedicated properties, streets, and right of way. The original final PURD text, maps and approved documents shall be submitted for approval by the La Conner planning director and, once signature is obtained from the planning director approving said documents, each shall be recorded with the Skagit County auditor and a copy filed with the Skagit County assessor.~~

~~(7) At least one reproducible copy of the final recorded PURD text, maps, and approval documents, including recording information, shall be submitted to the town. Additional copies shall be submitted to the town as required.~~

~~(8) After necessary legislative actions by the town council, and recording of the PURD as set forth herein, building permits may be issued and construction begun. [Ord. 842 § 16, 2002; Ord. 671 § 3.3.I, 1995.]~~

#### **15.25.100 Changes to the development plan.**

(1) Any changes in the ~~preliminary or final~~ development plan, after approval through the above procedures, shall be reviewed by the ~~planning commission~~ staff to determine if a new plan should be submitted.

(2) Changes in the development plan may be administratively approved ~~by the planning commission~~; provided, that such changes do not:

- (a) Change the use or character of the development;
- (b) Increase overall coverage of structures;
- (c) Increase density;
- (d) Reduce the amount of open spaces;
- (e) Change the general location or amount of land devoted to specific uses.

(3) Changes may include minor shifting of the location of buildings, utility easements, ~~public~~ common open spaces, or other similar features of the plan. [Ord. 671 § 3.3.J, 1995.]

#### **15.25.110 Expiration of authorization.**

(1) If no construction has begun within six months of final approval of the PURD, the approval shall expire. The planning commission may extend approval for an additional six-month period if an application for extension is received before the authorization expires. If no construction has begun at the end of this extension, the final development plan shall become null and void, and a new one shall be required for any development on subject property.

(2) Upon the abandonment of a particular project authorized under this chapter or upon the expiration of two years from the final approval of a PURD which has not by then been completed or commenced with an extension of time for completion granted, the authorization shall expire and the land and the structures thereon may be used only for a lawful purpose permissible within the zone in which the PURD is located. [Ord. 671 § 3.3.K, 1995.]

#### **15.25.120 Open space.**

(1) Open space is an identifiable greenbelt area which is accessible and available to all occupants of dwelling units for whose use the space is intended. This includes private as well as common open space.

(2) Open space does not include:

- (a) An area of the site covered by buildings, roads, parking structures or accessory structures;
- (b) Proposed street rights-of-way;
- (c) Open parking areas and driveways for dwellings;
- (d) School sites;
- (e) Commercial areas;

(3) Land totally unsuited for building because of topographic features may be counted as open space.

~~(3-4)~~ The total area of the development, minus undevelopable area and bodies of water, is the gross site area.

~~(4-5)~~ Required usable open space in a PURD is a minimum of 50 percent of the gross site area, to include private yards.

~~(5-6)~~ Required common open space is an identifiable greenbelt area and is a minimum of 50 percent of the usable open space. Common open space are lands used for scenic, recreational or landscaping purposes within the development and for the use of all residents of the PURD, **and may include common uses such as laundry facilities or multi-purpose buildings.**

~~(6-7)~~ Adequate guarantee must be provided to ensure permanent retention of "common open space" land area resulting from the application of these regulations, either by private reservation or protective covenants, for the use of residents within the development or by dedication to the public or a combination. [Ord. 671 § 3.3.L, 1995.]

#### **15.25.130 Density increases.**

(1) The number of dwelling units that may be constructed in a PURD shall be based upon one dwelling unit for each 4,000 square feet of gross site area. This density restriction shall not apply to tiny home developments. If the proposed development is designed to accommodate housing for low, very low, or extremely low income housing families or individuals, density shall be limited only by the availability of land within the development, taking into account the required open space and limitations based on setback requirements and height limitations.



