



# CITY COUNCIL REGULAR MEETING

**Tuesday, March 3, 2026  
6:00 p.m.**

Snohomish Carnegie, 105 Cedar Avenue  
Remote Option Available

Zoom Meeting Participation Information  
Use link: <https://us02web.zoom.us/j/81246367516>  
Dial in: (253) 215-8782  
Meeting ID: 812 4636 7516

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## AGENDA

1. **CALL TO ORDER**
  - a. Roll Call
  - b. Pledge of Allegiance
2. **PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**
  - a. AHA State of Housing Update
3. **PUBLIC COMMENTS** - Members of the public may address the City Council on items not listed as a Public Hearing or Action Item. Comments are limited to three (3) minutes per speaker.
4. **APPROVE AGENDA Contents and Order**
5. **CONSENT ITEMS**
  - a. APPROVE Minutes of the February 17, 2026 Regular Meeting
  - b. APPROVE Vouchers and ACH Transactions
  - c. CONFIRM the Mayor's Appointment of Tyson Clarke to the Planning Commission
  - d. CONFIRM the Mayor's Appointment of Denya Ardis, Amy Mikulsky, and Grant Harrington to the Lodging Tax Advisory Committee (LTAC)
  - e. AUTHORIZE the Mayor to Execute the 2026 Snohomish Easter Parade Special Event Contract
  - f. AUTHORIZE the Mayor to Execute the 2026 Snohomish Farmers Market Special Event Contract
  - g. AUTHORIZE the Mayor to Execute the Separation Agreement with Heather Thomas-Murphy
6. **ACTION ITEMS**
7. **DISCUSSION ITEMS**
  - a. Draft First Street Master Plan
  - b. City Council Boards/Commissions Liaisons

**8. OTHER BUSINESS/INFORMATION ITEMS**

**9. COUNCILMEMBER COMMENTS**

**10. COUNCIL PRESIDENT'S ITEMS/REPORTS**

**11. STAFF BRIEFINGS**

- a. Midtown District Regulations
- b. Planning Commission 2025 Annual Report to the City Council and 2026 Work Program

**12. CITY ADMINISTRATOR'S COMMENTS**

**13. MAYOR'S COMMENTS**

**14. ADJOURN**

**NEXT SCHEDULED MEETING:** Tuesday, March 17, 2026 Regular City Council Meeting

**Notice of Accommodations and Equal Opportunity Statement**

Specialized accommodations are available upon request with at least five (5) days' advance notice. To request accommodation, please contact the City Clerk's Office at (360) 568-3115.

This organization is an Equal Opportunity Provider.



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** PROCLAMATIONS,  
PRESENTATIONS AND  
RECOGNITIONS

**From:** Brooke Eidem, AICP, Planning & Development Services Director

**Subject:** AHA State of Housing Update

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**SUMMARY:** Chris Collier, Government Relations Director with the Housing Authority of Snohomish County (HASCO) and primary contact at the Alliance for Housing Affordability (AHA) will provide an update on the state of housing in Snohomish.

**BACKGROUND & ANALYSIS:** AHA is an interlocal agreement between 13 cities, Snohomish County, and HASCO. The board is made up of a voting representative and secondary delegate from each city. Councilmember Lippincott is the current representative to AHA, with Councilmember Deol serving as back-up. City staff serve as the secondary delegate. Mr. Collier serves as the program manager and primary contact for cities, and is largely focused with data and analytics, technical support, government relations, and community education on the topic of housing. Mr. Collier has presented to both the City Council and Planning Commission on previous occasions and provided technical assistance for development of the 2024 Comprehensive Plan's Housing Element.

The Housing Element provides technical data on the City's housing stock and households, in addition to sales and rental costs over a period of time. Housing goals and policies seek to make housing more attainable and affordable for Snohomish's population and workforce. The Planning Commission's 2026 work program includes projects that are focused on housing in Snohomish, to support the goals and policies of the Comprehensive Plan.

Statewide, housing continues to be a major focus for lawmakers. The current legislative session tackles housing supply and affordability through various bills that take aim at local zoning, establish a housing trust fund, reform condo liability laws for stacked flats, develop factory-built housing standards, introduce land banking, and establish a Department of Housing Task Force through Executive Order.

Mr. Collier will present current information on the state of housing in Snohomish, including sales and rental data, and production trends and types. This information will help the City Council understand how housing needs are being met and where future efforts should be focused.

**REFERENCE(S):** [2024 Comprehensive Plan Housing Element](#)  
[Alliance for Housing Affordability](#)

**COUNCIL GOAL(S):** Housing

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**ATTACHMENT(S):**  
HASCO Presentation.pdf

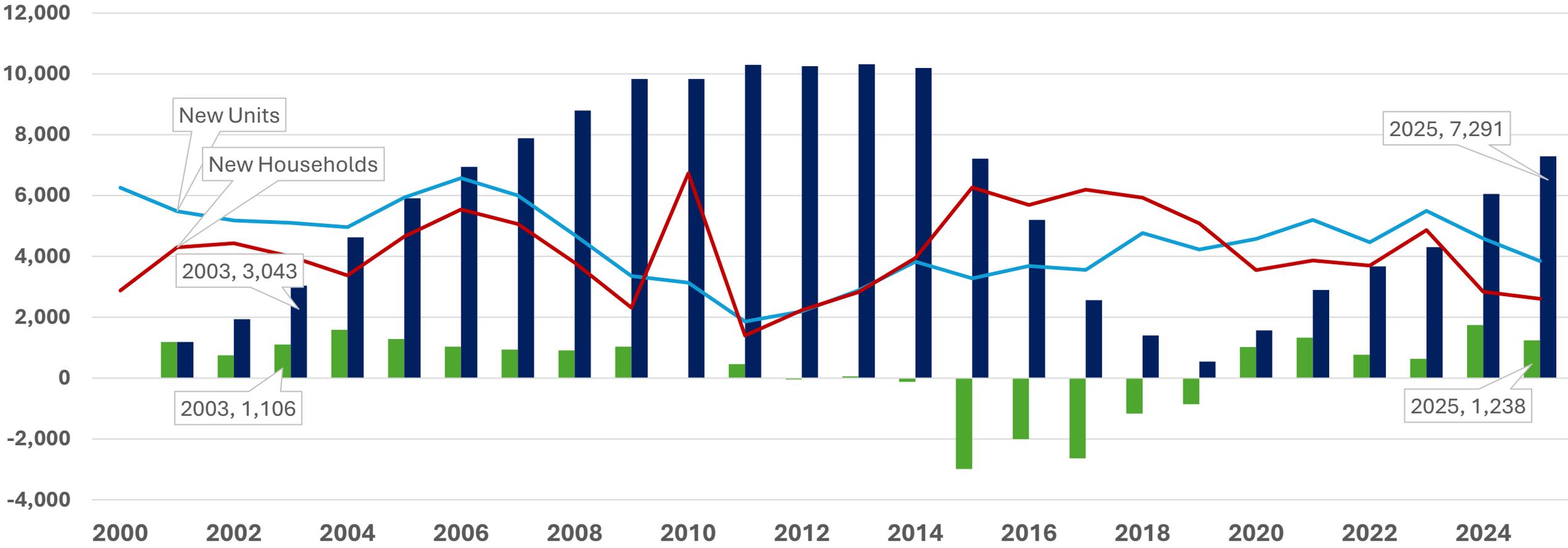
# **Snohomish County Affordability Data Update**

Chris Collier, MPA  
Director of Government Relations  
Housing Authority of Snohomish County

Snohomish City Council  
March 3, 2026

[ccollier@HASCO.org](mailto:ccollier@HASCO.org) | 425-231-2486

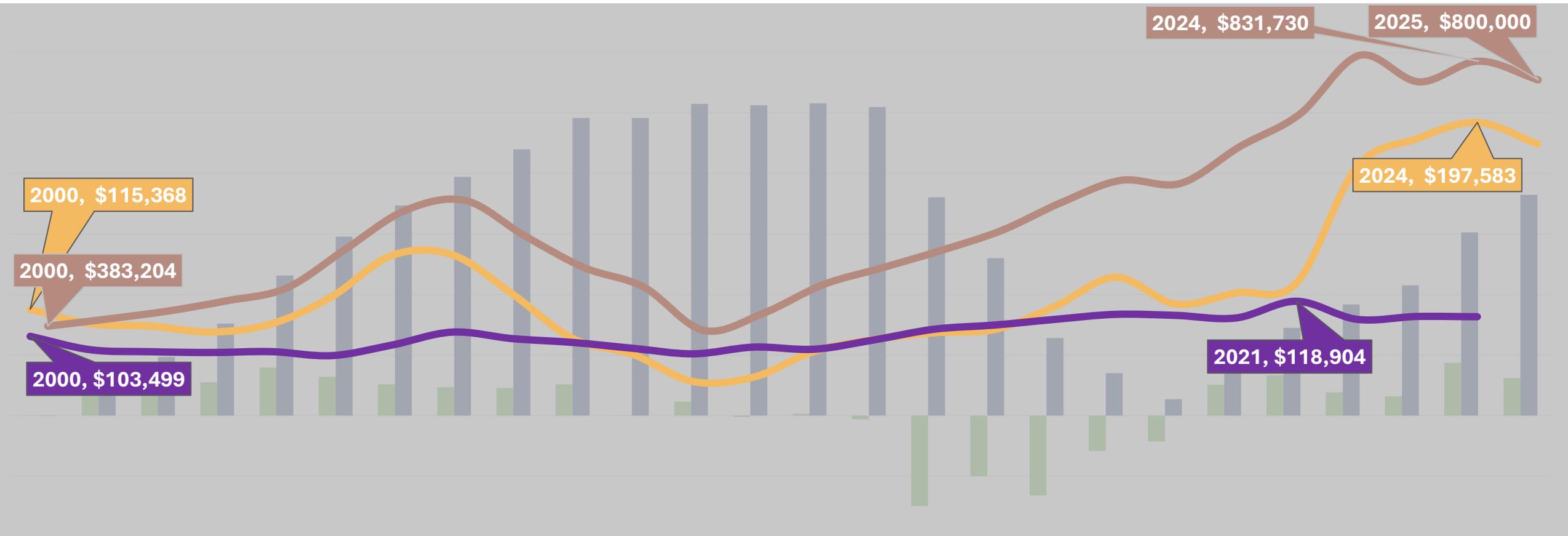
# The Problem In One Slide



**Housing Stock**  
■ Annual Surplus  
■ Total Surplus

Sources: Office of Financial Management; Snohomish County Assessors Office; US Census Bureau via St. Louis Fed, Dupre & Scott, Commercial Analytics, AHA Staff analysis of Apartments.Com Data

# The Problem In One Slide



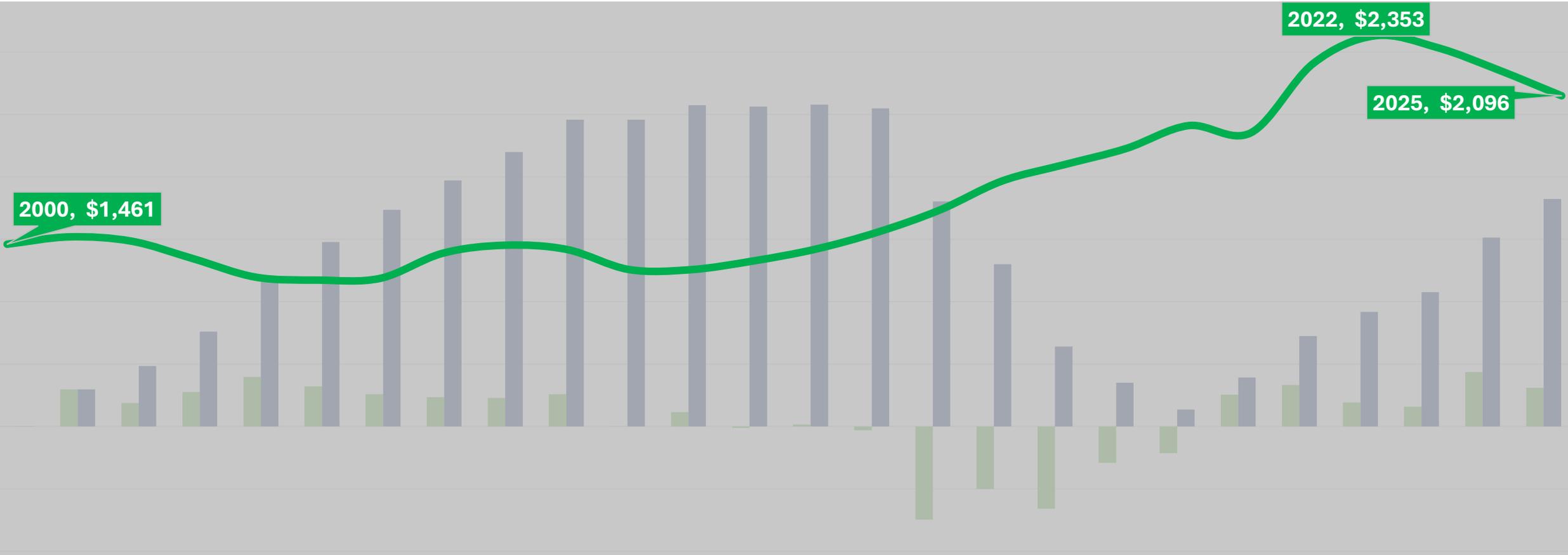
## Housing Stock

■ Annual Surplus  
■ Total Surplus  
 March 3, 2026

— Median Sale Price  
— Required Income  
— Median Income  
— Avg. Rent

Sources: Office of Financial Management; Snohomish County Assessors Office; US Census Bureau via St. Louis Fed, Dupre & Scott, Commercial Analytics, AHA Staff analysis of Apartments.Com Data

# The Problem In One Slide



## Housing Stock

■ Annual Surplus  
■ Total Surplus

— Median Sale Price

Median Sale Price

— Required Income

Required Income

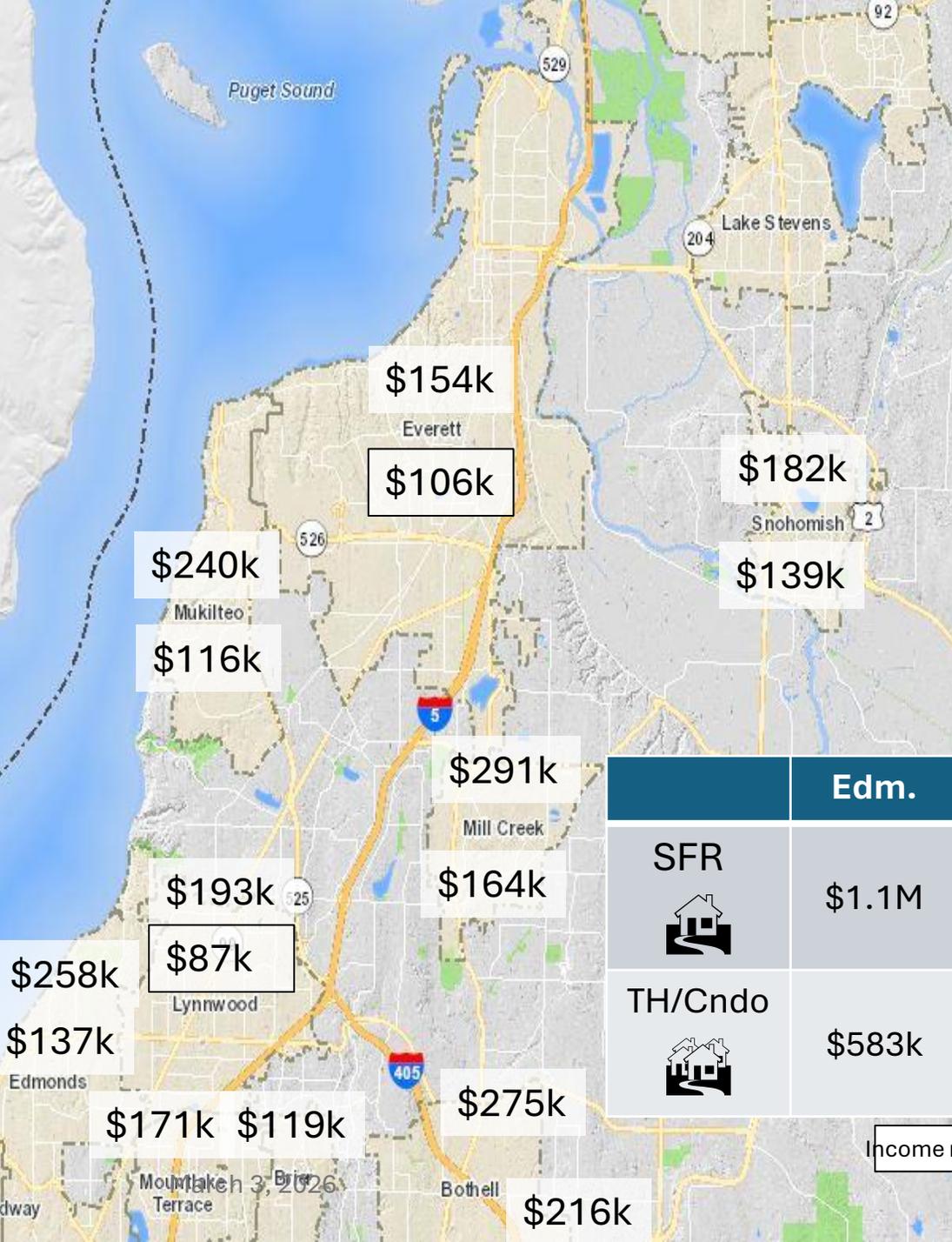
— Median Income

Median Income

— Avg. Rent

Avg. Rent

Sources: Office of Financial Management; Snohomish County Assessors Office; US Census Bureau via St. Louis Fed, Dupre & Scott, Commercial Analytics, AHA Staff analysis of Apartments.Com Data



Occupation:	25 <sup>th</sup> Pct – 50 <sup>th</sup> Pct – 75 <sup>th</sup> Pct
Dentists, General:	\$151k – \$209k – \$216k
Database Administrators:	\$85k – \$133k – \$160k
Electrical Engineer:	\$106k – \$135k – \$169k
Accountants & Auditors:	\$80k – \$99k – \$127k

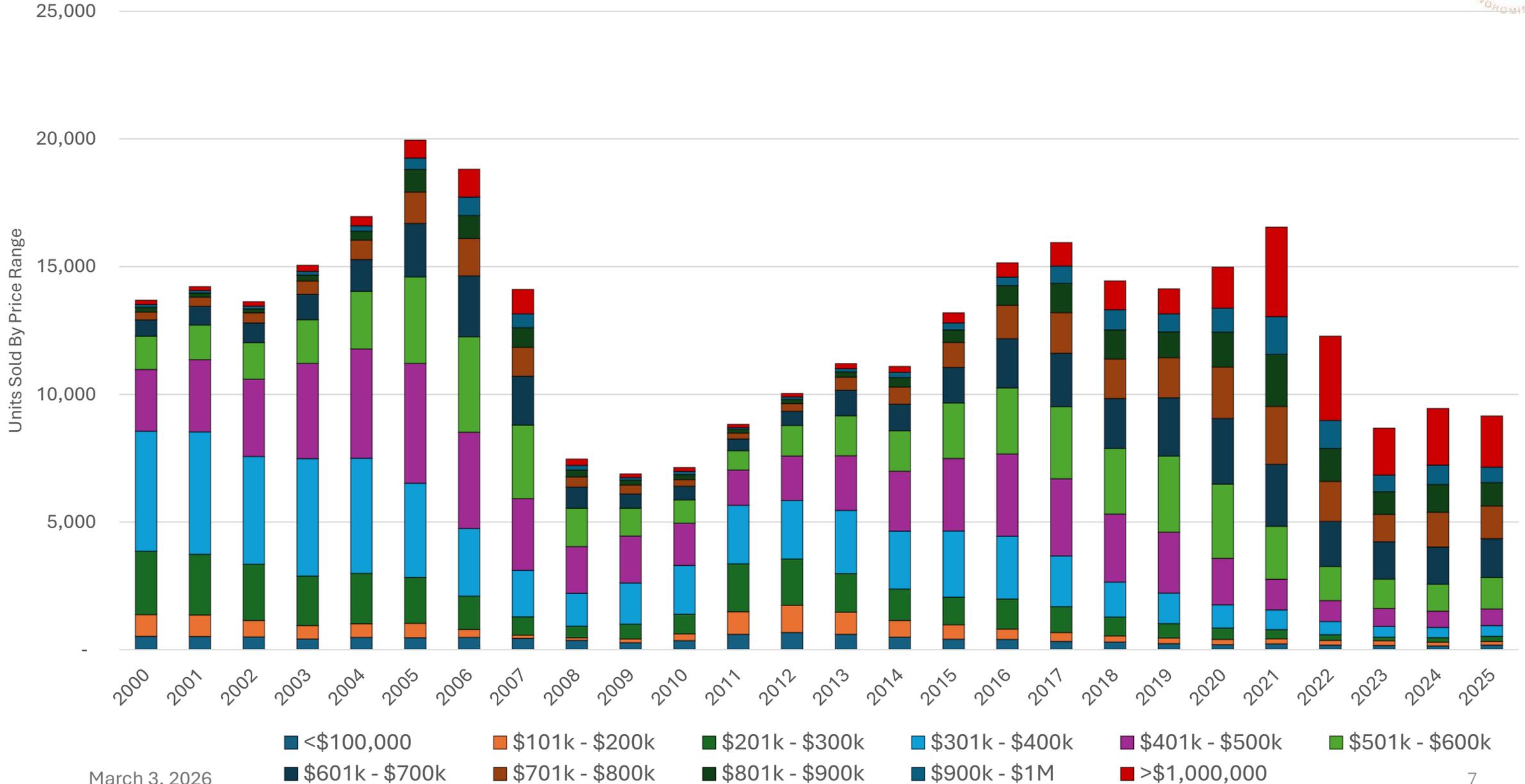
# In 2024: Who Could Buy Where?

