



TOWN COUNCIL AGENDA

January 13, 2026, 6PM

Maple Hall.

204 Commercial Street

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Public Comments** (Limit: 3 minutes per person)
- IV. Presentations: Emergency Management Commission – Flood Events**
Councilmembers Oath of Office – Carlson, Dole, and Chamberlain

- V. CONSENT AGENDA**

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

- 1. Approval of the Minutes: Council Meeting December 9, 2025.

- 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. FCS Utility Rate Study – Discussion
- 2. 4th of July Fireworks

- VIII. NEW BUSINESS**

- 1. Agreement – Skagit County Sheriff (Policing)
- 2. Resolution – Appointment to Planning Commission (Kirill Fortygin)
- 3. Resolution – Reappointments to the Art's Commission (Harrington and Stikes)
- 4. Council Commissions – Discussion
- 5. Purchase/Quote Approval – Bud Clary Chevrolet New Truck
- 6. Historic Preservation District Code Amendment – Preliminary Approval

- IX. MAYOR ROUNDTABLE:**

- X. EXECUTIVE SESSION:**

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

Town Hall Meetings are available for viewing only on our live portal at www.townoflaconner.com "technology permitting".

Consent Agenda

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

Minutes
Meeting: December 9, 2025

Town of La Conner
Town Council Meeting
December 9, 2025 – 6:00 p.m.

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

Present: Councilmembers Tayler, Dole, Chamberlain and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede, Public Works Director Lease, Planner Eills, Fire Chief/Code Enforcement Officer Reinstra and Sgt. Holmes of the Sheriff's Department.

It was the consensus of the Council to not excuse Councilmember Carlson.

Public Comments:

No Public Comments

Mayor Hanneman added to the Agenda, under the Mayor Round Table, the next Mayor Pro Tem to start January 1, 2026.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the November 25, 2025 Council Meeting

Accounts Payable:

Checks	28771 - 28811	\$95,785.77
Electronic Pmts.	2018404 – Invoice Cloud 2018405 – U.S. Bank Fees	\$174.60 \$73.50
	Total Accounts Payable	\$96,033.87

Payroll of December 5 2025:

Checks 6193 - 6200	\$2,187.61
<u>Electronic Payments</u>	
AWC Benefit Trust	#2018399
Deferred Comp	#2018400
PERS Retirement	#2018401
Teamsters Benefit	#2018402
Auto Payroll Taxes	#2018403
Payroll Auto Deposit	\$32,398.23
Total Payroll	\$80,575.24

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

Chamber Report:

Chamber Director Hulst was not able to attend. Mayor Hanneman reminded everyone of the Boat Parade this Saturday.

Revenue and Expenditure Reports:

Mayor Hanneman noted the tax revenues are on track to either exceed or meet budget.

Department Head Reports:

Code Enforcement:

Code Enforcement Officer Reinstra and Sgt. Holmes of the Sheriff's Department discussed some kids causing problems in Town. Things have settled down since they are back in school.

Public Works:

Mayor Hanneman requested leaving the pole lights up through February. She has talked with the Chamber and PSE is ok with it. Public Works Foreman Smith confirmed that was their plan.

Mayor's Report:

Discussions included the high tides and effects of flooding in the County, the possible risk of affecting our water supply and sandbagging around Maple Hall. On a positive note, we had a great turnout for the Tree Lighting, the placement of the snowflakes will be on the Hedlin Farm and we have hired the new Finance Director, Kim Buchanan. She will work a few hours in December and start full time in January. Our current Finance Director, Maria DeGoede, will work through February 23rd to assist in the transition.

Council Committee Reports:

Arts Commission:

Councilmember Taylor shared Commissioners Harrington and Stikes agreed to another term on the Commission. Mayor Hanneman stated it will be formalized at the first meeting in January.

Emergency Management Commission:

Councilmember Dole reported the Commission is working on a Cert Response Team, utilizing Starlink for emergency response communication and working on an emergency shelter list.

Councilmember Chamberlain stated we should hear from PSE shortly regarding the grant for the Fire Hall solar project.

Ordinance 1266 – 2025 Budget Amendment:

Finance Director DeGoede explained the revenues reflect the CDBG Grant, extra contribution for the fireboat, reimbursement for the cost of the Maple Hall floors and funds received for the Maple Avenue Street Vacation. The expenditures increases were for the retainage payouts for the Maple Hall HVAC system and Fire Hall roof, Maple Hall floor repairs, Town Hall floor repairs and engineering costs for the Water System Plan.

Councilmember Chamberlain moved to approve Ordinance 1266, the 2025 Budget Amendment. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

PUBLIC HEARING – 2026 Budget

6:18 the Mayor opened the hearing.

No Public Comments.

6:18 The Mayor closed the hearing.

Ordinance 1267 – 2026 Budget:

Finance Director DeGoede stated this budget includes the additional items discussed at the previous meeting and some minor changes to payroll rates. Also discussed was the cost for insuring the fireboat. We have budgeted \$16,000. It was the consensus of the Council to choose the \$10,000 deductible at an annual cost of \$16,750.

Councilmember Chamberlain moved to approve Ordinance 1267 for the 2026 Budget as presented. Motion seconded by Councilmember Dole. Motion carried 4/0.

Agreement – Skagit County 2026 Senior Center Contribution:

Finance Director DeGoede noted this is the annual agreement for the Senior Center contributions. For 2026 they have limited the agreement to half a year with half the dedicated contribution. We will have to submit for the funding in June, and request a second agreement for the other half at that time.

Councilmember Wohleb moved to approve the Mayor to sign the agreement with Skagit County for the 2026 Senior Center contributions. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Agreement – Frontline Cleaning:

Public Works Foreman Smith explained this is the annual agreement for cleaning of the public restrooms.

Councilmember Chamberlain moved to approve the Mayor to sign the agreement with Frontline Cleaning for the cleaning of the public restrooms. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Agreement – Technical Services with King County:

Planner Eills stated this is an agreement between the Town and King County for technical expertise support for the Cohort Participation Climate Preparedness Project. The kickoff will be mid-January.

Councilmember Wohleb moved to approve the Mayor to sign the agreement with King County for technical support for the Cohort participation Climate Preparedness Project. Motion seconded by Councilmember Chamberlain. Motion carried 4/0.

Agreement/Recommendation – Bayside Services:

WWTP Operator Wynn explained this is for the CCTV of the sewer system, which has to be done before the implementation of the SCADA program

Councilmember Wohleb moved to approve the Mayor to sign the agreement with Bayside Services for the CCTV of the Sewer System. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Agreement/Recommendation – Quality Controls (QCC):

WWTP Operator Wynn confirmed this is for the implementation of the SCADA program. This system monitors what is happening at the plant and communicates it back to staff. The program will integrate with the future plant upgrades.

Councilmember Dole moved to approve the Mayor to sign the agreement with Quality Control for the implementation of the SCADA program. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Resolution 679 – Reappointment to the Planning Commission (Corey and Holt):

Mayor Hanneman noted there is still one more position to fill.

Councilmember Taylor moved to approve Resolution 679 reappointing Commissioners Corey and Holt to the Planning Commission. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Administrator Thomas provided another Resolution for Sole Source for the WWTP Influent Pumps.

Resolution 680 – Sole Source for Influent Pumps:

Administrator Thomas explained this is what the Auditors want as documentation for any sole source services. This is for the replacement of the Influent Pumps at an estimated cost of \$53,417.

Councilmember Wohleb moved to approve Resolution 680 documenting the replacement of the Influent Pumps as a sole source. Motion seconded by Councilmember Tayler. Motion carried 4/0.

Mayor Roundtable:

Cancellation of the December 23, 2025 Council Meeting:

Mayor Hanneman noted this is the annual cancelation of the second meeting in December due to the holidays. It includes the December 23rd claims and payroll to be signed by available councilmembers.

Councilmember Dole moved to approve the cancellation of the December 23, 2025 Council meeting and for the signoff of the claims and payroll for the 23rd meeting by available Councilmembers.

Mayor Pro Tem Appointment for January 2026:

After discussions, it was the consensus of the Council to skip Councilmember Carlson and appoint Councilmember Taylor to assume Mayor Pro Tem affective January 1, 2026.

Councilmember Wohleb moved to approve Councilmember Taylor as Mayor Pro Tem effective January 1, 2026. Motion seconded by Councilmember Dole. Motion carried 4/0.

Councilmember Dole attended the AWC Elected Officials conference and another seminar at the Whidby Island Naval Base

Finance Director DeGoede reminded Council to turn their computers for the annual updates and maintenance.

There being no further business the meeting ended at 6:43 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, Mayor

Accounts Payable



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 **December 2025 Closeout** have been received and that;

Checks Numbered: 28858- 28905 \$192,442.84

Auto Payments:

Invoice Cloud	#2018413	\$ 187.20
US Bank	#2018414	\$ 5.79

Are approved for a total payment of \$192,635.83 this 13th day of January 2026.

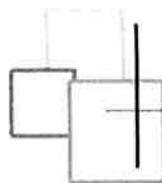


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2025 - December
Council Date: : 2025 - December - December Closeout

Vendor	Number	Reference	Account Number	Description	Amount
Ackermann Electric Co.					
28858					
2025 - December - December Closeout					
Invoice - 4265					
Troubleshoot -Aeration Motor					
409-000-535-80-48-01					
Plant Repair & Maintenance					
\$162.30					
Total Invoice - 4265					
Invoice - 4269					
Troubleshoot - Muffin Monster					
409-000-535-80-48-01					
Plant Repair & Maintenance					
\$426.04					
Total Invoice - 4269					
Total 28858					
Total Ackermann Electric Co.					
 Andrea's House Cleaning Services					
28859					
2025 - December - December Closeout					
Invoice - 0056					
Town Hall Cleaning					
001-000-518-30-48-01					
Building Repair & Maintenance					
\$350.00					
Total Invoice - 0056					
Total 28859					
Total Andrea's House Cleaning Services					
 Astound Business Solutions					
28860					
2025 - December - December Closeout					
Invoice - AstoundJan2026					
Phones & Internet					
001-000-518-30-42-00					
Communications					
\$1,379.93					
Town Hall					
003-000-575-50-42-01					
Communications-MH/MC					
\$456.04					
Total Invoice - AstoundJan2026					
Total 28860					
Total Astound Business Solutions					

Vendor	Number	Reference	Account Number	Description	Amount
Birch Equipment					
	28861			2025 - December - December Closeout	
		Invoice - 314846-5			
		Blades, Diamond 16"			
		401-000-534-80-35-00		Small Tools & Equipment	\$478.72
		Total Invoice - 314846-5			\$478.72
		Invoice - 316412-5			
		Rental Generator			
		403-000-553-30-35-00		Tools & Equipment Flood	\$4,111.95
		Total Invoice - 316412-5			\$4,111.95
	Total 28861				\$4,590.67
Total Birch Equipment					\$4,590.67
Bowman Consulting Group Ltd.					
	28862			2025 - December - December Closeout	
		Invoice - 4252-22510053			
		Tribal Sewer Rates			
		409-000-535-80-41-00		Professional Services	\$607.50
		Total Invoice - 4252-22510053			\$607.50
		Invoice - 4252-22512088			
		Tribal Sewer Rates			
		409-000-535-80-41-00		Professional Services	\$1,687.50
		Total Invoice - 4252-22512088			\$1,687.50
	Total 28862				\$2,295.00
Total Bowman Consulting Group Ltd.					\$2,295.00
Brittany Johnson					
	28863			2025 - December - December Closeout	
		Invoice - SeniorCtrReimb12.20.25			
		Senior Center Supplies (Rimb)			
		001-000-575-50-30-00		Senior Center Supplies	\$376.47
		Total Invoice - SeniorCtrReimb12.20.25			\$376.47
	Total 28863				\$376.47
Total Brittany Johnson					\$376.47
Builders Alliance					
	28864			2025 - December - December Closeout	
		Invoice - 1381523			
		6x6x22 Poles			
		401-000-534-80-48-03		System Repair & Maintenance	\$132.35
		Total Invoice - 1381523			\$132.35
	Total 28864				\$132.35
Total Builders Alliance					\$132.35

2025 - December - December Closeout

Childern's Museum of Skagit County

28865

2025 - December - December Closeout

Invoice - ChildMus2025HMdisburse

Children's Museum Hotel/Motel Disbursement

123-000-573-90-30-15

Childrens Museum of Skagit

\$1,000.00

Total Invoice - ChildMus2025HMdisburse

Total 28865

Total Childern's Museum of Skagit County

\$1,000.00

\$1,000.00

\$1,000.00

\$1,000.00

Copiers Northwest

28866

2025 - December - December Closeout

Invoice -INV3119084

Copies

001-000-518-30-31-00

Office & Operating Supplies

\$30.91

70

401-000-534-80-31-00

Office & Operating Supplies

\$6.62

15

409-000-535-80-31-00

Office & Operating Supplies

\$6.62

15

Total Invoice -INV3119084

Total 28866

Total Copiers Northwest

\$44.15

\$44.15

\$44.15

Crystal Springs

28867

2025 - December - December Closeout

Invoice - 5383122 122425

Distilled Water

409-000-535-80-31-02

Lab Supplies

\$82.03

WWTP Distilled Water

Total Invoice - 5383122 122425

Total 28867

Total Crystal Springs

\$82.03

\$82.03

\$82.03

David Evans & Associates Inc.

28868

2025 - December - December Closeout

Invoice - 606465

Maple Avenue DE

005-000-552-30-41-02

DE Engineering Fees

\$47.96

401-000-534-80-41-02

DE Engineer Fees

\$47.95

403-000-531-38-41-05

DE Engineering Fees

\$47.95

409-000-535-80-41-08

DE Engineering Fees

\$47.95

Total Invoice - 606465

Invoice - 606528

Center Street DE

005-000-552-30-41-02

DE Engineering Fees

\$118.02

401-000-534-80-41-02

DE Engineer Fees

\$118.03

Vendor	Number	Description	Amount
		403-000-531-38-41-05	DE Engineering Fees
		409-000-535-80-41-08	DE Engineering Fees
		Total Invoice - 606528	\$472.11
	Total 28868		\$663.92
Total David Evans & Associates Inc.			\$663.92
Eurofins Environment Testing NW			
28869		2025 - December - December Closeout	
		Invoice - 1100003478	
		Effluent Testing	
		409-000-535-80-48-05	Materials/Testing
		Sewer Testing	
		Total Invoice - 1100003478	\$416.00
	Invoice - 1100004066		
		Monthly Samples	
		409-000-535-80-48-05	Materials/Testing
		Sewer Testing	
		Total Invoice - 1100004066	\$35.00
	Invoice - 1500004623		
		Heterotrophic Plate Count Compliance	
		401-000-534-80-41-00	Professional Services
		Total Invoice - 1500004623	\$65.00
	Invoice - 1500004789		
		Coliform, Total & E. Coli Compliance	
		401-000-534-80-41-00	Professional Services
		Total Invoice - 1500004789	\$26.00
	Total 28869		\$26.00
Total Eurofins Environment Testing NW			\$542.00
Fastenal Company			
28870		2025 - December - December Closeout	
		Invoice - WAANA165566	
		Nitrate Gloves	
		409-000-535-80-31-00	Office & Operating Supplies
		Total Invoice - WAANA165566	\$472.56
	Invoice - WAANA165641		
		Public Restrooms Supplies	
		003-000-575-50-31-05	Public Restroom Supplies
		Total Invoice - WAANA165641	\$47.39
	Invoice - WAANA165710		
		Public Restrooms Supplies	
		003-000-575-50-31-05	Public Restroom Supplies
		Total Invoice - WAANA165710	\$86.69
			\$86.69

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice -WAANA165639			
		Comet Powder			
		409-000-535-80-31-05		U.V.	\$15.31
		Total Invoice -WAANA165639			\$15.31
		Invoice -WAANA165647			
		Cleaner			
		409-000-535-80-31-00		Office & Operating Supplies	\$22.52
		Total Invoice -WAANA165647			\$22.52
	Total 28870				\$644.47
Total Fastenal Company					\$644.47
Generator Services NW					
	28871			2025 - December - December Closeout	
		Invoice 7678			
		Full Servie & Maintenance Inspection Water Treatment Plant Generator			
		409-000-535-80-48-01		Plant Repair & Maintenance	\$3,639.64
		Total Invoice 7678			\$3,639.64
	Total 28871				\$3,639.64
Total Generator Services NW					\$3,639.64
Grainger					
	28872			2025 - December - December Closeout	
		Invoice - 9752742040			
		S-Gel Pens			
		409-000-535-80-31-00		Office & Operating Supplies	\$17.60
		Total Invoice - 9752742040			\$17.60
		Invoice - 9752758327			
		Ring Binders, White			
		409-000-535-80-31-00		Office & Operating Supplies	\$135.92
		Total Invoice - 9752758327			\$135.92
	Total 28872				\$153.52
Total Grainger					\$153.52
Guardian Security					
	28873			2025 - December - December Closeout	
		Invoice -1694500			
		Water Tower Security Installation			
		401-000-534-80-48-03		System Repair & Maintenance	\$8,881.26
		Total Invoice -1694500			\$8,881.26
	Total 28873				\$8,881.26
Total Guardian Security					\$8,881.26

Vendor	Number	Reference	Account Number	Description	Amount
H.D. Fowler Company				2025 - December - December Closeout	
	28874			Invoice - 17209423	
				PW Water Stock-Pressure reducing valve, Clamps & Gaskets	
			401-000-534-80-48-03	System Repair & Maintenance	\$5,829.56
					\$5,829.56
				Total Invoice - 17209423	
					\$5,829.56
					\$5,829.56
					\$5,829.56
					\$5,829.56
Total 28874					
Total H.D. Fowler Company					
Hach Company				2025 - December - December Closeout	
	28875			Invoice - 14793435	
				Pole Mount/Sensor/Probe	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$9,107.34
					\$9,107.34
				Total Invoice - 14793435	
				Invoice - 14799011	
				Dig Sensor	
			409-000-535-80-48-01	Plant Repair & Maintenance	\$3,693.95
					\$3,693.95
				Total Invoice - 14799011	
					\$12,801.29
					\$12,801.29
Total 28875					
Total Hach Company					
Harker, Gail				2025 - December - December Closeout	
	28876			Invoice - Damage/CleaningdeprefundDec2025	
				Damage/Cleaning Deposit Refund - Harker	
			003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$91.66
					\$91.66
				Total Invoice - Damage/CleaningdeprefundDec2025	
					\$91.66
					\$91.66
					\$91.66
Total 28876					
Total Harker, Gail					
Herron Valley, Inc				2025 - December - December Closeout	
	28877			Invoice - 1225149	
				Sewer Line Inspection-Whatcom St	
			409-000-535-80-48-03	Pipe Repair & Maintenance	\$1,087.00
					\$1,087.00
				Total Invoice - 1225149	
					\$1,087.00
					\$1,087.00
					\$1,087.00
Total 28877					
Total Herron Valley, Inc					

Vendor	Number	Reference	Account Number	Description	Amount
Invoice Cloud	2018413			2025 - December - December Closeout	
		Invoice - 1022-2025_12			
		Utility Processing Fees			
		001-000-514-23-41-03		Bank Service Charges	\$187.20
		Total Invoice - 1022-2025_12			\$187.20
	Total 2018413				\$187.20
Total Invoice Cloud					\$187.20
John H. Hanks	28878			2025 - December - December Closeout	
		Invoice - 7900			
		Security Gateway Annual Lease			
		001-000-518-30-48-00		Computer/Server Maintenance	\$390.96
		Total Invoice - 7900			\$390.96
		Invoice - 7933			
		Troubleshooting Internet			
		409-000-535-80-31-00		Office & Operating Supplies	\$162.90
		Total Invoice - 7933			\$162.90
	Total 28878				\$553.86
Total John H. Hanks					\$553.86
La Conner Arts Foundation	28879			2025 - December - December Closeout	
		Invoice - LCArtFnd2025HM			
		2025 Hotel Motel Disbursement			
		123-000-573-90-30-07		LC Arts Foundation	\$7,500.00
		Total Invoice - LCArtFnd2025HM			\$7,500.00
	Total 28879				\$7,500.00
Total La Conner Arts Foundation					\$7,500.00
La Conner Chamber of Commerce	28880			2025 - December - December Closeout	
		Invoice 2025LCCCHMdis			
		2025 Hotel/Motel Disbursement			
		123-000-573-90-30-01		Chamber of Commerce	\$27,286.51
		Total Invoice 2025LCCCHMdis			\$27,286.51
	Total 28880				\$27,286.51
Total La Conner Chamber of Commerce					\$27,286.51
La Conner Live	28881			2025 - December - December Closeout	
		Invoice - LCL2025HMdusb			
		LaConner Live Hotel/Motel Disbursement			
		123-000-573-90-30-10		La Conner Live	\$6,000.00
		Total Invoice - LCL2025HMdusb			\$6,000.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - LCLivemhcancellation12/10/25			
		LaConner Live Maple Hall Cancellation-12/10/25			
		003-000-582-10-00-00		Maple Hall/Garden Club Deposit Refund	\$1,000.00
		Total Invoice - LCLivemhcancellation12/10/25			\$1,000.00
Total 28881					\$7,000.00
Total La Conner Live					\$7,000.00
La Conner Thrives	28882			2025 - December - December Closeout	
		Invoice - LCThrivesFallFest2025HMDisb1			
		Fall Fest Hotel Motel 2025 Partial Disb.			
		123-000-573-90-30-16		La Conner Thrives Assoc.	\$3,000.00
		Partial Pmt POP Due			
		Total Invoice - LCThrivesFallFest2025HMDisb1			\$3,000.00
		Invoice - LCThrivesFallFest2025HMDisb2			
		Fall Festival Hotel Motel 2025 Partial Disb.			
		123-000-573-90-30-16		La Conner Thrives Assoc.	\$1,242.32
		Partial Pmt Disb.			
		Total Invoice - LCThrivesFallFest2025HMDisb2			\$1,242.32
		Invoice - LCThrivesHM2025DisbDickensChristmas			
		Dicken's Christmas Hotel Motel 2025 Disb.			
		123-000-573-90-30-16		La Conner Thrives Assoc.	\$4,500.00
		Full Payment			
		Total Invoice -			\$4,500.00
		LCThrivesHM2025DisbDickensChristmas			
		Invoice - LCThrivesPrideMn2025HMDisb			
		Pride Month Hotel Motel 2025 Disb.			
		123-000-573-90-30-16		La Conner Thrives Assoc.	\$1,000.00
		Full Payment			
		Total Invoice - LCThrivesPrideMn2025HMDisb			\$1,000.00
Total 28882					\$9,742.32
Total La Conner Thrives					\$9,742.32
Marna Hanneman	28883			2025 - December - December Closeout	
		Invoice - HannamanReimb12/15/25			
		Mayor Reimb. Early Flight Return			
		001-000-513-10-43-00		Mayor Travel	\$230.00
		Total Invoice - HannamanReimb12/15/25			\$230.00
Total 28883					\$230.00
Total Marna Hanneman					\$230.00

Vendor	Number	Reference	Account Number	Description	Amount
Mister T's Trophies					
	28884			2025 - December - December Closeout	
		Invoice - 81943			
			Hayes Plaque		
			001-000-518-90-40-00	Miscellaneous	\$282.06
		Total Invoice - 81943			\$282.06
	Total 28884				\$282.06
Total Mister T's Trophies					\$282.06
Nelson-Reisner					
	28885			2025 - December - December Closeout	
		Invoice - 0012069-IN			
			Fuel - WWTP		
			412-000-554-90-32-00	Fuel	\$1,324.25
		Total Invoice - 0012069-IN			\$1,324.25
	Total 28885				\$1,324.25
Total Nelson-Reisner					\$1,324.25
Nelson-Reisner					
	28886			2025 - December - December Closeout	
		Invoice - CL02823			
			Fire Department/Code Enforcement Fuel		
			001-000-521-70-32-00	Fuel	\$55.28
			Code Enf. 1/2 Maverick Truck		
			001-000-522-20-32-00	Fuel	\$147.15
			Fire Dept.		
			003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$0.00
		Total Invoice - CL02823			\$202.43
		Invoice - CL02824			
			PW Fuel		
			401-000-534-80-32-00	Fuel	\$1,098.42
			Public Works		
		Total Invoice - CL02824			\$1,098.42
	Total 28886				\$1,300.85
Total Nelson-Reisner					\$1,300.85
North Hills Resources					
	28887			2025 - December - December Closeout	
		Invoice - 51352			
			Contract Grinding		
			412-000-554-90-41-07	Pile Grinding	\$13,179.88
		Total Invoice - 51352			\$13,179.88
	Total 28887				\$13,179.88
Total North Hills Resources					\$13,179.88

