



AGENDA

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SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, February 24, 2020
5:45 p.m.

Conference Room 303 · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Seattle Councilmember Debora Juarez

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, February 24, 2020
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Approving Minutes of Regular Meeting of December 9, 2019	<u>7a1-1</u>	
Approving Minutes of Regular Meeting of January 6, 2020	<u>7a2-1</u>	
Approving Minutes of Regular Meeting of January 13, 2020	<u>7a3-1</u>	
(b) Approving Expenses and Payroll as of February 7, 2020 in the Amount of \$19,045,243.61	<u>7b-1</u>	
(c) Adopting the 2020 Federal Legislative Priorities	<u>7c-1</u>	
(d) Authorizing the City Manager to Enter into a Participating Membership with Sourcewell Cooperative Purchasing Agreement	<u>7d-1</u>	
(e) Authorizing the City Manager to Execute a Contract with Community Attributes, Inc. in the Amount of \$94,000 for Creation of a Housing Action Plan	<u>7e-1</u>	

- (f) Authorizing the City Manager to Execute a Contract with TCF Architecture, PLLC in the Amount of \$407,687 for Design of City Maintenance Facilities at the Brightwater Site 7f-1

8. ACTION ITEMS

- (a) Adopting Ordinance No. 882 Amendments to Master Development Plan and Special Use Permit Decision Criteria 8a-1 7:20
- (b) Appointing the 2020 Members to the Planning Commission and Shoreline Landmarks and Heritage Commission 8b-1 7:30

9. STUDY ITEMS

- (a) Discussing Neighborhood Traffic Safety Program Policy Revisions 9a-1 7:40

10. ADJOURNMENT 8:10

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

SHORELINE CITY COUNCIL CLOSED SESSION

Monday, February 24, 2020
8:10 p.m. (Estimated Time)

Conference Room 104 · Shoreline City Hall
17500 Midvale Avenue North

CLOSED SESSION PURSUANT TO RCW 42.30.140(4)(b) – Discussing Collective Bargaining

Per 42.30.140(4)(b) Council may hold a closed session to plan or adopt a strategy or position to be taken by the City Council during the course of any collective bargaining.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, December 9, 2019
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor McConnell, Councilmembers Scully, McGlashan, Chang, Robertson, and Roberts

ABSENT: None.

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Hall who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Hall led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events and welcomed student representatives of the Shoreline School District Gay Straight Alliance (GSA) who provided an update on the needs of their community and presented a check to the City of Shoreline, sharing the hope of fostering a partnership with the City. They communicated details on their proposal for a community resource night.

4. COUNCIL REPORTS

Deputy Mayor McConnell reported that at the SeaShore Transportation Forum meeting there was a presentation from the Puget Sound Clean Air Transportation Electrification Board and that regionally, Shoreline is ahead of the curve. She said she learned a lot about resources for electrical vehicles and mentioned some upcoming meeting plans.

Councilmember Chang said that at the last King County Regional Transit Committee Meeting they discussed adopting the Mobility Framework, which is a document that describes how Metro will incorporate innovation, develop workforce, and prioritize service. She said the Mobility Framework was adopted by the Committee, which means that as Metro works on its long range planning and service guidelines, attention to equity will be an integral part of how they look at all of their programs.

Mayor Hall noted that the Council of Neighborhoods in Shoreline meet monthly, and tonight they had a joint Dinner Meeting with the City Council. He thanked the Council of Neighborhoods for their contributions and said that one of the things that makes this City such a great place to live is the engaged community.

5. PUBLIC COMMENT

Councilmember Roberts moved to suspend Council Rules to extend the Public Comment period so that all 18 speakers signed up would have the opportunity to speak for two minutes. The motion was seconded by Deputy Mayor McConnell, and passed unanimously, 7-0.

Councilmember Chang left the meeting at 7:15 p.m. Mayor Hall noted that her departure was because she has recused herself from participation in the Action item.

Tom Poitras, Shoreline resident, spoke in opposition of proposed Comprehensive Plan Amendments Nos. 1 and 3. He referenced some comments from Councilmembers' past discussions on the amendments and shared his opinions on their validity.

Brian Ellsworth, Shoreline resident, said he was surprised to see that proposed Comprehensive Plan Amendment No. 1 is still under discussion. He shared his long history in the neighborhood and said he does not understand why the area should be changed to accommodate a business owner that is in noncompliance.

John McCoy, Shoreline resident, said if proposed Comprehensive Plan Amendment No. 3 passes, he thinks property taxes will increase. He asked the Council to wait on this decision and talk to the voters before making changes that will impact residents financially and permanently change what types of businesses will be next to family homes. He said people in the City do not want this rezoning.

Duana Kolouskva, Shoreline resident, spoke on behalf of Irons Brothers Construction in support of proposed Comprehensive Plan Amendments Nos. 1 and 3. She urged the Council to adopt Amendment No. 1 and shared reasons why it would be in accordance with Council and City goals. She described the Docket amendment process as the appropriate and legal way for Council to consider these issues.

Joseph Irons, Shoreline resident and Irons Brothers Construction owner, spoke in support of all three proposed Comprehensive Plan Amendments. He pointed out that Amendment No. 1 has no potential cost impact to the City and said approving it would allow his business to continue to operate as it has been. He reviewed the timeline of the process and shared reasons why the Council should support it.

Venetia Irons, Shoreline resident and daughter of Joseph and Melissa Irons, stated that she sees no harm in expanding community businesses and asked the Council to approve proposed Comprehensive Plan Amendment No. 1.

Melissa Irons, Shoreline resident and Irons Brothers Construction owner, said she appreciates the questions asked by the Council and that she believes if the Planning Commission and City staff had researched questions like those asked by Council their recommendation would have been different. She asked the Council to consider and act consistently with the City's Vision 2029 Goals and make a decision to support small business and invest in the community. She urged the Council to support Amendment No. 1.

Lee Keim, Shoreline resident, spoke to her work toward bringing proposed Amendment No. 2 before Council and shared the various ways the youth in the community have been involved. She said the people of the City support it and asked Council to let Shoreline be a model for the region in addressing the climate crisis by supporting the amendment.

Bill Dwyer, Shoreline resident, asked the Council to support proposed Amendment No. 2. He said he questions how the City will act on this issue in a meaningful way in time to make change. He spoke to his activities in Shoreline's Emergency Management realm and said the time to plan for a disaster is before the disaster happens.

Mark Rettmann, Shoreline resident, spoke in opposition of proposed Comprehensive Plan Amendments Nos. 1 and 3 on behalf of Save Shoreline Neighborhoods. He thanked the City staff and Planning Commission for the review given to both amendments and said if the Council votes for the amendments they are ignoring the analysis, recommendations, decision criteria, goals and policies of the Comprehensive Plan, and the public opinion against the amendments.

Yoshiko Saheki, Shoreline resident, urged the Council to follow the recommendation of the Planning Commission to deny proposed Comprehensive Plan Amendments Nos. 1 and 3. She said there are plenty of available properties zoned as Community Business that allow personal residences in the area, and said the Council should fix this before creating new Community Business zones. She said the approval of Amendment No. 1 would create an even messier zoning scenario than what is currently in place. She said she is perplexed as to why the City does not enforce existing codes.

Kathleen Russell, Shoreline resident, reflected on the recent removal of trees along I-5 and 5th Avenue NE because of Light Rail work and said there is a new concern of mature trees being removed on Dayton Avenue in conjunction with expansion of the Washington State Department of Transportation (WSDOT) and Department of Ecology's offices. She described the proposed changes to the right-of-way and said Save Shoreline Trees is a group of concerned Shoreline residents asking the City to reconsider the permit requirements for construction on the WSDOT property. She asked for Council's support in preserving the trees.

Eric Hamako, Shoreline resident, spoke as President of the Shoreline Community College (SCC) Federation of Teachers Union. He expressed concerns about the college's leadership and financial management and described the changes made at the college as neglectful. He said the college is preparing to lay off workers and cut programs that serve students and the community although still continuing with construction. He asked the Council to seriously weigh the impact of construction before approving permits for the college.

Nikki Honey, Bothell resident and SCC employee, expressed concern about the building project at the Health Sciences Advance Manufacturing Classroom Complex on campus. She stated that the original project design has been changed and now calls for demolition of the dental hygiene clinic with no plans to relocate it. She said the clinic serves thousands of Shoreline residents and provides affordable access to care. She asked the Council to carefully consider the permit application for this project and delay the demolition of the clinic until a plan to relocate the clinic has been identified.

Katie Fleming, Lynnwood resident and dental hygiene professor at SCC, asked for Council's help in delaying granting permits for the demolition of the dental hygiene clinic until the college administration makes a plan for its relocation and suggested any permitting fees incurred for the delay be waived by the City. She stated that SCC is considering eliminating programs because the administration has mismanaged the budget, and she feels eliminating programs will worsen the decline in enrollment.

Leah Royal, Edmonds resident and SCC student; and Dina, SeaTac resident and SCC student, spoke as representatives of SCC's dental hygiene program. They expressed their concerns that there is no space allocated for the clinic for next year and explained how the situation is impacting the students and faculty. They asked for the Council's support in saving the program.

Kristi Magee, Shoreline resident, voiced concern with development in Shoreline. She said the review of applications does not seem to be happening with a global perspective on the impacts to the City, specifically in regards to tree removal. She said the proposed tree removal on Dayton Avenue and North 160th Street is devastating and will have a negative impact to the City.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember McGlashan and seconded by Councilmember Scully and unanimously carried, 6-0, the following Consent Calendar items were approved:

- (a) Approving Minutes of Regular Meeting of November 4, 2019
Approving Minutes of Workshop Dinner Meeting of November 25, 2019**
- (b) Approving Expenses and Payroll as of November 22, 2019 in the Amount of
\$3,736,380.23**

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
10/20/19-11/2/19	11/8/2019	88101-88360	16776-16798	76735-73740	\$727,335.33
Prior period void/reissue			16741/16799		\$0.00
11/3/19-11/16/19	11/22/2019	88361-88619	16800-16820	76829-76836	\$930,578.69
					\$1,657,914.00

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
10/21/2019	1154	\$36,385.63
		\$36,385.63

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/14/2019	76685	76709	\$205,081.75
11/14/2019	76710	76716	\$669.00
11/14/2019	76717	76725	\$61,765.83
11/14/2019	76726	76732	\$2,196.13
11/14/2019	74450	74450	(\$22.39)
11/14/2019	76733	76734	\$2,890.35
11/19/2019	76741	76741	\$11,130.60
11/19/2019	76742	76743	\$59,465.43
11/20/2019	76730	76730	(\$150.00)
11/20/2019	76744	76778	\$215,057.00
11/21/2019	76779	76814	\$1,394,641.33
11/21/2019	76815	76819	\$646.00
11/21/2019	76820	76826	\$11,983.43
11/21/2019	76801	76801	(\$3,652.26)
11/21/2019	76827	76827	\$3,652.26
11/21/2019	76828	76828	\$76,726.00
			\$2,042,080.53

(c) Adopting the 2020 State Legislative Priorities

(d) Authorizing the City Manager to Execute an Interagency Agreement with the Department of Commerce for a \$94,000 Growth Management Services Grant Funding a Creation of a Housing Action Plan for Shoreline

- (e) Authorizing the City Manager to Execute an Amendment with The Blueline Group, LLC in the Amount of \$250,000 for Development Review Services for the Sound Transit Lynnwood Link Extension Light Rail Project**
- (f) Authorizing the City Manager to Execute a Contract Amendment with the Law Office of Sarah Roberts for Prosecution Services**
- (g) Authorizing the City Manager to Enter into the Parks Property Tax Levy Agreement with King County**

8. ACTION ITEMS

- (a) Adopting Ordinance No. 881 – 2019 Comprehensive Plan Annual Docket Amendments to the Shoreline Comprehensive Plan

Steven Szafran, Senior Planner, delivered the staff presentation. He said this is a continuation of the Council discussion on December 2, 2019, where Council asked for clarification on parts of Amendments Nos. 1 and 3, and for staff to prepare two potential motions.

Mr. Szafran said the first clarification requested by Council was regarding Amendment No. 1 and the setbacks and the attainable heights at 1510 and 1517 NE 170th Street. He displayed an image depicting transition area setbacks and stepbacks and said the highest likely height for those properties could potentially be 50 feet.

Mr. Szafran said the response to the second request for clarification, regarding Conditional Use Permit questions pertaining to Amendment No. 3, was addressed in the staff report.

Councilmember Roberts moved to adopt Ordinance No. 881. The motion was seconded by Councilmember Scully.

Councilmember Roberts recognized the work put into preparing this Docket and thanked staff and the Planning Commission. He said that while Amendment No. 2 is uncontroversial, it will require a significant amount of work for staff and the City in future planning to address climate change. He said that it is time to start making sacrifices to protect the earth.

Councilmember Scully said that one of the reasons he loves being on Shoreline's City Council is because the Council is generally of one mind when considering the core values of the City. He said the hard work toward reducing greenhouse gas emissions has just begun.

Councilmember McGlashan moved to modify the Planning Commission's recommendation to approve Amendment No. 1, changing the Comprehensive Land Use Designation and zoning for two parcels at 1510 and 1517 NE 170th Street from Medium Density Residential to Mixed-Use 2 and concurrently rezoning from Residential, 8 units/acre (R-8) to Community Business (CB). The motion was seconded by Councilmember Scully.

Deputy Mayor McConnell and Councilmembers Scully and Robertson said they do not support proposed Docket Amendment No. 1 and therefore will not be supporting Councilmember McGlashan's amendment.

Councilmember McGlashan said although he does not think the Amendment has enough Council support to get by, he thinks that it is important that the City's economic goals are to grow businesses and not cut them out. He said he would like his colleagues to consider the Amendment.

Councilmember Scully said he does not support the amendment because right now there is an existing land use conflict between commercial businesses and residential. He said the solution for him is not to move the problem one house further east. He reminded Council that they are not allowed to weigh the importance of the business to the community but are only required to assess the potential uses that this change would create and decide if it is a good idea. He added that while he is sympathetic to both sides in this situation, he is not about to create a problem that may come to fruition in the future.

Councilmember Robertson said her voting tonight will mirror the Planning Commission's recommendations. She said that as far as Amendment No. 1 goes, she feels very strongly about voting in line with how her community and neighbors feel about this Amendment. She added that regarding Amendment No. 3 she is very interested in looking at ways to bring businesses and job opportunities to the neighborhoods, but not in this instance. She said she is excited to see Amendment No. 2 moving forward.

Deputy Mayor McConnell said it is everyone's individual responsibility to help stop climate change and she is glad to be part of a Council that supports addressing environmental issues. She said she has grappled with Amendments Nos. 1 and 3, and ultimately decided the Community Business component in Amendment No. 1 is a big jump that she cannot support, and her vote will be in support of the community.

Mayor Hall said that there are many perspectives to any issues. He expressed appreciation for the compatibility concerns within zoning and said this amendment would move the boundary 70 feet. He said that the vast majority of owners want to be good neighbors. He said he recognizes the impact some people would feel from this but expanding commercial business opportunities is something he supports.

The motion failed, 2-4, with Mayor Hall and Councilmember McGlashan voting in favor.

Councilmember Roberts moved to modify the Planning Commission's recommendation and approve Amendment No. 3, adding Professional Offices to the Comprehensive Plan Land Use Policy LU-2. The motion was seconded by Councilmember McGlashan.

Councilmembers Roberts, Scully, McGlashan said they would be supporting the Amendment.

Councilmember Roberts said that there are many permissible uses on the current use table, and professional office is a less intensive designation than some that are already permitted and is consistent with the City Vision and Goals.

Councilmember Scully highlighted that the Land Use Code is changed through the Comprehensive Plan Docketing process. He agreed that there is not a significant difference in the businesses already allowed in R-8 and R-6 zones versus what is allowed under the professional office use. He said that staff reported conditional use permits can be revoked, so he is hoping that Amendment 3 would give people who want to operate a business in a residential zone the opportunity to present a plan to the City that is reviewed against criteria and that they have to follow. He drew attention to the variety of illogical distinctions for operating a business in a residential zone that Council should be removing as long as safeguards are in place to ensure businesses remain good neighbors.

Councilmember McGlashan agreed with Councilmembers Roberts and Scully and emphasized what a small percentage of properties would be affected by this change.

Deputy Mayor McConnell said on one level she is happy it looks likely the amendment will pass, but as a Councilmember she did not appreciate having to sort out the emotional components from both sides and with the pressure of changing zoning on a property that is not in compliance. She said this is a decent enough compromise for the situation at hand.

Mayor Hall said he both agrees that this is the process in which laws change and with the long-term picture this amendment will achieve.

The motion passed, 4-2, with Deputy Mayor McConnell and Councilmember Robertson voting against it.

Mayor Hall thanked the community for all of the comments and input from the Community in this Comprehensive Plan Docket Amendment process.

The vote on the main motion as amended passed unanimously, 6-0.

9. ADJOURNMENT

At 8:17 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, January 6, 2020
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor Scully, Councilmembers McConnell, McGlashan, Chang, Robertson, and Roberts

ABSENT: None.

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Jessica Simulcik Smith, City Clerk.

- (a) Oath of Office Ceremony for Newly Elected City Councilmembers, performed by Shoreline District Court Judge Marcine Anderson

The Honorable Judge Marcine Anderson performed the swearing in ceremony for the following Councilmembers:

- Council Position No. 2 - Keith Scully
- Council Position No. 4 - Doris McConnell
- Council Position No. 6 - Betsy Robertson

2. FLAG SALUTE/ROLL CALL

Ms. Simulcik Smith led the flag salute and called the roll. All Councilmembers were present.

- (a) Election of Mayor and Deputy Mayor

Ms. Simulcik Smith summarized the rules and procedures for electing City Council Officers and opened the floor for nominations for Mayor. Councilmember McGlashan nominated Councilmember Hall, and Councilmember Chang nominated Councilmember Scully. As there were no other nominations, Ms. Simulcik Smith declared the nominations closed.

Councilmember Hall received 5 affirmative votes, and Ms. Simulcik Smith declared him elected Mayor.

Mayor Hall opened the floor for nominations for Deputy Mayor. Councilmember McGlashan nominated Councilmember Scully, and Councilmember Roberts nominated Councilmember Chang. As there were no other nominations, Mayor Hall declared the nominations closed. Councilmember Scully received 6 affirmative votes, and Mayor Hall declared him elected Deputy Mayor.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Councilmember Roberts said that he and Councilmember McConnell participated on the Association of Washington Cities Federal Legislative Committee and that basic legislative priorities were adopted at the recent meeting. He said they also talked about new ways to engage with Federal delegations.

Councilmember McGlashan reported that at the Sound Transit meeting they discussed the north extension from Lynnwood to Everett. He said he learned that Sound Transit plans to proceed with the expansion as planned, even in the aftermath of the passage of State Initiative 976.

5. PUBLIC COMMENT

Jan Buchanan, Shoreline resident, spoke regarding frontage requirements for the Washington State Department of Transportation (WSDOT) building project on Dayton Avenue North. She said that 133 trees are scheduled for removal and the neighborhood would like the City to require the redesign to be built around the trees. She said the expectation is that the City will act in compliance with its own strategic plans and gave examples of how that would look.

Janet Way, Shoreline resident and representative of the Shoreline Preservation Society, said that the WSDOT current design plan will result in a terrible outcome of lost trees. She referenced portions of the City's Climate Action Plan that support tree retention, and said when sidewalks come into conflict with the urban forest the City should consider alternatives to prevent tree loss.

Barbara Brandtt, Shoreline resident, said she became involved with Save Shoreline Trees when she learned that the WSDOT project would involve tree removal to accommodate sidewalks. She said the 200 letters written by the community to the City opposing the tree removal indicates that Shoreline residents have reached a tipping point in sacrificing nature for development. The loss of trees affects the health of the residents and the planet.

Dan Keusal, Seattle resident, advocated for the trees at risk of removal for the WSDOT project on Dayton Avenue. He read excerpts of an article he wrote on trees based on his professional observations and urged Council to consider their importance.

Kathleen Russell, Shoreline resident, said Shoreline became a Tree City in 2012 and she reviewed the City's Urban Forest Strategic Plan. She asked the City to be respectful of the urban forest and preserve the trees on Dayton Avenue North.

Ellie Rose, Shoreline resident, said she moved to Shoreline because of the trees. She said she is passionate about protecting established trees like those on Dayton Avenue. She asked the Council to have the vision to protect the tremendous resource trees are.

Krista Tenney, Shoreline resident, said she moved to Shoreline because of the trees. She expressed concern that the attendees only learned of the potential for significant tree removal during the noticing and neighborhood meeting. She said that it would be a significant impact to the wildlife habitat to remove the trees.

Sampson B. Awura, Shoreline resident, said he has raised his family in Shoreline and now lives in Ghana. He thanked the Council for building a beautiful city. He expressed concern for the cost of housing in Shoreline and asked the Councilmembers to come up with a solution for working people to be able to afford living in the City.

Naomi Hillyard, Shoreline resident, said a car crashed into her backyard off of Richmond Beach Road, and reminded Council that last summer there was a fatality on the same stretch of road. She shared details of the impact of the accidents and asked the Council to start the process of making this road safer.

Anne Bates, Shoreline resident, said trees are living things. She shared the contributions of trees to a community and asked the City to do an environment impact statement before allowing tree removal on Dayton Avenue North.

Ruth Williams, Seattle resident, spoke on behalf of the Thornton Creek Alliance. She stated that the Alliance has concerns with the WSDOT rebuild because it raises implications for other planning that may take place in the Thornton Creek Basin. She said all alternatives should be explored to keep the number of trees removed to a minimum.

Councilmember McGlashan moved to extend the Public Comment period by ten minutes. The motion was seconded by Councilmember Chang and passed unanimously, 7-0.

Brandon Baugh, Edmonds resident, said that he attended Shoreline Community College. He asked that the City recognize that a significant number of trees have already been lost in the Picnic Point area.

Bill Turner, Shoreline resident, said that while replanting requirements are increasing the tree canopy, losing mature trees is a huge loss. He said a tree canopy is measured in two dimensions, so the City must be focused on biomass.

Nancy Cole, Seattle resident, said it would be heartbreaking if the trees on Dayton Avenue were to be cut down. She asked if the rebuild is a taxpayer funded project, if the taxpayers have been surveyed for their preferences, if there has been an Environmental Impact Statement done and what the consequences to tree removal would be.

Ms. Tarry provided information on the best way to submit public comment to the City on the topic of the WSDOT project and said there is a page on the City's website dedicated to it. She confirmed that the City is working with WSDOT to look at alternatives to minimize the number of trees removed.

Mayor Hall said the City is currently recruiting applicants to be members of the Planning Commission. He said there will be a committee appointed to review applications and asked for Council volunteers.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember Roberts and seconded by Councilmember McGlashan and unanimously carried, 7-0, the following Consent Calendar items were approved:

- (a) Approving Minutes of Workshop Dinner Meeting of December 2, 2019
Approving Minutes of Workshop Dinner Meeting of December 9, 2019**
- (b) Authorizing the City Manager to Execute an Agreement with Marshbank Construction Inc. in the Amount of \$3,063,201.66 for the Construction of the Westminster Way N and N 155th Street Intersection Improvements Project and Approve a Change Order Authorization up to an Additional \$307,000**
- (c) Authorizing the City Manager to Execute an Agreement with KBA, Inc. in the Amount of \$439,700 for Construction Management and Inspection of the Westminster Way N and N 155th Street Intersection Improvements Project**
- (d) Authorizing the City Manager to Execute an Amendment to Contract #9210 with the Blueline Group, LLC in the Amount of \$120,000 for On-Call Development Review and Construction Inspection Services**

8. ACTION ITEMS

- (a) Adopting Ordinance No. 871 – Townhouse Design Standards Development Code Amendments

Cate Lee, Associate Planner, delivered the staff presentation. She said the overarching goal of the proposed Ordinance is to yield quality townhouse developments that enhance the community and the pedestrian experience. She reviewed the project development process and gave an overview of the proposed standards.

Ms. Lee stated that there were several staff or Council proposed amendments to the Planning Commission recommendation that arose at the November 25, 2019 Council discussion and briefly recapped them. She explained that the changes fell within the categories of clerical corrections and providing accurate illustrations, updating illustrations to match code language, language amendments related to site configuration code and weather protection, and site configuration and outdoor space amendments. She described the two options of tracked motions needed to make the individual amendments, the first including the staff recommended amendments and Mayor Hall's amendments, and the second consisting of the Planning

Commission Amendment, the staff amendments, Councilmember Roberts' amendment, and Mayor Hall's amendments.

Councilmember Roberts moved adoption of Ordinance No. 871. The motion was seconded by Councilmember McGlashan.

Councilmember Roberts expressed appreciation for the work of the staff and the Planning Commission to establish the design standards to make neighborly, well thought out, townhouses. He asked for a review of the differences between the staff and Planning Commission recommendations. Ms. Lee said the two main differences are recommendations from the Planning Commission specifying changes to the site configuration requirements and to reduce the size of the weather protection area. Councilmember Roberts clarified the flowchart of the amendments provided by Ms. Lee and confirmed that weather protection could be added to either of the two options. Councilmember Roberts reflected that passing this Ordinance will get the City closer to the goals of balancing aesthetics, preservation of the environment, and providing affordable housing.

The Council generally discussed the procedure for motions to amend this Ordinance, clarifying details with Ms. Lee.

Mayor Hall agreed that finding balance between affordable housing, the environment, and good community is important. He added that having concentrated density in some areas lets us protect more trees and open spaces in other areas.

Councilmember Roberts moved to amend the Planning Commission recommendation to reflect the clerical errors and inaccurate illustrations as shown in Section A of the January 6, 2020, Staff Report. The motion was seconded by Councilmember McGlashan, and passed unanimously, 7-0.

Councilmember Roberts moved that the Planning Commission's recommendation be amended to include the four site configuration illustrations as set forth in Section B of the January 6, 2020 staff report for visual support of SMC 20.50.160(C) – Site Configuration. The motion died for lack of a second.

Deputy Mayor Scully moved that the Planning Commission's recommendation for SMC 20.50.160(C), Site Configuration, be deleted in its entirety and replaced with the following language:

- **At least 40 percent of units within a site shall be located between the front property line and a 25-foot distance from the front property line to create a "street wall" which enhances the streetscape and overall pedestrian experience.**
- **And that the "Site Configuration Illustration" as shown on Page 28 of the January 6, 2020 staff report, be included to reflect the new language for SMC 20.50.160(C).**

The motion was seconded and Deputy Mayor Scully spoke to his motion. He said the Planning Commission does an excellent job of balancing different aspects of development, but in this

instance, he does not feel their modifications would have met the Council’s design goals and that the staff recommendation more adequately meets the vision of the City.

Councilmember Roberts said that he supports this amendment because the City wants a variety of housing choices and having a vibrant streetscape is very important.

Councilmember Chang asked Ms. Lee to explain a comment submitted by the public on site configuration, and Ms. Lee said the comment referred to the Planning Commission recommendation, which would not apply if Amendment No. 14 is approved. She described the differences between the staff recommendation and the Planning Commission recommendation.

The motion passed unanimously, 7-0.

Deputy Mayor Scully moved to amend the Planning Commission’s recommendation for SMC 20.50.160 (H) Outdoor Space, to delete Subsection 1, which speaks to parcels with 9 or fewer units, in its entirety and to delete only the following language from Subsection 2 – “Parcels with ten (10) or more units” and to replace that language with “Each development” so as to read “Each Development shall comply with all of the following requirements” and to adjust the subsection numbers and lettering, both in the text and the illustrations, accordingly to reflect this amendment. The motion was seconded by Councilmember Roberts.

Deputy Mayor Scully said he moved Mayor Hall’s proposed amendment because he likes having personal outdoor space to help maintain a connection to nature.

Mayor Hall recognized that the Council has talked about wanting a variety of housing types, and that private outdoor space is desirable, and more often met in townhouses than in apartments.

Councilmember Roberts said he supports the scope of the amendment but is concerned that its language implies the “private” space will require a fence and that he feels it is written in a way that does not communicate the intent. Ms. Lee said the proposed code would provide for outdoor spaces associated with the unit, but would not require, nor prevent, developers from including fences. Councilmember Roberts asked if “private” is defined in the context of the Ordinance and Ms. Lee said no. Mayor Hall said that when he crafted the amendment he used the Planning Commission language and directed staff to look at open spaces and fences in the Light Rail Subareas and take the opportunity to finetune the code, if needed.

Councilmember McGlashan said he recognizes that having fenced private space is important to some people and he supports that desire. He said he supports the Amendment as is.

The motion passed unanimously, 7-0.

Councilmember Roberts moved that the Planning Commission’s recommendation for SMC 20.50.170(B)(1) be amended to change the required area and dimensions. The new area and dimensions should be 30 square feet, minimum width of 6 feet, and minimum depth of 4 feet. The motion was seconded by Mayor Hall.

Councilmember Roberts said he thinks the idea of having a larger covered area over a door makes a lot of sense.

Deputy Mayor Scully said that since the goal is to keep the housing affordable, it better to not require too much in the design code, and this seems like too much regulation for too little benefit. Councilmember Chang agreed that it is not necessary to make this a code requirement.

Mayor Hall said he supports the amendment, since the front porch is an important place in high density housing.

The motion failed, 3-4, with Mayor Hall and Councilmembers Roberts and Robertson voting in favor.

The main motion as amended passed unanimously, 7-0.

(b) Adopting Ordinance No. 874 – Amending SMC 3.35.150 Municipal Art Fund

John Norris, Assistant City Manager, delivered the staff report and David Francis, Public Art Coordinator, joined him. Mr. Norris shared images of public art in the City program.

Mr. Norris reviewed the background of the Municipal Art Fund and the revenue sources that contribute to it. He stated that a recent review determined that CIP revenues alone are not enough to build and sustain the Fund and shared current projections to the Municipal Art Fund and the anticipated projections should Ordinance No. 874 be adopted. Mr. Norris displayed a table of the key proposed changes to SMC 3.35.150 in the Ordinance and a list of Capital Projects from 2020-2022 that currently will contribute to the Fund, and a list of those Capital Projects from 2020-2022 that would be included with the passage of Ordinance No. 874, increasing the funding from \$116,394 to \$290,733.

Mr. Norris outlined the potential next steps if the Ordinance is adopted and stated that the PRCS/Tree Board and staff recommend adoption of Ordinance No. 874.

Councilmember McGlashan moved adoption of Ordinance No. 874, amending Shoreline Municipal Code 3.35.150 establishing the Municipal Art Fund and providing for funding from 1% of Capital Improvement Plan Funding for certain Capital Improvement Plan projects. The motion was seconded by Councilmember Robertson.

Deputy Mayor Scully and Councilmembers McGlashan, Robertson, McConnell, and Chang expressed support for the Ordinance.

Councilmember McGlashan said that this is the best route to take at this time to increase the Public Art Fund.

Councilmember Robertson said she hopes the City continues to look at funding options to support the program, since the community cares deeply for art.

Councilmember Chang said that while she was hesitant to support this Ordinance because of the hard financial decisions coming up with the passage of state Initiative 976 (I-976), she recognizes the necessity of it. She asked what ‘subject to potential changes by Council’ meant as stated in the staff report and asked what considerations would go into any changes. Mr. Norris replied that it is subject to Council review and there is no restrictive criteria in the code.

Deputy Mayor Scully said this Ordinance is a longer term fix and hopefully the impacts of I-976 are a short term funding problem.

Councilmember Roberts moved to postpone adoption of Ordinance No. 874 to March 23, 2020. The motion was seconded by Mayor Hall.

Councilmember Roberts reaffirmed that this decision needs to be made in context with the other funding needs in the City, and the Council has an obligation to think about the budget in total. He said the upcoming Council Strategic Planning Workshop would allow time for a fuller discussion on funding impacts related to I-976.

Mayor Hall said he is very proud of Shoreline’s Public Art Program. He said the City is moving in a positive direction but recognized that there is always more that we would like to do than we can. He said by and large, financial policy decisions are made comprehensively with the Budget and the Capital Improvement Plan (CIP). He said he would like to support this, but without looking at the overall CIP and the impacts on the budget, he is not comfortable shifting money, so he would rather delay the vote until there has been time for further discussion.

Deputy Mayor Scully and Councilmember McGlashan expressed support for voting on the Ordinance tonight.

Councilmember McGlashan said he agrees the funding source should be a part of the conversation moving forward, but that should not keep the Council from adopting the Ordinance tonight. Deputy Mayor Scully said as part of the larger conversation they could discuss a totally different funding stream for art, and he does not mind revisiting this but he does not want to wait.

The motion failed 3-4, with Mayor Hall and Councilmembers Roberts and Chang voting in favor.

At 8:50 p.m. the Council recessed to allow staff time to draft amendment language as requested by Councilmember Roberts. The meeting reconvened at 9:02 p.m.

Councilmember Roberts moved to amend Ordinance No. 874 and SMC 3.35.150(B) to add to the first sentence, after the Major Maintenance: “Utility, or Enterprise Funds or other restricted funds”. The motion was seconded by Councilmember Chang.

Mayor Hall restated the motion to clarify that **SMC 3.35.150(B)** would be modified to read “Each capital project included in the adopted Capital Improvement Program, except for projects in the City Facilities - Major Maintenance, Utility, or Enterprise Funds or other restricted funds,

shall appropriate one percent (1%) of the Construction Project Phase budget for that project and shall display this budgeted amount as Public Art Plan Funding. If the City Council determines that the public interest would be better served, the Council may increase, reduce, or eliminate this appropriation". Mr. Norris clarified the adjustments to the Amendment as proposed by the motion language was to exclude additional funds from having to contribute to the 1%. Ms. Tarry confirmed Councilmember Roberts' intent in the amendment.

Deputy Mayor Scully said he will oppose the amendment because he believes if you have a significant public expenditure it should include the opportunity to incorporate artistic expression into otherwise utilitarian projects. Councilmember Roberts responded that this amendment would restrict the use of some funds to provide art for the projects by which they were funded.

Councilmember McConnell asked for the Councilmembers to share rationale for this amendment.

Councilmember Chang said in looking at the list of Capital Projects that were listed under the Surface Water section, the amendment seems reasonable and she is concerned with increasing the cost of projects.

Councilmember Robertson said by including the option for Council discretion for individual projects it allows for opportunity for adjustments. She said she feels that there is some conflicting understanding to the amendment language, so she opposes the amendment.

Councilmember McGlashan reminded Council that art comes in many forms, and there are creative ways to incorporate art in utility projects.

The motion failed 3-4, with Mayor Hall and Councilmembers Chang and Roberts voting in favor.

The main motion passed 4-3, with Mayor Hall, and Councilmembers Chang and Roberts voting against it.

9. STUDY ITEMS

- (a) Discussing Resolution No. 451 - Amending Resolution No. 432 Recreation Program Refund Policies and Procedures

Mary Reidy, Recreation Superintendent, delivered the staff presentation. Ms. Reidy explained that the amendments are examples of the continuous improvement to the Recreation Program. She explained that the purpose of the Resolution is to update the 2020 Summer Camp payment plan registration option and incorporate changes necessary for payment plan implementation. She reviewed the history of the Policy and its amendments.

Ms. Reidy explained that adding a payment plan option for summer camps would increase equity in access to the programs and she outlined the impacts on the refund policy. She said staff

recommends adoption of the Resolution when it returns to Council on January 27, 2020 as a Consent Item.

Councilmember McGlashan confirmed that even with the payment plans, everyone is fully paid before the camps begin.

Councilmember McConnell said this is a great adjustment for families, and she appreciates the attention to equity.

Councilmember Robertson commended the Parks Department for this positive adjustment to programming and for continuing to evolve to meet the needs of the community.

The Council agreed that this would return as a Consent Item.

10. EXECUTIVE SESSION: Property Acquisition - RCW 42.30.110(1)(b) and Litigation - RCW 42.30.110(1)(i)

At 9:25 p.m., Mayor Hall recessed into Executive Session for a period of 20 minutes as authorized by RCW 42.30.110(1)(b) and RCW 42.30.110(1)(i) to discuss with legal counsel matters relating to property acquisition and litigation and stated Council will potentially take final action following the Executive Session. Staff attending the Executive Session included Debbie Tarry, City Manager; John Norris, Assistant City Manager; and Margaret King, City Attorney. The Executive Session ended at 9:47 p.m.

Deputy Mayor Scully moved to discontinue with acquisition of the property identified in Ordinance No. 835 and terminate authorization granting the City Manager and the City Attorney in Ordinance No. 835. The motion died for lack of a second.

11. ADJOURNMENT

At 9:48 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF REGULAR MEETING

Monday, January 13, 2020
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor Scully, Councilmembers McConnell, McGlashan, Chang, Robertson, and Roberts

ABSENT: None.

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Hall who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Hall led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

(a) Proclaiming Dr. Martin Luther King Jr. Day

Mayor Hall read a proclamation declaring January 20, 2020 as Martin Luther King Jr. Day in the City of Shoreline. Makayla Weary, Makias (Mickie) Demeke, and Christina Kassa; Representatives of Shorecrest High School's Black Student Union accepted the proclamation. Ms. Weary shared a reflection on her challenges growing up in a predominantly White community and her work as an agent of change. She emphasized the importance of positive representation. Mr. Demeke shared his experience of being a Black youth in Shoreline schools and the associated struggles within the educational system and asked educators to establish and uphold equal expectations for all students. Ms. Kassa spoke to the strong bond Black students need in predominantly White schools and praised Ms. Weary's advocacy in creating a Step Dance Club at the school. She said the Shorecrest Black Student Union unites students of color.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Mayor Hall thanked the Councilmembers for the work that they do on behalf of Shoreline and reported on Council appointments to outside committees:

- SeaShore Transportation Forum: Councilmember McConnell (McGlashan, alternate)

- Puget Sound Regional Council Transit Oriented Development Advisory Committee: Councilmember Chang (Hall, alternate)
- Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Partners Committee: Deputy Mayor Scully
- Sound Cities Association Public Issues Committee: Councilmember Roberts (alternate to be appointed)
- Council Subcommittee to review Planning Commissioner applications: Mayor Hall, Deputy Mayor Scully, and Councilmember Robertson

5. PUBLIC COMMENT

Kathleen Russell, Shoreline resident and representative of Save Shoreline Trees, spoke on behalf of the trees on Dayton Avenue North, and North 160th and North 155th streets. She shared options for preserving the trees as part of the construction scheduled in the area.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember McGlashan and seconded by Councilmember McConnell and unanimously carried, 7-0, the following Consent Calendar items were approved:

(a) Approving Expenses and Payroll as of December 27, 2019 in the Amount of \$5,187,651.76

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
11/17/19-11/30/19	12/6/2019	88620-88882	16821-16840	77014-77019	\$718,627.66
Prior period void/reissue			16811/16841		\$0.00
12/1/19-12/14/19	12/20/2019	88883-89145	16842-16861	77217-77224	\$927,810.45
					\$1,646,438.11

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
12/24/2019	1155	\$13,088.62
		\$13,088.62

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid

12/3/2019	76837	76837	\$20,805.80
12/4/2019	76838	76876	\$924,425.22
12/4/2019	76877	76944	\$780.03
12/5/2019	76945	76955	\$34,364.89
12/5/2019	76956	76986	\$48,605.93
12/5/2019	76987	76994	\$1,616.05
12/11/2019	76995	77001	\$16,108.69
12/11/2019	77002	77012	\$64,913.66
12/12/2019	77013	77013	\$2,590.00
12/18/2019	77020	77047	\$403,852.88
12/18/2019	77048	77071	\$144,109.63
12/18/2019	77072	77123	\$1,130,629.84
12/18/2019	77124	77145	\$1,198.39
12/18/2019	77146	77146	\$7,831.32
12/18/2019	77147	77148	\$57,194.39
12/20/2019	77149	77149	\$1,352.02
12/24/2019	77150	77182	\$340,422.08
12/24/2019	77183	77212	\$303,835.43
12/24/2019	77213	77216	\$23,488.78
			\$3,528,125.03

(b) Authorizing the City Manager to Enter into an Interlocal Agreement with the U.S. Department of Justice for Participation in the Organized Crime Drug Enforcement Task Forces Program

(c) Adopting Resolution No. 450 - Approving Transfer of Telecommunications Franchise from Electric Lightwave, LLC to Zayo Group, LLC

(d) Authorizing the City Manager to Execute a Professional Services Contract with Consolidated Press LLC in an Amount Not to Exceed \$135,000 for Printing and Mailing of the Recreation Guide

8. ACTION ITEMS

- (a) Adopting Ordinance No. 877 – Amending Ordinance No. 829 Limited Tax General Obligation Bond Anticipation Notes

Sara Lane, Administrative Services Director, delivered the staff presentation. She explained that Ordinance No. 877 is the second amendment to Ordinance No. 829, and the only change to it is the extension of the delegation authority period that would allow the City Manager to issue bond anticipation notes through December 2020. She said the extension is necessary due to delays in closing the associated property purchases. Ms. Lane described the costs associated and said in order to discuss and adopt the Ordinance tonight the Council would need to waive Council Rule 3.5B and allow public comment following the staff report.