	Edm.	Lynn.	MLT	Mill C.	Muk.	Evrt.	Bothell	Sno.
SFR 	\$1.1M	\$819k	\$724k	\$1.2M	\$1M	\$646k	\$1.17M	\$756k
TH/Cndo 	\$583k	\$370k	\$500k	\$693k	\$490k	\$444k	\$909k	\$578k

Income requirement based on sale price, annualized interest rates, 30-year term, 10% down pmt., 33% DTI, real property tax figure



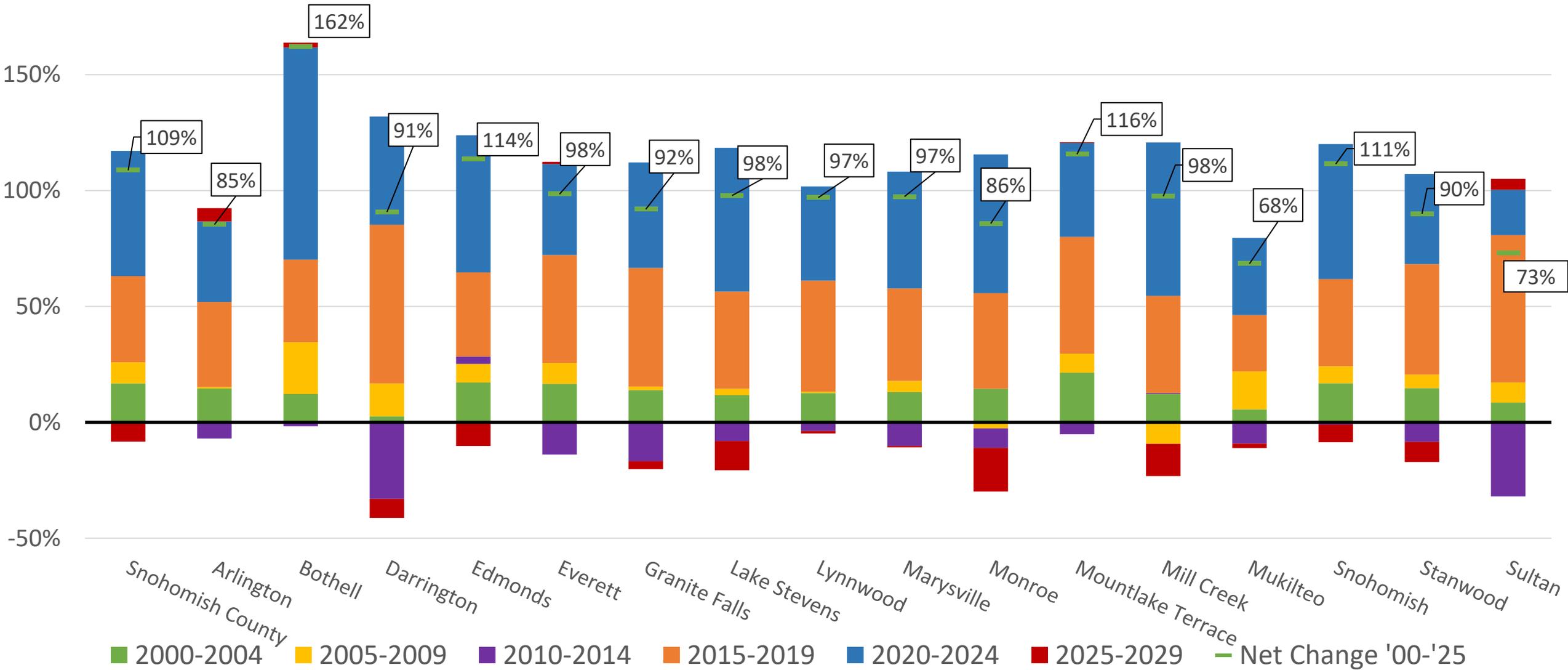
# Declining Affordable Ownership



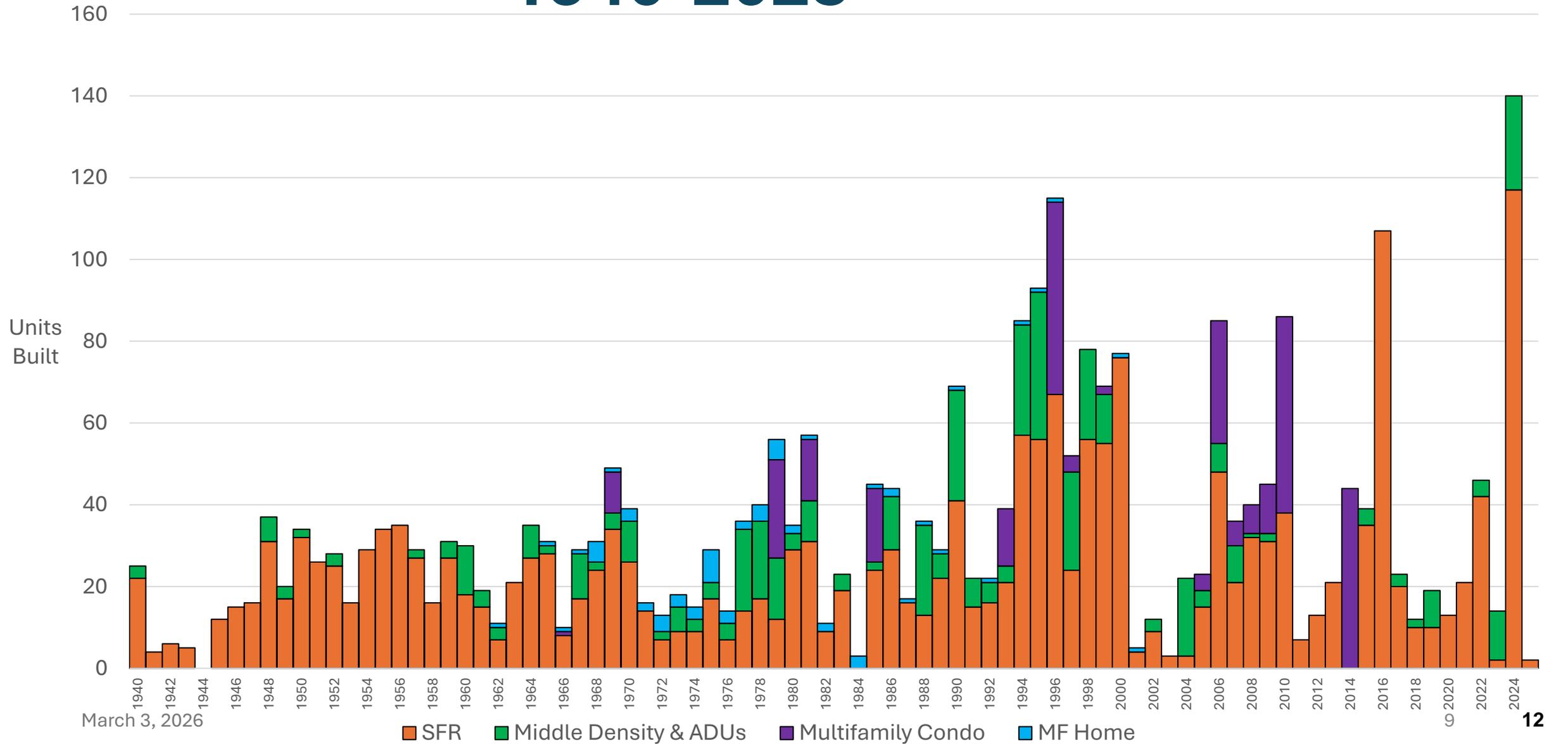
March 3, 2026

# Percent Change in Sale Price Since 2000 in 5-Year Groups

## Net Price Change 2000-2025

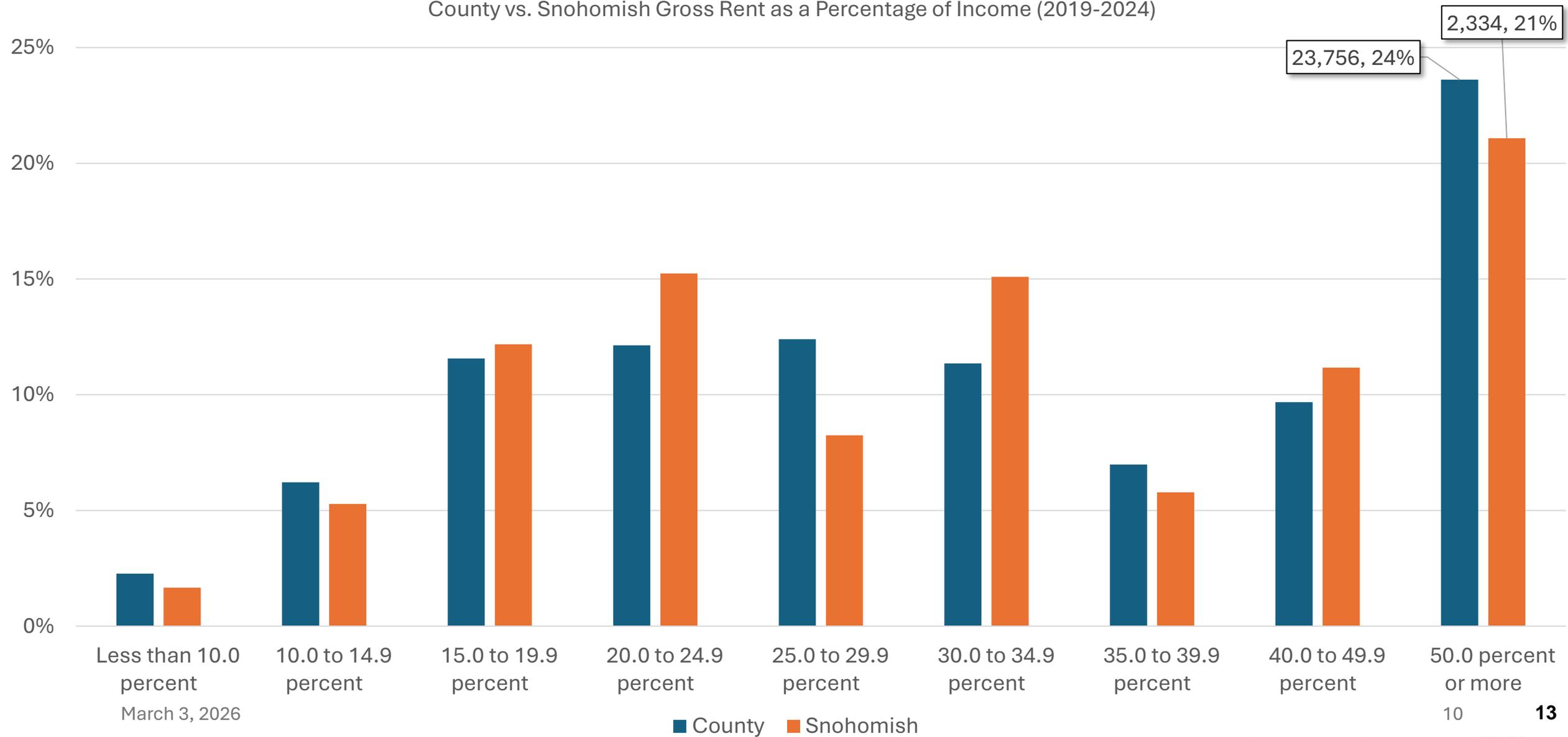


# Snohomish Ownership Units Still Active, 1940-2025



# Rental Cost Burden Comparison

County vs. Snohomish Gross Rent as a Percentage of Income (2019-2024)



March 3, 2026

■ County ■ Snohomish

10 13

Source: American Communities Survey, Table B25070

# Rental Snapshot

	2000	2013	2022	2025
County Average	1,461/mo	\$1,440/mo	\$2,353/mo	\$2,096/mo

- Rents -1.3% after inflation adjustment, 2000-2013
- Increase 63% between 2013-2022
- Average rents decline in 2024/25 (-10.9%)  
First time in 15 years

Type	Sno. Oct. 2025	SnoCo Oct. 2025
All	\$ 2,173	\$ 2,056
Studio	No Data	\$ 1,630
1BR	\$ 1,660	\$ 1,825
2BR	\$ 2,172	\$ 2,157
3BR	\$ 2,766	\$ 2,523

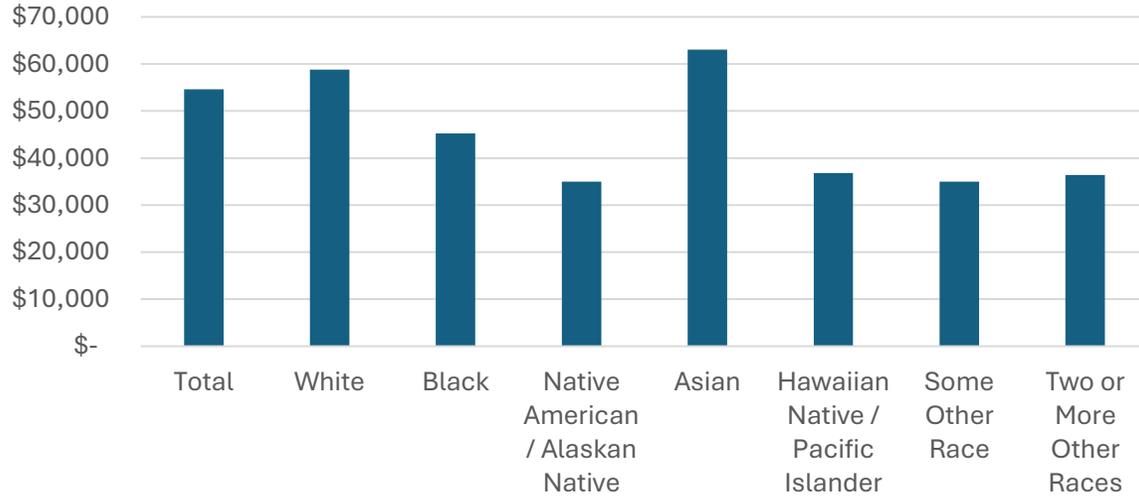
## Owning vs. Renting

**In 2016, a Single Family Home Cost: \$2,624/mo  
(Principle, Interest, Taxes, Insurance)**

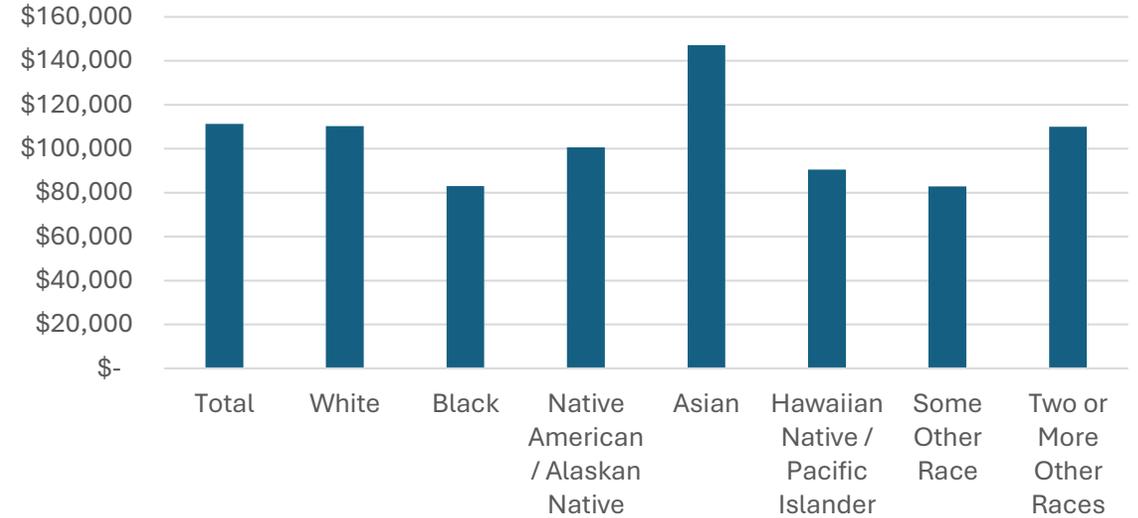
- 64% of Snohomish Owners Moved in 2019 or Earlier  
(1,575 of 2,465)

# What If I'm Not Average? (County)

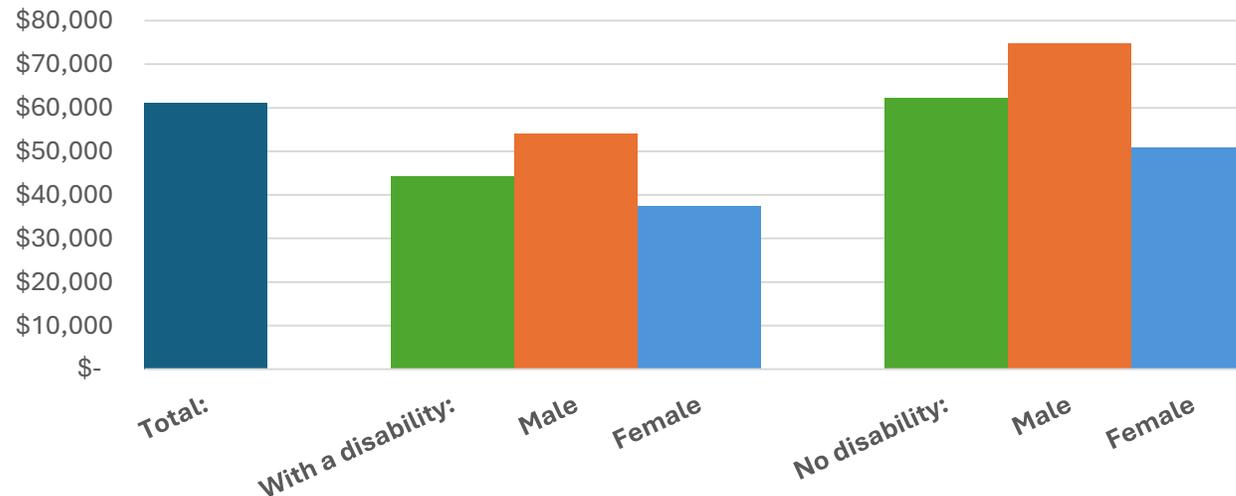
## Per Capita Income by Race



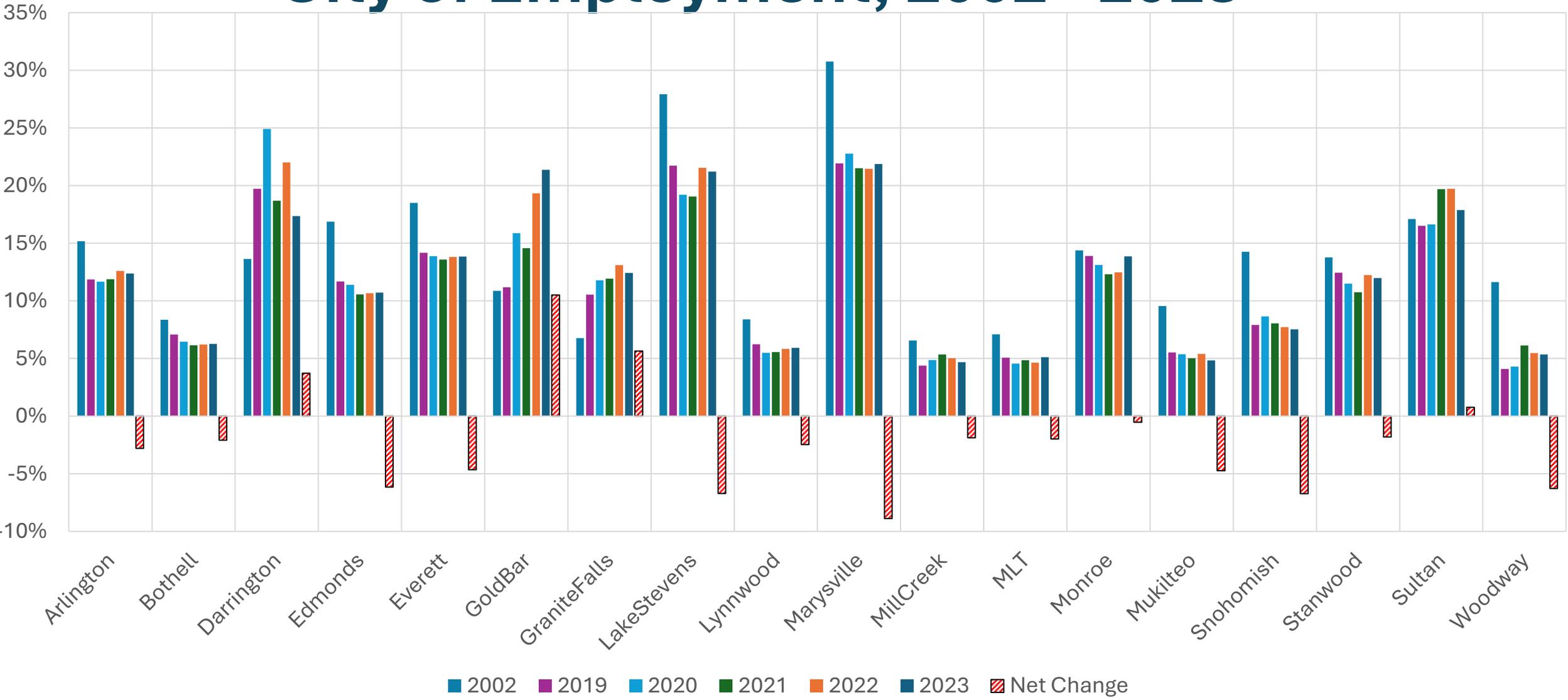
## Median Family Income by Race



## Median earnings by Disability Status by Sex (Individual)



# Percentage of Daytime Workforce Living in City of Employment, 2002 - 2023



March 3, 2026

Source: US Census Bureau (<https://onthemap.ces.census.gov/>)