Vendor	Number	Reference	Account Number	Description	Amount
Overhead Door Co. of Bellingham					
	28888			2025 - December - December Closeout	
		Invoice - INV-020954			
		Door Repair			
		401-000-534-80-48-00		Repair & Maintenance	\$398.18
		Total Invoice - INV-020954			\$398.18
	Total 28888				\$398.18
Total Overhead Door Co. of Bellingham					\$398.18
Petty Cash					
	28889			2025 - December - December Closeout	
		Invoice - PettyCashreplenish12/2025			
		Wreaths (2)			
		001-000-518-90-40-00		Miscellaneous	\$50.00
		Total Invoice - PettyCashreplenish12/2025			\$50.00
	Total 28889				\$50.00
Total Petty Cash					\$50.00
Pixel Eyes					
	28890			2025 - December - December Closeout	
		Invoice - 2025184			
		Fire Department Shirts			
		001-000-522-20-37-00		VFF Gear Allowance	\$185.58
		Total Invoice - 2025184			\$185.58
	Total 28890				\$185.58
Total Pixel Eyes					\$185.58
Puget Sound Energy					
	28891			2025 - December - December Closeout	
		Invoice -0254.11.13.25CapProj			
		6th Street Pump Control Panel Replacement			
		005-000-595-62-63-00		Capitol Projects	\$1,128.06
		Total Invoice -0254.11.13.25CapProj			\$1,128.06
	Total 28891				\$1,128.06
Total Puget Sound Energy					\$1,128.06
RJC Engineering, PLLC.					
	28892			2025 - December - December Closeout	
		Invoice - 419			
		6th St Pump Station Controls Replace			
		403-000-594-31-60-02		Capital Projects	\$717.50
		Total Invoice - 419			\$717.50
	Total 28892				\$717.50
Total RJC Engineering, PLLC.					\$717.50

Customer	Invoice	Reference	Account Number	Description	Amount
RWC International, LLC					
28893					
				2025 - December - December Closeout	
		Invoice - XA116021476:01			
		Fire Boat Banner			
		001-000-522-20-35-00		Small Tools & Equipment	\$73.98
		Total Invoice - XA116021476:01			\$73.98
Total 28893					\$73.98
Total RWC International, LLC					\$73.98
Skagit County Sheriff Office					
28894				2025 - December - December Closeout	
		Invoice - SKCDec2025JailTax			
		SKCO Dec 2025 Jail Tax			
		631-000-589-40-00-00		Special Use Tax - County Jail	\$5,166.00
				Special Use Tax - County Jail	
		Total Invoice - SKCDec2025JailTax			\$5,166.00
Total 28894					\$5,166.00
Total Skagit County Sheriff Office					\$5,166.00
Sparks Cleaning Services					
28895				2025 - December - December Closeout	
		Invoice - SparkDec2025			
		December 2025 Facility Cleaning			
		003-000-575-50-48-01		Building Repair & Maint-MH/MC	\$1,260.00
		Total Invoice - SparkDec2025			\$1,260.00
Total 28895					\$1,260.00
Total Sparks Cleaning Services					\$1,260.00
Tacoma Screw Products					
28896				2025 - December - December Closeout	
		Invoice - 260141053-00			
		Dual Power Tower Light			
		403-000-553-30-35-00		Tools & Equipment Flood	\$367.41
		Total Invoice - 260141053-00			\$367.41
Total 28896					\$367.41
Total Tacoma Screw Products					\$367.41
The Skagit Valley Herald					
28897				2025 - December - December Closeout	
		Invoice - SVH 1275011			
		2026 Subscription			
		001-000-518-30-31-00		Office & Operating Supplies	\$498.30
		Total Invoice - SVH 1275011			\$498.30
Total 28897					\$498.30
Total The Skagit Valley Herald					\$498.30

Vendor	Number	Reference	Account Number	Description	Amount	
			401-000-534-80-47-00	Public Utility Services PW Washpad - 12142 Chilberg	\$108.87	
			401-000-534-80-47-00	Public Utility Services 604 Third St N - PW Office	\$130.59	
			409-000-535-80-47-00	Public Utility Services WWTP - 12154 Chilberg Road	\$178.60	
			409-000-535-80-47-00	Public Utility Services WWTP Hydrant	\$167.12	
			409-000-535-80-47-00	Public Utility Services WWTP Belt Filter Press	\$2,576.98	
			409-000-535-80-47-00	Public Utility Services Dunlap Street Pump	\$79.78	
			Total Invoice - TOWDec2025UtilBills		\$5,345.63	
	Total 28899				\$5,345.63	
	Total Town of La Conner				\$5,345.63	
Town of La Conner	28900					
			2025 - December - December Closeout			
			Invoice - 4thQtr2025CompTax			
			4th Qtr 2025 Compost Tax			
			412-000-554-99-49-03	Utility business tax	\$17,049.74	
			Total Invoice - 4thQtr2025CompTax		\$17,049.74	
	Total 28900				\$17,049.74	
	Total Town of La Conner				\$17,049.74	
United Site Services	28901					
			2025 - December - December Closeout			
			Invoice - INV-5824886			
			LaConner Public Works Port a Potty			
			002-000-576-80-41-00	Professional Services	\$215.44	
			Total Invoice - INV-5824886		\$215.44	
			Invoice - INV-5828246			
			John Hammer Park Port a Potty			
			002-000-576-80-41-00	Professional Services	\$201.75	
			Total Invoice - INV-5828246		\$201.75	
			Invoice -INV-5824650			
			Water Port a Potty			
			002-000-576-80-41-00	Professional Services	\$213.25	
			Total Invoice -INV-5824650		\$213.25	
	Total 28901				\$630.44	
	Total United Site Services				\$630.44	

Category	Number	Description	Amount
US Bank-Payment Station Fees			
2018414		2025 - December - December Closeout	
		Invoice - USBankDec2025	
		Payment Station Processing Fees	
		002-000-576-80-41-00 Professional Services	\$2.90
		Moorage/Launch Processing Fees	
		005-000-542-65-48-00 Repair & Maintenance	\$2.89
		Parking Lot Processing Fees	
		Total Invoice - USBankDec2025	\$5.79
Total 2018414			\$5.79
Total US Bank-Payment Station Fees			\$5.79
USA Bluebook			
28902		2025 - December - December Closeout	
		Invoice - INV00915965	
		PH 6.86 Buffer	
		409-000-535-80-31-02 Lab Supplies	\$38.83
		Total Invoice - INV00915965	\$38.83
		Invoice -INV00908148	
		Lockout Tags	
		409-000-535-80-31-00 Office & Operating Supplies	\$102.46
		Total Invoice -INV00908148	\$102.46
Total 28902			\$141.29
Total USA Bluebook			\$141.29
Utilities Underground Locate			
28903		2025 - December - December Closeout	
		Invoice - 5120742	
		Excavation Notifications	
		401-000-534-80-41-00 Professional Services	\$4.05
		Notifications	
		Total Invoice - 5120742	\$4.05
Total 28903			\$4.05
Total Utilities Underground Locate			\$4.05
Waste Management of Skagit			
28904		2025 - December - December Closeout	
		Invoice - 2798893-0043-0	
		WWTP Recycle & Garbage	
		409-000-535-80-47-00 Public Utility Services	\$792.94
		WWTP	
		Total Invoice - 2798893-0043-0	\$792.94
		Invoice - 2799061-0043-3	
		Town Hall/Sheriff's Recycle & Garbage	
		001-000-518-30-47-00 Public Utility Services	\$586.10

Vendor	Number	Reference	Account Number	Description	Amount
				Town Hall/Sheriff	
		Total Invoice - 2799061-0043-3			\$586.10
		Invoice - 2799679-0043-2			
		PW Garbage			
		005-000-543-50-48-04		Refuse Disposal	\$806.06
			Public Works		
		Total Invoice - 2799679-0043-2			\$806.06
		Invoice - 2799989-0043-5			
		Fire Dept Garbage			
		001-000-522-20-47-00		Public Utility Services	\$52.74
			Fire Dept.		
		Total Invoice - 2799989-0043-5			\$52.74
		Total 28904			\$2,237.84
Total Waste Management of Skagit					\$2,237.84
Water-Wasterwater Services					
28905				2025 - December - December Closeout	
		Invoice - 2317			
		Dec 2025 WWTP Charges			
		409-000-535-80-41-03		Plant Operator	\$20,362.80
			Sewer Plant Operations		
		409-000-535-80-48-01		Plant Repair & Maintenance	\$3,379.82
			Reimbursables		
		412-000-554-90-41-05		Compost Operator	\$18,947.62
			Compost Operations - 48.2%		
		Total Invoice - 2317			\$42,690.24
		Total 28905			\$42,690.24
Total Water-Wasterwater Services					\$42,690.24
Grand Total		Vendor Count	50		\$192,635.83



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 January 13, 2026 Claims have been received and that;

Checks Numbered: 28906- 28919 \$246,090.00

Auto Payments:

Are approved for a total payment of \$246,090.00 this 13th day of January 2026.

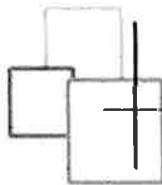


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2026 - January
Council Date: : 2026 - January - First Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
AWC - Medical Premiums					
	28906			2026 - January - First Council Meeting	
		Invoice - 167896			
			Annual Fees		
			001-000-518-90-41-10	Dues & Memberships	\$636.00
			Total Invoice - 167896		\$636.00
	Total 28906				\$636.00
Total AWC - Medical Premiums					\$636.00
AWC Durg & Alcohol Testing Consortium					
	28907			2026 - January - First Council Meeting	
		Invoice -167503			
			Annual Fees		
			401-000-534-80-49-00	Dues & Subscriptions	\$530.00
				Drug & Alcohol Testing	
			Total Invoice -167503		\$530.00
	Total 28907				\$530.00
Total AWC Durg & Alcohol Testing Consortium					\$530.00
Badger Meter, Inc.					
	28908			2026 - January - First Council Meeting	
		Invoice - 80220159			
			2026 Badje Meter Service Agreement (3)		
			401-000-534-80-41-00	Professional Services	\$1,807.82
				Hosting Serv Unit	
			Total Invoice - 80220159		\$1,807.82
	Total 28908				\$1,807.82
Total Badger Meter, Inc.					\$1,807.82
Canon Financial Services INC.					
	28909			2026 - January - First Council Meeting	
		Invoice - 42322863			
			Copier Lease		
			001-000-518-30-40-00	Lease Agreement Tax	\$9.29
			001-000-591-31-70-00	Rents & Leases - Longterm	\$106.80
			70%		
			401-000-534-80-40-00	Lease Agreement Tax	\$1.99

Vander	Number	Reference	Account Number	Description	Amount
			401-000-591-31-70-00	Rents & Leases - Longterm	\$22.89
			15%		
			409-000-535-80-40-00	Lease Agreement Tax	\$1.99
			409-000-591-31-70-00	Rents & Leases - Longterm	\$22.88
			15%		
			Total Invoice - 42322863		\$165.84
		Total 28909			\$165.84
		Total Canon Financial Services INC.			\$165.84
CivicPlus					
	28910			2026 - January - First Council Meeting	
		Invoice 358268			
			2026 Website Fees		
			001-000-518-30-42-01	Webpage	\$6,188.25
			40%		
			002-000-576-80-48-00	Software Maintenance	\$1,547.06
			10%		
			003-000-575-50-48-00	Software Maintenance	\$1,547.06
			10%		
			401-000-534-80-48-01	Software Maintence	\$1,547.06
			10%		
			403-000-531-38-48-01	Software Maintenance	\$1,547.06
			10%		
			409-000-535-80-48-00	Software Maintenance	\$1,547.06
			10%		
			412-000-554-90-48-03	Software Maintenance	\$1,547.06
			10%		
			Total Invoice 358268		\$15,470.61
	Total 28910				\$15,470.61
	Total CivicPlus				\$15,470.61
ESO Solutions Inc.					
	28911			2026 - January - First Council Meeting	
		Invoice - ESO-184437			
			NFIRS		
			001-000-522-20-49-00	Dues & Subscriptions	\$96.02
		Total Invoice - ESO-184437			\$96.02
		Invoice - ESO-186132			
			Annual CAD Data Integration - 01/28/26-01/27/27		
			001-000-522-20-41-00	Professional Services	\$1,931.49
		Total Invoice - ESO-186132			\$1,931.49
	Total 28911				\$2,027.51
	Total ESO Solutions Inc.				\$2,027.51

Vendor	Number	Reference	Account Number	Description	Amount
NP Information Systems					
	28912			2026 - January - First Council Meeting	
		Invoice -7564			
			Phones		
			001-000-518-30-42-00	Communications	\$376.06
			Town Hall 70%		
			001-000-522-20-42-00	Communications	\$53.72
			Fire Dept. 10%		
			401-000-534-80-42-00	Communications	\$53.72
			Public Works 10%		
			409-000-535-80-42-00	Communications	\$53.73
			WWTP 10%		
			Total Invoice -7564		\$537.23
	Total 28912				\$537.23
Total NP Information Systems					\$537.23
Office Tracker					
	28913			2026 - January - First Council Meeting	
		Invoice 51168			
			2026 Office Tracker Annual License		
			001-000-514-23-48-00	Software Maintenance	\$283.60
			002-000-576-80-48-00	Software Maintenance	\$212.70
			003-000-575-50-48-00	Software Maintenance	\$212.70
			Total Invoice 51168		\$709.00
	Total 28913				\$709.00
Total Office Tracker					\$709.00
Rescue Hub					
	28914			2026 - January - First Council Meeting	
		Invoice - INV-0006			
			Management Training Software		
			001-000-522-20-41-00	Professional Services	\$995.00
			Total Invoice - INV-0006		\$995.00
	Total 28914				\$995.00
Total Rescue Hub					\$995.00
Skagit - 911					
	28915			2026 - January - First Council Meeting	
		Invoice - 4977			
			911 User Fee/Fire Radio Infrastructure		
			001-000-522-20-49-04	Skagit 911-Fire dispatch	\$1,394.00
			Radio Maint Fees		
			001-000-522-20-49-04	Skagit 911-Fire dispatch	\$154.19

Vendor	Number	Reference	Account Number	Description	Amount
				Qtrly Agency fee	
		Total Invoice - 4977			\$1,548.19
	Total 28915				\$1,548.19
Total Skagit - 911					\$1,548.19
Skagit Council of Governments					
	28916			2026 - January - First Council Meeting	
		Invoice -3296			
			SCOG 2026 Dues		
			001-000-518-90-41-10	Dues & Memberships	\$1,335.00
		Total Invoice -3296			\$1,335.00
	Total 28916				\$1,335.00
Total Skagit Council of Governments					\$1,335.00
Ven Tek International					
	28917			2026 - January - First Council Meeting	
		Invoice - 152605			
			Monthly Support Fees		
			002-000-576-80-41-00	Professional Services	\$305.72
			005-000-542-65-48-00	Repair & Maintenance	\$101.91
		Total Invoice - 152605			\$407.63
	Total 28917				\$407.63
Total Ven Tek International					\$407.63
Vision Municipal Solutions, LLC					
	28918			2026 - January - First Council Meeting	
		Invoice 09-16691			
			2026 Vision Software Support		
			001-000-514-23-48-00	Software Maintenance	\$331.00
			25%		
			401-000-534-80-48-01	Software Maintence	\$331.00
			25%		
			403-000-531-38-48-01	Software Maintenance	\$165.00
			12.5%		
			409-000-535-80-48-00	Software Maintenance	\$331.00
			25%		
			412-000-554-90-48-03	Software Maintenance	\$165.17
			12.5%		
		Total Invoice 09-16691			\$1,323.17
	Total 28918				\$1,323.17
Total Vision Municipal Solutions, LLC					\$1,323.17

Vendor	Number	Reference	Account Number	Description	Amount
WCIA					
	28919			2026 - January - First Council Meeting	
		Invoice -200706			
			2026 Insurance Premium		
			001-000-518-30-46-00	Insurance	\$44,114.00
			001-000-522-20-46-00	Insurance	\$12,334.00
			002-000-576-80-46-00	Insurance	\$24,124.00
			003-000-575-50-46-00	Insurance	\$16,183.00
			004-000-575-50-46-00	Insurance	\$973.00
			005-000-543-10-46-00	Insurance	\$13,782.00
			401-000-534-80-46-00	Insurance	\$35,874.00
			403-000-531-38-46-00	Insurance	\$9,940.00
			409-000-535-80-46-00	Insurance	\$51,110.00
			412-000-554-90-46-00	Insurance	\$10,163.00
		Total Invoice -200706			\$218,597.00
	Total 28919				\$218,597.00
					\$218,597.00
Total WCIA					
Grand Total		Vendor Count	14		\$246,090.00

Payroll



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period **December 16, 2025** through **December 31, 2025** 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
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 6216 through 6223	\$2,320.69
Voided Checks 6208-6215	

Auto Payments:

AWC Insurance	#2018408	\$13,555.46
Dept of Retirement	#2018409	3,044.49
Dept of Retirement	#2029410	9,431.40
WA Teamsters Trust	#2018411	7,748.00
Washington Federal	#2018412	12,572.01

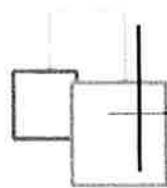
Payroll Auto Deposit \$38,685.02

Approved for a total payment of \$87,357.07 this 13th day of January, 2026.

Councilmember – Finance Committee

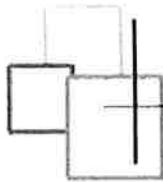
Councilmember – Finance Committee

Councilmember



Register

Number	Name	Description	Cleared	Amount
6216	Dept of Labor & Industry	2026 - January - First Council Meeting		\$833.45
6217	Employment Security	2026 - January - First Council Meeting		\$83.70
6218	Empower Annuity Ins. Co of America	2026 - January - First Council Meeting		\$275.00
6219	North Coast Credit Union	2026 - January - First Council Meeting		\$200.00
6220	Paid Family & Medical Leave	2026 - January - First Council Meeting		\$347.58
6221	Teamsters Local No. 231	2026 - January - First Council Meeting		\$152.00
6222	Wa Cares Fund	2026 - January - First Council Meeting		\$193.91
6223	Washington State Support Registry	2026 - January - First Council Meeting		\$235.05
2018408	AWC Employee Benefit Trust	2026 - January - First Council Meeting		\$13,555.46
2018409	Dept of Retirement - Def Comp	2026 - January - First Council Meeting		\$3,044.49
2018410	Dept of Retirement Systems	2026 - January - First Council Meeting		\$9,431.40
2018411	WA Teamsters Welfare Trust	2026 - January - First Council Meeting		\$7,748.00
2018412	Washington Federal	2026 - January - First Council Meeting		\$12,572.01
<u>Direct Deposit Run -</u> <u>12/31/2025</u>		2026 - January - First Council Meeting		\$38,685.02
				\$87,357.07



Register Activity

Run Type	Reference	Posting Reference	Detail Amount
Direct Deposit Run - 12/31/2025	Payroll Vendor	2026 - January - First Council Meeting	\$38,685.02
Avery, Adam W	ACH Pay - 8206	Posting Run - 12/30/2025 4:02:25 PM	\$604.87
Avery, Annie L	ACH Pay - 8229	Posting Run - 12/30/2025 4:02:25 PM	\$209.56
Baker, Natalie J	ACH Pay - 8211	Posting Run - 12/30/2025 4:02:25 PM	\$419.11
Banaszak, Sam E	ACH Pay - 8230	Posting Run - 12/30/2025 4:02:25 PM	\$621.08
Buchanan, Kimberly Jo	ACH Pay - 8223	Posting Run - 12/30/2025 4:02:25 PM	\$689.85
Carlson III, Ivan J	ACH Pay - 8215	Posting Run - 12/30/2025 4:02:25 PM	\$218.67
Carlson, Ivan J	ACH Pay - 8200	Posting Run - 12/30/2025 4:02:25 PM	\$182.02
Chamberlain, MaryLee S	ACH Pay - 8227	Posting Run - 12/30/2025 4:02:25 PM	\$182.02
Dole, Richard L	ACH Pay - 8232	Posting Run - 12/30/2025 4:02:25 PM	\$47.02
Eills, Ajah G	ACH Pay - 8201	Posting Run - 12/30/2025 4:02:25 PM	\$2,295.42
Guy, Turner J	ACH Pay - 8205	Posting Run - 12/30/2025 4:02:25 PM	\$1,302.17
Hanneman, Marna E	ACH Pay - 8221	Posting Run - 12/30/2025 4:02:25 PM	\$415.44
Herring, Jennifer M	ACH Pay - 8202	Posting Run - 12/30/2025 4:02:25 PM	\$2,027.98
Hiller, Ryan H	ACH Pay - 8197	Posting Run - 12/30/2025 4:02:25 PM	\$27.33
James, Wilbert M	ACH Pay - 8218	Posting Run - 12/30/2025 4:02:25 PM	\$227.77
Johnson, Brittany	ACH Pay - 8236	Posting Run - 12/30/2025 4:02:25 PM	\$317.34
Kerley-DeGoede, Maria A	ACH Pay - 8224	Posting Run - 12/30/2025 4:02:25 PM	\$2,558.84
Lease, Brian	ACH Pay - 8212	Posting Run - 12/30/2025 4:02:25 PM	\$3,123.43
McKnight, Chris R	ACH Pay - 8220	Posting Run - 12/30/2025 4:02:25 PM	\$36.45
Mesman, Benjamin	ACH Pay - 8204	Posting Run - 12/30/2025 4:02:25 PM	\$2,200.68
Mesman, Benjamin F	ACH Pay - 8209	Posting Run - 12/30/2025 4:02:25 PM	\$300.67
Mitchell, Anthony J	ACH Pay - 8207	Posting Run - 12/30/2025 4:02:25 PM	\$136.66
Olason, Troy D	ACH Pay - 8199	Posting Run - 12/30/2025 4:02:25 PM	\$145.78
Palaniuk, Kevin R	ACH Pay - 8234	Posting Run - 12/30/2025 4:02:25 PM	\$2,658.04
Pena-Ayon, Manuel A	ACH Pay - 8217	Posting Run - 12/30/2025 4:02:25 PM	\$1,830.17
Reinstra, Aaron E.	ACH Pay - 8226	Posting Run - 12/30/2025 4:02:25 PM	\$1,278.09
Reinstra, Aaron M.	ACH Pay - 8231	Posting Run - 12/30/2025 4:02:25 PM	\$2,243.26
Schinman, Karl A	ACH Pay - 8222	Posting Run - 12/30/2025 4:02:25 PM	\$54.67
Schmidt, Hayden J	ACH Pay - 8228	Posting Run - 12/30/2025 4:02:25 PM	\$154.88
Sherman, Albert R	ACH Pay - 8216	Posting Run - 12/30/2025 4:02:25 PM	\$1,952.73
Smith, Christopher	ACH Pay - 8210	Posting Run - 12/30/2025 4:02:25 PM	\$2,757.59
Smith, Christopher L	ACH Pay - 8198	Posting Run - 12/30/2025 4:02:25 PM	\$400.89
Smith, Cole J	ACH Pay - 8208	Posting Run - 12/30/2025 4:02:25 PM	\$118.44
Taylor, Anne M	ACH Pay - 8233	Posting Run - 12/30/2025 4:02:25 PM	\$182.02
Thomas, Scott G	ACH Pay - 8203	Posting Run - 12/30/2025 4:02:25 PM	\$2,976.64
Thulen, Wylie J	ACH Pay - 8214	Posting Run - 12/30/2025 4:02:25 PM	\$36.45
Viola, Angela T	ACH Pay - 8213	Posting Run - 12/30/2025 4:02:25 PM	\$1,948.95
Weaver, Judah S	ACH Pay - 8225	Posting Run - 12/30/2025 4:02:25 PM	\$1,620.02

Reports

- 1) Chamber Report**
- 2) Revenue/Expenditure Report**
- 3) Department Head Reports**
- 4) Mayors' Report**
- 5) Council Committee Reports**

Revenue/Expenditure Report

TOWN OF LA CONNER
Monthly Treasurer's Report
4th Quarter 2025 - Year to Date

Fund	Fund Name:	Budget	Revenues to Date	% of Budget	Budget	Expenditures to Date	% of Budget
001	General Fund	1,653,263	1,683,848	102%	1,825,933	1,597,674	87%
002	Park & Port	257,105	256,749	100%	313,457	224,997	72%
003	Facilities	286,238	322,929	113%	380,018	381,677	100%
004	Public Art	2,560	2,972	116%	2,600	2,234	86%
005	Streets	660,828	655,076	99%	702,098	568,012	81%
123	Hotel Motel	161,300	196,659	122%	215,180	212,692	99%
214	Fire Hall Bond	52,693	62,232	118%	39,125	39,125	100%
304	REET 1	45,900	32,577	71%	24,500	24,300	99%
305	REET 2	45,900	32,652	71%	500	300	0%
401	Water	1,427,314	1,404,587	98%	1,365,686	1,128,052	83%
403	Storm Drainage	400,313	387,503	97%	572,646	355,293	62%
409	Sewer	1,088,009	1,043,620	96%	1,267,344	1,171,093	92%
412	Sewer Compost	1,257,280	1,193,814	95%	1,219,132	900,031	74%
TOTALS		7,338,703	7,275,218	99%	7,928,219	6,605,480	83%