Mayor Hall opened the public comment period. Seeing no public comment, Mayor Hall closed the public comment period.

Councilmember Robertson moved to adopt Ordinance No. 877 and waive Council Rule 3.5B requiring a second reading of proposed Ordinance No. 877. The motion was seconded by Councilmember Chang.

Mayor Hall and Councilmembers Robertson, Chang, Roberts, and McConnell expressed support for the Ordinance.

Councilmember Robertson said she would like to see the Council continue to have conversation about the future of the property and that this extension ensures that the City is able to do so. She asked if purchasing the land guarantees that the City will build a new Aquatics, Recreation and Community Center there. Ms. Lane said no, but the Council has indicated that it is the preferred site for such a facility, so it guarantees the land being available to the City. Councilmember Robertson asked if acquisition of the Storage Court property would mean the current users would need to move immediately, and Ms. Lane said no, the City's intent is that the property would continue to operate as a storage facility until official action is taken to move forward with construction. Councilmember Robertson asked for details regarding the potential revenue generation, wondering if the cost of a project at that site could potentially be reduced since the revenue from the property is ultimately reserved to lower the final principal payment. Ms. Lane said yes, the property acquisition costs would be offset by the revenue.

Councilmember McGlashan confirmed that the City would hire a property management company to run the Storage Court.

Deputy Mayor Scully said he does not support this Ordinance. He noted that at last week's meeting he introduced a motion to stop the process of acquiring the parcel but it died for lack of a second. He said he remains committed to building an aquatic facility and making parks improvements, however, he is troubled that the City is buying a business without a plan in place or a funding mechanism to use it. He said there are good reasons to do this as a business proposition, but as a government he does not like the idea of acquiring property before there is a definite use for it down the road. He concluded that although he suspects it is an economically wise choice, assuming an aquatics center is eventually built, he is not comfortable as a government official using government funds in this manner.

Councilmember Chang said it has been a lot of work to get to this point, and the Ordinance leaves the City with options. It is hard to find a parcel this size.

Councilmember Roberts said he is happy to see the Ordinance moving forward because it reflects the vision of the community. He said that by choosing the existing site for City Hall it limited the options for creation of a grand civic space connected with a town center, helping to build a sense of place and stitching downtown together.

Councilmember McConnell said that based on her experience in the real estate market she is very confident that this is a prudent investment. She added that she wants the people who did not support Proposition 1 to know that the Council is trying to be proactive in acquiring a piece of property that is in Town Center. Whether the property is used for a Community and Aquatics Center or not, it will belong to the City and allow the City control of future use of the space.

Finally, she added that siting a Community and Aquatics Center on the School District property would mean the City would not have full control of the property.

Mayor Hall clarified that the vote tonight is a financial action regarding funding and the Council issued authorization to purchase the site last year. He said that although other sites were looked at, the community preference is for this site so he will be supporting the action to secure financing.

The motion passed, 6-1, with Deputy Mayor Scully voting against it.

9. STUDY ITEMS

- (a) Discussing Ordinance No. 880 - Amending the Shoreline Municipal Code to Modify Any and All Masculine or Feminine Language to Gender-Neutral Nouns and Pronouns

Jessica Simulcik Smith, City Clerk, delivered the staff presentation. Ms. Simulcik Smith said gender specific words contribute to gender biases and are exclusionary, requiring people to prescribe to either the male or female gender. She gave a historical overview of the evolution of ordinance language moving from male, to male and female references, and said there is growing awareness that to ensure inclusivity, language needs to evolve.

Ms. Simulcik Smith described the gender references in the Shoreline Municipal Code and displayed examples. She said this policy change would require all ordinances and resolutions to be drafted with gender neutral terms and would give authority to the City's codifier to replace gendered terms currently in the SMC with gender-neutral ones, as well as to edit any future adopted ordinances that contain gendered terms inadvertently.

She shared the clarifying edits staff is proposing to the Ordinance submitted to Council and said this Ordinance supports City Council Goal No. 4, expanding the City's focus on equity and inclusion.

Councilmember Roberts thanked staff for introducing this Ordinance. He said it is exciting to see how City staff are implementing actions to support the Council Goal and that he looks forward to taking the Ordinance to the National League of Cities Race, Equity and Leadership Council as an example of how cities can make Code inclusive.

It was agreed that the Ordinance should return as a consent item on January 27, 2020.

10. ADJOURNMENT

At 7:43 p.m., Mayor Hall declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Expenses and Payroll as of February 7, 2020
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara S. Lane, Administrative Services Director

EXECUTIVE / COUNCIL SUMMARY

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$19,045,243.61 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
1/12/20-1/25/20	1/31/2020	89682-89935	16910-16926	77738-77743	\$910,153.53
Q4 2019 L&I	1/31/2020			77664	\$59,603.34
Q4 2019 ESD	1/31/2020			77665	\$14,553.24
					<u>\$984,310.11</u>

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
1/27/2020	1156	\$6,884.58
2/6/2020	1157	\$16,996,939.64
		<u>\$17,003,824.22</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/29/2020	77615	77616	\$23,500.00
1/29/2020	77617	77625	\$145,955.61
1/29/2020	77626	77637	\$175,810.07

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/29/2020	77638	77646	\$107,134.64
1/29/2020	77647	77662	\$96,852.46
1/31/2020	77663	77663	\$4,930.60
2/5/2020	77666	77677	\$337,666.12
2/5/2020	77678	77684	\$11,285.17
2/5/2020	77685	77693	\$45,702.41
2/5/2020	77694	77707	\$805.00
2/5/2020	77708	77715	\$21,680.02
2/5/2020	77716	77732	\$85,404.56
2/5/2020	77733	77736	\$382.62
2/5/2020	75932	75932	(\$2,228.58)
2/5/2020	77737	77737	\$2,228.58
			<u>\$1,057,109.28</u>

Approved By: City Manager **DT**

City Attorney **MK**

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting the 2020 Federal Legislative Priorities		
DEPARTMENT:	City Manager's Office		
PRESENTED BY:	Jim Hammond, Intergovernmental Program Manager		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

Staff has drafted proposed 2020 Federal Legislative Priorities ("Priorities") for the City's upcoming advocacy efforts in Washington, DC. For 2020, staff proposes a continued focus on funding policies that support investments in the NE 145th Street Corridor and the associated I-5 Interchange.

The City has long prioritized the success of the Shoreline South/145th light rail station as an overarching goal that supports the full range of City goals for the 145th Corridor. With Sound Transit's success in finally attaining full federal funding for Lynnwood Link, City policy more directly focuses on the interchange replacement, a pedestrian overpass serving the light rail station and redevelopment of the station area for housing and economic development. These identified federal priorities are complementary with state and regional priorities, ensuring that the City's key messages are clear and consistent across all audiences. In addition, the proposed priorities encourage Congress to tackle pressing federal challenges that line up with the community's values, such as sustainability, addressing climate change, the enhancement of community and economic development, and other important social goals

At its February 10th meeting, the City Council reviewed and discussed the proposed Priorities. Tonight, Council is scheduled to adopt the 2020 Federal Legislative Priorities.

RESOURCES/FINANCIAL IMPACT:

This item has no direct financial impact.

RECOMMENDATION

Staff recommends that the City Council adopt the 2020 Federal Legislative Priorities.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The City has long prioritized the success of the Shoreline South/145th light rail station as an overarching goal that supports the full range of City goals for the 145th Corridor. With Sound Transit's success in finally attaining full federal funding for Lynnwood Link, City policy more directly focuses on the interchange replacement, a pedestrian overpass serving the light rail station and redevelopment of the station area for housing and economic development. These identified federal priorities are complementary with state and regional priorities, ensuring that the City's key messages are clear and consistent across all audiences. In addition, the priorities would encourage Congress to tackle pressing federal challenges that line up with the community's values, such as sustainability, addressing climate change, the enhancement of community and economic development, and other important social goals.

DISCUSSION

At its November 25th meeting, the City Council reviewed and discussed the proposed 2020 Federal Legislative Priorities, which are attached to this staff report as Attachment A. The staff report for this February 10th Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport021020-9c.pdf>.

Council was supportive of the Federal Priorities as drafted and did not propose any changes to the proposed Priorities. Council directed staff to bring the 2020 Federal Legislative Priorities back to Council for adoption tonight.

RESOURCES/FINANCIAL IMPACT

This item has no direct financial impact.

RECOMMENDATION

Staff recommends that the City Council adopt the 2020 Federal Legislative Priorities.

ATTACHMENTS

Attachment A: 2020 Federal Legislative Priorities



2020 Shoreline Federal Legislative Priorities

Shoreline-specific local needs:

Federal support to complete the infrastructure improvements on SR 523 (145th Ave N) from Corliss Ave. to SR 522 connecting the Shoreline South/145th Link Light Rail Station at I-5, scheduled to open in 2024.

- Continued support for a BUILD grant for the Interchange at I-5 and 145th, including changes to the BUILD program that would set aside money for medium-sized cities.
- Elevating the need for federal, regional and state funding support for to complete this project.
- Supporting funding efforts for a non-motorized bridge spanning I-5 that will connect newly upzoned neighborhoods with affordable housing requirements to the Shoreline South/145th Light Rail Station.

Reauthorization of the Fixing America's Surface Transportation (FAST) Act with the following priorities:

- Permanent authorization of the BUILD Grant Program.
- Designating a portion of BUILD Grant funding to medium sized cities with a population between 10,000 and 75,000 akin to the rural community set aside.
- Increasing the funding allocation to Metropolitan Planning Organizations like the Puget Sound Regional Council.
- Prioritizing transit and non-motorized transportation funding.

Support, in the form of early phase funding, for reconstruction of NE 145th Avenue from SR-99 to Corliss Avenue that will link SR-99 with light rail and alleviate a major regional bottleneck.

- This will be a priority segment after the Corliss Ave to SR-522 projects are completely funded and in construction. Early phase funds are needed now and can be put to use.

The City of Shoreline also urges Congress to tackle the pressing policy challenges that are aligned with the City's values, including the following:

- Immediate federal action to curtail the impact of climate change, including legislation to meet carbon reduction goals and transition our economy to a carbon-neutral future.
- Funding for salmon recovery and watershed restoration.
- Increased funding for Community Development Block Grants and the Home Investment Partnership Program
- Preservation of municipal authority over tax authority and local public revenue streams
- Passage of the EQUALITY Act to protect LGBTQ+ citizens in all communities from discrimination
- Opposing any policies that would prevent our community from being a safe, inviting and equitable community for everyone without regard to immigration status
- Passage of significant gun control legislation to enhance the safety of our community, including universal background checks and Red Flag laws
- Restoration of Congressional Directed Spending

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Enter into a Participating Membership with Sourcewell Cooperative Purchasing Agreement
DEPARTMENT:	Administrative Services
PRESENTED BY:	Sara Lane, Administrative Services Director Dan Johnson, Fleet & Facilities Manager Janet Bulman, Purchasing Coordinator Phil Ramon, Management Analyst
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In accordance with Shoreline Municipal Code (SMC) Section 2.60.080 and RCW 39.34.030, the City of Shoreline may enter into interlocal governmental cooperative purchasing arrangements with other public agencies if the best interests of the City would be served by entering into such arrangements. Because of these arrangements, the City benefits from other public agencies competitive bidding processes and the ability to leverage those agencies' national buying power, thereby saving staff time and other financial resources. This is because SMC 2.60.080 provides that the competitive bid process of the original jurisdiction shall substitute for the City's process. City Council approval is required prior to entering into these cooperative purchasing agreements.

Sourcewell, formerly known as the National Joint Powers Alliance, is a service cooperative created by the Minnesota State Legislature as a local unit of government. Attachment A is a Sourcewell Cooperative Purchasing Agreement which clearly states that it has followed procurement procedures for products and services offered in accordance with Minnesota State Law. Sourcewell holds numerous and competitively solicited cooperative contracts that are ready for use by member cities and agencies, including fleet vehicles and maintenance equipment. With City Council approval, fleet vehicles and equipment identified for future purchase using this agreement may include a Public Works Wastewater Vactor truck and slope mower equipment for Street Operations.

RESOURCE/FINANCIAL IMPACT:

There is no direct and financial impact to the City. The City would benefit from low bid prices and staff time preparing bid documents.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute the Sourcewell Cooperative Purchasing Agreement.

ATTACHMENTS:

Attachment A: Sourcewell Cooperative Purchasing Agreement

Approved By: City Manager **DT** City Attorney **MK**



SOURCEWELL AGREEMENT

This Agreement, made effective on the date hereof, by and between Sourcewell (formerly known as National Joint Powers Alliance) and City of Shoreline (hereinafter referred to as the "Member").

Agreement

1. Sourcewell, a public entity whose creation was authorized by Minn. Stat. § 123A.21, has followed procurement procedures for products and services offered by this Agreement in accordance with Minn. Stat. § 471.345. Sourcewell is permitted to engage in cooperative purchasing pursuant to Minn. Stat. § 123A.21 Subd. 7(23).
2. It is the sole responsibility of each Member to follow state and local procurement statutes and rules as it pertains to cooperative purchasing or joint power Agreements with in-state or out-of-state public agencies.
3. Sourcewell makes cooperative purchasing contracts available to Members "as is," and is under no obligation to revise the terms, conditions, scope, price, and/or any other conditions of the contract for the benefit of the Member. Members are permitted to negotiate and agree to additional terms and conditions with Vendors directly.
4. Each party shall be responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Member will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Member placing the order.
5. The use of each contract by the Member will adhere to the terms and conditions of the Sourcewell contract.
6. Any dispute which may arise between the Member and the Vendor are to be resolved between the Member and the Vendor.
7. This Agreement incorporates all Agreements, covenants and understandings between Sourcewell and the Member. No prior Agreement or understanding, verbal or otherwise, by the parties or their agents, shall be valid or enforceable unless embodied in this Agreement. This Agreement shall not be altered, changed or amended except by written amendment executed by both parties.

Member Name

Sourcewell

By Debra S. Tarry
Its City Manager
TITLE

TITLE

DATE

DATE

Rev. 5/2018

MEMBER INFORMATION

Indicate an address to which correspondence may be delivered.

Organization Name*	City of Shoreline
Address*	17500 Midvale Avenue North
City	Shoreline
State/Province Code	Washington ZIP code* 98133
Country	United States of America
Employer Identification Number	91-1683888
Website	www.shorelinewa.gov
Contact person* (First, Last)	Janet, Bulman
Job Title*	Purchasing Coordinator
Job Role*	Purchasing Coordinator
E-mail*	purchasing@shorelinewa.gov
Phone*	206-801-2320

Organization Type:

Government

- Federal
- State
- County
- Municipality
- Tribal
- Township
- Special District

Education

- Pre-K
- Public K-12
- Private K-12
- Public Higher Ed
- Private Higher Ed

Non-Profit (Please include documentation demonstrating non-profit status)

- Church
- Medical Facility
- Other

REFERRED BY

- Advertisement
- Colleague/Friend
- Vendor Representative
- Conference/Trade Show _____
- Search Engine/Web Search

RETURN COMPLETED AGREEMENT TO:

Sourcewell
202 12th Street NE
P.O. Box 219
Staples, MN 56479

877-585-9706
membership@sourcewell-mn.gov

**Denotes required information*

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with Community Attributes, Inc. in the Amount of \$94,000 for Creation of a Housing Action Plan
DEPARTMENT:	Planning and Community Development
PRESENTED BY:	Nora Gierloff, Planning Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute a contract for development of a Housing Action Plan for Shoreline. A Department of Commerce Growth Management Services Grant will fund the \$94,000 cost of the Plan.

The grant funds will allow the City to hire Community Attributes, Inc. to complete the Housing Action Plan, which would include performing an analysis of existing housing conditions (Housing Needs Assessment), evaluating the effectiveness of the current housing incentives, identifying additional housing tools and types (Housing Toolkit), conducting public outreach, and developing a prioritized schedule of strategies to address community housing needs (Housing Action Plan). This work would also set the stage for an update to the Housing Element of the Comprehensive Plan, which is due to occur by June of 2023.

The work will occur over the next year as the grant agreement will expire on June 15, 2021. In accordance with the City's purchasing policies, Council authorization is required for staff to obligate funds exceeding \$50,000. Tonight, staff is seeking Council authorization for this contract with Community Attributes, Inc.

FINANCIAL IMPACT:

All in-house City staff work including project management, preparation and mailing of notices, meeting and open house attendance, review of deliverables, and grant management would be an in-kind contribution to the project. PCD does not currently have budget authority to spend the \$94,000 grant but that will be added to the next budget amendment.

If developing ordinances to allow cottage housing or tiny houses is identified as a recommended strategy in the Plan, some funding from the \$70,000 allocated to the Housing Options project could be used to develop ordinances tailored to Shoreline's needs. This would be a separate contract developed later in the planning process.

RECOMMENDATION

Staff recommends that the Council move to authorize the City Manager to execute a contract with Community Attributes, Inc. for \$94,000 for creation of a Housing Action Plan for Shoreline.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

As of 2017, over one-third of Shoreline's households paid 30% or more of their income for housing costs. Among renters, 43% are cost burdened, with 22% extremely cost burdened, and among homeowners, 29% are cost burdened, with 10% extremely burdened. The vast majority of the new housing under construction in Shoreline is higher cost townhouses and rental apartments, so these cost-burdened numbers will likely increase without action to increase affordable housing preservation and production. Shoreline has adopted a progressive set of regulations and incentives for housing in its station areas and has seen rapid redevelopment as a result.

To begin to further assess Shoreline's housing challenges and needs, staff applied for a competitive Department of Commerce grant on September 30, 2019 to help the City develop a Housing Action Plan. Notification of the grant offer was received on November 6, 2019, and the grant agreement will expire on June 30, 2021.

The grant funds will allow the City to hire a consultant to complete a Housing Action Plan that would include performing a deeper analysis of existing housing conditions (Housing Needs Assessment), evaluating the effectiveness of the current incentives, identifying additional housing tools and types (Housing Toolkit), expanding public outreach efforts, and developing a prioritized schedule of strategies to address community housing needs (Housing Action Plan). This work would also set the stage for an update to the Housing Element of the Comprehensive Plan, which is due to occur by 2023.

The Action Plan will evaluate the effectiveness of incentives and regulations and make recommendations for fine tuning or adding additional tools. The Plan will also explore how to ensure that the current rapid growth in the City's housing stock does not leave out our cost-burdened residents, including those in the "missing middle" earning 80% to 120% of the King County Area Median Income (AMI). The Council has specifically mentioned cottages, tiny houses and more options for ADUs as areas to explore. By developing options for additional housing types for densities between single family and mid-rise apartments Shoreline could diversify its housing stock and promote infill in lower density residential zones.

DISCUSSION

Staff is requesting that Council authorize the City Manager to execute a contract for development of the Housing Action Plan. To select a qualified consultant for this work, the City issued a Request for Proposals (RFP) and received four responses. City staff interviewed three of the consultant teams, and ultimately selected Community Attributes, Inc. (CAI) as the best qualified for the project. CAI has expertise in working with demographic, income and property data, facilitating public outreach and analyzing housing policy.

The proposed Scope of Work for CAI's contract is attached to this staff report as Attachment A. In accordance with the City's purchasing policies, Council authorization is required for contracts exceeding \$50,000.

COUNCIL GOAL(S) ADDRESSED

This project helps to implement City Council Goal 1: Strengthen Shoreline’s economic climate and opportunities. The Council goals include an action step of “Encourage affordable housing development in Shoreline and engage the community to determine which additional housing types and policies may be appropriate for Shoreline and codify standards for selected styles.”

FINANCIAL IMPACT

All in-house City staff work including project management, preparation and mailing of notices, meeting and open house attendance, review of deliverables, and grant management would be an in-kind contribution to the project. PCD does not currently have budget authority to spend the \$94,000 grant but that will be added to the next budget amendment.

If developing ordinances to allow cottage housing or tiny houses is identified as a recommended strategy in the Plan, some funding from the \$70,000 allocated to the Housing Options project could be used to develop ordinances tailored to Shoreline’s needs. This would be a separate contract developed later in the planning process.

RECOMMENDATION

Staff recommends that the Council move to authorize the City Manager to execute a contract with Community Attributes, Inc. for \$94,000 for creation of a Housing Action Plan for Shoreline.

ATTACHMENTS

Attachment A: Community Attributes, Inc. Scope of Work and Compensation

Attachment A. Scope of Work and Compensation

Shoreline Housing Action Plan

February 6, 2020

Action 1. Housing Needs Assessment

Task 1.1. Document Current Conditions

CAI will update Shoreline's Housing Element Supporting Analysis. The purpose of this report is to provide all background data and analysis required to update the Housing Element of the Comprehensive Plan and inform the Housing Action Plan. The topic areas currently included in the report are:

- **Housing Inventory.** Basic count of Shoreline's housing units by type, age and size.
- **Special Needs Housing.** Basic count of Shoreline's group quarters identified in Census data, total assisted units, and emergency and transitional housing units.
- **Housing Tenure and Vacancy.** Change in housing tenure, household size, and other household characteristics over time.
- **Housing Issues.** Current distribution of households by income level, "affordability gap", sale prices and rents, market segmentation by neighborhood, and homelessness.

In addition to updating existing data where possible, this analysis will add deeper analysis on household cost burden by income level, both homeowners and renters. The analysis will also include an inventory of existing assisted housing, as identified in existing HUD datasets, including housing for special needs populations such as seniors and people with disabilities.

CAI will provide a deeper analysis of the income levels associated with Shoreline's major industries. This will include data on people who work in Shoreline but do not live in the City.

The existing report identifies several housing submarkets within the City. CAI will map current King County Assessor's data and analyze home price segmentation changes to determine how these submarkets may have changed. CAI will also gather market data on Shoreline's rental housing stock from Zillow, Redfin, and other sources, as appropriate.

The "Housing Issues" section will also be updated to reflect current market conditions and housing issues.

Task 1.2. Analyze Population and Employment Trends

CAI will review and analyze:

- Recent population growth trends to understand how Shoreline has been growing compared to its planning assumptions
- Population segments served by recent housing development
- Population and employment projections to assess future housing needs, segmented by tenure, type, and price level
- Underserved categories such as senior independent and assisted living

Task 1.3. Draft and Final Housing Needs Assessment

CAI will compile analysis from Tasks 1.1 and 1.2 into a Draft Housing Needs Assessment. The purpose of this assessment is to describe Shoreline's housing needs to be addressed in subsequent tasks.

CAI will respond to one consolidated round of client comments on the draft to produce the Final Housing Needs Assessment. CAI will provide all data used in the analysis in a well-organized format to allow for ease in updating the data at a later date. This will include the native form of any exhibits embedded in the report.

As part of Action 1., CAI will facilitate an in-person kickoff meeting, with assistance of BDS, to complete introductions, discuss project scope and schedule, data needs, and key project priorities.

Deliverables

- 1A. Kick Off meeting and support
- 1B. Complete data sets with source citations
- 1C. Draft Housing Needs Assessment
- 1D. Final Housing Needs Assessment

Action 2. Housing Toolkit to Address Unmet Housing Needs

Task 2.1. Analyze Existing Housing Regulations and Incentives

To best understand which housing needs are receiving adequate attention and which needs require additional tools, CAI will:

- Review existing affordable housing regulations and incentives such as MFTE, parking reductions, density bonuses, height increases and fee waivers

- Assess outcomes of current efforts, including the number of affordable units produced by income level
- Understand the population segments and housing types encouraged by current policies
- Compare current regulations and incentives to housing needs, as determined through the Housing Needs Assessment

Task 2.2. Recommend New Tools

CAI will work with the City to establish priorities and understand the types of tools it wants to consider, such as incentives, public-private partnerships, and development code changes. Based on the areas of need identified in Task 2.1, CAI will assemble options to serve these needs, including new programs or incentives, changes to existing programs or incentives, and partnership opportunities. Include specific recommendations for “missing middle” housing types including:

- Cottage housing
- Tiny houses
- Small lot single family/single family condominium
- Revisions to ADU regulations

Task 2.3. Identify Strategies to Minimize Displacement

CAI will analyze Shoreline’s neighborhoods to understand areas of the greatest displacement risk. This will include the demographic and social characteristics of households at risk of displacement as well as their proximity to jobs, schools, transit, and other essential services. CAI will identify specific strategies to serve Shoreline’s most vulnerable populations.

Task 2.4. Draft and Final Housing Toolkit

CAI will compile analysis from Tasks 2.1-2.3 into a Draft Housing Toolkit. The Toolkit will provide high-level guidance on when each tool is useful, such as the general income level targeted and populations served. The Toolkit will make use of graphics, diagrams or other means to communicate regulatory concepts to a non-technical audience. CAI will respond to a consolidated round of client comments on the draft to produce a public review draft, and then incorporate Planning Commission edits for a PC Draft Housing Toolkit

Deliverables

- 2A. Staff Draft Housing Toolkit
- 2B. Public Review Draft Housing Toolkit
- 2C. PC Draft Housing Toolkit

Action 3. Review Housing Element

Task 3.1. Review Current Housing Element

CAI will review the City's current Comprehensive Plan Housing Element and assess its goals for alignment with the Housing Needs Assessment. Any existing data in the Element will be updated.

Task 3.2. Draft Housing Element Update Recommendations

CAI will suggest revisions to better serve the needs of all economic segments of Shoreline's population. These revisions will be informed by the Housing Needs Assessment, stakeholder outreach, and findings from developing the Housing Toolkit. CAI will provide a draft editable document for the City to finalize.

Deliverables

- 3. Draft Housing Element Update Recommendations

Action 4. Public Outreach and Input

Task 4.1. Communication Plan

BDS will develop a project communications plan in consultation with City staff. This plan will identify stakeholders and engagement methods.

Task 4.2. Technical Advisory Group Meetings

BDS will work with City staff to convene a Technical Advisory Group. This group will help develop plans to engage the public. The Technical Advisory Group should be a group with deep knowledge of Shoreline's housing market and important local stakeholders.

Technical Advisory Group meetings will be scheduled to gather input for draft deliverables.

Task 4.3. Stakeholder Focus Groups

BDS will work with the Technical Advisory Group and City staff to identify critical stakeholders to engage. BDS will meet with them in focus groups and through other means to meet stakeholders where they are. The focus groups will be scheduled to allow CAI to incorporate feedback into the housing toolkit and action plan.

Task 4.4. Online Community Survey

BDS and CAI will work with City staff to develop an online survey for the broad community not engaged in focus groups. CAI will design the notice postcard and City staff will distribute the postcard and advertise the survey through additional methods.

Task 4.5. Visual Communication

CAST will model proposed recommendations developed in the Housing Action Plan process, then use input from policy makers, the community, and development professionals to improve the built form. CAST will test the boundaries and critical thresholds of what would be allowed and model street-level changes with easy to understand illustrations to raise public understanding and support for changes.

Task 4.6. Stakeholder Input Summary

BDS will summarize stakeholder feedback in a document for internal review, noting important implications for all forthcoming project deliverables.

Meetings

The number of meetings and outreach will be determined during early phases on the contract work.

Deliverables

- 4A. Communication Plan
- 4B. Online Community Survey
- 4C. Models of Recommendations
- 4D. Stakeholder Input Summary

Action 5. Housing Action Plan

Task 5.1. Summary of Findings

CAI will summarize the key analysis, comments, issues, and recommendations from all previous tasks. This report will be approachable and formatted to be visually engaging for those with less housing experience, and comprehensive and data-rich for official use.

Task 5.2. Non-Project SEPA Analysis

CAI will work with City staff to gather all information required to complete the non-project SEPA checklist. This scope and budget presumes that no additional environmental or other technical analysis will be required. We will screen and determine whether additional technical work will be necessary (not scoped).

Task 5.3. Recommended Actions

CAI will develop implementation-focused housing actions that are appropriate for Shoreline's needs. We will identify the entity responsible for each action, the general timeframe for implementation and level of public investment required.

Task 5.4. Draft and Final Housing Action Plan

CAI will develop a preliminary draft Action Plan for the City's internal review. CAI will incorporate one round of consolidated edits from the City into a Public Review Draft Action Plan. The City will compile comments to be addressed by the public, City Council, and others, and CAI will prepare a Final Housing Action Plan.

Meetings

- One in-person kickoff meeting
- Regular phone or in person check-ins between CAI and City project managers
- Up to four presentations to the Planning Commission and/or City Council

Deliverables

- 5A. Preliminary Draft Housing Action Plan
- 5B. Public Review Draft Housing Action Plan
- 5C. Final Housing Action Plan

Compensation

Action		Costs
1	Housing Needs Assessment	\$11,800
2	Housing Toolkit	\$24,000
3	Review Housing Element	\$9,000
4	Public Outreach and Input	\$21,000
5	Housing Action Plan	\$28,200
	Total Budget	\$94,000

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with TCF Architecture, PLLC, in the amount of \$407,687 for Design of City Maintenance Facilities at the Brightwater Site
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute an agreement with TCF Architecture to design the Maintenance Facilities at the Brightwater Site. In 2015, TCF Architecture was selected through a competitive Request for Qualifications (RFQ) to design the North Maintenance Facility site. Pre-design on that project identified flaws with placing the entire maintenance operation at that site, prompting the City to pursue a distributed site option, which TCF also led. After several years of space planning and alternative layouts, Council approved a specific alternative layout on April 22, 2019 for further design and construction. This contract is to design the Brightwater site as identified in Phase I of the City Maintenance Facility (CMF) project. The remaining portions of Phase I, including schematic designs at the North Maintenance Facility and Hamlin Yard, will be added by addendum at a later date.

RESOURCE/FINANCIAL IMPACT:

On June 17, 2019, Council adopted Ordinance No. 861, 2019-2020 Biennial Budget Amendment Amending Ordinance No. 855 for Phase 1 Improvements of the City Maintenance Facility. That ordinance appropriated additional funds for the CMF project to bring the 2019-2020 Biennial appropriated total to \$1,747,614 for the Phase 1 Improvements comprised of General Fund and Surface Water Fund Contributions. The Brightwater design portion of the Phase 1 Improvements will be funded as follows:

Project Expenditures:

Staff and Other Direct Expenses	\$ 35,000
<i>Brightwater Design Consultant</i>	<i>\$ 407,687</i>
Total Project Expenditures	\$ 442,687

Project Revenue:

General Fund Contribution	\$ 442,687
Total Available Revenue	\$ 442,687

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a professional services contract with TCF Architecture, PLLC, in the amount of \$407,687 for the Brightwater Site Project.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

The City began using Hamlin Yard for Public Works and Parks maintenance operations just after the incorporation of the City. Over time, a series of modest improvements have been made to the property as the City has provided an increasing number of Parks and Public Works services with in-house staff. This property is ageing, inefficient and has been at capacity for some time.

To accommodate increasing maintenance operations space needs, the City acquired the Brugger's Bog Maintenance Facility from King County with the intent to develop it as a future site for a new Public Works maintenance facility. In October 2015, the City retained TCF Architecture to prepare a site master plan and provide construction assistance on development of a Public Works maintenance facility at the Brugger's Bog Maintenance Facility property, now identified as the North Maintenance Facility (NMF).

Limitations with the site required the City to pause design and assess options. After several years of studies and alternatives analysis, including several Council discussions, Council selected Scenario A from the Distributed City Maintenance Facilities Analysis for furthering design and construction at the April 22, 2019 Council meeting. The staff report for this discussion is available at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/StaffReports/2019/staffreport042219-9b.pdf>.

On June 17, 2019, Council authorized funding for Phase 1 of the City Maintenance. Phase 1 includes early works at the NMF Site, final design and construction of the Brightwater site and, schematic design of the North Maintenance Facility and Hamlin Yard. The staff report for this discussion is available at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/StaffReports/2019/staffreport061719-7d.pdf>.

Early work at the NMF is underway and the next step is to proceed with the design of the Brightwater site, followed by schematic design of the other two locations. A project vicinity map for the Brightwater site, along with the NMF and Hamlin Yard sites, is included with this staff report as Attachment A.

ALTERNATIVE ANALYSIS

In 2015, TCF Architecture was selected through a competitive RFQ (8145) for the original scope of work at North Maintenance Facility. Since then TCF has conducted the original North Maintenance Facility pre-design, the Distributed Maintenance Facility Analysis, and the North Maintenance Facility Early Works projects. At the time of the initial RFQ the need for a distributed maintenance facility was not anticipated, and therefore, it was not within the scope of the RFQ. However, based on their historical knowledge, a deep understanding of the space requirements and how the multiple sites fit together, a waiver from a formal Request for Proposal has been processed for City Manager approval for the design of Phase 1 improvements.

Tonight, staff is requesting that Council authorize the City Manager to execute this agreement with TCF Architecture to design the Brightwater Site project. The proposed

scope of work with TCP Architecture for this contract is attached to this staff report as Attachment B. The alternative to authorizing this contract with TCF Architecture is to not authorize the contract and issue a new RFQ for consultant selection or not proceed with the contract at all. This alternative is not recommended as it will further delay the design and construction of this facility.

COUNCIL GOALS ADDRESSED

This project addresses Goal 2: *Improve Shoreline’s infrastructure to continue the delivery of highly valued public service.* The Brightwater Site project is a large part of the first phase of the comprehensive City Maintenance Facility and satisfies Action Step #6 of Goal 2: *Establish a plan to address the City’s long-term maintenance facility need.*

RESOURCE/FINANCIAL IMPACT

On June 17, 2019, Council adopted Ordinance No. 861, 2019-2020 Biennial Budget Amendment Amending Ordinance No. 855 for Phase 1 Improvements of the City Maintenance Facility. That ordinance appropriated additional funds for the CMF project to bring the 2019-2020 Biennial appropriated total to \$1,747,614 for the Phase 1 Improvements comprised of General Fund and Surface Water Fund Contributions. The Brightwater design portion of the Phase 1 Improvements will be funded as follows:

Project Expenditures:

Staff and Other Direct Expenses	\$ 35,000
<i>Brightwater Design Consultant</i>	<i>\$ 407,687</i>
Total Project Expenditures	\$ 442,687

Project Revenue:

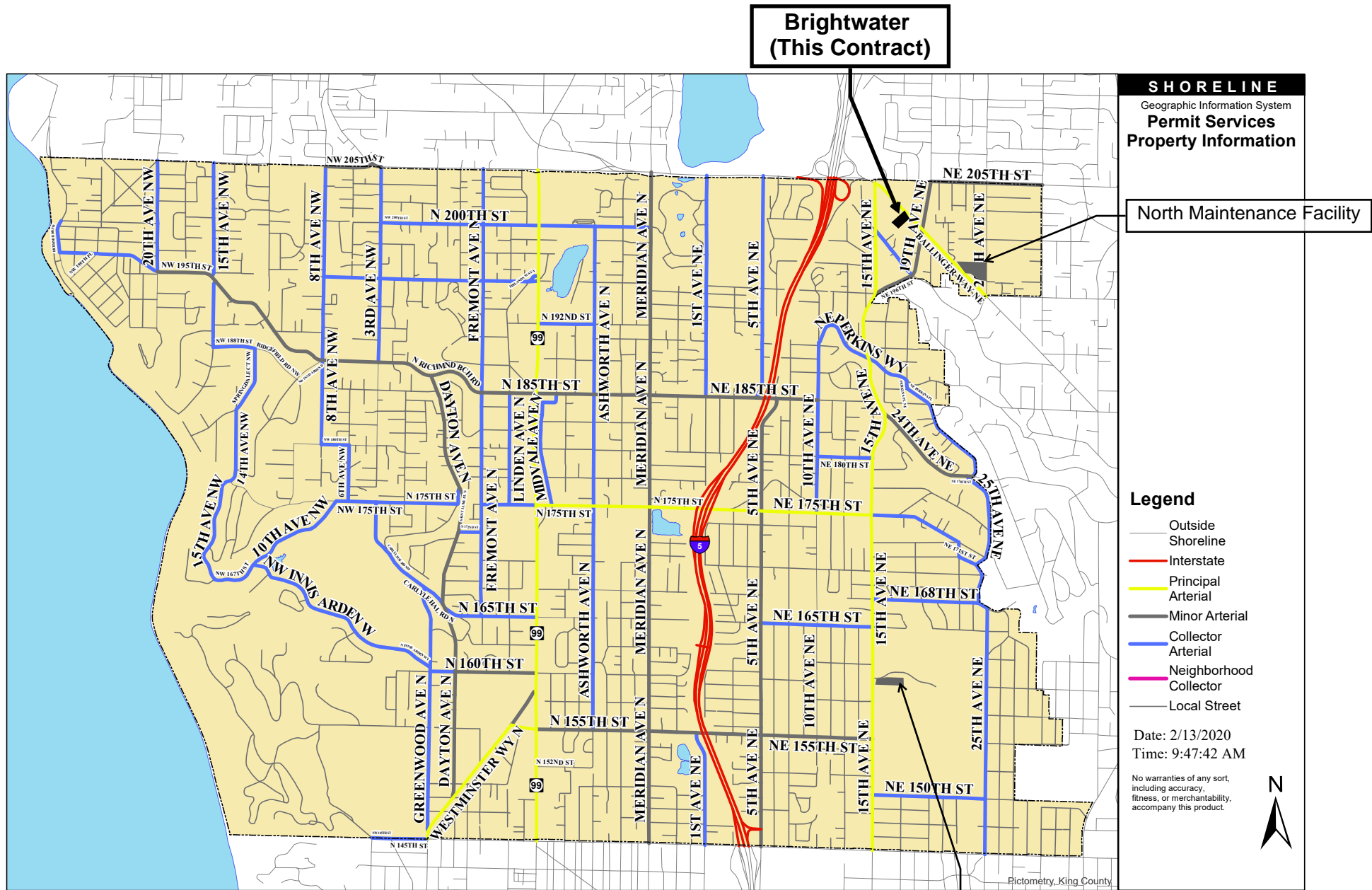
General Fund Contribution	\$ 442,687
Total Available Revenue	\$ 442,687

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a professional services contract with TCF Architecture, PLLC, in the amount of \$407,687 for the Brightwater Site Project.

ATTACHMENTS

- Attachment A – Brightwater Site Project Vicinity Map
- Attachment B – TCF Architecture, PLLC. Professional Services Contract Scope of Work



SCOPE OF SERVICES

DESIGN THROUGH BIDDING

EXHIBIT A

TO PROFESSIONAL SERVICES AGREEMENT FOR

CITY OF SHORELINE

BRIGHTWATER SITE FUEL, WASH AND STG CANOPY STRUCTURES

I. GENERAL

1. **Project Description:** City of Shoreline Brightwater site fuel, wash and canopy structures, hereafter the “Project”, generally includes a new, approximately 850 SF, one story building, comprised of enclosed and heated space, as well as approximately 7,300 SF of canopy covered area, accommodating vehicle fueling and washing, and other material and equipment storage, as well as new site development, asphalt and concrete, fencing, stormwater systems, and utility systems, tying into the existing development to the east of the site. (See Exhibit A(a) for concept drawings illustrating the general scope and limits of work.)
2. **Scope of Services:** The Scope of Services described below, along with the attached Exhibits, describe the professional services to be provided by THE CONSULTANT for ***Schematic Design, Design Development, Construction Documents and Bidding*** (with the Construction Administration scope at a later time) for the Project. (See definitions below). Should any provision herein be found in conflict with the Prime Agreement, the Prime Agreement shall prevail.