# Concluding Thoughts:

- Snohomish unique amongst cities for having a steady development history
  - Downtown grid and form predates zoning
  - Could today's downtown be built under current code?
- Small rental market makes analysis difficult
  - Still, many in Snohomish “locked in” their housing costs in 2016 or before
  - At a time equal to the 3BR rent of today – have they felt the change?
- Cost burden within 1-3% of the County average – typical
  - Severe cost burden (>50%) the highest category of any – also typical
- Workforce continues to commute in, not live in town
  - 50/50 split of <25 and >25 mile trips to get to work (change from 2002)
- Comprehensive Plan & other planning work solid – keep it up!
- Ask questions, I'll be happy to answer!

# Thank You!!

# Questions?

Chris Collier, MPA  
Director of Government Relations  
Housing Authority of Snohomish County  
[ccollier@HASCO.org](mailto:ccollier@HASCO.org) | 425-231-2486



**CITY COUNCIL MEETING STAFF REPORT**

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Melissa Collins, MMC  
City Clerk

**Subject:** **APPROVE Minutes of the February 17, 2026 Regular Meeting**

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**SUMMARY:** APPROVE Minutes of the February 17, 2026 Regular Meeting

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**ATTACHMENT(S):**  
02.17.2026 REG Minutes DRAFT.pdf

**City of Snohomish City Council Meeting Minutes  
Tuesday, February 17, 2026**

1. **CALL TO ORDER:** Mayor Aaron Hoffman called the Snohomish City Council Regular Meeting to order at 6:00 p.m., Tuesday, February 17, 2026. The meeting was held in hybrid format with in-person attendance at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and remote online access via Zoom.

- a. Roll Call

City Clerk Melissa Collins called the roll with the following Councilmembers Present:

Anup Deol, David Flynn, Gabe Jacobs, Judith Kuleta, Terry Lippincott, Tom Merrill, and Felix Neals.

- b. Pledge of Allegiance

2. **PROCLAMATIONS, PRESENTATIONS AND RECOGNITIONS**

- a. A Proclamation of the City of Snohomish Recognizing Black History Month

Council President Neals read the Proclamation.

3. **PUBLIC COMMENTS**

Public comments were made.

4. **APPROVE AGENDA Contents and Order**

*Motioned by Councilmember Lippincott, seconded by Councilmember Merrill to approve the agenda as presented. **Motion passed unanimously (7-0).***

5. **CONSENT ITEMS**

- a. APPROVE Minutes of the February 3, 2026 Regular Meeting
  - b. Vouchers and Payroll ACH Transactions

*Motioned by Councilmember Merrill, seconded by Council President Neals to approve the Consent Items as presented. **Motion passed unanimously (7-0).***

6. **DISCUSSION ITEMS**

- a. WSDOT SR9 Update

WSDOT representatives provided a presentation on the SR 9 Marsh Road to 2nd Street Vicinity Project. The update included information that the SR 9 Snohomish River Bridge Replacement Project was underway and that early construction would involve pile driving. WSDOT noted that the project would require multiple detours and roadway closures affecting city streets.

7. **OTHER BUSINESS/INFORMATION ITEMS**

Councilmembers provided updates on community concerns, including outreach needs, public

safety issues, drug and homelessness trends, maintenance items, and activity at local facilities. They also discussed updates on Blackmans Lake improvements, potential cannabis-related inquiries, cold-weather shelter services, and the ongoing direction of the Planning Commission.

#### 8. **COUNCILMEMBER COMMENTS**

Councilmembers shared brief comments and reported on recent events they attended.

#### 9. **COUNCIL PRESIDENT'S ITEMS/REPORTS**

Council President Neals reported on the following:

- Recognized Jesse Jackson and noted his personal connection, whom he met in 1985.
- Reported on the work of the Johns Hopkins Indigenous team.

#### 10. **STAFF BRIEFINGS**

Mayor Hoffman reminded the Council of the three staff briefings included in their packet for review.

#### 11. **CITY ADMINISTRATOR'S COMMENTS**

City Administrator Ken Klein had no comments.

#### 12. **MAYOR'S COMMENTS**

Mayor Hoffman commented on the following:

- Recent tour of the Wastewater Treatment Plant and the Bickford Ford facility.
- Participated in a Chamber introductory meeting.
- Reminder of the First Street Master Plan meeting scheduled for tomorrow at 6:00 p.m.
- Noted that applications for the Planning Commission vacancy were currently under review.

#### 13. **RECESS TO EXECUTIVE SESSION**

To Discuss Potential Litigation Pursuant to RCW 42.30.110(1)(i) and For Consideration of Price to Buy or Sell Property, Pursuant to RCW 42.30.110(1)(b). Action May Follow.

The Regular Meeting recessed at 7:18 p.m., and the Council convened into Executive Session to discuss potential litigation and to consider the price to buy or sell property under the cited RCWs. It was anticipated the Executive Session would last approximately 20 minutes, until 7:45 p.m. At 7:42 p.m., the Executive Session was extended by 12 minutes. At 7:54 p.m., the Executive Session was extended by 4 minutes. At 7:58 p.m., the Executive Session was extended by an additional 4 minutes. At 8:00 p.m., the Executive Session was extended by 5 minutes.

#### 14. **RECONVENE AND ADJOURN**

The Regular City Council Meeting reconvened at 8:07 p.m.

*Motioned by Councilmember Flynn, seconded by Councilmember Lippincott to authorize the City Administrator to counter the current proposed offer on 1301 First Street and negotiate and finalize all documents to effectuate the purchase and sale agreement. **Motion passed unanimously (7-0).***

With no further business before the Council and hearing no objection to adjournment, Mayor Hoffman adjourned the meeting at 8:08 p.m.

CITY OF SNOHOMISH

ATTEST:

\_\_\_\_\_  
Aaron Hoffman, Mayor

\_\_\_\_\_  
Melissa Collins, City Clerk



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Alisha Hendren, CPA, Finance Director

**Subject:** **APPROVE Vouchers and ACH Transactions**

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**SUMMARY:** Approve issuance of Coastal Community Bank voucher checks #84500 - #84575 in the amount of \$781,927.81, issuance of electronic fund transfers in the amount of \$157,008.15, and issuance of a payroll electronic fund transfer in the amount of \$269,457.90.

**COUNCIL GOAL(S):** City Services, City Infrastructure

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**ATTACHMENT(S):**

ACH Council Warrants 03.03.2026 Council Packet.pdf

**Council Warrants - ACH Transactions**

Council Meeting Date: 3/3/2026  
 Date Range: 2/7/2026-2/20/2026

<b>Date</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
2/9/2026	Navia Benefit Solutions	HSA Contributions	\$140.00
2/9/2026	Navia Benefit Solutions	Admin Fees	\$100.00
2/9/2026	Navia Benefit Solutions	Admin Fees	\$100.00
2/10/2026	AWC Vimly Employee Benefits	Medical Benefits	\$113,033.35
2/10/2026	Dept of Retirement Services	DCP Contributions	\$4,543.82
2/11/2026	WA Teamsters Wellness	NW Admin Insurance Premiums	\$4,403.20
2/11/2026	WA Teamsters Wellness	NW Admin Insurance Premiums	\$3,990.40
2/12/2026	Navia Benefit Solutions	FSA Reimbursements	\$1,010.95
2/13/2026	Dept of Retirement Services	PERS Contributions	\$60.15
2/17/2026	Dept of Retirement Services	PERS Contributions	\$29,464.12
2/18/2026	Paycom	Payroll	\$269,457.90
2/19/2026	Navia Benefit Solutions	FSA Reimbursements	\$92.16
2/20/2026	Navia Benefit Solutions	HSA Contributions	\$70.00
2/9/2026	Check Run	#84500-#84501	\$ 13,790.50
2/13/2026	Check Run	#84502-#84511	\$ 69,651.11
2/19/2026	Check Run	#84512-#84575	\$ 698,486.20
Total Checks:			\$ 781,927.81
Total ACH:			\$157,008.15
Total Payroll ACH:			\$269,457.90
<b>Grand Total:</b>			<b>\$ 1,208,393.86</b>

CERTIFICATION: I, the undersigned do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Snohomish, and that I am authorized to authenticate and to certify to said claim pursuant to Chapter 42.24 RCW.

**APPROVED**  
 By Alisha Hendren at 12:31 pm, Feb 20, 2026

Finance Director/City Treasurer

Date



City of Snohomish

# Check Report

By Check Number

Date Range: 02/09/2026 - 02/09/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank 2-AP Bank Coastal Community Bank</b>						
TeaLoc	Teamsters Local 763	02/09/2026	Regular	0.00	3,208.00	84500
WesCon	Western Conference of Teamsters Pension Trus	02/09/2026	Regular	0.00	10,582.50	84501

**Bank Code AP Bank 2 Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	13,790.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>13,790.50</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	13,790.50
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>13,790.50</b>

### Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash (Incode)	2/2026	13,790.50
			<b>13,790.50</b>



# Check Report

By Check Number

Date Range: 02/13/2026 - 02/13/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank 2-AP Bank Coastal Community Bank</b>						
SCPUD1	Snohomish County PUD	02/13/2026	Regular	0.00	9,420.55	84502
	**Void**	02/13/2026	Regular	0.00	0.00	84503
CarA R	Caroline A Ray	02/13/2026	Regular	0.00	92.00	84504
GinGom	Gina Goms	02/13/2026	Regular	0.00	500.00	84505
JasBran	Jason Brandvold	02/13/2026	Regular	0.00	2,986.73	84506
LanCon	Langsholt Contracting Inc	02/13/2026	Regular	0.00	49,057.83	84507
Sccler	Snohomish County Clerks And Finance Officers	02/13/2026	Regular	0.00	120.00	84508
SnoFir	Snohomish Regional Fire and Rescue	02/13/2026	Regular	0.00	250.00	84509
SnoLib	Sno-Isle Libraries - Marysville	02/13/2026	Regular	0.00	1,000.00	84510
StJohn	St. John's Episcopal Church	02/13/2026	Regular	0.00	6,224.00	84511

**Bank Code AP Bank 2 Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	9	0.00	69,651.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>57</b>	<b>10</b>	<b>0.00</b>	<b>69,651.11</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	57	9	0.00	69,651.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>57</b>	<b>10</b>	<b>0.00</b>	<b>69,651.11</b>

### Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash (Incode)	2/2026	69,651.11
			<b>69,651.11</b>



City of Snohomish

# Check Report

By Check Number

Date Range: 02/19/2026 - 02/19/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: AP Bank 2-AP Bank Coastal Community Bank</b>						
AFLAC	AFLAC	02/19/2026	Regular	0.00	255.58	84512
AgiIT	Agile IT, Inc	02/19/2026	Regular	0.00	3,249.13	84513
AmePub	American Fidelity Assurance Company	02/19/2026	Regular	0.00	29.10	84514
ARGInd	ARG Industrial	02/19/2026	Regular	0.00	108.74	84515
BHCCon	BHC Consultants	02/19/2026	Regular	0.00	2,810.00	84516
CenWel	Central Welding Supply Inc.	02/19/2026	Regular	0.00	24.59	84517
CheSea	Chemsearch	02/19/2026	Regular	0.00	426.18	84518
Comct1668	Comcast (1668)	02/19/2026	Regular	0.00	141.98	84519
Comct7405	Comcast (7405)	02/19/2026	Regular	0.00	49.80	84520
HDSup	Core & Main LP	02/19/2026	Regular	0.00	13,193.87	84521
Jouof	Daily Journal of Commerce	02/19/2026	Regular	0.00	663.20	84522
DatInc	Databar Inc.	02/19/2026	Regular	0.00	622.19	84523
DelMar	Dell Marketing LP	02/19/2026	Regular	0.00	2,034.43	84524
EurDri	Eurofins Drinking Water and Wastewater West,	02/19/2026	Regular	0.00	2,002.50	84525
GirRes	Girard Resources & Recycling, LLC	02/19/2026	Regular	0.00	157.10	84526
GorTru	Gordon Truck Centers Inc.	02/19/2026	Regular	0.00	1,061.87	84527
GenCon	Greg Schmidt	02/19/2026	Regular	0.00	9,290.50	84528
IroMou	Iron Mountain Quarry	02/19/2026	Regular	0.00	5,470.82	84529
JTha	J Thayer Company	02/19/2026	Regular	0.00	114.59	84530
KelCre	Kelley Create Co	02/19/2026	Regular	0.00	774.11	84531
PrePai	Legal Shield	02/19/2026	Regular	0.00	396.05	84532
MDDCfc	McDaniel Do It Center - Facilities	02/19/2026	Regular	0.00	54.64	84533
MDDCsf	McDaniel Do It Center - Shop/Fleet (Support)	02/19/2026	Regular	0.00	32.46	84534
MDDCSm	McDaniel Do It Center - Storm	02/19/2026	Regular	0.00	102.72	84535
MDDCst	McDaniel Do It Center - Streets	02/19/2026	Regular	0.00	19.11	84536
MDDCwt	McDaniel Do It Center - Water	02/19/2026	Regular	0.00	301.27	84537
MSNWGro	MSNW GROUP LLC	02/19/2026	Regular	0.00	6,984.00	84538
OweEqu	Owen Equipment Company	02/19/2026	Regular	0.00	4,947.69	84539
PapMac-WA Tractor	Pape Machinery	02/19/2026	Regular	0.00	169.10	84540
PitBow	Pitney Bowes	02/19/2026	Regular	0.00	466.54	84541
PlaEle	Platt Electric Supply	02/19/2026	Regular	0.00	346.29	84542
AllWas	Republic Services	02/19/2026	Regular	0.00	2,070.99	84543
RobHalf	Robert Half	02/19/2026	Regular	0.00	7,833.70	84544
RubRef	Rubatino Refuse Removal Inc	02/19/2026	Regular	0.00	228.96	84545
WSDEhaz	Washington State Department of Ecology	02/19/2026	Regular	0.00	8,813.50	84546
AstSol	WaveDivision Holdings, LLC	02/19/2026	Regular	0.00	631.33	84547
SecNor	Security Solutions Northwest LLC	02/19/2026	Regular	0.00	169.36	84548
SixRob	Six Robblees	02/19/2026	Regular	0.00	34.60	84549
Smarsh	Smarsh, Inc	02/19/2026	Regular	0.00	12.89	84550
SnoAut	Snohomish Auto Parts	02/19/2026	Regular	0.00	1,066.87	84551
Snocoo	Snohomish Co-Op	02/19/2026	Regular	0.00	75.23	84552
SCFD	Snohomish County Fire Dist.#4	02/19/2026	Regular	0.00	270,071.66	84553
SCSO	Snohomish County Sheriff's Office	02/19/2026	Regular	0.00	305,073.00	84554
SouEqu	Sound Equipment Rental and Sales	02/19/2026	Regular	0.00	401.56	84555
TheHer	Sound Publishing	02/19/2026	Regular	0.00	130.72	84556
SouTel	Sound Telecom	02/19/2026	Regular	0.00	220.06	84557
Staples	Staples Advantage	02/19/2026	Regular	0.00	173.04	84558
TheEmb	The Embroidered Image	02/19/2026	Regular	0.00	86.32	84559
WeeGra	Thompson, Guildner & Associates Inc P.S.	02/19/2026	Regular	0.00	5,208.06	84560
TMGSer	TMG Services, Inc.	02/19/2026	Regular	0.00	2,615.48	84561
Uline	Uline	02/19/2026	Regular	0.00	218.73	84562
UniSit	United Site Services	02/19/2026	Regular	0.00	3,693.05	84563
UsaBlu	Usa Bluebook Inc	02/19/2026	Regular	0.00	765.65	84564
WSDhea	Washington State Department of Health	02/19/2026	Regular	0.00	6,998.13	84565

**Check Report**

Date Range: 02/19/2026 - 02/19/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Wspatr	Washington State Patrol	02/19/2026	Regular	0.00	60.00	84566
WhiWor	Whistle Workwear	02/19/2026	Regular	0.00	2,017.62	84567
PSE	Puget Sound Energy	02/19/2026	Regular	0.00	1,099.94	84568
SCPUD1	Snohomish County PUD	02/19/2026	Regular	0.00	14,297.46	84569
JamMil	James Mills	02/19/2026	Regular	0.00	284.10	84570
MicLiv	Michael Lively	02/19/2026	Regular	0.00	202.90	84571
SCToth	Snohomish County Treasurer	02/19/2026	Regular	0.00	59.95	84572
USPS	USPS	02/19/2026	Regular	0.00	2,813.36	84573
WSDlic	Washington State Department of Licensing	02/19/2026	Regular	0.00	126.00	84574
Wstrea	Washington State Treasurer	02/19/2026	Regular	0.00	4,631.83	84575

**Bank Code AP Bank 2 Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	121	64	0.00	698,486.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>121</b>	<b>64</b>	<b>0.00</b>	<b>698,486.20</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	121	64	0.00	698,486.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>121</b>	<b>64</b>	<b>0.00</b>	<b>698,486.20</b>

### Fund Summary

Fund	Name	Period	Amount
998	Pooled Cash (Incode)	2/2026	698,486.20
			<b>698,486.20</b>



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Mayor Aaron Hoffman

**Subject:** CONFIRM the Mayor's Appointment of Tyson Clarke to the Planning Commission

---

**SUMMARY:** The City Council will confirm the Mayor's appointment to Position 5 of the Planning Commission.

**BACKGROUND & ANALYSIS:** Christine Wakefield Nichols served the Snohomish community on the Planning Commission since 2002. Over more than two decades as a Planning Commissioner, she worked diligently on multiple Comprehensive Plans, countless development regulations, and many other long-range planning initiatives, contributing to the community and helping to shape the future of our city. We appreciate her long years of service.

Pursuant to SMC 2.16.020(B), she met the maximum number of terms and resigned her position at the expiration of her term on February 20, 2026. An application period was advertised for a period of two weeks starting on January 30th and ending on February 13th. Eight applications were received during this period.