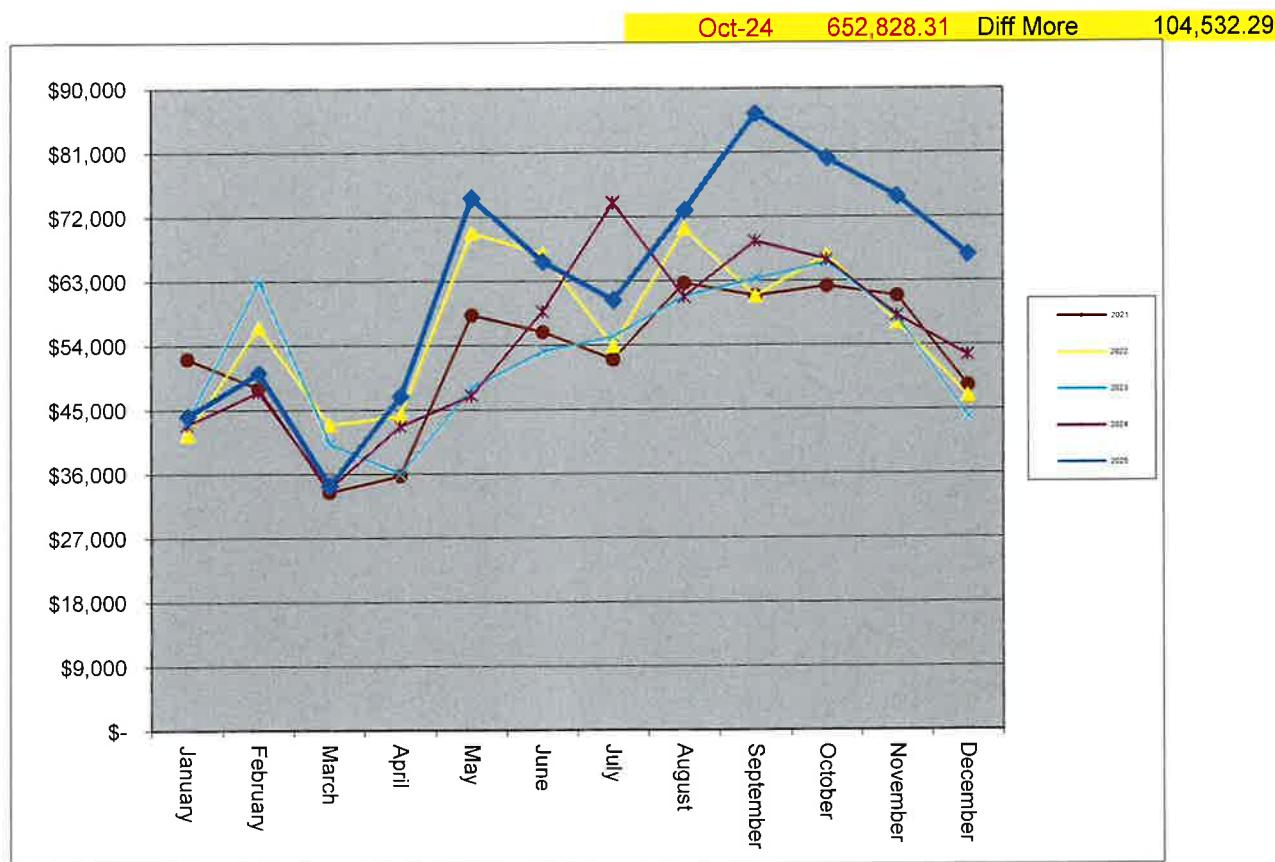
Investments

Premier Bank CD #11654670	\$ 255,480.30
Pacific Mountain Bank CD	\$ 250,000.00
TVI Investments 912833LQ-1	\$ 270,664.52
Banner Bank CD	\$ 150,000.00
LGIP	\$ 68,871.51
Total Investments	\$ 995,016.33

Town of La Conner

Sales Tax Receipts

Month	2021	2022	2023	2024	2025
January	52,155.18	41,561.10	43,390.62	42,874.71	44,087.60
February	48,035.77	56,546.93	63,103.16	47,549.13	50,199.92
March	33,430.43	42,937.78	40,187.49	33,929.53	34,312.23
April	35,756.91	44,209.82	36,015.58	42,670.99	46,864.59
May	58,286.79	69,865.79	48,072.92	46,949.42	74,693.75
June	55,900.26	66,878.23	53,129.86	58,778.05	65,733.81
July	52,061.10	53,917.06	55,178.70	73,967.99	60,304.94
August	62,720.18	70,383.49	60,820.03	60,799.96	72,958.21
September	60,971.61	60,899.83	63,276.38	68,591.27	86,462.76
October	62,268.96	66,647.98	65,602.87	65,989.67	80,195.96
November	60,911.19	57,164.48	57,728.51	58,132.76	74,841.17
December	48,334.16	46,910.27	43,947.09	52,594.83	66,705.66
TOTAL	630,832.54	677,922.76	630,453.21	652,828.31	757,360.60
Budgeted	328,202.00	492,303.00	609,181.00	609,181.00	618,293.00
Rec Year to Date	630,832.54	677,922.76	630,453.21	652,828.31	757,360.60
Annual Monthly Avg	52,569.38	56,493.56	52,537.77	54,402.36	63,113.38
Amount needed to meet budget:				652,828.31	(139,067.60)
			Oct-24	652,828.31	Diff More
					104,532.29
					122.49%



Town of La Conner

Annual Hotel/Motel Receipts

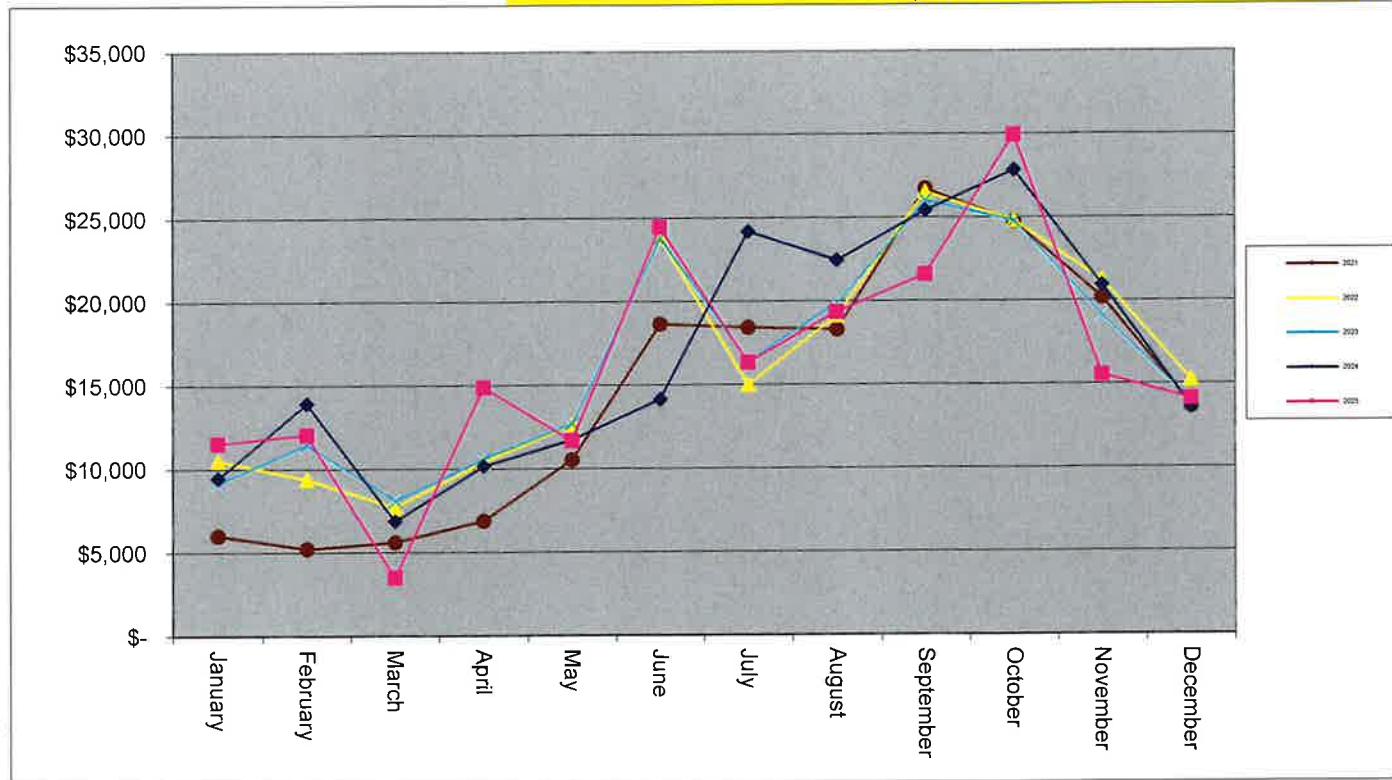
Month	2021	2022	2023	2024	2025
January	6,025.96	10,500.64	9,175.12	9,464.06	11,552.83
February	5,235.46	9,409.26	11,438.50	13,915.32	12,051.00
March	5,622.06	7,698.52	8,082.72	6,869.22	3,504.28
April	6,895.04	10,399.52	10,591.94	10,164.74	14,877.88
May	10,542.90	12,633.28	12,700.56	11,740.32	11,698.14
June	18,643.56	23,829.20	23,784.50	14,159.23	24,476.72
July	18,439.86	14,988.76	16,441.86	24,180.12	16,354.62
August	18,295.26	19,136.57	19,848.46	22,440.16	19,368.96
September	26,730.28	26,545.62	26,000.70	25,422.40	21,615.62
October	24,731.96	24,802.90	24,761.98	27,827.62	29,933.36
November	20,184.16	21,228.28	19,048.44	20,918.58	15,549.02
December	13,653.56	15,232.24	13,909.48	13,574.70	14,097.20
TOTAL	175,000.06	196,404.79	195,784.26	200,676.47	195,079.63

121.62%

Budgeted	88,200.00	88,200.00	133,040.00	133,040.00	160,400.00
Received Year to Date	175,000.06	196,404.79	195,784.26	200,676.47	195,079.63
Monthly Average	14,583.34	16,367.07	16,315.36	16,723.04	16,256.64

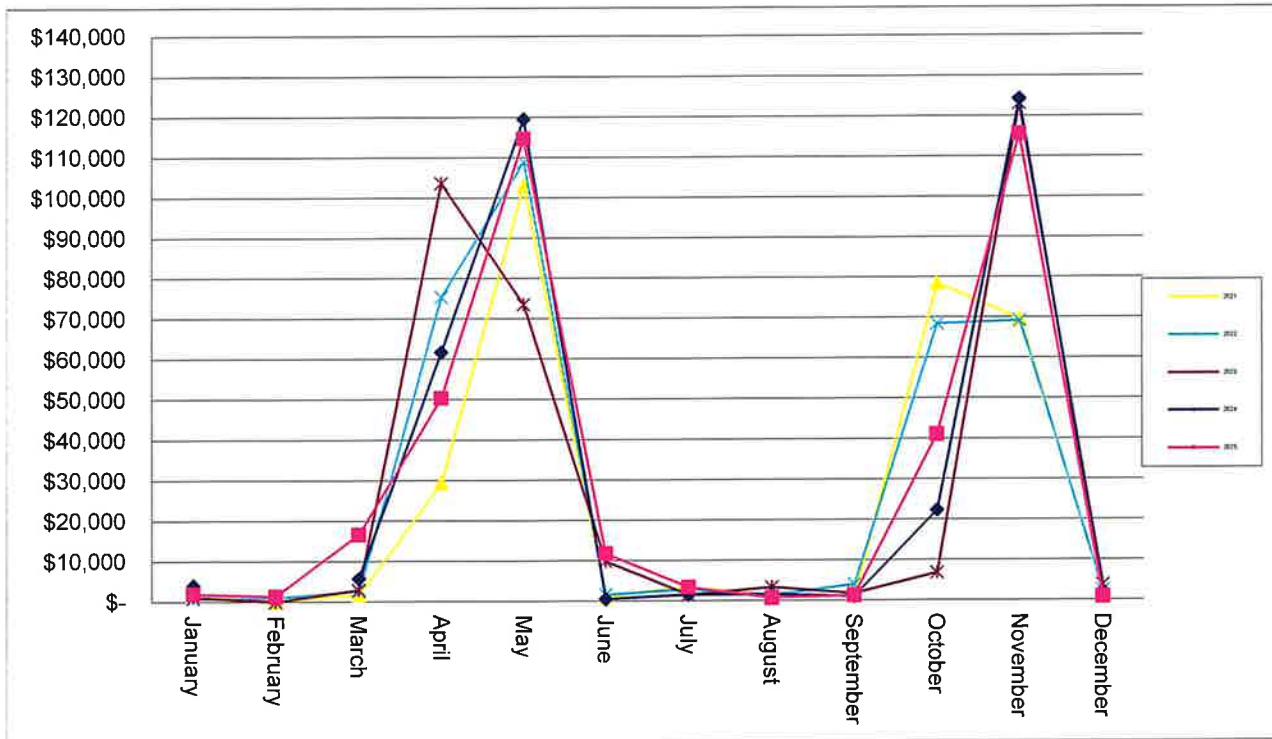
Amount needed to meet budget:

2024 December 200,676.47 2025 Under 5,596.84



Town of La Conner
Annual Property Taxes

Month	2021	2022	2023	2024	2025	
January	1,735.37	679.87	1,020.21	4,001.34	1,900.21	
February	123.80	923.67	-		1,278.89	
March	1,731.98	2,479.49	2,889.62	5,655.39	16,627.22	
April	29,295.28	75,356.27	103,626.12	61,738.45	50,401.69	
May	102,991.26	108,828.88	73,546.50	119,446.31	114,681.94	
June	1,047.57	1,503.75	9,809.06	443.60	11,769.90	
July	3,275.00	2,725.34	1,412.30	1,422.72	3,382.89	
August	1,381.95	1,259.96	3,299.01	1,529.68	645.70	
September	1,100.00	3,887.71	1,714.39	945.91	1,193.95	
October	78,553.96	68,521.30	6,801.76	22,305.55	41,080.84	
November	69,666.72	69,178.91	123,150.38	124,237.44	115,534.05	
December	2,154.94	2,392.56	3,747.23	1,957.85	840.43	
TOTAL	293,057.83	337,737.71	331,016.58	343,684.24	359,337.71	98.45%
Budgeted	330,004.00	336,312.00	352,971	357,121	365,000	
Received Year to Date	293,057.83	337,737.71	331,016.58	343,684.24	359,337.71	
Monthly Avg	24,421.49	28,144.81	27,584.72	28,640.35	29,944.81	
Amount needed to meet budget:						5,662.29



Town of La Conner
Annual REET

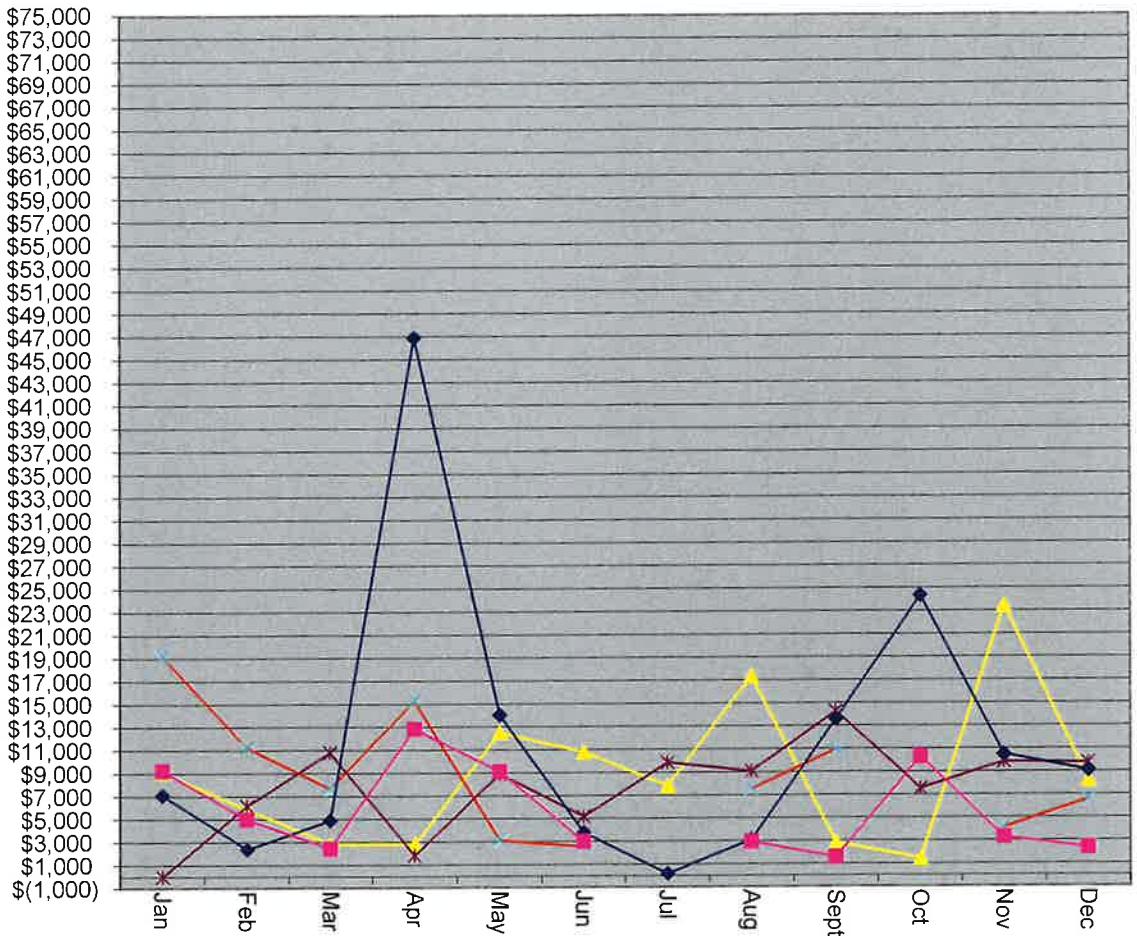
Month	2021	2022	2023	2024	2025
Jan	9,078.30	19,230.75	-	7,092.50	9,250.00
Feb	5,860.80	11,263.69	6,179.19	2,376.00	5,000.00
Mar	2,796.75	7,672.50	10,820.70	4,874.50	2,440.00
Apr	2,796.75	15,300.45	1,825.00	46,887.00	12,875.25
May	12,508.65	3,118.50	8,910.00	14,030.90	9,145.00
Jun	10,815.74	2,598.75	5,164.50	3,750.00	3,000.00
Jul	7,825.50		9,874.25	176.50	
Aug	17,362.12	7,548.75	9,070.87	3,105.00	2,945.00
Sept	2,821.50	10,976.62	14,275.00	13,600.00	1,592.52
Oct	1,480.05		7,543.80	24,342.50	10,301.25
Nov	23,472.90	4,149.50	9,875.00	10,500.00	3,301.25
Dec	8,256.60	6,599.50	9,776.25	9,085.00	2,400.00
TOTAL	105,075.66	88,459.01	93,314.56	139,819.90	62,250.27

Budgeted **36,000.00** **36,000.00** **72,000.00** **72,000.00** **90,000.00**

Received Year to Date **105,075.66** **88,459.01** **93,314.56** **139,819.90** **62,250.27**

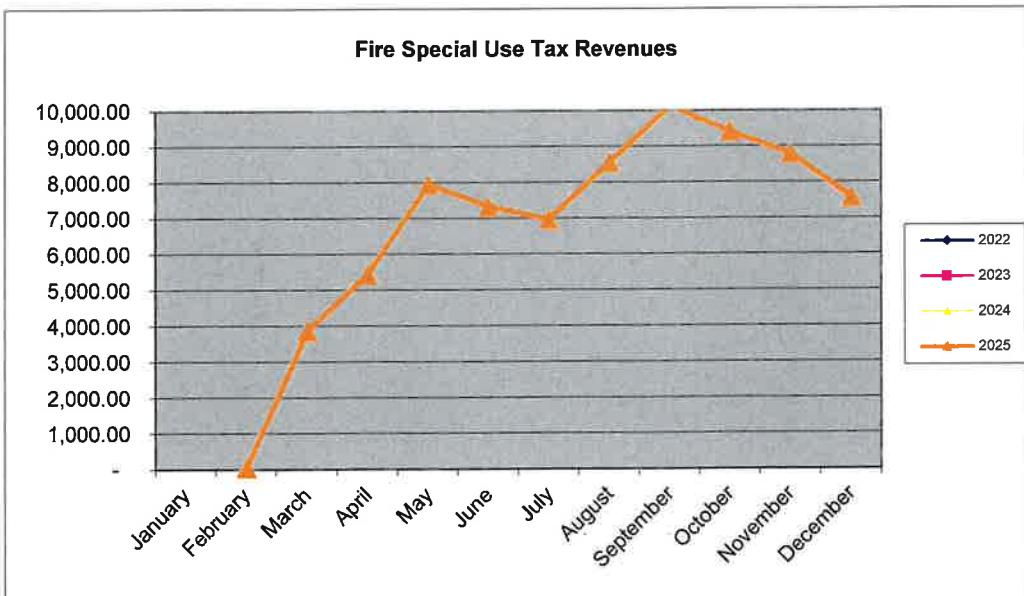
Monthly Average **8,756.31** **7,371.58** **7,776.21** **11,651.66** **5,187.52** **69.17%**

Amount needed to meet budget: **27,749.73**



Town of La Conner
Transportation Benefit District Tax Revenue

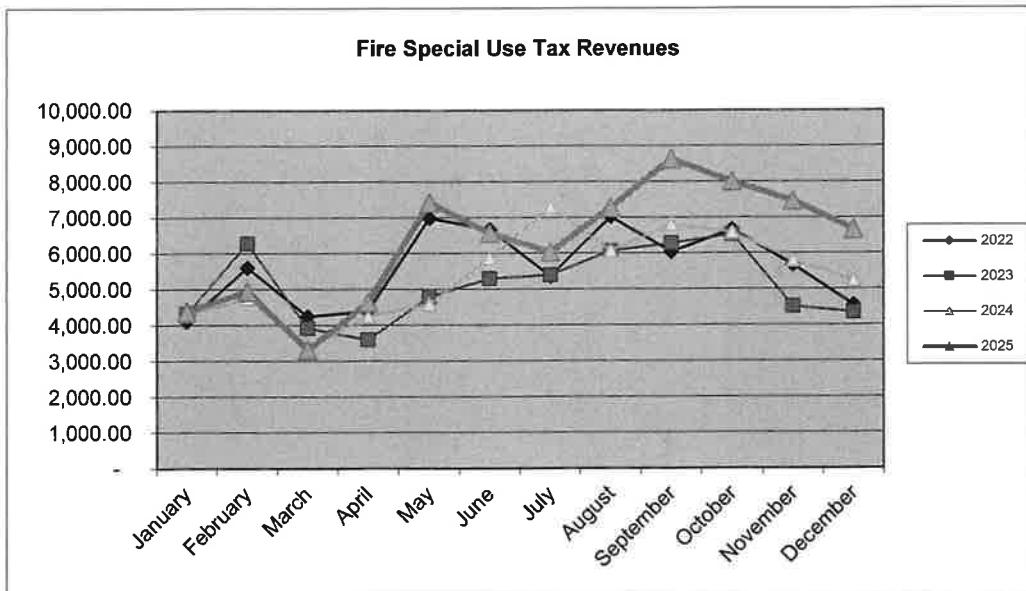
Month	2022	2023	2024	2025	
January					47.71
February					3,864.53
March					5,437.99
April					7,956.56
May					7,333.03
June					6,981.27
July					8,551.87
August					10,125.33
September					9,421.80
October					8,795.54
November					7,571.81
December					
TOTAL	-	-	-	-	76,087.44
Budgeted					45,000.00
Received Year to Date	-	-	-	-	76,087.44
Monthly Avg	-	-	#DIV/0!		6,340.62
Amount needed to meet budget:					(31,087.44)
					Diff