3. Definitions:

The following definitions are provided for clarity and are not intended to replace any terms that may already be defined or implied in the Prime Agreement.

- **The City:** City of Shoreline (CITY) – also known as the “Owner”.
- **Consultant:** “TCF Architecture” (“THE CONSULTANT”), located at 902 North 2nd Street, Tacoma, WA 98403. When the term CONSULTANT is used, it shall also include other sub-consulting firms contracted to the CONSULTANT as defined herein.
- **Contract Documents:** The executed agreement between the City and the CONTRACTOR, General Conditions and Supplemental Conditions, Addenda and all Drawings and Specifications.
- **Sub consultants:** Professional service firms under contract with THE CONSULTANT.

- **Prime Agreement:** The Prime Agreement is the “Agreement for Professional Services” executed between THE CONSULTANT and the CITY, and any executed amendments to the Agreement.
 - **The Project:** The redevelopment of the Brightwater Site to include site development and the addition of several canopy and enclosed structures as describe at the outset of this Exhibit.
 - **Owner-Provided Services:** All professional services not specifically defined within the Consultant’s Scope of Work, which will be provided under separate contract to the CITY, or performed by the CITY’s own personnel or another consultant hired by the CITY. (None included currently).
 - **Principal-In-Charge (PIC):** Mark Hurley, TCF Principal. Oversight and project continuum advisor.
 - **Project Manager:** TBD, will be the Project Manager for the Project and will be the CITY’s primary point of contact for day to day communication.
 - **Construction Administrator:** THE CONSULTANT will provide a Construction Administrator, for the duration of the construction of the Work. In general, the Construction Administrator will be responsible for periodic site visits to observe and monitor the general progress of the Work, and to coordinate with the CITY’s Project Manager in the delivery of Construction Phase services, to be determined at a later phase.
 - **CITY Project Manager:** The CITY will assign Zach Evans as Project Manager for the duration of the Work. The Project Manager will act on behalf of the CITY to administer and coordinate the Project and provide day to day communication with THE CONSULTANT.
 - **Authority Having Jurisdiction (AHJ):** City of Shoreline is the AHJ for the project.
 - **Other Definitions:** See the Professional Services Agreement.
4. **Summary of Subconsultants:** Subconsultants contracted through THE CONSULTANT shall provide specific services within each phase as described in each attached Exhibit and as authorized in the approved Fee Schedule, Exhibit A.1:
- **Structural Engineering** – AHBL Engineers, Inc. (Exhibit A.2)
 - **MEP Engineering** – BCE Engineers, Inc. (Exhibit A.3)
 - **Equipment Planning** – Pinnacle Consulting Group, Inc (Exhibit A.4)
 - **Detailed Cost Estimating** – ARC Cost Group, Inc. (Exhibit A.5)
 - **Civil Engineering** – Perteet Consulting Services (Exhibit A.6)
 - **Geotechnical** – Terracon (Exhibit A.7)
 - **Environmental Site Assessment**– Terracon (Exhibit A.8)
 - **Survey** – 1 Alliance – (Exhibit A.9)
 - **Coatings Consulting** – TM Coatings – Provide guidance on coatings for specs
 - **Hardware Consulting** –Adams Consulting & Estimating – Provide hardware schedule and specifications

- **Landscape Architecture** – Not included, see note below
 - **Other Consultants:** Other consultants that are determined to be needed during the course of the project may be added by amendment as mutually negotiated between the CITY and THE CONSULTANT.
5. **Professional Services Contracted or Provided Separately by the CITY:** THE CONSULTANT shall communicate with and coordinate with other consulting firms contracted separately with the CITY, and directly with the CITY's own personnel engaged in project design, or other activities, as appropriate and necessary in the execution of THE CONSULTANT's services, but shall not be responsible for the performance of others not directly contracted with THE CONSULTANT.
6. **Reimbursable Expenses:** THE CONSULTANT shall invoice for approved reimbursable expenses in addition to labor costs.
- **Printing & Mailing:** Minimal printing costs are assumed for the Project, as the majority of submittal documents (drawings and small documents) will be transferred to the CITY in .pdf form via e-mail or file transfer web site. Except for the Permit Submittal drawings and reports, the CITY will print documents in-house. Costs for printing and mailing by THE CONSULTANT will be invoiced to the CITY at cost plus 10%.
 - **Travel:** Mileage will be charged per federal standards. Travel time will be charged at regular rates.
7. **Cost of the Work:** The Cost of the Work shall be the total cost of construction as accepted in open competitive bidding by the CITY. (See Prime Agreement for full definition). THE CONSULTANT shall provide estimates for the Cost of the Work as described herein, designing the Project in good faith within the CITY's established "MACC" Budget, described below. Design fee's are not directly related to the MACC number and instead are estimated based on the level of work anticipated to complete the work.
- **(MACC Budget):** The Initial Maximum Allowable Construction Cost ("MACC") budget, as set forth by the CITY, exclusive of "soft costs" (sales tax, professional services, permit fees, construction or management reserve contingencies, furnishings, etc) is estimated at **\$2,550,000** in February 2020 dollars. The MACC will be confirmed, and potentially adjusted (up or down) following the completion of Schematic Design to keep the CITY informed of the project Budget.
 - **Cost Estimates:** THE CONSULTANT shall provide estimates for the Cost of the Work as part of each design phase as described herein and in the Prime Agreement.
 - **Bid Alternates:** It is expected that alternate bids will be part of this project and is expected to be a complete structure and is included in this scope of work. Exact bidding alternates are not specifically identified in the preliminary design drawings or work scope. If, at the completion of the Schematic Design Phase, the CITY requests THE CONSULTANT to include more complex Bid Alternates in the final Bid Documents, THE CONSULTANT shall review such requests to determine if the level of complexity will require additional services for documentation and shall inform the CITY if additional compensation for such documentation may be warranted.

8. **Related Projects:** It is known that The CITY is currently working on several studies that may or may not affect this project. The CITY will make every effort to inform and coordinate with the CONSULTANT as needed to incorporate timely adjustment to the project. The following are known projects that may have an impact on this project;

- Snow and ice study
- Pesticide storage and mixing facility

SITE INVESTIGATIONS / ENVIRONMENTAL REVIEW

1. **Geotechnical Report:** THE CONSULTANT shall provide geotechnical engineering services setting forth design recommendations for activities associated with earthwork, steep slope remediation, below-slab preparation, and structural foundation systems. Additional investigations may be required depending on the outcome of the initial investigations. See Exhibit A.7.
2. **Environmental Site Assessment Phase 1:** The consultant shall provide the ESA consistent with the procedures included in ASTM E1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions, “the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to any release to the environment, 2) under conditions indicative of a release to the environment, or 3) under conditions that pose a material threat of a future release to the environment. Additional investigations may be required depending on the outcome of the initial investigations.
3. **Surveying:** THE CONSULTANT shall provide a topographic and existing conditions survey of the property using existing information as a starting point with field confirmation. A full new survey will be produced using existing information as a resource. See Exhibit A.9.

TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION (SD - PERMITTING)

General PM and Administration Services: Provide contract management, consultant management & coordination, schedule development and on-going communication, information management, and correspondence between TCF and CITY PM.

Deliverables:

- Executed contract with CITY.
- Invoices / Monthly billing
- Project updates via email / phone
- Consultant management

TASK 2 - SCHEMATIC DESIGN (SD)

1. **SD Phase General Scope of Services:** The Schematic Design Documents shall further develop and confirm the conceptual site and building design (See Exhibit A(a)), provide 3D massing renderings, identify major materials, basic structural systems, basic HVAC, plumbing and electrical systems, low voltage systems, civil systems and equipment layouts. Deliverables will be in the form of preliminary drawings for each design discipline, including reference notes to identify major systems, materials, conditions, and overall scope of the project, etc. Design includes:
 - Site: Redevelopment of the site consistent with the conceptual site design shown in Exhibit A(a). Site design shall include parking, asphalt and concrete surfacing, fencing & gates, signage, and lighting.
 - New Building and Canopies: New enclosed and heated structure along with storage canopies.
 - Meetings: (1) program confirmation meeting with the City, to be scheduled on the same day with (1) preapplication meeting with the AHJ. (1) design update meeting will be accommodated by conference call /video conference.
2. **Permitting Agency Coordination:** THE CONSULTANT shall attend a pre-application meeting with the Authority Having Jurisdiction (AHJ). Comments from the AHJ will be summarized and incorporated into the SD documents. Assume there is no need for a Conditional Use Permit. Note: The City of Shoreline only controls sewer and drainage utilities. Water, Power, Gas, and any other utilities will be permitted with appropriate agencies and may require permit submittals with other jurisdictions.
3. **Cost Estimating:** A Schematic level cost estimate shall be prepared reflecting the scope of the Project indicated in the SD Documents. THE CONSULTANT shall advise the CITY of possible adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's budget goals. A project "Base Bid" scope and budget will be finalized, along with any possible Alternate Bid items.

Deliverables:

- Updated program document, if needed.
- Pre Application submittal package
- Written Basis of Design Narratives for each design discipline. (Provide in WORD format).
- 100% SD Documents Set (.pdf documents by transfer file).
- SD Cost Estimate and Budget Summary.
- SD report assembling pertinent technical and narrative information into one PDF file.

Receivables (from CITY to CONSULTANT):

- Consolidated comment responses on drawings within one week of starting Design Development
- Existing GIS information on stormwater and sewer system

- Any available relevant historical documents such as record drawings, surveys, easement information, Geotech reports, environmental reports, etc.
- CIP budget numbers
- Alternative selection for snow and ice study prior to 100% SD if this affects current master planned building locations.
- By 50%, provide sizing of the pesticide storage and mixing facility in order to determine possible locations on site

TASK 3 - DESIGN DEVELOPMENT (DD)

1. **DD Phase:** Based on the CITY'S approval of the Schematic Design Documents updated Cost Estimate and adjusted MACC budget, the Design Development Documents shall illustrate, and describe the development of the approved Schematic Design Documents, further identifying specific materials, products, forms, size and appearance of the project by means of plans, sections, elevations, 3-dimensional images, and details. The Design Development Documents shall include outline specifications and manufacturer's products or systems literature describing the expected performance, quality, and character of materials, systems and products. Physical materials samples and color studies shall be provided for the selection of both interior and exterior materials. Other services and deliverables are further described in the various Scopes of Services proposals provided by each sub-consulting team member, hereby made a part of the Scope of Services, and attached to this Exhibit.
 - Meetings: (1) conference call/video conference design/floor plan layout update meeting including color and finishes review with the City
2. **Permitting Agency Coordination:** In preparation for Plan Review submittals and final permitting, THE CONSULTANT shall further coordinate consultations with the AHJ and provide updated research of applicable codes and site development regulation & requirements under which the Project is subject to. Note: The City of Shoreline only controls sewer and drainage utilities. Water, Power, Gas, and any other utilities will be permitted with appropriate agencies and may require permit submittals with other jurisdictions.
3. **Cost Estimating:** An updated estimate for the Cost of the Work will be prepared reflecting the scope of the Project indicated in the DD Documents. THE CONSULTANT shall advise the CITY of any further adjustments to the MACC budget, and provide recommendations as appropriate to meet the CITY's Project goals.

Deliverables:

- 50% DD Coordination Set (.pdf documents by transfer file).
- 75% DD Coordination and Cost Estimating Set (.pdf documents by transfer file).
- 100% DD Documents Set (.pdf documents by transfer file).
- Outline Specification with Product Cutsheets
- DD report assembling pertinent technical and narrative information into one PDF file.

Receivables (from CITY to CONSULTANT):

- Consolidated comment responses on drawings (within one week of starting CD's), outline specifications and DD report comments can follow
- By 50% DD determine the sizing and specs on selected snow and ice method for placement on the site and coordination with project engineers.
- By 50% DD confirmation on inclusion of pesticide storage and mixing facility
- CIP budget numbers, updated if needed

TASK 4 - CONSTRUCTION DOCUMENTS (CD)

1. **CD Phase:** Based upon the CITY's approval of the Design Development documents' updated cost estimate, and confirmed Base Bid Scope and any Alternate Bid items, THE CONSULTANT shall proceed with preparation of drawings and specifications, setting forth in detail the requirements for the Project for bidding, permitting, and construction. The Construction Documents shall include drawings and specifications that establish in detail the quality level of materials, products and systems required for the Project to be competitively bid, permitted, and constructed.

- Other Services: During the CD Phase, services related special coatings and building hardware, shall be incorporated into the CD process and final CD documents.
- Project Manual: THE CONSULTANT shall collaborate with the CITY to develop the Project Manual, incorporating the CITY's required "Front End" documents for the bidding process, General and Supplementary Conditions, prevailing wage rates, and other contractual documents required by the CITY to be contained in the Project Manual.

Deliverables:

- 50% CD Coordination Set (.pdf documents by transfer file).
- 90% CD Coordination, Cost Estimating, and Building Permit Set (.pdf documents by transfer file as well as up to (4) sets of plans and (1) copy of the reports of the permit submittal or as needed).
- 100% CD/Bid Documents Set (.pdf documents by transfer file).

Receivables (from CITY to CONSULTANT):

- Consolidated comment responses on drawings and specifications (within one week is preferred)
 - Front end specification language at the start of CD's but no later than 50% CD's (see section "4. Project Manual/Specifications" of this section)
 - CIP budget numbers, updated if needed
2. **Permit Coordination:** THE CONSULTANT shall coordinate the plan review and permit process including the submittal of required documents to the AHJ, and will be the primary point of contact for permitting agencies. The CITY, as the Owner, shall be responsible for signing all

applicable permit documents as required by the AHJ, unless THE CONSULTANT can sign on behalf of the Owner, and paying for all plan review and permitting fees. Note: The City of Shoreline only controls sewer and drainage utilities. Water, Power, Gas, and any other utilities will be permitted with appropriate agencies and may require permit submittals with other jurisdictions.

- Permit Fees: The CITY shall be responsible for direct payment of all permit and plan review fees to all governing/permitting agencies.
 - Submittal Documents: THE CONSULTANT shall provide completed permit application(s), site and building design drawings, specifications, structural calculations, energy code compliance calculations, storm water management report and geotechnical report.
 - Comment Response: THE CONSULTANT shall provide written responses to agency plan review comments, and revise documents as needed for permit acquisition. The CITY shall provide other documents if required by the County.
3. **Cost Estimating:** An updated estimate for the Cost of the Work shall be prepared, reflecting the scope of the Project indicated in the CD Documents and organized by Base Bid and Alternate Bid items. THE CONSULTANT shall advise the CITY of any final adjustments to the MACC, and provide recommendations as appropriate to meet the CITY's Project goals and budget.
 4. **Project Manual / Specifications:** A multi-volume Project Manual will be prepared containing project bidding requirements and organized in the 33 division Master Spec format. The Project Manual will include the following basic components:
 - Division 0 – General Bidding Requirements and General Conditions: The CITY shall provide THE CONSULTANT its standard bidding requirements including, but not limited to, Instructions to Bidders, Bidder's Checklist, Form of Proposal, legal forms and documents, and General and Special or Supplemental Conditions. THE CONSULTANT and The CITY will mutually work to confirm that the General Conditions are compatible with the Project conditions, editing the documents as needed and providing any Supplemental Conditions.
 - Division 01 – General Requirements: THE CONSULTANT shall prepare the Division 01 General Requirements sections, edited for the specific conditions of the Project and for consistency with The CITY's General Conditions, subject to the CITY's approval.
 - Divisions 2-33 – Technical Specifications: THE CONSULTANT shall prepare technical specifications using the standard CSI format to specify materials, products and systems for the Project.
 5. **Bid Document Distribution:** CONSULTANT shall provide all Bidding Documents to the CITY for uploading to an on-line document distribution service such as Builders Exchange etc.

TASK 5 - BIDDING PHASE

1. **General Bid Phase Services:** THE CONSULTANT shall attend one pre-bid conference, prepare and issue addenda as necessary and generally assist The CITY during the bidding process to answer bidder's questions. It is expected the CITY will lead and coordinate this process.
2. **Call to Bid / Bid Advertisement:** The CITY shall be responsible for all bid advertising. THE CONSULTANT shall provide the CITY with basic project information as required for advertisements.

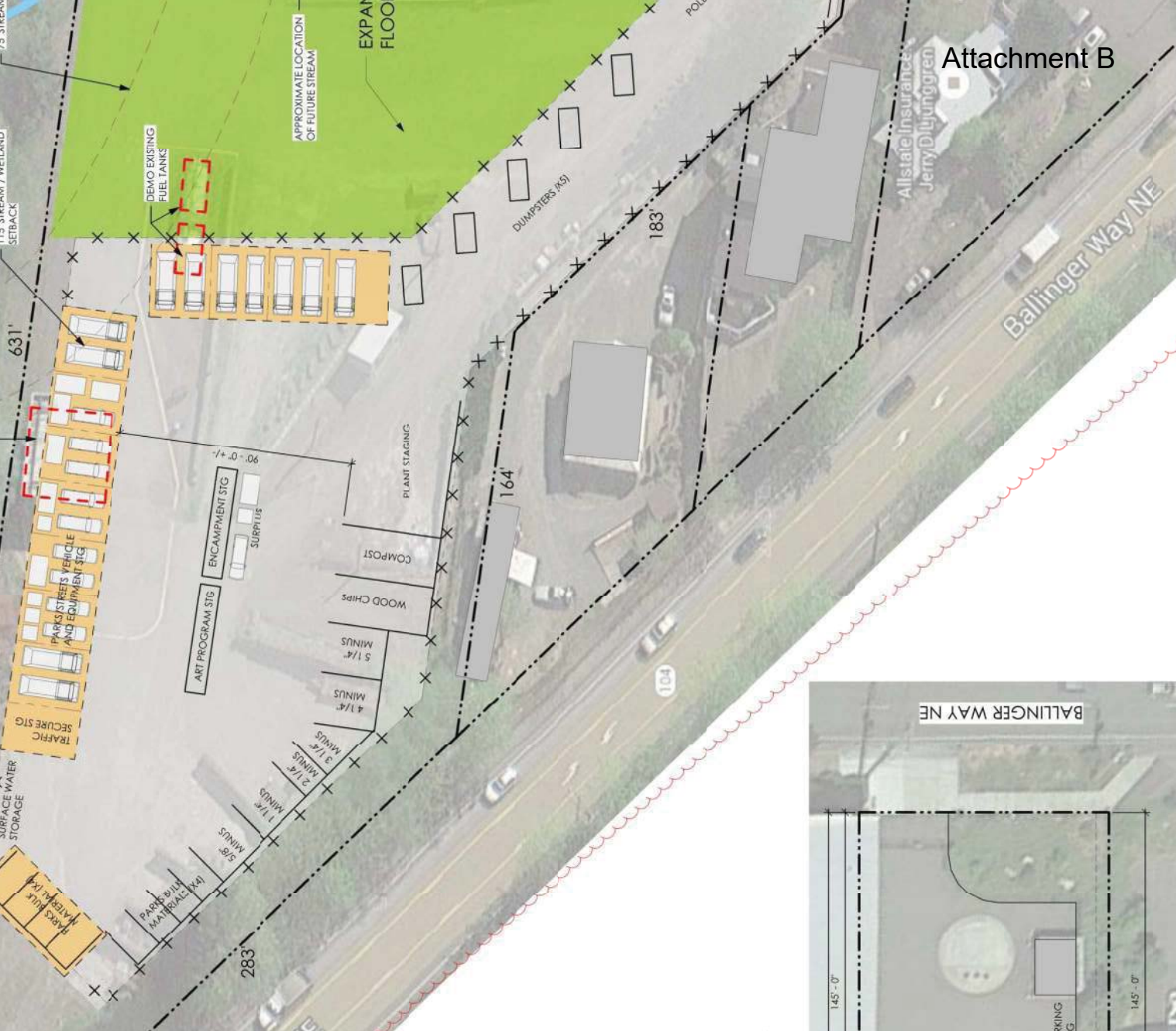
3. **Analysis of Substitutions:** THE CONSULTANT shall provide services consisting of consideration, analysis, comparisons, and recommendations relative to product and material substitutions proposed by bidders for the Project prior to receipt of bids. Approved substitutions will be identified in addenda.
4. **Bid Materials Distribution:** Bid documents will be available electronically through services such as the Builders Exchange system and the CITY's website.
5. **Communication during Bidding:** Bidder questions shall be e-mailed by the CITY to THE CONSULTANT.
6. **Bid Opening:** The CITY shall conduct the bid opening process and maintain the official summary of bids.
7. **Bid Evaluation:** THE CONSULTANT shall provide services consisting of evaluation of bids, and assistance in reference checking of the apparent low bidder.

PRELIMINARY SCHEDULE

1. Below is an approximate schedule that is anticipated for design and construction. This schedule should be updated at each phase and throughout the project as necessary.
 - **Project NTP** March 2020
 - **Schematic Design:** March – April 2020 (Approx. 2months)
(Including Geotech, survey and all other consultants to get updated cost estimate)
 - **Design Development:** May – June 2020
 - **Construction Documents:** July – September 2020
 - **Permitting:** July – August 2020
 - **Bid/Contracts:** As soon as October – November 2020
 - **Construction:** As soon as December 2020 – August 2021 (8-10 months)
 - **Occupancy:** As soon as September/November 2021

TASK 6 - CONSTRUCTION ADMINISTRATION (Not part of current scope and fee, to be added later)

TASK NO.	PROJECT TASK DESCRIPTION (see scope letter for more detail)	Other Team Members Contracted under TCF (See Separate Proposal Letters)										TOTALS			
		Principal-in-Charge Mark Hufley	Project Architect / PM TBD	Designer / Production TBD	Project Coordinator Teta Brown	Admin Support Robin Stice	TOF HOURS	A.2 AHBL (Structural)	A.3 ECE (MEP)	A.4 Pinnacle (Equipment)	A.5 ARC (Estimating)		A.6 Peritect (Civil)	A.7/8 Terracon (Geo/Environ)	A.9 Alliance (Survey)
1 - PROJECT MANAGEMENT / ADMINISTRATION															
1.1	Project Start Up	4	4	4	16	6									
1.2	Project Management (SD - Permitting)	10	20			30									
	ESTIMATED HOURS OR FEES	14	24	0	16	6									
	HOURLY RATE	\$220	\$155	\$105	\$105	\$75									
	ESTIMATED FEES	\$3,080	\$3,720	\$0	\$1,680	\$450									
	SUBTOTALS		\$8,830												\$12,830
2 - SCHEMATIC DESIGN															
2.1	Drawing Development / Consultant Coordination	2	40	100	6	4									
2.2	Program Confirmation / Update and meeting	8	6			14									
2.3	Agency Coordination / Preapplication meeting prep	2	20	6		26									
2.4	Preapplication Meeting, SD Review meeting with City and prep	4	4			4									
2.5	Building Code Review Summary Draft	2	2												
2.6	Basis of Design	4	4												
2.7	Cost Budget Summary	1	2			3									
2.8	SD Report	1	8			9									
	ESTIMATED HOURS OR FEES	12	86	106	6	4									
	HOURLY RATE	\$220	\$155	\$105	\$105	\$75									
	ESTIMATED FEES	\$2,640	\$13,330	\$11,130	\$630	\$300									
	SUBTOTALS			\$28,030											\$120,312
3 - DESIGN DEVELOPMENT															
3.1	Drawing Development / Consultant Coordination	4	60	160		6									
3.2	DD Review Meeting and Prep	4	4	5											
3.3	Building Code Review Summary Final	1	10												
3.4	Cost Budget Summary	2	2												
3.5	Outline Specifications	4	4	20											
3.6	DD Report	10	10			10									
	ESTIMATED HOURS OR FEES	7	90	185	0	6									
	HOURLY RATE	\$220	\$155	\$105	\$105	\$75									
	ESTIMATED FEES	\$1,540	\$13,950	\$19,425	\$0	\$450									
	SUBTOTALS			\$35,365											\$91,745
4 - CONSTRUCTION DOCUMENTS															
4.1	Drawing Development / Consultant Coordination	4	65	160		6									
4.2	Specifications	66	6		20	10									
4.3	Permit Submittal and Responses	24	12			24									
	ESTIMATED HOURS OR FEES	4	143	172	20	10									
	HOURLY RATE	\$220	\$155	\$105	\$105	\$75									
	ESTIMATED FEES	\$880	\$22,165	\$18,060	\$2,100	\$750									
	SUBTOTALS			\$43,955											\$126,395
5 - Bidding															
5.1	Bidding (City Leading)	2	36	12	20	70									
5.2	Confirmed Set	2	36	17	20	5									
	ESTIMATED HOURS OR FEES	2	36	17	20	0									
	HOURLY RATE	\$220	\$155	\$105	\$105	\$75									
	ESTIMATED FEES	\$440	\$5,580	\$1,785	\$2,100	\$0									
	SUBTOTALS			\$9,905											\$20,955
6 - CONSTRUCTION ADMINISTRATION (FUTURE PHASE)															
6.1	CA Services (Limited Role, 9 months construction)	0	0	0	0	0									
	ESTIMATED HOURS OR FEES	0	0	0	0	0									
	HOURLY RATE	\$220	\$155	\$105	\$105	\$75									
	ESTIMATED FEES	\$0	\$0	\$0	\$0	\$0									
	SUBTOTALS			\$0											\$0
SUBTOTAL TASKS 1 - 6															
		\$8,580	\$58,745	\$50,400	\$6,510	\$1,950	986								\$246,042
TCFA MARK UP ON CONSULTANT SERVICES 5%															
TCF REIMB. EXPENSE BUDGET															
FEE CONTINGENCY (Held by Owner)															
TCF TOTAL ESTIMATED FEES (includes expense, but does not include the fee contingency)															
															\$407,687



NORTH MAINTENANCE

DEVELOPED SITE
1.3 ACRES

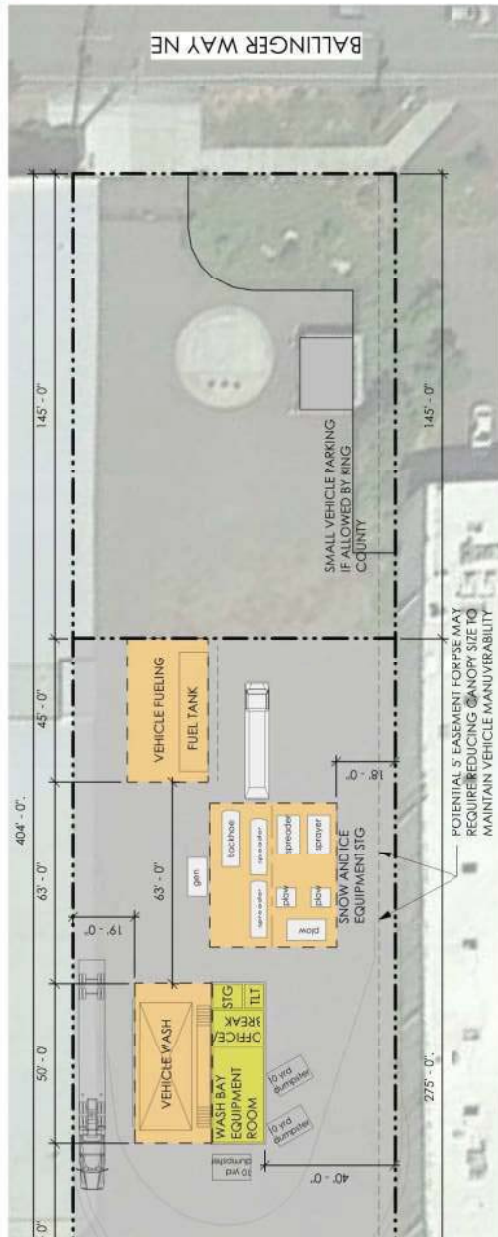
EXPANDED PARK/FLOOD PLAIN
1.2 ACRES

CANOPY CITY VEHICLES

- M 11
- S 9
- XS 6
- XXS 4

CANOPY
9,500 SF

9,500 SF TOTAL PROGRAM AREA



NORTH MAINTENANCE

not part of this scope

AUTHORIZATION FOR ADDITIONAL SERVICES



EXHIBIT A.2

TO:	Mr. Mark Hurley, AIA TCF Architecture, PLLC 902 North Second Street Tacoma, WA 98403	DATE:	February 10, 2020
TEL:	(253) 572-3993	PROJECT NO.:	2190518.20
		PROJECT NAME:	City of Shoreline Maintenance Facility
		SUBJECT:	Structural Engineering - Brightwater Site

DESCRIPTION OF WORK:

The anticipated scope of work involves the structural design associated with the proposed Brightwater Site for the City of Shoreline. Our structural scope and fees is based upon the RFP documents from TCF (dated June 10, 2019) and preliminary conceptual site plan. A breakdown of our anticipated scope and fee is as follows:

- **Task 21: Structural design of foundations for pre-engineered Vehicle Fueling Canopy, Snow and Ice Equipment Storage Canopy, Vehicle Wash Canopy and Salt / Decant Canopy.**
 - This task includes the structural design of foundations for several pre-engineered building structures. Our structural foundation design will be based upon anticipated building loads / column reactions that will be determined by AHBL prior to the involvement of a pre-engineered building manufacturer.
- **Task 22: Structural design of office / equipment storage building structure as well as vehicle wash catwalk structure.**
 - This task includes the complete structural design of a proposed 850 square foot one-story building. We have assumed that the proposed structure will be constructed with conventional light framed wood construction.
 - This task also includes the structural design of a free-standing steel framed catwalk structure.
- **Task 23: Bidding Phase Services**
 - Assist the owner during the bidding process. Our scope will include responding to contractor questions and substitution requests.
 - We can bill our effort on a time and expense basis against the allowance indicated.
- **Task 24: Construction Administration Services**
 - Construction Administration Services have currently been excluded from our scope of work. The extent of our C/A involvement may be reviewed at a later date, and incorporated into the project scope with an additional services agreement.
- **Task 90: Reimbursable Expenses**
 - Reimbursable expenses such as mileage and reprographics. This scope of work will be billed on a time and expense basis.

**BILLING SUMMARY:****EXHIBIT A.2**

<u>Description</u>	<u>Task No.</u>	<u>Amount</u>
Structural Foundation Design of Pre-Engineered Canopies	T-21	\$10,500
• Schematic Design		3,000
• Design Development		3,150
• Construction Documents		4,350
Structural Design of Office / Storage Building	T-22	\$9,500
• Schematic Design		2,500
• Design Development		2,900
• Construction Documents		4,100
Bidding Phase Services	T-23	\$2,000
Construction Administration Services	T-24	EXCLUDED
Reimbursable Expenses (T&E Allowance)	T-90	\$400
	<u>Total</u>	<u>\$22,400</u>

Client Name: _____

Signature: _____

Date: _____

Printed Name/Title: _____

AHBL Project Mgr. Signature: _____

Date: 2/10/2020

AHBL Proj. Mgr. Printed Name: Andrew McEachern, P.E., S.E.

 TACOMA

2215 North 30th Street, Suite 300
Tacoma, WA 98403-3350
253.383.2422 TEL

 SEATTLE

1200 6th Avenue, Suite 1620
Seattle, WA 98101-3117
206.267.2425 TEL

 SPOKANE

827 West First Avenue, Suite 301
Spokane, WA 99201-3912
509.252.5019 TEL

 TRI-CITIES

9825 Sandifur Parkway, Suite A
Pasco, WA 99301-6738
509.380.5883 TEL

c: Accounting

ADM/

Q:\2019\2190518\20_STR\NON_CAD\PROJ_MGT\2190518.20 - auth01 - Brightwater - revised 2020-02-10.docx



February 10, 2020

TCF Architecture
902 N. Second Street
Tacoma, WA 98403

Attn: Mark Hurley

RE: City of Shoreline Maintenance Facility Brightwater Site, MEP Fee Proposal, Rev#2

We are pleased that you have included BCE Engineers on the CSMF Brightwater Site Project team. We look forward to working with you on this exciting and challenging project. The project, as we understand it, consists of a 850 sq/ft building and 7,300 sq/ft canopy covered area with fueling and washing facilities. BCE proposes to provide professional services for mechanical, electrical, and plumbing systems as described herein.

BASIC SERVICES

Mechanical Systems

- Schematic Design, Design Development, Construction/Bid Documents (plans and specifications), permitting, bidding, and construction administration services for HVAC, DDC control systems, plumbing and underground utilities within five feet of the building exterior for storm drainage, waste water drainage, and domestic water. The piping invert elevation will be coordinated between BCE and the civil engineer.
- Vehicle fuel and washing equipment is assumed by others any plumbing connections will be coordinated with the Equipment Specifier.
- Fire protection systems are assumed to be excluded at this time.

Electrical Systems

- Schematic Design, Design Development, Construction /Bid Documents (plans and specifications), permitting, biding and construction administration services for building electrical power, site electrical power, building lighting, site lighting, fire alarm and data network communication infrastructure wiring. (See "Exclusions" for services not included).
- Security system, access control, CCTV coordination/design (up to 6 CCTV locations & 2 access control locations)
- Vehicle fuel and washing equipment is assumed by others any electrical connections will be coordinated with the Equipment Specifier.

Basic Services includes electronic submittal documents for Schematic Design, Design Development, Permitting, and Bid Sets. Cost estimates and each submittal package is included. All drawing work will be produced using Revit.

EXHIBIT A.3

SD	\$9,000.00
DD	\$13,500.00
CD	\$18,200.00
BID	\$1,300.00
CA	\$0

Basic Services Fixed Fee: \$42,000.00

OPTIONAL SERVICES

In addition to Basic Services BCE proposes the following Optional Services and fee budgets are included:

Services	Fixed Fee
1. Conformed Set	\$1,200
2. CAD Record Set	\$3,000

EXCLUSIONS

The following tasks are excluded from BCE’s scope of services for this Project:

- Construction Administrative Services
- Fire Protection System
- Mechanical/Electrical Commissioning as the Commissioning Agent
- Commissioning Support
- LEED Documentation/Submittals
- Fire Pumps
- Grease interceptors, sand sediment filtration tanks, oil water separators.
- Street Lighting
- Generator
- Life-Cycle Cost Analysis
- Value Engineering
- Constructability Review drafting
- Conformed Set drafting
- As-Built Record Document drafting
- Construction Change Orders / Directives
- Printing (Except as required for hard copy permit submittals).
- Telephone systems, computer servers, network switches.
- A/V system design
- Off-site Electrical work
- Utility relocation/coordination
- Evacuation assistance systems
- Seismic calculations for mechanical and electrical components
- All work associated with the research, application, and submittal for any grant monies

CSMF Brightwater Site

EXHIBIT A.3

If any of the excluded items (above) are determined to be required, at a later time, for furtherance of the Project, scope and fees for these additional services will be addressed in a future, separate proposal by BCE.

Again, thank you for the opportunity to work on this project with you; if you have any questions please do not hesitate to call.

Sincerely,

BCE Engineers, Inc.



Chuck Heaton, PE
Principal

O:\BUSINESS OPPORTUNITIES\2019\219-152 Shoreline City-Maintenance Facility Brightwater Site\PROPOSAL\219-152.CSMF Brightwater MEP fee proposal rev#2.doc

TASK NO.	PROJECT TASKS	Pinnacle - Operations and Equipment					TOTALS
		Principal	PM	IE	PE	CAD	
Attachment B							
City of Shoreline Maintenance Facility - Brightwater							
SCOPE SUMMARY:							
1) Coordination with Design Team for all site related work as shown on Scenario A							
2) Finalize site plan, building/equipment plans, cost estimate.							
3) Schematic Design, Design Development, Construction Documents, Submittal Review							
K 2 - Schematic Design							
01	Determine Preliminary Equipment List		2		8		
02	Layouts for Vehicle Fueling, Vehicle Wash		2		8		
03	Layouts for Deicer and Salt Shed		2		8	16	
04	Equipment Cost Estimate, proposals		8		1		
05	Determine Utilities and Equipment Requirements		4		8	2	
09							
	HOURS	0	18	0	33	18	
	HOURLY RATE	\$215.00	\$175.00	\$150.00	\$130.00	\$95.00	
	FEES	\$0.00	\$3,150.00	\$0.00	\$4,290.00	\$1,710.00	
	SUBTOTAL				\$9,150.00		\$9,150.00
K 3 - Design Development							
01	Refine Equipment Requirements		4		8		
02	Update Utilities and Requirements Spreadsheet		2		4		
03	Update Equipment Layouts with CAD Backgrounds				4	8	
04	Update Cost Estimate		4				
	HOURS	0	10	0	16	8	
	HOURLY RATE	\$215.00	\$175.00	\$150.00	\$130.00	\$95.00	
	FEES	\$0.00	\$1,750.00	\$0.00	\$2,080.00	\$760.00	
	SUBTOTAL				\$4,590.00		\$4,590.00
K 4 - Construction Documents							
01	Final Equipment Requirements		1		2		
02	Final Utilities and Requirements Spreadsheet		4		8		
03	Specifications		4		16		
04	Final Equipment Layouts, update CAD Background		1			16	
05	Update Cost Estimate		4				
06							
	HOURS	0	14	0	26	16	
	HOURLY RATE	\$215.00	\$175.00	\$150.00	\$130.00	\$95.00	
	FEES	\$0.00	\$2,450.00	\$0.00	\$3,380.00	\$1,520.00	
	SUBTOTAL				\$7,350.00		\$7,350.00
K 5 - Bidding Support							
01	Bidding Support		4		8	8	
02							
	HOURS	0	4	0	8	8	
	HOURLY RATE	\$215.00	\$175.00	\$150.00	\$130.00	\$95.00	
	FEES	\$0.00	\$700.00	\$0.00	\$1,040.00	\$760.00	
	SUBTOTAL				\$2,500.00		\$2,500.00
Total Fee					\$23,590.00		\$23,590.00



June 19th, 2019

Mark Hurley
Principal

TCF Architecture PLLC
902 N Second Street
Tacoma, Washington 98403
P: 253.572.3993 | F: 253.572.1445
www.tcfarchitecture.com

RE: City of Shoreline Brightwater Site
Construction Cost Consulting Services

Dear Mark,

Please see below our proposal for providing cost consulting services for the City of Shoreline Brightwater Project.

Provide cost consulting services at the following design stages:

- Schematic Design Estimate
- Design Development Estimate
- Construction Documents Estimate

2.1 Cost Estimate

The cost estimate will be based on the measurement of quantities from drawings and provided information and priced in accordance with these drawings, specifications and descriptions of the work. All sections will be estimated in detail based upon the information available. It is our understanding cost estimates will be provided by the design team engineers for Civil, Landscape for our review prior to incorporation in the overall cost estimate.

2.2 Format

The estimates will be presented in elemental format or that determined by the project team.

2.3 Exclusions

Any design work or estimating beyond the above stated services and scope and beyond the site.

2.4 Meetings / Follow Up / Estimate Review

We have assumed for this fee proposal for (2) hours of meetings, conference calls and follow up.

2.5 Project Staffing Assignment

- Andrew Cluness, Lead Estimator (20 Years' Experience)
- Neil Watson, MEP Estimator (24 Years' Experience)

3a. Basic Services Fees

Our Fixed Fee for cost estimating services are **\$9,800** for the following services:

- **Schematic Design Estimate – 18 Hours x \$140/Hr. = \$2,520**

www.arccostgroup.com

June 19th, 2018

City of Shoreline Brightwater Site

Exhibit A.5

- Architectural 12 Hours x \$140/Hr.
- MEP 6 Hours x \$140
- **Design Development Estimate – 24 Hours x \$140/Hr. = \$3,360**
 - Architectural 16 Hours x \$140/Hr.
 - MEP 8 Hours x \$140
- **Construction Document Estimate – 28 Hours x \$140/Hr. = \$3,920**
 - Architectural 18 Hours x \$140/Hr.
 - MEP 10 Hours x \$140

4. Expenses

Direct reimbursable expenditures if appropriate will be charged in accordance with the prime agreement or Our Hourly rates for miscellaneous additional services will be billed as reimbursable at \$140/Hr. Flights and Accommodations will be billed at Cost + 10%. We are not anticipating expenses for this project.

5. Payment

We will invoice on completion of each phase for payment net thirty (30) days. This proposal remains open for acceptance for a period of three months after which time the writer should be consulted for verification of scope and fees.