(2) For development proposals that do not include provisions for low, very low, or extremely low-income individuals or households, the Hearing Examiner planning commission may approve development up to 40 percent higher density, based on site plan review and the guidelines listed below which are to be treated as additives:

(a) Open space. A density bonus of up to 20 percent is allowed for providing up to 20 percent of gross site area as common open space (in addition to the common open space required in LCMC 15.25.120(e)) on an equivalent basis.

(b) A density bonus of up to 10 percent is allowed for landscaping, recreation facilities or improvements suitable to the site that enhance the quality of the development and benefit the residents of the PURD and the town of La Conner.

(c) ~~A density bonus of up to 10 percent is allowed for visual focal points, use of existing physical features, sun and wind orientation, architectural style, energy efficient siting and/or design. [Ord. 671 § 3.3.M, 1995.]~~

#### **15.25.140 Building setbacks and heights.**

(1) Individual multi~~household~~ family dwelling buildings must meet setbacks and height limits required in the zone in which it is located with respect to the outside perimeter of the PURD.

(2) Individual single~~household~~ family residences must meet setbacks and height limits required in the zone in which it is located with respect to their respective lot lines.

(3) ~~The planning commission shall specify an extended building setback line of up to 100 feet, but not less than 25 feet on lots that border agricultural land to prevent shadows or other intrusions onto or conflicting with agricultural land and uses.~~

(34) The minimum distance between buildings within a PURD shall be 10 feet.

(45) Setbacks of buildings from the perimeter of a PURD shall be compatible with the residential zone in which it is located, unless extenuating circumstances show a need for increasing perimeter setbacks. [Ord. 671 § 3.3.N, 1995.]

#### **15.25.150 Filing Fees.**

(1) A filing fee set by resolution of the town council shall be paid to the town clerk at the time of application.

(2) If the PURD is filed at the same time as a preliminary plat for the same tract, to be processed simultaneously in accordance with a subdivision or short subdivision application, the fee shall be one and one-half times the fee for the subdivision application. [Ord. 671 § 3.3.O, 1995.]

(3) If the PURD proposes to provide low, very low, or extremely low income housing, impact fees shall be waived. However, all fees for utilities and other improvements shall still apply.

## **Chapter 15.55 BINDING SITE PLAN REGULATIONS**

Sections:

<u>15.55.010</u>	<u>Purpose.</u>
<u>15.55.020</u>	<u>Applicability.</u>
<u>15.55.030</u>	<u>Preapplication.</u>
<u>15.55.040</u>	<u>Application.</u>

<b><u>15.55.050</u></b>	<b><u>Survey required.</u></b>
<b><u>15.55.060</u></b>	<b><u>Binding site plan certifications required.</u></b>
<b><u>15.55.070</u></b>	<b><u>Binding site plan title report.</u></b>
<b><u>15.55.080</u></b>	<b><u>Administrative duties.</u></b>
<b><u>15.55.090</u></b>	<b><u>Development requirements.</u></b>
<b><u>15.55.100</u></b>	<b><u>Standards for binding site plans.</u></b>
<b><u>15.55.110</u></b>	<b><u>Approval and filing.</u></b>
<b><u>15.55.120</u></b>	<b><u>Alteration.</u></b>
<b><u>15.55.130</u></b>	<b><u>Vacation.</u></b>
<b><u>15.55.140</u></b>	<b><u>Appeals.</u></b>
<b><u>15.55.150</u></b>	<b><u>Enforcement.</u></b>

#### **15.55.010 Purpose.**

A binding site plan is an overlay of a ~~commercially or industrially zoned~~ site proposed for developed, new development or redevelopment. It is intended ~~for commercial and industrial use~~, as an alternative to a subdivision, to create additional building lots, or to define building pads that are reviewed as part of a larger site plan as leasable or saleable lots. Binding site plans are subject to the provisions of RCW 58.17.035. [Ord. 1132 § 2, 2015; Ord. 807 § 1, 2001.]