Town of La Conner
Special Use Fire Tax Revenue

Month	2022	2023	2024	2025	
January	4,108.62	4,333.29	4,280.52	4,373.86	
February	5,609.50	6,278.74	4,738.97	4,946.19	
March	4,237.71	3,923.57	3,382.21	3,309.23	
April	4,396.10	3,593.96	4,254.77	4,633.93	
May	6,984.88	4,796.78	4,593.74	7,414.64	
June	6,661.47	5,297.25	5,869.99	6,566.69	
July	5,364.02	5,393.11	7,301.60	6,034.71	
August	7,019.56	6,063.58	6,070.44	7,274.13	
September	6,041.25	6,284.28	6,798.06	8,636.47	
October	6,659.05	6,524.47	6,589.21	7,997.61	
November	5,673.70	4,516.48	5,798.19	7,459.17	
December	4,555.14	4,344.70	5,252.88	6,661.01	
TOTAL	67,311.00	61,350.21	64,930.58	75,307.64	144.82%
Budgeted	45,501.00	50,000.00	50,000.00	52,000.00	
Received Year to Date	67,311.00	61,350.21	64,930.58	75,307.64	
Monthly Avg	5,609.25	5,112.52	5,410.88	6,275.64	

Amount needed to meet budget: (23,307.64)

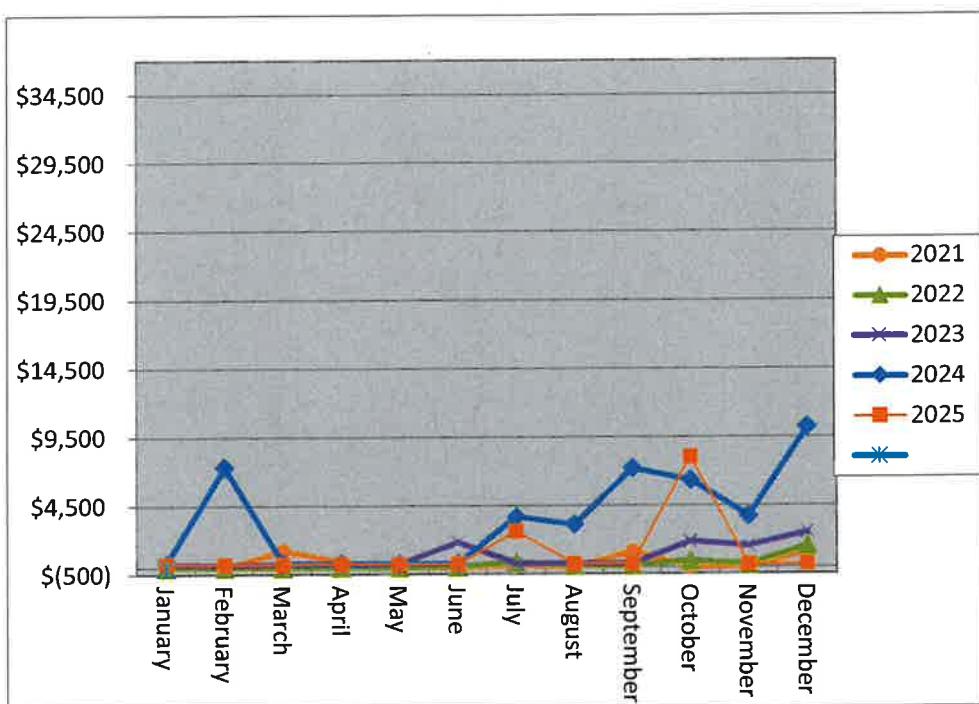


Town of La Conner

Investment Interest Receipts

Month	2021	2022	2023	2024	2025
January	53.53	4.52	222.14	288.36	249.41
February	6.04	4.86	211.19	7,298.06	224.96
March	1,256.42	11.21	242.20	290.11	248.31
April	396.24	19.48	243.73	281.56	240.86
May	3.80	35.04	264.29	292.30	248.66
June	3.62	48.70	1,847.72	284.46	242.07
July	141.11	382.44	271.13	3,681.23	2,619.70
August	3.92	112.03	277.67	3,094.00	251.90
September	1,169.94	123.87	272.22	7,196.78	239.59
October	4.66	446.26	1,881.45	6,307.42	8,047.31
November	59.37	182.53	1,550.19	3,684.94	225.54
December	1,157.59	1,549.18	2,546.09	10,188.19	225.99
TOTAL	4,256.24	2,920.12	9,830.02	42,887.41	13,064.30
Budgeted	4,465.00	4,581.00	5,079.00	7,645.00	30,169.00
Received Year to Date	4,256.24	2,920.12	9,830.02	42,887.41	13,064.30
Monthly Average	354.69	243.34	819.17	3,573.95	1,088.69
Amount needed to meet budget:					17,104.70

43.30%



Department Head Reports



TOWN OF LA CONNER

Monthly Planner's Report

December 2025

NEW APPLICATIONS ACCEPTED:

Land Use

- No Land Use permits were accepted in December 2025

Building Permit

- BP25-72ROW, 102 N First Street, Sign installation
- BP25-73WM, 931 B Maple, water meter permit
- BP25-74WM, 931 A and B Maple, water meter permit - IRRIGATION meter
- BP25-75WM, 931 A and B Maple, water meter permit - FIRE meter
-

Page | 1

Planning Commission:

The Planning Commission met on December 2 and December 16. During the December 2 meeting, the Planning Commission continued discussions on code changes related to the Historic District and the sign code. During the December 16 meeting, discussions continued on the Historic District and sign code. This was the last meeting for Commission Bradburn, whose term on the Commission ended on 12/31/2025.

Hearing Examiner:

There was no business before the Hearing Examiner in December.

General Planning Activities:

- Staff are developing new Town branding, which will include a new logo to be selected from designs submitted by the community.
- Staff are testing new methods of public engagement.
- 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.
- Continuing review of development and permit applications.
- Continuing response to public inquiries regarding land use.
- Continuing issuance of permits.
- Long term planning priorities:
 - Full review of La Conner Municipal Code Chapter 15: Uniform Development Code.
 - Public Participation and Communication

Public Works

Department Head Report

December – 2025

Priorities for Public Works in December, all weather related, preparing for the worst from the Skagit River major flooding, heavy rains, strong winds, power outages, King Tides with storm surges and continuous weather monitoring.

Water:

- Asset Management; in the works, electronic time sheets, permits, GPS for GIS mapping, past project plans, O&M manuals uploaded in the database.
- Cellular water meter upgrade; the second group of meters have been installed, customers will soon have access to their water meter with consumption/usage information through an App “EyeOnWater” Google Play, Apple Play and PC.
- Channel Drive “Skagit Beach” water main replacement, funding sources is a priority.
- 306 Center project, the new sections of 8” water main, 4th St -Morris to Center and Center St from 4TH 190’ west is now in service.

Drainage:

- 6th St storm pump control panel replacement; installation completed on December 4th with telemetry configuration to be completed by the end of January.
- Continuous task of keeping the storm system free of debris during this wet season.

Streets:

- Minor asphalt repairs and road side gravel repairs.

Park and Port:

- Sand bags and ecology blocks along the waterfront for storm high tide flood protection. December having 21 days of tides 11FT +, January with 15 day of 11FT + tides and February having 8 days of 11FT + tides.

Facilities:

- Routine maintenance.

Other:

- Continued conversations with Kevin Jackman, Skagit DEM, forecasting tide heights.
- Maple Townhomes project; Pre-construction was held on December 22nd.
- Caledonia Habitat project has paused again. A meeting is scheduled for January 7th.
- 306 Center Street “Talmon” project, continuing with utility/right-of-way improvements, water and sanitary infrastructure completed.
- Projects; 824 S 4th, 205 N 5th, 102 N 1st St, 931 Maple Improvements.

Brian Lease
Public Works Director, Town of La Conner



La Conner Wastewater Plant

Board of Commissioners

Monthly Report Management & Operation

Month: December 2025

WWTP:

Still waiting on ammonia samples from Eurofins

System Maintenance:

12/1/2025 Grease Oxidation ditch, Clarifiers, Belt press and Compost mixer. Cleaned U.V lights, pressure

washed digester 1 and around Oxidation ditch 2, replaced U-bolts on all screen plant brushes.

12/8/2025 clean U.V lights, pump out clean U.V channels, grease Oxidation ditch, Clarifiers, Belt press and Compost mixer, jetted ports on clarifiers.

12/9/2025 replaced rubber on clarifier #1 sweeper arm.

12/12/2025 replaced belt guard on ox ditch #2 north side, pressure washed both clarifiers.

12/15/2025 clean U.V lights and pump out U.V channels

12/16/2025 grease Oxidation ditch, Clarifiers, Belt press and Compost mixer.

12/17/2025 relocated zerk fitting on clarifier 1 to an easily accessible point, top off generator with fuel.

12/19/2025 pressure wash both clarifiers and back walls of plant.

12/22/2025 Greased Oxidation ditch, Clarifiers, Belt press and Compost mixer, clean U.V lights pump out both channels.

12/26/2025 replace manhole gaskets on two manholes on maple Ave, scrubbed down both clarifiers.

12/29/25 clean U.V lights and pump out channels, greased Oxidation ditch, Clarifiers, Belt press and Compost mixer.

Call outs/Emergencies

12/5/2025 5:30 pm call out for brush cut out on ox ditch 2 had to divert water to basin 1, 8:05 another call out for power blip, reset plant running fine, 11:35 pm another call out generator running,

12/17/2025 call out power outage at 12:58 pm extreme winds, reset RAS pumps, plant check, monitor plant.

Wastewater Plant Monitoring Report Summary:

	Current Influent	Last Month Influent	% Diff
Avg. Daily Flow	446,000		
Total Flow	13,370,000	8,490,000	37% increase
Max Daily Flow	950,000		

Locates: 2

Communications:

No significant communications for August

Significant Expenditures:

NONE

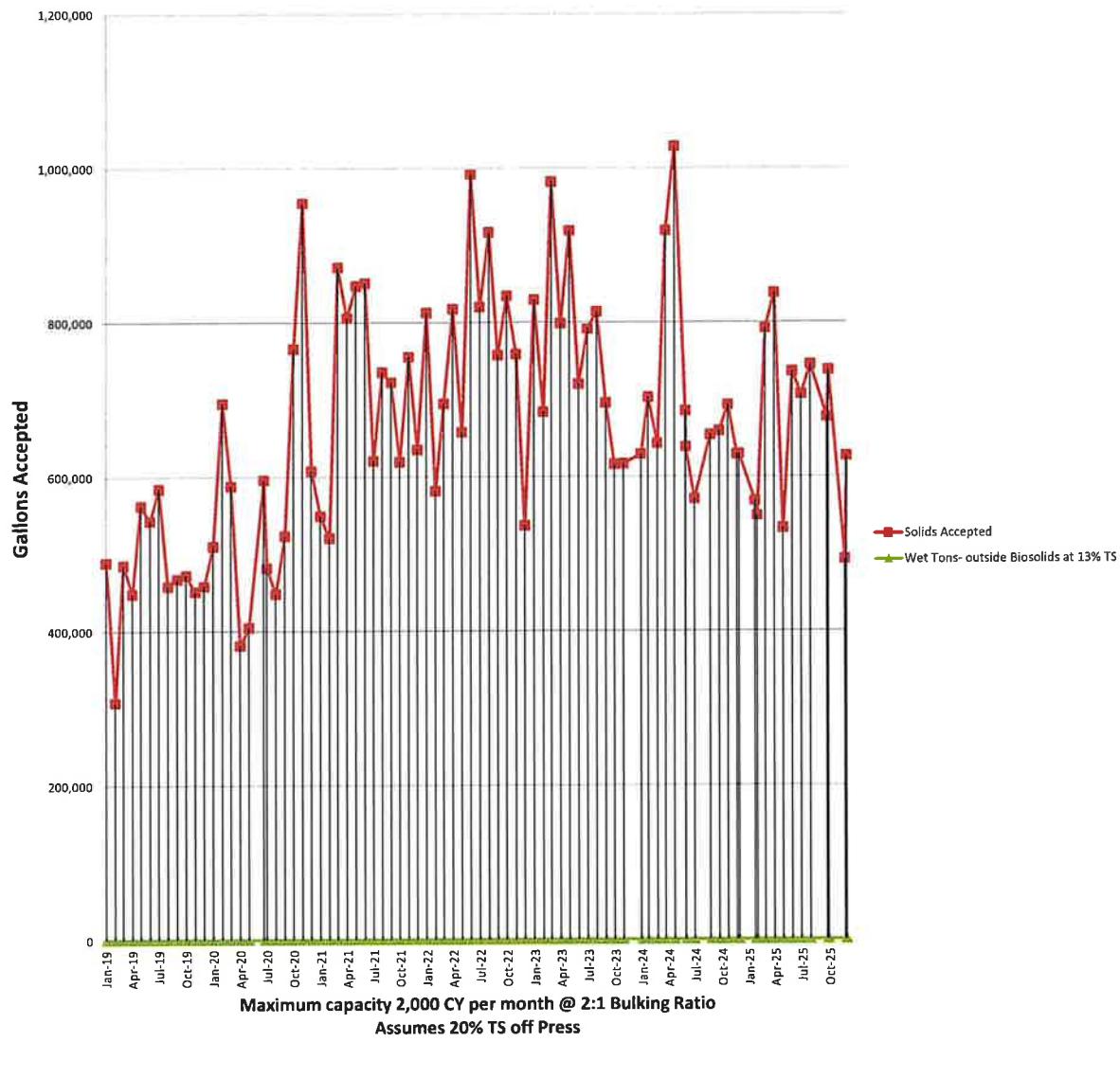
Ongoing Problems:

NONE

LaConner Wastewater Treatment Plant

Monthly Data 2024

LaConner Wastewater Treatment Plant Monthly Data 2019- Present



Fire Chief / Code Enforcement Report

Dec-25

Alarms:	40 Emergency Calls	Ave # Responders:	4
800 Weather	3	300 Med	32
700 FA	3	600 Intent	1
		500 Serv	1

Calendar:
3-Dec Bussiness Meeting
10-Dec Apprication Dinner
17-Dec Flood Discusioms
24-Dec Canceled
31-Dec Canceled

Events:
Tree Lighting
River Watch
Flood Watch

Enforcement Notes: Tree on 6th
Construction Blocking

Aaron Reinstra
Fire Chief/Code enforcement
Town of La Conner

Sheriff's Report December 2025

TimeDate	CaseNumber	NatureDesc	Category
12/1/2025, 12:32 PM	25-14854	Vehicle Accident	Motor Vehicle Incidents
12/3/2025, 3:48 PM	25-14930	911 Hangup Call	Other Incidents
12/5/2025, 8:17 PM	25-15036	Suspicious Circumstances	Other Incidents
12/5/2025, 11:29 PM	25-15047	Alarm	Other Incidents
12/6/2025, 4:34 PM	25-15072	Alarm	Other Incidents
12/7/2025, 4:54 PM	25-15107	911 Hangup Call	Other Incidents
12/8/2025, 11:35 AM	25-15136	Vehicle Theft	Property Crimes
12/8/2025, 10:30 PM	25-15158	Citizen Assist	Civil
12/10/2025, 3:51 PM	25-15239	Fraud Violation	Fraud
12/11/2025, 2:41 AM	25-15272	Suspicious Circumstances	Other Incidents
12/11/2025, 4:29 PM	25-15308	Controlled Substance Problem	Drug/Alcohol
12/12/2025, 2:40 PM	25-15355	Alarm	Other Incidents
12/13/2025, 6:59 AM	25-15378	Removal Of Person	Crimes Against Person
12/15/2025, 8:07 AM	25-15480	Harassment Of Person	Crimes Against Person
12/17/2025, 12:44 AM	25-15583	Alarm	Other Incidents
12/17/2025, 3:46 AM	25-15591	Alarm	Other Incidents
12/17/2025, 10:25 AM	25-15609	Traffic Hazard	Motor Vehicle Incidents
12/17/2025, 4:06 PM	25-15636	Abandoned Vehicle	Motor Vehicle Incidents
12/18/2025, 3:33 AM	25-15655	Alarm	Other Incidents
12/20/2025, 5:02 PM	25-15762	Juvenile Problem	Other Incidents
12/21/2025, 5:12 AM	25-15785	Vehicle Accident	Motor Vehicle Incidents
12/22/2025, 7:49 AM	25-15821	Vehicle Accident	Motor Vehicle Incidents
12/24/2025, 1:51 AM	25-15904	Traffic Enforcement	Motor Vehicle Incidents
12/26/2025, 1:28 AM	25-15960	Alarm	Other Incidents
12/26/2025, 6:02 PM	25-15982	Suspicious Circumstances	Other Incidents
12/26/2025, 9:09 PM	25-15993	Suspicious Circumstances	Other Incidents
12/27/2025, 10:09 PM	25-16041	Alarm	Other Incidents
12/1/2025, 5:56 PM	25-W05915	Agency Assistance	Other Incidents
1/2/2026, 12:47 AM	26-00039	Welfare Check	Other Incidents

TIME IN TOWN 103 HRS

TIME IN ZONE 1027 HRS



Info Summary

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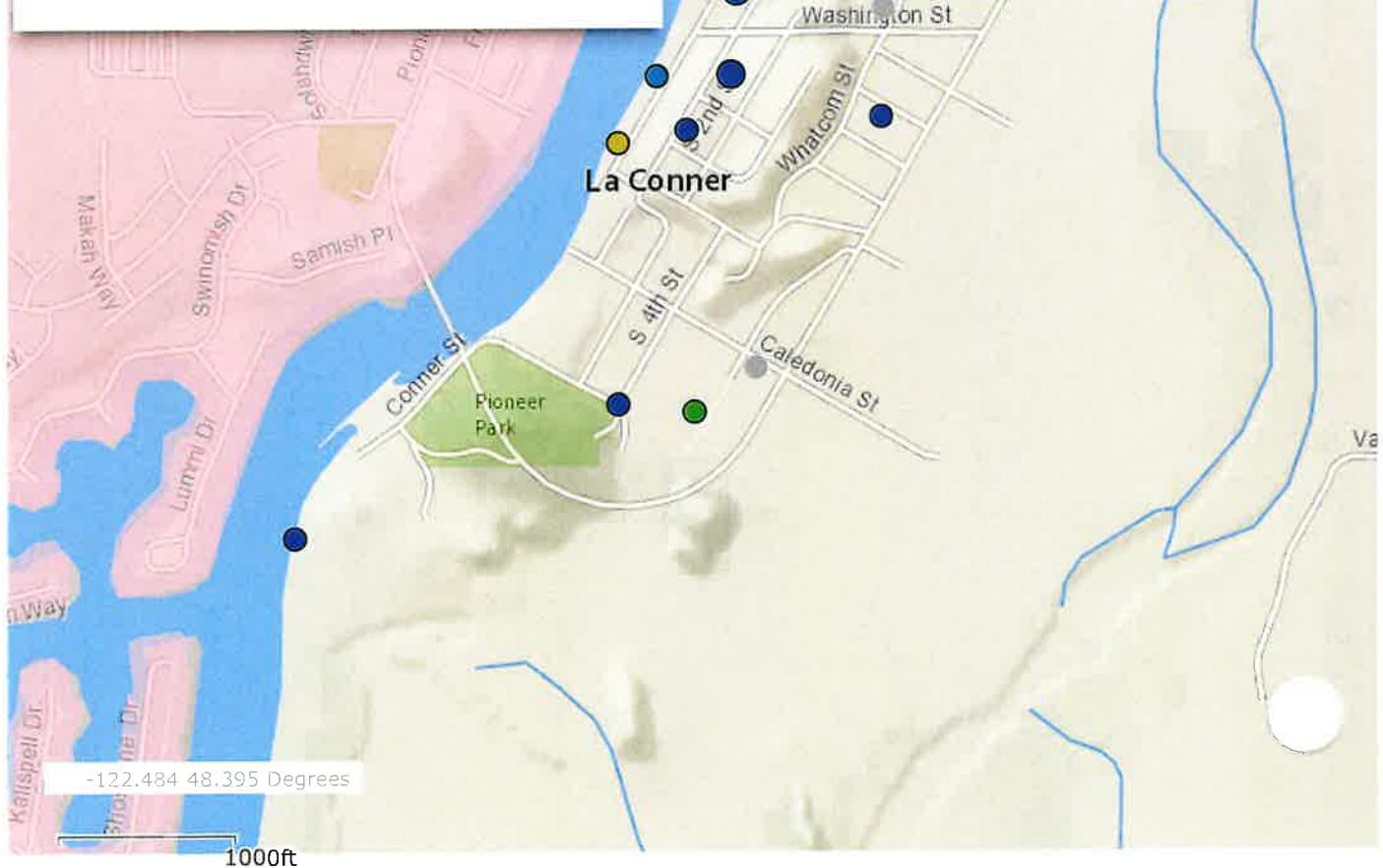
X



29

Incidents in Current View

- Civil 1
- Crimes Against Person 2
- Drug/Alcohol 1
- Fraud 1
- Motor Vehicle Incidents 6
- Other Incidents 17
- Property Crimes 1



TOWN OF LA CONNER

Water, Sewer, & Stormwater Utility Rate Study

The Town of La Conner (the Town) has asked FCS, a Bowman company to develop a scope and budget to perform a water, sewer, and stormwater rate study, including the following key technical tasks:

- **Financial plan.** A financial plan determines the total revenue needed to cover operating costs, debt service, and capital funding requirements to ensure long-term sustainability for each utility.
- **General facilities charges (GFCs) (optional).** GFCs are one-time fees assessed on new development (and sometimes redevelopment) so that growth makes an equitable contribution to system costs.
- **Cost-of-service analysis (optional).** A cost-of-service analysis allocates utility costs among customer classes based on their demand characteristics to ensure equitable cost recovery.
- **Rate design (optional).** Rate design establishes how rates are structured to generate required revenue while aligning with policy objectives and promoting fairness among customer classes.

TASK PLAN

Task 1 | Project Kickoff Meeting, Data Request, and Administration

Task 1 establishes the foundation for the study through a kickoff meeting, data collection, and essential administrative setup. The remote kickoff meeting will confirm key policies, technical issues, and data needs. FCS will request, review, and analyze required data, noting any gaps or concerns. Administrative tasks include project setup, documentation, scheduling, invoicing, and client communication.

Deliverables to Include:

- Attend one (1) remote kickoff meeting.
- Submit a written request for the data.
- Perform routine project administration tasks such as invoicing and monthly status reports.

Task 2 | Water, Sewer, & Stormwater Financial Plans

FCS will develop a multi-year financial plan that addresses each utility's projected needs, focusing on the six-year planning period (e.g., 2026–2032) while considering longer-term projections to support a strategy of stable, moderate rate adjustments.

Key components include:

- **Fiscal Policy Review:** Review the Town's fiscal policies for operating and capital reserves, system reinvestment, debt management, and coverage requirements. Recommend fiscal policies where appropriate, if needed.
- **Operating Forecast:** Use the Town's operating budgets as a baseline to forecast operating and maintenance costs, debt service, and other obligations over the study period, incorporating growth projections, cost escalation, and other adjustments as appropriate.
- **Capital Funding Plan:** Evaluate funding options and develop a capital funding plan aligned with each utility's capital plan including capital needs, possible borrowing requirements, and cash flow projections. Consider a mix of cash, GFCs, bonds / loans, and other sources, and perform sensitivity analyses to minimize rate impacts.
- **Revenue Needs Assessment:** For each utility, integrate fiscal policies, operating forecast, and capital funding plan to project cash flows and compare against existing revenues. Develop up to three scenarios per utility for CIP or rate strategies and provide a single-family rate comparison for up to six jurisdictions.
- **Rate Forecast:** Recommend percentage rate adjustments to meet each utility's obligations.

Deliverables to Include:

- Construct financial plan for each utility.
- Up to three distinct scenarios for each utility.
- A rate survey of up to six (6) jurisdictions in the region will be developed.
- Prepare for and attend two (2) remote review meetings with Town staff to review results.

Task 3 | Water, Sewer, & Stormwater GFC Analysis (OPTIONAL)

GFCs are imposed on new development and certain redevelopment to promote a proportional share of the cost between new and existing customers by recovering a proportional share of the cost of system facilities from growth as it occurs. FCS will calculate GFCs that reflect:

- The cost of existing assets, as documented in the Town's financial reports and other available records.
- The cost of future capital projects documented in the Town's most recent capital improvement plans.
- The applicable system capacity, expressed in terms of units appropriate to each utility (e.g., meter equivalents for water GFCs; equivalent residential units for sewer and stormwater GFCs).

This task includes reviewing any available documentation underlying the Town's existing charges and recommending changes to the existing methodology (or introducing a new methodology, if appropriate).



FCS will calculate the maximum allowable charges under the recommended methodology, developing an updated schedule of GFCs.

Deliverables to Include:

- Calculate the maximum allowable GFC per utility for an equivalent unit.
- Develop a single-family GFC comparison for up to six (6) jurisdictions.
- Prepare for and attend one (1) remote review meeting with Town staff to review results.