6. Project Schedule

Based on our understanding of the current schedule that if successful in our proposal we would receive the documents on the following dates for the formal submittals of our service:

Documents to ARC Cost Group
Per Schedule

Complete Cost Plan
Per Schedule

We look forward to the opportunity of working with you on this important project and if you have any questions regarding this proposal or the fee structure, please give us a call. Thank you.

Yours Truly,



Andrew Cluness, President
ARC Cost Group, LLC
Office: 253-258-2925

Confirmation of Agreement:

This letter correctly sets out the scope and fees for services to be provided by ARC Cost Group, LLC. for this project.

Signature of Authorized Officer	Title of Authorized Officer	Date
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Scope of Services

Design Phase
City of Shoreline – CSMF Brightwater
February 2020

City of Shoreline



2707 COLBY AVENUE, SUITE 900
EVERETT, WA 98201
800.615.9900 | 425.252.7700

INTRODUCTION

The City of Shoreline is moving forward with the design of a maintenance facility on the City's Brightwater site. The project includes a new one story building with canopy area, accommodating vehicle fueling and washing, as well as equipment storage.

Perteet's services shall be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Perteet shall have no other obligations, duties or responsibilities associated with the project except as expressly provided in this Scope of Services and any additional services authorized by amendment. Perteet reserves the right to shift funds within the Contract between Tasks.

DESIGN STANDARDS

Design file, reports, documents, and plans prepared as part of this Scope of Services, to the extent feasible, shall be developed in accordance with the latest edition and amendments to the following documents, as of the date this Agreement is signed:

- Standard Specifications for Road, Bridge, and Municipal Construction, 2020 English Edition, published by WSDOT and the Washington State Chapter APWA.
- Standard Plans for Road, Bridge, and Municipal Construction, (M 21-10), published by WSDOT.
- 2009 Manual on Uniform Traffic Control Devices (MUTCD).
- 2010 American with Disabilities Act Standards.
- Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG), July 26, 2011.
- 2019 Stormwater Management Manual for Western Washington (SWMMWW).
- 2012 Low Impact Design Manual (LID Manual) may be used as guidance.
- City of Shoreline Municipal Code.
- City of Shoreline Engineering Development Manual (2020).

TASKS

The following tasks will be performed under this scope of services:

Task 1 – Project Management

Task 2 – Stormwater

Task 3 – Civil Schematic Design (30% Plans and Estimate)

Task 4 – Civil Design Development (60% Plans, Specifications Outline and Estimate)

Task 5 – Civil Permit Documents (90% Plans, Specifications and Estimate)

Task 6 – Civil Construction Documents (Ad Ready Plans, Specifications and Estimate)

Task 7 – Permitting Assistance and Documentation

Task 8 – Bidding Support

Assumptions:

- The Owner will not be pursuing Greenroads, LEED certification, or other certifications.
- Off-site design work is excluded from this proposal.

It is assumed that this project will not exceed a twenty (20) month duration from the date the Consultant receives a notice to proceed from the City.

TASKS – CIVIL DESIGN

Task 1 – Project Management

As part of the Civil Design portion of the project, Perteet will prepare monthly progress reports that describe the work items and percentage of work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The monthly progress reports will also identify any other issues or problems that may occur in any given month. Perteet will submit these monthly progress reports to TCF's Project Manager with the monthly invoices. The Perteet Project Manager will notify TCF's Project Manager, in writing (memo format) or via email, of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Work Elements:

- Civil Design Scope and budget management.
- Coordination of Perteet personnel.
- Coordinate QA/QC reviews for plan and Drainage Report submittals.
- Prepare monthly progress reports/invoices.

Assumptions:

- This contract duration shall be no longer than nineteen (19) months.
- Perteet will prepare its invoice and associated progress report monthly.
- A maximum of nineteen (19) progress reports and invoices will be prepared.
- Perteet will coordinate with TCF's Project Manager via e-mails and phone calls on an as needed basis.

Deliverables:

- Perteeet Standard Monthly Progress Reports/Invoices (maximum of nineteen [19], hard copy)

Task 2 – Stormwater

The stormwater task consists of the following work elements:

Design Criteria

The 2019 Stormwater Management Manual for Western Washington (SWMMWW), the City of Shoreline Municipal Code and the City of Shoreline Engineering Development Manual will be used as the stormwater regulatory manuals for this project. The 2012 LID Manual may also be used as guidance. Prior to beginning project stormwater design, a stormwater design criteria matrix will be prepared summarizing all stormwater related requirements and standards. The design criteria matrix will be provided to TCF and City of Shoreline for review and concurrence prior to beginning design work.

Deliverables:

- Stormwater Design Criteria Matrix (to be included with the drainage report)

Off-Site Analysis

Perteeet will conduct a downstream analysis extending $\frac{1}{4}$ mile downstream/down-gradient of the project limits for each of the Threshold Discharge Areas (TDAs) identified. The downstream analysis will include a review of recent drainage complaint documentation provided by the County or City (if it exists) and a visual assessment of downstream routes to identify evidence of erosion, flooding, sedimentation, or flow constriction points. A visual above-ground inspection, where practical, will be conducted for each of the downstream drainage conveyance systems associated with the project. Representative photographs will be taken and an assessment of the downstream effects will be performed. The assessment of the downstream effects is to be a qualitative evaluation based upon engineering judgment. The Consultant will prepare a written description of the downstream system conditions and provide a map showing downstream routes. This task does not include detailed hydraulic analysis or computations of the downstream section, but it can be provided as an additional service.

Assumptions:

- The site may consist of up to two (2) TDAs and therefore the Consultant will analyze up to two (2) downstream routes.
- There are no upstream areas tributary to the project site.
- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If the downstream route field investigation requires access onto private property, right-of-entry permissions will be obtained by TCF.

Deliverables:

- Offsite Analysis Write-up, to be included in a section of the Drainage Report.

Site Assessment and Mapping

Perteet will prepare site assessment maps showing existing drainage features within the project site. Mapping will be assembled based upon existing topographic maps and any updated survey. Offsite information will be acquired from GIS mapping, City records, and City maps. The assessment maps, produced by Perteet, will show existing contours, existing drainage elements and any critical areas such as wetlands and streams. This information will be used for appropriate documentation in the Drainage Report. These site assessment maps and exhibits will include:

- Land use types and areas.
- Topographic plans within the project site, including enclosed drainage.
- Topographic mapping outside of the project site but within the project area of interest (electronic GIS).
- Soil types, depth, and slope – Natural Resources Conservation Service (NRCS).
- Soil subsurface information, as available.

Deliverables:

- Site Assessment Maps in 11" x 17" sheet size with a scale of 1:50 (to be included in the Drainage Report)

Change in Land Use Area Map

Perteet will prepare maps identifying existing and proposed impervious areas. This is used for threshold determination in accordance with the drainage standards, and to verify mitigation needs for detention and stormwater quality treatment are being met. TDA boundaries, based on high points and conveyance system configuration, will be identified on these maps. Perteet will also prepare a summary of area tables for pre-project and post-project conditions. This task includes updating the proposed impervious area maps after Design Development plans (60% plans) are complete, if there are significant changes to the site design that warrants an update.

Deliverables:

- One (1) electronic PDF copy of the Change in Land Use Maps and corresponding table of change in land use areas. To be included in the Drainage Report. These maps will include:
 - Existing Impervious Area Map (one [1] sheet)
 - Proposed Impervious Area Map (one [1] sheet)
 - Tables identifying the different types of impervious surfaces

Water Quality Treatment Calculations

Perteet will prepare sizing calculations for the proposed water quality treatment facilities.

Assumptions:

- The hydrologic analysis conducted as part of this work element will be done using MGS Flood™, a continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Water Quality Treatment calculations (to be included in the Drainage Report)

Flow Control Calculations

Perteet will prepare sizing calculations for flow control (detention or infiltration) facilities.

Assumptions:

- The hydrologic analysis conducted as part of this work element will be done using MGS Flood™, a continuous simulation modeling software accepted by the Washington State Department of Ecology.

Deliverables:

- Flow Control Calculations (to be included in the Drainage Report)

Pipe Conveyance Calculations

Perteet will prepare storm pipe conveyance capacity calculations for new storm drain pipe segments associated with the project site:

- Design Development (60% PS&E): Prepare preliminary pipe sizing calculations, using full-flow conditions with the Manning equation and Rational Method.
- Construction Documents (90% PS&E): Update conveyance calculations for the Drainage Report.

Deliverables:

- Conveyance Calculations (to be included in Drainage Report)

Drainage Report

Perteet will assemble a draft (Design Development [60% PS&E]) and final (Construction Documents [90% PS&E]) Drainage Report. The drainage report will include a written assessment and summary of the surface water design features on the project, summary of tables, flow control and water quality treatment calculations, pipe capacity calculations, drainage basin maps, backwater analysis (Hydraulic Grade Line) and supporting exhibits.

Deliverables:

- Draft Drainage Report at Design Development phase (60% PS&E) (two [2] comb bound hard copies one [1] electronic PDF copy)
- Final Drainage Report at Construction Document phase (90% PS&E) (two [2] comb bound hard copies, one [1] electronic copy on CD in Word/Excel [editable] and PDF formats)

Task 3 – Civil Schematic Design (30% Plans and Estimate)

The Schematic Design phase will include the preparation of design documents based on the approved conceptual design which was established during the Pre-Design phase.

Work Elements:

In addition to the design elements described in other tasks, the following work elements will occur during the 30% design phase.

- Meeting Attendance
Perteeet project manager and design engineer to attend one coordination meeting with TCF at TCF's office.
- Site Preparation
Identify work which must be conducted prior to beginning construction of the proposed facilities. This work generally includes elements like tree removal/protection, onsite infrastructure to be removed/protected/reused, pavement removal, and temporary security measures.
- Erosion Control
Prepare erosion control design to minimize the discharge of sediment from the site. Erosion control measures will be designed in accordance with the current version of the Washington State Department of Ecology's Stormwater Management Manual, Volume II.
- Grading and Earthwork
Identify proposed finished grades throughout the site which provide both surface drainage and user comfort. Due to the size of the site and constraints on all sides grading will generally match the existing site but modified to accommodate drainage. Earthwork design will extend under all building additions to the bottom of the foundations and slabs. Perteeet will provide the design for all retaining walls less than 4 feet in height. Finished grades will be identified by contours at 1' intervals. Up to three (3) site cross sections will be prepared. Earthwork design and calculations will be performed using Civil 3D software.
- Drainage
Drainage plans showing the collection, conveyance and treatment of stormwater runoff from the site. Conveyance and flow control/water quality systems will be shown in plan view only for this design phase.
- Paving
Identify surfacing and surface features. It is anticipated that the majority of the site will be constructed using asphalt or concrete pavement. The paving plans will also identify surfacing materials for drive lanes, parking area and pedestrian areas. Perteeet is responsible for site paving/flatwork up to the buildings.
- Striping and Site Amenities

Identify striping and site features necessary for the operation of the project site. Signage will be limited to standard signage available in the MUTCD or other sources, except for the site monument signs.

- Control Plan

Identify the locations and dimensions of proposed site features in a manner that allows the contractor to correctly locate the features. Location information will be a combination of coordinates, Station/Offset callouts and measured dimensions as best conveys the intent of the design. Only minimal control information will be provided during this design phase.

- Composite Utility Plans

Provide design for the water and irrigation system from the point of connection at the water main up to the point of connection with the building system (5 feet outside the buildings). Identify domestic and irrigation meter size and location and whether or not additional fire hydrants will be necessary. Identify type and location of the double check valve assembly.

Provide design for the sanitary sewer system from the point of connection at the sanitary sewer main up to the point of connection with the building system (5 feet outside the buildings).

The utility plans will also be used to show all utilities in a single location, including power, data, and storm drainage systems in order to help identify potential conflicts.

- Opinion of Probable Cost

Pertteet will prepare an opinion of the probable construction cost for the project based on the 30% design plans. The opinion will capture all significant project costs to the extent known, and provide sufficient contingency to gauge the final cost of the project.

- Specifications

Specifications will not be prepared until the 60% submittal.

- Document Assembly

Assemble all deliverables into a cohesive package for delivery to the TCF Team.

- A maximum of nine (9) civil plans will be prepared. Plan sheets will be scaled at 1" = 20' for full size drawings (22" x 34") and 1" = 40' for half size drawings (11" x 17"). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:

- Legend and Abbreviations (1 plan sheet)
- Control Plan (1 plan sheet)
- Site Preparation and Erosion Control (1 plan sheets)
- Site Preparation and Erosion Control Details (1 sheet)
- Grading Plan (1 plan sheets)

- Grading Sections (1 plan sheet)
- Drainage Plan (1 plan sheets)
- Composite Utility Plan (1 plan sheets)
- Paving and Channelization Plan (1 plan sheets)

Assumptions:

- Survey Control Plan to be prepared by others.
- Comments on conceptual plans will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- The project configuration and design elements selected in the schematic design phase will not be substantially revised during the course of the design efforts.
- Off-site frontage improvements are not anticipated.
- TCF will control the development of the overall site and hardscape layout, with collaboration from Perteet. Perteet will be responsible to fully document and dimension the site and hardscape layout, along with detailed design of all site elements, except those covered by other disciplines.
- TCF will provide Perteet with an architectural site plan in AutoCAD, along with the AutoCAD site survey.
- TCF will assist Perteet with site layout striping and wheel stop placement.
- TCF will handle site vehicular signage, monument signs, vehicular gates, and fencing design.
- Security system design is excluded from this scope of work.
- Site illumination design is excluded from this scope of work. However, Perteet will coordinate with the project's electrical engineer regarding trenching and backfill for conduit, light pole bases and bollards.
- Landscape and irrigation design, if required, will be by others.
- The mechanical engineer will be responsible for the water systems from 5 feet outside the buildings to the building interiors and will provide Perteet with the demand requirements.
- The mechanical engineer will be responsible for the sanitary sewer systems from 5 feet outside the buildings to the building interiors.
- Utility coordination will be minimal.
- If retaining walls are required, then WSDOT Standard CIP walls or MSE walls will be specified.

Deliverables:

- 30% Plans (four [4] copies, half-size – 11" x 17")
- 30% Opinion of Probable Cost (four [4] copies)

- Electronic version of submittal documents (PDF)

Task 4 – Civil Design Development (60% Plans, Specifications Outline and Estimate)

The Design Development phase will incorporate ideas captured during the Schematic Design phase. The intent of this task is to further the schematic design developed in Task 3 and design it to the 60% design level. Plans will be prepared to a level of competency presently maintained by practicing professionals in the field of civil engineering in the Puget Sound Region. Along with plan development, specifications will also be prepared.

Work Elements:

In addition to the design elements described in other tasks, the following work elements will occur during the 60% design phase.

- Meeting Attendance
Perteet project manager to attend one coordination meeting with TCF at TCF's office and one coordination with TCF at City of Shoreline for a total of two (2) meetings.
- Grading and Earthwork
Detailed grading work will be performed during this design phase. Elevation spot shots will be provided on the grading plans to clearly identify to the contractor flow lines, low points, crest lines, slopes for ADA compliance and other necessary locations to convey how the site should be graded.
- Drainage
Drainage profiles will be prepared and included in the drawing set during this phase. More detailed information such as roof and footing drain configuration and connections, flow control details and water quality treatment details will also be included. TCF will design the roof drainage system and will provide Perteet with the downspout locations. Perteet will show all building perimeter footing drains and their connection to the site storm drainage system.
- Control Plan
Control points, which will also include vertical information, will be provided to clearly convey to the contractor the location of all site features such as curb lines, buildings, site amenities and storm drainage facilities. A separate sheet of control tables will also be added during this design phase.
- Specifications
The 60% specifications will include an outline of the project specifications only (CSI format).
- Opinion of Probable Cost

Prepare an opinion of the probable construction cost for the project based on the 60% design plans. The opinion will capture all significant project costs to the extent known, and provide sufficient contingency to gauge the final cost of the project.

- Document Assembly

Assemble all deliverables into a cohesive package for delivery to the TCF Team.

- A maximum of thirteen (13) civil plans will be prepared. Plan sheets will be scaled at 1" = 20' for full size drawings (22" x 34") and 1" = 40' for half size drawings (11" x 17"). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:
 - Legend and Abbreviations (1 plan sheet)
 - Control Plan (1 plan sheets)
 - Control Tables (1 plan sheet)
 - Site Preparation and Erosion Control (1 plan sheet)
 - Site Preparation and Erosion Control Details (1 sheet)
 - Grading Plan (1 plan sheet)
 - Grading Sections (1 plan sheet)
 - Drainage Plan (1 plan sheet)
 - Drainage Details (2 plan sheet)
 - Composite Utility Plan (1 plan sheet)
 - Utility Details (1 plan sheet)
 - Paving and Channelization Plan (1 plan sheet)
 - Paving and Channelization Details (1 plan sheet)

Assumptions:

- Comments on schematic design plans (30% plans) will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- The Perteet project manager will attend up to one (1) meeting at the TCF offices and (1) meeting at the City of Shoreline during this design phase.

Deliverables:

- Responses to schematic design (30%) design comments
- 60% Plans (four [4] copies, half-size – 11" x 17")
- 60% Specifications outline (Word file)
- 60% Opinion of Probable Cost (four [4] copies)
- Electronic version of submittal documents (PDF)

Task 5 – Civil Permit Documents (90% Plans, Specifications and Estimate)

The 90% design will incorporate comments from the review of the 60% design documents. At the 90% level, all major elements of the project will be incorporated into the plan set and all major design decisions will have been made.

Work Elements:

In addition to the design elements described in other tasks, the following work elements will occur during the 90% design phase:

- Meeting Attendance
Per teet project manager to attend one coordination meeting with TCF at TCF's office and one coordination with TCF at City of Shoreline for a total of two (2) meetings.
- Review and address 60% design comments and incorporate into the 90% design. A summary of comments and actions taken/responses will be provided with the 90% submittal.
- Specifications
Specifications will be prepared in CSI format for the design elements that Per teet is responsible for on the project. The 90% specifications will address significant design elements but will leave some details for later completion.
- Opinion of Probable Cost
Prepare an opinion of the probable construction cost for the project based on the 90% design plans. The opinion will capture all significant project costs to the extent known, and provide sufficient contingency to gauge the final cost of the project.
- Document Assembly
Assemble all deliverables into a cohesive package for delivery to the TCF Team.
- A maximum of thirteen (13) civil plans will be prepared. Plan sheets will be scaled at 1" = 20' for full size drawings (22" x 34") and 1" = 40' for half size drawings (11" x 17"). This scale allows the most efficient breakdown of the site while providing sufficient detail to convey the design intent. The anticipated plans are as follows:
 - Legend and Abbreviations (1 plan sheet)
 - Control Plan (1 plan sheets)
 - Control Tables (1 plan sheet)
 - Site Preparation and Erosion Control (1 plan sheets)
 - Site Preparation and Erosion Control Details (1 sheet)
 - Grading Plan (1 plan sheets)
 - Grading Sections (1 plan sheet)
 - Drainage Plan (1 plan sheets)
 - Drainage Details (2 plan sheets)
 - Composite Utility Plan (1 plan sheets)

- Utility Details (1 plan sheet)
- Paving and Channelization Plan (1 plan sheets)
- Paving and Channelization Details (1 plan sheets)

Assumptions:

- Comments on the design development plans (60% plans) will be provided to Perteet in a consolidated, non-conflicting format. Either plan markups or tabulated comments are acceptable.
- TCF will provide Perteet with their standard CSI format template for specification production.
- The Perteet project manager will attend up to one (1) meeting at the TCF offices and one at the City of Shoreline during this design phase.

Deliverables:

- Responses to design development (60%) design comments
- 90% Plans (four [4] copies, half-size – 11" x 17")
- 90% Specifications (Word file)
- 90% Opinion of Probable Cost (four [4] copies)
- Electronic version of submittal documents (PDF)

Task 6 – Civil Construction Documents (Ad-Ready Plans and Specifications)

The intent of this task is to progress all site civil elements to a bid ready status for issuance to the City of Shoreline. The number of plan sheets is anticipated to remain the same as the 90% design effort.

Work Elements:

- Review and address 90% design comments and incorporate into the Ad-Ready design plans. A summary of comments and actions taken/responses will be provided with the Ad-Ready submittal.
- Progress all design elements (plans, specs and estimate) to an Ad-Ready, construction ready state.

Assumptions:

- The TCF team will assemble and advertise the final product, including document reproduction.
- The Perteet project manager will not attend any meetings during this design phase.
- All remaining review comments will be presented with the 90% review. There will be no comments or revisions following submittal of the Permit Documents.

Deliverables:

- Responses to construction document (90% plans and specifications) comments
- Camera ready full-size set of plans (one [1] set – 22” x 34”)
- Bid Ready Plans (four [4] copies, half-size – 11” x 17”)
- Bid Ready Specifications (Word file for inclusion into your project manual)
- Final Opinion of Probable Cost (four [4] copies)
- Electronic version of submittal documents (PDF and AutoCAD/Word)

Task 7 – Permitting Assistance and Documentation

Perteet will assist the project team to assemble local land use permit documentation and permit submittal information, and provide permit review follow-up with the City of Shoreline. Perteet will assist to complete or partially complete application forms and required submittal information for building and site development review. It is assumed that permit submittal with SEPA may occur with the Design Development plans (60% plans). Perteet will provide all related permit information associated with site civil engineering associated with other tasks in this scope. Other disciplines will be provided with permit forms for inclusion and completion of relevant permit information such as building/mechanical information and other items outside of our discipline. Perteet will assist to coordinate City submittal intake and review progress. Documentation related to other disciplines will need to be prepared and provided by others, assumed to be coordinated by TCF. Permit fees are assumed to be paid by the City of Shoreline.

Deliverables:

- Coordinate and attend a pre-application meeting with Shoreline Planning and Community Development to verify land use permit requirements; provide meeting notes to TCF.
- Prepare SEPA checklist with 60% plans and information.
- Prepare City permit forms, checklists, and known submittal requirements for assumed land use related permit items: Clearing and Grading Permit and Site Development Permit.
- Critical Areas Worksheet (assuming no critical areas on or adjacent to site).
- Hardcopies of site civil information design documents for SEPA and land use permit submittal.
- Preparation and coordination for City permit intake.
- Correspondence by email and phone.
- Coordination for resubmittal items related to permit comments associated with site civil design documentation. Any follow-up permit response submittals are assumed to occur concurrent with later design submittals.

Assumptions:

- The proposed land use is consistent with current zoning or otherwise permissible.
- Building Permit related items are assumed to be coordinated by TCF.
- Critical areas delineation, report, or permitting will not be necessary.
- Tree inventory/retention or replacement tree planting will not be necessary.
- No deviations from standards will be necessary.
- Any other special studies or design information not included in Perteeet scope items is excluded from the Perteeet scope.

Task 8 – Bidding Support

Perteeet will respond to Contractor questions as requested by the TCF Team during the bidding process. Perteeet will also assist in preparing up to one (1) addendum during the bidding process. The effort for the preparation of addendums is limited to the fee identified in the attached fee schedule. Perteeet will not attend the bid opening.

Deliverables:

- Electronic copies of addendum in PDF format, if required.

water

Contract Start Date 2/15/2020

Last Update date 2/10/2020

Contract End Date 8/31/2021

Contract Duration: 18 Months

Perteeet Project No.

Sr.	Sr. Associate	Lead Engineer / Mgr	Lead Engineer / Mgr	Engineer II	Engineer I	Lead Technician/ Designer	Planner II	Accountant	Clerical	Total Hours	Labor Dollars
2215.00	\$215.00	\$170.00	\$170.00	\$130.00	\$110.00	\$130.00	\$120.00	\$100.00	\$90.00		
		20.00						5.00		25.00	\$3,900.00
0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	5.00	0.00	25.00	\$3,900.00
4.00		2.00	32.00	32.00		8.00			3.00	81.00	\$12,110.00
4.00	0.00	2.00	32.00	32.00	0.00	8.00	0.00	0.00	3.00	81.00	\$12,110.00
8.00		12.00	32.00	24.00	24.00	32.00				132.00	\$19,120.00
8.00	0.00	12.00	32.00	24.00	24.00	32.00	0.00	0.00	0.00	132.00	\$19,120.00
16.00		24.00	44.00	44.00	44.00	24.00				196.00	\$28,680.00
16.00	0.00	24.00	44.00	44.00	44.00	24.00	0.00	0.00	0.00	196.00	\$28,680.00
8.00		16.00	28.00	28.00	28.00	22.00				130.00	\$18,780.00
8.00	0.00	16.00	28.00	28.00	28.00	22.00	0.00	0.00	0.00	130.00	\$18,780.00
8.00		4.00	16.00	16.00	16.00	12.00				72.00	\$10,520.00
8.00	0.00	4.00	16.00	16.00	16.00	12.00	0.00	0.00	0.00	72.00	\$10,520.00
	34.00	8.00	6.00				42.00		2.00	92.00	\$14,910.00
0.00	34.00	8.00	6.00	0.00	0.00	0.00	42.00	0.00	2.00	92.00	\$14,910.00
2.00		2.00	16.00	8.00		4.00				32.00	\$5,050.00
2.00	0.00	2.00	16.00	8.00	0.00	4.00	0.00	0.00	0.00	32.00	\$5,050.00
0.00											
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
46.00	34.00	88.00	174.00	152.00	112.00	102.00	42.00	5.00	5.00	760.00	\$113,070.00
890.00	\$7,310.00	\$14,960.00	\$29,580.00	\$19,760.00	\$12,320.00	\$13,260.00	\$5,040.00	\$500.00	\$450.00		\$113,070.00

\$0.00
\$113,360.00



June 20, 2019

TCF Architecture, PLLC
902 N 2nd St
Tacoma, WA 98403-1931

Attn: Mark Hurley - Principal
P: 253.572.3993
E: mark@tcfarchitecture

Re: Proposal for Geotechnical Engineering Services
Shoreline Maintenance Facility – Brightwater Ballinger Way Site
20031 Ballinger Way NE
Shoreline, WA
Terracon Proposal No. P81195086

Dear Mark:

We appreciate the opportunity to submit this proposal to TCF Architecture, PLLC (TCF) to provide Geotechnical Engineering services for the above referenced project. The following are exhibits to our proposal.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule

Our fee to perform the Scope of Services described in this proposal is \$23,850 See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by issuing a subconsultant addendum to our existing agreement with TCF for services on the City of Shoreline's Maintenance Facilities Project.

Chad McMullen will be our project manager and day-to-day contact for our services. Dennis Stettler will provide consultation and quality review. We look forward to working with you on this project.

Sincerely,
Terracon Consultants, Inc.

Chad T. McMullen, P.E.
Project Engineer

Dennis R. Stettler, P.E.
Senior Engineering Consultant

EXHIBIT A - PROJECT UNDERSTANDING

Our Scope of Services is based on our understanding of the project as described by TCF and the expected subsurface conditions as described below. We have visited the project site to confirm the information provided. Aspects of the project, undefined or assumed, are noted below. We request the design team verify all information prior to our initiation of field exploration activities.

Site Location and Anticipated Conditions

Item	Description
Parcel Information	The project is located at 20031 Ballinger Way NE in Shoreline, WA. Lot Size: 0.6 acres; 100 ft wide by 259 to 275 ft long Latitude: 47.7745 Longitude: -122.31080
Existing Improvements	The adjacent northeast parcel is the access portal for the King County Metro Brightwater Tunnel. Adjacent properties to the northwest and southeast are occupied by commercial buildings. The proposed maintenance facility site is covered with gravel.
Current Ground Cover	Gravel-covered parking lot
Existing Topography (from King County documents)	Brightwater tunnel portal area is about elevation 406 ft (King County Metro Datum) in the northeast portion of the site. The site slopes up to elevations ranging from about 409 – 415 ft (King County Metro Datum). A slope designated as a steep slope hazard area is present on adjacent property near the southwest property line.
Site Access	We expect the site, and all exploration locations, are accessible with truck-mounted drilling equipment. TCF or the City of Shoreline will resolve any private property access restrictions prior to mobilizing drilling equipment to the site.
Expected Subsurface Conditions	Our review of geologic maps and existing subsurface information indicates subsurface conditions will consist of recessional glacial outwash comprised primarily of medium dense sand and gravel deposits of variable silt content overlying very dense glacial till. Some fill may be on the site associated with past site development and earthwork activities.

Planned Construction

Item	Description
Information Provided	<ul style="list-style-type: none"> ■ Email request for proposal prepared by TCF dated June 10, 2019 ■ Preliminary Architectural site plans dated January 26, 2019 ■ Geotechnical engineering and environmental documents prepared for the King County Metro Brightwater Tunnel Ballinger Way Access Site.

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
 902 N 2nd St ■ Terracon Proposal No. P81195086

Item	Description
Project Description	The 0.6-acre site will be developed as a maintenance facility to include 7,300 sf of canopy structures, an 850 sf one-story building, vehicle fueling and washing facilities, and asphalt and concrete paving throughout the site.
Proposed Structures	The canopies for the site are assumed to be pre-engineered structures; the single-story building with a footprint of about 850 square feet is assumed to be wood-frame with a slab-on-grade (non-basement).
Finished Floor Elevation	Not available. Assumed to be near existing site grades
Maximum Loads	Not Available. Assumed to be relatively lightly loaded. Anticipated loads should be provided to Terracon for use in our analyses
Grading/Slopes	<p>Finished floor elevation is assumed to be near existing site grades.</p> <p>Grading plans are not available, but cuts and fills for general site grading are assumed to be less than about 1 to 2 feet.</p> <p>A steep slope is mapped adjacent to the southwest side of the site. The steep slope appears to be beyond the boundaries of this site. Terracon will require elevation contours of the adjacent steep slope. We assume that information will be provided to Terracon by the project team. Evaluation of the steep slope and development of appropriate steep slope setbacks will be a part of the geotechnical analysis.</p>
Below-Grade Structures	<p>None anticipated, although stormwater detention vaults may be used.</p> <p>Given the steep slope adjacent to the property and the presence of soil and groundwater contamination on the property, stormwater infiltration would seem to be problematic and we assume that infiltration will not be used for stormwater disposal.</p>
Free-Standing Retaining Walls	No retaining walls are planned for the project, unless stormwater detention vaults are used.
Pavements	<p>Paved driveway and parking will be constructed on most of the 0.6 acres of the parcel that are not occupied by other structures.</p> <p>We assume both rigid (concrete) and flexible (asphalt) pavement sections should be considered. Please confirm this assumption.</p> <p>Anticipated traffic loading will need to be provided to Terracon by the design team in order to develop pavement design recommendations as follows:</p> <ul style="list-style-type: none"> ■ Autos/light trucks: To be provided ■ Light delivery and trash collection vehicles: To be provided ■ Tractor-trailer trucks: To be provided <p>The pavement design period is 20 years.</p>
Applicable Building Code(s)	<p>International Building Code – Version 2015 (IBC 2015)</p> <p>American Society of Civil Engineers – Version 7, 2010 (ASCE 7-10)</p>
Estimated Start of Construction	May 2020

EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of field exploration, laboratory testing, engineering/project delivery, post-report geotechnical consultation, and geotechnical services during construction. These services are described in the following sections.

Field Exploration

The field exploration program will primarily rely on the results from borings and monitoring wells contained in reports for the Brightwater Tunnel completed by consultants working for King County Metro. To supplement that information, Terracon will complete the following explorations:

Exploration Type	Number of Explorations	Planned Boring Depth (feet) ¹	Planned Location
Soil Borings	1	25	Near southwest property line to evaluate steep slope conditions
Soil Borings	1	10-15 feet	Central portion of the site

¹. Below existing ground surface

Exploration Layout and Elevations: We use handheld GPS equipment to locate the proposed subsurface explorations with an estimated horizontal accuracy of +/-10 feet. Field measurements from existing site features may be also used. If available, approximate elevations are obtained by interpolation from a site specific, surveyed topographic map, otherwise elevations at the explorations locations will be estimated from Google Earth imagery.

Soil Boring Procedures: Soil borings will be advanced using a truck-mounted drill rig using continuous flight hollow-stem augers. Four samples are obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using split-barrel sampling (performed in general accordance with ASTM D1586). This sampling method advances a standard 2-inch outer diameter split-barrel sampling spoon into the subsurface by repeatedly dropping a 140-pound hammer a fall height of 30 inches. The number of blows required to advance the sampler the last 12 inches of a normal 18-inch penetration is recorded as the Standard Penetration Test (SPT) resistance value. The SPT resistance values, also referred to as N-values are reported as uncorrected values on the boring logs at the test depths.

Samples obtained from split-spoon sampling are typically tested for geotechnical index properties. All samples are placed in appropriate containers, taken to our soil laboratory for testing, and classified by a geotechnical engineer. In addition, we observe and record groundwater levels during drilling and sampling.

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
902 N 2nd St ■ Terracon Proposal No. P81195086

Our exploration team prepares draft boring logs in the field (i.e. field logs) as part of standard drilling operations. The field logs include sampling depths, sampler advancement, penetration resistance, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the geotechnical engineer's interpretation, and include modifications based on observations and laboratory tests.

Monitoring Well: No groundwater monitoring wells are planned as part of the geotechnical site investigation. A monitoring well may be needed for purposes of environmental site investigations and will be further evaluated during completion of a Phase 1 Environmental Site Assessment (addressed in a companion proposal).

Infiltration Testing: This proposal assumes that infiltration will not be used as means of stormwater disposal.

Property Disturbance: Borings will be backfilled with granular bentonite. Backfilling of boreholes will be performed consistent with Washington State Administrative Code (WAC 173-160). The services do not include repair of the site beyond backfilling the boreholes and patching existing pavements, though care will be taken to limit property disturbance. Excess auger cuttings will be placed in steel drums and left on site for disposal by the City of Shoreline using their preferred hazardous waste disposal contractor. Because backfill material often settles below the surface over time, we recommend boreholes are checked periodically and backfilled, if necessary.

Site Access: Terracon must be granted access to the site by the property owner. By acceptance of this proposal, without information to the contrary, we consider this as authorization to access the property for conducting field exploration in accordance with the scope of services. We assume TCF or the City of Shoreline will resolve any access restrictions associated with private property, locked gates, and barricades.

Safety

Terracon is aware of low levels of petroleum hydrocarbon and related environmental concerns at this project site that could create health or safety hazards associated with our exploration program; thus, our scope considers development of a field health and safety plan and use of standard OSHA Level D Personal Protection Equipment (PPE) appropriate, combined with monitoring for organic vapors during the field exploration program. Our scope of geotechnical services does not include environmental site investigations, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
902 N 2nd St ■ Terracon Proposal No. P81195086

Exploration efforts require borings (and possibly excavations) into the subsurface, therefore Terracon complies with Washington State Administrative Code (WAC) in requesting public utility location service through Washington One Call (811). We consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

Private utilities should be marked by the owner prior to commencement of field exploration. Terracon will not be responsible for damage to private utilities that are not made aware to us. If the owner is not able to accurately locate private utilities, Terracon can assist the owner by coordinating or subcontracting with a private utility locating services. Fees associated with the additional services are included in our current scope of services. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

Laboratory Testing

The project engineer reviews field data and assigns various laboratory tests to better understand the engineering properties of various soil strata. Exact types and number of tests cannot be defined until completion of field explorations. Procedural standards noted below are for reference to methodology in general. In some cases, local practices and professional judgement require method variations. Standards noted below include reference to other related standards. Such references are not necessarily applicable to describe the specific test performed.

- ASTM D422 Standard Test Method for Particle-Size Analysis of Soils (Withdrawn 2016)
- ASTM D2216 Standard Test Methods for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass
- ASTM D1140 Standard Test Method for determining the Amount of Material Finer than 75- μ m (No. 200) Sieve in Soils by Washing

Our laboratory testing program includes examination of soil samples by an engineer. Based on the material's texture and plasticity, we describe and classify soil samples in accordance with the Unified Soil Classification System (USCS). For planning purposes, we anticipate performing the following index tests for further soil classification:

- 10 – ASTM D2216 (Water Content)
- 4 – ASTM D422 (Grain Size Distribution)
- 2 – ASTM D1140 (No. 200 Wash)

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
902 N 2nd St ■ Terracon Proposal No. P81195086

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project.

Your project will be delivered using our **GeoReport®** system. Upon initiation, we provide you and your design team the necessary link and password to access the website (if not previously registered). Each project includes a calendar to track the schedule, an interactive site map, a listing of team members, access to the project documents as they are uploaded to the site, and a collaboration portal. The typical delivery process includes the following:

- Project Planning – Proposal information, schedule and anticipated exploration plan will be posted for review and verification
- Site Characterization – Findings of the site exploration
- Geotechnical Engineering – Recommendations and geotechnical engineering report

When utilized, our collaboration portal documents communication, eliminating the need for long email threads. This collaborative effort allows prompt evaluation and discussion of options related to the design and associated benefits and risks of each option. With the ability to inform all parties as the work progresses, decisions and consensus can be reached faster. In some cases, only minimal uploads and collaboration will be required, because options for design and construction are limited or unnecessary. This is typically the case for uncomplicated projects with no anomalies found at the site.

When services are complete, we upload a printable version of our completed geotechnical engineering report, including the professional engineer's seal and signature, which documents our services. Previous submittals, collaboration and the report are maintained in our system. This allows future reference and integration into subsequent aspects of our services as the project goes through final design and construction.

The geotechnical engineering report will provide the following:

- Boring logs with field and laboratory data
- Results from previous borings on the site
- Stratification based on visual soil classification
- Groundwater levels observed during drilling and from historical data
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Recommended foundation options and engineering design parameters
- Estimated settlement of foundations

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
 902 N 2nd St ■ Terracon Proposal No. P81195086

- Recommendations for design and construction of interior floor slabs
- Seismic considerations
- Subgrade preparation/earthwork recommendations
- Recommendations for lateral earth pressures against shallow retaining walls or buried detention vaults
- Evaluation of the stability of the adjacent steep slope
- Assessment of the potential steep slope risk and development of appropriate slope setbacks and mitigating measures, if needed, to satisfy City of Shoreline geologic hazards and steep slope requirements as contained in the City of Shoreline Municipal Code.
- Recommended pavement options and design parameters

Post-report Consultation: Following issuing of the final geotechnical engineering report, the need for geotechnical consultation often arises as the design progresses and design changes are incorporated. The lump sum fee presented in Exhibit C includes a limited post-report consultation services.

Review of Plans and Specifications: Our geotechnical report and associated verbal and written communications will be used by others in the design team to develop plans and specifications for construction. Review of project plans and specifications is a vital part of our geotechnical engineering services. This consists of review of project plans and specifications related to site preparation, foundation, and pavement construction. Our review will include a written statement conveying our opinions relating to the plans and specifications' consistency with our geotechnical engineering recommendations.

Geotechnical Observation and Testing of During Construction: Development of our geotechnical engineering recommendations and report relies on an interpretation of soil conditions. This is based on widely spaced exploration locations, and assuming construction methods will be performed in a manner sufficient to meet our expectations, and is consistent with recommendations made at the time the geotechnical engineering report is issued. We should be retained to conduct construction observations, and perform/document associated soil testing, for site preparation, foundation, and pavement construction. This allows a more comprehensive understanding of subsurface conditions and necessary documentation of construction, to confirm and/or modify (when necessary) the assumptions and recommendations made by our engineers. The following outlines our anticipated scope of services during construction.

Based on our understanding of the project, we assume that our services would be part-time as needed for the following construction activities:

- Structural fill placement and compaction for
 - General site grading
 - Utility and stormwater vault backfill compaction

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
902 N 2nd St ■ Terracon Proposal No. P81195086

- Foundations
- Slab-on-grade
- Pavements
- Soil bearing observation for:
 - Wall footings
 - Spread footings

- Preparation of daily field reports documenting the site observations and earthwork testing, with electronic copies provided

For budgeting purposes, we have assumed that the above construction observation activities would be completed in 3 to 4 site visits, with a typical on-site duration of about 2 to 3 hours plus an hour of reporting effort. Our budget also includes costs for a limited number of laboratory tests to support construction observation.

Project Management During Construction

We anticipate providing the following services related to project management:

- Attend a preconstruction meeting with the City of Shoreline. We have assumed one preconstruction meeting with a total duration of up to four (4) hours.
- Review of approved project plans and specifications by our project manager and field representative
- Review daily field reports and distribute to TCF, the general contractor superintendent on-site, and the City of Shoreline
- Scheduling and coordination
- Regular site visits
- Review of submittals for earthwork materials
- Respond to any geotechnical RFI's
- Monthly Invoicing
- Prepare a final geotechnical observation letter for submission to the City of Shoreline.