SMC 2.16.020 requires Planning Commission members to live within the City or its urban growth area, and states first preference is given to candidates with knowledge in matters of land development, regulatory processes, comprehensive planning, and zoning, and who possess qualities of impartiality and broad judgment. The Uniform Policies for Committees membership requirements of SMC 2.06.040 state the Mayor shall strive to maintain a diverse representation.

Given these criteria and the current makeup of the Planning Commission, I am nominating Tyson Clarke to fill the vacancy for Position 5, subject to confirmation by the City Council. Mr. Clarke has a professional background in commercial real estate and an interest in planning and economic development. During his time working in real estate strategy at Microsoft he oversaw planning for the 500 acre headquarters campus. Geographically, he lives in a neighborhood that is not already represented on the Commission.

Pursuant to SMC 2.16.020, Mayoral appointments and reappointments to the Planning Commission require confirmation by the City Council.

**RECOMMENDATION TO COUNCIL:** Motion to CONFIRM Mayor Hoffman's appointment of Tyson Clarke to Position 5 of the Planning Commission, effective March 1 and expiring on September 30, 2029.

**COUNCIL GOAL(S):** Community Involvement

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**ATTACHMENT(S):**

Clarke\_Advisory\_Board\_Application\_Redacted.pdf

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Information Email \(Info\)](#)  
**Subject:** Online Form Submittal: Advisory Board Application  
**Date:** Sunday, February 1, 2026 10:59:38 PM

**CAUTION :** This email originated from outside the City of Snohomish.

## Advisory Board Application

Application for which board or commission:	Planning Commission
Name:	Tyson Clarke
Address:	[REDACTED]
Home Phone:	[REDACTED]
Cell:	<i>Field not completed.</i>
Work Number:	<i>Field not completed.</i>
Email:	[REDACTED]
City Resident:	Yes
How long?	<i>Field not completed.</i>
Urban Growth Area Resident:	No
How long?	<i>Field not completed.</i>
Please list any previous City appointments or offices:	None
Other community affiliations or activities you feel would be a benefit to this position:	My community affiliations include being a mentor at the University of Washington and a guest lecturer in the Masters in Real Estate program. I love to give back and develop young leaders in the commercial real estate industry through these various engagements. I have deep ties in the Snohomish community including a volunteer in my local church, a coach for my son's youth sports, and a leader in my profession. I spent 7 years in real estate strategy at Microsoft where I lead a team overseeing campus planning and strategy. This experience will serve me well as I help support the growth plans for Snohomish.

I have lived in Snohomish for the past 9 years and am raising my

Why are you interested in serving on this board or commission? family in the downtown area. This is a place I care deeply about and is my reason for wanting to be part of the commission. My professional experience of 17 years in commercial real estate has given me a strong understanding of how to make sound real estate decisions.

---

What talents or experience would you bring to the position? I am a partner in a local commercial real estate firm and am invested in the planning and economic development of this city. In my professional field, I am working with municipalities across the state and I believe I can bring a fresh, informed perspective to Snohomish.

---

What are your primary interests in City Government and City Services? I have an interest in making decisions that are in the best interest of the people of Snohomish. Through my career experience in commercial real estate, I plan to bring a measured, thoughtful, and informed perspective to the planning commission. I live in town and am raising three young boys here and I care deeply about the community and the people here and want to ensure this city remains a special place.

---

Please relate any special goals you may have for the City: I have always believed that Snohomish is one of the best small towns in America and I want to be involved to keep it that way. Through strong leadership and smart decisions, I can play a part in helping us achieve that. I want to help Snohomish continue to grow and develop in a way that retains the charm and small town feel that brought us here,

---

Any other comments or information you wish to provide for Mayor and Council consideration: I spent 7 years working at Microsoft and left two years ago to pursue my own business. In my time at Microsoft I was the Director of Strategy and Planning where I was in charge of leading the campus strategy for the Microsoft headquarters. Similar to this role, I played a part in making sure the decisions that were made across the 500 acre campus were in the best interest of the people who worked there. I have a passion for making sure Snohomish continues to be an amazing place for every person who lives here. My background in commercial leasing, sales, and real estate strategy will bring a new perspective to the planning commission.

---

Signature: Tyson Clarke

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Date: 02/01/2026

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Public Disclosure Act I acknowledge

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Email not displaying correctly? [View it in your browser.](#)



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Brady Begin, Economic Development & Outreach Coordinator

**Subject:** **CONFIRM the Mayor's Appointment of Denya Ardis, Amy Mikulsky, and Grant Harrington to the Lodging Tax Advisory Committee (LTAC)**

---

**SUMMARY:** The City Council will consider Lodging Tax Advisory Committee (LTAC) appointments for terms expiring in 2028.

**BACKGROUND & ANALYSIS:** The Lodging Tax Advisory Committee (LTAC) is established by Chapter 2.23 of the Snohomish Municipal Code to review and comment on:

- The imposition of a tax under Chapter 67.28 RCW;
- An increase in the rate of tax imposed under Chapter 67.28 RCW;
- The repeal of an exemption from a tax imposed under Chapter 67.28 RCW; or
- A change in the use of revenue received under Chapter 67.28 RCW.

Pursuant to RCW 67.28.1815 through 67.28.1816, or as thereafter amended, lodging tax revenue must be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities.

In addition to a liaison from the Snohomish City Council, the Committee membership shall include:

- Two members who are persons involved in activities authorized to be funded by revenue received from the lodging tax.
  - Position One (vacant - previously Denya Ardis, Historic Downtown Snohomish Association) and Position Two (vacant - previously Grant Harrington, Snohomish Running Company)
- Two members who are representatives of lodging businesses required to collect the lodging tax; and
  - Position Three (vacant - previously Nancy Keith, Terrace Hideaway) and Position Four (Alina Williams, Snohomish Inn)

LTAC members were last appointed in 2024 to serve four-year terms. In 2025, Ms. Ardis and Ms. Keith resigned. Mr. Harrington, who also operates a short-term rental in addition to the Snohomish Running Company, subsequently volunteered to shift his appointment from Position Two to Position Three.

**RECOMMENDATION TO COUNCIL:** The application to fill Position One and Position Two was open from Wednesday, February 4 through Sunday, February 15, 2026. The City received three applications for the two open positions and the Mayor has recommended the following appointments:

- Position One - Denya Ardis, Historic Downtown Snohomish Association
- Position Two - Amy Mikulsky, Snohomish Youth Soccer/Snohomish United

Per the city attorney, Mr. Harrington's shift from Position Two to Position Three also requires Council confirmation.

**FISCAL IMPACT:** None.

**SUGGESTED COUNCIL ACTION:** That the City Council AUTHORIZE the Mayor to appoint Denya Ardis to LTAC Position One, Amy Mikulsky to LTAC Position Two, and Grant Harrington to LTAC Position Three for terms expiring in 2028.

AUTHORIZE Mayor to Appoint LTAC Members

**REFERENCE(S):** Amy Mikulsky LTAC Application  
Denya Ardis LTAC Application

**COUNCIL GOAL(S):** Economic Vitality, Community Involvement

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**ATTACHMENT(S):**

Amy\_Mikulsky\_LTAC\_Application\_Redacted.pdf  
Denya\_Ardis\_LTAC\_Application\_Redacted.pdf

# Print

## Advisory Board Application - Submission #24290

Date Submitted: 2/6/2026

Application for which board or commission:\*

Lodging Tax Advisory Committee (LTAC) ▼

Name:\*

Amy Mikulsky

Address:\*

[REDACTED]

Home Phone:\*

[REDACTED]

Cell:

[REDACTED]

Work Number:

[REDACTED]

Email:\*

[REDACTED]

City Resident:

Yes

How long?

[REDACTED]

No

**Urban Growth Area Resident:**

Yes

No

**How long?**

30 years

**Please list any previous City appointments or offices:**

None

**Other community affiliations or activities you feel would be a benefit to this position:**

In addition to my role with Snohomish Youth Soccer/Snohomish United, I'm actively involved in planning and delivering community events that bring visitors to Snohomish County. I collaborate with local partners, vendors, and public agencies to coordinate logistics, permits/insurance, and visitor-facing operations. My ongoing work in grant writing and outcomes reporting also helps ensure public funds are tied to clear, measurable tourism impacts such as room nights, attendance, and local spending.

**Why are you interested in serving on this board or commission?**

I'm interested in serving because I'm already deeply involved in events that bring visitors to our area, and I've seen firsthand what works (and what doesn't) when the goal is to increase overnight stays and local spending. I'd like to bring that practical, on-the-ground perspective to the City's process and help make sure lodging tax funds are used in eligible, measurable ways that truly benefit Snohomish.

**What talents or experience would you bring to the position?**

would bring hands-on experience planning and operating large events that attract out-of-area visitors, along with strong budget and project management skills. In my role with Snohomish Youth Soccer/Snohomish United, I oversee event logistics, vendor coordination, contracts, permits/insurance, and on-site execution, and I understand what drives a good visitor experience. I also have grant-writing and reporting experience, so I'm comfortable evaluating proposals, setting clear performance measures (like room nights, attendance, and visitor spending), and supporting accountability for how public funds are used.

**What are your primary interests in City Government and City Services?**

My primary interests in City government and services are the areas that directly shape a safe, welcoming, well-run community for residents and visitors: responsible budgeting, transparent decision-making, and effective coordination across departments. I'm especially interested in how the City supports community events and tourism through permitting, public safety planning, parks and facilities operations, transportation/parking, and maintaining public spaces. I value City services that make it easier to deliver successful events, support local businesses, and create a positive experience for people visiting Snohomish.

**Please relate any special goals you may have for the City:**

My goal for the City is to continue building Snohomish's reputation as a place people want to visit, and return to, by supporting well-run events and tourism-related projects that create clear economic benefit for local businesses.

**Any other comments or information you wish to provide for Mayor and Council consideration:**

I'd like to be a helpful, reliable member of the committee and I take public service responsibilities seriously.

**Signature:\***

Amy Mikulsky

**Date:**

2/6/2026

**Public Disclosure Act \***



I acknowledge

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. The following information may be redacted prior to disclosure pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, Identocard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public

social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

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## Advisory Board Application - Submission #24304

Date Submitted: 2/10/2026

Application for which board or commission:\*

Lodging Tax Advisory Committee (LTAC) ▼

Name:\*

Denya Ardis

Address:\*

[Redacted]

Home Phone:\*

[Redacted]

Cell:

Work Number:

Email:\*

[Redacted]

City Resident:



Yes

How long?

3 years

No

**Urban Growth Area Resident:**

Yes

No

**How long?**

**Please list any previous City appointments or offices:**

Previous LTAC committee member

**Other community affiliations or activities you feel would be a benefit to this position:**

**Why are you interested in serving on this board or commission?**

**What talents or experience would you bring to the position?**

Experience on the LTAC committee, attend many of the local events

**What are your primary interests in City Government and City Services?**

Community engagement

**Please relate any special goals you may have for the City:**

**Any other comments or information you wish to provide for Mayor and Council consideration:**

**Signature:\***

Denya Ardis

**Date:**

2/10/2026

**Public Disclosure Act \***



I acknowledge

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. The following information may be redacted prior to disclosure pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, Identocard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Shari Ireton, Director of Community Engagement & Strategic Initiatives

**Subject:** **AUTHORIZE the Mayor to Execute the 2026 Snohomish Easter Parade Special Event Contract**

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**SUMMARY:** The Kla Ha Ya Festival, which has organized several Snohomish community events over the past few years, has applied for a special event permit for the 2026 Snohomish Easter Parade. Given the size and scope of the event, a special event contract is required per SMC 5.10.030(D).

**BACKGROUND & ANALYSIS:**

Snohomish hosts the only Easter Parade in Washington State, making it a unique regional draw. According to our data, the event brings between 10,000 and 14,000 visitors to our historic downtown, with attendees staying more than an hour and a half on average, contributing significantly to the city's economic and community vitality.

**RECOMMENDATION TO COUNCIL:**

Based on the Kla Ha Ya Festival's strong history of successfully organizing the Easter Parade and the positive economic and community impact this unique event brings to Snohomish, staff recommend that Council authorize the Mayor to sign the contract to support the continuation of this treasured community tradition.

**SUGGESTED COUNCIL ACTION:** AUTHORIZE the Mayor to sign the Special Event Contract for the 2026 Snohomish Easter Parade.

**COUNCIL GOAL(S):** Community Involvement, Economic Vitality

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**ATTACHMENT(S):**

2026 Snohomish Easter Parade General Terms and conditions of special event contract.pdf



## **GENERAL TERMS AND CONDITIONS OF SPECIAL EVENT CONTRACT FOR PUBLIC PROPERTY AND RIGHT-OF-WAY**

### **Responsibilities of the City**

#### *City Facilities*

From **6:00 AM until 3:00 PM on Saturday, April 4, 2026** the City will provide use of roadways and streets as outlined in the approved traffic control plan submitted with the special event permit application. The use of all streets in the approved traffic control plan submitted with the special event permit application will be used by the **KLA HA YA DAYS FESITVAL** from *curb to curb* for event-related activity within the road closure area (the “right of way as permitted.”) The use of the sidewalk will continue to be used by the City for pedestrian and business access and ingress/egress to all storefronts and residences. Emergency vehicle access of 20’ will be maintained. Fire hydrants and fire protection system appliances on buildings will not be obstructed.

#### *Inspection*

All use and configuration of structures, booths, and other permanent or temporary facilities used in the event will be limited to the right-of-way as permitted and inspected and reviewed as needed by the City Building Official or their designee. The City Building Official or designee will determine if the facilities in use comply with the provisions of State and local law, as well as to ensure that no lasting or permanent damage will be done to any public facility or property. During the term of the event, inspections by the City Building Official or designee may be required as needed. The inspector(s) will note all potential problems and the **KLA HA YA DAYS FESITVAL** will correct all problems or will remove facilities if they fail to meet requirements. **KLA HA YA DAYS FESITVAL** will pay the special event inspection fee for the Building Official as set by resolution. The City in accordance with lawful authority under statute or ordinance may use its discretion to cancel such event or to prohibit the attendance of the general public in certain areas where there appears to be a threat public safety, to life, health or property.

#### *Electrical power and water sources*

**KLA HA YA DAYS FESITVAL** shall be responsible to provide electric power and water to their special event at their cost. The **KLA HA YA DAYS FESITVAL** may request use of the outside power outlets at the Snohomish Carnegie Building and at the gazebo on Avenue A, with staff approval. The **KLA HA YA DAYS FESITVAL** may request use the water spigots or hydrants in the special event permit application. Charges for such use shall be determined on an event-by-event basis.

#### *No parking signs for Carnegie*

For an event held on the grounds of the Snohomish Carnegie Building the City will appropriately sign the Snohomish Carnegie Building parking lot 72 hours in advance as being closed for reserved parking.



## **KLA HA YA DAYS FESITVAL Responsibilities**

### *Special Event Cancellation.*

Failure by the **KLA HA YA DAYS FESITVAL** to adhere to the requirements in SMC chapter 5.10, these General Terms and Conditions, and any special terms stated on the issued special event permit or in the special event permit application may be cause for cancellation of the event by the City and/or a public safety agency, as well as denial of any future special event requests by the **KLA HA YA DAYS FESITVAL** within the City of Snohomish.

### *Insurance*

The **KLA HA YA DAYS FESITVAL** will provide a Certificate of Insurance with Endorsements, to City staff no later than 30 days prior to the first occurrence of the event evidencing commercial general liability insurance written on an occurrence basis with limits of no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage and evidencing automobile liability insurance covering all owned, non-owned, hired and leased vehicles on an occurrence basis. Coverage will be at least as broad as Insurance Services Office (ISO) form CA 00 01. The automobile liability insurance amounts will be a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The City will be named as an additional insured on all insurance policies and a copy of the endorsement naming City as additional insured will be attached to the Certificate of Insurance using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage. The insurance policy will contain a clause stating that coverage will apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. The insurance will be at least as broad as ISO occurrence form CG 00 01 and will cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance will be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There will be no exclusion for liability arising from explosion, collapse, or underground property damage.

The Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they will be primary insurance as respects the City. In the event that the **KLA HA YA DAYS FESITVAL** receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the **KLA HA YA DAYS FESITVAL** will immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.



If the **KLA HA YA DAYS FESITVAL** maintains higher insurance limits than the minimums shown above, the City will be insured for the full available limits of Automobile Liability and/or Commercial General and Excess or Umbrella liability maintained by the **KLA HA YA DAYS FESITVAL**, irrespective of whether such limits maintained by the **KLA HA YA DAYS FESITVAL** are greater than those required by this Contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the **KLA HA YA DAYS FESITVAL**. The **KLA HA YA DAYS FESITVAL's** maintenance of insurance, its scope of coverage and limits as required herein will not be construed to limit the liability of the **KLA HA YA DAYS FESITVAL** to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. The **KLA HA YA DAYS FESITVAL** will procure and maintain insurance, as required in this Section, without interruption from commencement of the **KLA HA YA DAYS FESITVAL's** work through the term of the special event Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

All insurance provided by the **KLA HA YA DAYS FESITVAL** is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

Aviation Liability (Unmanned Aircraft): If drones are used, the **KLA HA YA DAYS FESITVAL** shall procure aviation liability insurance naming the City as additional insured, with limits of no less than \$1,000,000 each occurrence / \$1,000,000 aggregate.

*Unmanned Aircraft (Drone/UAS) Regulatory Compliance.*

If drones or unmanned aircraft systems (UAS) are used in connection with the event, the **KLA HA YA DAYS FESITVAL** shall ensure that all operators comply with all applicable Federal Aviation Administration (FAA) rules and regulations, including but not limited to 14 CFR Part 107, Temporary Flight Restrictions (TFRs), and any Certificate of Authorization or Waiver, as well as Washington State Department of Transportation (WSDOT) Aviation Division requirements.

The **KLA HA YA DAYS FESITVAL** shall provide documentation, upon request, demonstrating that all drone/UAS operations are authorized and conducted in accordance with these regulations. The City may rely on such documentation as evidence of compliance.

*Hold Harmless*

The **KLA HA YA DAYS FESITVAL** will defend, indemnify and hold the City, its officers, agents, employees, elected officials and volunteers harmless from any claims injuries, damages, losses or suits including attorney fees, arising out of or in connection with the special event, performance of the permit, these General Terms and Conditions and the application including actions or inactions of persons participating or providing services in the event or from spectators, citizens, and other persons attending the events, except for injuries and damages caused by the sole negligence of the City.



### *Discrimination*

Neither the **KLA HA YA DAYS FESITVAL** nor any officer, agent, or employee, will discriminate in the provision of service under this contract against any individual, partnership, or corporation based upon race, religion, sex, creed, place of origin, or any other form of discrimination prohibited by federal, state, or local law.

### *Alcohol Sampling -When allowed as noted on the permit-*

The **KLA HA YA DAYS FESITVAL** agrees to comply with WAC 314-20-018 and 314-24-175, and all other applicable laws, rules, guidelines, or requirements regarding alcohol sampling at the event. The **KLA HA YA DAYS FESITVAL** will provide the City with all **KLA HA YA DAYS FESITVAL** Beer/Wine/Mead/Cider Vendor Agreements at least 7 (seven) days prior to the event where alcohol will be sampled. Alcohol sampling is limited to beer, wine, mead, and cider. The **KLA HA YA DAYS FESITVAL** itself will not serve any alcoholic beverages. The City reserves the right to terminate alcohol samplings with a minimum of one day's written notice (24 hours), written, electronic or otherwise, to the **KLA HA YA DAYS FESITVAL**. It is the **KLA HA YA DAYS FESITVAL**'s responsibility to comply with and communicate to Vendors about the termination of any alcohol sampling agreements.

### *Licensing/Permits*

- a) The **KLA HA YA DAYS FESITVAL** will ensure that all food booths and vendors have the necessary city, county, and state permits required for handling food or sales, including but not limited to food handling permits, business license, and state UBI number. The Snohomish County Health Department may perform operating inspection at food vendor booths.
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- c) It is the responsibility of the **KLA HA YA DAYS FESITVAL** to ensure all necessary banquet, special occasion, and/or liquor licenses and/or permits are secured at least 15 days in advance of the event.

### *Rights to the name "City of Snohomish"*

The **KLA HA YA DAYS FESITVAL** acquires no rights to the name "City of Snohomish" or use of the name "Snohomish" in association with the event.

### *Event Hours*

Event hours, including set-up and tear down, will be limited to the times outlined in the special event permit application. All road closure barricades will be staffed during event hours and closures will remain in place until the end time listed on the special events permit application or when all roadways are cleared of pedestrians, and it is determined by the Traffic Control Supervisor that it is safe to do so.