Task 4 | Water/Sewer Cost-of-Service Analysis (COSA) (OPTIONAL)

This task establishes a defensible basis for assigning cost shares to the Town's water and sewer customers in a way that is tailored to the unique characteristics of the Town's systems. FCS will:

- Review detailed customer billing statistics and develop a "customer base profile" for each utility (with calibration to reflect the Town's actual revenue collections) that will serve as the basis for projecting revenues, allocating costs, and designing rates.
- Allocate the annual revenue requirement of the water and sewer utilities to functions of service, such as customer service, base/peak water demand, fire suppression, wastewater flow conveyance and wastewater strength (typically split into constituents such as biochemical oxygen demand and total suspended solids).
- Allocate the costs assigned to each service function among customer classes based on their relative demands. This task will include a review of available customer billing data to determine whether the Town's existing customer classifications are adequate or if revisions to the class structure could be justified based on customer types with similar usage patterns and service characteristics.

By comparing the cost allocated to each class to what it pays under the Town's existing water and sewer rate structures, this analysis can inform class-specific rate increases as an alternative to the aggregate "across-the-board" rate revenue increases developed in Task 2. If the distribution of costs under this analysis differs significantly from what customers pay under the Town's existing rate structure, FCS will develop up to a six-year phasing strategy for the Town's consideration.

This analysis would enable the Town to recover costs more equitably from customers (through rates and GFCs) based on their service requirements and characteristics. For example:

- The Town has incurred material costs to oversize the infrastructure in its water system to meet peak demands. Customer classes that use significantly more water during the summer months than at other times of the year require the Town to invest in capacity that sits idle for large parts of the year. Recovering costs associated with this capacity from the customers with disproportionate peak demands can encourage them to conserve water and use it efficiently, potentially helping the Town avoid or delay investments in future capacity expansion.
- The Town's water system is also oversized to accommodate fire flow. The 2025 Water System Plan indicates that the water system has been designed to provide up to 2,000 gallons per minute of

fire flow – given that single-family residential zones typically require 1,000 – 1,500 gallons per minute, there is likely a degree of oversizing to provide higher levels of fire flow to multi-family and commercial properties.

- The capacity of the Town's wastewater treatment plant is expressed primarily in terms of maximum-month flow and maximum-month loadings of biochemical oxygen demand (BOD) and total suspended solids (TSS). Recovering costs from customers based on their estimated contributions to the flows and loadings received at the plant is not only equitable, but it may also incentivize certain types of businesses to install pretreatment facilities and reduce the strength of the wastewater that they send to the plant. The Town's Comprehensive Plan suggests that there is not an industrial customer base to speak of, and retail/restaurants comprise most of the commercial customer base.
- For both utilities, FCS could review the data and assess whether creating separate classes is justified. The existing water rate structure does not appear to vary by class aside from users in Shelter Bay, which are charged according to a contract.

Deliverables to Include:

- Validate water and sewer customer billing data by analyzing customer statistics and applying existing rates to confirm revenue accuracy by class for use in the cost-of-service task.
- Develop a comparative analysis of current cost recovery versus cost recovery based on the cost allocation model, identifying variances and either validating the equity of existing rate structures or recommending a phased-in plan to align rates with true cost-of-service over time.
- Prepare for and attend one (1) remote review meeting with Town staff to review results.

Task 5 | Water & Sewer Rate Design (OPTIONAL)

FCS will develop fixed and variable charges for each customer class to recover its allocated costs. FCS will prepare up to three (3) alternative rate structures for each utility. Each alternative will be designed to:

- Generate sufficient revenue to meet the forecasted revenue requirements.
- Address any significant inequities identified in the cost-of-service analysis.

Finally, FCS will collaborate with Town staff to ensure that any recommended rate structure alternatives are fully compatible with the Town's billing system.

This task would enable the Town to recover costs more equitably from customers within a given class, as well as improve the alignment of the Town's rate structures with core policy objectives such as revenue stability, conservation, and affordability. For example:

- FCS could recalibrate the base charge of the water rate structure so that it better captures costs that would equitably be recovered through a charge per account rather than a charge per meter capacity equivalent (MCE). If FCS does the COSA, it could also develop class-specific base charges and/or volume charges. Subject to the availability of data and interest from the Town, FCS could

develop a tiered volume rate for single-family users and potentially a seasonal volume rate for other users. This would help the Town achieve an additional water-use efficiency measure, as well as comply with the requirements established by WAC 246-290-100 (specifically, evaluating the feasibility of adopting and implementing a rate structure that encourages water demand efficiency).

- The Town's sewer rate structure currently differentiates between residential/average-strength commercial and above average-strength commercial. If FCS does the COSA, it could potentially recalibrate the existing rates.
- For both utilities, FCS could adjust the balance of cost recovery through base vs. volume charges to improve the alignment of the rate structures with core objectives such as revenue stability, conservation, and affordability.

Deliverables to Include:

- Prepare up to (3) alternative rate structures for each utility.
- Prepare for and attend one (1) remote review meeting with Town staff to review results.

Task 6 | Council Meetings

The success of a rate study relies on an open and involved process for informing and educating the Town Council and ratepayers on the rate study process. This process needs to clearly define the cost basis for the fees imposed on customers by linking the financial requirements to costs.

Deliverables to Include:

- FCS will attend and participate in up to two (2) onsite meetings with the Town Council.

Task 7 | Documentation

FCS will prepare a written report documenting the process, methodology, key assumptions, results, and recommendations of the rate study.

Deliverables to Include:

- Draft Report. FCS will provide up to two (2) draft report iterations for Town review.
- Final Report. Upon receipt of comments from the Town, FCS will incorporate the comments, as appropriate, into a Final Report to be submitted to the Town.

BUDGET

Our estimated cost to complete the full task plan is approximately **\$114,200**, which represents a not-to-exceed amount based on the hourly billing rates listed below. Monthly invoices will be issued on a time-and-materials basis. The table below shows the estimated cost by task and utility to help Town staff consider whether or not to proceed with each of the optional tasks.

	Water	Sewer	Stormwater	Total
Task 1: Project Kickoff Meeting, Data Request, and Administration	\$ 1,600	\$ 1,600	\$ 1,600	\$ 4,800
Task 2: Financial Plans	9,800	9,800	9,800	29,400
Task 3: GFC Analysis (Optional)	6,530	6,530	6,530	19,590
Task 4: Cost-of-Service Analysis (Optional)	13,020	13,020		26,040
Task 5: Rate Design (Optional)	5,110	5,110		10,220
Task 6: Council Meetings	4,600	4,600	4,600	13,800
Task 7: Documentation	3,450	3,450	3,450	10,350
Total	\$44,110	\$44,110	\$25,980	\$114,200



FCS, a Bowman Company

2025 STANDARD FEE SCHEDULE

Effective February 10, 2025

LABOR¹

<i>Position/Title</i>	<i>Billing Rate</i>
Principals	Standard Rates \$295-\$325
Project Managers	Standard Rates \$220-\$250
Consultants	Standard Rates \$170-\$205
Administrative and Technical Support	
Public Relations	\$185
Technical Writer/Graphic Artist	\$160
Administrative Support	\$110

DIRECT EXPENSES

Major direct expenses, such as travel, mileage, and lodging, will be charged at cost. Other expenses will not be directly charged unless by mutual agreement of the client and FCS and specific terms will be established in advance prior to expenditure and billing.

SUBCONSULTANTS

When applicable, subconsultants will be charged at invoiced cost plus 10%.

¹ *Litigation rates are 150% of standard hourly rates for services in support of direct litigation, settlement negotiations, arbitration and/or mediation processes.*

Unfinished Business

- 1) FCS Utility Rate Study - Discussion**
- 2) 4th of July Fireworks - Discussion**

New Business

- 1) Agreement – Skagit County Sheriff (Policing)**
- 2) Resolution – Appointment to Planning Commission (Fortygin)**
- 3) Resolution – Appointment to Art's Commission (Harrington & Stikes)**
- 4) Council Commissions – Discussion**
- 5) Purchase/Quote Approval – Bud Clary Chevrolet New Truck**
- 6) Historic Preservation District Code Amendment – Preliminary Approval**

**Agreement – Skagit County Sheriff
(Policing)**

Amendment #3
Original Agreement #C20210679

Town of La Conner, hereinafter called "TOWN," and Skagit County hereinafter called "COUNTY," agree to amend Agreement No. C20210679, as set forth below under "Terms of Amendment."

TERMS OF AMENDMENT: The TOWN and COUNTY agree for the calendar year 2026, pursuant to Agreement No. C20210679 provision 7.3, to a 3% increase above the amounts set forth for 2025, in Agreement No. C20210679, Amendment #1, constitutes the evaluation of the parties regarding the costs and revenue under Agreement No. C20210679 provision 7.3, with the resulting amount to the costs as follows:

2026: Four hundred and five thousand, and eight hundred and fifty-six dollars (\$405,856) for the calendar year 2026. Payment to be made in the amount of one hundred and one thousand, four hundred and sixty-four dollars (\$101,464) paid quarterly on or before March 31, 2026, June 30, 2026, September 30, 2026, and December 31, 2026.

All other terms and conditions of the original contract shall remain in effect during the period of the extension provided by this amendment.

Town of La Conner

Dated: _____

Town of La Conner
Skagit County, Washington

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Finance Director

APPROVED AS TO FORM:

Scott Thomas, WSBA #23070

DATED this _____ day of _____, 2024.

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

Peter Browning, Chair

Lisa Janicki, Commissioner

Attest:

Ron Wesen, Commissioner

Clerk of the Board

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

Recommended:

County Administrator

Department Head

Approved as to form:

Civil Deputy Prosecuting Attorney

Approved as to indemnification:

Risk Manager

Approved as to budget:

Budget & Finance Director

**Amendment #2
Original Agreement #C20210679**

Town of La Conner, hereinafter called "TOWN," and Skagit County hereinafter called "COUNTY," agree to amend Agreement No. C20210679, as set forth below under "Terms of Amendment."

TERMS OF AMENDMENT: The TOWN and COUNTY agree for the calendar year 2025, pursuant to Agreement No. C20210679 provision 7.3, to a 13% increase above the amounts set forth for 2024, in Agreement No. C20210679, Amendment #1, constitutes the evaluation of the parties regarding the costs and revenue under Agreement No. C20210679 provision 7.3, with the resulting amount to the costs as follows:

2025: Three hundred and ninety-four thousand, and thirty-five dollars (\$394,035) for the calendar year 2025. Payment to be made in the amount of ninety-eight thousand, five hundred and eight dollars and seventy-five cents (\$98,508.75) paid quarterly on or before March 31, 2025, June 30, 2025, September 30, 2025, and December 31, 2025.

All other terms and conditions of the original contract shall remain in effect during the period of the extension provided by this amendment.

Town of La Conner

Dated: 12/2/2025

Town of La Conner
Skagit County, Washington

Marna Hanneman

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede

Maria DeGoede, Finance Director

APPROVED AS TO FORM:

Scott Thomas

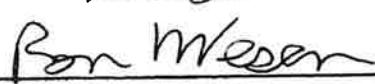
Scott Thomas, WSBA #23070

DATED this 16 day of December, 2024.

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


Peter Browning, Chair


Lisa Janicki, Commissioner


Ron Wesen, Commissioner

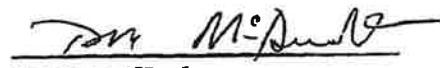
Attest:


Verbie Williams

Clerk of the Board

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

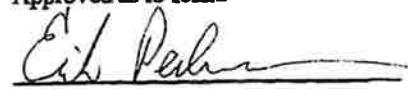
Recommended:


Don McDaniel

Department Head

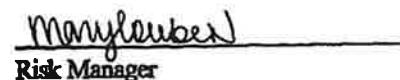
County Administrator

Approved as to form:


Erik Pedersen

Civil Deputy Prosecuting Attorney
Erik Pedersen, Reviewed 12/10/2024

Approved as to indemnification:


Maryleben

Risk Manager

Approved as to budget:


Sasha Gagne

Budget & Finance Director

SKAGIT COUNTY
Contract # C20210679
Page 1 of 15

**INTERLOCAL AGREEMENT BETWEEN SKAGIT COUNTY AND THE
TOWN OF LA CONNER RELATING TO LAW ENFORCEMENT SERVICES
(FOR THE YEARS 2022 - 2026)**

THIS AGREEMENT, entered into the date signed by the last party and effective January 1, 2022, by the County of Skagit, a political subdivision of the state of Washington, (hereinafter referred to as the "COUNTY") and the Town of La Conner, a fourth class municipal corporation of the state of Washington, (hereinafter referred to as the "TOWN");

WITNESS THAT:

WHEREAS, TOWN is entirely within COUNTY; and

WHEREAS, TOWN possesses the legal authority to provide law enforcement services to the citizens within its boundaries; and

WHEREAS, COUNTY, through the Skagit County SHERIFF'S Office (hereinafter referred to as the "SHERIFF") provides law enforcement services to the citizens of Skagit County; and

WHEREAS, COUNTY has the power and legal authority to extend those law enforcement services into the TOWN; and

WHEREAS, Chapter 39.34 RCW authorizes two or more public entities to contract to perform functions which each may individually perform; and

WHEREAS, TOWN and COUNTY have previously had a contract and the TOWN desires to enter into an amended agreement with COUNTY whereby COUNTY, through the SHERIFF, will provide quality law enforcement services to TOWN and its citizens; and

WHEREAS, COUNTY agrees to render such law enforcement services through the SHERIFF subject to the terms hereof; and

WHEREAS, COUNTY and TOWN have considered the anticipated costs of services and the anticipated and potential revenues to fund the services, including fines and fees, criminal justice funding, and state-authorized sales tax funding levied for criminal justice purposes pursuant to RCW 39.34.180;

NOW THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties agree as follows:

1.0 BASE LEVEL SERVICES.

COUNTY will provide within TOWN limits the following law enforcement services, rendering such services at the same level, degree and type as is customarily provided by the COUNTY in the surrounding unincorporated Skagit County (hereinafter referred to as the ZONE) during the "In Town" hours as defined in Exhibit A. The area described in Exhibit "A" is intended to allow a response time of 10 minutes from the time dispatched. Except as set forth herein, County will not provide animal control and civil ordinance enforcement.

PATROL AND COMMUNITY POLICING SERVICES. Police Patrol Services shall constitute the first response for the enforcement of state law. Patrol services shall include, but not be limited to: (a) reactive patrol to respond to calls for service; (b) proactive patrol to prevent and deter criminal activity; and (c) traffic patrol to enforce applicable state traffic codes including Chapter 46.61 RCW.. The COUNTY and the TOWN agree that the SHERIFF is authorized and shall enforce Skagit County Code chapter 7.06 Dangerous Dogs, pertaining to Dangerous and Potentially Dangerous Dogs in the city limits of the TOWN. SHERIFF shall engage in community policing through the use of pedestrian patrols through the Town's commercial areas (First Street and Morris Street) approximately two times each week. The TOWN is in the process of amending the La Conner Municipal Code Sec. 9.10 pertaining to parking and adding a code section related to obstruction of rights of way and extended stays on public property within the TOWN limits. The TOWN and SHERIFF shall participate in development of the amendment and the SHERIFF shall enforce the ordinances once adopted without incurring additional charges.

1.1 INVESTIGATIVE SERVICES. Investigative Services shall consist of criminal investigations by detectives investigating all detected and reported crimes set forth in Titles 9 and 9A RCW, including crimes such as burglary or auto theft, homicide, drug offenses, special assaults and fraud (including bad check writing) and reports such as missing persons, vice, child abuse, and major accidents, in accordance with SHERIFF's standard protocols.

1.2 SPECIAL SERVICES. Special services include but are not limited to: Search & Rescue, K-9 patrol, hostage negotiations, High Risk Team (HRT), sex offender registration, crime prevention (including neighborhood watch) and marine patrol.

1.3 SUPPORT SERVICES. Support services include planning & research, subpoena control, training, accounting, payroll, personnel, labor relations, media relations, fleet management, radio maintenance, purchasing, records, internal investigations, contract administration, and Detachment support.

1.4 RECORDS. Records data entry into the Spillman system and operation of the Spillman system will be performed by COUNTY.

CRIMINAL JUSTICE SUPPLEMENTAL SERVICES. COUNTY will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic infractions within TOWN, including but not limited to jail fees, prosecution and court costs, jury and witness fees, interpreter fees and assigned counsel,

1.0 BASE LEVEL SERVICES.

COUNTY will provide within TOWN limits the following law enforcement services, rendering such services at the same level, degree and type as is customarily provided by the COUNTY in the surrounding unincorporated Skagit County (hereinafter referred to as the ZONE) during the "In Town" hours as defined in Exhibit A. The area described in Exhibit "A" is intended to allow a response time of 10 minutes from the time dispatched. Except as set forth herein, County will not provide animal control and civil ordinance enforcement.

PATROL AND COMMUNITY POLICING SERVICES. Police Patrol Services shall constitute the first response for the enforcement of state law. Patrol services shall include, but not be limited to: (a) reactive patrol to respond to calls for service; (b) proactive patrol to prevent and deter criminal activity; and (c) traffic patrol to enforce applicable state traffic codes including Chapter 46.61 RCW.. The COUNTY and the TOWN agree that the SHERIFF is authorized and shall enforce Skagit County Code chapter 7.06 Dangerous Dogs, pertaining to Dangerous and Potentially Dangerous Dogs in the city limits of the TOWN. SHERIFF shall engage in community policing through the use of pedestrian patrols along First Street approximately two times each week. The TOWN is in the process of amending the La Conner Municipal Code Sec. 9.10 pertaining to parking and adding a code section related to obstruction of rights of way and extended stays on public property within the TOWN limits. The TOWN and SHERIFF shall participate in development of the amendment and the SHERIFF shall enforce the ordinances once adopted without incurring additional charges.

1.1 INVESTIGATIVE SERVICES. Investigative Services shall consist of criminal investigations by detectives investigating all detected and reported crimes set forth in Titles 9 and 9A RCW, including crimes such as burglary or auto theft, homicide, drug offenses, special assaults and fraud (including bad check writing) and reports such as missing persons, vice, child abuse, and major accidents, in accordance with SHERIFF's standard protocols.

1.2 SPECIAL SERVICES. Special services include but are not limited to: Search & Rescue, K-9 patrol, hostage negotiations, High Risk Team (HRT), sex offender registration, crime prevention (including neighborhood watch) and marine patrol.

1.3 SUPPORT SERVICES. Support services include planning & research, subpoena control, training, accounting, payroll, personnel, labor relations, media relations, fleet management, radio maintenance, purchasing, records, internal investigations, contract administration, and Detachment support.

1.4 RECORDS. Records data entry into the Spillman system and operation of the Spillman system will be performed by COUNTY.

CRIMINAL JUSTICE SUPPLEMENTAL SERVICES. COUNTY will provide for all costs and services related to the prosecution, defense and punishment of those accused of crimes and traffic infractions within TOWN, including but not limited to jail fees, prosecution and court costs, jury and witness fees, interpreter fees and assigned counsel, provided, that TOWN will be responsible for these costs as they relate to enforcement of any TOWN ordinances.

1.5 EVIDENCE. Evidence and Property collected as a result of investigations occurring within the TOWN will be processed in the same manner used for SHERIFF'S Office investigations occurring in the unincorporated portions of COUNTY.

2.0 SUPPLEMENTAL SERVICES

COUNTY will provide, at an additional cost, patrol deputies on a part time basis as requested by the TOWN; provided, TOWN shall provide advance notice of such requirements for additional deputies not later than thirty (30) days, if possible, prior to the event. Exhibit B, which is attached hereto and incorporated herein by reference, tabulates the current hourly wage and benefits cost for a top step deputy and the current charge for a COUNTY vehicle. This section does not apply to those community events and activities in place at the time of this Agreement, including but not limited to the Smelt Derby, Pride Parade, the Tulip Festival, La Conner Classic Yacht and Car Show, Halloween Parade, the Fourth of July and the Pioneer Picnic.

3.0 ORGANIZATION

COUNTY will provide the services identified in Sections 1 and 2 through the following organization:

3.1 SUPERVISING SERGEANT/LIAISON. Supervision of the Sheriff Deputies assigned to duty in TOWN will be through a specifically identified Skagit County SHERIFF'S Office Sergeant. The Sergeant will coordinate service delivery, attend Council and other public meetings, prepare budget requests through coordination with the SHERIFF'S Office budget staff, schedule employees, maintain integrity of records and evidence, and generally manage law enforcement activities on behalf of TOWN. The Sergeant will also act as the Sheriff Office's liaison to TOWN and as such will handle the day-to-day operational concerns identified by TOWN's Mayor, Town Administrator and residents. In addition, the Sergeant will be available to TOWN during mutually agreed upon days and hours, for activities such as meetings of the council, appropriate community meetings and town staff meetings. As needed, the Sergeant will be available to coordinate with TOWN's department heads, including fire, wastewater, planning and public works. TOWN will provide office space as needed for the deputies assigned under the Agreement in the current office location at 204 South Douglas Street adjacent to Town Hall.

3.2 ASSIGNED PERSONNEL. Personnel will be dedicated to the law enforcement needs of the ZONE, including the TOWN. Specifically, the staffing level identified in Exhibit A will be filled by SCSO deputies on an assigned or rotational basis.

3.3 SHARED OFFICE SPACE. Since both COUNTY and TOWN will benefit from the use of the La Conner Police Department space by the SHERIFF'S deputies assigned to patrol Zone 1, TOWN will provide Police Department floor space adjacent to Town Hall, and cover all utility costs including, heat, electricity, phone, sewer and water. TOWN will also furnish the office with standard office furniture. This location will be referred to as the SHERIFF'S Office La Conner Detachment.

3.4 ASSIGNMENT OF PERSONNEL. All fulltime employees assigned to the Detachment under this Agreement shall be so assigned for a time and duration based on the discretion of the Sheriff. The Town may at any time bring a justified request for deputy reassignment to the Sheriff for consideration.

4.0 REPORTING

4.1 REPORTING DISTRICTS. Reporting Districts that are coterminous with the TOWN boundaries will be maintained to enable accurate data collection on criminal and traffic activity and on dispatched calls for service.

4.2 SIGNIFICANT OCCURRENCE. The Sergeant will promptly notify the Mayor in the event of a significant criminal occurrence or other major event within TOWN.

4.3 PERIODIC REPORTS. COUNTY will provide monthly reports on criminal and traffic activity within TOWN limits and on law enforcement services provided. Services provided shall be grouped by major category of service as listed in Sections 1 and 2 above. County will report to TOWN on an annual basis the number of crimes reported within the TOWN, and the number of charges filed.

4.4 MEDIA RELEASES. News releases concerning a major crime investigation conducted by the SHERIFF'S Office pursuant to this Agreement will be prepared by the SHERIFF'S Office Public Information Officer and a copy will be sent to the Sergeant and the Mayor or the Mayor's designee. Media releases concerning law enforcement activities by the deputies assigned to the region under this Agreement will be prepared either by the Sergeant or jointly with the SHERIFF'S Office Public Information Officer. Any such release of information to the media that is deemed to be sensitive or likely to cause concern or alarm shall be prepared jointly with the SHERIFF'S Office Public Information Officer and shall be provided to the Mayor or the Mayor's designee before its release. The SHERIFF'S Office will forward all other routine media releases concerning law enforcement activities in La Conner to the Mayor or the Mayor's designee for review, concurrent with or before release to the media. TOWN shall not issue any media releases regarding criminal investigations conducted pursuant to this Agreement without prior approval of the SHERIFF'S Office.

5.0 PERSONNEL AND EQUIPMENT

COUNTY is not acting as an agent of TOWN, but is acting as an independent contractor so that:

5.1 Control of personnel (except for operational assignments as set forth herein), standards of performance, discipline and all other aspects of performance shall be governed entirely by COUNTY;

5.2 All persons rendering services shall be for all purposes employees of COUNTY.

5.3 Upon termination of this Agreement, TOWN shall not retain any money it has contributed towards reserve accounts for future replacement or purchase or upgrade of

equipment. All equipment, including but not limited to vehicles, that COUNTY has purchased to support directly the base level services under Section 1.0 of this Agreement will remain the property of COUNTY.

6.0 PERFORMANCE REVIEW SCHEDULE

The SHERIFF or the SHERIFF'S designee and the Mayor or the Contract Administrators named per Section 15 below shall meet to discuss performance under this Agreement at least annually. The SHERIFF or the SHERIFF'S Contract Administrator will provide summaries of activity and budget updates at these meetings. TOWN shall have an opportunity to comment on its satisfaction with the service delivered and request adjustments or modifications.

7.0 COMPENSATION BASE LEVEL SERVICES

7.1 CONTRACT AMOUNT. During the initial term of this Agreement, and in consideration for the base level services provided by COUNTY as set forth herein, TOWN promises to pay COUNTY those amounts and at those times set forth in Exhibit C, which is attached hereto and incorporated herein by reference. In addition to the amounts listed in Exhibit C, TOWN agrees to contribute revenues derived from the County's Sales and Use Tax Measure pursuant to RCW 82.14.450.

7.2 BILLING. TOWN will be billed for services rendered in accordance with Exhibits B and C. The payments are due within thirty (30) days after invoicing by COUNTY. Sales tax revenues shall be payable to COUNTY in accordance with paragraph 7.1. In the event sales tax revenues cannot be paid directly to COUNTY from the Washington State Department of Revenue, TOWN will promptly remit its additional sales tax revenue upon receipt to the COUNTY.