#### **15.55.020 Applicability.**

The division of property by the binding site plan process may only be used for division of land for the sale or lease of ~~commercially or industrially zoned~~ property.; ~~provided, residential uses are not included.~~ [Ord. 807 § 1, 2001.]

#### **15.55.030 Preapplication.**

Prior to applying for binding site plan approval, a proponent shall present a preliminary site plan that contains (in a rough and approximate manner) all of the information required for a formal binding site plan application. The purpose of the preliminary site plan submittal is to enable the person presenting the plan to obtain a preliminary assessment from the town as to the preliminary site plan's compliance with adopted plans, policies and ordinances of the town. Prior to receiving binding site plan approval an applicant is required to submit a fully completed application. The preapplication review described herein creates no rights to the proponent or obligation to the proponent by the jurisdiction. [Ord. 807 § 1, 2001.]

#### **15.55.040 Application.**

Applications for binding site plan approval shall be filed with the planning director. To be considered complete and considered for approval, a binding site plan must contain the following:

(1) ~~Ten~~ Electronic or paper copies of the binding site plan on ~~18-inch by 24-inch paper~~ showing:

- (a) Name of the binding site plan and space for numerical assignment;
- (b) Legal description of the entire parcel, legal description of each proposed lot, square footage of each lot, date, scale and north arrow;
- (c) Boundary lines, rights-of-way for streets, easements and property lines of lots and other sites with accurate bearings dimensions or angles and arcs and of all curve data;
- (d) Names and rights-of-way widths of streets within the parcel and immediately adjacent the parcel;
- (e) Number of each lot and block;
- (f) References to covenants, joint use, access easements or other agreements either to be filed separately or with the binding site plan;

- (g) Zoning setback lines and building envelopes where applicable;
- (h) Location, dimension and purpose of any easements noting if the easements are private or public;
- (i) Location and description of monuments and all lot corners set and found;
- (j) Datum, elevations and primary control points approved by the town engineer, descriptions and ties to all control points shall be shown with dimensions, angles and bearings;
- (k) A dedicatory statement acknowledging public and private dedications and grants;
- (l) Parking areas, loading areas, general circulation, landscaping area;
- (m) Proposed use and location of buildings with dimensions where applicable;

(2) Be submitted with the documents required by LCMC 15.55.050, 15.55.060 and 15.55.070;

(3) Be accompanied with a fee as set by the town council;

(4) A completed environmental checklist. [Ord. 807 § 1, 2001.]

**15.55.050 Survey required.**

(1) A survey must be performed and filed with every binding site plan. The survey must be conducted by or under the supervision of a Washington State registered land surveyor. The surveyor shall certify on the binding site plan that it is a true and correct representation of lands actually surveyed and the survey was done in accordance with state law.

(2) In all binding site plans, lot corner survey pins must be set before final approval can be granted.

(3) In all binding site plans, perimeter monuments must be set before final approval can be granted.

(4) In all binding site plans, control monuments must be set before final acceptance of public improvements.

(5) In all binding site plans, flood elevations shall be shown. [Ord. 1211 § 2(A), 2022; Ord. 807 § 1, 2001.]

**15.55.060 Binding site plan certifications required.**

(1) A certificate giving a full and correct description of the lands divided as they appear on the binding site plan, including a statement that the division has been made with the free consent and in accordance with the desires of the owners of the land covered by the binding site plan, must be filed with the application. If the binding site plan is subject to a dedication the certificate or a separate written instrument shall also be required and contain a dedication of all streets and other public areas to the public.

(2) A certification by a licensed surveyor, licensed in the state, that the binding site plan survey is accurate and conforms to the provisions of these regulations and state law must be filed with the application.

(3) All binding site plans are required by RCW 58.17.040 to contain the following declaration:

All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the town, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This

binding site plan shall be binding upon all now or hereafter having any interest in the land described herein.

[Ord. 807 § 1, 2001.]