### *Safety and Security*

The **KLA HA YA DAYS FESTIVAL** will provide all security services necessary during times outlined in the special event permit application. If the **KLA HA YA DAYS FESTIVAL** fails to provide adequate security services and the services of the Snohomish Police Department are required to ensure public safety during **KLA HA YA DAYS FESTIVAL** events, the **KLA HA YA DAYS FESTIVAL** will reimburse the Snohomish Police Department for actual costs of supplies, labor or services furnished by the Snohomish Police Department for each event.

The **KLA HA YA DAYS FESTIVAL** will work with the City and Snohomish Police Department to develop an on-site emergency security plan to include, but not limited to, weather events and incidents that affect the safety of vendors, attendees and/or residents. **KLA HA YA DAYS FESTIVAL** will identify an onsite contact who will have a copy of this plan for the duration of the event. This plan will be submitted directly to and kept as reference by the Snohomish Police Department and is not to be attached to the special event permit application.

City will have no responsibility or liability for the provision of security services, nor will it be liable for any loss or damage incurred by the **KLA HA YA DAYS FESTIVAL** or participants in this event.

### *Fire Watch*

The **KLA HA YA DAYS FESTIVAL** will identify an onsite contact who will provide fire watch for all times in and around the areas open to the public for this event. The **KLA HA YA DAYS FESTIVAL** will self-enforce fire watch. Layout near commercial occupancies may require an inspection on the day of the event to address fire and safety issues.

### *Restrooms*

The **KLA HA YA DAYS FESTIVAL** will provide and maintain the appropriate number of portable toilet and handwashing facilities that are marked on a map submitted with the special event permit application.

For Historic Downtown Snohomish weekend events, the **KLA HA YA DAYS FESTIVAL** shall place portable restroom and handwash units at the First Street public restroom site.

### *Utility Services*

Garbage Service. Solid waste services are the **KLA HA YA DAYS FESTIVAL's** responsibility.

In Historic Downtown Snohomish, the City's contracted hauler may provide a limited number of carts at no charge when requested at least 15 business days in advance, subject to program availability. All other services are at the **KLA HA YA DAYS FESTIVAL's** expense.



All temporary containers must be removed from the special event area by the tear down times listed on the special event permit application. The **KLA HA YA DAYS FESITVAL** will ensure all solid waste containers are placed on property and approved as such containers by the City. The **KLA HA YA DAYS FESITVAL** will provide immediate clean-up of any spilled containers. If garbage demand exceeds onsite capacity, the **KLA HA YA DAYS FESITVAL** will be required to provide additional service for solid waste.

Storm Drains and Catch Basins. The **KLA HA YA DAYS FESITVAL** will ensure vendors use filter socks for storm drains and catch basins for any gray water or grease.

Power and generators. Power sources provided by the **KLA HA YA DAYS FESITVAL** will be self-contained and comply with the National Electrical Code. Ground-fault protection for personnel on all temporary wiring installations is required. All extension cords will be grounded. Flexible cords/cables will be protected from accidental damage. Sharp corners and projections will be avoided and cords/cables passing through doorways or other pinch points should be protected to avoid damage. Where cords and/or cables cross public walkways, channel cable protectors must be used, or cords may be supported at a height of no less than 8 feet. Generators will be separated from temporary structures, tents, and canopies by a minimum of twenty feet and be isolated from contact with the public by fencing, enclosure or other approved means. The **KLA HA YA DAYS FESITVAL** will coordinate with the Department of Labor and Industries for any electrical inspections and permits.

#### *Clean Up*

Upon the completion of the event, the **KLA HA YA DAYS FESITVAL** will make adequate provisions for the cleanup and restoration of all sites rented or provided under the terms of the permit, including:

- a) Traffic barricades and signage, stage(s), sound equipment, security fencing, and any other temporary items placed in City right of way or on City property removed and returned to vendor at the end of the event.
- b) All solid waste and waste containers removed from site at the end of the event.
- c) Any debris resulting from event removed from site at the end of the event.
- d) Portable restrooms and handwashing stations removed and returned to vendor by the end of the first business day after the end of the event.
- e) All promotional signs and materials removed from public areas and event venues at the end of the event.

Following each event, a final inspection of all event areas permitted for use by the **KLA HA YA DAYS FESITVAL** may be conducted by the Parks and Facilities Supervisor or other City staff to determine if areas are clean and returned to their original condition.

#### *Permit and Fees*

The **KLA HA YA DAYS FESITVAL** will submit a complete Special Event Permit application (with all required attachments) no later than 120 days prior to the first day of the event. Final documents and all fees are due 10 days prior to the event, unless otherwise stated on the permit. The **KLA HA YA DAYS FESITVAL** will reimburse City



for actual costs of supplies, labor or services furnished by the City not addressed in other sections of the contract within thirty (30) days of mailing of a final bill by the City.

### *Snohomish Carnegie Building*

If the footprint of the special event impacts the reservation, regular use, or parking lot of the Snohomish Carnegie Building, the **KLA HA YA DAYS FESITVAL** shall choose one of the following options, subject to City approval:

1. Standard Reservation Option.

The **KLA HA YA DAYS FESITVAL** may reserve the Snohomish Carnegie Building for the duration of the event and shall pay all costs and fees associated with a standard facility reservation.

OR

2. Non-Public Access Use Option.

The **KLA HA YA DAYS FESITVAL** may be granted access to the Snohomish Carnegie Building without a formal reservation, with the understanding that:

- The facility shall not be open to the general public during the event;
- Use of the facility shall be limited to **KLA HA YA DAYS FESITVAL** functions, including but not limited to a reunification site, emergency shelter, storage of event-related materials, event staff and volunteer breaks, or similar operational needs; and

In consideration for Non-Public Access Use, the **KLA HA YA DAYS FESITVAL** shall provide either one parade entry or one market booth at no cost to the City. The City retains the right to take control of and use the facility at any time for City operations, including emergency response or other governmental purposes, as determined by the City.

### *Other Expenses*

City to pass through certain other costs and expenses. The **KLA HA YA DAYS FESITVAL** will pay all costs and expenses related to services provided by any City departments not covered in other sections of this contract.

### *Traffic Control*

An approved traffic control plan (TCP), accompanied by a completed TCP cover sheet, will be submitted with the special event permit application. The **KLA HA YA DAYS FESITVAL** will adhere to the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) guidelines, and a traffic control plan that has been approved by the City, including 72-hour posting of street closures and event parking. Each person onsite at the event whose actions affect Temporary Traffic Control (TTC) zone safety must have the appropriate training for the job required. Only those individuals who are trained in proper TTC practices and have a basic understanding of the principles established by applicable standards and guidelines, including those of the MUTCD,



should supervise the selection, placement, and maintenance of TTC devices used for TTC zones and for incident management. Unless otherwise directed by law enforcement, TTC must be provided by a certified flagger (per WAC 296-155-305) for the duration of the event as outlined in the special event permit application.

Traffic control devices, including barricades and road closure signs, must be set up and maintained throughout the event, per the approved TCP, and may not be moved or removed unless directed by law enforcement, a certified TCS, or the TCP preparer and approved by a City representative.

The **KLA HA YA DAYS FESITVAL** is to ensure all barricades are staffed and that staff and/or volunteers performing TTC roles are equipped with appropriate safety gear and have received appropriate training about their responsibilities for their duties.

Any on-site changes must be directed by law enforcement, the TCS, or the TCP preparer and approved by a City representative.

#### *Parking and Towing*

The **KLA HA YA DAYS FESITVAL** is authorized to control the event parking for traffic control, event staging and configuration per the plan set forth above. Where appropriate, the **KLA HA YA DAYS FESITVAL** will clearly post temporary parking restriction/no-parking signs applicable for the Event. Where appropriate, the **KLA HA YA DAYS FESITVAL** is authorized and responsible to arrange for the towing of vehicles violating the posted Event parking restrictions. The **KLA HA YA DAYS FESITVAL** may use the tow company of their own choosing for Event towing purposes. Towing company must have a current business license with the City. The **KLA HA YA DAYS FESITVAL** will be responsible for all towing appeals made by the **KLA HA YA DAYS FESITVAL**. In addition to other Indemnifications in of this contract /permit the **KLA HA YA DAYS FESITVAL** hereby agrees to indemnify, defend and hold the City harmless for all costs and damages related to the **KLA HA YA DAYS FESITVAL** tows. All “no parking signs” must include the duration of the parking restriction and the name and contact information for the towing company.

For events occurring over a weekend, the **KLA HA YA DAYS FESITVAL** shall be responsible for:

- Notifying vendors, volunteers, and attendees that accessible parking will be available at City Hall during the event;
- Installing City approved signage at the City Hall parking lot entrance prior to the start of the event and removing such signage at the conclusion of the event; and
- Providing parking permits or implementing an approved system to monitor and manage parking access within the City Hall parking lot during the event.

#### *Notification & Neighborhood Impact*

The **KLA HA YA DAYS FESITVAL** shall notify all businesses, residents, and merchants impacted by day-of-event street closures or right-of-way impacts **no later than thirty**



**(30) days prior to the event**, in a manner and form approved by the City. Notification shall include, at a minimum, all properties directly impacted by street closures, detours, or access changes.

No later than twenty-five (25) days prior to the event, the **KLA HA YA DAYS FESTIVAL** shall provide the City with written certification that all required notifications were completed, along with reasonable proof of distribution, which may include copies of mailed notices, delivery logs, electronic delivery reports, posting photos, or other documentation acceptable to the City. The City may rely on this certification and documentation as evidence of compliance. Failure to provide acceptable proof is grounds for permit modification, suspension, or revocation.

Where street closures affect the Cedar Avenue cul-de-sac or Maple Avenue (south of First Street), the **KLA HA YA DAYS FESTIVAL** shall:

- Specifically include those residents in the required notification as state above; and
- Provide a parking pass authorizing parking at City Hall between a time and date set and approved by the City.

The City may require expanded notification areas or additional notification methods based on the size, duration, or impacts of the event.

#### *Schedule of Events*

The **KLA HA YA DAYS FESTIVAL** will provide a schedule of all planned events for proper coordination of City support resources to this contract in the special event permit application. Any events occurring that are not listed on the schedule will be closed or removed by the City and may be cause for denial of any future special events requests by the **KLA HA YA DAYS FESTIVAL**.

#### *Noise Level*

The **KLA HA YA DAYS FESTIVAL** will place its public address system to limit the impact to nearby residences and neighborhood businesses, and monitor the volume of any amplified music or sound and adjust as necessary to ensure compliance with the City's noise ordinance SMC 8.16

#### *Pre-event planning and post-event debrief*

Representatives from the **KLA HA YA DAYS FESTIVAL** will meet for both a pre-event planning meeting and post-event debrief with representatives of the City, to be arranged by City staff.

#### *Sole Contract: Amendments to Contract.*

This Contract is interpreted consistently with the City's Special Event Guide and the approved Special Event Permit; where conflict exists, this Special Event Contract will be and is the sole understanding of the parties. No prior oral or written representation will alter the terms of this contract unless specifically incorporated by reference and attached



hereto. All amendments to this contract will be in writing signed by both parties and made prior to the date that they purport to be effective.

*Suspension and Termination*

Emergency Suspension of Operations. In the event an emergency is declared per SMC 2.86, the City shall have the right to suspend, limit or revoke event operations consistent with the emergency declaration. The City shall not be liable for any foreseeable or unforeseeable damages the KLA HA YA DAYS FESTIVAL or a vendor may incur because of the declared emergency.

Termination. Either party may terminate this contract in whole or in part upon sixty (60) calendar days written notice. The City may also terminate this contract immediately if the **KLA HA YA DAYS FESTIVAL** fails to correct a violation of this contract within a reasonably appropriate time after receiving written notice of the violation from the City. All insurance and indemnity obligation under these General Terms and Conditions Special Event Contract shall survive termination and remain in full force and effect.



Dated \_\_\_\_\_.

CITY OF SNOHOMISH

**KLA HA YA DAYS FESTIVAL**

\_\_\_\_\_  
Mayor

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

Its: President/Governing Member and  
Authorized Representative

Attest/Authenticated:

Approved as to Form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Shari Ireton, Director of Community Engagement & Strategic Initiatives

**Subject:** **AUTHORIZE the Mayor to Execute the 2026 Snohomish Farmers Market Special Event Contract**

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**SUMMARY:** The Snohomish Farmers Market, entering its 36th year, has again applied for a special event permit for its seasonal weekly market in Historic Downtown Snohomish. Given the size, duration, and ongoing operational needs of the market, a special event contract is required per SMC 5.10.030(D).

**BACKGROUND & ANALYSIS:** The Snohomish Farmers Market is a long-standing and cherished community institution that strengthens the local economy by supporting small farms, artisans, and food businesses. Last year, the market generated more than \$1.87 million in vendor revenue, directly benefiting local producers and sustaining a vibrant regional marketplace that draws residents and visitors to spend time in our downtown.

**RECOMMENDATION TO COUNCIL:** Based on the Snohomish Farmers Market's record of successful operations, its substantial contribution to local economic vitality, and its continued importance as a community-building asset, staff recommend that Council authorize the Mayor to sign the contract to ensure the continued success of this valued Snohomish tradition.

**SUGGESTED COUNCIL ACTION:** AUTHORIZE the Mayor to sign the Special Event Contract for the 2026 Snohomish Farmers Market.

**COUNCIL GOAL(S):** Community Involvement, Economic Vitality

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**ATTACHMENT(S):**

2026 Snohomish Farmers Market General Terms and conditions of special event contract.pdf



## **GENERAL TERMS AND CONDITIONS OF SPECIAL EVENT CONTRACT FOR PUBLIC PROPERTY AND RIGHT-OF-WAY**

### **Responsibilities of the City**

#### *City Facilities*

From **10 AM THROUGH 8 PM ON EACH THURSDAY FROM MAY 7, 2026, THROUGH OCTOBER 29, 2026**, the City will provide use of roadways and streets as outlined in the approved traffic control plan submitted with the special event permit application. The use of all streets in the approved traffic control plan submitted with the special event permit application will be used by the **SNOHOMISH FARMERS MARKET** from *curb to curb* for event-related activity within the road closure area (the “right of way as permitted.”) The use of the sidewalk will continue to be used by the City for pedestrian and business access and ingress/egress to all storefronts and residences. Emergency vehicle access of 20’ will be maintained. Fire hydrants and fire protection system appliances on buildings will not be obstructed.

#### *Inspection*

All use and configuration of structures, booths, and other permanent or temporary facilities used in the event will be limited to the right-of-way as permitted and inspected and reviewed as needed by the City Building Official or their designee. The City Building Official or designee will determine if the facilities in use comply with the provisions of State and local law, as well as to ensure that no lasting or permanent damage will be done to any public facility or property. During the term of the event, inspections by the City Building Official or designee may be required as needed. The inspector(s) will note all potential problems and the **SNOHOMISH FARMERS MARKET** will correct all problems or will remove facilities if they fail to meet requirements. **SNOHOMISH FARMERS MARKET** will pay the special event inspection fee for the Building Official as set by resolution. The City in accordance with lawful authority under statute or ordinance may use its discretion to cancel such event or to prohibit the attendance of the general public in certain areas where there appears to be a threat public safety, to life, health or property.

#### *Electrical power and water sources*

**SNOHOMISH FARMERS MARKET** shall be responsible to provide electric power and water to their special event at their cost. The **SNOHOMISH FARMERS MARKET** may request use of the outside power outlets at the Snohomish Carnegie Building and at the gazebo on Avenue A, with staff approval. The **SNOHOMISH FARMERS MARKET** may request use the water spigots or hydrants in the special event permit application. Charges for such use shall be determined on an event-by-event basis.

#### *No parking signs for Carnegie*

For an event held on the grounds of the Snohomish Carnegie Building the City will appropriately sign the Snohomish Carnegie Building parking lot 72 hours in advance as being closed for reserved parking.



## **SNOHOMISH FARMERS MARKET Responsibilities**

### *Special Event Cancellation.*

Failure by the **SNOHOMISH FARMERS MARKET** to adhere to the requirements in SMC chapter 5.10, these General Terms and Conditions, and any special terms stated on the issued special event permit or in the special event permit application may be cause for cancellation of the event by the City and/or a public safety agency, as well as denial of any future special event requests by the **SNOHOMISH FARMERS MARKET** within the City of Snohomish.

### *Insurance*

The **SNOHOMISH FARMERS MARKET** will provide a Certificate of Insurance with Endorsements, to City staff no later than 30 days prior to the first occurrence of the event evidencing commercial general liability insurance written on an occurrence basis with limits of no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage and evidencing automobile liability insurance covering all owned, non-owned, hired and leased vehicles on an occurrence basis. Coverage will be at least as broad as Insurance Services Office (ISO) form CA 00 01. The automobile liability insurance amounts will be a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

The City will be named as an additional insured on all insurance policies and a copy of the endorsement naming City as additional insured will be attached to the Certificate of Insurance using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage. The insurance policy will contain a clause stating that coverage will apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. The insurance will be at least as broad as ISO occurrence form CG 00 01 and will cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance will be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an endorsement providing at least as broad coverage. There will be no exclusion for liability arising from explosion, collapse, or underground property damage.

The Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they will be primary insurance as respects the City. In the event that the **SNOHOMISH FARMERS MARKET** receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the **SNOHOMISH FARMERS MARKET** will immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.



If the **SNOHOMISH FARMERS MARKET** maintains higher insurance limits than the minimums shown above, the City will be insured for the full available limits of Automobile Liability and/or Commercial General and Excess or Umbrella liability maintained by the **SNOHOMISH FARMERS MARKET**, irrespective of whether such limits maintained by the **SNOHOMISH FARMERS MARKET** are greater than those required by this Contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the **SNOHOMISH FARMERS MARKET**. The **SNOHOMISH FARMERS MARKET's** maintenance of insurance, its scope of coverage and limits as required herein will not be construed to limit the liability of the **SNOHOMISH FARMERS MARKET** to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity. The **SNOHOMISH FARMERS MARKET** will procure and maintain insurance, as required in this Section, without interruption from commencement of the **SNOHOMISH FARMERS MARKET's** work through the term of the special event Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

All insurance provided by the **SNOHOMISH FARMERS MARKET** is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

Aviation Liability (Unmanned Aircraft): If drones are used, the **SNOHOMISH FARMERS MARKET** shall procure aviation liability insurance naming the City as additional insured, with limits of no less than \$1,000,000 each occurrence / \$1,000,000 aggregate.

*Unmanned Aircraft (Drone/UAS) Regulatory Compliance.*

If drones or unmanned aircraft systems (UAS) are used in connection with the event, the **SNOHOMISH FARMERS MARKET** shall ensure that all operators comply with all applicable Federal Aviation Administration (FAA) rules and regulations, including but not limited to 14 CFR Part 107, Temporary Flight Restrictions (TFRs), and any Certificate of Authorization or Waiver, as well as Washington State Department of Transportation (WSDOT) Aviation Division requirements.

The **SNOHOMISH FARMERS MARKET** shall provide documentation, upon request, demonstrating that all drone/UAS operations are authorized and conducted in accordance with these regulations. The City may rely on such documentation as evidence of compliance.

*Hold Harmless*

The **SNOHOMISH FARMERS MARKET** will defend, indemnify and hold the City, its officers, agents, employees, elected officials and volunteers harmless from any claims injuries, damages, losses or suits including attorney fees, arising out of or in connection with the special event, performance of the permit, these General Terms and Conditions and the application including actions or inactions of persons participating or providing services in the event or from spectators, citizens, and other persons attending the events, except for injuries and damages caused by the sole negligence of the City.



### *Discrimination*

Neither the **SNOHOMISH FARMERS MARKET** nor any officer, agent, or employee, will discriminate in the provision of service under this contract against any individual, partnership, or corporation based upon race, religion, sex, creed, place of origin, or any other form of discrimination prohibited by federal, state, or local law.

### *Alcohol Sampling -When allowed as noted on the permit-*

The **SNOHOMISH FARMERS MARKET** agrees to comply with WAC 314-20-018 and 314-24-175, and all other applicable laws, rules, guidelines, or requirements regarding alcohol sampling at the event. The **SNOHOMISH FARMERS MARKET** will provide the City with all **SNOHOMISH FARMERS MARKET** Beer/Wine/Mead/Cider Vendor Agreements at least 7 (seven) days prior to the event where alcohol will be sampled. Alcohol sampling is limited to beer, wine, mead, and cider. The **SNOHOMISH FARMERS MARKET** itself will not serve any alcoholic beverages. The City reserves the right to terminate alcohol samplings with a minimum of one day's written notice (24 hours), written, electronic or otherwise, to the **SNOHOMISH FARMERS MARKET**. It is the **SNOHOMISH FARMERS MARKET's** responsibility to comply with and communicate to Vendors about the termination of any alcohol sampling agreements.