Payment shall be made to:

Skagit County Sheriff's Office Accounting
600 S. 3rd St. Rm. 100
Mount Vernon, WA 98273

7.3 ADJUSTMENT/ANNUAL EXTENSION. The cost for contract services provided from January 1, 2022 through December 31, 2022, exclusive of additional services requested by TOWN, is set forth in Exhibit C. Beginning September 15th 2022, and each year thereafter for the duration of this Agreement and any extension thereof, COUNTY shall notify TOWN of the projected costs for the successive calendar year, and the parties agree to work in good faith to amend this agreement to reflect COUNTY's increased costs of providing the services described hereinabove. The Parties may by written agreement extend this Agreement for an additional year(s), and make such further amendments as the parties may mutually agree upon. The intent of this provision is to allow for uninterrupted delivery of service by COUNTY to TOWN at a cost agreed upon in advance, and allow for the future modification of services provided as circumstances may dictate. If no extension agreement is reached by June 30 of the final year of the term of this Agreement, then in that event and notwithstanding the provisions of Section 10 this Agreement shall terminate on

December 31 of that year unless subsequent to June 30th the parties reach an extension agreement.

8.0 TOWN RESPONSIBILITIES

To support COUNTY's provision of the services described herein, TOWN promises: TOWN shall retain all police powers and, by virtue of this Agreement, TOWN hereby confers municipal police authority on such COUNTY deputies as might be engaged in enforcing TOWN ordinances within TOWN boundaries, for the purposes of carrying out this Agreement.

8.1 To supply at its own cost and expense any special supplies, stationery, notices, forms, and the like where such must be issued in the name of TOWN.

8.2 To provide office space as described in Section 3.3 above.

8.3 To provide non-911 telephone support and in-person public reception services, 40 hours a week, on behalf of the Sheriff's Office Detachment in La Conner.

9.0 DURATION

This Agreement will become effective 12:01 a.m., January 1, 2022, provided the Agreement has been duly authorized and signed by both parties. If authorized and signed thereafter by both parties, it shall become effective on a date of the affixing hereto of the last signature. This Agreement shall expire at 11:59 p.m., December 31, 2026, unless extended.

10.0 TERMINATION PROCESS

Either party may initiate a process to terminate this Agreement as follows:

10.1 The provisions of RCW 39.34.180 notwithstanding, either party desiring to terminate this Agreement shall provide written notice to the other party twelve (12) months prior to the effective date of termination.

10.2 Upon receipt of such notice, the parties agree to commence work on and to complete within one hundred twenty (120) days of a transition plan providing for an orderly transition of responsibilities from COUNTY to TOWN over a minimum time frame of twelve (12) months, including the one hundred twenty (120) days to complete the transition plan. The transition plan shall identify and address personnel, capital equipment, workload, and any other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.

10.3 Upon termination of this Agreement, COUNTY shall deliver to TOWN any office supplies and furniture that has been purchased by TOWN with TOWN funds that are not connected to contract fees.

10.4 Any Equipment Rental and Revolving Funds (ER & R) accumulated for future

vehicle purchase, as set forth in the COUNTY'S ER&R spreadsheet will remain with the COUNTY.

10.5 To the extent that it is applicable to law enforcement services, the parties hereby waive the statutory termination rights set forth in RCW 39.34.180(3) and elect instead to follow these contractual termination procedures as the sole method of terminating this Agreement, the terms of which are detailed above.

11.0 NOTICES

Any notice provided for or concerning this Agreement shall be in writing and shall be deemed sufficiently given when delivered personally or when sent by certified or registered mail to the following:

Any notice to COUNTY shall be sent or delivered to:

Skagit County Sheriff's Office Accounting
600 S. 3rd St. Rm. 100
Mount Vernon, WA 98273

Any notice to TOWN shall be sent or delivered to:

Town of La Conner
PO Box 400
La Conner WA 98257

12.0 INDEMNIFICATION

12.1 COUNTY shall protect, save harmless, indemnify and defend, TOWN, its elected and appointed officials, officers, employees and agents, from any and all loss or claim for damages of any nature whatsoever resulting from any act or omission in the performance of this Agreement by COUNTY, its elected or appointed officials, officers, employees, or agents. In executing this Agreement, COUNTY does not assume liability or responsibility for or in any way release TOWN from any liability or responsibility that arises in whole or in part from the existence or effect of TOWN ordinances, rules or regulations. If any cause, claim, suit, action or administrative proceeding excluding any challenge raised in the defense of a criminal prosecution or appeal thereof is commenced in which the enforceability and/or validity of any such TOWN ordinance, rule or regulation is at issue, TOWN shall defend the same at its sole expense and if judgment is entered or damages are awarded against TOWN, the COUNTY, or both, TOWN shall satisfy the same, including all chargeable costs and attorney's fees.

12.2 TOWN shall protect, save harmless, indemnify and defend, at its own expense, COUNTY, its elected and appointed officials, officers, employees and agents, from any loss or claim for damages of any nature whatsoever arising out of the performance of this Agreement based on the act or omission of a TOWN employee, elected official or agent or enforcement of any TOWN ordinance provided herein, including claims by TOWN'S employees or third parties, except for those damages caused by the negligence or willful misconduct of COUNTY, its elected or appointed officials, officers, employees or agents.

12.3 Industrial Insurance Act Immunity Waiver. Each party hereby waives its immunity under the Washington Industrial Insurance Act solely for the purpose of indemnifying the other party for claims made by employees of the indemnifying party. This provision is intended solely to augment the indemnity provisions herein and shall not accrue to the benefit of any third person. It shall not be construed in any manner to waive either party's immunity against a claim by an employee against an employer.

13.0 AUDITS AND INSPECTIONS.

The records and documents with respect to all matters covered by this Agreement shall be subject to inspection, review or audit by COUNTY or TOWN during the term of this Agreement and for a period of three (3) years after termination.

14.0 AMENDMENTS

14.1 This Agreement may be amended at any time by mutual written agreement of the parties.

14.2 The parties agree that during the term of this Agreement, TOWN may determine a need for additional law enforcement services to be provided by COUNTY. In such event, TOWN shall notify COUNTY of its desire to have COUNTY provide such additional services at least 18 months prior to such time that services are desired to commence, it being the intent of this section to provide adequate notice in the event additional staffing is necessary to fulfil the TOWN's request. Additional costs for additional services shall be negotiated by the parties.

15.0 CONTRACT ADMINISTRATION

The parties shall each appoint a Contract Administrator to review performance and other issues that are not related to day-to-day operations. Each party shall provide the other party with the name of its appointed Contract Administrator. The Contract Administrators will meet in March, June, September and December of each year as described in Section 6.0. Either party may call additional meetings with ten (10) days prior written notice to the other party. Any problem that cannot be resolved by the Contract Administrator shall be referred to the TOWN Mayor and the County SHERIFF for settlement.

16.0 NO THIRD-PARTY BENEFICIARY

COUNTY and TOWN agree that this Agreement shall not confer third- party beneficiary status on any non-party, including the citizens of either the COUNTY or the TOWN.

17.0 LEGAL REQUIREMENTS

Both parties shall comply with all applicable federal, state and local laws in performing this Agreement.

18.0 DISPUTE RESOLUTION

The parties recognize that their constituents are best served by good faith cooperation by the parties in carrying out this Agreement. The parties are also fully aware of their respective

right to demand arbitration pursuant to RCW 39.34.180(3). In the event of a dispute concerning this Agreement, the parties will first attempt resolution through good faith negotiations, utilizing a mediator, if both agree. Either party may invoke negotiation by giving written notice of a dispute to the other party setting forth in sufficient detail the nature of the dispute. If the parties cannot resolve the dispute within thirty (30) days of such notice, either party may demand binding arbitration through the American Arbitration Association ("AAA") pursuant to the AAA Rules for Expedited Commercial Arbitration. The arbitrator shall be, if possible, current or former law enforcement professional with department head experience. The costs and fees of the arbitrator and MA shall be borne 50/50 by the parties. The prevailing party in any arbitration or suit shall receive its attorney fees and costs, including those incurred on appeal. Any arbitration award may be confirmed, modified or vacated pursuant only to the provisions of RCW 7.04.150-180 now or as hereafter amended. Either party may bring an action in Whatcom County Superior Court to compel arbitration or to enforce an arbitrator's award/decision. The parties hereby waive any rights to demand arbitration pursuant to RCW 39.34.180(3) and hereby substitute the foregoing arbitration provision to the extent not inconsistent with Section 11.1 of this Agreement.

19.0 VENUE

The laws of the state of Washington shall be applicable to the construction and enforcement of this Agreement. An action at law, suit in equity, or judicial proceedings for the enforcement of this Agreement or any provision hereto shall be in the Superior Court of Whatcom County, Bellingham, Washington.

20.0 ENTIRE AGREEMENT, WAIVER OF DEFAULT

The parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance and the provisions of this Agreement. Waiver of any default shall not be deemed as a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the COUNTY, which shall be attached to the original Agreement.

21.0 SEVERABILITY

Should any clause, phrase, sentence or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

23.0 ATTACHMENTS

The following attachments are incorporated by reference as if set forth in full in the body of this Interlocal agreement:

Exhibit A – Zone A

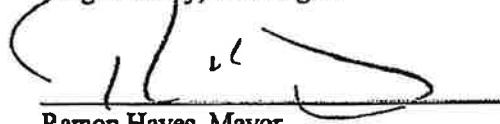
Exhibit B – Additional Service Costs

Exhibit C - Annual Fee

For the **TOWN OF LACONNER**:

Dated: 12-17-21

Town of La Conner
Skagit County, Washington



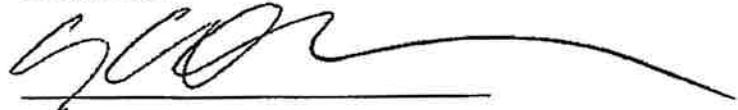
Ramon Hayes, Mayor

ATTEST:



Marisa DeLoach
Finance Director

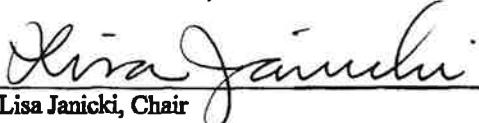
APPROVED AS TO FORM:



GCO

DATED this 27th day of December, 2021.

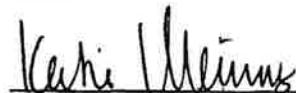
BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON


Lisa Janicki, Chair


Peter Browning, Commissioner


Ron Wesen, Commissioner

Attest:


Kari Williams

Clerk of the Board

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

Recommended:


Don McDermott

Department Head

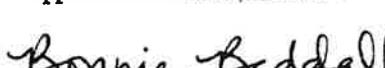
County Administrator

Approved as to form:


Civil Deputy Prosecuting Attorney

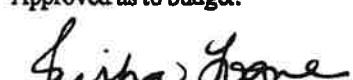
Reviewed, December 17, 2021

Approved as to indemnification:


Bonnie Boddall

Risk Manager

Approved as to budget:


Shasha Logue

Budget & Finance Director

EXHIBIT A

Regular 24 hours a day, 7 days a week coverage will be the same as customarily provided by the county in the surrounding unincorporated portions of Skagit County.

Specifically, a minimum of 80 hours per week, within an area that will allow a response time of 10 minutes from the time dispatched which is identified as follows:

AREA IDENTIFIED AS "10 minute" RESPONSE AREA

- 1) West of the Skagit River
- 2) North of Conway / Fir Island
- 3) South of Josh Wilson Road / Bayview
- 4) East of Anacortes / Dewey Beach area

EXHIBIT B

Cost for Additional Services

The COUNTY will provide at additional cost patrol deputies and related equipment as requested by the TOWN at a total cost per hour at the current hourly overtime rate in effect at the time of service. For the year 2022, the cost per hour is \$103.00. For the remaining term of the contract this amount shall increase at a rate of 3% per year. Should the COUNTY's hourly overtime rate exceed more than 5% percent per year, the COUNTY may seek to modify the contract to apply the yearly cost overtime rate in effect at that time.

EXHIBIT C

Compensation

In consideration for the level of services provided by the **COUNTY**, as set forth above, the **TOWN** promises to pay the **COUNTY** the calendar year contract rate set forth below on a quarterly basis for the year 2022, and agrees to make payments as adjusted to reflect costs in agreement section 7.3 Adjustment/Annual Extension set forth in the agreement above.

2022: Three hundred and thirty-one thousand, ninety-seven dollars (\$338,547) for the calendar year 2022. Payment to be made in the amount of eighty-four thousand, six hundred and thirty-six dollars and seventy-five cents (\$84,636.75) paid quarterly on or before March 31, 2022, June 30, 2022, September 30, 2022, and December 31, 2022.

2023 to 2026. Amounts to be determined by application of contract section 7.3 Adjustment/Extension which provides in pertinent part: "Beginning September 15th 2022, and each year thereafter for the duration of this Agreement and any extension thereof, **COUNTY** shall notify **TOWN** of the projected costs for the successive calendar year, and the parties agree to work in good faith to amend this agreement to reflect **COUNTY**'s increased costs of providing the services described hereinabove."

**Resolution – Appointment to Planning
Commission (Fortygin)**

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENT TO THE LA CONNER PLANNING COMMISSION

WHEREAS, LCMC 15.130.020 authorizes the Mayor to appoint citizens of La Conner to serve on the La Conner Planning Commission, and

WHEREAS, the Mayor has appointed Kirill Fortygin to the La Conner Planning Commission for the remainder of a term that expires on December 31, 2031, and

WHEREAS, the Town Council desires to consent and approve the appointment;

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of La Conner consents and approves of the appointment of Kirill Fortygin to the Planning Commission for the Town of La Conner, consistent with the term of office defined above.

Approved by vote of the La Conner Town Council this _____ day of January, 2026.

TOWN OF LA CONNER, WASHINGTON

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Finance Director

Approved as to form:

Town Attorney

Town of La Conner



RESOLUTION NO. _____

A RESOLUTION CONSENTING TO THE MAYOR'S APPOINTMENTS TO THE LA CONNER ARTS COMMISSION

WHEREAS, Section 2.47.020 of the La Conner Municipal Code authorizes the mayor to appoint members of the La Conner community to serve on the La Conner Arts Commission, with appointments to be confirmed by the town council, and

WHEREAS, the Mayor has appointed Nicolette Harington to Position 3 on the Arts Commission for a term that expires on December 31, 2028, and

WHEREAS, the Mayor has appointed Joanna Sikes to Position 5 on the Arts Commission for a term that expires on December 31, 2028, and

WHEREAS, the Town Council desires to consent and approve the appointments;

NOW THEREFORE BE IT RESOLVED, the Town Council of the Town of La Conner consents and approves of the appointments of Nicolette Harington and Joanna Sikes to the La Conner Arts Commission for terms as set forth above.

Approved by vote of the La Conner Town Council this _____ day of January, 2026.

By _____
Mayor Marna Hanneman

Attest:

Maria DeGoede, Town Clerk

Resolution

Page 2 of 2

Approved as to form:

Scott Thomas, Town Attorney

**Resolution – Appointment to Art's
Commission (Harrington & Stikes)**

Council Commissions – Discussion

**Purchase/Quote Approval –
Bud Clary Chevrolet New Truck**

Brian Lease

From: NOREPLY@des.wa.gov
Sent: Monday, December 29, 2025 10:07 AM
To: publicworks@townoflaconner.org
Cc: descarsystem@des.wa.gov
Subject: Vehicle Quote - 2025-12-492 - TOWN OF LA CONNER - 22905

Vehicle Quote Number: 2025-12-492 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423

Dealer: Bud Clary Chevrolet (W262)

Dealer Contact: Becky Davis

Dealer Phone: (360) 423-1700

Organization Information

Organization: TOWN OF LA CONNER - 22905

Email: publicworks@townoflaconner.org

Quote Notes:

Vehicle Location: LA CONNER

Color Options & Qty

(GAZ)SUMMIT WHITE - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-08025-0001	2026 CHEVY SILVERADO 1500 4WD WT	1	\$40,475.00	\$40,475.00
2026-08025-0002	STANDARD TRUCK: 2026 SILVERADO 1500 REG CAB (CK10703) 126WB WT 4WD INCLUDES: Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.), transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking(STD)(Included and only available with (L3B) TurboMax engine.),Rear axle, 3.42 ratio , Audio system, Chevrolet Infotainment 3 system 7 diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility(STD)***STANDARD TRUCK ONLY AVAILABLE WITH (L3B)Engine, TurboMax	1	\$0.00	\$0.00
2026-08025-0003	***INFORMATION ONLY: SALES TAX ONLY 8.4%***	1	\$0.00	\$0.00
2026-08025-0004	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru-DES Vendor #W262***	1	\$0.00	\$0.00
2026-08025-0005	***INFORMATION ONLY: NEW FOR CONTRACT #28423: Delivery location must be selected, see option #0202. Standard equipment includes TWO keys.	1	\$0.00	\$0.00
2026-08025-0006	***INFORMATION ONLY: Bud Clary Chevrolet/Subaru CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. 2% cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. 10% cancellation fee if vehicle has been serialized and has specialized equipment ordered. Custom bodies cannot be	1	\$0.00	\$0.00

cancelled. 2WD and 4x2 vehicles cannot be cancelled. Absolutely NO cancellation if customer has licensed/registered vehicle.			
2026-08025-0007 2026 Chevy Silverado (CK10903) 4WD REG CAB 140 WB WORK TRUCK	1	\$200.00	\$200.00
2026-08025-0021 (PEB)WT Value Package Includes (PCV) WT Convenience Package and (Z82) Trailering Package(Not available with (ZLQ) WT Fleet Convenience Package or (ZW9) pickup bed delete.)*GROSS*	1	\$1,190.00	\$1,190.00
2026-08025-0025 (JL1)Trailer brake controller, integrated (Requires (Z82) Trailering Package.)	1	\$275.00	\$275.00
2026-08025-0033 (9L7)Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation END USER or upfitter at customer expense. Installation instructions and technical assistance available at www.gmupfitter.com .	1	\$150.00	\$150.00
2026-08025-0055 Delivery to customer location in Northwest Washington (counties of: Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Whatcom) (DLR)	1	\$300.00	\$300.00
2026-08025-0221 Chevy bed mat - black for 8ft bed (DLR)	1	\$314.00	\$314.00
2026-08025-0300 INFORMATION ONLY: #300-399 Lighting options. Options #301: Amber package, installed prior to delivery. Options #310-399: Lighting addons, requires combining with Amber Package #301 or with controller/switch #302/303. Pricing is effective for vehicle orders received by 6/30/2026.	1	\$0.00	\$0.00
2026-08025-0301 AMBER PACKAGE - Base Surface Lighting Package. (4) Soundoff mPower 4in LED amber warning lights, installed (2) on front of vehicle (at rear of hood facing forward), (2) on rear of vehicle. Wired to 8-button controller. (AL301)	1	\$2,127.00	\$2,127.00
2026-08025-0700 NEW: INFORMATION ONLY: #700-799 ADRIAN STEEL Commercial Truck Caps and associated options. Aluminum modular work truck canopy, white, water resistant, with rear flip up door and full length side access doors. Made in the USA.	1	\$0.00	\$0.00
2026-08025-0711 Adrian Steel aluminum commercial Truck Cap. For 1500 8ft bed, white, with rear flip up door and full length side access doors, 23in H canopy (ADR TFKGMT196HM23W) (CA711)	1	\$4,627.00	\$4,627.00
2026-08025-0727 Lighting - Complete light kit for 1500/2500/3500 long box canopy, installed. Includes (2) dome lights, (3) strip lights, and door switches (requires 8ft truck bed) (ADR 74490) (CA727)	1	\$1,298.00	\$1,298.00
2026-08025-0731 Toolbox - Side door access toolbox, no dividers, driver's side (configuration 1) (CA731)	1	\$573.00	\$573.00
2026-08025-0783 Adrian Truck Cap Option - 3-bar utility rack for 1500-3500, with 9in front and rear ratcheting uprights, white (can request black) (ADR 3BRFS) (CA783)	1	\$1,686.00	\$1,686.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	1
Sub Total:	\$53,215.00
8.4 % Sales Tax:	\$4,470.06
Quote Total:	\$57,685.06

**Historic Preservation District Code
Amendment – Preliminary Approval**

MEMORANDUM

TO: Town Council
FROM: Planning Staff
SUBJECT: Historic Preservation District Code Updates
DATE: January 8, 2026

Over the last several months the Planning Commission has been discussing code changes to LCMC Chapter 15.50 Historic Preservation District. During the 1.6.26 Planning Commission meeting, the Commissioners voted to recommend that the Town Council give preliminary approval to these code changes. Preliminary approval from Town Council will allow these changes to be sent to the Department of Commerce for the mandatory 60-day review period.

The recommended changes primarily focus on color within the HPD, and were written to allow more flexibility for owners within the HPD to re-paint without incurring the cost of a full Historic Design Review.

The changes are tracked on the attached document.

I am asking for Town Council approval to send these changes to the Department of Commerce.

Article I. General Provisions

15.50.010 Purpose.

- (1) Provide for the identification and protection of structures and sites within the town that reflect special elements of the town's architectural, artistic, aesthetic, historical, economic, and social heritage;
- (2) Facilitate restoration and upkeep of historic structures;
- (3) Encourage public knowledge and appreciation of the town's history and culture;
- (4) Foster community pride and sense of identity based on recognition and use of historic resources;
- (5) Preserve diverse architectural styles reflecting development phases of the town's between 1875-1915 history and encourage complimentary design and construction impacting historic resources;
- (6) Enhance property values and increase economic benefits to the town and its residents;
- (7) Identify and resolve conflicts between the preservation of historic structures and alternative land uses;
- (8) Integrate the requirements for historic preservation into the development review process.
- (9) Ensure that new construction and additions respect the scale, forms and proportions of the Historic Preservation District. [Ord. 755 § 3, 1999; Ord. 671 § 3.8.A, 1995.]

15.50.020 Applicability.

- (1) The provisions of this chapter shall apply to the designation, preservation, rehabilitation, restoration, reconstruction, relocation, remodel, demolition, or material change to the exterior appearance of all Historic Landmarks, all structures, and any new development within the Historic Preservation District in the town of La Conner.
- (2) The provisions of this chapter shall apply in addition to those requirements of the underlying zoning district. In the event of a conflict between the underlying district and this chapter, the provisions of this chapter shall prevail. [Ord. 755 § 4, 1999; Ord. 671 § 3.8.B, 1995.]

15.50.025 Definitions.

The following words and terms when used in this chapter shall mean as follows, unless a different meaning clearly appears from the context:

- (1) "Conflict" is when two code provisions provide for different or inconsistent standards.

(2) "District, Morris Street Commercial" means all commercial lots which abut Morris Street, excluding those which also abut First Street or which abut 2nd Street on the west and Morris Street on the south.

(3) "District, First Street Commercial" means all commercial lots, within the HPD, not included in the Morris Street Commercial, which abut First Street.

(4) "Floor area ratio" means the gross floor area of a building(s) on a lot, divided by the total lot area, expressed as a percent.

(5) "Historic period" means the time period between 1875-1915.

(65) "Landscape feature" means a natural or manmade outdoor feature on the land such as, but not limited to, trees, steep slopes, bluffs, outcroppings, roads, driveways, parking lots, lamp posts, retaining walls and walkways.

(7) "Non-conforming color" means paint or color already existing on a structure which is not a pre-approved color or paint listed in 15.50.010 (12).

(876) "Scale" means the relationship of the size and proportions of individual parts of a structure to the whole structure; and the relative size and proportions of a structure in relation to pedestrians and to other structures within the Historic Preservation District.

(987) "Shall" means a mandatory, directory and nonwaivable required act or omission.

(1098) "Should," in the context of this chapter, denotes a requirement that may be modified if the applicant demonstrates that the proposal or project as designed furthers the goals and objectives of the chapter equal to or better than the requirement would.

(1109) "Streetscape" means the general arrangement, height, and style of buildings, entrances, open spaces, views, and landmark features along a street which help define the unique character of the street.

(1210) "Type II historic review" means planning director review of any proposed restoration, remodel, or sign permit.

(1321) "Type III historic review" means planning commission review of any alteration, demolition, reconstruction, relocation, or other material change. [Ord. 1211 § 2(A), 2022; Ord. 755 § 5, 1999.]

15.50.030 District and landmark designation.

The town of La Conner adopted a Historic Preservation District by order of the town council on September 5, 1972. The HPD includes portions of First and Second Streets and associated properties which are on the National Register of Historic Places. The boundaries of the district

are illustrated on the La Conner Zoning Map, attached as Appendix A. The town council, on recommendation of the planning commission after public hearings, shall have the authority to designate historic landmarks, or historic districts, or additions to historic districts when the criteria for designation under this chapter are satisfied. Any building or structure designated as historic on a national or state historic register and not located within the town's Historic Preservation District shall be required to meet the conditions set forth in this code. [Ord. 1211 § 2(A), 2022; Ord. 671 § 3.8.C, 1995.]