For the above “office tasks” we have assumed a total 25 hours of effort, primarily at a Project Engineer level.

Geotechnical Role of Terracon During Construction

The contractors for the project should be advised that our activities and responsibilities do not include supervision or direction of the actual work performed by the contractor, subcontractors, or their employees. Our professional opinions and conclusions will be developed in accordance with generally accepted geotechnical engineering practices. However, we will not undertake to

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
902 N 2nd St ■ Terracon Proposal No. P81195086

guarantee any aspects of the construction nor will our testing and monitoring relieve the contractor from his primary responsibility to produce a completed project conforming to the project plans and specifications. All parties associated with the construction should be informed that our firm and our employees are not responsible for job or site safety on this project.

Observation and Testing of Pertinent Construction Materials: Construction materials inspection and testing of concrete, asphalt, steel, and related construction materials will likely be required as a condition of the building permit. This geotechnical proposal does NOT include construction materials testing and inspection, but such services can be provided through Mayes Testing Engineers, Inc. (Mayes), a Terracon company. These services could be provided through Mayes’ Lynnwood office. The scope and budget for construction materials testing and inspection services is best developed near the completion of the design so that the construction materials services conform to the project requirements identified during design and construction permitting.

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our fee is shown in the following table:

Task	Lump Sum Fee
Subsurface Exploration, Laboratory Testing, Geotechnical Consulting & Reporting	\$16,050
Post-Report Consultation and Plans and Specification Review	\$ 1,700
Task	Time and Materials Estimate
Geotechnical Construction Observation and Testing Services	\$ 6,100

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization, as evidenced by your signature on the Supplemental Agreement for Services form.

Project Schedule

Terracon will provide our services in accordance with the general project schedule developed by TCF extending from August 2019 through construction completion expected to be February 2021.

Proposal for Geotechnical Engineering Services

Shoreline Maintenance Facility – Brightwater Ballinger Way Site ■ Shoreline, WA
902 N 2nd St ■ Terracon Proposal No. P81195086

We developed a schedule to complete the Geotechnical Report portion of the project based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions, permit delays, or lack of permission to access the boring locations. To the extent that exploration subcontractors are used to accomplish the scope of services, the schedule can be subject to their availability at the time of authorization. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives.

GeoReport® Delivery	Posting Date from Notice to Proceed ^{1, 2}
Project Planning	2 weeks
Site Characterization	4 weeks
Geotechnical Engineering	8 weeks

1. Upon receipt of your notice to proceed we will activate the schedule component of our **GeoReport®** website with specific, anticipated calendar days for the three delivery points noted above as well as other pertinent events such as field exploration crews on-site, etc.
2. We will maintain a current calendar of activities within our **GeoReport®** website. In the event of a need to modify the schedule, the schedule will be updated to maintain a current awareness of our plans for delivery.



June 20, 2019

TCF Architecture
902 North 2nd Street
Tacoma, WA 98403-1931

Attn: Mr. Mark Hurley
E: mark@tcfarchitecture.com

RE: Proposal for a Phase I Environmental Site Assessment
Shoreline Maintenance Facility-Brightwater Site
20031 Ballinger Way Northeast
Shoreline, WA 98155
Terracon Proposal No. P81197319R

Dear Mr. Hurley:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to TCF Architecture (client) to conduct a Phase I Environmental Site Assessment (ESA) of the above-referenced site. We understand the site is comprised of two King County parcels totaling approximately 0.95 acre; 0.34-acre King County Brightwater Wastewater access tunnel (Parcel No. 741770-0291) and 0.61-acre vacant lot (Parcel No. 741770-0290), located at 20031 Ballinger Way Northeast, in Shoreline, WA 98155.

Scope of Services (see Section 2.0 of attached proposal detail)	Phase I ESA consistent with ASTM E1527-13 <ul style="list-style-type: none"> ■ Chain of Title/Environmental Lien Search is not included in this fee. ■ Additional non-scope items: None
Schedule (see Section 2.4 of attached proposal detail)	15 business days
Compensation	Lump sum of \$3,200

If this proposal meets with your approval, work may be initiated by returning a fully executed copy of a signed Consultant Agreement Amendment and User Questionnaire attached to this proposal to our Seattle office. **Please provide site contact information with the signed agreement.** The terms, conditions, and limitations stated in the Agreement for Services and sections of this proposal incorporated therein, shall constitute the exclusive terms and conditions and services to be performed for this project.



Proposal for Phase I Environmental Site Assessment
Shoreline Maintenance Facility-Brightwater Site ■ Shoreline, WA
June 20, 2019 ■ Terracon Proposal No. P81197319R



We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please give me a call.

Sincerely,
Terracon Consultants, Inc.

Clifford J. Nale, L.G.
Senior Project Manager

Matt Wheaton, L.G., P.E.
Department Manager

Attachments: ASTM E1527-13 User Questionnaire
Detailed Scope of Services

Client/User Required Questionnaire

Person Completing Questionnaire	Name: Company:	Phone: Email:
Site Name	Shoreline Maintenance Facility-Brightwater Site	
Site Address	20031 Ballinger Way Northeast, Shoreline, WA 98155	
Point of Contact for Access	Name: Company:	Phone: Email:
Access Restrictions or Special Site Requirements?	___ No ___ Yes (If yes, please explain)	
Confidentiality Requirements?	___ No ___ Yes (If yes, please explain)	
Current Site Owner	Name: Company:	Phone: Email:
Current Site Operator	Name: Company:	Phone: Email:
Reasons for ESA (e.g., financing, acquisition, lease, etc.)		
Anticipated Future Site Use		
Relevant Documents?	Please provide Terracon copies of prior Phase I or II ESAs, Asbestos Surveys, Environmental Permits or Audit documents, Underground Storage Tank documents, Geotechnical Investigations, Site Surveys, Diagrams or Maps, or other relevant reports or documents.	
ASTM User Questionnaire		
In order to qualify for one of the Landowner Liability Protections (LLPs) offered by the Small Business Relief and Brownfields Revitalization Act of 2001 (the "Brownfields Amendments"), the user must respond to the following questions. Failure to provide this information to the environmental professional may result in significant data gaps, which may limit our ability to identify recognized environmental conditions resulting in a determination that "all appropriate inquiry" is not complete. This form represents a type of interview and as such, the user has an obligation to answer all questions in good faith, to the extent of their actual knowledge.		
1) Did a search of recorded land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the property under federal, tribal, state, or local law (40 CFR 312.25)? ___ No ___ Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)		
2) Did a search of recorded land title records (or judicial records where appropriate) identify any activity and use limitations (AULs), such as engineering controls, land use restrictions, or institutional controls that are in place at the property and/or have been filed or recorded against the property under federal, tribal, state, or local law (40 CFR 312.26)? ___ No ___ Yes (If yes, explain below and send Terracon a copy of the title records or judicial records reviewed.)		
3) Do you have any specialized knowledge or experience related to the site or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the site or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business (40 CFR 312-28)? ___ No ___ Yes (If yes, explain below)		
4) Do you have actual knowledge of a lower purchase price because contamination is known or believed to be present at the site (40 CFR 312.29)? ___ No ___ Yes ___ Not applicable (If yes or Not applicable, explain below)		
5) Are you aware of commonly known or reasonably ascertainable information about the site that would help the environmental professional to identify conditions indicative of releases or threatened releases (40 CFR 312.30)? ___ No ___ Yes (If yes, explain below)		
6) Based on your knowledge and experience related to the site, are there any obvious indicators that point to the presence or likely presence of contamination at the site (40 CFR 312.31)? ___ No ___ Yes (If yes, explain below)		
<u>Comments or explanations:</u>		

Please return this form with the signed authorization to proceed.

Proposal No. P81197319R

DETAILED SCOPE OF SERVICES

1.0 PROJECT INFORMATION

We understand the site is comprised of two King County parcels totaling approximately 0.95 acre; 0.34-acre King County Brightwater Wastewater access tunnel (Parcel No. 741770-0291) and 0.61-acre vacant lot (Parcel No. 741770-0290), located at 20031 Ballinger Way Northeast, in Shoreline, WA 98155. We further understand that the anticipated future use of the site is as a City of Shoreline maintenance facility and the purpose of the ESA is to assist the client with redevelopment of the site. If this is not accurate, or if you have additional useful information, please inform us as soon as possible.

Terracon reviewed previous subsurface investigation reports provided by the client from 2004 and 2005 by Camp Dresser & McKee Inc. (CDM) that were prepared for the Brightwater Wastewater access tunnel project. Based on Terracon's review of these reports, on-site soil samples collected from soil borings/groundwater monitoring wells detected gasoline-range and oil-range total petroleum hydrocarbon (TPH), xylene, and tetrachloroethylene (PCE); however, the concentrations were below Washington State's Model Toxics Control Act (MTCA) Method A soil cleanup levels. Groundwater samples collected from six groundwater monitoring wells installed by CDM indicated that gasoline-range TPH, benzene, ethylbenzene, toluene, and xylenes (BTEX), and PCE are present at concentrations exceeding MTCA Method A groundwater cleanup levels. Based on the inferred southern groundwater gradient across the site, the off-site source of these groundwater impacts is likely the Ballinger Way Shopping Center with reported former leaking underground storage tanks (LUSTs) and dry-cleaning operations.

The proposed Phase I ESA will review records pertaining to additional investigations associated with the identified groundwater impacts at the site and/or north-adjointing Ballinger Way Shopping Center since 2005. At this point, a recommendation of further soil and/or groundwater investigations cannot be determined until a Phase I ESA is completed and a supplemental proposal for a limited site investigation (LSI) can be prepared for the client to determine existing soil and/or groundwater conditions at the site, if necessary. Furthermore, it should be understood that a scope and cost estimate associated with environmental monitoring, remediation, and/or mitigation can only be provided following the completion of the proposed Phase I ESA and based on the findings of a subsequent LSI, if one appears to be warranted.

2.0 SCOPE OF SERVICES

2.1 Base Phase I ESA Services

The ESA will be performed consistent with the procedures included in ASTM E1527-13, *Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process*. The purpose of this ESA is to assist the client in developing information to identify recognized environmental conditions (RECs - as defined below) in connection with the site as reflected by the scope of this proposal. The potential for vapor migration will be addressed as part of a Phase I ESA and will be considered by Terracon in evaluation of RECs associated with the site. If modifications to the scope of services are required, please contact us to discuss proposal revisions.

REC Definition

Recognized environmental conditions are defined by ASTM E1527-13 as “the presence or likely presence of any hazardous substances or petroleum products in, on, or at a property: 1) due to any release to the environment, 2) under conditions indicative of a release to the environment, or 3) under conditions that pose a material threat of a future release to the environment. *De minimis* conditions are not recognized environmental conditions.”

Physical Setting

The physical setting for the site will be described based on a review of the applicable USGS topographic quadrangle map, USDA soil survey, and selected geologic reference information.

Historical Use Information

A review of selected historical sources, where reasonably ascertainable and readily available, will be conducted in an attempt to document obvious past land use of the site and adjoining properties back to 1940 or when the site was initially developed, whichever is earlier. The following selected references, depending on applicability and likely usefulness, will be reviewed for the site.

- Historical topographic maps
- Aerial photographs (approximate 10- to 15-year intervals)
- City directories (approximate 5-year intervals)
- Fire (Sanborn) insurance maps
- Property tax file information
- Building department records
- Zoning records
- Prior environmental reports, permits and registrations; or geotechnical report, if provided by the client.

Proposal for Phase I Environmental Site Assessment

Shoreline Maintenance Facility-Brightwater Site ■ Shoreline, WA

June 20, 2019 ■ Terracon Proposal No. P81197319R



- Site title search information, if provided by client
- Environmental liens, if provided by client

Pursuant to ASTM E1527-13, the client should engage a title company or title professional to undertake a review of reasonably ascertainable recorded land title records (or judicial records where appropriate) for environmental liens and activity and use limitations currently recorded against or relating to the site. If the client is unable to provide land title records (or judicial records where appropriate), an abstract firm may be contracted by Terracon to perform a review of land title records (or judicial records where appropriate) for an additional fee. Documentation of environmental liens and activity and use limitations, if recorded, will be provided in the land title records (or judicial records where appropriate). Note, however, unless specifically requested within three days of project commencement, Terracon will rely on the client to provide land title records (or judicial records where appropriate). **If land title records (or judicial records where appropriate) are not provided for review in a timely manner, Terracon may conclude that the absence of records represents a data gap, which must be evaluated and documented in the final report.**

The client and the current owner or their representative will be interviewed to provide information regarding past uses of the site and information pertaining to the use of hazardous substances and petroleum products on the site. Additionally, a reasonable attempt will be made to interview past owners, operators, and occupants of the site to the extent that they are identified within the scope of the ESA and are likely to have material information that is not duplicative of information already obtained through the assessment process.

Regulatory Records Review

Consistent with ASTM E1527-13, federal, state, and tribal databases, where applicable and within ASTM-defined minimum search distances from the nearest property boundary, will be reviewed for indications of RECs. A database firm will be subcontracted to access governmental records used in this portion of the assessment. Additional federal, state, and local databases may be reviewed if provided by the database firm. Determining the location of unmapped facilities is beyond the scope of this assessment.

In addition to the database review and if customary practice for the site location, an attempt will be made to review reasonably ascertainable and useful local lists or records such as Brownfield sites, landfill/solid waste disposal sites, registered storage tanks, land records, emergency release reports, and contaminated public wells. A reasonable attempt will also be made to interview at least one staff member of any one of the following types of local government agencies: fire department, health agency, planning department, building department, or environmental department. As an alternative, a written request for information may be submitted to the local agencies.

The scope of work proposed herein includes **up to two hours of regulatory agency file and/or records review, including client-provided reports and files**. If the results of this initial review appear to warrant a more extensive review of applicable regulatory agency files and/or records, a cost estimate will be provided to the client for pre-approval. Review of regulatory files and/or records, when authorized, will be for the purpose of identifying RECs. Please note that all requested files may not be available from regulatory agencies within the client's requested project schedule.

Site and Adjoining/Surrounding Property Reconnaissance

A site reconnaissance will be conducted to identify RECs. The reconnaissance will consist of visual observations of the site from the site boundaries and selected interior portions of the site. The site reconnaissance will include, where applicable, an interview with site personnel who the client has identified as having knowledge of the uses and physical characteristics of the site. Pertinent observations from the site reconnaissance will be documented including:

- Site description
- General site operations
- Aboveground chemical or waste storage
- Visible underground chemical or waste storage, drainage, or collection systems
- Electrical transformers
- Obvious releases of hazardous substances or petroleum products

The adjoining property reconnaissance will consist of visual observations of the adjoining/surrounding properties from the site boundaries and accessible public rights-of-way.

Report Preparation

A PDF-formatted copy of the final report will be submitted that presents the results of this assessment, based upon the scope of services and limitations described herein. The final report will be signed by an environmental professional responsible for the Phase I ESA, and the report will contain an environmental professional statement as required by 40 CFR 312.21(d). Recommendations will be developed as part of the Phase I ESA scope of services. Prior to final report issuance, the client may request paper copies at a charge of \$75.00 per report copy.

2.2 Additional Services Beyond Base ESA

At the direction of the client, additional services beyond the scope of the base Phase I ESA have not been included. A proposal for a geotechnical services will be provided under separate cover.

2.3 Additional Services Not Included

The following services, although not specifically required by ASTM E1527-13, may also be performed concurrently with ESAs and may be beneficial for the evaluation of environmental conditions and/or an evaluation of specific business environmental risks at the site. At your direction, these services have not been included as part of the scope of services for this ESA. Please note that this list is not all-inclusive. If you seek additional services, please contact us for a supplemental proposal and cost estimate.

- Visual Observations for Suspect Asbestos
- Limited Asbestos Sampling
- Asbestos Survey (prior to renovation/demolition)
- Visual Observations for Mold
- Radon Records Review
- Short-Term Radon Testing
- Visual Observations for Suspect Lead-Based Paint
- Limited Lead-Based Paint Sampling
- Lead in Drinking Water Records Review
- Limited Lead in Drinking Water Sampling
- Wetland Records Review
- Threatened/Endangered Species Records Review
- Historic Properties/Archaeological Resources Review
- ASTM E 2600-15 Vapor Encroachment Screen
- Regulatory Agency File Review

At the client's request, Terracon can also provide proposals for facility engineering services including property condition assessments, roofing inspections, curtain wall evaluations, structural surveys and mechanical surveys.

If the site is intended for future development, Terracon can also provide proposals for geologic hazards (like growth faulting), construction materials testing, construction draw reviews and scope and budget review services.

2.4 Schedule

Services will be initiated upon receipt of the written notice to proceed. The final report will be submitted within 15 business days after receipt of your written notice to proceed, assuming site access can be obtained within three days after the notice to proceed.

In order to comply with the proposed schedule, please provide the following items at the time of notification to proceed.

- A signed Consultant Agreement Amendment evidencing acceptance of this scope of services.
- The completed ASTM E1527-13 User Questionnaire, supplied as an attachment to this proposal.
- Right of entry to conduct the assessment, including access to building interiors.
- Notification of any restrictions or special requirements (such as confidentiality, scheduling, or on-site safety requirements) regarding accessing the site.
- An accurate legal description and/or a diagram of the site such as a surveyor's plat map or scaled architect's drawing (if such diagrams exist).
- Current site owner, property manager, occupant information (including tenant list), and contact information for persons knowledgeable about the site history including current and historical use of hazardous substances and petroleum products on site (e.g., names, phone numbers, etc.).
- Copies of environmental reports, permits and registrations, and geotechnical reports that were previously prepared for the site.
- Information relating to known or suspect environmental conditions at the site, including commonly known or reasonable ascertainable information within the local community about the site that is material to RECs in connection with the site.
- Information about environmental liens and activity and use limitations for the site, if any.
- Specialized knowledge or experience that is material to RECs in connection with the site, if any.
- Knowledge that the purchase price of the site is significantly less than the purchase price of comparable properties.
- Land title records.

Please note that requested regulatory files or other information may not be provided to Terracon by the issuance date of the report. Consideration of information not received by the issuance date of the report is beyond the scope of this ESA.

2.5 Reliance

The ESA report will be prepared for the exclusive use and reliance of TCF Architecture. Reliance by any other party is prohibited without the written authorization of the client and Terracon.

If the client is aware of additional parties that will require reliance on the ESA report, the names, addresses, and relationship of these parties should be provided for Terracon approval prior to the time of authorization to proceed. Terracon may grant reliance on the ESA report to those approved parties upon receipt of a fully executed Reliance Agreement (available upon request) and receipt of information requested in the Reliance Agreement. If, in the future, the client and Terracon consent to reliance on the ESA by a third party, Terracon may grant reliance upon receipt of a fully executed Reliance Agreement, requested information and receipt of an additional minimum fee of \$500 per relying party.

Reliance on the ESA by the client and all authorized parties will be subject to the terms, conditions, and limitations stated in the Agreement for Services, sections of this proposal incorporated therein, the Reliance Agreement, and ESA report. The limitation of liability defined in the Agreement for Services is the aggregate limit of Terracon's liability to the client and all relying parties.

Continued viability of the report is subject to ASTM E1527-13 Sections 4.6 and 4.8. If the ESA will be used by a different user (third party) than the user for whom the ESA was originally prepared, the third party must also satisfy the user's responsibilities in Section 6 of ASTM E1527-13.

2.6 Scope and Report Limitations

The fee is valid for 90 days from the date of this proposal and is based on the assumption that all field services will be performed under safety Level D personal protective procedures and that only one site visit will be made by Terracon personnel. The lump sum fee is based on the assumptions and conditions provided at the time of this proposal.

The findings and conclusions presented in the final report will be based on the site's current utilization, the anticipated future use of the site, if provided to Terracon, and the information collected as discussed in this proposal. Please note that we do not warrant database or third-party information (such as from interviewees) or regulatory agency information used in the compilation of reports.

Phase I ESAs, such as the one proposed for this site, are of limited scope, are noninvasive, and cannot eliminate the potential that hazardous, toxic, or petroleum substances are present or

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have been released at the site beyond what is identified by the limited scope of this ESA. In conducting the limited scope of services described herein, certain sources of information and public records will not be reviewed. It should be recognized that environmental concerns may be documented in public records that are not reviewed. This ESA does not include subsurface or other invasive assessments, vapor intrusion assessments or indoor air quality assessments (i.e. evaluation of the presence of vapors within a building structure), business environmental risk evaluations, or other services not particularly identified and discussed herein. No ESA can wholly eliminate uncertainty regarding the potential for RECs. The limitations herein must be considered when the user of this report formulates opinions as to risks associated with the site. No warranties, express or implied, are intended or made.

An evaluation of significant data gaps will be based on the information available at the time of report issuance, and an evaluation of information received after the report issuance date may result in an alteration of our opinions and conclusions. We have no obligation to provide information obtained or discovered by us after the date of the report, or to perform any additional services, regardless of whether the information would affect any conclusions, recommendations, or opinions in the report. This disclaimer specifically applies to any information that has not been provided by the client.



27 June 2019

19-157

Mark Hurley, AIA
TCF Architecture, PLLC
902 N. Second Street, Tacoma, WA 98043
mark@tcfarchitecture.com

Re: Professional Surveying Services Proposal – Surveying and Mapping
King County Wastewater, Brightwater

Dear Dustin,

1 Alliance Geomatics, LLC (1 Alliance) is pleased to provide this proposal for professional surveying and mapping services in support of TCF Architecture on the King County Wastewater, Brightwater project located at 20031 Ballinger Way NE, Shoreline, WA 98155.

Project Limits

Surveying limits will be Lots 1 and 2, City of Shoreline Short Plat No. 202011, and extend 30-feet northerly and southerly beyond of the property lines or to building faces (whichever is nearest) and extend to the northeasterly Right-of-Way of Ballinger Way NE.

Please see Exhibit A, Surveying Limits, attached to this proposal.

Scope of Services

1. Surveying and Mapping

1.1. Survey PM, Admin, QA/QC

This task includes the survey project management, administrative duties, and quality control required for a project of this complexity and magnitude. Depending on the project requirements, 1 Alliance will assign a Survey Project Manager, Assistant Project Manager, and Survey Quality Leader for this project.

1.2. Survey Control

This task includes the establishment of survey control, or the recovery of existing survey control, as required for the project. Typically, survey control will be set, found, or referenced utilizing Real Time Kinematic (RTK) GPS (GNSS) and the Washington State Reference Network (WSRN) in conformance with industry standards. This survey control is then typically propagated, as required, utilizing standard terrestrial total station measurements.

1 Alliance Geomatics
Bellevue | Everett | Tacoma | Portland
Main 425.598.2200 | Fax 425.502.8067
1261A 120th Ave NE, Bellevue, WA 98005

1.2.1. Geodetic Survey Control

A system of horizontal and/or vertical control stations that have been established and adjusted by geodetic methods and in which the shape and the size of the earth (geoid) have been considered in position computations. A geodetic datum is an abstract coordinate system with a reference surface that serves to provide known locations to begin surveys and create maps.

1.2.1.1. Horizontal

Typically, survey work shall reference the Washington State Plane Coordinate System of 1983 as established in accordance with Chapter 58.20 Revised Code of Washington.

1.2.1.2. Vertical

Typically, the Vertical Datum for the survey work shall reference the North American Vertical Datum of 1988 (NAVD88).

1.2.2. Units

Units shall be in US Survey Feet

1.3. Field Surveying and Mapping

This task includes the field surveying and mapping required for this specific effort.

1.3.1. Topographic will be sufficient enough to generate 1' contours for the project area and includes:

- Significant grade breaks
- Top and toe of slope (if any)

1.3.2. Planimetric mapping will include:

- Channelization
- Surface utilities
- Painted/flagged utility marks
- Utility poles/luminaries (if any)
- Trees 6" or greater in diameter measured at DBH (driplines are not included)
- Storm and sewer structures (best attempts will be made to determine structure size, pipe invert elevations, pipe material and size)
- Sidewalk
- Curb
- Build corners and face within project limits



1.4. Utility Surveying Services

1.4.1. Surface Observable

This task includes locating all surface observable utilities such as water valves, gas valves, and power/utility poles.

1.4.2. Underground Conductible Utility Locates and Surveying

1 Alliance will coordinate a utility locating service for marking conductible utilities within the project limits

1.5. Office Processing

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s).

1.6. Boundary and Easement resolution

1.6.1. Boundary calculations for Lots 1 and 2, City of Shoreline Short Plat No. 202011, to be added to the boundary base map.

1.6.2. Easement(s) to be calculated and added to the boundary base map.

Understandings

1. Right of Entry(s) will be obtained by the Client.
2. A Record of Survey not a part of these services.
3. Setting of property corners is not a part of these services.
4. Deliverable dependent on completion of the conductible utility locates.
5. Tree tags are not a part of these services.
6. Locating geotechnical boreholes and utility potholes are not a part of these services.
7. Traffic control is not a part of these services.
8. Entry to confined spaces is not a part of these services.
9. Client to provide a Title report with underlying documents.

Deliverables

1. 2016, or newer, AutoCAD Civil 3D drawing file at 1"=20' with 1-foot contours
2. ASCII file of all points

Level of Effort

\$15,400 (See attached LOE spreadsheet)



1 Alliance appreciates the opportunity to present this proposal. If you have any questions, please feel free to call.

Sincerely,
1 Alliance Geomatics, LLC

Erik J. Van Buskirk, PLS
Project Manager

DRAFT

Exhibit A – Surveying Limits



PROJECT	19-157
NUMBER	19-157
NAME	Shoreline Brightwater
CLIENT	TCF Architecture
OWNER	King County Waste Water

WSDOT OH - Loaded Rates
 Date 26-Jun-19
 by EV
 ckd MG



TASK		Principal	PM	PLS	Asst PM	CADD 5	CADD 4	TECH 5	TECH 4	TECH 3	ADMIN	FEE
No.	DESCRIPTION	HRS										TASK
1	PM/Admin	10	4		2						2	\$ 1,479
2	Control	11	1	2				4		4		\$ 1,295
3	Mapping	51	2			16		16		16		\$ 6,044
4	Boundary/Easement resolution	22	4	8				4		4		\$ 3,055
5	Existing CAD file review	15	2	4		8						\$ 2,058
6		0										\$ -
7		0										\$ -
TOTAL HOURS		109										
			6	13	14	24	0	24	0	24	2	109
			\$ 1,565.76	\$ 1,999.92	\$ 1,811.60	\$ 178.28	\$ 2,915.76	\$ -	\$ -	\$ 2,381.04	\$ 163.90	\$ 13,932.02
			TOTAL DIRECT BURDENED SALARY COSTS									
			TOTAL DIRECT COSTS									
			OTHER DIRECT COSTS									
MILEAGE (TOTAL MILES)												\$ 68
PER DIEM (DAYS)												\$ -
LOGGING (DAYS)												\$ -
MATERIALS & SUPPLIES												\$ -
OTHER (DESCRIBE)												\$ -
SUE LOCATES												\$ 1,400
			TOTAL OTHER DIRECT COSTS									
			GRAND TOTAL FEE ESTIMATE									
			\$ 15,400									

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adoption of Ordinance No. 882 - Amending Title 20 of the Shoreline Municipal Code Related to Master Development Plan and Special Use Permit Decision Criteria and Criteria for Essential Public Facilities and Repealing the Moratorium Established by Ordinance No. 868
DEPARTMENT:	Planning and Community Development
PRESENTED BY:	Andrew Bauer, Senior Planner Nora Gierloff, Planning Manager Rachael Markle, Planning & Community Development Director
ACTION:	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City Council adopted a six month-moratorium on the filing, acceptance, and approval of applications for Master Development Plans (MDPs) and Special Use Permits (SUPs) of Essential Public Facilities (EPFs). The moratorium, unless extended or repealed by the City Council, will expire on April 7, 2020. Proposed Ordinance No. 882 would address items identified in the moratorium including amending the MDP and SUP decision criteria and criteria for EPFs. This proposed Ordinance was discussed by Council on February 10th, and Council directed that it be brought back to Council for adoption. Tonight, Council is scheduled to adopt proposed Ordinance No. 882.

RESOURCE/FINANCIAL IMPACT:

Adoption of the proposed amendments and repealing the moratorium would allow applicants, including DSHS, to submit applications for an MDP and/or SUP for an EPF. The proposed amendments include new and revised decision criteria which may require additional study and analysis to be prepared and submitted as part of the MDP and/or SUP review process.

RECOMMENDATION

Staff and the Planning Commission recommend that the City Council approve the proposed amendments to the Development Code related to MDP and SUP decision criteria and review procedures through the adoption of Ordinance No. 882.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

In response to renewed activity by DSHS to submit an MDP for the Fircrest School Campus that may include the expansion of existing uses on the campus, new uses that would support persons with developmental disabilities, and the potential siting of an EPF, the City Council adopted a six-month moratorium on the filing, acceptance, and approval of applications for MDPs and SUPs of EPFs. The moratorium was enacted by City Council Ordinance No. 868 on October 7, 2019, and unless extended or repealed by Council, will expire on April 7, 2020.

Council determined that the existing decision criteria for MDPs set forth in SMC 20.30.353 are not adequate to evaluate the siting of EPFs. The SUP process, which is intended for the siting of EPFs, does not consider long range, multi-year campus planning. Furthermore, the Development Code states the purpose of both the MDP and SUP process are to permit EPFs – creating ambiguity in not only which is the most appropriate review process, but also how to address a circumstance such as at the Fircrest School Campus in which review of an MDP may also include the siting of an EPF.

At the February 10, 2020 Council meeting, staff presented proposed Ordinance No. 882 to Council, which includes Development Code amendments to address the items identified in the moratorium and clarifies the decision criteria and review processes for MDPs and SUPs. The proposed Ordinance would also repeal the moratorium established by Ordinance No. 868. While Council directed staff to bring back the proposed ordinance for adoption to the March 2, 2020 meeting, staff is bringing the proposed ordinance one week earlier than anticipated due to an opening on the agenda.

The staff report for the February 10, 2020 Council meeting can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport021020-9a.pdf>.

DISCUSSION

The moratorium has allowed the City time to study the existing MDP and SUP decision criteria for both permit types and develop proposed Development Code amendments that clarify inconsistencies, implement existing policies, and advance the City's goals. The proposed Development Code amendments, which are provided in proposed Ordinance No. 882 (**Attachment A**), include the following:

- Revisions to SMC 20.30.330 - Special Use Permit (Exhibit A)
- Revisions to SMC 20.30.353 - Master Development Plan (Exhibit B)
- Revisions to SMC 20.20 – Definitions, clarifying definitions for Master Development Plan, Nursing Facility, Residential Care Facility, and Residential Treatment Facility and adding new definitions for Evaluation and Treatment Facility and Enhanced Services Facility (Exhibit C)

- Adding Evaluation and Treatment Facility and Enhanced Services Facility to SMC Table 20.40.140 Other Uses under the Mixed Business zone (Exhibit C)
- Revisions to SMC Sections 20.30.060, 20.30.090, 20.30.120, and 20.30.180 to clarify the review process and increase the notification requirements for EPFs (Exhibit D)

The intent of these proposed revisions is to:

- Clarify the review process and relationship between MDPs, EPFs, and SUPs,
- Address MDPs with multiple property owners,
- Address the need for MDPs to incorporate efficient site planning,
- Provide for community benefits to be incorporated into MDPs,
- Address the potential for concentrations of institutional and EPF uses,
- Align with state regulations for EPFs,
- Reflect the City's current goals and vision, and
- Expand public notification for EPFs.

Planning Commission Review

Staff presented to the Planning Commission the proposed Development Code amendments at their December 5, 2019 meeting. The staff report for this Planning Commission discussion can be found at the following link:

<http://www.shorelinewa.gov/home/showdocument?id=45696>.

On December 19, 2019 representatives from DSHS, including DSHS Secretary Strange, Chief Medical Officer Dr. Brian Waiblinger, and Assistant Secretary of Behavioral Health Sean Murphy, gave a presentation to the Planning Commission about the history and purpose of DSHS and the ongoing initiative to transition care away from large institutions such as Western State Hospital and into smaller facilities distributed throughout the state that can provide care closer to patient's communities. The memo to the Planning Commission and meeting minutes for this discussion can be found at the following link:

<http://www.shorelinewa.gov/Home/Components/Calendar/Event/14028/182?toggle=allpast>.

The DSHS presentation can be found at the following link:

http://shoreline.granicus.com/MediaPlayer.php?view_id=9&clip_id=1018.

On January 16, 2020, the Planning Commission held a Public Hearing and subsequently made their recommendation to approve the proposed amendments. The staff report for the Planning Commission Public Hearing can be found at the following link: <http://www.shorelinewa.gov/home/showdocument?id=45942>. The Planning Commission recommendation memo from Planning Commission Chair Bill Montero, on behalf of the Planning Commission, is attached to this staff report as **Attachment B**.

Staff Recommended Revision to the Proposed Amendment

As discussed at the February 10, 2020 Council meeting, staff is recommending one revision to the proposed amendments recommended for approval by the Planning Commission as follows:

- Attachment A, Exhibit A – SMC 20.30.330.D.2:

Planning Commission Recommended Text:

The applicant has investigated and considered alternative sites and provided documentation of the site selection methodology. That methodology, which shall include public outreach, **should** include an analysis of whether siting of the proposed EPF would have a disproportionate impact on any one racial, cultural, or socioeconomic group within the City.

Staff Proposed Text:

The applicant has investigated and considered alternative sites and provided documentation of the site selection methodology. That methodology, which shall include public outreach, **shall** include an analysis of whether siting of the proposed EPF would have a disproportionate impact on any one racial, cultural, or socioeconomic group within the City.

Upon further review, staff believes the requirement should be strengthened for an applicant to include an analysis of potential disproportionate impacts on racial, cultural, or socioeconomic groups within the City. Revising the code text so this analysis “shall” be required (instead of “should” be required) removes any doubt as to whether the analysis is required.

This revised amendment is reflected in Attachment A, Exhibit A, as directed by Council at the February 10, 2020 meeting.

RESOURCE/FINANCIAL IMPACT

Adoption of the proposed amendments and repealing the moratorium would allow applicants, including DSHS, to submit applications for an MDP and/or SUP for an EPF. The proposed amendments include new and revised decision criteria which may require additional study and analysis be prepared and submitted as part of the MDP and/or SUP review process.

RECOMMENDATION

Staff and the Planning Commission recommend that the City Council approve the proposed amendments to the Development Code related to MDP and SUP decision criteria and review procedures through the adoption of Ordinance No. 882.

ATTACHMENTS

Attachment A – Proposed Ordinance No. 882 and Exhibits:

Exhibit A – SUP Decision Criteria Amendments (SMC 20.30.330)

Exhibit B – MDP Decision Criteria Amendments (SMC 20.30.353)

Exhibit C – Definitions Amendments (SMC 20.20) and Amendments to Use Tables (SMC 20.40.140)

Exhibit D – SUP Notification Amendments (SMC 20.30.060, 20.30.090, 20.30.120 & 20.30.180)

Attachment B – Planning Commission Recommendation Memo

ORDINANCE NO. 882

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING CHAPTERS 20.20, 20.30 AND 20.40 OF TITLE 20 OF THE SHORELINE MUNICIPAL CODE, UNIFIED DEVELOPMENT CODE, RELATED TO MASTER DEVELOPMENT PLAN AND SPECIAL USE PERMIT DECISION CRITERIA AND CRITERIA FOR ESSENTIAL PUBLIC FACILITIES AND REPEALING THE MORATORIUM ESTABLISHED BY ORDINANCE NO. 868.

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and planning pursuant to the Growth Management Act, Chapter 36.70A RCW; and

WHEREAS, Shoreline Municipal Code (SMC) Title 20 is the Unified Development Code setting forth the zoning and development regulations for the City; and

WHEREAS, on October 7, 2019, pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council adopted Ordinance No. 868 imposing a six-month moratorium on the filing, acceptance, and approval of applications for Master Development Plans and Special Use Permits for Essential Public Facilities within the City of Shoreline; and

WHEREAS, on December 5, 2019, the Shoreline Planning Commission reviewed proposed amendments addressing the concerns that served as the basis of Ordinance No. 868's moratorium; and

WHEREAS, on January 16, 2020, the Shoreline Planning Commission held a public hearing on the proposed amendments so as to receive public testimony; and

WHEREAS, at the conclusion of the public hearing, the Shoreline Planning Commission recommended approval of the proposed amendments as presented by Planning Staff; and

WHEREAS, on February 10, 2020, the City Council held a study session on the proposed amendments as recommended by the Planning Commission; and

WHEREAS, the City Council considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, the City provided public notice of the amendments and the public hearing as provided in SMC 20.30.070; and

WHEREAS, pursuant to RCW 36.70A.370, the City has utilized the process established by the Washington State Attorney General so as to assure the protection of private property rights; and

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the amendments to its Unified Development Code; and

WHEREAS, the environmental impacts of the proposed amendments resulted in the issuance of a Determination of Non-Significance (DNS) issued on December 20, 2019 pursuant to the State Environmental Policy Act (SEPA); and

WHEREAS, the City Council has determined the proposed amendments are consistent with and implement the Shoreline Comprehensive Plan and serves the purpose of the Unified Development Code as set forth in SMC 20.10.020;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. Amendment. Chapters 20.20, 20.30 and 20.40 of Title 20 of the Shoreline Municipal Code, Unified Development Code, are amended as follows:

- Exhibit A: Amendments to SMC 20.30.330 Special Use Permit.
- Exhibit B: Amendments to SMC 20.30.353 Master Development Plan
- Exhibit C: Amendments to SMC 20.20 Definitions and SMC 20.40.140 Use Table
- Exhibit D: Amendments to SMC 20.30.60 Quasi-Judicial Decisions, SMC 20.30.090 Neighborhood Meeting, SMC 20.30.120 Public Notice of Application, and SMC 20.30.180 Public Notice of Public Hearing

Section 2. Repealer. Ordinance No. 868 imposing a six-month moratorium on the filing, acceptance, and approval of applications for Master Development Plans and Special Use Permits for Essential Public Facilities within the City of Shoreline is repealed in its entirety.

Section 3. Corrections by City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

Section 4. Severability. Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON FEBRUARY 24, 2020.

ATTEST:

Mayor Will Hall
APPROVED AS TO FORM:

Jessica Simulcik Smith
City Clerk

Margaret King
City Attorney

Date of Publication: , 2020
Effective Date: , 2020

Date of Transmittal to Commerce , 2020

20.30.330 Special use permit – SUP (Type C action).

A. **Purpose.** The purpose of a special use permit is to allow a permit granted by the City to locate a regional land use ~~including essential public facilities on unclassified lands, unzoned lands, or when not specifically allowed by the zoning of the location,~~ but that provides a benefit to the community and is compatible with other uses in the zone in which it is proposed. This includes essential public facilities on unzoned lands, or when not specifically allowed by the zoning of the location. The special use permit may be granted subject to conditions placed on the proposed use to ensure compatibility with the surrounding area. ~~The special use permit shall not be used to preclude the siting of an essential public facility.~~

B. **Decision Criteria (Applies to All Special Uses).** A special use permit ~~may~~ shall be granted by the City only if the applicant demonstrates that:

1. The special use will provide a public benefit or satisfy a public need of the neighborhood in which it is located, district, City or region;
2. The characteristics of the special use will be compatible with the types of uses permitted in surrounding areas;
3. The special use will not materially endanger the health, safety and welfare of the community;
4. The proposed location of the special use shall not result in either the detrimental over-concentration of a particular uses within the City or within the immediate area of the proposed special use, unless the proposed special use is deemed a public necessity;
5. The special use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood;
6. The special use will be supported by adequate public facilities ~~or~~ and services and will not adversely affect public facilities and services to the surrounding area or conditions can be established to mitigate adverse impacts;
7. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the special use shall not hinder or discourage the ~~appropriate~~ development or use of neighboring properties; and
8. The special use is not in conflict with the goals and policies of the Comprehensive Plan. ~~the basic purposes of this title; and~~
9. ~~The special use is not in conflict with the standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, or Shoreline Master Plan, SMC Title 20, Division II.~~

C. **Decision Criteria (Light Rail Transit Facility/System Only).** In addition to the criteria in subsection B of this section, a special use permit for a light rail transit system/facilities located anywhere in the City may be granted by the City only if the applicant demonstrates the following standards are met:

1. The proposed light rail transit system/facilities uses energy efficient and environmentally sustainable architecture and site design consistent with the City's guiding principles for light rail system/facilities and Sound Transit's design criteria manual used for

all light rail transit facilities throughout the system and provides equitable features for all proposed light rail transit system/facilities;

2. The use will not result in, or will appropriately mitigate, adverse impacts on City infrastructure (e.g., roads, sidewalks, bike lanes) as confirmed by the performance of an access assessment report or similar assessment, to ensure that the City's transportation system (motorized and nonmotorized) will be adequate to safely support the light rail transit system/facility development proposed. If capacity or infrastructure must be increased to meet the decision criteria set forth in this subsection C, then the applicant must identify a mitigation plan for funding or constructing its proportionate share of the improvements; and

3. The applicant demonstrates that the design of the proposed light rail transit system/facility is generally consistent with the City's guiding principles for light rail system/facilities.