### *Licensing/Permits*

- a) The **SNOHOMISH FARMERS MARKET** will ensure that all food booths and vendors have the necessary city, county, and state permits required for handling food or sales, including but not limited to food handling permits, business license, and state UBI number. The Snohomish County Health Department may perform operating inspection at food vendor booths.
- b) All vendors are required to have a business license. The **SNOHOMISH FARMERS MARKET** will also make vendors aware of the City's sales tax code 3115 (see <https://www.snohomishwa.gov/158/Taxes>) for proper credit to the City for any sales tax paid to the state. Vendors without necessary permits will not be allowed to operate.
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The **SNOHOMISH FARMERS MARKET** will work with the City and Snohomish Police Department to develop an on-site emergency security plan to include, but not limited to, weather events and incidents that affect the safety of vendors, attendees and/or residents. **SNOHOMISH FARMERS MARKET** will identify an onsite contact who will have a copy of this plan for the duration of the event. This plan will be submitted directly to and kept as reference by the Snohomish Police Department and is not to be attached to the special event permit application.

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Power and generators. Power sources provided by the **SNOHOMISH FARMERS MARKET** will be self-contained and comply with the National Electrical Code. Ground-fault protection for personnel on all temporary wiring installations is required. All extension cords will be grounded. Flexible cords/cables will be protected from accidental damage. Sharp corners and projections will be avoided and cords/cables passing through doorways or other pinch points should be protected to avoid damage. Where cords and/or cables cross public walkways, channel cable protectors must be used, or cords may be supported at a height of no less than 8 feet. Generators will be separated from temporary structures, tents, and canopies by a minimum of twenty feet and be isolated from contact with the public by fencing, enclosure or other approved means. The **SNOHOMISH FARMERS MARKET** will coordinate with the Department of Labor and Industries for any electrical inspections and permits.

### *Clean Up*

Upon the completion of the event, the **SNOHOMISH FARMERS MARKET** will make adequate provisions for the cleanup and restoration of all sites rented or provided under the terms of the permit, including:

- a) Traffic barricades and signage, stage(s), sound equipment, security fencing, and any other temporary items placed in City right of way or on City property removed and returned to vendor at the end of the event.
- b) All solid waste and waste containers removed from site at the end of the event.
- c) Any debris resulting from event removed from site at the end of the event.
- d) Portable restrooms and handwashing stations removed and returned to vendor by the end of the first business day after the end of the event.
- e) All promotional signs and materials removed from public areas and event venues at the end of the event.

Following each event, a final inspection of all event areas permitted for use by the **SNOHOMISH FARMERS MARKET** may be conducted by the Parks and Facilities Supervisor or other City staff to determine if areas are clean and returned to their original condition.

### *Permit and Fees*

The **SNOHOMISH FARMERS MARKET** will submit a complete Special Event Permit application (with all required attachments) no later than 120 days prior to the first day of



the event. Final documents and all fees are due 10 days prior to the event, unless otherwise stated on the permit. The **SNOHOMISH FARMERS MARKET** will reimburse City for actual costs of supplies, labor or services furnished by the City not addressed in other sections of the contract within thirty (30) days of mailing of a final bill by the City.

*Snohomish Carnegie Building*

If the footprint of the special event impacts the reservation, regular use, or parking lot of the Snohomish Carnegie Building, the **SNOHOMISH FARMERS MARKET** shall choose one of the following options, subject to City approval:

1. Standard Reservation Option.

The **SNOHOMISH FARMERS MARKET** may reserve the Snohomish Carnegie Building for the duration of the event and shall pay all costs and fees associated with a standard facility reservation.

OR

2. Non-Public Access Use Option.

The **SNOHOMISH FARMERS MARKET** may be granted access to the Snohomish Carnegie Building without a formal reservation, with the understanding that:

- The facility shall not be open to the general public during the event;
- Use of the facility shall be limited to **SNOHOMISH FARMERS MARKET** functions, including but not limited to a reunification site, emergency shelter, storage of event-related materials, event staff and volunteer breaks, or similar operational needs; and

In consideration for Non-Public Access Use, the **SNOHOMISH FARMERS MARKET** shall provide either one parade entry or one market booth at no cost to the City. The City retains the right to take control of and use the facility at any time for City operations, including emergency response or other governmental purposes, as determined by the City.

*Other Expenses*

City to pass through certain other costs and expenses. The **SNOHOMISH FARMERS MARKET** will pay all costs and expenses related to services provided by any City departments not covered in other sections of this contract.

*Traffic Control*

An approved traffic control plan (TCP), accompanied by a completed TCP cover sheet, will be submitted with the special event permit application. The **SNOHOMISH FARMERS MARKET** will adhere to the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) guidelines, and a traffic control plan that has been approved by the City, including 72-hour posting of street closures and event parking. Each person onsite at the event whose actions affect Temporary Traffic Control (TTC) zone safety



must have the appropriate training for the job required. Only those individuals who are trained in proper TTC practices and have a basic understanding of the principles established by applicable standards and guidelines, including those of the MUTCD, should supervise the selection, placement, and maintenance of TTC devices used for TTC zones and for incident management. Unless otherwise directed by law enforcement, TTC must be provided by a certified flagger (per WAC 296-155-305) for the duration of the event as outlined in the special event permit application.

Traffic control devices, including barricades and road closure signs, must be set up and maintained throughout the event, per the approved TCP, and may not be moved or removed unless directed by law enforcement, a certified TCS, or the TCP preparer and approved by a City representative.

The **SNOHOMISH FARMERS MARKET** is to ensure all barricades are staffed and that staff and/or volunteers performing TTC roles are equipped with appropriate safety gear and have received appropriate training about their responsibilities for their duties.

Any on-site changes must be directed by law enforcement, the TCS, or the TCP preparer and approved by a City representative.

#### *Parking and Towing*

The **SNOHOMISH FARMERS MARKET** is authorized to control the event parking for traffic control, event staging and configuration per the plan set forth above. Where appropriate, the **SNOHOMISH FARMERS MARKET** will clearly post temporary parking restriction/no-parking signs applicable for the Event. Where appropriate, the **SNOHOMISH FARMERS MARKET** is authorized and responsible to arrange for the towing of vehicles violating the posted Event parking restrictions. The **SNOHOMISH FARMERS MARKET** may use the tow company of their own choosing for Event towing purposes. Towing company must have a current business license with the City. The **SNOHOMISH FARMERS MARKET** will be responsible for all towing appeals made by the **SNOHOMISH FARMERS MARKET**. In addition to other Indemnifications in of this contract /permit the **SNOHOMISH FARMERS MARKET** hereby agrees to indemnify, defend and hold the City harmless for all costs and damages related to the **SNOHOMISH FARMERS MARKET** tows. All “no parking signs” must include the duration of the parking restriction and the name and contact information for the towing company.

For events occurring over a weekend, the **SNOHOMISH FARMERS MARKET** shall be responsible for:

- Notifying vendors, volunteers, and attendees that accessible parking will be available at City Hall during the event;
- Installing City approved signage at the City Hall parking lot entrance prior to the start of the event and removing such signage at the conclusion of the event; and
- Providing parking permits or implementing an approved system to monitor and manage parking access within the City Hall parking lot during the event.



*Notification & Neighborhood Impact*

The **SNOHOMISH FARMERS MARKET** shall notify all businesses, residents, and merchants impacted by day-of-event street closures or right-of-way impacts **no later than thirty (30) days prior to the event**, in a manner and form approved by the City. Notification shall include, at a minimum, all properties directly impacted by street closures, detours, or access changes.

No later than twenty-five (25) days prior to the event, the **SNOHOMISH FARMERS MARKET** shall provide the City with written certification that all required notifications were completed, along with reasonable proof of distribution, which may include copies of mailed notices, delivery logs, electronic delivery reports, posting photos, or other documentation acceptable to the City. The City may rely on this certification and documentation as evidence of compliance. Failure to provide acceptable proof is grounds for permit modification, suspension, or revocation.

Where street closures affect the Cedar Avenue cul-de-sac or Maple Avenue (south of First Street), the **SNOHOMISH FARMERS MARKET** shall:

- Specifically include those residents in the required notification as state above; and
- Provide a parking pass authorizing parking at City Hall between a time and date set and approved by the City.

The City may require expanded notification areas or additional notification methods based on the size, duration, or impacts of the event.

*Schedule of Events*

The **SNOHOMISH FARMERS MARKET** will provide a schedule of all planned events for proper coordination of City support resources to this contract in the special event permit application. Any events occurring that are not listed on the schedule will be closed or removed by the City and may be cause for denial of any future special events requests by the **SNOHOMISH FARMERS MARKET**.

*Noise Level*

The **SNOHOMISH FARMERS MARKET** will place its public address system to limit the impact to nearby residences and neighborhood businesses, and monitor the volume of any amplified music or sound and adjust as necessary to ensure compliance with the City's noise ordinance SMC 8.16

*Pre-event planning and post-event debrief*

Representatives from the **SNOHOMISH FARMERS MARKET** will meet for both a pre-event planning meeting and post-event debrief with representatives of the City, to be arranged by City staff.



*Sole Contract: Amendments to Contract.*

This Contract is interpreted consistently with the City's Special Event Guide and the approved Special Event Permit; where conflict exists, this Special Event Contract will be and is the sole understanding of the parties. No prior oral or written representation will alter the terms of this contract unless specifically incorporated by reference and attached hereto. All amendments to this contract will be in writing signed by both parties and made prior to the date that they purport to be effective.

*Suspension and Termination*

**Emergency Suspension of Operations.** In the event an emergency is declared per SMC 2.86, the City shall have the right to suspend, limit or revoke event operations consistent with the emergency declaration. The City shall not be liable for any foreseeable or unforeseeable damages the **SNOHOMISH FARMERS MARKET** or a vendor may incur because of the declared emergency.

**Termination.** Either party may terminate this contract in whole or in part upon sixty (60) calendar days written notice. The City may also terminate this contract immediately if the **SNOHOMISH FARMERS MARKET** fails to correct a violation of this contract within a reasonably appropriate time after receiving written notice of the violation from the City. All insurance and indemnity obligation under these General Terms and Conditions Special Event Contract shall survive termination and remain in full force and effect.



Dated \_\_\_\_\_.

CITY OF SNOHOMISH

**SNOHOMISH FARMERS MARKET**

\_\_\_\_\_  
Mayor

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

Its: President/Governing Member and  
Authorized Representative

Attest/Authenticated:

Approved as to Form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** CONSENT ITEMS

**From:** Aaron Hoffman, Mayor

**Subject:** **AUTHORIZE the Mayor to Execute the Separation Agreement with Heather Thomas-Murphy**

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**SUMMARY:** This item requests City Council approval of a formal separation agreement between the City of Snohomish and former City Administrator Heather Thomas-Murphy. The agreement, provided in Attachment A, outlines the terms and conditions of the separation.

**RECOMMENDATION TO COUNCIL:** Staff recommends approval to ensure a structured transition and to resolve all matters related to Ms. Thomas-Murphy's tenure with the City.

**FISCAL IMPACT:** Approval of the separation agreement will result in a one-time expenditure of \$14,271.58. This expenditure will be funded through the General Fund, specifically from the City Administrator's personnel budget and will be brought back to Council during the budget amendment process.

**SUGGESTED COUNCIL ACTION:** Move to authorize the Mayor to execute the separation agreement with Heather Thomas-Murphy in the amount of \$14,271.58, as presented in Attachment A.

**REFERENCE(S):** Attachment A

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**ATTACHMENT(S):**

Thomas Murphy Separation Agreement\_ 2.27.2026

## SEPARATION AGREEMENT

The separation agreement (“Agreement”) is entered into by and between The City of Snohomish (the “City”) and Heather Thomas-Murphy, (“Thomas-Murphy”).

### I. AGREEMENT

In consideration of the foregoing recitals, the parties agree as follows:

1. Separation from Employment. Employment separation is effective January 15, 2026, (the “Separation Date”). Thomas-Murphy will be paid her regular compensation and benefits through the Separation Date.
2. Consideration. In consideration for signing this Agreement, and if Thomas-Murphy has executed and has not revoked this Agreement per Paragraph 7 below, the Parties agree that:
  - a. The City shall pay Thomas-Murphy severance pay in an amount equal to six (6) months of pay at her regular rate of pay as of the Separation Date. Such severance pay shall be subject to standard payroll withholdings required by law and shall be paid in a lump-sum payment on or before March 20, 2026, provided that Thomas-Murphy has executed and not revoked her acceptance of this Agreement pursuant to Paragraph 7.
  - b. The City agrees to pay Thomas-Murphy for all leave that she has accrued, but not used, in consideration for a full release of claims against the City. Including admin leave, accrued and unused leave and floating holiday payout for a total of \$14,271.58.. Any such leave cash-out will be included in Thomas-Murphy’s severance payment to be issued on or before March 20, 2026.
  - c. Upon expiration of the revocation period described in Paragraph 7 below, the City shall provide Thomas-Murphy with an executed letter of recommendation.

The parties agree that the separation benefits described in this Paragraph 2 are designed to aid Thomas-Murphy’s transition to alternative employment.

3. Unemployment Insurance. The City will not contest Thomas-Murphy’s application for unemployment insurance benefits should she apply for unemployment benefits following the Separation Date. The parties acknowledge that eligibility for unemployment insurance benefits is determined by the State of Washington, and that the City can make no guarantees regarding an award of benefits.
4. Release. Thomas-Murphy accepts the benefits contained in this Agreement in full satisfaction of all her rights and interests relating to her employment with and separation from the City, in consideration therefore, Thomas-Murphy hereby releases the City, its affiliates, successors, predecessors, parent, subsidiaries, past and present officials, directors, managers, agents, representatives and employees (collectively, the “Released Parties”) from all claims (other than claims for the payments provided for under this Agreement), causes of action or liabilities, suspected or unsuspected and irrespective of any present lack of knowledge of any possible claims or of any fact or circumstance pertaining thereto, which Thomas-Murphy may have or claim to have against any of the Released Parties arising from or during her employment with the City or as a result of her separation from employment. This release specifically covers, but is not limited to, any claims of discrimination based on race, color, national origin, sex, marital status, age (including claims under the Age Discrimination in Employment Act (“ADEA”)) or physical or mental disability under any federal, state, or local law, rule, or regulation; any

contract, public policy and/or tort claims arising under federal, state, or local law; any claims arising under federal, state or local law based on promises made or allegedly made by the City to Thomas-Murphy; any claims for compensation or benefits under City policies or wage laws; any contract or tort claims arising under federal, state, or local law; and any claims under any express or implied contract or legal restrictions on the City's right to terminate its employees. Thomas-Murphy hereby covenants not to assert any such claims or causes of action in the future (the only exceptions being a suit filed solely to challenge the validity of this release under the ADEA, a claim for workers compensation benefits under state law, or a suit based on acts or omissions occurring after the parties sign this Agreement). This release is intended to be all encompassing, and to fully resolve all matters and relations between the parties up to the date Thomas-Murphy signs this Agreement.

5. Continuing Rights. Nothing in this Agreement shall be construed to prohibit Thomas-Murphy from filing a charge with or participating in any investigation or proceeding conducted by the EEOC or a comparable state or local agency; provided, however, that Thomas-Murphy hereby waives her right to recover monetary damages or other remedies in any charge, complaint, or lawsuit filed by him or by anyone else on her behalf.
6. No Admission. Nothing in this Agreement shall be construed as any indication that the City or any of the Released Parties has acted wrongfully towards Thomas-Murphy or any other person.
7. Review and Revocation. Thomas-Murphy acknowledges that pursuant to applicable law, she has been offered the opportunity to review a copy of this Agreement for a period of twenty-one (21) days (the "Review Period"), and the parties have agreed that changes to this Agreement during the Review Period, whether material or immaterial, shall not restart the running of the 21-day Review Period. Thomas-Murphy further acknowledges that the City encouraged Thomas-Murphy at the beginning of the Review Period to consult with an attorney concerning the terms and conditions of this Agreement, including without limitation the release set forth in this Agreement. The City and Thomas-Murphy agree that Thomas-Murphy shall have seven (7) calendar days (the "Revocation Period") following the date on which Thomas-Murphy signs this Agreement to revoke her acceptance of the Agreement and the release set forth in this Agreement, and this Agreement shall not become effective until the Revocation Period has expired.
8. Voluntary Execution. Thomas-Murphy acknowledges that she has read, considered, and fully understands this Agreement and all its terms, and executes it freely and voluntarily.
9. Non-Disparagement. Thomas-Murphy agrees not to defame, disparage, or demean the City in a public venue; provided this paragraph shall not preclude Thomas-Murphy from responding truthfully to inquiries made in any legal or governmental proceeding. The City agrees that its officials, staff, and speaking agents shall not publicly defame, disparage, or demean Thomas-Murphy; provided that this paragraph shall not preclude the City from responding truthfully to inquiries made pursuant to a background check, or in any legal governmental proceeding, or as otherwise required by law or legal process.
10. Construction of Agreement; Governing Law. Each party has had a full and complete opportunity to review this Agreement, and has been given the opportunity to have counsel review it. Accordingly, the parties agree that the common law principles of construing ambiguities against the drafter shall have no application to this Agreement. Interpretation of this Agreement shall be under Washington law. If any such action is necessary to enforce the terms of this Agreement, the substantially prevailing party shall be entitled to receive reasonable attorneys' fees and costs.
11. Complete Agreement. This Agreement constitutes a full and final resolution of all matters in any way

related to Thomas-Murphy's employment with and separation from the City. This Agreement supersedes any and all other agreements between the parties, and the parties agree that no modification, change or amendment of this Agreement or any of its provisions shall be valid, unless in writing and signed by the party against whom such claimed modification, change or amendment is sought to be enforced.

12. Severability. If any provision of this Agreement, or portion thereof, shall be held invalid or unenforceable by a court of competent jurisdiction or in any arbitration proceeding, such invalidity or unenforceability shall attach only to such provision or portion thereof, and shall not in any way affect or render invalid or unenforceable any other provision of this Agreement or portion thereof, and this Agreement shall be carried out as if any such invalid or unenforceable provision or portion thereof were not contained herein. In addition, any such invalid or unenforceable provision shall be deemed, without further action on the part of the parties, modified, amended or limited to extent necessary to render the same valid enforceable.
13. Titles. The titles of the paragraphs of this Agreement are inserted merely for convenience and ease of reference and shall not affect or modify the meaning of any of the terms, covenants or conditions of the Agreement.
14. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as their free and voluntary act on the dates set forth below:

City of Snohomish

Heather Thomas-Murphy:

\_\_\_\_\_  
Aaron Hoffman, Mayor

\_\_\_\_\_  
Heather Thomas-Murphy



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** DISCUSSION ITEMS

**From:** Ken Klein, City Administrator  
Brooke Eidem, AICP, Planning & Development Services Director

**Subject:** Draft First Street Master Plan

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**SUMMARY:** The City Council will review the Draft First Street Master Plan and provide guidance to the project team.

**BACKGROUND & ANALYSIS:** The First Street Advisory Committee has been working since July 2025 to develop a draft of the First Street Master Plan, incorporating community input and technical analysis. The purpose of this meeting is for the City Council to review the draft plan, which reflects the Committee's priorities and results of community engagement efforts.

The First Street Advisory Committee reviewed the draft at their meeting on February 18th. The meeting was well attended by members of the community, who provided written comments. No significant revisions were requested by the Advisory Committee or the public, although alternative materials were discussed for potential consideration based on future budget scenarios. The Committee also discussed recommendations that will be formalized at their last regular meeting on March 18th, prior to Council consideration in April.

Members of the public are encouraged to review the draft plan and send their thoughts to the project email, [masterplan@snohomishwa.gov](mailto:masterplan@snohomishwa.gov).

It is anticipated that the Advisory Committee's work on the First Street Master Plan will conclude on March 18th. The City Council is tentatively scheduled to consider the final First Street Master Plan on April 21st.