15.50.040 Criteria for designation of historic landmarks.

Any property owner within the town may apply for a Historic Landmark designation. A site or structure may be designated a Historic Landmark if it is listed on the National Register of Historic Places, or if it is rated "significant" under the town's procedure for evaluating historic resources under the specific architectural, environmental, and historic association criteria, as proposed by the National Trust for Historic Preservation, and itemized below. Points are awarded to a structure on the basis of how well it meets the criteria. A site or structure must receive a total of 40 or more points under the following criteria to qualify for Historic Landmark status:

- (1) It was built between 1875-1915, is an early (50 years or older), or is exceptional example of a particular architectural style, building type, or convention. (Up to 10 points).
- (2) It possesses a high quality of composition, detailing, and craftsmanship. (Up to 5 points).
- (3) It is a good, or early, example of a particular material or method of construction. (Up to 4 points).
- (4) It retains, with little or no change, its original design features, materials, and character. (Up to 8 points).
- (5) It is the only remaining, or one of the few remaining, properties of a particular style, building type, design, material, or method of construction. (Up to 10 points).
- (6) It is a conspicuous visual landmark in the community or neighborhood. (Up to 10 points).
- (7) It is well-located considering the current land use surrounding the property, which contributes to the integrity of the historic period. (Up to 4 points).
- (8) It is an important or critical element in establishing or contributing to the continuity or character of the street, neighborhood, or area. (Up to 7 points).
- (9) It is associated with the life or activities of a person, group, organization, or institution that has made a significant contribution to the community, state, or nation. (Up to 10 points).

(10) It is associated with an event that has made a significant contribution to the community, state, or nation. (Up to 10 points).

(11) It is associated with, and illustrative of, broad patterns of cultural, social, political, economic, or industrial history in the community, county, state, or nation. (Up to 10 points).

(12) It possesses the potential for providing historic information. (Up to 10 points). [Ord. 671 § 3.8.D, 1995.]

15.50.050 Criteria for historic districts and additions thereto.

Designation of a Historic Preservation District, or addition to a Historic Preservation District may be initiated by the planning commission, the town council, or by petition of at least 60 percent of the property owners within the geographically defined area. Criteria for designation are as follows:

(1) The area is listed on the National Register as a Historic District.

(2) The area includes a significant concentration of linkage of sites, buildings, structures, or objects which are unified visually by style, plan, or physical development distinguished by association with historic periods, events, people, or cultural trends, and

(a) A substantial number of the component parts within the area are exceptionally well preserved, or

(b) If some components lack individual distinction, but the area taken as a whole represents a significant and distinguishable entity.

(3) The area includes a significant concentration of Historic Landmarks as designated under the criteria set forth in LCMC [15.50.040](#).

(4) The area has yielded, or may be likely to yield, information important to prehistory or history. [Ord. 671 § 3.8.E, 1995.]

15.50.060 Historic design review – Permit required.

(1) A historic design review permit shall be obtained for any new development in the Historic Preservation District, prior to any alteration, demolition, reconstruction, restoration, relocation, remodel or other material change to the exterior appearance of any existing Historic Landmark or structure located in the Historic Preservation District, and for the interior of structures on the state or national register. Reference LCMC [15.130.010](#) and [15.130.030](#) for planning commission and planning director authority.

(2) Repair and maintenance (not shoreline related) may be undertaken without a historic design review permit but is subject to all applicable code requirements including related enforcement procedures.

(3) No historic design review permit shall be approved while any public hearing or appeal affecting the development, alteration, demolition or removal of any proposed Historic Landmark or any building within an area proposed for designation as a Historic District is pending.

(4) If any historic design review application is submitted in combination with another application (such as a conditional use permit), the applications shall be combined and heard concurrently by the higher permitting authority. [Ord. 1211 § 2(A), 2022; Ord. 743 § 3, 1999; Ord. 671 § 3.8.F, 1995.]

15.50.070 Standards for treatment of historic properties.

The Secretary of Interior's standards for four distinct, but inter-related approaches to the treatment of historic properties shall be followed for buildings in the Historic Preservation District as outlined below:

(1) Preservation.

(a) Work, including preliminary measures to protect and stabilize the property, that generally focuses upon the ongoing maintenance and repair of existing historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project.

(b) Applicability. When the property's distinctive materials, features, and spaces are essentially intact and thus convey the historic significance without extensive repair or replacement; when depiction at a particular period of time is not appropriate; and when a continuing or new use does not require additions or extensive alterations.

(2) Rehabilitation.

(a) The act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character.

(b) **Applicability.** When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular period of time is not appropriate.

(3) Restoration.

(a) The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other title-required work to make properties functional is appropriate within a restoration project.

(b) **Applicability.** When the property's design, architectural, or historical significance during a particular period of time outweighs the potential loss of extant materials, features, spaces, and finishes that characterize other historical periods; when there is substantial physical and documentary evidence for the work; and when contemporary alterations and additions are not planned.

(4) Reconstruction.

(a) The act or process of depicting, by means of new construction, the form, features, and detailing of a nonsurviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

(b) **Applicability.** When a contemporary depiction is required to understand and interpret a property's historic value (including the re-creation of missing components in a historic district or site); when no other property with the same associative value has survived; and when sufficient historical documentation exists to ensure an accurate reproduction.

The standards outlined in Table I below shall be considered during the review process.

Standards for the Treatment of Historic Properties

Table 1

P = Preservation

R = Rehabilitation

RS = Restoration

RC = Reconstruction

Standards P R RS RS

(1) A property shall be used as it P R was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property shall be protected and, if necessary, stabilized until additional work may be undertaken.

(2) The historic character of a P R property shall be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property shall be avoided.

(3) Each property shall be P RS recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features shall be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

(4) Changes to a property that P R have acquired historic

Standards	P R RS RS
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significance in their own right
shall be retained and preserved.

(5) Distinctive materials, P R
features, finishes, and
construction techniques or
examples of craftsmanship that
characterize a property shall be
preserved.

(6) The existing condition of p
historic features shall be
evaluated to determine the
appropriate level of intervention
needed. Where the severity of
deterioration requires repair or
limited replacement of a
distinctive feature, the new
material shall match the old in
composition, design, color, and
texture.

(7) Chemical or physical P R RS
treatments, if appropriate, shall
be undertaken using the
gentlest means possible.
Treatments that cause damage
to historic materials shall not be
used.

(8) Archeological resources P R RS
affected by a project shall be
protected and preserved in
place. If such resources must be

Standards	P	R	RS	RS
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disturbed, mitigation measures shall be undertaken.

(9) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, shall not be undertaken.

(10) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and, where possible, materials. Replacement features shall be substantiated by documentary and physical evidence.

(11) New additions, exterior alterations, or related new construction shall not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and

shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

(12) New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired. R

(13) A property shall be used as it was historically or be given a new use which reflects the property's restoration period. RS

(14) Materials and features from the restoration period shall be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period shall not be undertaken. RS

(15) Materials, features, spaces, and finishes that characterize other historical periods shall be documented prior to their alteration or removal. RS

<p>(16) Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period shall be preserved.</p>	RS
<p>(17) Deteriorated features from the restoration period shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and where possible, materials.</p>	RS
<p>(18) Replacement of missing features from the restoration period shall be substantiated by documentary and physical evidence. A false sense of history shall not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.</p>	RS
<p>(19) Designs that were never executed historically shall not be constructed.</p>	RS RC
<p>(20) Reconstruction shall be used to depict vanished or nonsurviving portions of a</p>	RC

property when documentary and physical evidence is available to permit accurate reconstruction with minimal conjecture, and such reconstruction is essential to the public understanding of the property.

(21) Reconstruction of a landscape, building, structure, or object in its historic location shall be preceded by a thorough archeological investigation to identify and evaluate those features and artifacts which are essential to an accurate reconstruction. If such resources must be disturbed, mitigation measures shall be undertaken.

(22) Reconstruction shall include measures to preserve any remaining historic materials, features, and spatial relationships.

(23) Reconstruction shall be based on the accurate duplication of historic features and elements substantiated by documentary or physical evidence rather than on conjectural designs or the availability of different features from other historic properties.

A reconstructed property shall re-create the appearance of the nonsurviving historic property in materials, design, color, and texture.

(24) A reconstruction shall be clearly identified as a contemporary re-creation. RC

[Ord. 671 § 3.8.G, 1995.]

15.50.075 Demolition.

No structure located within the Historic Preservation District shall be demolished unless a certificate of authorization or exemption has been approved pursuant to the requirements of Chapter [15.112](#) LCMC. [Ord. 720 § 3, 1998.]

Article II. Criteria for Design Review of New Construction, Preservation, Rehabilitation, Restoration or Reconstruction Within the Historic Preservation District

15.50.080 General requirements.

(1) Applicants shall conform to the principles of the Secretary of the Interior's Standards for the Treatment of Historic Properties, including guidelines for preservation, rehabilitation, restoration and reconstruction.

(2) The design shall respect and preserve the important features and qualities of the La Conner Historic Preservation District as outlined in the Design Evaluation Checklist in LCMC [15.50.170](#). The proposal shall relate to, and not diminish any physical or visual aspect of the site, neighborhood, and community.

(3) Exception. Cases where reconstruction work is proposed for a building of a distinct style, but which is different from that which was typical of the "historic period." In these cases the appropriate design choice should be to respect the distinct style which is significant in its own right and seek to retain the building's particular architectural character, especially in terms of unique form, scale, proportion, rhythm, modelling and massing.

(4) In those instances not covered by the criteria outlined in this code, the Secretary of Interior's standards apply. [Ord. 671 § 3.8.H.1, 1995.]

15.50.090 Building exterior.

(1) Masonry – Brick, Stone, Terra-Cotta, Concrete, Adobe, Stucco, Mortar. Masonry features may include walls, brackets, railings, cornices, window architraves, door pediments, steps, and columns, joint unit and size, tooling and bonding patterns, coatings, and color.

(a) Masonry features should be identified, retained, preserved and protected using approved methods and techniques generally recognized for historic structures.

(b) Deteriorated mortar should be replaced with mortar which duplicates the strength, composition, color, and texture of the old mortar. Old mortar joints should be duplicated in width and in joint profile.

(2) Wood – Clapboard, Weatherboard, Shingles, Siding, Decorative Elements. Wood features may also include cornices, brackets, window architraves, and door-way pediments, and their paints, finishes, and colors.

(a) Wood features should be identified, retained, preserved, protected and maintained using approved methods and techniques generally recognized for historic structures.

(b) Repair may include limited replacement in kind – or with compatible substitute materials – of those extensively deteriorated or missing parts of features where there are surviving prototypes such as brackets, moldings, or sections of siding. Features of the existing structure should guide the new work.

(c) Horizontal wood siding in four-to-six-inch shiplap or clapboard is preferred. Avoid vertical or wide horizontal siding shall not be used.

(d) Avoid panelized siding, batten siding, and artificial stone shall not be used. Wainscot is to be used only in keeping with historic architectural character of the structure.

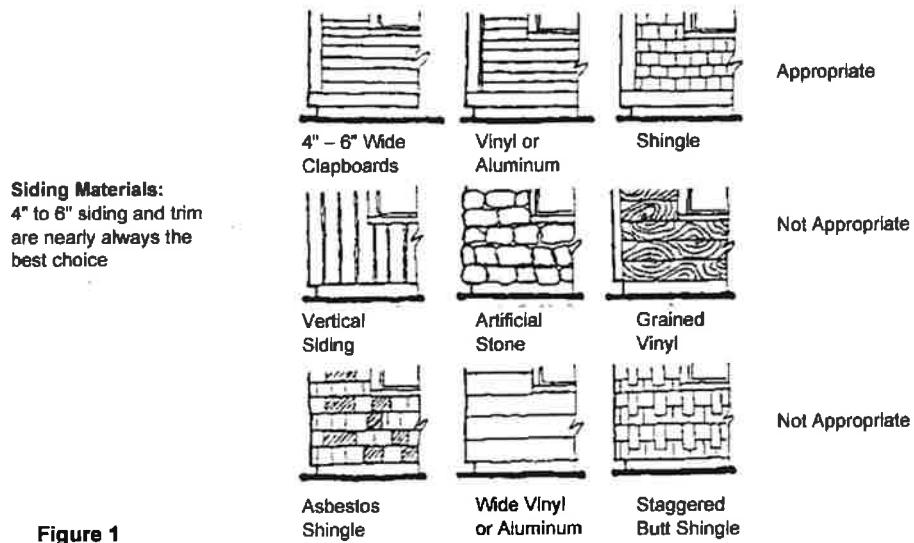


Figure 1

(3) Architectural Metals – Cast Iron, Steel, Pressed Tin, Copper, Aluminum, and Zinc. Features may include columns, capitals, window hoods, or stairways that are important in defining the overall historic character of the building, and their finishes and colors.

- (a) Metal features should be identified, retained, preserved, protected and maintained using approved methods and techniques generally recognized for historic structures.
- (b) Architectural metal features may be repaired by patching, splicing, or otherwise reinforcing the metal following recognized preservation methods. Repairs may also include limited replacement in kind – or with a compatible substitute material – of those extensively deteriorated or missing parts of features when there are surviving prototypes such as porch balusters, column capitals, or bases, or porch cresting.

(4) Drainage. To prevent damage to structures, proper drainage should be provided so that water does not stand on flat, horizontal surfaces or accumulate in curved decorative features.

(5) Design for Missing Historic Features. An accurate restoration of missing features may be accomplished using historic, pictorial, and physical documentation or by developing a new design that is compatible with the size, scale, material, and color of the historic building.

(6) Windows and Trim.

- (a) Windows and their functional and decorative features should be identified, retained, preserved, protected and maintained using generally accepted techniques for historic structures. Features may include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

(b) Windows should have a vertical orientation, be in proportion to the structure, and have trim that accents the openings. Horizontal orientations, out-of-proportion windows and punched openings devoid of accent trim should be avoided.

(c) Commercial storefronts should have extensive glass to avoid large areas of solid walls on street fronts. At least 50 percent of front facades facing South First Street shall be glazed.

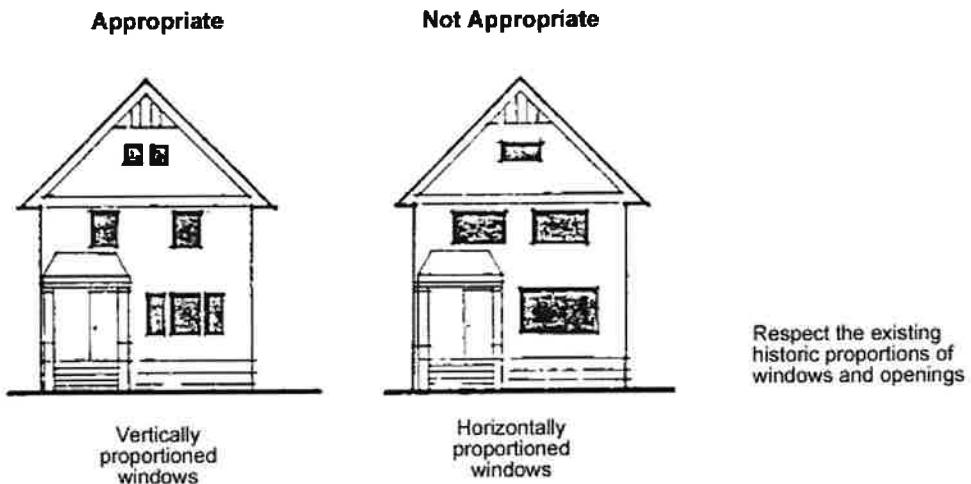


Figure 2

(7) Roofs, Canopies, and Awnings.

(a) Roofs and their functional and decorative features should be identified, retained, preserved, protected and maintained using generally recognized techniques for historic structures. Features may include the roof shape, such as hipped, gambrel, and mansard; decorative features such as cupolas, cresting, chimneys, and weathervanes; and roofing material such as slate, wood, clay tile, and metal, as well as its size, color, and patterning.

(b) Shingles are the preferred exposed roofing materials. Metal roofs that reflect the historical period in color and pattern are acceptable.

(c) Roofs should be pitched with a minimum slope of 6:12 vertical to horizontal ratio and a maximum of 12:12.

(d) Roofs on residential structures and on all structures in the Morris Street Commercial District shall meet the requirements of LCMC [15.50.090](#) (7)(c). Flat roofs should be avoided except when disguised by architectural or pitched roof features.

(e) Low pitched or sheet assembly roofs on commercial structures exposed to a street front should be hidden from view by constructing a false storefront design or parapet.

(f) Commercial structures should avoid elements on roofs that detract from the skyline view or are not part of an approved architectural design.

(g) Canopies and awnings should be in keeping with the historical period and shall not extend over public property greater than two-thirds of the distance from the property line to the nearest curb in front of the building site.

(h) Sky-lights and frames should be constructed of noncombustible materials and installed in an inconspicuous location on a noncharacter-defining roof.

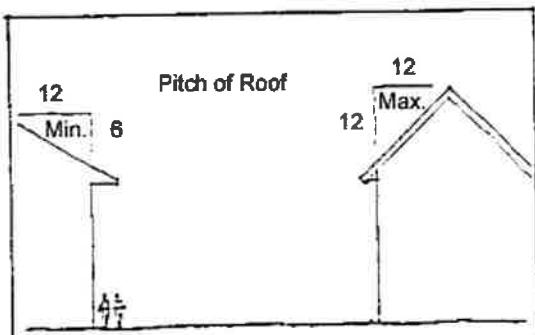


Figure 3

Appropriately scaled secondary roof elements.

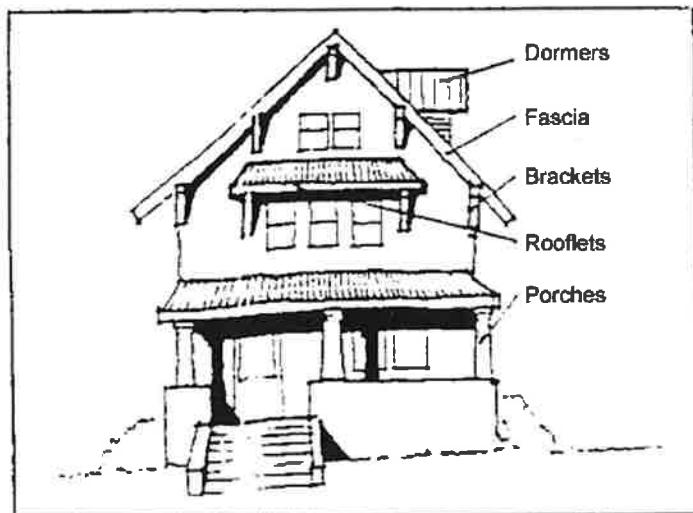


Figure 4

Skylights should be inconspicuous.



Figure 5

(8) Entrances and Porches.

(a) Entrances and their functional decorative features should be identified, retained, preserved, protected and maintained using generally accepted techniques for historic structures. Features that are important in defining the overall historic character of the building may include doors, fanlights, sidelights, pilasters, entablatures, columns, balustrades, and stairs.

(b) Front or street elevations shall be in character with the historic period, including fenestration, ornamentation, surfaces and accessories. Improvements that enhance or preserve elements of the district are encouraged.

(c) Commercial storefront design should respect the scale, proportion and detail of the existing streetscape.

(d) Residential front entries should be evident from the street and contain elements, i.e., porches, columns, front steps, handrails, landscape that provides strength to the architectural character. The front door, storm door and side lights should be a panelized design. Avoid flush modern doors, bright aluminum storm doors, and wrought iron railings or handrails.

(e) Avoid changing existing residential front elevations or front entries that have historic character.

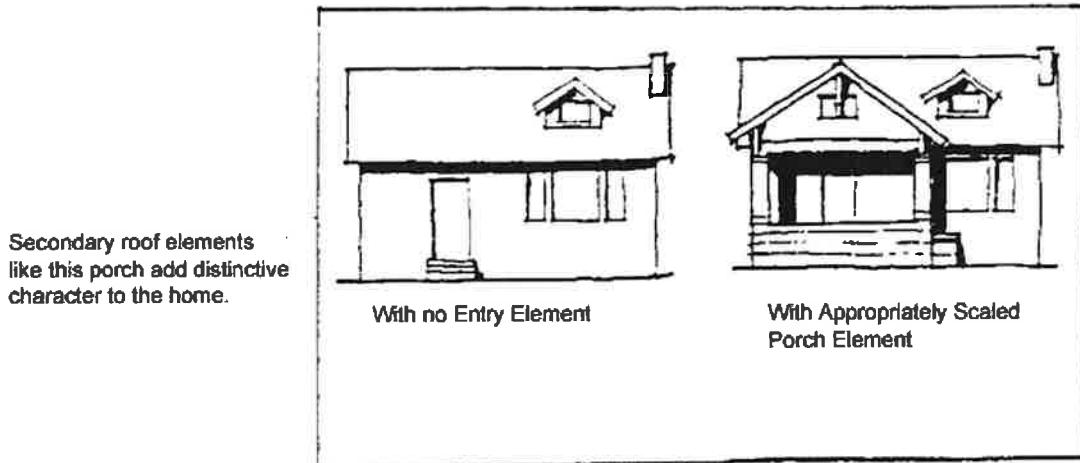


Figure 6

Porches should be made out of substantial materials, such as built-up columns and wooden balustrades. The use of pre-fabricated metal railings is not recommended.

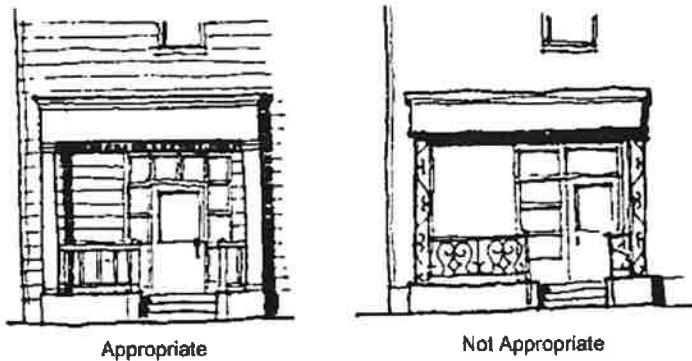
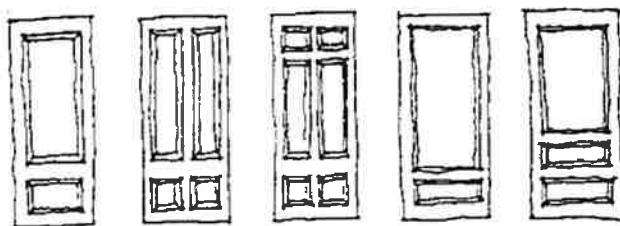


Figure 7

Doors with raised panels add charm and character to historic homes.



Avoid modern doors for the front of the house. These tend not to be in keeping with the character of historic homes.

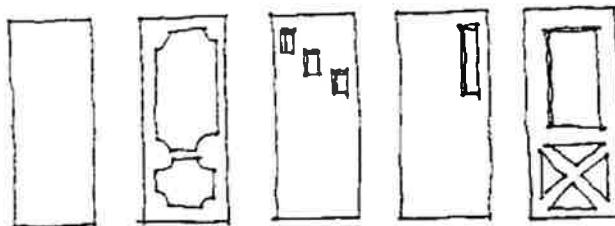


Figure 8

(9) Storefronts.

(a) There shall be a storefront and entrance for every 25 running feet of building frontage on First Street. Maximum storefront width shall be 25 feet.

(b) Storefronts and their functional and decorative features should be identified, retained, preserved, protected, and maintained using generally acceptable techniques for historic structures. Features may include display windows, signs, doors, transoms, kick plates, corner posts, and entablature.

(c) Protect storefronts against arson and vandalism during the restoration process by boarding up windows and installing alarm systems if necessary.

(10) Ornamentation.

- (a) Ornamentation shall be in keeping with the historic period of the building.
- (b) Large wall areas of structures with street frontage devoid of ornamentation should be avoided.



Figure 9

(11) Materials.

- (a) Natural or historic materials typical of the district are preferred.
- (b) Synthetic or composite materials are acceptable when they replicate natural or historic materials. Samples that fully display color, texture, and assembly must be approved by the planning commission or designee prior to construction.
- (c) Installations or assemblies that diminish or are devoid of historic trim and detailing are to be avoided.

(12) Paint and Color.