D. Decision Criteria (Essential Public Facilities Only). In addition to the criteria in subsection B of this section, a special use permit for an essential public facility (EPF) may be granted by the City only if the applicant demonstrates the following standards are met:

1. The facility meets one of the following:

a. The Growth Management Act definition of an essential public facility pursuant to RCW 36.70A.200(1), as amended; or

b. Is on the statewide list of essential public facilities maintained by the Office of Financial Management pursuant to RCW 36.70A.200(4), as amended; or

c. Is on the King County countywide list of essential public facilities.

2. The applicant has investigated and considered alternative sites and provided documentation of the site selection methodology. That methodology, which shall include public outreach, shall include an analysis of whether siting of the proposed EPF would have a disproportionate impact on any one racial, cultural, or socioeconomic group within the City.

3. The proposed EPF is consistent with the plan under which the applicant operates, if any such plan exists.

4. The proposed EPF, if to be sited on a property subject to a master development plan, is consistent with the master development plan.

5. Local police, fire and emergency responders have reviewed the EPF and have determined it can be adequately served by local emergency services.

6. The proposed EPF and its location, design, use, and operation must be in compliance with any state, county, or local guidelines, regulations, rules, or statutes governing the proposed EPF for the life of the proposed EPF.

7. To the greatest extent reasonably feasible, the proposed EPF has incorporated mitigation measures developed during a public outreach effort.

E. The City may impose conditions on the location, design, or operation of a special use in order to mitigate identified environmental, public safety or other impacts.

F. D. Vesting of Special Use Permits Requested by Public Agencies. A public agency may, at the time of application or at any time prior to submittal of the SUP application to the City Hearing Examiner, request in writing a modification in the vesting expiration provisions of SMC 20.30.160, allowing for vesting of the SUP for a period of up to five years from the date of Hearing Examiner approval or, if the SUP provides for phased development, for a period of up to 10 years from date of Hearing Examiner approval. If permitted, the expiration date for vesting shall be set forth as a condition in the SUP.

20.30.353 Master development plan.

A. **Purpose.** The purpose of the master development plan is to define the development of property zoned campus or essential public facilities in order to serve its users, promote compatibility with neighboring areas and benefit the community with flexibility and innovation. With the exception of those uses and standards contained in this section, all other aspects of development, redevelopment or expansion will be regulated as prescribed in ~~this title~~ Title 20 and other applicable codes for all uses that are permitted outright or through conditional or special use processes ~~in the underlying zones.~~

B. Applicant. All property owners within the area subject to the proposed master development plan must sign the application. If a property owner has delegated signing authority to another property owner or to a representative, then written proof of this delegation must be included in the application submittal

C. B- Decision Criteria. A master development plan may ~~shall~~ be granted by the City only if the applicant demonstrates that:

1. The project site is zoned designated as either campus or essential public facility in the Comprehensive Plan and Development Code and the uses proposed by the master development plan are is consistent with the goals and policies of the Comprehensive Plan.

2. The master development plan proposal includes a general phasing timeline covering up to 20 years of development and includes associated mitigation for all phases of the plan.

3. The master development plan proposal incorporates a direct community benefit to the adjacent neighborhood which advances the vision articulated in the Comprehensive Plan. Community benefit may include active or passive open space, indoor or outdoor meeting space, neighborhood commercial uses, or employment opportunities.

~~3. The master development plan meets or exceeds the current critical areas regulations, Chapter 20.80 SMC, Critical Areas, or Shoreline Master Program, SMC Title 20, Division II, if critical areas or their buffers are present, or project is within the shoreline jurisdiction and applicable permits/approvals are obtained.~~

4. The proposed development master development plan proposal uses innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design (including low impact development stormwater systems and substantial tree retention) and demonstrates a commitment to meeting the Deep Green Tier 4 as defined in SMC 20.20, or an equivalent green development certification to mitigate its impacts to the environment and surrounding neighborhoods. The master development plan shall consolidate development in a compact layout to make efficient use of the finite resource of undeveloped and underdeveloped land within the City.

5. The master development plan proposal demonstrates that ~~There~~ there is either sufficient capacity and infrastructure (e.g., roads, sidewalks, bike lanes, public transit facilities) in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity and infrastructure by the time each phase of development is completed. If capacity or

infrastructure must be increased to support the proposed master development plan, then the master development plan applicant identifies ~~must identify~~ a plan for funding ~~their~~ the applicant's proportionate share of the improvements.

6. The master development plan proposal demonstrates that ~~There~~ is either sufficient capacity within public utility services such as water, sewer and stormwater to adequately serve the development ~~proposal~~ proposed in all future phases, or there will be adequate capacity available by the time each phase of development is completed. If capacity must be increased to support the proposed master development plan, then the master development plan identifies ~~applicant must identify~~ a plan for funding ~~their~~ the applicant's proportionate share of the improvements.

7. The master development plan proposal contains campus-specific design concepts related to architectural design features (including but not limited to building setbacks, insets, facade breaks, and roofline variations) and site design standards, landscaping, provisions for open space and/or recreation areas, ~~retention of significant trees,~~ parking/traffic management and multimodal transportation standards that minimize conflicts and create transitions between the proposal site and adjacent neighborhoods and between institutional uses and residential uses.

8. The master development plan proposal applicant shall demonstrate that any proposed industrial, commercial or laboratory uses will be operated in a manner that does not create a public nuisance, as defined in SMC 20.30.740, safe for the surrounding neighborhood or and for other uses on the campus. Nuisances may include odors, noise, release of hazardous chemicals, or disproportionate calls for fire or police service.

D. G. Amendments. Minor amendments to an approved master development plan may be approved by the Director if the amendment meets the applicable development standards and criteria ~~applicable to the zoning and requirements~~ set forth in this section. Minor amendments include any revision or modification of the previously approved master development plan that would result in any one or more of the following:

1. An increase in the square footage of any proposed building or structure ~~by~~ up to 10 percent ~~or less~~; or
2. ~~An increase change of~~ up to 15 percent ~~or less~~ in the number of new parking spaces, parking spaces created by restriping existing parking areas and/or a combination of both except for an increase in parking spaces for bicycles or electric vehicles; or
3. A deviation ~~change~~ in the ~~original approved master development plan~~ phasing timeline which does not result in increased impacts or the need for additional for mitigation of the master development plan; or
4. Changes to building placement when located outside of the required setbacks and any required buffers for critical areas; or
5. A cumulative increase in impervious surface of up to 10 percent ~~or less~~ or a cumulative decrease in tree cover of up to 10 percent ~~or less~~; or

- ~~6. Other specific changes as noted in the master development plan. Changes identified as minor amendments in the approved master development plan.~~

Major amendments are changes that exceed the thresholds for a minor amendment or were not analyzed as part of an approved master development plan. Major amendments to an approved master development plan shall be processed as a new master development plan.

E. D. Development Standards.

- Density is limited to a maximum of 48 units per gross acre;
- Height is limited to a maximum of 65 feet;
- Buildings abutting all R-4 and R-6 zones must be set back at least 20 feet from property lines ~~at 35-foot building height abutting all R-4 and R-6 zones. with portions of buildings~~ Above 35 feet buildings shall be set back at a ratio of two feet of additional setback to every one foot of additional building height;
- New building bulk shall be massed to ~~have the least~~ minimize impact on neighboring single-family neighborhood(s) and development on campus;
- At a minimum, landscaping in newly developed or redeveloped areas ~~along interior lot lines~~ shall conform with the standards set forth in SMC 20.50.470; SMC 20.50.490; and SMC 20.50.500;
- Construction of buildings and parking areas shall preserve existing healthy significant trees to the maximum extent possible. ~~Landscaping of parking areas shall at a minimum conform with the standards set forth in SMC 20.50.500;~~
- Site design shall meet the standards at SMC 20.50.240 E, H, I and J for areas of new construction. ~~Development permits for parking shall include a lighting plan for review and approval by the Planning Director. The lighting shall be hooded and directed such that it does not negatively impact adjacent residential areas;~~
- ~~The location, material, and design of any walkway within the campus shall be subject to the review and approval of the Planning Director; and~~
- ~~Where adjacent to existing single-family residences, campus roadways and parking areas shall be landscaped as much as possible in the space available to provide a visual screen. The amount and type of plant materials shall be subject to the review and approval of the Planning Director.~~

These standards may be modified to mitigate significant off-site impacts of implementing the master development plan in a manner equal to or greater than the code standards. The Director may recommend modifications to the above standards to address site specific conditions as part of the MDP approval.

F. E. New Uses or New Development Standards. Any new use or new uses on a campus zoned site must be processed as part of a master development plan permit. New uses requested through a master development plan permit shall be considered concurrently with an amendment to SMC 20.40.150, Campus uses and, where applicable, a special use permit.

G. F. Early Community Input. Applicants are encouraged to develop a ~~community and stakeholders~~ consensus-based master development plan through outreach to the community and stakeholders as set forth in SMC 20.30.085.

H. G. Master Plan Vesting Expiration. A master development plan's ~~determination of consistency under RCW 36.70B.040 shall vest~~ expire for 120 years after issuance the date of the Hearing Examiner's approval. ~~or after a major amendment, unless extended vesting for phased development is approved in the master development plan permit. A minor amendment to an existing master development plan does not extend the plan expiration.~~ After 10 years, the Planning Commission may review the master development plan permit for consistency with current City vision, goals, strategies (such as the Economic Development Strategy, Housing Strategy, Environmental Sustainability Strategy), Comprehensive Plan and other sections of the Development Code. ~~If changes are recommended, staff shall initiate a major amendment under this section to achieve consistency unless the revision is approved by the owner.~~

SMC 20.20 Definitions

Master Development Plan A plan that establishes site-specific development standards for an area designated campus zone or essential public facility as defined in the ~~Comprehensive Plan~~. Master development plans incorporate proposed development, redevelopment and/or expansion of uses as authorized in this Code.

Nursing Facility Any place that operates or maintains facilities providing convalescent or chronic care, for 24 consecutive hours for any number of patients not related by blood or marriage to the operator, who, by reason of illness or infirmity, are unable properly to care for themselves and is licensed under WAC 388-97. Convalescent and chronic care may include but not be limited to any or all procedures commonly employed to people who are sick, such as administration of medicines, preparation of special diets, giving of bedside nursing care, application of dressings and bandages, and carrying out of treatment prescribed by a licensed practitioner of the healing arts. It may also include care of mentally challenged persons. Nothing in this definition shall be construed to include general hospitals, an evaluation and treatment facility, as licensed pursuant to Chapter 71.05 RCW, or other places which provide care and treatment for the acutely ill and maintain and operate facilities for major surgery or obstetrics, or both. Nothing in this definition shall be construed to include any boarding home, guest home, hotel or related institution which is held forth to the public as providing and which is operating to give only board, room and laundry to persons not in need of medical or nursing treatment or supervision except in the case of temporary acute illness. The mere designation by the operator of any place or institution such as a hospital, sanitarium, or any other similar name, which does not provide care for the acutely ill and maintain and operate facilities for major surgery or obstetrics, or both, shall not exclude such place or institution from the provisions of this code; provided, that any nursing facility providing psychiatric treatment shall, with respect to patients receiving such treatment, comply with the provisions of RCW 71.12.560 and 71.12.570.

Residential Care Facility (RCF) A State licensed facility that provides, on a regular basis, personal care including dressing and eating and health-related care and services for not more than 15 functionally disabled persons. A residential care facility shall not provide the degree of care and treatment that a hospital provides. The following are not considered an RCF: a residential treatment facility, as licensed pursuant to Chapter 71.12 RCW; an adult family home, as licensed pursuant to Chapter 70.128 RCW; an evaluation and treatment facility, as licensed pursuant to Chapter 71.05 RCW; and an enhanced service facility, as licensed pursuant to Chapter 70.97 RCW.

Residential Treatment Facility A facility licensed by the State pursuant to Chapter 71.12 RCW and Chapter 246-337 WAC that provides 24-hour on-site care for the evaluation, stabilization, or treatment of residents for substance abuse, mental health, or co-occurring disorders. The facility includes rooms for social, educational, and recreational activities, sleeping, treatment, visitation, dining, toileting, and bathing. A Residential Treatment Facility is not considered an Evaluation and Treatment Facility as defined in Chapter 71.05 RCW.

Evaluation and Treatment Facility Any facility which can provide directly, or by direct arrangement with other public or private agencies, emergency evaluation and treatment, outpatient care, and timely and appropriate inpatient care to persons suffering from a mental disorder, and which is licensed or certified, if required, as such by the State of Washington pursuant to Chapter 71.05 RCW. No correctional institution or facility, or jail, shall be an evaluation and treatment facility.

Enhanced Services Facility A facility that provides treatment and services to persons for whom acute inpatient treatment is not medically necessary and who have been determined by the Department of Social and Health Services to be inappropriate for placement in other licensed facilities due to the complex needs that result in behavioral and security issues and is licensed pursuant to Chapter 70.97 RCW.

20.40 Use Tables

Table 20.40.140 Other Uses

NAICS #	SPECIFIC USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
HEALTH									
	<u>Enhanced Services Facility</u>							<u>S</u>	
	<u>Evaluation and Treatment Facility</u>							<u>S</u>	
622	Hospital			C-i	C-i	C-i	P-i	P-i	P-i
6215	Medical Lab						P	P	P
6211	Medical Office/Outpatient Clinic			C-i	C-i	P	P	P	P
623	Nursing Facility			C	C	P	P	P	P
	Residential Treatment Facility			C-i	C-i	C-i	P-i	P-i	P-i
P = Permitted Use C = Conditional Use		S = Special Use -i = Indexed Supplemental Criteria							

20.30.060 Quasi-judicial decisions – Type C.

These decisions are made by the City Council or the Hearing Examiner, as shown in Table 20.30.060, and involve the use of discretionary judgment in the review of each specific application.

Prior to submittal of an application for any Type C permit, the applicant shall conduct a neighborhood meeting to discuss the proposal and to receive neighborhood input as specified in SMC 20.30.090.

Type C decisions require findings, conclusions, an open record public hearing and recommendations prepared by the review authority for the final decision made by the City Council or Hearing Examiner. Any administrative appeal of a SEPA threshold determination shall be consolidated with the open record public hearing on the project permit, except a determination of significance, which is appealable under SMC 20.30.050.

There is no administrative appeal of Type C actions.

Table 20.30.060 – Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time Limits for Decisions

Action	Notice Requirements for Application and Decision ⁽³⁾, ⁽⁴⁾	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
Type C:					
1. Preliminary Formal Subdivision	Mail, Post Site, Newspaper	HE ^{(1), (2)}	City Council	120 days	20.30.410
2. Rezone of Property and Zoning Map Change	Mail, Post Site, Newspaper	HE ^{(1), (2)}	City Council	120 days	20.30.320
3. Special Use Permit (SUP)	Mail, Post Site, Newspaper	HE ^{(1), (2)}		120 days	20.30.330
4. Critical Areas Special Use Permit	Mail, Post Site, Newspaper	HE ^{(1), (2)}		120 days	20.30.333
5. Critical Areas Reasonable Use Permit	Mail, Post Site, Newspaper	HE ^{(1), (2)}		120 days	20.30.336
6. Final Formal Plat	None	Review by Director	City Council	30 days	20.30.450

Action	Notice Requirements for Application and Decision ⁽³⁾, ⁽⁴⁾	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
7. SCTF – Special Use Permit	Mail, Post Site, Newspaper	HE ^{(1), (2)}		120 days	20.40.502
<u>8. Essential Public Facility – Special Use Permit</u>	<u>Mail, Post Site, Newspaper</u>	<u>HE ^{(1), (2)}</u>		<u>120 days</u>	<u>20.30.330</u>
§ <u>9.</u> Master Development Plan	Mail, Post Site, Newspaper	HE ^{(1), (2)}		120 days	20.30.353
§ <u>10.</u> Plat Alteration with Public Hearing ⁽⁵⁾	Mail	HE ^{(1), (2)}		120 days	20.30.425

⁽¹⁾ Including consolidated SEPA threshold determination appeal.

⁽²⁾ HE = Hearing Examiner.

⁽³⁾ Notice of application requirements are specified in SMC 20.30.120.

⁽⁴⁾ Notice of decision requirements are specified in SMC 20.30.150.

⁽⁵⁾ A plat alteration does not require a neighborhood meeting.

20.30.090 Neighborhood meeting.

Prior to application submittal for a Type B or C action, the applicant shall conduct a neighborhood meeting to discuss the proposal.

A. The purpose of the neighborhood meeting is to:

1. Ensure that potential applicants pursue early and effective citizen participation in conjunction with their proposal, giving the project proponent the opportunity to understand and try to mitigate any real and perceived impact their proposal may have on the neighborhood;
2. Ensure that the citizens and property owners of the City have an adequate opportunity to learn about the proposal that may affect them and to work with project proponents to resolve concerns at an early stage of the application process.

B. The neighborhood meeting shall meet the following requirements:

1. Notice of the neighborhood meeting shall be provided by the applicant and shall include the date, time and location of the neighborhood meeting and a description of the project, zoning of the property, site and vicinity maps and the land use applications that would be required.
 2. The notice shall be provided at a minimum to property owners located within 500 feet (1,000 feet for master development plan permits and special use permits for essential public facilities) of the proposal, the neighborhood chair as identified by the Shoreline Office of Neighborhoods (note: if a proposed development is within 500 feet of adjacent neighborhoods, those chairs shall also be notified), and to the Department.
 3. The notice shall be postmarked 10 to 14 days prior to the neighborhood meeting.
 4. The neighborhood meeting shall be held within the City limits of Shoreline.
 5. The neighborhood meeting shall be held anytime between the hours of 5:30 p.m. and 9:30 p.m. on weekdays or anytime between the hours of 9:00 a.m. and 9:00 p.m. on weekends.
 6. The neighborhood meeting agenda shall cover the following items:
 - a. Introduction of neighborhood meeting organizer (i.e., developer, property owner, etc.);
 - b. Description of proposed project;
 - c. Listing of permits that are anticipated for the project;
 - d. Description of how comments made at the neighborhood meeting are used;
 - e. Provide meeting attendees with the City's contact information;
 - f. Provide a sign-up sheet for attendees.
- C. The applicant shall provide to the City a written summary or checklist of the neighborhood meeting. The summary shall include the following:
1. A copy of the mailed notice of the neighborhood meeting with a mailing list of residents who were notified.
 2. Who attended the meeting (list of persons and their addresses).
 3. A summary of concerns, issues, and problems expressed during the meeting.
 4. A summary of concerns, issues, and problems the applicant is unwilling or unable to address and why.
 5. A summary of proposed modifications, or site plan revisions, addressing concerns expressed at the meeting.
- Staff will mail the summary of the neighborhood meeting to all persons who attended the neighborhood meeting, signed in and provided a legible address.

20.30.120 Public notices of application.

- A. Within 14 days of the determination of completeness, the City shall issue a notice of complete application for all Type B and C applications.

B. The notice of complete application shall include the following information:

1. The dates of application, determination of completeness, and the date of the notice of application;
2. The name of the applicant;
3. The location and description of the project;
4. The requested actions and/or required studies;
5. The date, time, and place of an open record hearing, if one has been scheduled;
6. Identification of environmental documents, if any;
7. A statement of the public comment period (if any), not less than 14 days nor more than 30 days; and a statement of the rights of individuals to comment on the application, receive notice and participate in any hearings, request a copy of the decision (once made) and any appeal rights. The public comment period shall be 30 days for a shoreline substantial development permit, shoreline variance, or a shoreline conditional use permit;
8. The City staff Project Manager and phone number;
9. Identification of the development regulations used in determining consistency of the project with the City's Comprehensive Plan; and
10. Any other information that the City determines to be appropriate.

C. The notice of complete application shall be made available to the public by the Department, through any or all of the following methods (as specified in Tables 20.30.050 and 20.30.060):

1. **Mail.** Mailing to owners of real property located within 500 feet of the subject property. Notice of application for SCTF or; essential public facilities special use permits, and Master Development Plan permits shall be mailed to residents and property owners within 1,000 feet of the proposed site;
2. **Post Site.** Posting the property (for site-specific proposals). For SCTF or; essential public facilities special use permits, and Master Development Plan permits enlarged notice of application signs (a minimum of four feet by four feet) as approved by the City of Shoreline shall be posted on all sides of the parcel(s) that front on a street. The Director may require additional signage on large or unusually shaped parcels;
3. **Newspaper.** The Department shall publish a notice of the application in the newspaper of general circulation for the general area in which the proposal is located. This notice shall include the project location and description, the type of permit(s) required, comment period dates, and the location where the complete application may be reviewed;
4. ~~Information regarding Master Development Plan notice of applications will be posted on the City's website and cable access channel.~~

D. The Department must receive all comments received on the notice of application by 5:00 p.m. on the last day of the comment period.

20.30.180 Public notice of public hearing.

Notice of the time and place of an open record hearing shall be made available to the public by the Department no less than 15 days prior to the hearing, through use of these methods:

- **Mail.** Mailing to owners of real property located within 500 feet (1,000 feet for master development plan permits and SCTF or essential public facilities special use permits) of the subject property;
- **Newspaper.** The Department shall publish a notice of the open record public hearing in the newspaper of general circulation for the general area in which the proposal is located;
- **Post Site.** Posting the property (for site-specific proposals);
- ~~Information regarding master development plan hearings will be posted on the City's website and cable access channel.~~



TO: Honorable Members of the Shoreline City Council

FROM: Bill Montero, Chair
Shoreline Planning Commission

DATE: January 16, 2020

RE: Master Development Plans, Special Use Permits, and Essential Public Facility
Amendments

Subsequent to the passage of Ordinance No. 868, adopting a moratorium on applications for Master Development Plans and Special Use Permits for Essential Public Facilities, the Shoreline Planning Commission was tasked with reviewing proposed amendments. The Shoreline Planning Commission has completed its review of the proposed amendments to the Shoreline Municipal Code related to Master Development Plans, Special Use Permits, and Essential Public Facilities. The Planning Commission held a study session on the proposed amendments and a public hearing which was held on January 16, 2020.

In consideration of the Planning Staff's recommendations, written and oral public testimony, and the decision criteria set forth in SMC 20.30.350 for development code amendments, the Planning Commission respectfully recommends:

Approval of the proposed amendments as recommended by Planning Staff and set forth on Exhibits A to D, which are attached to proposed Ordinance No. 882.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Appointing the 2020 Members to the Planning Commission and Shoreline Landmarks and Heritage Commission
DEPARTMENT:	Planning & Community Development
PRESENTED BY:	Rachael Markle, AICP, Director Steven Szafran, AICP, Senior Planner
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On March 31, 2020, the terms of Planning Commissioners William Montero, David Maul, Easton Craft, and Suzanne Davis are set to expire. The rules for Planning Commission Membership in the Shoreline Municipal Code (SMC 2.20.020(A)) state: "...No member shall serve longer than two consecutive terms". Since William Montero, David Maul, and Easton Craft have already served two consecutive terms, they are not eligible for reappointment. The other Commissioner whose term is expiring, Suzanne Davis, is eligible for Council reappointment to the Planning Commission but she has not reapplied.

In addition, the City needs one member for the King County Landmarks and Heritage Commission. The current Special Member of the City of Shoreline Landmarks and Heritage Commission, Mr. Rob Garwood, was appointed on June 13, 2011 and has served two, four-year terms expiring June 13, 2019. Pursuant to SMC 15.20.020, the term of a special member is for four years with a term limit of two consecutive terms (total of eight years).

On January 13th, in accordance with Council Rules of Procedure governing Council appointments to Boards and Commissions, the Mayor appointed a Council subcommittee to screen, interview and make recommendations to the full Council about which candidates to appoint to the four Planning Commission positions and one member to the Shoreline Landmarks and Heritage Commission. The subcommittee included Mayor Hall and Councilmembers Scully and Robertson. The subcommittee subsequently met on February 1st to conduct the interviews, and after deliberations, unanimously recommended that the full Council appoint Julius Rwamashongye, Pam Sager, Andy Galuska, and Janelle Callahan to the Planning Commission for four-year terms that will run from April 1, 2020 through March 31, 2024. The subcommittee also unanimously recommended that Andy Galuska also serve on the Shoreline Landmarks and Heritage Commission that will run from April 1, 2020 through March 31, 2024. Tonight, the full Council is scheduled to take action on these appointments.

RESOURCES/FINANCIAL IMPACT:

There is no financial impact for this Council action.

RECOMMENDATION

Staff recommends that the Council move to appoint Julius Rwamashongye, Pam Sager, Andy Galuska, and Janelle Callahan to the Planning Commission for four-year terms that will run from April 1, 2020 through March 31, 2024, and that the Council move to appoint Andy Galuska as a Special Member to the King County Landmarks and Heritage Commission for a four-year term that will run from April 1, 2020 through March 31, 2024.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

Planning Commission

The Planning Commission is a seven-member citizen board, each of whom is appointed by the Shoreline City Council. The purpose of the Planning Commission is to provide guidance and direction for Shoreline's future growth through continued review and improvement to the City's Comprehensive Land Use Plan, zoning code, shoreline management, environmental protection and related land use documents. Members of the Planning Commission shall be selected from individuals who have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions. Membership in the Planning Commission shall be limited to residents or owners of property within the City. No member shall serve longer than two consecutive terms. Commissioners are responsible for the following:

- Preparation of a Comprehensive Plan and development regulations in compliance with state law (Chapter 36.70A RCW). This includes establishing procedures providing for early and continuous public participation in the development and amendment of the Comprehensive Land Use Plan for the City and the development regulations implementing the Plan, and making recommendations concerning these matters to the City Council.
- Review of land use management, shoreline management and environmental protection ordinances and regulations of the City and making recommendations regarding them to the City Council.
- Review of potential future service annexation areas to the City as requested by the City Council, and making recommendations concerning them.
- Performance of design review unless that review is delegated to some other appointed body or City staff.
- Recommend, establish priorities for, and review studies of geographic subareas in the City.
- Submit written periodic reports annually to the City Council setting forth its progress in completing its work program for the current fiscal year.
- Hold public hearings in the exercise of its duties and responsibilities as it deems necessary, including public hearings required to be held in the course of adoption or amendment to the Comprehensive Plan, the zoning code, or adoption or amendment of regulations for shorelines management and environmental protection regulations.

On March 31, 2020, the terms of Planning Commissioners William Montero, David Maul, Easton Craft, and Suzanne Davis are set to expire. The rules for Planning Commission Membership in the Shoreline Municipal Code (SMC 2.20.020(A)) state: "...No member shall serve longer than two consecutive terms". Since William Montero, David Maul, and Easton Craft have already served two consecutive terms, they are not eligible for reappointment. The other Commissioner whose term is expiring, Suzanne Davis, is eligible for Council reappointment to the Planning Commission, but she did not apply to serve another term. The three Planning Commission members whose terms are not set to expire this year are Jack Malek, Laura Mork and Mei-shiou Lin.

Landmarks and Heritage Commission

The King County Landmarks and Heritage Commission (Landmarks Commission) is a nine-member citizen board, each of whom is appointed by the King County Executive, subject to confirmation by the King County Council. The Landmarks Commission is charged with designating landmarks in unincorporated King County and in those cities and towns in King County that have entered into an interlocal agreement with the County for historical preservation services. Commissioners are responsible for the following:

- Reviewing and deciding nominations for landmark designation,
- Reviewing and deciding certificates of appropriateness for alterations to or demolition of landmark properties,
- Developing policy and planning recommendations for King County's historic preservation program, and
- Attending periodic training sessions and conferences.

When the Landmarks Commission acts on behalf of a city with which the county has an interlocal agreement to provide historic preservation services, such as Shoreline, the city appoints a special member to the Landmarks Commission. This special member sits as a voting member of the Commission for all matters relating to or affecting landmarks within that city.

In 1995, the City of Shoreline entered into an interlocal agreement with King County for historic preservation services (Resolution No. 32). With the passage of Ordinance No. 53, SMC Chapter 15.20 established landmarks preservation regulations as provided in the interlocal agreement. Pursuant to SMC 15.20.020(B), the Shoreline City Council appoints a Special Member to the Landmarks Commission. The Special Member is to be an individual with a demonstrated interest and competence in historic preservation. The Special Member, whose term is for four years with a term limit of two consecutive terms (total of eight years), is a voting member on all matters relating to or affecting landmarks within the City of Shoreline.

The current Special Member of the City of Shoreline Landmarks and Heritage Commission is Mr. Rob Garwood. He was appointed on June 13, 2011 and has served two, four-year terms, expiring June 13, 2019. The new Special Commissioner will serve a four-year term beginning in April 1, 2020, with the option of serving a second four-year term.

DISCUSSION

In order to fill these positions on the Planning Commission and the Landmarks and Heritage Commission, the positions were advertised starting in November 2019 with the application period closing January 10, 2020. The City notified the public of these openings through *Currents*, the City's webpage and social media accounts, Shoreline Area News, Planning Commission Agenda Email, Shoreline E-News, the City Manager's report to Council, and through the Council of Neighborhoods. A notice was also posted at the libraries in Shoreline and the Spartan Recreation Center.

On January 13th, in accordance with Council Rules of Procedure governing Council appointments to Boards and Commissions, the Mayor appointed a Council subcommittee to screen, interview and make recommendations to the full Council about which candidates to appoint to the Commission positions. The subcommittee included Mayor Hall and Councilmembers Scully and Robertson. The subcommittee met the week of January 20th to determine the finalists for further review from the following field of 26 candidates. The nine finalists who were interviewed are shown in bold italics below, and their applications are attached as **Attachment A**.

2020 Planning Commission Applicants

Ademasu, Annette Aher, Christopher <i>Amtmann, Lindsey</i> Atkinson, Kevin Brewer, Thomas <i>Callahan, Janelle</i> Charnley, Alan Collica, Vivian Donovan, Cassandra	Doran, Erik Drummond, Heather <i>Galuska, Andy</i> Hanowell, Benjamin <i>Jackson, Brian</i> Keinath, Harry Larson, Jay <i>McBride, Melinda</i> Moll, Frederic	Peterka, Devon <i>Rezayat, Ashton</i> Richardi, Nicholas <i>Rwamashongye, Julius</i> <i>Sager, Pam</i> Smith Jr., Joseph Spingler, Clifford <i>Steward, Callie</i>
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The Council subcommittee met on February 1st to conduct interviews. After the interviews were conducted, the subcommittee deliberated and unanimously recommended that the full Council appoint Julius Rwamashongye, Pam Sager, Andy Galuska, and Janelle Callahan to the Planning Commission for four-year terms. The subcommittee also unanimously recommended that Andy Galuska also serve on the Shoreline Landmarks and Heritage Commission that will run from April 1, 2020 through March 31, 2024.

RESOURCES/FINANCIAL IMPACT

There is no financial impact for this Council action.

RECOMMENDATION

Staff recommends that the Council move to appoint Julius Rwamashongye, Pam Sager, Andy Galuska, and Janelle Callahan to the Planning Commission for four-year terms that will run from April 1, 2020 through March 31, 2024, and that the Council move to appoint Andy Galuska as a Special Member to the King County Landmarks and Heritage Commission for a four-year term that will run from April 1, 2020 through March 31, 2024.

ATTACHMENTS

Attachment A – Applications of Planning Commission and Special Member to the King County Landmarks and Heritage Commission Appointee Finalists



COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Planning Commission

City Board or Commission

(Please type or print)

Name Lindsey Amtmann

Are you a Shoreline resident or property owner? Yes, both

Length of residence 15 years

1. List your educational background. _____
A.B. Dramatic Literature, Duke University
M.S. Natural Resources, University of Michigan-Ann Arbor/School of Natural Resources and Environment

2. Please state your occupational background, beginning with your current occupation and employer. _____
Associate Planner, Herrera Environmental, Inc. 2018 - Present & 2000-2010.
Owner, Lindsey Amtmann LLC. 2013 - Present.
I create regulatory, environmental, and public outreach strategies for municipal clients facing complex tradeoffs to move infrastructure projects forward.
Manage NEPA, SEPA, ESA, and related review processes.

3. Describe your involvement in the Shoreline community. _____
2019 CERT training completed
Participation in multiple public outreach events and formal written comments for Shoreline Place, community/aquatic center and FASST, light rail stations, and city bike/ped master plan.
Co-leader, Burke Avenue Cul de Sac Block Watch: organize annual NNO potluck, a bike/ped safety plan for the cul de sac, and a neighborhood crime

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. _____
Professionally, I have expertise as a senior environmental manager with 18 years of experience in program management, project delivery, and legal and policy strategy and analysis.
I lead teams from a handful of members to 200 individuals and multiple stakeholders in successfully developing and implementing environmental +

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). _____
Residential: 16022 Burke Ave N., Shoreline, WA 98133

6. Are you an official representative of a homeowners' association or other group? If so, please name the group. _____
Co-leader, Burke Avenue Cul de Sac Block Watch

7. Describe why you are interested in serving in this position. _____
I would like to be directly involved in creating a well planned City of Shoreline with excellent infrastructure and parks that balances the city's environmental goals with the pressure of development. Development is coming and it's coming fast with light rail and associated projects.

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? Yes Daytime meetings? Yes

Please return this application by the deadline to: City of Shoreline, City Clerk
17500 Midvale Avenue North
Shoreline, WA 98133
(206) 801- 2230

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Volunteers play a vital role in the Shoreline government. We appreciate your interest.*



COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Shoreline Planning Commission

City Board or Commission

(Please type or print)

Name: Janelle Callahan

Are you a Shoreline resident or property owner? Yes, both

Length of residence 6 years

1. List your educational background.

- M.A., Human Services Psychology, University of Maryland, Baltimore County (UMBC), Baltimore, MD – 2004
- B.A., Psychology and Women’s Studies, Denison University, Granville, OH – 2001

2. Please state your occupational background, beginning with your current occupation and employer.

- I design and implement research projects and provide recommendations to optimize the performance of public institutions and government agencies.
- In 2017, I co-founded the [Institute for Public Sector Employee Engagement](#), a division of CPS HR consulting, a California-based organization dedicated to improving the engagement, performance, and impact of state and local government organizations.
- From my home office in Shoreline, I work with state, county, and city government agencies to design, implement, and evaluate employee surveys. This includes identifying key opportunities for improvement through statistical analysis and recommending strategies to enhance employee engagement and workforce performance. I also help manage the Institute’s operations and contracts.

- Previously, I worked for the Partnership for Public Service, in Washington, D.C., where I analyzed and produced the *Best Places to Work in the Federal Government* rankings for 7 years.
 - Early in my career, I held research positions with *Education Week* and the non-profit Institute for Learning Innovation.
3. Describe your involvement in the Shoreline community.
- In 2019, I completed Shoreline’s CityWise program, as well as the Community Emergency Response Team (CERT) training. Through CityWise, I learned more about each of the city’s departments, including Planning and Community Development. Through this experience, I decided that I wanted to get involved in helping Shoreline navigate the tremendous opportunities and challenges that will face our city in the next several decades.
 - I learned about CERT through CityWise and decided that I could potentially be a helpful resource to my neighborhood in the event of a natural disaster, especially because I happen to be at home most of the time as a remote worker. I am proud to be a CERT volunteer and grateful to the city for providing me training on basic first aid, search and rescue, and fire and utilities safety.
 - I am also a mother of twin sons who are currently in first grade at Ridgecrest Elementary, and I am a member of the Ridgecrest PTA.
4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

Leadership

- I have more than a decade of experience leading multi-functional teams on research projects and advising government leaders. Through my position as the Principal Consultant for the Institute for Public Sector Employee Engagement, I provide analysis and recommendations to state and local government leaders on workforce issues and change management. In addition, I have training on conflict management resolution skills.

Special Expertise

- I grew up discussing a wide variety of building, coding and inspection, and land use issues with my father, who has been in the commercial construction business in Ohio for more than 40 years. He is always one to look for the win-win in any situation, carefully detailing all possible options, and weighing the pros and cons. I am keenly aware of the difficult issues involved in maintaining a balance between residential, business, and environmental needs. I believe that I could offer a unique perspective given my personal knowledge of the construction industry and the functions of state and local governments.
- I have also lived in other parts of the U.S., including outside the Baltimore and Washington, D.C. areas, where I spent more than 10 years using public transportation and experiencing the transformation of the suburbs.

- In addition, I have a great personal interest in the history, geography, and topography of our community.

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial).

Single-family residence – 15532 11th Ave NE, Shoreline, WA 98155

6. Are you an official representative of a homeowners’ association or other group? If so, please name the group.

No

7. Describe why you are interested in serving in this position.

- I strongly urge the Council to choose Planning Commission representative(s) from neighborhoods that will be most affected by the 145th and 185th Street Station Subarea Plans, including Ridgecrest, North City, Parkwood, Meridian Park, or Echo Lake. It appears that all current Planning Commission members live in Richmond Beach or Hillwood. I also urge the Council to select at least one member who is *not* working professionally in the construction/architecture or real estate industries to ensure that the perspective of an average single-family homeowner is represented. Our primary focus is on creating a safe, inclusive, and livable community for our children and our neighbors – a critically important perspective for our growing city.
- I am interested in serving in this position to add to the geographic and professional diversity of the Planning Commission. As a resident of Ridgecrest and a management consultant to state and local government organizations, I believe that I would offer a unique and helpful perspective.
- After participating in CityWise and becoming a member of CERT, I am looking for another opportunity to contribute to the Shoreline community in a deep and meaningful way. With the exciting growth and change occurring, I believe the Planning Commission could use someone like me, who is detailed-oriented, knows how to ask the right questions, and can help understand issues from the perspectives of many different stakeholders.

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? Yes Daytime meetings? Yes

Please return this application by the deadline to: City of Shoreline, City Clerk
 17500 Midvale Avenue North
 Shoreline, WA 98133 (206) 801- 2230

Submitted via email to clk@shorelinewa.gov



COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

PLANNING COMMISSION AND/OR LANDMARKS + HERITAGE COMMISSION
City Board or Commission

(Please type or print)

Name ANOU GALUSKA

Are you a Shoreline resident or property owner? Yes, RESIDENT AND PROPERTY OWNER

Length of residence 8 years

- List your educational background. BA in PLANNING FROM WESTERN WASHINGTON UNIVERSITY WITH MINORS IN ECONOMICS AND SUSTAINABLE DESIGN
MASTERS IN PUBLIC ADMINISTRATION FROM UNIVERSITY OF WASHINGTON
- Please state your occupational background, beginning with your current occupation and employer. My current occupation is PLANNING DIRECTOR FOR THE CITY OF SILVAM WHERE I HAVE WORKED SINCE SEPTEMBER OF 2018. PREVIOUS TO THIS POSITION I HAVE OVER A DECADE OF EXPERIENCE IN PLANNING FOR MUNICIPAL AND COUNTY GOVERNMENTS.
- Describe your involvement in the Shoreline community. I HAVE TWO CHILDREN IN THE SHORELINE SCHOOL DISTRICT SO I DO SOME VOLUNTEERING TO HELP OUT THE PTA. I PREVIOUSLY VOLUNTEERED FOR NORTH CITY CO-OP PRE-SCHOOL WHEN THE KIDS WENT THERE.