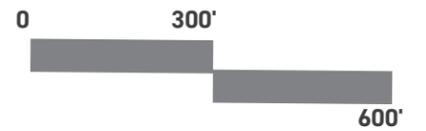
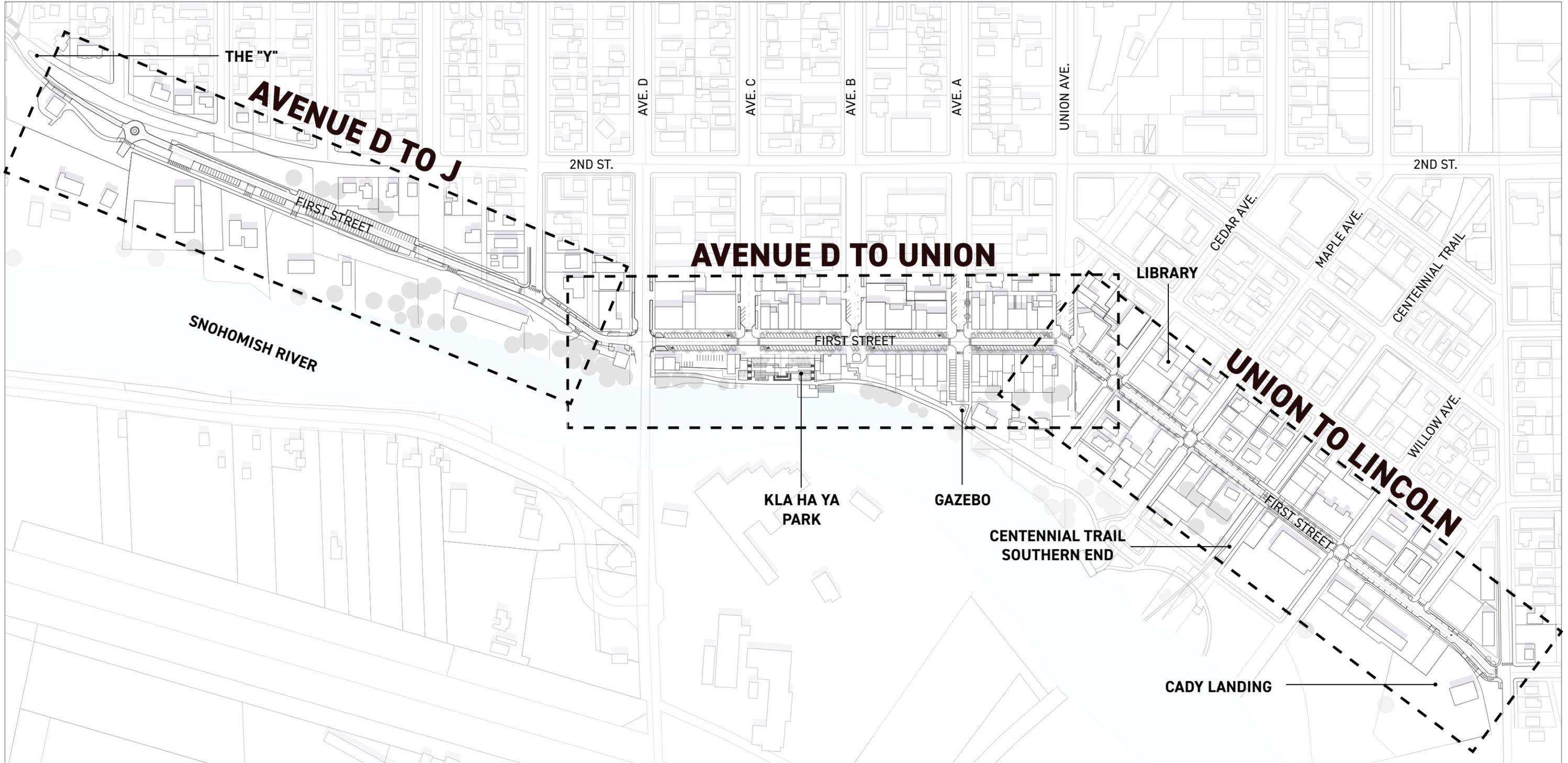
**REFERENCE(S):** [First Street Master Plan project webpage](#)  
[Community Engagement Report](#)

**COUNCIL GOAL(S):** City Infrastructure, Community Involvement

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**ATTACHMENT(S):**  
Draft First Street Master Plan

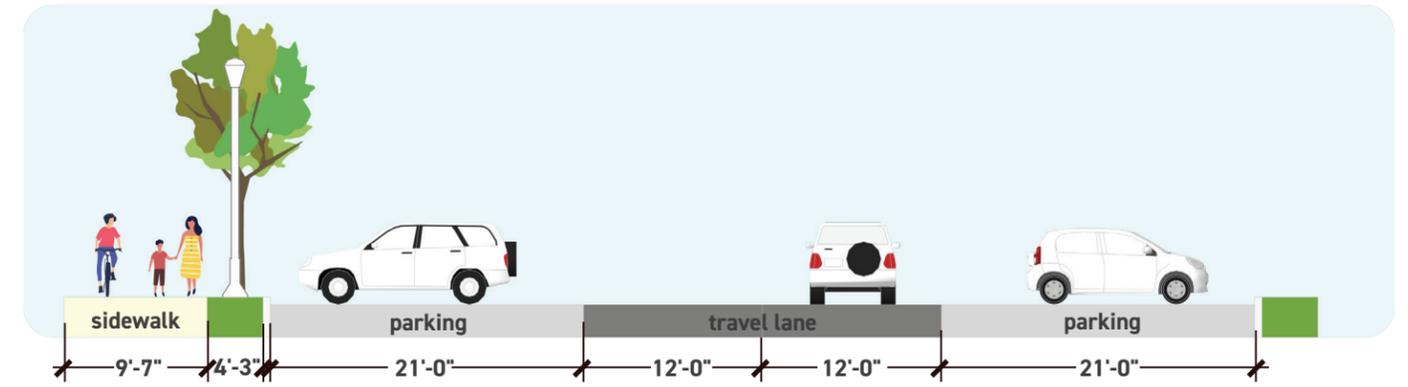
# PROJECT STUDY AREAS



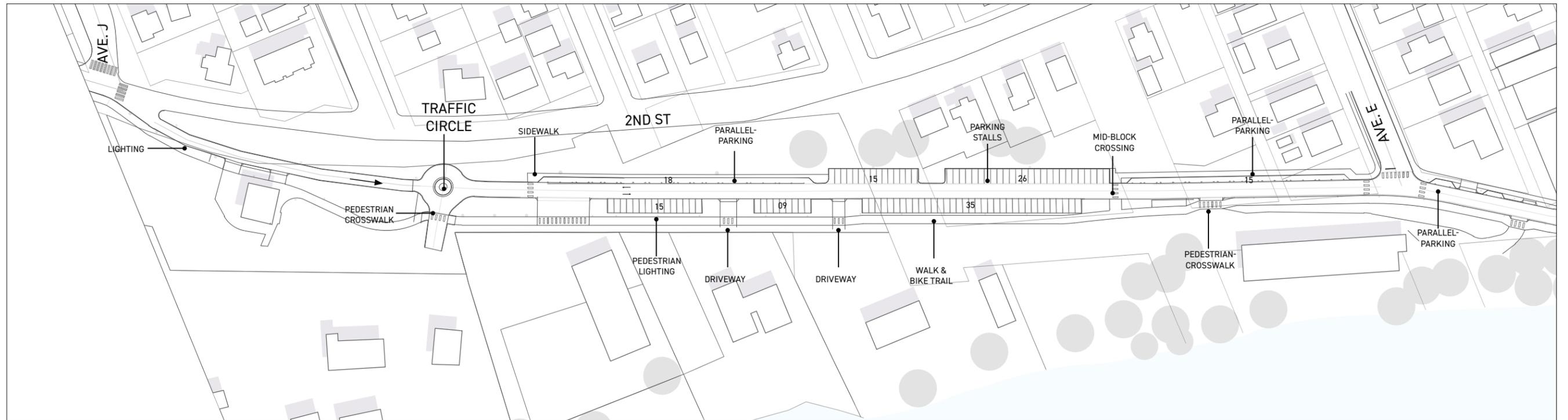
# AVENUE D TO J

From Avenue D to Avenue J, the right-of-way improvements on First Street focus on organizing movement, closing gaps in the active bike / ped network, and strengthening downtown access by adding much-needed parking. A new traffic circle is recommended to calm speeds and simplify turning movements at a key junction, helping traffic flow more steadily while making crossings shorter and more predictable for people walking. The corridor also includes a completed, continuous shared bike and pedestrian path, creating a clear and comfortable route that connects destinations block-to-block without forcing users into discontinuous segments or conflict zones. Access to the lots on the south side is refined through improved

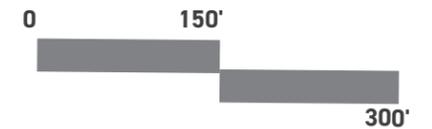
and tightened curb cuts that better define where vehicles cross the sidewalk and path, reducing the width of drive openings and clarifying the pedestrian zone; protected zebra striping reinforces visibility and priority at these crossing points so drivers understand they are moving through a pedestrian-focused environment. Together, these changes support safer circulation and clearer edges, while the most important outcome is additional parking—adding convenient spaces that strengthen downtown’s day-to-day functionality for customers, visitors, and employees and help First Street perform better as both a main street and a destination.



Section through proposed First Street



Plan of proposed design

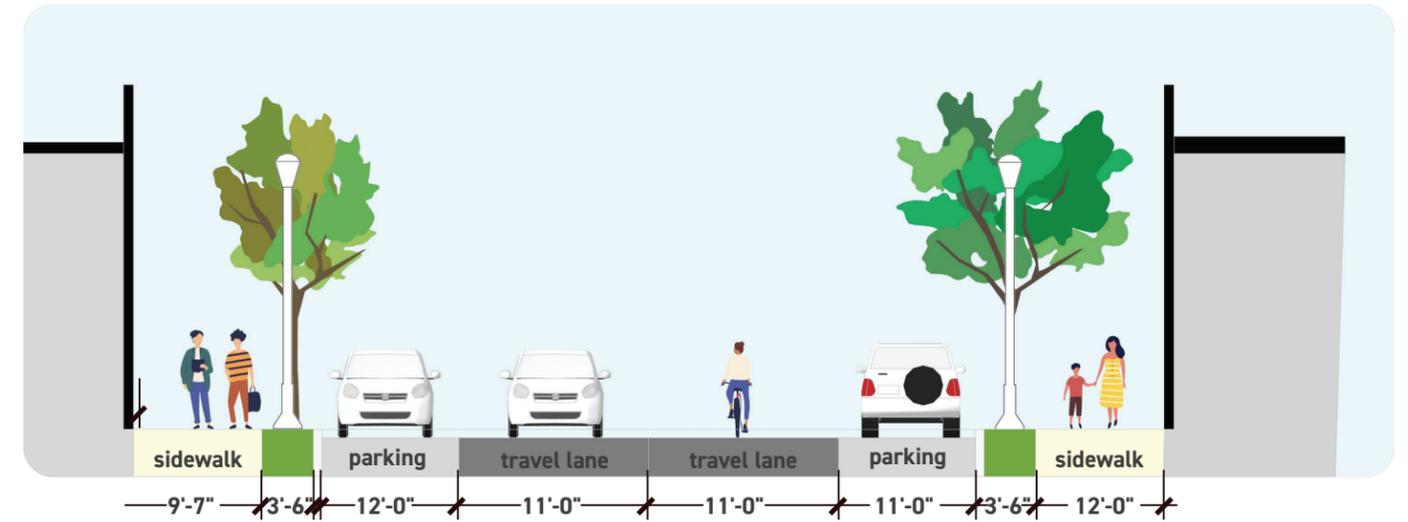


# UNION TO LINCOLN AVE.

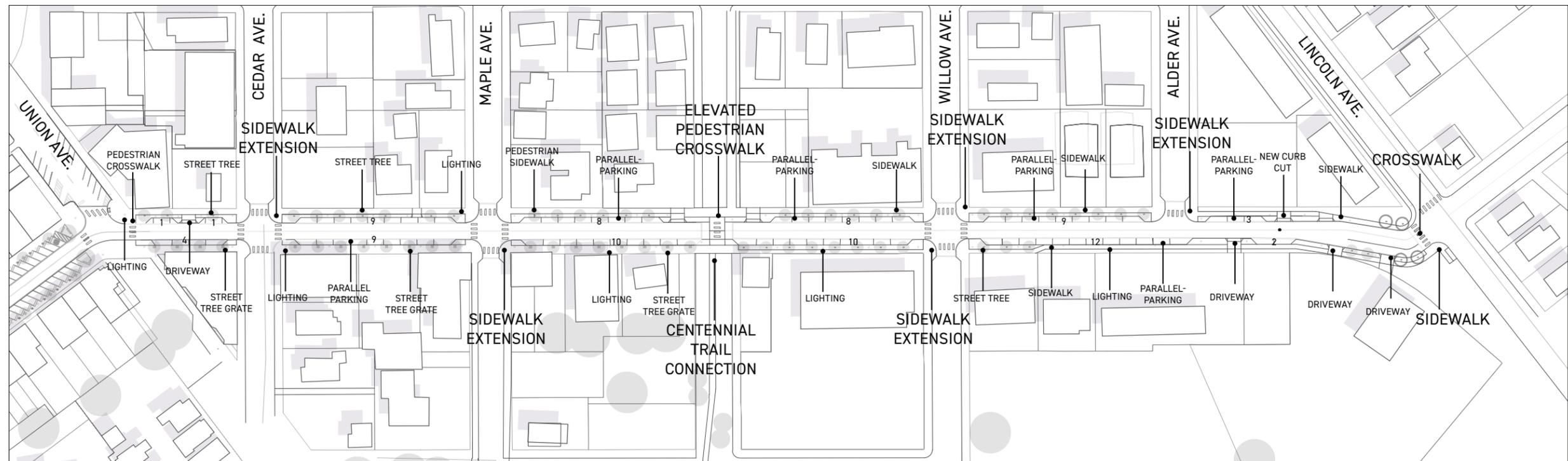
From Union Avenue to Lincoln Avenue, the right-of-way recommendations for First Street focus on creating a continuous, pedestrian-first downtown experience by filling in gaps in safety, comfort, and streetscape character. Bulb-outs at intersections shorten crossing distances, improve visibility, and slow turning movements, helping intersections function more like downtown places than high-speed corners. Missing crosswalks are added to complete the walking network and align crossings with where people already need to move between parking, storefronts, and civic destinations, making driver behavior more predictable and reducing the pressure for informal crossings. Where planting is missing, additional landscape strips and street trees are introduced to provide shade, separation

from traffic, and a consistent downtown canopy that strengthens the identity of the corridor while improving day-to-day walking comfort.

The Centennial Trail crossing is upgraded to be more visible and intuitive, reflecting the trail's importance as a regional asset and improving the connection between downtown and the trail network. At Lincoln Avenue, pedestrian-focused improvements reinforce the sense of arrival and clearly signal that drivers are entering a safe, walkable part of downtown Snohomish, using stronger crossing emphasis and streetscape cues to communicate a slower, people-centered environment.



Section through proposed First Street

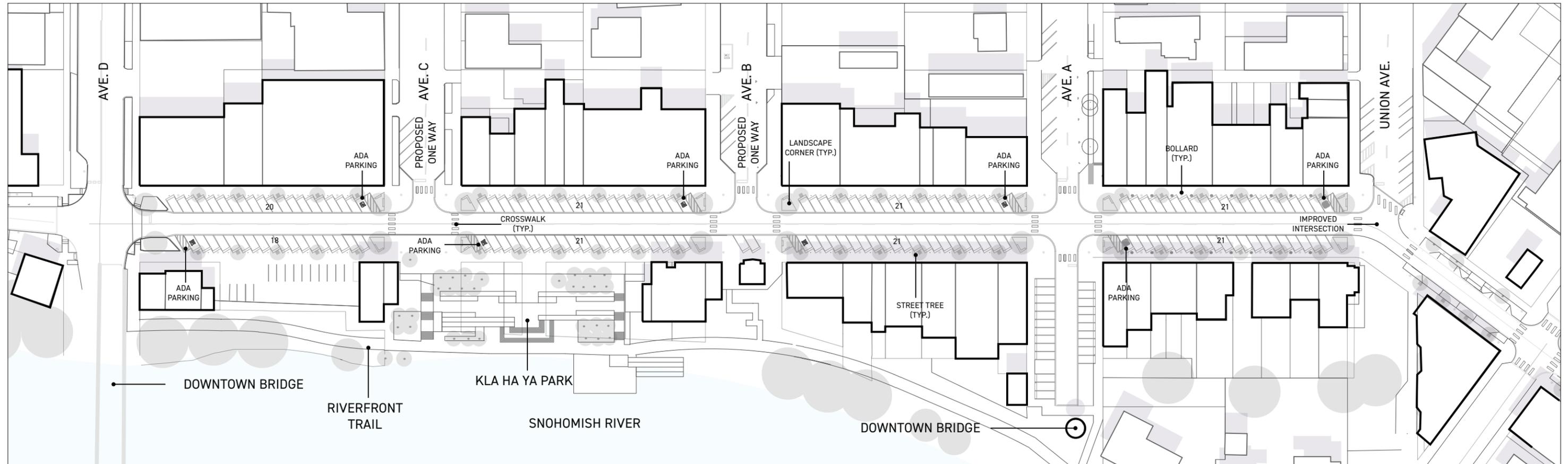
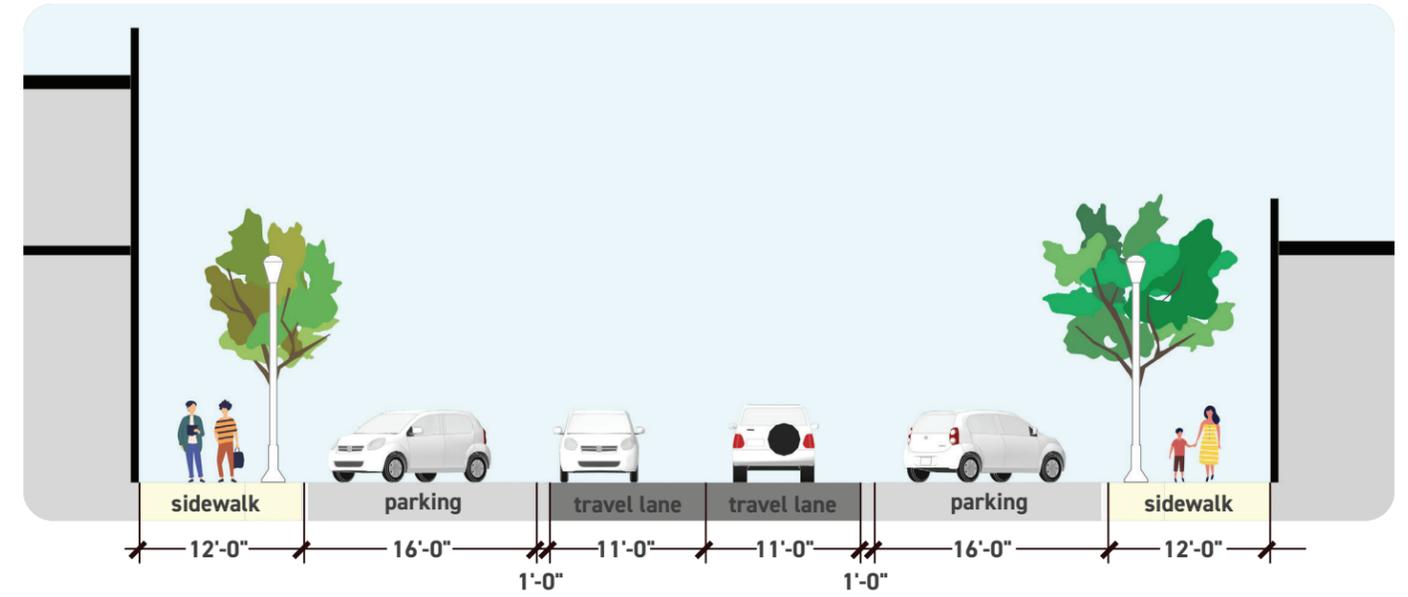


Plan of proposed design

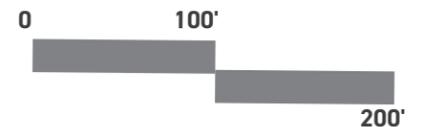
# AVENUE D TO UNION

First Street's streetscape upgrades are intended to strengthen Snohomish's historic main-street identity through the everyday details people experience up close. The design introduces a coordinated family of historic streetscape features—new benches, pedestrian-scale light posts, and trash/recycling cans—so the corridor feels consistent, comfortable, and clearly “downtown.” Street trees add shade and seasonal character, while bollards help define pedestrian zones, protect