**15.55.070 Binding site plan title report.**

All binding site plan applications shall be accompanied by a title company certification (current within 30 days) confirming that the title of the lands as described and shown in the binding site plan are legally held in the name of the owner(s) signing the binding site plan. [Ord. 807 § 1, 2001.]

**15.55.080 Administrative duties.**

(1) The planning director administers the provisions of this chapter. Binding site plans for commercial or industrial uses shall be processed as a Type I permit. Binding site plans for proposed residential uses shall be reviewed and acted upon by the Hearing Examiner.

(2) A fully completed application for commercial or industrial binding site plan approval shall be approved with conditions, returned to the applicant for modifications, or denied within 28 days of its being deemed complete by the planning director unless the applicant agrees, in writing, to an extension of this period. A binding site plan application shall be deemed complete when the planning director determines the application meets the requirements of LCMC 15.55.040, 15.55.050, 15.55.060 and 15.55.070.

(3) Upon receiving a complete application for binding site plan approval, the planning director shall transmit a copy of the binding site plan, together with copies of any accompanying documents as the planning director deems appropriate, to the following:

(a) Town public works director, who shall review the proposed binding site plan with regard to its conformance to the general purposes of adopted traffic and utility plans, adequate provisions for storm drainage, streets, alleys, other public ways, water and sanitary sewer and conformance to any applicable improvement standards and specifications;

(b) Water and sewer superintendent, who shall review the proposed binding site plan with regard to its conformance to the general purposes of the adopted water and sewer regulations and conformance to any applicable improvement standards and specifications;

(c) Fire chief, who shall review the proposed binding site plan with regard to adequate provisions for emergency access;

(d) Any other town department, utility provider, school district or other public or private entity as the planning director deems appropriate.

(4) In transmitting the proposed binding site plan to the parties referenced above, the planning director shall solicit their comments and recommendations, and note the date by which comments and recommendations must be received by the planning director in order to be considered. Any comments received by that date shall be incorporated into the formal findings that will form the basis of the planning director's decision on the binding site plan. If no comments are received from any of the parties referenced above, the planning director shall make such findings as they he/she deems just appropriate. However, in every case a proposed binding site plan shall contain a statement of approval from the town engineer, as to the survey data, the layout of streets, alleys and other rights-of-way, design of sewer and water systems and other infrastructure. The planning director shall not approve a binding site plan which does not contain a statement signed by the town engineer.

(5) The planning director shall review the proposed binding site plan and determine its conformance to the general purposes of this title, its conformance with the comprehensive plan and its conformance with the zoning ordinance and any other applicable land use controls. These determinations shall form the basis of the planning director's decision on the binding site plan. [Ord. 807 § 1, 2001.]

**15.55.090 Development requirements.**

- (1) All improvements within the BSP must be in conformance with the recorded binding site plan and any conditions placed upon the binding site plan by the planning director.
- (2) Any new development within a binding site plan area is subject to the development standards of the La Conner Municipal Code and the shoreline master program.
- (3) Filing a completed and approved binding site plan does not vest any development proposal associated with the binding site plan. Any proposed improvement or development within the BSP is subject to review pursuant to all applicable local, state and federal regulations. [Ord. 807 § 1, 2001.]

**15.55.100 Standards for binding site plans.**

The following standards shall apply to binding site plans that are prepared for recording:

- (1) All binding site plans shall be ~~drawn 18 inches by 24 inches~~ prepared in a manner acceptable to the county auditor for recording;
- (2) All tracts, parcels and lots created by a binding site plan shall be burdened by an approved maintenance agreement maintaining access to the various lots, tracts and parcels and for the costs of maintaining landscaping and other common areas;
- (3) When any lot, tract or parcel is created without street frontage, access and utility easements shall be provided and said easements shall be recorded in the county auditor's office with the recording number and an easement notation provided on the face of the binding site plan, and shall be reviewed and approved by the Fire Chief as to whether adequate fire access is available;
- (4) Sufficient parking for each use per Chapter 15.90 LCMC must be located on the lot where the use is located or through joint parking agreements with adjoining owners. Notations on parking agreements must be provided on the face of the binding site plan. All parking lots shall be paved and designed to control drainage on site. Types of pavements that allow for improved drainage may be used. [Ord. 1211 § 2(A), 2022; Ord. 1132 § 2, 2015; Ord. 807 § 1, 2001.]