- 4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. IN MY TIME WORKING IN PLANNING I HAVE LEAD, CLERKED, AND PRESENTED TO PLANNING COMMISSIONS. I AM KNOWLEDGEABLE ABOUT THE ISSUES THAT THE BOARD IS ASKED TO CONSIDER AND CAN QUICKLY REVIEW AND COMPREHEAD APPLICABLE MATERIALS

- 5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). MY WIFE AND I OWN A HOME AT 16028 BURDELL AVE N

- 6. Are you an official representative of a homeowners' association or other group? If so, please name the group. No

- 7. Describe why you are interested in serving in this position. I AM LOOKING FOR AN OPPORTUNITY TO VOLUNTEER IN THE COMMUNITY. I ALSO WOULD LIKE TO SEE REPRESENTATION ON THE BOARD FROM THE SOUTH AND EASTERN PORTIONS OF THE CITY

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? YES Daytime meetings? YES

Please return this application by the deadline to: City of Shoreline, City Clerk
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Shoreline, WA 98133
(206) 801- 2230

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Thank you for taking the time to fill out this application. Volunteers play a vital role in the Shoreline government. We appreciate your interest.



COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Planning

City Board or Commission

(Please type or print)

Name Brian Jackson

Are you a Shoreline resident or property owner? property owner

Length of residence 1993-2010, 2013 - present

1. List your educational background. 2 years college University of Iowa
LEED AP
Certified Commercial and Residential Building Inspector 2008-2015

2. Please state your occupational background, beginning with your current occupation and employer. For over 30 years I have worked as a construction superintendent for large commercial general contractors building industrial buildings, schools, university buildings, hospitals, condominiums and retail buildings.
My current position is Senior Project Engineer for Lease Crutcher Lewis

3. Describe your involvement in the Shoreline community. Raised 3 children in Shoreline and was an active in their scout activities and help coach their baseball and soccer teams.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. I have a lot of experience working with designers, different building departments and developers on a wide variety of projects and nearby site neighbors coordinating and mitigating impacts of new construction all over the Seattle area. Using and sharing what I have learned with the commission members and city planners when considering new planning and zoning changes, I think, would prove beneficial to the Commission.

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). 18200 15 Ave NE, Unit 302, Park Place Condominium, Shoreline 98155

6. Are you an official representative of a homeowners' association or other group? If so, please name the group. No

7. Describe why you are interested in serving in this position. I get personal satisfaction when helping figure out solutions to challenges or problems, and I want to contribute my skills as a civic duty to support our City.

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? yes Daytime meetings? yes

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COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Shoreline Planning Commission
City Board or Commission

(Please type or print)

Name Melinda A. McBride

Are you a Shoreline resident or property owner? Yes

Length of residence 5 years

1. List your educational background. BA, Near Eastern Languages and Literature,
University of Washington

2. Please state your occupational background, beginning with your current occupation and employer. Nonprofit fundraising consultant, 2010-present, self employed
Database upgrade and development projects, White Center Food Bank, White Center,
WA, November, 2014, to October, 2015
Owner/business manager, Scooter Gallery Seattle, Seattle, WA, June, 2004, to
October, 2010
Executive director, Puget Sound Farm Trust, Seattle, WA, 1992 to 2001

3. Describe your involvement in the Shoreline community. Self-employed small business owner in Shoreline for five years; active walker and
bicyclist; member of the Dale Turner YMCA; shopper at Shoreline Farmers Market;
engaged with many neighbors and community members doing volunteer signature
gathering and door knocking for initiative campaign

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. _____

Development committee member and volunteer, Carbon Washington
As Executive Director of Puget Sound Farm Trust, I served on the Farms & Fish
Advisory Committee and worked with other boards and commissions on Growth
Management issues. I participated in the process of developing comprehensive
plans and zoning codes for King County and several cities.

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). N/A

6. Are you an official representative of a homeowners' association or other group? If so, please name the group. No

7. Describe why you are interested in serving in this position. I'm interested in using
the planning process to help Shoreline mitigate and adapt to climate change and
become more walkable and bikeable; to accommodate residents of all abilities,
ages, stages of life, and family size; to support health and well being of all
residents; to support economic development; to foster community spirit; and to
increase the beauty and vibrancy of the community.

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? Yes Daytime meetings? Yes

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COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Shoreline Planning Commission
City Board or Commission

(Please type or print)

Name Ashton T. Rezayat

Are you a Shoreline resident or property owner? Yes

Length of residence 4 years

1. List your educational background. Juris Doctor, Seattle University School of Law (with honors); Bachelor of Arts, University of Washington (with honors); Associate of Arts, Seattle Central Community College (with honors); current student at Shoreline Community College

2. Please state your occupational background, beginning with your current occupation and employer. Attorney at Olsen Branson PLLC (2 years); Attorney at Winslow Law Group PLLC (5 years); Contract Attorney at Expeditors International (1 year); Law Clerk at Attorney General of Washington, Consumer Protection Division (1 year); General experience in retail and restaurant environments from high school through college

3. Describe your involvement in the Shoreline community. Volunteer Pro Bono Attorney through the King County Bar Association Neighborhood Legal Clinics (2 years); Co-Treasurer and Board Member of North City Co-Operative Pre School operating in conjunction with Shoreline Community College; Elected Precinct Committee Officer who volunteers to increase community engagement

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. As a real estate attorney I have advised countless clients on all matters relevant to their real property and business matters, including local land use regulations and in litigation and non-litigation matters. Capable of digesting and analyzing complex issues and language. I consider it fun.

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). 19623 19th Avenue NE (Residential)

6. Are you an official representative of a homeowners' association or other group? If so, please name the group. No.

7. Describe why you are interested in serving in this position. My wife and I love our community and have become increasingly involved in it over the last four years. As I have also increased my other areas of community service and involvement I see this as an ideal opportunity to satisfy many passions at once: service, real estate and policy (my B.A. is in political science and I'm generally a policy nerd).

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings. First and Third Thursday Nights work.

Are you available for evening meetings? Yes Daytime meetings? Perhaps occasionally

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Rec'd CLK

11/18/19

9:01 AM

COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Planning Commission
City Board or Commission

(Please type or print)

Name JULIUS KWAMASHONGBE

Are you a Shoreline resident or property owner? RESIDENT & PROPERTY OWNER

Length of residence 17 yrs

- List your educational background.
 - (a) B.A. Pol. Sc & Geography (Hon) Makerere University Uganda
 - (b) Bsc Construction Management University of Washington

- Please state your occupational background, beginning with your current occupation and employer.
 - DIRECTOR CAPITAL PROJECTS - SEATTLE DEPARTMENT OF TRANSPORTATION
 - OVER TWENTY YEARS OF CONSTRUCTION MANAGEMENT EXPERIENCE

- Describe your involvement in the Shoreline community.
 - ① This is going to be my most current experience. However I was previously involved ~ 16 yrs ago in the "unfinished business" group that was an active advocate for having sections of Seattle 26th NE Neighborhood - to join Shoreline.
 - ② Participated in tree growing activities & events.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.
- I have extensive Construction Management experience - ~~Public~~ Roadway, Bridges, Utilities etc
 - Currently I head a division of 110 indirect reports.
 - I also serve as an Executive Director of SDOT.
5. List the addresses of property you own in Shoreline and the type of property (residential or commercial).
- 1416 NW 198th Street - Residential
6. Are you an official representative of a homeowners' association or other group? If so, please name the group.
- NO
7. Describe why you are interested in serving in this position.
- Shoreline is growing - City of neighborhoods & I believe I have knowledge that could be helpful in shaping the future of Shoreline.

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? Yes Daytime meetings? Sometimes

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CITY OF SHORELINE

COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Planning Commission
City Board or Commission

(Please type or print)

Name Pam Sager

Are you a Shoreline resident or property owner? Yes

Length of residence 22 years

- List your educational background. I have a high school diploma from Shoreline High School. I have taken some college courses with an emphasis on math. I take yearly continuing education courses to maintain my professional license.
- Please state your occupational background, beginning with your current occupation and employer. I am a Professional Land Surveyor, licensed in 2007. I am co-owner and operator of Signature Surveying & Mapping, PLLC, in Shoreline, since 2008. Prior to starting my business I worked as a Party Chief and Land Surveyor in Training at True North Land Surveying from 2004-2008 and as a Party Chief at DR Strong Engineers from 2000-2004. Before working in the land surveying industry I was a teaching assistant with the Shoreline and Bellevue School Districts and an Attendant Counselor at Fircrest School.
- Describe your involvement in the Shoreline community. I am a regular attendee at the Briarcrest Neighborhood Assn meetings and a member of the BNA Emergency Preparedness committee. I have been attending City Council meetings for the last year and recently started attending Planning Commission meetings. I am a 2019 Citywise graduate, I was CERT trained in fall of 2019, and have participated with the Green Shoreline Partnership at Hamlin Park.

- 4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. I am a land surveyor and business owner in Shoreline. My job requires me to be familiar with or be able to access submittal requirements, permit requirements, and land use codes to ensure I provide my clients and the city with the appropriate information/drawings.

- 5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). 15541 26th Ave NE, 98155- Residential

- 6. Are you an official representative of a homeowners' association or other group? If so, please name the group. No.

- 7. Describe why you are interested in serving in this position. I would like to be even more involved in my community and would like to have a voice in the decision making. I feel I bring relevant experience and knowledge thanks to my profession. I feel very passionate about this opportunity to be a voice for my community

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? Yes Daytime meetings? Occasionally

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 CITY OF SHORELINE

COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Planning Commission

City Board or Commission

(Please type or print)

Name Callie Steward

Are you a Shoreline resident or property owner? Yes, resident and property owner

Length of residence 16 years

1. List your educational background.
Bachelor of Science in Biology

2. Please state your occupational background, beginning with your current occupation and employer.

Real Estate Professional/Property Manager/Property Owner/Builder, self-employed 2008-current. Study Coordinator/Life Sciences, MDS Pharma Services, 2006-2007. Research Technician 3/Vascular Pathology, University of Washington Medical Center, 2000-2006. Microbiologist, HaloSource, 1998-2000.

3. Describe your involvement in the Shoreline community.

I actively participate in elementary school and middle school PTSA's and volunteer at both my children's schools. I have hosted many events in my various PTSA roles from small meetings to large events where 1000+ hotdogs were served. I helped bring compost and recycling to the Meridian Park school cafeteria and got it fully operational. It has been continuing for the the past 3 years, with little help from me this school year. I participated in the running and management of Twin Ponds Giving Garden for 2 years growing seasons 2015 and 2016. I continue to participate when possible and have a community garden plot

at Twin Ponds for the past 5 years. I was a founding member of the Movie Mommas-MM which is a group that showed 5 documentaries over a two-year period (2016-2018) at the Shoreline Center open to the community as a whole. Our goal was to start important conversations around topics related to students and our community using film. We brought in panels and held discussions after the films were shown. MMs haven't reorganize to show more films, but I am taking that experience and bringing a film with a parent that came to an Einstein PTSA meeting. She wanted to ask the PTSA to bring Screenagers 2 to Einstein. I am helping her to bring it to the community, and now she will have this skill set too. I volunteered on the School Districts Resource Conservation Committee for a 2-year period (2017-2019). The first year we drafted the District's new conservation policy which I participated in presenting it to the board. The second year we drafted the procedures to go with the policy. I occasionally attend my neighborhood associations meeting. I am actively working with the association to be more visible through partnering on events with the PTSA. I have volunteered at the Arts event held at Ronald bog. I have organized multiple neighborhood night events son my street. I serve on the board and helped re-write bylaws and bring into compliance the Meridian Park Swim Club.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

My career time working in research science is where I developed the skills to follow many steps, pay attention to the details, and read to digest information in order to successfully perform bench work that often took years from start to finish of experiments. In volunteering on various boards (Meridian Park PTSA Volunteer coordinator, President, Treasurer; Einstein PTSA Volunteer Coordinator; Giving Garden Secretary; Meridian Park Swim Club President, Membership Chair), I have learned the importance of being present, listening, and participating. Truly, so much would not get done without volunteers and their hard work and dedication to the community as a whole. I know these jobs are part of what makes a community both strong and a great place to live. Additionally, through my work in the PTSA I have developed the ability to listen to a whole variety of people who may or may not be happy with a process at school and are looking for a place to connect. I have become a good connector for people to people, helping them to get to the right person to help them solve their problem, to voice their concerns to the correct location or just be heard, or even to bring to their idea to fruition. As a small scale, independent builder and developer (5 projects from 2010-2019), I have practical knowledge of the details of building homes. On my last build in Everett, I managed and balanced many project details from the width of the sidewalk, the placement of rain gardens, open space, and parking accommodation for my multi-family unit. I also learned a lot during the process of applying for permits, scheduling and attending all inspections. My work on the Resource Conservation Committee showed me the importance and the need for patience with process, which I can imagine being a valuable asset for serving on a planning commission.

- 5. List the addresses of property you own in Shoreline and the type of property (residential or commercial).

17514 Densmore Ave N Shoreline, WA 98133 (residential) and 17047 2nd Ave NE Shoreline, WA 98155 (residential)

- 6. Are you an official representative of a homeowners' association or other group? If so, please name the group.

Yes, Meridian Park PTSA – Treasurer, Einstein Middle School PTSA – Volunteer Coordinator, Meridian Park Swim Club – Membership Chair.

- 7. Describe why you are interested in serving in this position.

I care about the future of Shoreline and I want to participate. I want to understand the options for a growing and changing city. I am curious and want to learn about the obstacles and opportunities coming in Shoreline's future.

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? Yes Daytime meetings? Yes

Please return this application by the deadline to: City of Shoreline, City Clerk
17500 Midvale Avenue North
Shoreline, WA 98133
(206) 801- 2230

Disclosure Notice: Please note that your responses to the above application questions may be disclosed to the public under Washington State Law. The Personal Information form (page 3), however, is not subject to public disclosure.

*Thank you for taking the time to fill out this application.
Volunteers play a vital role in the Shoreline government. We appreciate your interest.*

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Neighborhood Traffic Safety Program Discussion		
DEPARTMENT:	Public Works		
PRESENTED BY:	Kendra Dedinsky, City Traffic Engineer		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City of Shoreline Neighborhood Traffic Safety Program (NTSP) was developed in 2001 to address resident concerns about speeding, cut through traffic and pedestrian safety on local streets. Since its origin nearly 20 years ago, changes to program resources, newly available data, and the City's continued focus on valuable, equitable, and inclusive customer service have highlighted the need to reevaluate the program's delivery and effectiveness.

In 2019, Traffic Services staff initiated a reevaluation of the program and tonight will be discussing three options for program administration moving forward for Council to consider:

- 1) Existing - keep the same
- 2) Alternative 1 – modify NTSP program to create entry criteria and prioritize projects based on data
- 3) Alternative 2 – use collision and other traffic data to inform traffic safety improvements through the Annual Traffic Report process, eliminating a program exclusively for local streets.

RESOURCE/FINANCIAL IMPACT:

For all alternatives, staff recommends shifting program delivery to the Engineering Division of Public Works for consistency in contracting methods and staff resource allocation. Delivery of projects will be contingent on Engineering project manager capacity and competing capital priorities. With this assumption, no change in program funding is required. Assuming project funding remains the same for all options, the existing program structure would be expected to result in the least value in terms of measurable safety benefits, with Alternative 2 resulting in the most. Alternative 2 also allows redistribution of staff time to other priority workload, capitalizing on an existing process to inform programming.

Recognizing the Traffic Safety Improvements program is discretionary in nature, budget decisions associated with I-976 may impact this program.

RECOMMENDATION

Based on the benefits and tradeoffs associated with each alternative, staff recommends the Traffic Safety Improvements program be restructured as described in Alternative 2, which identifies safety improvements through the Annual Traffic Report process. No action is required at this time; however staff is seeking Council guidance necessary to inform potential changes to the 2020-2025 CIP update. Changes to the program structure will be reflected within the CIP project description.

For all alternatives, staff recommends shifting program delivery to a schedule-based approach to maximize efficiency and to set consistent expectations for residents.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

Developed in 2001, the Neighborhood Traffic Safety Program (NTSP) was designed to work cooperatively with residents to address concerns such as speeding, cut through traffic and pedestrian safety on local streets. The NTSP is a two-phase program and utilizes a variety of tools and techniques to improve safety. Phase 1 of the program emphasizes education and enforcement efforts, which may include signs, pavement markings, trimming vegetation, radar speed display, and educational information.

Residents participate in selecting which efforts will be pursued. Phase 1 efforts are generally implemented over an eight month to one-year period. In Phase 2, engineering solutions such as speed humps, chicanes and traffic circles are considered and may be implemented if conditions warrant and there is adequate community support. Staff works closely with the community to explain the benefits and limitations of potential options, allowing residents to select the preferred solutions. Phase 2 devices typically take 2-3 years to implement from the time of project initiation. Before Phase 2 engineering solutions can be implemented, majority support is needed from impacted residents. In addition, those residents directly adjacent to physical devices must support the project. Full program guidelines and a summary flow chart of the process are provided as Attachment A and Attachment B respectively.

The current inventory of physical traffic calming devices includes 32 traffic circles, chicanes on two streets, and 45 speed humps (see Attachment C for mapped locations). Most of these physical devices were implemented during the early years of the program, prior to 2008.

Funding/Resource

In 2005, the traffic calming program was formalized in the Capital Improvement Plan (CIP) as the Neighborhood Traffic Safety Program (NTSP) and has been administered by the Traffic Services Division in the Public Works Department since that time. During the early 2000's, the NTSP was funded at approximately \$200,000 annually. A separate Traffic Small Works program to address arterial issues was funded at over \$220,000. Together these programs provided about \$420,000 to address issues on local and arterial streets. In 2012, following the recession and associated budget adjustments, the two programs were merged into the Traffic Safety Improvements program and annual funding was reduced to \$160,000, remaining approximately the same ever since. Associated with this decrease in funds, dedicated police enforcement toward NTSP efforts was also stopped.

From 2005 to 2011, annual expenditures specific to the NTSP program averaged \$128,000 with approximately 26% of expenditures contributing to project administration. Since the NTSP program and the Traffic Small Works program were combined in 2012, annual expenditures and administrative proportion average \$160,000 and 39% respectively.

Staff levels for all Traffic Services responsibilities, which span operations, planning, development, and capital efforts, have remained unchanged since 2005 at 3.0 FTE's. This presents a major challenge as staff must balance delivery of the Traffic Safety Improvements program with other increased and priority workloads including:

- Significant changes to delivery of traffic asset maintenance, requiring more Traffic Services staff time and oversight
- Increase in development related workload including Sound Transit efforts, Traffic Impact Analysis and Right of Way permit review
- Increased customer response – logging more than 450 resident contacts in 2019 (a 38% increase since 2017)
- New planning efforts like the Light Rail Subareas Parking Study
- Increased number of roadway capital projects requiring Traffic Services support

Since local street traffic calming efforts are currently an on-demand committed service to residents, balancing the Traffic Safety Improvements program delivery is also a challenge in and of itself. With 15-25 active NTSP efforts a year, it is difficult to gauge how much staff resource and funding for potential implementation any one effort will take, and how much might be left to address safety mitigations identified by the Annual Traffic Report.

Customer Service

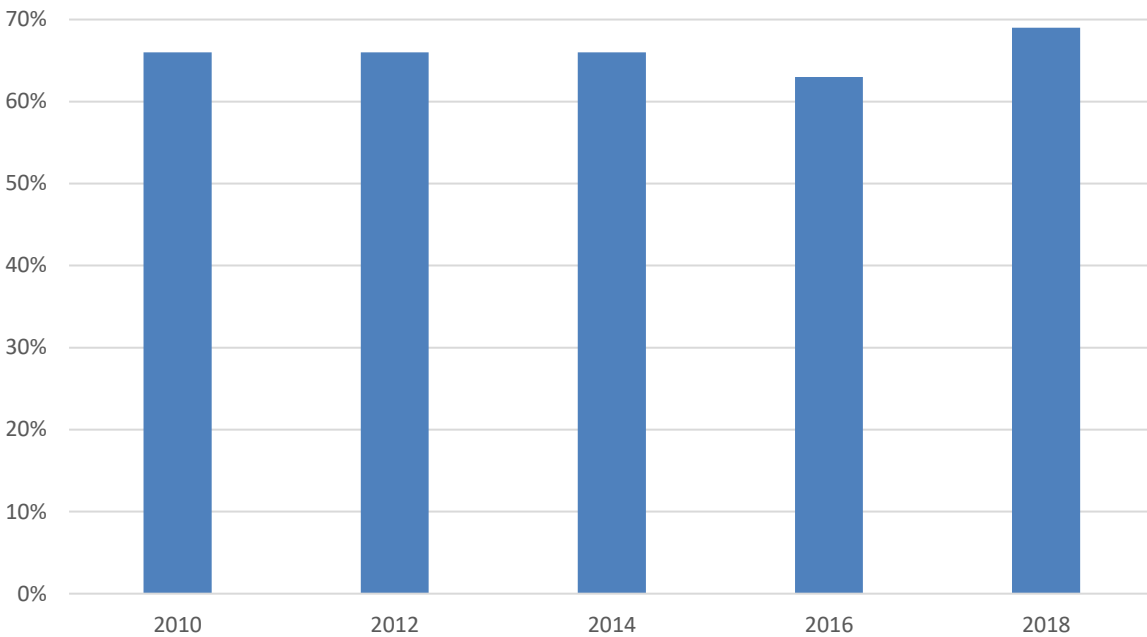
The process of gathering petitions, collecting data, hosting community meetings, and implementing various educational methods represents a significant time commitment for both residents and staff. Residents entering the program are primarily interested in obtaining physical traffic calming devices, or secondary to that, seeing a police presence on their street. Neither are obtainable for the majority of efforts, leaving residents frustrated by the lack of meaningful change, particularly given the time investment.

Over the last 10 years, most project expenditures have worked toward Phase 1 treatments like signs, pavement markings, or temporary radar carts. Within the last five (5) years, there have been only two projects warranting Phase 2 physical traffic calming devices despite lowering the warranting criteria threshold in 2015.

Another customer service challenge is that the program is not scalable, constrained mainly by staff resource. Depending on when petitions are received, number of active participants first in line, and other competing priority workload (both planned and unplanned), it is difficult to set clear expectations of schedule with residents which can be another point of contention.

While traffic safety is certainly a high priority for Shoreline residents, with over 160 contacts to Traffic Services on the topic in 2019 alone, the last five Shoreline Resident Satisfaction Surveys have generally shown “traffic calming” ranking below other transportation priorities such as, “availability of sidewalks in your neighborhood”, and “availability of public transportation options”. Since 2010, the percentage of residents who responded “neutral”, “satisfied”, or “very satisfied” has remained relatively consistent, at 66% on average as shown in the following chart.

% Residents Neutral, Satisfied, or Very Satisfied with
"Traffic calming measures in your neighborhood"
(source: Shoreline Resident Satisfaction Survey)

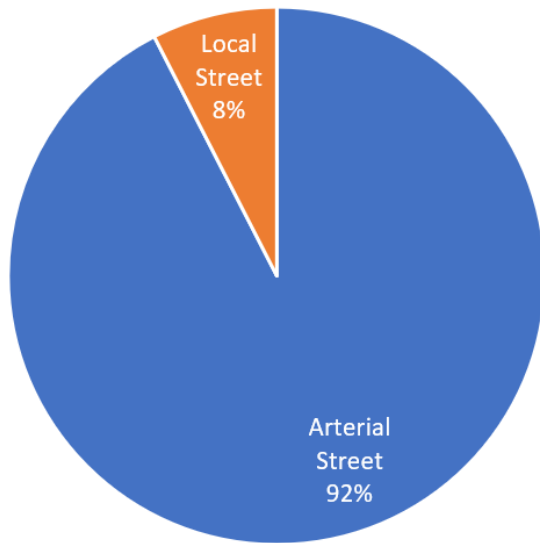


Value

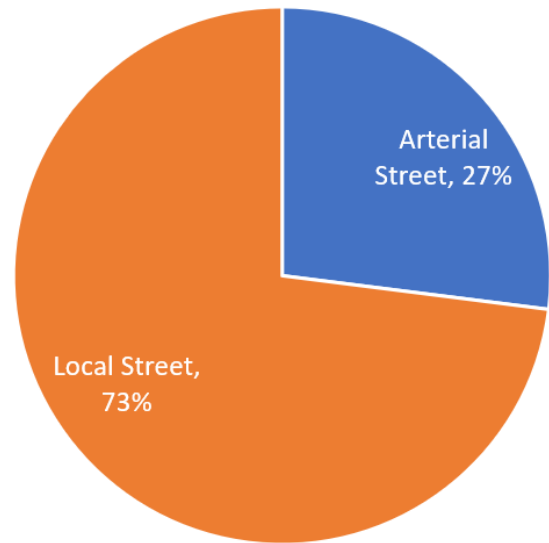
Citywide collision data is now geocoded back to 2010, which allows for stronger correlation between collision data and effective safety mitigation. Georeferenced collision data shows 31 injury collisions on local streets from 2010 through 2018, accounting for 3.4 injury collisions on local streets per year on average, ranging from 2 to 6 per year and trending slightly downward overall.

As shown in the following chart, local streets comprise the majority of City roadway centerline miles (73%) however injury collisions on local streets account for only a small portion of injury collisions Citywide at under 8%. Conversely, more than 92% of injury collisions are concentrated to the 27% of City street centerline miles that make up the arterial network.

2010-2018 Injury Collisions



Centerline Miles



No specific local street location experienced more than 1 injury collision in the 9-year history (see map in Attachment D) although some collisions are more closely clustered in the southeast quadrant of the City. In one location, a local street injury collision occurred where a traffic calming device was already in place and many others occurred in very close proximity to existing traffic calming devices.

From 2010 through 2018, there were eight (8) pedestrian and three (3) bicyclist injury collisions on local streets, accounting for just under 8% of pedestrian and bicyclist injury collisions citywide. Each pedestrian and bicyclist local street injury collision report was reviewed and in the majority of reports, speed was specifically eliminated as a causal factor. Of the eight pedestrian collisions, three involved drivers turning into or backing out of a private driveway.

Some other notable factors of local street injury collisions are as follows:

- 7 out of 31 (23%) local street injury collisions involved one vehicle, and no other motorists, pedestrians, or bicyclists.
- 19 out of 30 (61%) involved a *pickup, panel truck, or vanette under 10,000 lb.* (compared to 35% in Citywide injury collision distribution).
- 5 out of 31 (16%) listed speed as a causal factor (no overlap with pedestrian or bicyclist collisions).
- 4 out of 31 (13%) involved a driver under the influence of alcohol (no overlap with pedestrian or bicyclist collisions).

Over the past several years with the lack of traffic calming device qualifying NTSP projects, funds from the Traffic Safety Improvements program have been used to implement other safety projects identified by the Annual Traffic Report. Some examples of these improvements and associated measurable benefits are shown in Table 1. below.

Table 1. Spot Safety Improvements Identified by the Annual Traffic Report

Location	Improvement Description	Associated Collision Reduction
Richmond Beach Road & 3 rd Ave NW	Signal phasing conversions	-2 collisions/year
19 th Ave NE & Ballinger Way	Flashing Yellow Arrow signal phasing implemented	-4.5 collisions/year
5 th Ave NE & NE 175 th St	Left turn protected/permissive signal phasing implemented	-1.67 collisions/year
Ashworth Ave N & N 192 nd St	All way stop control implementation	-3 collisions/year
Meridian Ave N & N 200 th Street	Pedestrian warning signs installed	-.6 pedestrian collisions/year
Fremont Ave N & N 200 th St	Flashing LED border stop signs	Recent installation – no data available yet
NE 150 th Street & 25 th Ave NE	All way stop control implementation	Recent installation – no data available yet

In addition to these location-based spot improvements, Traffic Services staff implemented other systemic improvements, primarily related to school zones, including:

- School speed zone flashing beacons for Highland Terrace and Syre Elementary Schools.
- Rapid Rectangular Flashing Beacons for the school zone crossings of Wallingford/175th Street and Wallingford/155th Street.
- Radar speed feedback signs for Meridian Park Elementary School.
- A crosswalk flag program.

Equity & Inclusion

Shoreline Council Goal 4 expands the City’s focus on equity and inclusion. The current NTSP structure contains some weaknesses from an equity and inclusion perspective. The existing program requires resident volunteers to spend a significant amount of time gathering signatures for petitions, arranging meetings and working on solutions with staff, which likely deters those who lack the time to dedicate to these activities from pursuing safety improvements. In addition, since resident leads are required to work with their neighbors and gather consensus, English proficiency may be a barrier or deterrent to some. Lastly, residents of arterial streets have voiced frustration regarding the lack of programming and prioritization of safety improvements for their streets.

DISCUSSION

Local street traffic calming programs are discretionary in nature. There are no specific Federal or State regulatory requirements that establish thresholds for when physical traffic calming devices can or should be considered. In considering this and the

challenges discussed previously, the following provides an overview of the benefits and tradeoffs for the existing program structure and two alternatives.

Existing Neighborhood Traffic Safety Program

The existing NTSP program comprehensive guidelines and flowchart are provided as Attachment A and B respectively. The primary benefits and tradeoffs are described as follows.

Benefits

- Very customer service oriented – the program provides residents with the opportunity for meaningful interactions with staff to understand the data and conditions associated with the subject street. Staff spends time educating residents about collision trends, traffic calming tools and associated benefits/tradeoffs, and provides context for how limited transportation safety resources are balanced Citywide.
- The existing program structure provides an avenue for local street traffic calming that otherwise may not occur based on collision history alone.

Tradeoffs

- Any local public street is eligible after petitions from seven individual households are received. There are no data-driven criteria to enter the program, which means that significant resource is spent regardless of relative need. At times, the program is used to address speeding by one or two specific residents of a short dead-end street – resources spent on locations like this are likely not serving the broader public from a safety perspective.
- The existing structure prioritizes funding for traffic safety projects on local streets over arterial streets despite collision data which suggests the opposite relationship.
- Over the last 10 years, very few NTSP projects have met criteria for engineering treatments like speed humps.
- The program is first-come-first-served, which can delay efforts that potentially have more safety value than those ahead in line.
- The program is phased, with educational methods preceding traffic calming devices. Without enforcement resource, Phase 1 is unbalanced, and leaves residents frustrated as their main goal is typically to obtain physical traffic calming devices.
- Phase 1 can be iterative if warrants are not met – there is no clear stopping point and communication with residents stuck in Phase 1 can carry on for many years.
- Phase 2 implementation requires support from impacted residents. Gaining support via mail is typically difficult, requiring resident leads to invest significant time gathering support. Not all residents have time for this activity. In addition, residents with limited English proficiency may be deterred from participating.
- The program is on-demand with no clearly scheduled delivery dates which is very disruptive to competing Traffic Services workload. This structure also leads to significant variability in the time it takes to implement traffic calming devices which makes setting expectations for residents a challenge.

Alternative 1 – Entry Criteria and Prioritized Projects

For Alternative 1, there are two primary differences in comparison to the existing structure:

- 1) Streets must meet basic entry criteria to participate.
- 2) Project applications would be scored during a set time frame every other year using traffic data to prioritize potential projects.

Entry criteria and data prioritization are common to many traffic calming programs regionally and throughout the United States. Most commonly, traffic volume and 85th percentile speeds exceeding posted speed are used, however programs may vary considerably in the specific values set by the jurisdiction. In addition, all programs reviewed required community support and fire department approval before implementation of physical traffic calming devices.

The draft framework for Alternative 1 is provided as Attachment E and sets entry criteria for the program at 500 vehicles per day, and 85th percentile speeds at 5 mph or more over posted. These criteria work to lower the threshold for warranting physical traffic calming devices, while at the same time screening out participation by some streets; focusing limited program resource more efficiently on streets with greater relative need.

Project applications would be scored during a set time frame every other year using traffic data to prioritize potential projects - scoring for project prioritization will be similar to the existing program's Phase 2 criteria and would include:

- Speed,
- Traffic Volume,
- Collision History,
- School/Park/Other Activity Generator Proximity, and
- Presence of Sidewalks.

Benefits

- Retains a program specifically for local streets.
- Provides a moderate to high level of customer service and allows for personalized communication and education opportunities with staff.
- Compared to existing, more reliant on data to inform project decisions, resulting in more valuable and equitable outcomes.
- Sets delivery schedule for consistency, more efficient use of staff time, and reduction in contracting costs.
- Would likely result in more local street traffic calming improvements compared to existing structure.
- Allows staff to set clear and transparent expectations for resident participants.
- Values resident time – residents interested in the program will know whether they qualify before spending time gathering support.

Tradeoffs

- Qualifying projects will still require significant resident time which may deter some from participating.

- The existing structure prioritizes funding for traffic safety projects on local streets over arterial streets despite collision data which suggests the opposite relationship.
- Significant resource will continue to be spent collecting traffic data on local streets.
- Residents not eligible for the program will likely remain frustrated and concerned.

If Alternative 1 is the preferred structure for the program, full program materials will be developed and publicly available in conjunction with the 2020-2025 CIP approval. Project petitions can be accepted for consideration immediately. Minor modifications to the draft process shown in Attachment E are possible and can be discussed with Council during the CIP adoption process as needed.

Residents of streets not qualifying for the program would still be able to submit concerns for Traffic Services to review via standard contact methods. In addition, Phase 1 tools such as the radar speed cart and educational yard signs will continue to be available for use by all residents.

Alternative 2 – Annual Traffic Report Process

This alternative would eliminate a program exclusively for local streets and would instead rely on the existing Annual Traffic Report process, which provides a thorough Citywide review of collision and other traffic data to inform potential safety measures. The most recent Annual Traffic Report is available online for reference at the following link: <http://www.shorelinewa.gov/home/showdocument?id=44538>.

Location-based traffic safety spot improvements are identified by mapping collision data. Staff reviews collision factors and conditions at these locations to determine an appropriate solution. This process can also be used to track effectiveness over time. An example from the latest Annual Traffic Report is shown in Attachment F. Several examples of spot improvements implemented in recent years and associated benefits are also shown in Table 1 on page 7.

In addition to collision location-based strategies, systemic improvements identified through collision contributing factor analysis would be possible and may extend to local streets in a preventative nature; for example, streetlight improvements near high pedestrian trip generators like schools or parks, which often abut local streets.

Benefits

- Relies on data to inform safety project decisions, resulting in more valuable and equitable outcomes.
- Sets clear expectations – provides a methodology that is transparent, understandable, and fair.
- More efficient use of staff time and more consistent and timely delivery of safety projects compared to existing and Alternative 1 structures. Allows staff time to be redistributed to other underserved and priority workload.
- Allows for needed safety improvements to be implemented without a heavy demand on resident participation and time.
- Would likely result in the highest implementation of safety projects.

- Increased flexibility for being responsive to emerging issues or opportunistically pairing with other active CIP efforts.

Tradeoffs

- Less in-depth customer-staff interaction and education.
- Some residents will remain frustrated by the lack of a path to their desired results.
- Will likely result in fewer improvements to local streets.

Residents of any street would still be able to submit concerns for Traffic Services to review. In addition, Phase 1 tools such as the radar speed cart and educational yard signs will continue to be available for use by all residents.

Recognizing that redevelopment can result in significant changes to travel patterns, including impacts to local streets, staff will continue to utilize Shoreline Development Code and the Transportation Impact Analysis process to condition development related traffic calming measures. Developer funds for traffic calming have already been committed on some recent projects to address future issues as they arise. Staff will seek to strengthen development related traffic calming criteria in future Engineering Development Manual and code updates. In addition, future updates to engineering design guidelines and standards will continue to focus on street context, prioritizing safety through lower design speeds, especially on local streets.

RESOURCE/FINANCIAL IMPACT

For all alternatives, staff recommends shifting program delivery to the Engineering Division of Public Works for consistency in contracting methods and staff resource allocation. Delivery of projects will be contingent on Engineering project manager capacity and competing capital priorities. With this assumption, no change in program funding is required. Assuming project funding remains the same for all options, the existing program structure would be expected to result in the least value in terms of measurable safety benefits, with Alternative 2 resulting in the most. Alternative 2 also allows redistribution of staff time to other priority workload, capitalizing on an existing process to inform programming.

RECOMMENDATION

Based on the benefits and tradeoffs associated with each alternative, staff recommends the Traffic Safety Improvements program be restructured as described in Alternative 2, which identifies safety improvements through the Annual Traffic Report process. No action is required at this time however staff is seeking Council guidance necessary to inform potential changes to the 2020-2025 CIP update. Changes to the program structure will be reflected within the CIP project description.

For all alternatives, staff recommends shifting program delivery to a schedule-based approach to maximize efficiency and to set consistent expectations for residents.

ATTACHMENTS

Attachment A: Existing NTSP Program Guidelines

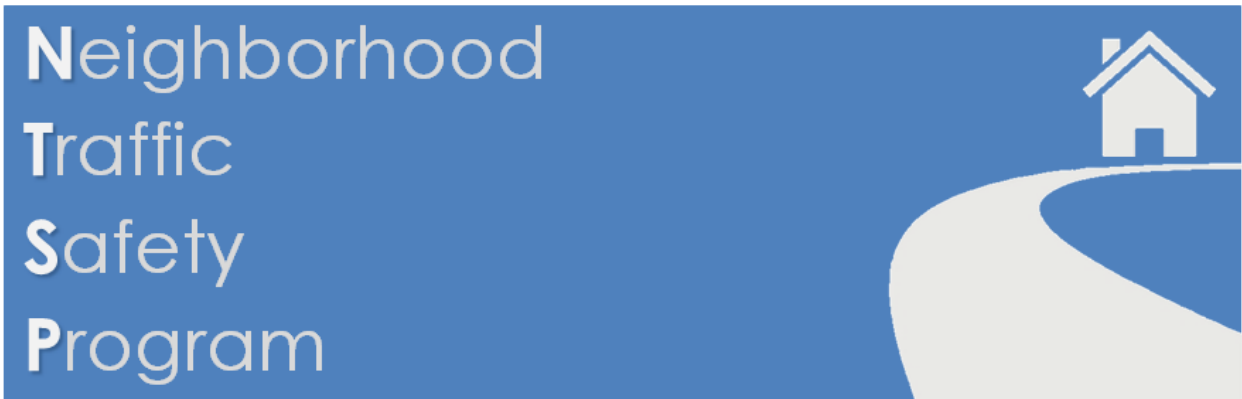
Attachment B: Existing NTSP Process Flowchart

Attachment C: Traffic Calming Device Locations

Attachment D: Local Street Injury Collision Locations (2010 through 2018)

Attachment E: Draft Alternative 1 Process Flowchart

Attachment F: Example Annual Traffic Report Improvement Identification and Tracking



Guidelines



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INTRODUCTION

The Neighborhood Traffic Safety Program (NTSP) was created to respond to residents' concerns about speeding, cut-through traffic, collisions, and pedestrian and bicycle safety on residential (non-arterial) streets.

The NTSP was originally developed by a joint Citizen and Technical Advisory Committee. The committee consisted of five citizen volunteers, representatives from the Shoreline Police Department, Shoreline Fire Department, King County Metro, Shoreline School District, City of Shoreline's Customer Response Team, Public Works, Planning and Development Services, the Shoreline Office of Neighborhoods, and a traffic consultant. The traffic consultant provided the Technical Advisory Committee information acquired through an intensive research effort of traffic calming techniques and procedures that are in practice around the country. Additional insights were gained on the management of traffic calming programs through a survey of communities who have well established traffic calming programs. Two public open houses were held during the development of the NTSP, and input provided at these open houses was considered by the Advisory Committees and integrated into the program if necessary.

In 2004, the performance of the NTSP program was reviewed, and several changes were proposed. Members of the Advisory Committee were invited to a meeting to review and comment on the suggested changes to the program. Those changes were incorporated into the program. Some minor updates were also made to the program in 2015, mainly to provide for more neighborhoods to take advantage of Phase 2 treatments and in order to focus resources on those neighborhoods with the greatest need.

The Advisory Committees developed this program to provide a consistent process for identifying and addressing problems related to speeding, excessive traffic volumes, accidents, and pedestrian and bicyclist safety.