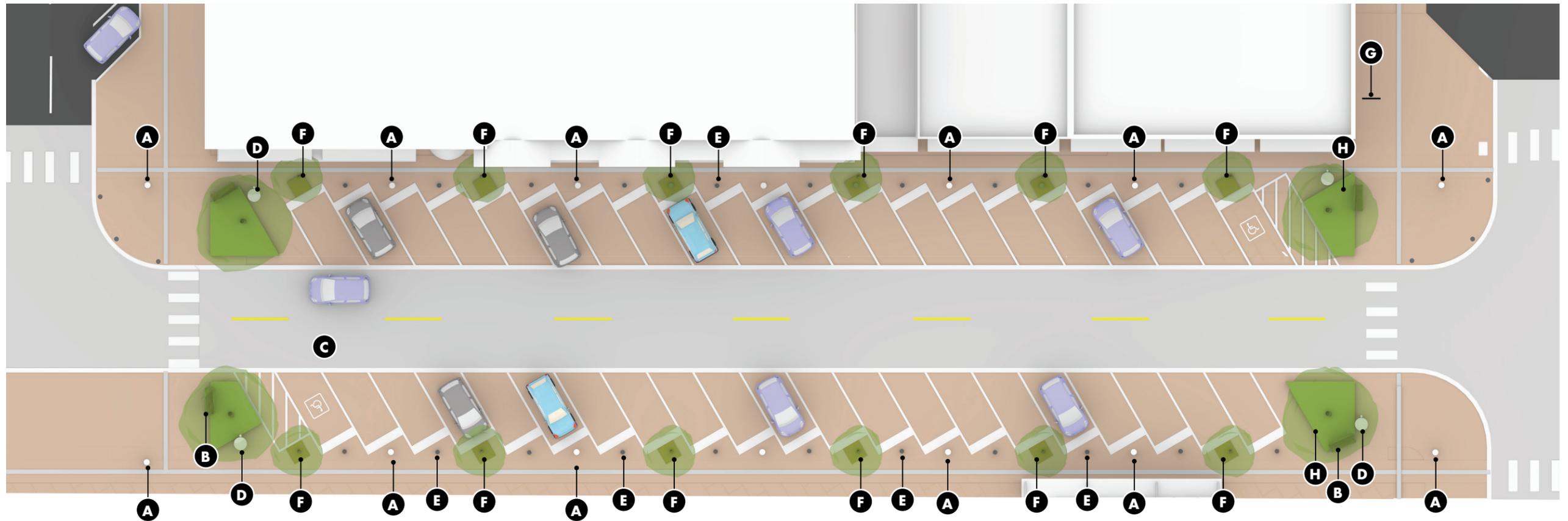
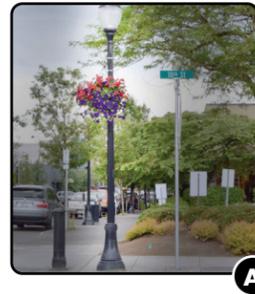
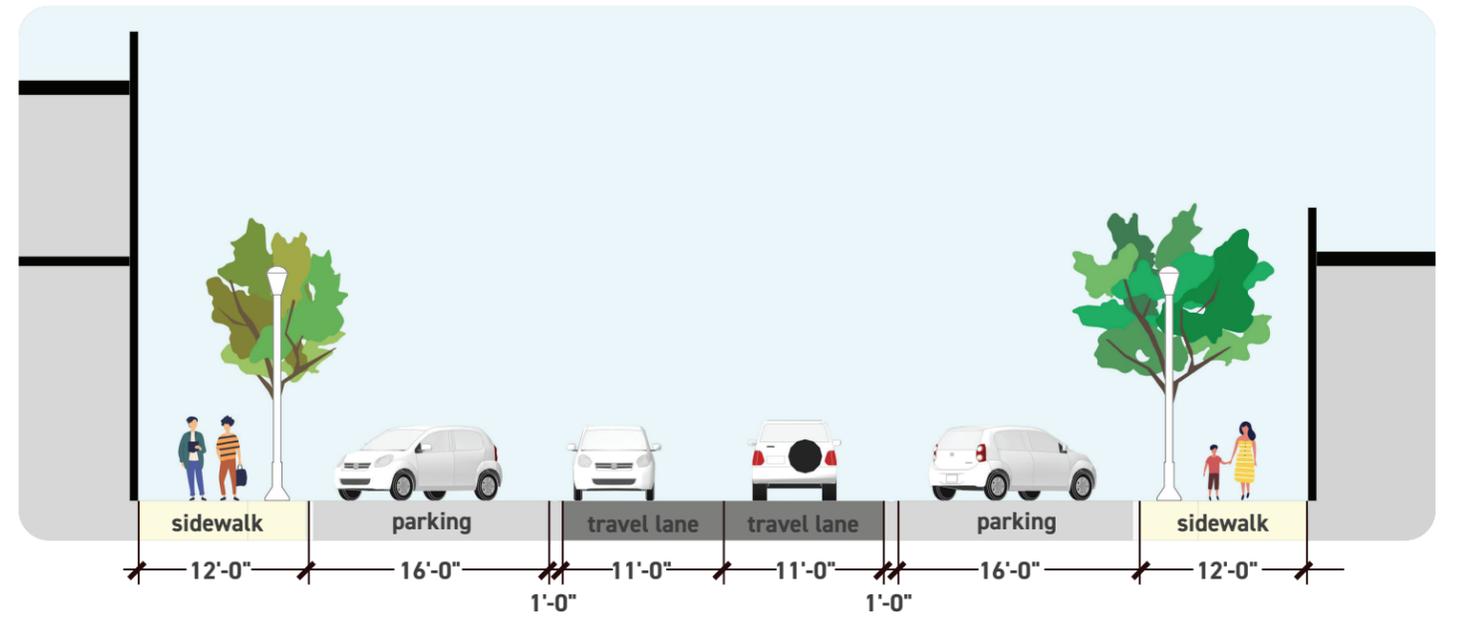
key corners, and support flexible use during events. Material upgrades reinforce that character. Sidewalks and parking areas are proposed in brick to add warmth, texture, and continuity along storefronts, while drive lanes shift to scored concrete for durable vehicular use. Valley gutters replace traditional curbs to maintain drainage while making the street more curbsless and adaptable—supporting festivals, parades, and street closures without sacrificing day-to-day function.



Plan of proposed design



# AVENUE D TO UNION



# TYPICAL BLOCK D TO UNION

BEFORE....



AFTER....





## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** DISCUSSION ITEMS

**From:** Melissa Collins, MMC  
City Clerk

**Subject:** City Council Boards/Commissions Liaisons

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### **SUMMARY:**

At the January 6, 2026 City Council meeting, the Council held a discussion regarding the potential reinstatement of Council Liaisons to the City's Boards and Commissions. During that discussion, staff advised that updates to the Snohomish Municipal Code (SMC) may be necessary prior to taking any formal action to reestablish liaison assignments.

Following that meeting, Council President Neals requested that this topic be placed on a future Council agenda to allow for additional discussion among Councilmembers. The purpose of this discussion is to provide staff with direction on whether and how to proceed with reinstating Council Liaisons, including any needed amendments to the SMC and updating any internal SOPs.

### **Current Boards & Commissions (2026)**

- Planning Commission
- Design Review Board
- Lodging Tax Advisory Committee
- Parks & Forestry Board
- Economic Advisory Board
- Public Safety Board
- Human Services Advisory Committee
- Arts Advisory Board

### **BACKGROUND & ANALYSIS:**

Historically, Council liaisons have served as non-voting representatives who attend meetings of assigned Boards and Commissions, provide updates to the full Council, and help maintain communication between advisory bodies and the legislative branch.

Before reinstating liaison assignments, the Council may wish to consider:

- The level of involvement expected from liaisons (attendance, reporting, communication with staff, etc.)
- Whether any Boards or Commissions should be excluded from liaison assignments

Staff can prepare draft amendments to the SMC if updates are necessary to clarify the liaison role or to reestablish the practice formally.

**RECOMMENDATION TO COUNCIL:**

Staff seeks direction from the Council on whether to proceed with reinstating Council Liaisons and, if so, whether updates to the SMC should be drafted for Council consideration.

**SUGGESTED COUNCIL ACTION:**

Depending on Council direction, staff will:

- Prepare draft SMC amendments for review, or
  - Develop a proposed liaison assignment list for Council approval, or
  - Return with additional information as requested.
-



## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** STAFF BRIEFINGS

**From:** Brooke Eidem, AICP, Planning & Development Services Director

**Subject:** Midtown District Regulations

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**SUMMARY:** The City Council will receive a briefing on the status of the Midtown District.

**BACKGROUND & ANALYSIS:** The Midtown District regulations were adopted by the City Council under [Ordinance 2425](#) in February, 2022. The District was originally established as a planning area in 2020 under [Ordinance 2403](#), extending along the Avenue D corridor from Sixth Street to SR9 and encompassing the entirety of the Commercial zone in that area. The District is split into two overlays: the North overlay extends from Tenth Street north to SR9. The South overlay is from Sixth Street to Tenth Street and is intended to have less intensive development. Ordinance 2403 also established a task force to review land use and development regulations and make recommendations to the Planning Commission for amendments to codes and policies for the Midtown District.

The Midtown Task Force met regularly in 2020 and 2021, holding visioning exercises, discussing the planning process and design standards for building features, uses, streetscapes, open spaces, and parking, and discussing zoning concepts for the corridor. The Task Force developed [recommendations](#) that were forwarded to the Planning Commission, who then spent several months doing their work. The Midtown District benefited from public input provided through a variety of sources, including a survey, remote and in-person meetings, and direct emails.

The Midtown District represents a departure from many other areas of Snohomish, because it requires a *minimum* density (rather than a maximum) that differ between the North and South overlays. It also regulates things like setbacks from the street, parking lot location, weather protection, and window requirements based on Block Frontage type, which can be selected by the applicant with some limitation. For properties facing Avenue D there is a minimum requirement for commercial that varies by frontage length.

The most controversial issue at the time of adoption was the building height. The Midtown Task Force recommended up to five stories in the North overlay consistent with community input, while the Planning Commission voted 4-2 to recommended no change in height limits. Staff's concern at the time was that constricting the building mass to 35 feet while also adopting minimum density standards would inhibit the potential to develop properties for residential use. Both recommendations were presented to the City Council and the Ordinance was adopted with the Task Force recommended building height.

Building height requirements were then altered in 2023 under Ordinance 2480, the [Affordable Housing Incentives regulations](#). This ordinance only allows the building heights that were originally adopted in the North overlay as a regulatory bonus when a minimum amount of affordable housing units (as defined in the code) are provided with the development. Without affordable housing, the base height is reduced by ten feet in the North overlay, meaning it is now limited to 45 feet.

The Midtown District development regulations received the 2022 Excellence in Planning Award in the category of Comprehensive Planning/Development Regulations for Small Cities and Counties from the Washington Chapter of the American Planning Association/Planning Association of Washington. One of the task force members also found the planning process so positive and fulfilling that he applied for a job with the City and now works as an Associate Planner in the department.

Midtown District development regulations can be found in [Chapter 14.214 SMC](#). The description of Block Frontage types and their standards begins in [SMC 14.214.310](#), and open space requirements can be found in [SMC 14.214.420](#) through [SMC 14.214.430](#). Landscaping requirements are in [SMC 14.214.470](#) and architectural design standards are in Article V, starting with [SMC 14.214.500](#). Building height standards can be found in the Dimensional Requirements of [SMC 14.210.240](#), with the affordable housing incentives described in [SMC 14.285.040\(C\)](#).

### **Development**

The City has processed several land use applications in Midtown since the code was adopted, in addition to a handful of tenant improvements and building refaces that were processed under simple building permits. To date, three Site Development Plans have been issued and two are in review. There have also been several Boundary Line Adjustments processed to prepare sites for future development, and a Binding Site Plan is currently on hold. Several pre-application requests have come in as well, which the City offers free of charge for applicants to gain early feedback from staff on development concepts; however it is also a required step for certain larger development types.

A *Site Development Plan*, or SDP, is a land use entitlement that predates construction permits. It includes review of the land use and site layout, a conceptual review of stormwater requirements and other utilities, transportation access, frontage improvements, and traffic, and consistency with adopted policies.

### **REFERENCE(S):**

[Ch. 14.214 SMC Midtown District Development Regulations](#)

**COUNCIL GOAL(S):** Comprehensive Planning

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## CITY COUNCIL MEETING STAFF REPORT

**Date:** March 3, 2026

**Agenda Section:** STAFF BRIEFINGS

**From:** Brooke Eidem, AICP, Planning & Development Services Director

**Subject:** **Planning Commission 2025 Annual Report to the City Council and 2026 Work Program**

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**SUMMARY:** SMC 2.16.050(D) requires the Planning Commission to provide an annual report to the City Council on its activities in the past year. The Planning Commission has approved its annual report for its 2025 activities and a work program for 2026, already underway.

**BACKGROUND & ANALYSIS:** At its meeting on December 3, 2025, the Planning Commission discussed and approved an annual report of its 2025 activities to comply with SMC 2.16.050(D). The code does not provide specific guidance as to what information the report should contain other than the Commission is to report “on its activities”. For the report, the Planning Commission chose to highlight activities that required a Commission vote and issues that involved significant discussion.

SMC 2.16.050 does not require the City Council to take any action upon receiving the Planning Commission’s annual report.

At the same meeting in December, the Planning Commission discussed and adopted a work program for 2026.

The Snohomish Municipal Code does not address a Planning Commission work program. However, given the relationship of the Planning Commission to the City Council as an advisory body, the City Council may request modifications to the Planning Commission’s work program. Developed first by staff and then refined and approved by the Planning Commission, the City Council should indicate their agreement with the 2026 Planning Commission Work Program (attached), outlining the issues the Planning Commission will address during the year.

The work program is a “living document” and is modified as necessary throughout the year. Based on City Council comments at the previous meeting, the City Council may wish to discuss whether the cannabis retail land use item should be removed from the 2026 work program, to be taken up by the Planning Commission at a future time.

**COUNCIL GOAL(S):** Community Involvement, Comprehensive Planning

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**ATTACHMENT(S):**

2025 PC Annual Report

2026 PC Work Program

# Planning Commission 2025 Annual Report to City Council

The City of Snohomish Planning Commission held 12 meetings in 2025, not including a presentation to the City Council in March covering the work program for the year. The Planning Commission held 8 public hearings in 2025 on the following topics:

Blackmans Lake Treatment (Ch. 15.16 SMC): In January, The Planning Commission held a public hearing for an amendment introduced by the Engineering Department, to implement phosphorus treatment in the Blackmans Lake watershed as recommended by the Blackmans Lake Cyanobacteria Management Plan, and consistent with the SWMM.

Tree Program (Ch. 14.25, 14.110, 14.120, 14.240 SMC): In March, the Planning Commission held a public hearing to separate the landscaping regulations into three separate chapters to more effectively address fences and retaining walls, tree preservation standards, and landscape development standards, for the Tree Program that began in 2022. This project benefited from a significant amount of input from the public, state agencies, and MBAKS.

Park & Traffic Impact Fees (Ch. 14.25, 14.295, 14.300 SMC): In May, the Planning Commission held a public hearing to repeal and replace the park and traffic impact chapters to bring them into consistency with state law, each other, and the rate study.

North Lake Annexation: In July, the Planning Commission held a public hearing to consider the North Lake Annexation to make a recommendation to the City Council on the Interlocal Agreement, after holding several work sessions to discuss potential impacts to the City and residents, and after the neighborhood barbeque in June.

Business Park zone (Ch. 14.207, 14.210, 14.211 SMC): In August, the Planning Commission held a public hearing to consider modifications to the land use regulations in the Business Park zone, as requested by the City Council. The Commission held three work sessions prior to the hearing to fully consider potential impacts, and to ensure the recommendation to the City Council was consistent with the community's vision and adopted policies.

Small Business Regulations: Home-Based Businesses (Ch.14.25, 14.207, 14.235 SMC): In October, the Planning Commission held a public hearing to consider regulations for Home Occupations and live-work units, at the request of the Economic Development Advisory Board (EDAB). The Commission also provided input on regulations for Mobile Food Vendors at a work session prior to the hearing.

NE Sewer Area (Ch. 14.20, 4.25, 14.215, 15.04 SMC): Also in October, the Planning Commission held a public hearing to consider amendments to repeal the NE Sewer Area.

Critical Areas Ordinance Update (Ch. 14.25, 14.255-14.280 SMC): In November, the Planning Commission held a public hearing to consider the Critical Areas Ordinance update, as required by the Growth Management Act. This project comprised a large part of the Planning Commission's work program for the year, with five prior work sessions.

Respectfully submitted,

/s/ Nick Gottuso

Nick Gottuso, Chair  
Snohomish Planning Commission

## 2026 Planning Commission Work Program

Project	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Presentation to City Council – Joint meeting March 3			D									
Accessory Dwelling Units/Detached Dwellings	D	D	PH									
Boundary Line Adjustments		D	PH									
Childcare/Adult Family Home regulations			D	D	PH							
Planning Commission Bylaws				D								
Unit Lot Subdivisions				D	D	D	PH					
Cannabis Retail Uses						D	D	D	PH			
Sign regulation update							D	D	D	PH		
Shoreline Master Program									D	D		
Pilchuck District Regulations									D	D		
Election of officers for 2027												D
2026 Planning Commission Annual Report												D
2027 Planning Commission Work Program												D
PRD eligibility for enhanced open space												

D = discussion

PH = public hearing

# 2026 Work Program Project Descriptions

<p><b>Accessory Dwelling Units/Detached Dwellings (Ch. 14.170, 14.175 SMC)</b></p> <p>RCW 64.90.025 prohibits local jurisdictions from imposing requirements on any condominium structure that would not be imposed on a physically identical development under a different form of ownership. This means the ADU and detached condo regulations need to have many of the same requirements.</p>
<p><b>Boundary Line Adjustments (Ch. 14.215 SMC)</b></p> <p>Staff have identified gaps in the criteria for approving Boundary Line Adjustments. This project will modify SMC 14.215.130 to ensure clarity for applicants and staff.</p>
<p><b>Childcare and Adult Family Home regulations (Ch. 14.25, 14.207 SMC)</b></p> <p>SB 5509, passed by the legislature in 2025, requires <i>childcare centers</i> to be outright permitted uses in all but industrial and open space zones. Additionally, the City definition for <i>adult family home</i> limits the number of residents to six, while state licensing requirements allow up to eight. This project will consider revising the definition to align with state requirements and bring the Land Use Tables into consistency with SB 5509.</p>
<p><b>Planning Commission Bylaws</b></p> <p>The Planning Commission will review and update its bylaws for consistency with City Council rules and other boards and commissions, as recommended by the City Attorney. One notable change is eliminating the limit of three remote meetings per year for Commissioners.</p>
<p><b>Unit Lot Subdivisions (Ch. 14.215 SMC)</b></p> <p>When the Midtown District was adopted, the Unit Lot Subdivision regulations should have been included as the Commercial zone is listed as one of the areas where the Unit Lot Subdivision process is allowed. Because detached single family is not permitted in Midtown, the only other form of homeownership is condominium. An interpretation was issued that Unit Lot Subdivision is allowed in Midtown, and this project provides the opportunity to correct this issue.</p>
<p><b>Cannabis Retail Uses (Ch. 14.25, 14.207 SMC)</b></p> <p>The City Council have requested this item to be added to the Work Program, to consider zoning regulations for cannabis retail uses. The last time similar uses were discussed by the Planning Commission as a result of I-502 legislation was in 2014. Changes in the legal and regulatory environment, tax shares, and current uses have brought the issue back for further discussion.</p>
<p><b>Sign Regulation Update (SMC 14.245 SMC)</b></p> <p>Local governments have been updating their sign codes as the courts continue to clarify the U.S. Supreme Court decision <i>Reed v. Gilbert</i> (2015). Several different examples of content-neutral regulations are available that address the decision. This project will take another look at the City's sign code to ensure it is consistent with the most up-to-date requirements.</p>
<p><b>Shoreline Master Program</b></p> <p>The Shoreline Master Program is required to be updated by June 30 of 2029. This item will kick off the project to determine scoping, engagement, and highest priority issues for the City.</p>
<p><b>Pilchuck District Regulations</b></p> <p>The Pilchuck District regulations were adopted in 2011. Since that time, there has not been a tremendous amount of development in the area, and some of the more intensive urban design standards that were originally envisioned were adopted in the Midtown District. This project is intended to take another look at the Pilchuck District, engage with the neighborhood to learn what they would like to see most, and determine a scope of work for updating the development regulations. This is anticipated to take several years to complete, as there were many stakeholders involved in the original adoption, and it involved Transfer of Development Rights as well as a SEPA Planned Action Ordinance that will need to be amended or supplemented.</p>