**15.55.110 Approval and filing.**

- (1) A binding site plan shall not be recorded until all land use decisions regarding the concurrent development proposal have been completed and approved.
- (2) Upon approval of the binding site plan by the planning director in consultation with the town engineer and public works director, the applicant shall take the original binding site plan, obtain all other approvals from affected utilities and the county treasurer, and file it with the county auditor, conforming to statutory requirements.
- (3) The applicant must provide the planning director one paper copy of the recorded document and the county assessor one paper copy of the recorded document before the binding site plan becomes valid. [Ord. 1211 § 2(A), 2022; Ord. 1132 § 2, 2015; Ord. 807 § 1, 2001.]

**15.55.120 Alteration.**

The recorded binding site plan may be altered at the planning director's discretion by processing through the review/approval procedure. Alterations to a binding site plan must be recorded. [Ord. 807 § 1, 2001.]

**15.55.130 Vacation.**

The recorded binding site plan may be vacated by the planning director, but only after approval and recording of a new binding site plan. [Ord. 807 § 1, 2001.]

**15.55.140 Appeals.**

Appeals of an administrative decision relating to a binding site plan may be made to a hearing examiner pursuant to LCMC 15.135.220. [Ord. 807 § 1, 2001.]

**15.55.150 Enforcement.**

No person shall record any binding site plan with the auditor that does not bear the verification of approval as defined by this chapter. The town will prosecute violation of this title and commence actions to restrain and enjoin a violation of this title and compel compliance with the provision of this chapter. The costs of such action shall be the responsibility of the violator. [Ord. 807 § 1, 2001.]

PASSED AND ADOPTED by vote of the La Conner Town Council this \_\_\_\_ day of June, 2024.

\_\_\_\_\_  
Marna Hanneman, Mayor

\_\_\_\_\_  
Maria DeGoede, Finance Director

Approved as to form:

\_\_\_\_\_  
Scott Thomas, Town Attorney

# **New Business**

- 1) Agreement – La Conner Braves Funding**
- 2) Resolution – Acknowledging the Completion of the Waterfront Park Gazebo**

**Agreement**  
**La Conner Braves Funding**



## **INTERLOCAL AGREEMENT**

**THIS INTERLOCAL AGREEMENT** made and entered into, pursuant to the Interlocal Cooperation Act, Chapter 39.34 of the Revised Code of Washington, on the 11<sup>th</sup> day of June, 2024, by and between the TOWN OF LA CONNER, a municipal corporation of the State of Washington (hereinafter referred to as the "Town"), and the LA CONNER SCHOOL DISTRICT NO. 311, a municipal corporation of the State of Washington (hereinafter referred to as the "District"),

### **WITNESSETH:**

**WHEREAS**, the District has developed an after-school program, called the Braves' Club, that provides homework assistance, and instruction in STEM programs, arts, enrichment, physical fitness, and other programs beneficial to youth, and

**WHEREAS**, in the current calendar year, the Braves' Club has enrolled 120 members, 39 of which come from families without the economic means to pay for program activities and five of which qualify for reduced fees, and

**WHEREAS**, the amount of \$10,000 will allow 10 children to participate in the Braves' Club, and

**NOW THEREFORE** in consideration of their mutual covenants, conditions and promises, **THE PARTIES HERETO DO HEREBY AGREE** as follows:

1. **SERVICES.** The District will operate an after-school program as described in the recitals above, and provide services to at least 10 low-income youth for school year 2023.
2. **COMPENSATION.** The Town will compensate the District Ten Thousand Dollars (\$10,000) for the services to be provided.
3. **TERM OF AGREEMENT FOR SERVICES.** The term of this agreement shall be from the date hereof, and shall extend until December 31, 2024.
4. **INDEMNIFICATION.** The District shall indemnify and hold the Town, and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the Town arising out of, in connection with, or incident to the services to be provided pursuant to this Agreement.

