



CITY OF SNOHOMISH

116 UNION AVENUE | SNOHOMISH, WASHINGTON 98290 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

March 25, 2025

BUSINESS NAME
ADDRESS LINE 1
ADDRESS LINE 2

This letter is to inform you that at the Tuesday, December 3, 2024, regular meeting of the Snohomish City Council, the Council voted to disestablish the original Parking and Business Improvement Area (PBIA) that was established in 2003 and to establish a new PBIA in the Historic Business District.

While the boundaries of the PBIA remain the same, there are several important updates:

- **New annual billing cycle.** Businesses were previously billed upon activation of their City of Snohomish business license endorsement. Starting in 2026, all businesses will be billed during the same annual billing cycle each January. (PBIA billing was delayed this year as an amendment to the 2025 Master Fee Schedule by City Council was required.)
- **New assessment fee.** PBIA fees were previously based on business type and square footage. Going forward, all businesses will be assessed a flat fee of \$150 annually (see enclosed invoice). This figure was calculated based on the average assessed fee under the previous PBIA ordinance.
- **Hardship clause.** The new ordinance establishes an appeal process for businesses for whom the PBIA is unduly burdensome (see <https://snohomish.municipal.codes/SMC/5.04.120>).
- **Clarified exemptions.** The new ordinance adds sole proprietors or self-employed individuals (as defined by RCW 48.43.005) operating within another physical business location (such as salon technicians, tattoo artists, and realtors who are not the primary tenant of that location) from the PBIA fee.

For more information, please refer to Snohomish Municipal Code Chapter 5.04 (Parking and Business Improvement Area: <https://snohomish.municipal.codes/SMC/5.04>) or contact me directly.

The City of Snohomish has also signed a new memorandum of understanding (MOU) with the Historic Downtown Snohomish Association (HDSA), the Program Manager for PBIA funds. Please see the enclosed MOU for more information about the roles and responsibilities of both the City and HDSA. You can also see a summary of PBIA benefits on the HDSA website: <https://www.historicdowntownsnohomish.org/hdsa-membership-plans>).

This letter is being sent to all businesses with a location address within the Historic Business District. If you are no longer doing business in the Historic Business District or Snohomish and

you wish to change or cancel your business license, please contact the Washington State Department of Revenue (<https://dor.wa.gov/>).

If you have any questions or concerns, please feel free to contact me. Thank you for doing business in Snohomish!

Sincerely,

A handwritten signature in black ink, appearing to read "Shari Ireton", with a stylized flourish at the end.

Shari Ireton
Director of Community Engagement and Strategic Initiatives
ireton@snohomishwa.gov