The City of Shoreline recognizes that some neighborhoods will have traffic concerns on arterials; however, this program does not address arterials. Arterial issues will be addressed using other programs available within the City of Shoreline.

OVERVIEW

The goal of this program is to establish procedures and techniques that:

- ✓ Improve safety on neighborhood streets
- ✓ Are easy for citizens and staff to understand and navigate
- ✓ Wisely utilize the City's financial and staff resources
- ✓ Ensure that neighborhoods are treated consistently
- ✓ Rely on neighborhood cooperation and coordination
- ✓ Do not push one neighborhood's problems into another
- ✓ Respect the importance of emergency response time

The NTSP consists of a two-phase process that incorporates the “three E’s”: Education, Enforcement and Engineering. The *Phase 1* Program generally includes the Education and Enforcement elements, while the *Phase 2* Program generally includes the Engineering element when warranted.

Education: Successful neighborhood traffic safety programs address neighborhood concerns by changing driver behavior.

Enforcement: The use of police and neighborhood enforcement techniques to increase community awareness of speeding problems.

Engineering: Engineering review and analysis, public involvement, and the installation of physical devices for traffic calming.

Successful programs use a phased approach. Installing physical devices can be expensive and does not address the need to change driver behavior. Education can be a very effective tool to change driver behavior, making it the logical first step in the Neighborhood Traffic Safety Program. Enforcement is the catalyst that helps make the engineering and education solutions successful.

In addition, measurements of baseline data including speeds, volumes, collision rates, and percentage of cut-through traffic can be taken a number of times throughout the *Phase 1* and *Phase 2* processes to determine effectiveness of the program and to measure changes in traffic patterns.

Citizen Involvement

Participation of residents is vital to the success of the NTSP; staff works closely with residents within neighborhoods to identify the types and severity of traffic problems. Residents help to develop and evaluate the various requirements, benefits, and trade-offs of NTSP projects within their own neighborhood and become actively involved in the decision-making process.

The program will require a representative for each effort. This representative is a resident of the neighborhood who can answer questions or be the point of contact for the

neighborhood traffic concerns.

Neighborhood volunteers will be required to execute parts of the NTSP program, including helping to organize public meetings and potentially monitoring and operating radar speed sign equipment.

Funding

The Capital Improvement Program (CIP) includes funds for the implementation of this Program. For details, please see Traffic Safety Improvements in the latest plan available at:

<http://www.cityofshoreline.com/government/departments/public-works/capital-improvement-plan>.

Emergency Response

Physical devices can affect emergency response times. The public should be made aware of the effect of the particular physical device chosen by the neighborhood with input from the Fire and Police Departments. The community's need for safety on their residential streets must be balanced with the need for prompt emergency response times.

Horizontal devices, such as traffic circles, chicanes, and curb extensions, accommodate emergency vehicles better than vertical devices, such as speed humps. The physical devices also have a cumulative effect when many are within one neighborhood.

The Fire and Police Departments will be consulted during the *Phase 2* development of the neighborhood's preferred design. Even though the street may not be designated an Emergency Response Route, response times may be affected. This should be discussed with the Police and Fire Department at the first meeting in the *Phase 2* Process.

PHASE 1: EDUCATION & ENFORCEMENT

The first phase of the program is education and enforcement. During this phase, the goal is to address neighborhood concerns by informing drivers of safety issues and by using traffic enforcement techniques to change driver behavior. A summary of the steps for *Phase 1* is shown below.



If you are unable to access information via the internet, please contact staff at (206) 801-2432 for a copy of materials. Time frames shown are approximate and depend on the volume of NTSP efforts and staff availability.

If your area of concern is an arterial street, please call the Customer Response Team to report your concern at (206) 801-2700 or at:

<http://www.shorelinewa.gov/government/online-service-request>.

If your concern is related to enforcement and is not an emergency, please contact the Shoreline Police Department at (206) 296-3311 or submit a web form online at:

<http://www.shorelinewa.gov/government/departments/police-department>

Some traffic concerns can be resolved without formally entering into the NTSP process. Please contact staff if you have a specific concern. In addition, you can participate in any of the programs listed below outside of the NTSP process. Please visit the Traffic Services website to review the following programs in more detail:

- ✓ Radar Speed Cart
- ✓ Crosswalk Flags
- ✓ Temporary Pedestrian Crossing Sign
- ✓ Parking
- ✓ Street Lights

Staff will determine the boundary of affected residents for outreach and coordination efforts. The *Phase 1* process will include all residents affected or who could be affected by a change in traffic patterns.

The City and neighborhood will jointly develop and implement the *Phase 1* program to address the identified problem(s). The program that is created will dictate the amount of time to process through *Phase 1*. A typical timeframe for the *Phase 1* process can range from about 6 months to a year, however schedule may vary based on demand for the program and staff availability. Neighborhoods will be prioritized on a first-come-first-served basis. *Phase 1* solutions can include but are not limited to:

- ✓ Use of the radar speed cart
- ✓ Pavement marking revisions or installations
- ✓ Sign changes or installations
- ✓ Increased enforcement
- ✓ Educational flyers
- ✓ Vegetation maintenance
- ✓ On-street parking implementation or restriction
- ✓ Educational signs

Example of Typical Phase 1 Treatments



Vegetation Trimming

Sometimes the simplest solutions can be the best ones. Trimming vegetation can improve visibility to traffic signs. It can also increase sight lines for drivers trying to turn from or onto a street as well as sight lines to and from pedestrians.



Radar Speed Cart

The City is pleased to offer portable radar speed display carts for Shoreline residents to check-out. The City has four (4) radar carts that can be reserved for up to two (2) weeks. City staff will even deliver them to your home. Simply wheel them to a safe place off the street, turn them on and test the display, lock them securely, and wheel them inside at night.



Temporary Traffic Control Devices

Use of temporary signs or other temporary traffic control devices can educate drivers about pedestrian laws. At locations where drivers are inconsistently stopping for pedestrians in a crosswalk, a temporary sign can help to highlight the problem. Crosswalk flags can also be effective. The City will install canisters at approved crosswalk locations if residents agree to stock and maintain the flags.



Police Enforcement

Police enforcement is a very effective way to alter driver behavior. Residents can contact police directly with speeding concerns at:

<http://www.cityofshoreline.com/government/departments/police-department/traffic-complaint-1109>

Example of Typical Phase 1 Treatments Continued



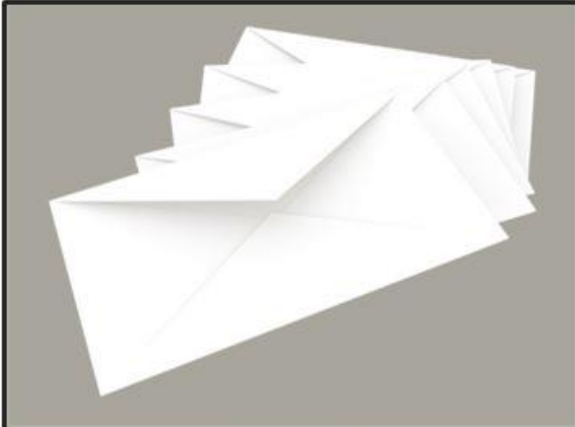
Signing

Updating and/or adding appropriate traffic control signs can emphasize safety concerns in a neighborhood. These may include, but are not limited to, speed limit, parking, dead-end, school signs, pedestrian crossing signs. Stop signs will be installed only if warranted. This may also include the removal of unwarranted stop signs.



Pavement Markings

There are a variety of pavement markings that can be considered for Phase 1. Speed limit legends can help strengthen a regulatory sign's message to drivers. Edge lines can be used to narrow the roadway width for reduced speeds and/or to create a designated walking path. Stop lines and crosswalks can also help to bring increased visibility to an intersection.



Outreach

People speeding in neighborhoods tend to be local residents - an educational flyer mailed to residents in the area can make drivers aware that their neighbors are concerned about safety.

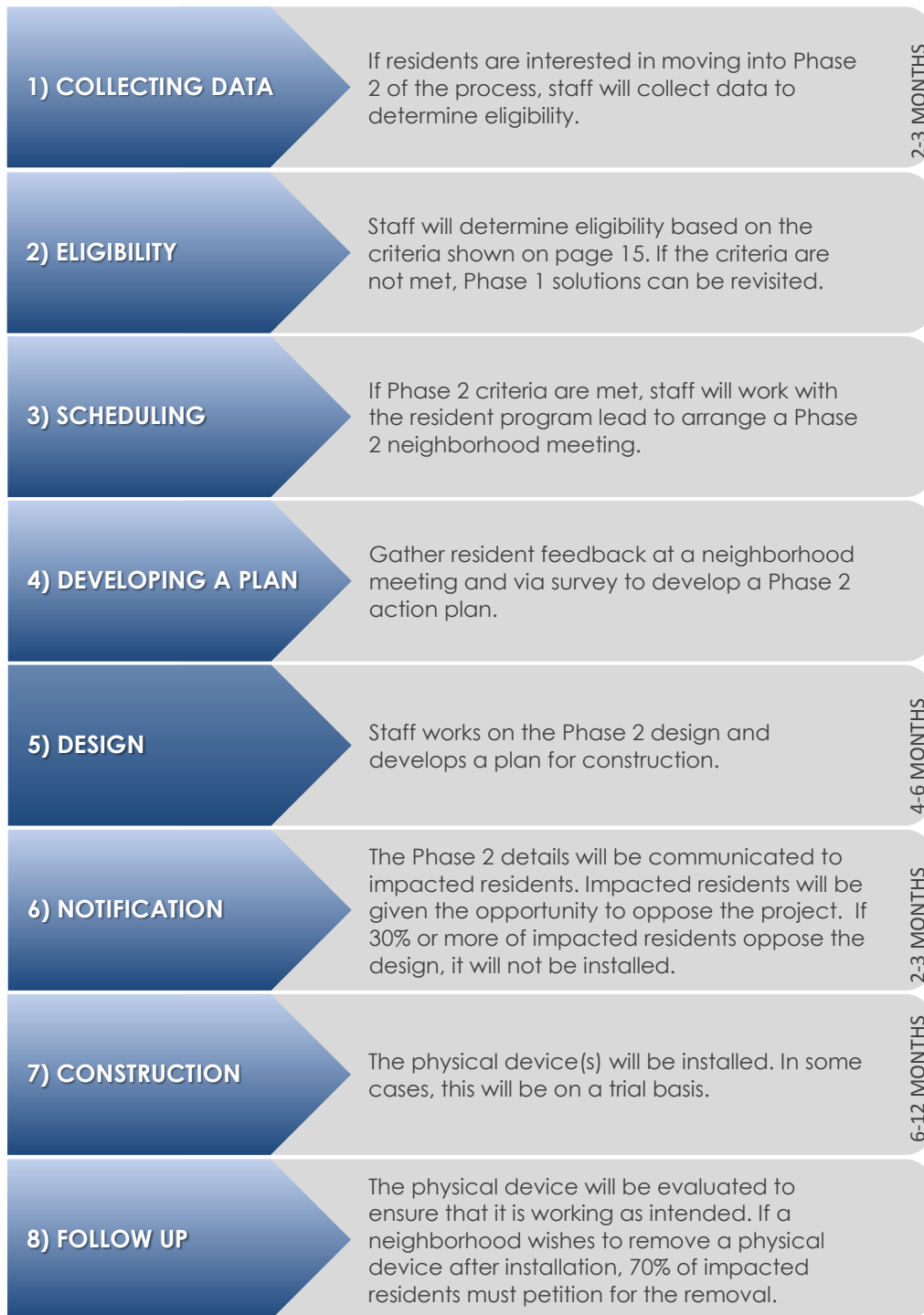


Parking Addition/Restriction

Parking cars on the street to effectively narrow the street width can be a good way to slow traffic down. Alternatively, parking restrictions can help to preserve walkway space or sight lines at intersections.

PHASE 2: ENGINEERING

The second phase of the program is engineering. During this phase, the goal of the program is to complete an engineering review, analyze data, and install physical devices when warranted. A summary of the *Phase 2* process is shown below.



Justification for physical devices is determined at the end of *Phase 1*, by using the score determined from the *Selection and Prioritization Criteria* shown on page 15. A minimum score of 8 is required prior to beginning the *Phase 2* process.

If there is more than one NTSP request that meets or exceeds the required number of 8 from the *Selection and Prioritization Criteria*, the neighborhood with the highest number shall have priority. If there are two or more neighborhoods tied for the highest score, the neighborhood that has been in the program the longest shall have priority.

Staff shall involve and notify all residents who may be impacted by a physical device. Each dwelling unit, as determined by having its own mailing address, is entitled to one vote against a physical device proposal. Units that are rented shall have one petition signature; one for the renter or one for the owner of the unit. In the event the renter and owner disagree, each signature can be counted as a “half” signature – essentially nullifying the vote. Owners of multiple units will be entitled to a total of one vote only. Petitioning will take place by City staff sending out a comment sheet to each of the affected residents. If 30% or more of the impacted households oppose the design proposal, it will not be installed. The comment period will be a minimum of 6 weeks from notice.

During Step 4, *Developing a Plan*, different physical devices will be discussed with program participants. Staff will guide this discussion and explain the technical feasibility of specific options. The Fire and Police Departments will also be involved in this step to discuss possible reduction in response times with physical devices, cumulative effect with existing physical devices, and other issues relating to specific concerns of the neighborhood layout.

Phase 2 devices which significantly restrict access, full or partial street closures for example, will only be considered in special circumstances as they limit emergency response and connectivity.

Example physical devices may include but are not limited to:

- ✓ Traffic Circles
- ✓ Speed Cushions
- ✓ Median Treatments
- ✓ Raised Crosswalks
- ✓ Chicanes
- ✓ Full or Partial Street Closures
- ✓ Street Narrowing + Walkway
- ✓ Curb Bulbs

Example Phase 2 Treatments



Speed Cushions

Speed cushions can help to reduce speeds on residential streets with speed limits of 25 mph or less. They create an elevated surface (typically 3 inches), requiring vehicles to slow down. Speed cushions can be installed in a way as not to effect emergency vehicles or water runoff.



Traffic Circles

Traffic circles are raised islands placed in intersections and help calm traffic by circulating vehicles through the intersection around the traffic circle, which causes vehicles to slow down as they approach the intersection. Circulating traffic around the island also reduces the number of conflict points; traffic circles have been shown to effectively reduce vehicle collisions at intersections.



Chicanes

Curb extensions placed mid-block can be used to create a chicane, a series of bulbouts on alternating sides of the street, which are used to calm traffic by narrowing the street and requiring motorist to reduce their speed in order to maneuver through the device. This treatment also provides opportunities for bioswales.



Full or Partial Street Closures

Street closures involve the installation of bollards or other barriers to block vehicular through access. They are quite effective in reducing traffic volumes, while the use of removable bollards allows access by emergency vehicles. Street closures can be either full closures (blocking vehicular access in both directions) or half closures, which limit vehicular traffic to either entry or exit, but not both.

Example Phase 2 Treatments Continued



Street Narrowing + Designated Walkway

Narrowing the vehicular roadway width can be a very effective way to lower speeds as it creates friction; opposing drivers have to be more cognizant of one another to adjust speed and path to pass in opposing directions. This option can also allow extra pavement space to be dedicated to pedestrian and bicycle use.



Curb Bulbs

Curb bulbs can be a great way to improve pedestrian safety at crossings. Curb bulbs help to provide a clear visual signal to drivers that a crossing is approaching and makes waiting pedestrians more visible. They reduce pedestrian crossing distance, thereby reducing exposure. They can also help to slow vehicle turning speeds at corners.



Raised Crosswalks

Effectively, raised crosswalks are flat-topped speed humps placed at intersection crossings. They can help to reduce vehicle speeds and making pedestrians more visible to approaching vehicles.



Median Treatments

Raised medians and pedestrian refuge islands allow pedestrians to cross one direction of traffic at a time. This significantly reduces the complexity of the crossing. They can also tend to decrease vehicle speeds. Studies have shown a 46% reduction in pedestrian crashes where median refuges are provided at crosswalks.

If residents wish to remove a physical device after it is installed through the NTSP, residents shall be petitioned for 60% agreement. If the device is determined to be ineffective or improperly shifts a traffic problem to another street, it may be removed at the discretion of the City Traffic Engineer.

For determining whether a traffic issue has transferred to an adjacent street, the City of Shoreline has adopted a threshold of 150 vehicles per day; 150 vehicles per day could be added to an adjacent street before it is determined that an unacceptable traffic volume shift has occurred.

Physical devices are not recommended for streets with less than 700 average weekday daily trips. This is considered to be a low volume road and Phase 1 resources are the most economical way to address what is typically a captive audience. Streets with average daily weekday volumes over 2,500 will generally not be considered for physical devices that would significantly impact traffic flow.

Physical devices may be installed on a trial basis. For a trial device, impacted residents will be notified and given an opportunity to comment. If 30% or more of the impacted residents oppose the trial, it will be cancelled. At the end of the trial period, typically 90 days, the City will send out a comment sheet to impacted residents. If 30% or more of the impacted residents oppose the trial device remaining in place, it will be removed. Please note that a trial period is not available for all physical devices. The City will display a land use sign to notify residents of any proposal for partial or full street closure.

NTSP Phase 2 Criteria for Consideration of Physical Device Implementation

Criteria	Points Possible	Measured Data	Points Awarded
Average Weekday Daily Traffic Counts (AWDT) Up to 700 AWDT 700 – 2,500 AWDT 2,500 and over	Devices not recommended Devices considered Devices not recommended		
Traffic Cut-Through Volume ⁽¹⁾ 25.00% - 49.99% 50.00% - 74.99% 75.00% +	1 2 4		
Traffic Speeds ⁽²⁾ 0-5 mph over posted limit 5.01-7 7.01-9 9.01+	0 2 4 6		
Sight Distance Limitations ⁽³⁾	2		
Average Accident History (AAH) ⁽⁴⁾ 0.5 – 1.0 accidents/year 1.1 – 1.5 1.6 – 2.0 2.1 – 2.5 2.6 – 3.0 Over 3.0	1 2 3 5 6 7		
Street Conditions No sidewalks Sidewalks on one side of street only	2 1		
Parks, Schools (Public or Private, K-12) Within ¼ mile Between ¼ and ½ mile	3 2		
Total			0

1) As a percentage of the total AWDT on primary roadway between arterials.

2) 85th percentile of all vehicles, both directions, over a 24-hour period.

3) Limited vertical or horizontal sight distance, such as the inability to see over a hill or around a curve. Points will be given if stopping sight distance for crest and sag curves per WSDOT Design Manual are not met.

4) Reported collisions over past three years at intersections and mid-block for study area. AAH = Total Collisions / ((# of Intersections + # of Mid-Block Segments)(# of Years Data))

Note: **The minimum number of points required for a neighborhood to qualify for consideration is 8.** All physical devices shall be subject to technical feasibility as determined by the City Engineer. Majority approval and approval from residents adjacent to physical device(s) is required before implementation of permanent traffic calming measures.

*Updated September 2015

FREQUENTLY ASKED QUESTIONS

Q: Why can't we just start with the Phase 2 Engineering Treatments part of the program?

A: Education and enforcement are critical elements of any traffic calming effort as changing driver behavior is the main goal. Physical devices can tend to change driver behavior at an isolated location, however their actions away from the device may remain the same.

It is also necessary to use this phased approach in order to efficiently and consistently utilize limited resources. Many residents throughout the City request traffic related improvements; with the current budget and staffing, it would not be possible to implement physical devices for each location.

Q: Why is support needed from 7 additional residents in order to start the program?

A: Participation from the neighborhood is critical for a successful program. The residential street is an important part of a community's livability; the solutions derived from this program should be representative of that community's vision. In addition, resources for implementation of this program are limited. Additional neighborhood support provides validation that a problem exists rather than just being based on one resident's perception of a problem.

Q: How can I get sidewalks installed on my street?

A: The City of Shoreline does not have a consistent funding source for sidewalks and relies primarily on grant funding for sidewalk installation. The City's Transportation Master Plan has prioritized a list of sidewalk projects which can be viewed here:

<http://www.shorelinewa.gov/government/departments/public-works/transportation-services/transportation-master-plan>

There are many sidewalk needs throughout the City and generally speaking, the City has focused the priority on arterials where traffic volumes are higher and there are connections to pedestrian generators. In addition, grants tend to target arterials for the same reasons. If your neighborhood is interested in providing a designated walking space, there are alternatives to standard sidewalk such as asphalt surface treatments that can be implemented as part of the NTSP.



Petition For Beginning the NTSP Process

I am your neighbor and I am contacting you to find out if you share my concerns about cut-through traffic and speeding in our neighborhood. Since our street is a local street, it is a candidate for Shoreline's Neighborhood Traffic Safety Program.

Resident Program Lead Contact Information

NAME	STREET ADDRESS	
<input type="text"/>	<input type="text"/>	
EMAIL	PHONE NUMBER	
<input type="text"/>	<input type="text"/>	
STREET TO BE STUDIED	FROM	TO
<input type="text"/>	<input type="text"/>	<input type="text"/>

The Neighborhood Traffic Safety Program is a two-phased approach to reducing traffic concerns on neighborhood streets. The first phase uses effective, but non-restrictive measures using education, enforcement, and minor physical device changes to alter driver behaviors. The second phase focuses on physical measures that may be employed only if the first phase is ineffective.

Seven (7) neighbor signatures, one per household, are required prior to beginning the process. If you agree that the issues stated above exist on our street, please sign below with your address, phone number, and email if available and return to me at the address above.

NAME	STREET ADDRESS	
<input type="text"/>	<input type="text"/>	
EMAIL	PHONE NUMBER	
<input type="text"/>	<input type="text"/>	
SIGNATURE	<input type="text"/>	

By checking the box below, I am providing my electronic signature to participate in the program.

Please feel free to enter any comments here:

The resident program lead to send a minimum of 7 completed forms to the City of Shoreline at:

Attn: Traffic Services
17500 Midvale Ave N
Shoreline WA 98133

or via email at:

qnguyen@shorelinewa.gov

For more information about the City of Shoreline's Neighborhood Traffic Safety Program, please visit:

<http://www.cityofshoreline.com/community/traffic-services>



Example physical device voting form.

YOUR VOTE

Traffic calming devices will not be installed if 30% or more of impacted residents are in opposition. If you oppose the installation of the xx explained above, please fill out the information below.

Name

Address Line 1:

Address Line 2:

Email:

- I oppose the installation of this traffic control device.

Mail to:

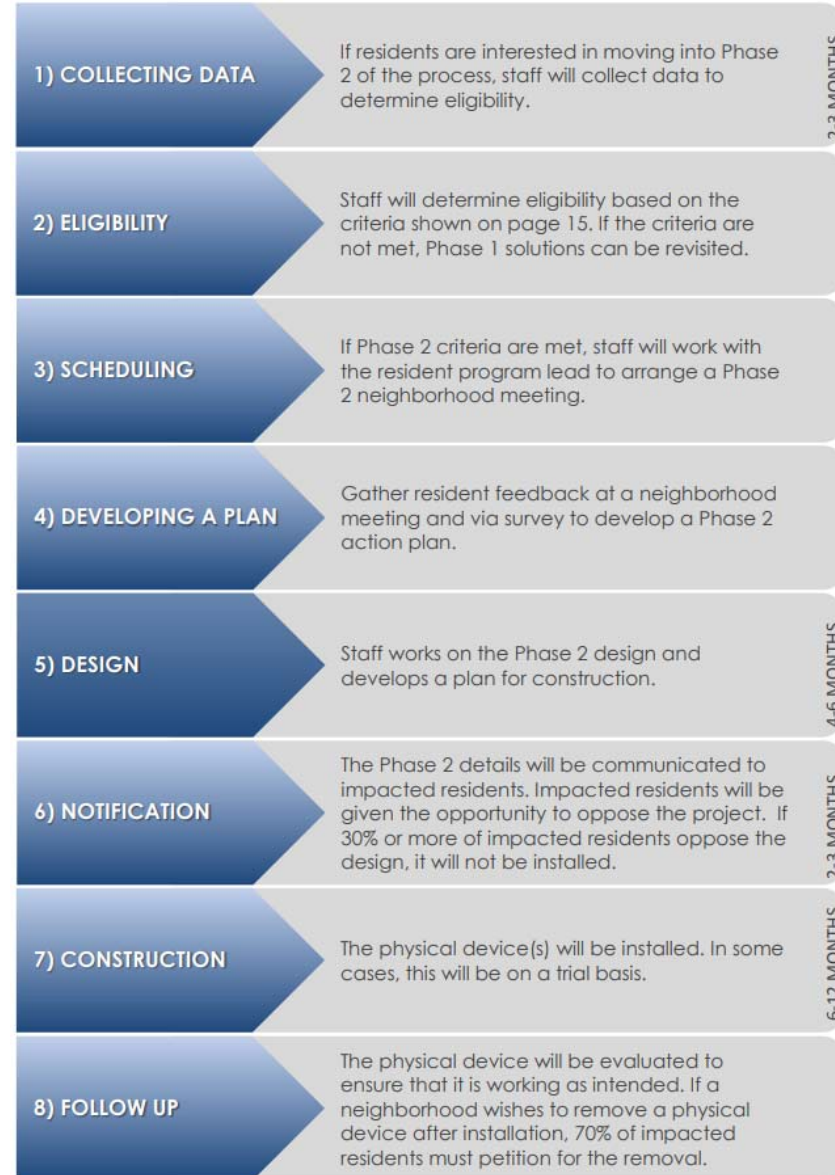
Attn: Traffic Services
17500 Midvale Ave N
Shoreline WA 98133

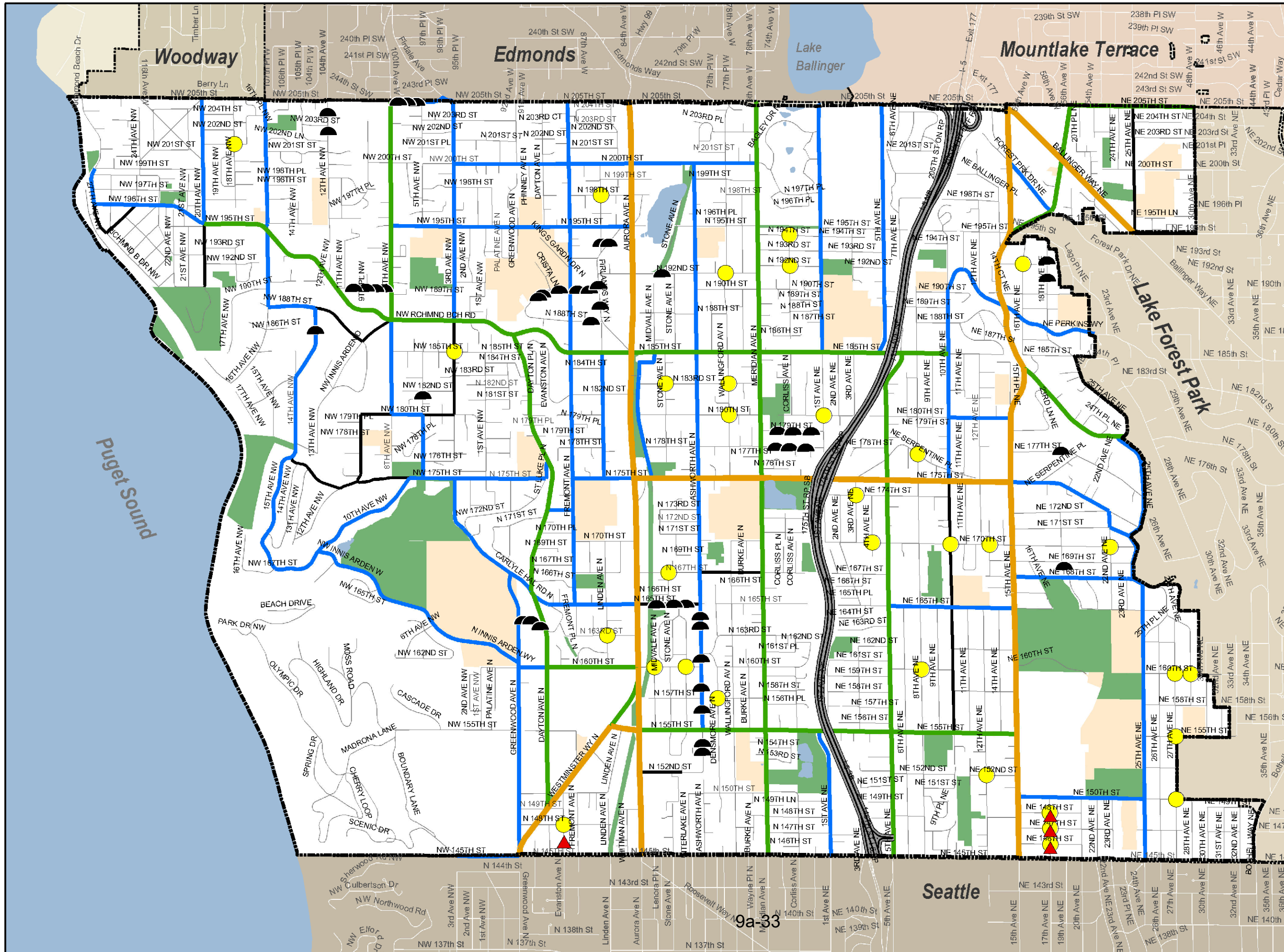
Or, go online to submit your vote at:

Existing Program - Phase 1



Existing Program - Phase 2





SHORELINE
Geographic Information System

Traffic Calming Device Locations

Legend

- Traffic Circle **32**
- ▲ Chicane* **4**
- ◐ Speed Hump **45**

Other Map Features:

- School Property
- Park or Trail

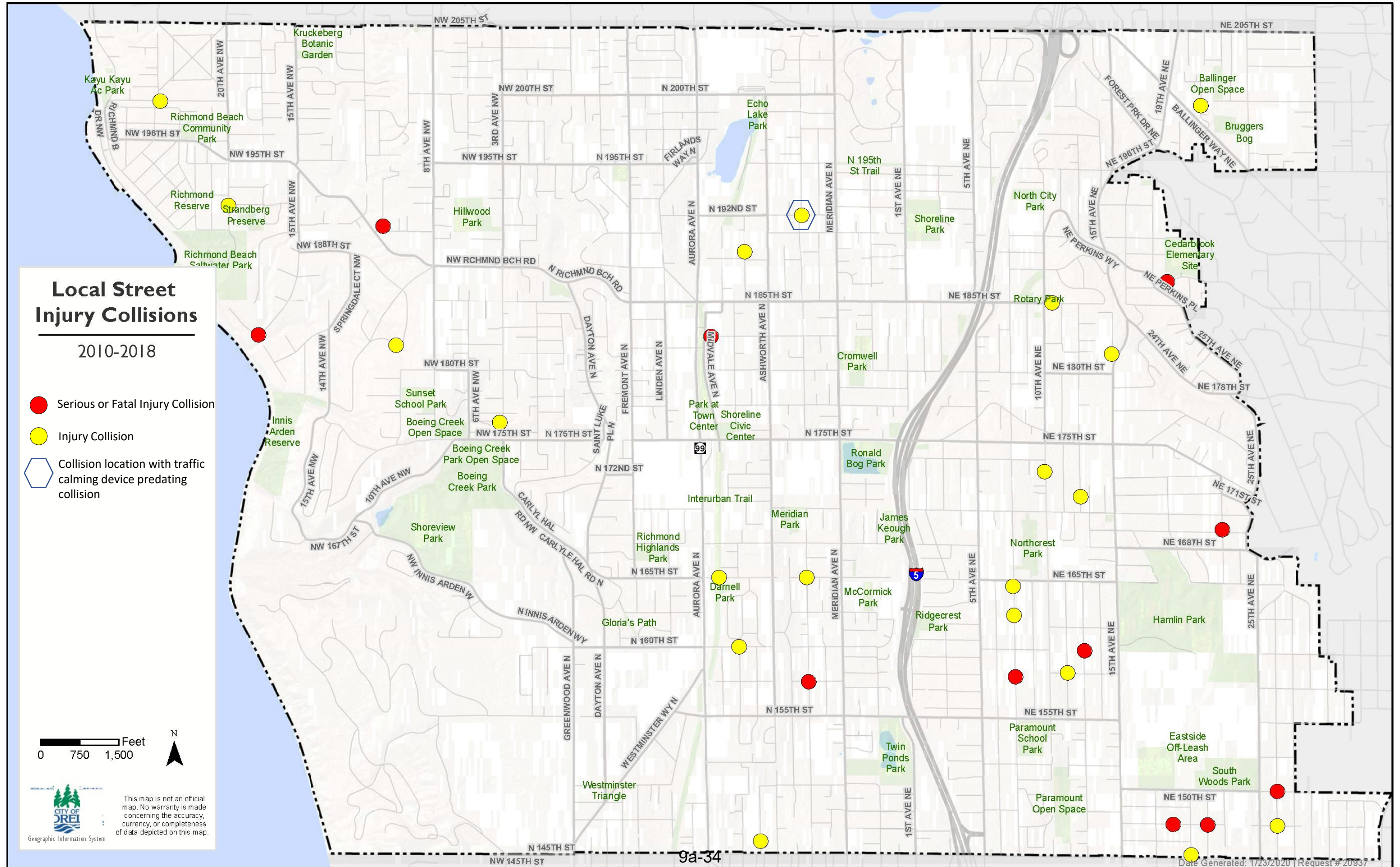
** Chicanes are a series of usually 3 Curb Bulbs*
*** Ashworth Avenue was reclassified as an arterial after speed humps were installed. Speed humps are generally not considered an appropriate treatment of arterial streets.*

0 500 1,000 2,000 3,000
Feet
1 inch = 1,919 feet

City of Shoreline
Shoreline, WA 98133
(206) 801-2700
www.shorelinewa.gov

Map Date: 2020

No warranties of any sort, including accuracy, fitness, or merchantability, accompany this product.



YEAR 1

YEAR 2

Project Development (6 months)



Staff uses data to score traffic calming project location requests for local streets and works with residents to identify a preferred project plan for top scoring projects. Lower ranked projects will be placed on contingency or considered during the next biennial NTSP cycle.

A traffic calming request must be supported by 5 households total before evaluation efforts begin. Petition templates for gaining project support can be found [here](#). Project request locations shall be no longer than ¼ mile in length. To qualify for the program, your non-arterial street must have Average Weekday Daily Traffic Volumes of greater than 500 vehicles/day, and 85th percentile speeds greater than 5 mph over the speed limit. Dead end streets shorter than 1200 feet in length are not eligible for the program. Traffic calming project requests will be logged throughout the year, with the cutoff date of June 1st, odd years. Any requests received after that date will be considered during the next NTSP project cycle.

Data used to determine top scoring locations includes speed, traffic volume, cut through, pedestrian, land use, and collision history data, and will be applied consistently to all projects being considered. In the event of a scoring tie, the location with the earliest request date will lead.

The number of projects to be implemented for a biennial cycle will be determined based on the funding available for the program and the estimated cost(s) for the preferred project for top scoring location(s). Individual projects will not exceed \$50,000 in construction costs.

At least 2 projects will be placed on contingency for consideration in the current cycle in the event that consensus cannot be obtained for higher scoring location(s).

Consensus Building (6 months)



Staff will work with residents to gain project buy-in. For projects that have high-impact on a neighborhood, the resident lead will be required to obtain approval from 60% of households. If the project does not achieve this, the next project on contingency will move forward.

Staff will develop the list of impacted households for consensus gathering. All physical traffic calming projects such as speed humps, striped walkways, traffic circles or other devices require 100% support from the directly adjacent property owners as well as approval from the Shoreline Fire Department. From all other households, 60% support is needed to move forward with project implementation. Approval may also be needed from the School District depending on the nature of and location of the project.

Residents are responsible for gathering support from the neighborhood. Staff will assist with consensus building by providing resources to help with this process such as online tools, outreach materials, templates, and/or yard signs.

Each household counts as one vote. Each individual household, including apartments, condos, duplexes, or accessory dwelling unit, is eligible for one vote by the occupant, or owner if not occupied.

Project Design & Construction (1 year)



During this phase, engineering design plans will be developed and a contract procured for construction. Staff will be responsible for these efforts and for project related communication during construction.

During this phase, resident participation will be relatively low as staff works on the design, contracting, and construction of the project.

Project schedule or other relevant updates will be posted online at:

shorelinewa.gov/government/departments/public-works/traffic-services/neighborhood-traffic-safety











for resident leads to follow and for communication with the neighborhood.

If residents are unhappy with the project following implementation, residents can seek removal of the traffic calming device(s) by obtaining 60% consensus for the removal from the same list of impacted households used to gain support for the project. Removal of traffic calming devices will occur in the next available NTSP implementation cycle.

After implementation of a traffic calming project, the location will not be able to reenter the NTSP program for a 5-year period starting from the date of project substantial completion.

Example – Location Based Traffic Safety Mitigation

Rows shown in bold represent potential spot safety improvements that could be implemented through the Traffic Safety Improvements program

Location	2016-2018 Total Collisions	Increase or Reduction in Collisions Per Year ¹	Trendline ²	2016-2018 Injury Collisions	Potential Actions
1 MERIDIAN AVE N & N 175TH ST	23	- 2		3	Project design for the 175 th Corridor west of I-5 is currently underway. Intersection is an impact fee growth project.
2 15TH AVE NE & BALLINGER WAY NE & NE 205TH ST	22	- 3.5		1	Project described in the Transportation Improvement Plan; pursue grant opportunities.
3 19TH AVE NE & BALLINGER WAY NE	21	- 4.5		4	Following conversion to flashing yellow arrow in 2015, collisions are on the decline by 4.5 per year. Continue to monitor.
4 3RD AVE NW & NW RCHMND BCH RD	21	- 2		2	Richmond Beach Road Rechannelization project recently completed, including signal phase changes. Collision trend declining by 2 per year; continue to monitor.
5 10TH AVE NE & NE 175TH ST	17	+ 1		3	Signal clearance intervals recently adjusted; continue to monitor.
6 MIDVALE AVE N & N 175TH ST	14	0		2	Evaluate left turn related collisions to determine if higher level of turn protection is warranted.
7 MERIDIAN AVE N & N 185TH ST	13	- 1.5		2	Future impact fee growth project. Sound Transit Lynnwood Link Light Rail mitigation to occur in the near future. Pursue improvement opportunities related to redevelopment. Collision trend declining slightly; continue to monitor.
8 FREMONT AVE N & N 200TH ST	12	+ 3		1	This intersection continues to show a significant upward trend. Safety improvements to add flashing LED borders to stop signs are in motion and will be implemented by the end of the year.
9 MERIDIAN AVE N & N 155TH ST	12	+ 1.5		0	This signal will be rebuilt as part of a capital project in the near future and will include signal phase changes and safety improvements.
10 WESTMINSTER WY N & N 155TH ST	12	0		0	This intersection is currently in design and will be reconstructed by grant and private funding associated with Shoreline Place redevelopment.
11 15TH AVE NE & NE 155TH ST	11	- 2.5		1	Collision rate is trending down by 2.5/year; continue to monitor.

20200224 SR - NTSP Program Discussion - Attachment F

12	15TH AVE NE & NE 175TH ST	10	-	3.5		1	Intersection improvements will be completed in 2019 to add an eastbound right turn pocket, allowing for improved signal efficiency and reducing queues at all approaches which tends to decrease rear end collisions. Continue to monitor following improvements.
13	5TH AVE NE & NE 155TH ST	10	+	3.5		1	Review collisions and other traffic data for potential phase changes.
14	ASHWORTH AVE N & N 185TH ST	10	+	2		0	Collect traffic data to determine if a higher level of intersection control or access management is warranted. Pedestrian activated rapid flashing beacons will be implemented by a grant project by end of 2021.
15	FREMONT AVE N & N 172ND ST	10	+	4		1	Improve intersection visibility and northbound stop alignment.
16	15TH AVE NE & NE 180TH ST	9	-	1.5		0	Collision trend is down; continue to monitor.
17	FREMONT AVE N & RICHMND BCH RD & N 185TH ST	9		0		0	There was no clear trend based on collision type, direction, or contributing factor. Collision trend is flat; continue to monitor. [Note: no collisions appear to be related to right turn on red movements – the sign prohibiting right turns on red for southbound traffic was removed in 2014, following a sight distance study]