By virtue of this provision, the parties shall not be deemed to have waived their immunity pursuant to Title 51 RCW, and nothing contained in this agreement shall be construed so as to operate as a waiver.

5. COMPLIANCE WITH REGULATIONS AND LAWS. The parties shall comply with all applicable rules and regulations pertaining to them in connection with the matters covered herein.

6. ASSIGNMENT. The parties shall not assign this Agreement or any interest, obligation or duty therein without the express written consent of the other party.

7. NOTICES

All notices and payments hereunder may be delivered or mailed. If mailed, they shall be sent to the following respective addresses:

To the Town:  
P.O. Box 400  
La Conner, WA 98257  
Attn: Town Administrator

To the La Conner School District:  
P.O. Box D-2103  
La Conner, WA 98257

or to such other respective addresses as either party hereto may hereafter from time to time designate in writing. All notices and payments mailed by regular post (including first class) shall be deemed to have been given on the second business day following the date of mailing, if properly mailed and addressed. Notices and payments sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

8. MISCELLANEOUS

A. All of the covenants, conditions and agreements in this Agreement shall extend to and bind the legal successors and assigns of the parties hereto.

B. This Agreement shall be deemed to be made and construed in accordance with the laws of the State of Washington jurisdiction and venue for any action arising out of this Agreement shall be in Skagit County, Washington.

C. The captions in this Agreement are for convenience only and do not in any way limit or amplify the provisions of this Agreement.

D. Unless otherwise specifically provided herein, no separate legal entity is created hereby, as each of the parties is contracting in its capacity as a municipal corporation of the State of Washington. The identity of the parties hereto are as set forth hereinabove.

- E. The purpose of this Agreement is to accomplish the objectives of this Agreement.
- F. The funding of the respective obligations of the parties shall be out of the respective general funds/current expenses of the parties, except as otherwise specifically provided.
- G. The performances of the duties of the parties provided hereby shall be done in accordance with standard operating procedures and customary practices of the parties.
- H. No joint oversight and administration board is created hereby.
- I. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held to be invalid or unenforceable by a final decision of any court having jurisdiction on the matter, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby and shall continue in full force and effect, unless such court determines that such invalidity or unenforceability materially interferes with or defeats the purposes hereof, at which time either party shall have the right to terminate the Agreement.
- L. This Agreement constitutes the entire agreement between the parties. There are no terms, obligations, covenants or conditions other than those contained herein. No modifications or amendments of this Agreement shall be valid or effective unless evidenced by an agreement in writing signed by both parties.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

**TOWN OF LA CONNER**

**LA CONNER SCHOOL DISTRICT**

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Town Attorney

Attest:

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Finance Director

**Resolution**  
**Acknowledge Gazebo**

# ***Town of La Conner***



RESOLUTION NO. \_\_\_\_

## **A RESOLUTION**

***Whereas,*** on March 20, 2012, the La Conner Parks Commission, whose members included Brian Scheuch, Richard Wisniewski, Bo Miller, Linda Seales and Tom Winn recommended that the Town Council reserve the waterfront properties south of the Sherman Street boat launch for parks activities; and

***Whereas,*** the Parks Commission believed that La Conner lacked a family-oriented park with a picnic area, and that the former industrial area adjacent to Pioneer Park would be ideal; and

***Whereas,*** the Parks Commission sought funding for the park, when one of the then-new commissioners, Oliver Iverson, discussed the idea with the Osberg Family who made a challenge grant to the community, and