(a) Applications for projects that only involve paint or color shall be considered under a Type II review, provided that no changes other than paint or color are involved, provided that the color paint is selected from the following pre-approved color options, and provided that applicants are not required to use Sherwin Williams or Benjamin Moore branded paint but must show an color match to one of the below pre-approved color options:

- (i) Sherwin Williams "Victorian" historic color collection or;
- (ii) Sherwin Williams "Colonial Revival" historic color collection or;
- (iii) Sherwin Williams "Arts & Crafts" historic color collection or;
- (iv) Any white paint offered by Sherwin Williams or Benjamin Moore or;
- (v) Any paint selected from one of the following Sherwin Williams palettes:

(A) Palette 1:

Body: Renwick Rose Beige (#B18A73) 

Trim: Renwick Beige (#C4B19E) 

Accent 1: Pewter Tankard (#A39C90) 

Accent 2: Polished Mahogany (#432925) 

(B) Palette 2:

Body: Renwick Golden Oak (#96724D) 

Trim: Downing Straw (#CAA97B) 

Accent 1: Roycroft Vellum (#EBDBC0) 

Accent 2: Deepest Mauve (#705D5C) 

(C) Palette 3:

Body: Downing Sand (#CCBDA6) 

Trim: Rookwood Clay (#9B7F64) 

Accent 1: Rookwood Sash Green (#456560) 

Accent 2: Rookwood Blue Green (#748579) 

(D) Palette 4:

Body: Sheraton Sage (#958C6D) 

Trim: Downing Sand (#CCBDA6) 

Accent: Rookwood Antique Gold (#A17E50) 

Accent 2: Fairfax Brown (#64483D) 

(E) Palette 5:

Body: Eastlake Gold (#C79467) 

Trim: Classical White (#EDE2CB) 

Accent 1: Curio Gray (#9B8C7A) 

Accent 2: Downing Slate (#737A80) 

(F) Palette 6:

Body: Pearl Gray (#CDD0C5) 

Trim: Classic Light Buff (#FOEADB) 

Accent 1: Colonial Revival Stone (#A8947C) 

Accent 2: Mulberry Silk (#967A70) 

(G) Palette 7:

Body: Downing Slate (#737A80) 

Trim: Downing Straw (#CAA97B) 

Accent1: Rookwood Antique Gold (#A17E50) 

Accent 2: Rookwood Medium Brown (#715544) 

(H) Palette 8:

Body: Downing Earth (#897C67) 

Trim: Renwick Beige (#C4B19E) 

Accent 1: Rookwood Terra Cotta (#995A42) 

Accent 2: Rookwood Dark Brown (#5F4B41) 

(I) Palette 9:

Body: Renwick Olive (#948565) 

Trim: Downing Sand (#CCBDA6) 

Accent 1: Rookwood Dark Green (#575D4B) 

Accent 2: Rookwood Amber (#BD8145) 

(J) Palette 10:

Body: Craftsman Brown (#AF9278) 

Trim: Roycroft Vellum (#EBDBC0) 

Accent 1: Rookwood Brown (#81634C) 

Accent 2: Naval (#2D3B49) 

(K) Palette 11:

Body: Birdseye Maple (#E4C291) 

Trim: Roycroft Brass (#7B6A50) 

Accent 1: Roycroft Bronze Green (#565448) 

Accent 2: Aurora Brown (#6C4339) 

(L) Palette 12:

Body: Roycroft Pewter (#5C605F) 

Trim: Weathered Shingle (#938068) 

Accent 1: Roycroft Vellum (#EBDBC0) 

Accent 2: Roycroft Copper Red (#793324) 

(M) Palette 13:

Body: Antique White (#E9DCC6) 

Trim: Roycroft Suede (#A79472) 

Accent 1: Creamy (#EEE7D9) 

Accent 2: Bunglehouse Blue (#47626F) 

(N) Palette 14:

Body: Peace Yellow (#EFCF9D) 

Trim: Rookwood Antique Gold (#A17E50) 

Accent 1: Classical White (#EDE2CB) 

Accent 2: Roycroft Bottle Green (#303E36) 

(O) Palette 15:

Body: Roycroft Mist Gray (#C1BCB0) 

Trim: Downing Stone (#A4A093) 

Accent 1: Extra White (#EDEEE9) 

Accent 2: Rookwood Dark Red (#492728) 

(P) Palette 16:

Body: Downing Stone (#A4A093) 

Trim: Sage Green Light (#74715E) 

Accent 1: Roycroft Bronze Green (#565448) 

Accent 2: Classic Light Buff (#FOEADB) 

(Q) Palette 17:

Body: Rookwood Clay (#9B7F64) 

Trim: Pure White (#EEECE5) 

Accent 1: Downing Sand (#CCBDA6) 

Accent 2: Teal Stencil (#688482) 

(R) Palette 18:

Body: Downing Straw (#CAA97B) 

Trim: Roycroft Vellum (#EBDBC0) 

Accent 1: Roycroft Pewter (#5C605F) 

Accent 2: Classic French Gray (#888782) 

(S) Palette 19:

Body: Needlepoint Navy (#5A6A73) 

Trim: Classic Light Buff (#FOEADB) 

Accent 1: New Colonial Yellow (#D9AD7F) 

Accent 2: Antiquarian Brown (#946644) 

(T) Palette 20:

Body: Chelsea Gray (#B6B7B0) 

Trim: Westchester Gray (#797978) 

Accent 1: Decorous Amber (#AC7559) 

Accent 2: Roycroft Pewter (#5C605F) 

(U) Palette 21:

Body: Downing Sand (#CCBDA6) 

Trim: Classical White (#EDE2CB) 

Accent 1: Toile Red (#8B534E) 

Accent 2: Rookwood Dark Brown (#5F4B43) 

(V) Palette 22:

Body: Colonial Revival Stone (#A8947C) 

Trim: Classical White (#EDE2CB) 

Accent 1: Tricorn Black (#2F 2F30) 

Accent 2: Rookwood Red (#622F2D) 

(W) Palette 23:

Body: Colonial Revival Gray (#B4B9B9) 

Trim: Pure White (#EEECE5) 

Accent 1: Downing Slate (#737A80) 

Accent 2: Harvester (#EDC38E) 

(X) Palette 24:

Body: Colonial Revival Green Stone (#A39B7E) 

Trim: Classic Light Buff (#FOEADB) 

Accent 1: Polished Mahogany (#432925) 

Accent 2: Roycroft Bronze Green (#565448) 

(b) Applicants applying under Type II color review shall provide sufficient evidence of a color match with a pre-approved color option.

(c) Applications to repaint a structure that has existing non-conforming colors the same existing non-conforming colors shall be considered under a Type II review, provided that not more than 20% of the structure needs repainting, and provided that the repainting would not increase the presence of the non-conformity. If more than 20% of the structure needs to be repainted, than the application will be considered under a Type III review.

(d) Applications for projects involving non-preapproved paint or color shall be considered under a Type III review, unless the applicant is solely applying to repaint less than 20% of a structure with an existing non-conforming color already present on the structure.

(i) In considering non-preapproved paint colors, the Planning Commission shall consider the following:

(A) if the color is appropriate for the historical period (1875-1915) and;
(C) if the building is attached, whether the proposed color is compatible with the colors of the attached building.

~~in the following pallets. Colors should be selected from those that were considered appropriate at the time the structure was designed and built, those colors whatever they may be should be applied to the structure to enhance the design in the manner intended by the original designer, builder, and owners.~~ [Ord. 755 §§ 6 – 10, 1999; Ord. 671 § 3.8.H.2, 1995.]

15.50.100 Building interior – Applicable to structures on state or national historic registers only.

(1) Structural System.

(a) The structural systems and individual features of systems should be identified, retained, preserved, protected and maintained using generally accepted techniques for historic structures. Structural systems may include post and beam systems, trusses, summer beams, vigas, cast iron columns, above-grade stone foundation walls, or loadbearing brick or stone walls.

(b) Any new excavations adjacent to historic foundations should be limited to avoid undermining the structural stability of the building or adjacent historic buildings.

(c) Correct structural deficiencies in preparation for a new use in a manner that preserves the structural system and individual character-defining features.

(d) Design and install new mechanical or electrical systems when required for the new use which minimize the number of cutouts or holes in structural members.

(e) Add a new floor when required for the new use if such an alteration does not damage or destroy the structural system or obscure, damage, or destroy character-defining spaces, features, or finishes.

(f) An atrium or light well may be created to provide natural light in a manner that assures the preservation of the structural system as well as character-defining interior spaces, features, and finishes.

(2) Spaces, Features, and Finishes.

(a) A floor plan or interior spaces that are important in defining the overall historic character of the building should be identified, retained, preserved, protected and maintained using generally acceptable techniques for historic structures. This includes the size, configuration, proportion, and relationship of rooms and corridors; the relationship of features to spaces; and the spaces themselves such as lobbies, reception halls, entrance halls, double parlors, and important industrial or commercial use spaces.

(b) Changing interior features and finishes that contribute to the historical significance of the structure should be avoided. Features may include columns, cornices, baseboards, fireplaces and mantles, paneling, light fixtures, hardware, and flooring; and wallpaper, plaster, paint, and finishes such as stenciling, marbling, and graining; and other decorative materials that accent interior features and provide color, texture, and patterning to walls, floors and ceilings.

(c) Alterations or additions for new use should accommodate service functions such as bathrooms or mechanical equipment in secondary spaces such as first floor service areas; reusing decorative material or features; installing permanent partitions in secondary spaces; enclosing interior stairways as required by building codes so that the character is retained or constructing stairways or elevators in secondary spaces.

(d) Mechanical Systems. Heating, air conditioning, electrical, and plumbing should be installed to minimize alterations to the building floor plan, exterior elevations and damage to historic building material. [Ord. 671 § 3.8.H.3, 1995.]

15.50.110 Building site.

(1) Building site features should be identified, retained, preserved, protected and maintained following generally accepted techniques for historic structures. Site features can include driveways, walkways, lighting, fencing, signs, benches, fountains, terraces, plants and trees, berms, and drainage.

(2) Any required landscape/open space shall be used to preserve or enhance significant natural features, landscape features, views of the Swinomish Channel and Skagit Valley, pedestrian enhancements and shoreline access areas.

(3) The historic relationship between buildings, landscape features, and open space should be retained.

(4) In all HPD areas:

(a) Lanterns, post lights, and other significant improvements should respect the historic period. Bright night lighting and strong, unshielded light sources shall be avoided. Outdoor lights shall be shielded on all sides and orientated towards the ground.

(b) Chain link fencing shall be prohibited.

(c) In commercial areas landscaping and trees shall be provided along the street frontage where possible. Amenities may take the form of seating, raised flower beds, containers or hanging baskets, lighting fixtures, paving materials, decks, and pocket parks.

(d) Obstructions to pedestrian movement shall be minimized. [Ord. 755 § 11, 1999; Ord. 671 § 3.8.H.4, 1995.]

15.50.120 District/neighborhood.

(1) Significant buildings, streetscapes, view corridors, and landscape features shall be identified, retained, preserved, protected and maintained. Features can include streets, alleys, paving, walkways, street lights, signs, benches, parks, gardens, and trees.

(2) Morris Street Commercial District. The residential scale and proportions historically found on this street shall be maintained. Buildings were generally constructed as homes on 50-foot by 100-foot lots, with residential setbacks from all property lines. Buildings are small to medium size, although generally appear taller due to peak roofs. Examples of typical details are front porches, peaked roofs and gables; front facades are generally 25 feet in width before steeping back to a cross gable. Buildings do not generally cover the entire lot on which they sit, nor are they built property line to property line. Building setbacks and lot coverage within the Morris Street Commercial District shall be as follows:

(a) Minimum front yard – five feet. This minimum may be increased to reduce the impact of new structures on adjoining historic structures.

(b) Minimum side yard – five feet, sum of both side yards must be 15 feet.

(c) Minimum rear yard – 25 feet.

(d) Maximum allowable floor area ratio – 60 percent.

(e) Maximum lot size shall be 10,000 square feet.

(3) First Street Commercial District. The compact fabric and consistent rhythm created by the incremental construction of small to medium size buildings on the originally platted 25-foot by 100-foot lots shall be maintained. Typical details include one-story gable roof structures, false fronts, cornices and multi-paned windows.

- (a) Buildings, storefronts, entrances, and variations in height, modulation, color, and building material should occur at 25-foot intervals.
- (b) Buildings over 3,000 square feet gross floor area shall be designed to have the appearance of multiple buildings typically found in the district, including separate entrances, storefronts, and variation in height.
- (c) On the upland side of First Street, minimum rear yard setback: 10 feet. On the waterfront side of First Street, rear yard access must be approved by the fire chief for fire safety. The decision of the fire chief is not appealable.
- (d) The side yard setback may be zero clearance consistent with the setbacks of adjoining properties; provided, that the materials, access and applications are approved by the fire chief.
- (e) Landscaping, at maturity, within a view corridor shall not exceed four feet in height.

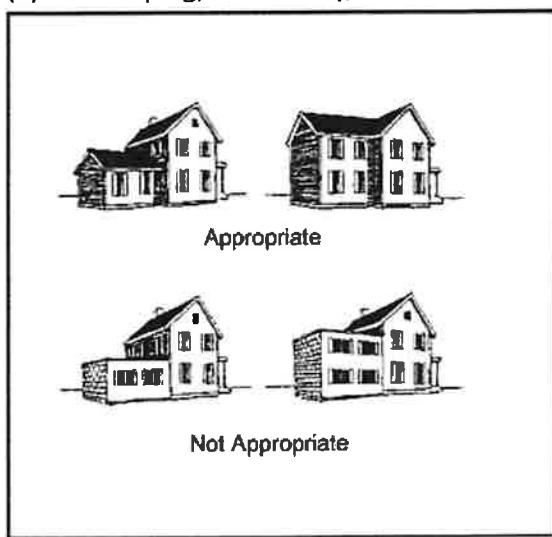


Figure 10

[Ord. 1222 § 2, 2023; Ord. 1122 § 1, 2014; Ord. 899 § 1, 2003; Ord. 755 § 12, 1999; Ord. 671 § 3.8.H.5, 1995.]

15.50.130 Health and safety code requirements.

- (1) When modifications are necessary for historic buildings to comply with current health, safety and building code requirements, the work should be done in such a manner that character-defining spaces, features, and finishes are preserved.
- (2) Where removing architectural barriers or providing accessibility would threaten or destroy the historic significance of a building or facility, special provisions as outlined in the International Building Code would apply. [Ord. 963 § 6, 2005; Ord. 671 § 3.8.H.6, 1995.]

15.50.140 Energy retrofitting.

Energy retrofitting measures should be accomplished in such a way as to ensure that the building's historic character is preserved. [Ord. 671 § 3.8.H.7, 1995.]

15.50.150 New additions to historic buildings.*

(1) Building alterations or additions for new uses shall be compatible with the historic character of the district or neighborhood in terms of size, scale, design, material, color, texture, and view corridors.

(2) Additions should compliment the architectural character of the existing building in material and detail.

(3) An addition should be differentiated from the historic building so that the new work is not confused with what is genuinely part of the past.

(4) Additional stories or elements that heighten the structure should meet the standards herein and be compatible with the building and/or neighborhood.

(5) Second floor additions to existing commercial buildings on First Street shall be set back a minimum of 10 feet from the existing storefront building line so that the scale of the present streetscape is maintained.

(6) Residential additions shall be set back a minimum of five feet from the existing building line(s) or placed in the rear of the building.

(7) The total gross floor area of an addition shall be no larger than 75 percent of the total gross floor area of the original building so that it can be distinguished as a secondary structure. The addition should be recessed to mitigate the impact on the appearance of the original structure.

(8) New additions shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment are unimpaired. [Ord. 755 § 13, 1999; Ord. 671 § 3.8.H.8, 1995.]

*See Figure 10, LCMC [15.50.120](#).

15.50.160 Accessory structures.*

(1) Accessory or infill structures and garages should be integrated with the architectural character of the main building.

(2) Residential garages should be set back and not overshadow the main structure.

(3) Garages and accessory structures shall be located to the side or rear of the principal building on the site.

(4) Exposed storage areas and accessory devices (e.g., rain barrel, garbage containers) shall be enclosed, screened or concealed so as not to detract from historic structures.

(5) Structures along waterways and docks should respect the historical period of the district, including all attachments or accessories. [Ord. 1139 § 3, 2016; Ord. 755 § 14, 1999; Ord. 671 § 3.8.H.9, 1995.]

*See Figure 10, LCMC [15.50.120](#).

15.50.170 Design evaluation checklist.

Historic Preservation District Design Criteria Review Checklist

Applicant File No.

Address

Project

Project Location

This checklist is to be used in conjunction with Chapter [15.50](#) LCMC, Historic Preservation District. Check the appropriate box below.

	Design Criteria	Project Includes	Meets Code	Approved	Not Approved
1.	General				
	Exception				
2.	Building exterior				
	Masonry				
	Wood				
	Architectural metals				
	Drainage				
	Design – Missing features				
	Windows and trim				

	Design Criteria	Project Includes	Meets Code	Approved	Not Approved
	Roofs, canopies, awnings				
	Entrances and porches				
	Storefront				
	Ornamentation				
	Materials				
	Paint and color				
3.	Building interior				
	Structural system				
	Spaces, features, finishes				
4.	Building site				
	Site features				
	Landscape				
	Critical area				
5.	District/neighborhood				
	Setbacks				
	Size and scale				
6.	Health/safety code				
7.	Energy retrofitting				

	Design Criteria	Project Includes	Meets Code	Approved	Not Approved
8.	New addition – HPD building				
9.	Accessory structure				

Applicant Signature/Date

Reasons Not Approved:

Planning Director/Date Planning Commission Chair/Date

[Ord. 671 § 3.8.H.10, 1995.]

15.50.180 Commercial building scale.

The intent of this section is to ensure that commercial buildings are based on a human scale, and to ensure that large buildings reduce their apparent mass and achieve an architectural scale consistent with historic scale, forms, and proportions of buildings in the Historic Preservation District.

(1) **Facade Modulation.** Building facades over 25 feet in length visible from public streets or waterways and public spaces shall be stepped back or projected forward at intervals. The minimum depth of modulation should be one foot and the minimum width shall be five feet.

(a) Walls along street frontage shall be modulated every 25 feet, using changes in materials, projecting and recessing bays, fenestration, variation of building height or roof form, and other architectural details such as columns.

(b) Walls over 25 feet in length and 15 feet in height shall have, at a minimum, a 12-foot variation in building height or a 10-foot second story setback and a change of materials for each 30 feet of length.

(c) On each wall there shall be a minimum of one 150-square foot (footprint) recess or projection for every 50 running feet of wall length.

(2) Use of modulation and articulation should not be repetitive or cookie-cutter. The design should replicate the scale, forms, and features of the district.

(3) Articulation. Buildings shall be articulated to reduce the apparent scale of the buildings. Architectural details that are used to articulate the structure may include reveals, and other three-dimensional details that create shadow lines and break up the flat recesses of the facade. The following are ways which may achieve suitable building articulation:

(a) Tripartite Articulation. Provide tripartite building articulation (building top, middle and base) to provide pedestrian scale and architectural interest.

(b) Window Treatments. Provide ample articulated window treatments in facades visible from streets and public spaces for architectural interest and human scale.

(c) Architectural Elements. The mass of long or large scale buildings should be made more visually interesting by incorporating architectural elements such as arcades, balconies, bay windows, dormers, and/or columns.

(d) Rooflines. A distinctive roofline can reduce perceived building heights and mass, increase compatibility with small scale and/or residential development, and add interest to the overall design of the building in the following ways:

(i) Change the roofline by alternating dormers, stepped roofs, gables, or other roof elements to reinforce the modulation or articulation interval.

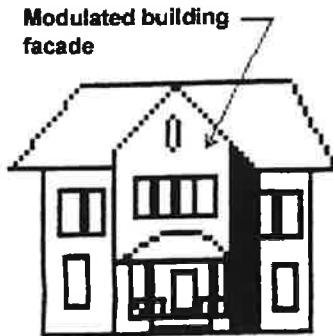
(ii) Roof designs that incorporate a variety of vertical dimensions such as multi-paned and intersecting rooflines are encouraged.

(iii) Flat-roofed designs, where permitted, shall include architectural details such as cornices and decorative facing to provide interest to the roofline.

(e) Materials. Where there is a change in the building plane, the building materials, colors, and patterns should change.

(f) Landscaping. Provide a trellis, tree or other landscape feature within each interval.

(g) Upper Story Setback. Set back upper stories which helps to reduce the apparent bulk of the



building and promotes a human scale.

Figure 11. Facade Modulation. Building scale criteria 1.

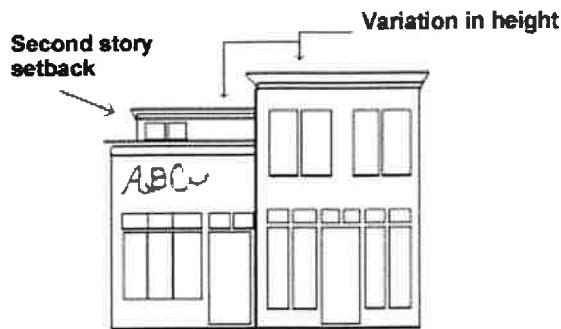


Figure 12. Building scale criteria 1, 4(d) and 4(g).

Appendix A – Sherwin Williams Victorian (1830s-1910s)



Calico SW 0017

Victorian (1830s-1910s)

In an era marked by opulence, ornate detail and contrasts, palettes featured rich, saturated colors often from opposite sides of the color wheel.

SW 2822 Downing Sand	SW 0011 Crewel Tan	SW 0021 Queen Anne Lilac	SW 0019 Festoon Aqua			
SW 2815 Renwick Beige	SW 2818 Downing Straw	SW 0007 Chelsea Mauve	SW 0013 Majolica Green			
SW 0003 Gabbige Rose	SW 0010 Wickerwork	SW 0012 Empire Gold	SW 2821 Downing Stone			
SW 0017 Calico	SW 0023 Pewter Tankard	SW 2812 Rookwood Jade	SW 0009 Eastlake Gold	SW 2817 Rookwood Amber	SW 2804 Renwick Rose Beige	SW 0020 Peacock Plume
SW 0024 Curio Gray	SW 2815 Renwick Olive	SW 2814 Rookwood Antique Gold	SW 0014 Sheraton Sage	SW 2823 Rookwood Clay	SW 0007 Decorous Amber	SW 0015 Gallery Green
SW 2818 Renwick Heather	SW 2811 Rookwood Blue Green	SW 2819 Downing Slate Expert Pick	SW 2820 Downing Earth	SW 0001 Mulberry Silk	SW 0018 Teal Stencil	SW 2824 Renwick Golden Oak
SW 0004 Rose Brocade	SW 0022 Patchwork Plum	SW 2803 Rookwood Terra Cotta Expert Pick	SW 2805 Rookwood Brown	SW 2810 Rookwood Sash Green	SW 0006 Toile Red	SW 0005 Deepest Mauve
SW 2816 Rookwood Dark Green	SW 0008 Cajun Red	SW 2807 Rookwood Medium Brown	SW 0016 Billiard Green	SW 2803 Rookwood Dark Brown	SW 2802 Rookwood Red	SW 2809 Rookwood Shutter Green
SW 2801 Rookwood Dark Red						

Appendix B – Sherwin Williams Colonial Revival (1870s-1900s)



Dutch Tile Blue SW 0031

Colonial Revival (1870s-1900s)

Mixing paler colors with lush ones, this era reflects a return to design inspired by ancient Greece, as well as a renewed interest in America's own past.



Appendix C – Sherwin Williams Arts and Crafts (1880s-1910s)



■ Library Pewter SW 0038

Arts & Crafts (1880s-1910s)

Celebrating honest craftsmanship, simplicity and nature, this movement featured the natural hues of building materials and the blues and greens of handmade ceramics.

SW 0046
White Hyacinth



SW 0035
Warm Beige



SW 2833
Roycroft Vellum



SW 2834
Birdseye Maple



SW 0036
Buckram Binding



SW 0044
Hubbard Squash



SW 2844
Roycroft Mist Gray



SW 0037
Morris Room Grey



SW 0042
Ruskin Room Green



SW 0039
Mellow Mauve



SW 0034
Roycroft Rose



SW 2835
Craftsman Brown



SW 2842
Roycroft Suede



SW 0043
Peristyle Brass



SW 2845
Bunglehouse Gray



SW 2840
Hammered Silver



SW 2841
Weathered Shingle



SW 0047
Studio Blue Green



SW 0038
Library Pewter



SW 0040
Roycroft Adobe



SW 0045
Antiquarian Brown
Expert Pick



SW 2836
Quartersawn Oak



SW 2843
Roycroft Brass



SW 2848
Roycroft Pewter



SW 0033
Rembrandt Ruby



SW 0048
Bunglehouse Blue



SW 2846
Roycroft Bronze
Green
*Mar. 2024 Color of the
Month*



SW 2837
Aurora Brown



SW 2839
Roycroft Copper
Red
Expert Pick



SW 0041
Dard Hunter Green



SW 2847
Roycroft Bottle
Green



SW 2838
Polished
Mahogany
Expert Pick