***Whereas,*** Fundraising proceeded on a variety of fronts, led by Parks Commissioners and supported by the Rotary Club of La Conner, and



2017 Tulip Parade

**Whereas**, the park was divided into three phases. With the completion of the second phase, Waterfront Park was opened on July 21, 2017; and



**Whereas**, a covered picnic areas was, from the beginning, viewed as an essential element of the park; and

**Whereas**, numerous delays in the construction of a covered picnic area caused by the pandemic led to continued delay; and

**Whereas**, the La Conner Public Works Department picked up the torch and went on to construct a gazebo; and



**NOW THEREFORE, BE IT RESOLVED,**

That the La Conner Town Council hereby acknowledges those responsible for the completion of the Gazebo: the La Conner Parks Commissioners who established the vision for Waterfront Park; the many donors who funded the construction of the Gazebo and the Park itself; the volunteers who contributed mightily to the Waterfront Park project, and the La Conner Public Works crew who built a beautiful structure to be enjoyed by all.

Approved by vote of the La Conner Town Council this \_\_\_\_\_ day of June, 2024.

\_\_\_\_\_  
Marna Hanneman, Mayor

Resolution No. \_\_\_\_\_



# **Mayor Roundtable**

## **1) Truck Routes - Discussion**





## *Town of La Conner*

Date: June 5, 2024  
To: Mayor and Council  
From: Scott G. Thomas, Town Administrator  
Subject: Overhead Lines

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At the May 28, 2024 council meeting, two questions arose concerning overhead wires with low clearance over streets, and truck traffic on residential streets.

**Overhead lines.** The vertical clearance for overhead power and communication lines above the street is governed by a variety of laws, including the National Electrical Code, the National Electric Safety Code, and the Washington Administrative Code. The authority to place utility lines in the right-of-way, as well as maintenance and abandonment requirements, is provided through a franchise. Franchises are issued both by the state and by local governments. Some franchise agreements date back to the time when electrical and telephone service was first established, while others are of modern origin. While their provisions are similar, there are differences – particularly with procedures.

Like most cities, La Conner has had some degree of difficulty in enforcing clearance requirements due to a variety of reasons. My personal experience here and elsewhere is that it takes persistence to ultimately gain compliance. Identifying the owner of a particular piece of equipment can be challenging, especially for infrastructure that was included in one or more sales of the parent company. Determining who is responsible for a particular line can also be challenging, as responsibility can be dependent on where the property line is located relative to the equipment.

**Truck Routes.** RCW 46.44.080 is the primary source of authority for restricting commercial vehicles on public streets and highways, and it requires a city to make a finding that use of the street by trucks over a certain weight will cause damage to the street. A search of “truck routes” turns up examples of city codes that designate local truck routes and prohibit vehicles over a certain weight from using streets that are not part of the truck route (although there are always exceptions for truck traffic that must utilize a particular route, for example trucks delivering goods to a particular address outside of the truck route.)

The definition of which vehicles are subject to truck route requirements varies from jurisdiction to jurisdiction. Some jurisdictions define oversized and commercial vehicles by gross weight, the weight of the vehicle itself, or by gross vehicle weight rating (GVWR), an amount that is set by the automaker and accounts for the weight of the vehicle plus optional accessories (e.g., passengers or cargo). Other cities may define those vehicles subject to regulation in terms of length, height, and/or width.

The difficulty will always be enforcement. A local ordinance designating a truck route must be enforced by the Town, i.e., it will not be enforced by sheriff's deputies. This brings up a number of issues, including available staffing, costs of enforcement, and the importance of truck route enforcement in the context of other code enforcement matters.

An additional issue is publicizing any truck routes that are adopted. There are a variety of applications on the market that trucking companies and commodities distributors utilize to plan trips in advance. It is thus necessary to be certain that a local truck route would be distributed to these various app makers.