



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, October 4, 2022 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://us06web.zoom.us/j/86253660123>

- 1. CALL TO ORDER**
- 2. COUNCIL BUSINESS**
 - A.** Parks & Recreation Advisory Board Interviews
 - B.** Equity, Diversity and Inclusion (Trainings, Planning, etc.)
 - C.** Transfer of the Nyholm Windmill structure to City of Edgewood
 - D.** Revenues for 2022 and Property Tax
 - E.** Citywide Walkability
 - F.** Stormwater Management Action Planning – Basin Prioritization
- 3. OTHER COUNCIL ITEMS**
- 4. ADJOURN**

Study Sessions are meetings for Council to review upcoming and pertinent business of the City, no action is taken by the City Council. Study Sessions are open to the public, but public input is reserved for the regular Council meetings



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Parks & Recreation Advisory Board Interviews	Agenda Item #: 2.A
	For Agenda of: 10/4/2022
	Prepared by: Jeremy Metzler
Attachments (list):	
Approval of Materials: Jeremy Metzler Dave Gray 9/29/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 10/04/2022 SS 10/11/2022 RCM

Summary Statement:

In accordance with Section 2.31.020 of the Edgewood Municipal Code (EMC), appointment and reappointment to the Parks and Recreation Advisory Board (PRAB) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The Mayor shall appoint or reappoint and the Council shall confirm or deny the appointments proposed by the Mayor.

As PRAB terms expire annually on September 30th, we currently have four open positions to fill, and tonight we will be interviewing applicants interested in filling these positions.

Item History:

N/A

Recommended Action:

Interview applicants and make a recommendation to the Mayor regarding the open PRAB positions 4 through 7.

Fiscal Note/Consideration:

N/A



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.B
	For Agenda of: 10/4/2022
	Prepared by: Daryl Eiding
Attachments (list):	
Approval of Materials: Daryl Eiding Dave Gray 9/29/2022	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

The City Council is committed to creating a stronger and more inclusive community and believe that equity, diversity and inclusion are essential for our present and our future.

Item History:

The council has asked that this topic be discussed at all study sessions for the foreseeable future. As such, this has been a reoccurring agenda item since September of 2020.

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Transfer of the Nyholm Windmill structure to City of Edgewood	Agenda Item #: 2.C
	For Agenda of: 10/4/2022
	Prepared by: Dave Gray
Attachments (list): 1. COE Donation Code 2.90 2. Park Donation & Memorial Program	
Approval of Materials: Dave Gray Dave Gray 9/29/2022	Expenditure Required: TBD
	Amount Budgeted: Zero
	Timeline: 10/04/2022 Study Session for Council discussion and direction to the Mayor.

Summary Statement:

The group of Edgewood citizens currently managing the Nyholm Windmill located on property owned by East Pierce Fire & Rescue has approached the Mayor about transferring ownership of the Windmill structure to the City. The Mayor outlined the process the city follows pursuant to Edgewood Municipal Code 2.90 and our IAAC donation policy. Regardless of value, the Mayor considers the city's consideration of a donation of the windmill structure an undertaking properly considered by the City Council. In addition to considerations of value, maintenance, and location, the Mayor suggests said Council consideration should include a structural evaluation to determine the existing condition of the windmill structure, identification of any public safety elements, status & availability of the structures current real property location together with cost estimates and potential sites for relocation and annual recurring costs for maintenance, operations and insurance.

Should the Council be interested in pursuing an investigation into a potential transfer of ownership, the Mayor would task staff with putting together an outline with estimated costs for review by the Council at a later study session.

Item History:

Recommended Action:

Discuss and consider the citizen request to transfer ownership of the Nyholm Windmill structure to the City of Edgewood.

Fiscal Note/Consideration:

None for this discussion.

2.90.010 Purpose.

Consistent with RCW [35.21.100](#), which provides that the city council may accept donations of money or property by ordinance, this chapter delegates city council authority to the mayor to accept such donations in circumstances with minimal risk and long-term obligation, and reserves the city council's authority in all other circumstances. (Ord. 21-618 § 1 (Exh. A)).

2.90.020 Definitions.

"Donation" means any money, real property or personal property that is donated, devised, or bequeathed to the city.

"Restricted donation" means a donation that is given with any restriction or condition on the use of the money or property.

"Unrestricted donation" means a donation that is given without restriction or condition. (Ord. 21-618 § 1 (Exh. A)).

2.90.030 Donations of money and personal property.

A. Unrestricted Donations.

1. The mayor is authorized to accept unrestricted donations of money or personal property valued at \$5,000 or less per donor, per calendar year.
2. All other unrestricted donations may only be accepted by council action.
3. Unrestricted monetary donations will be deposited into the general fund.

B. Restricted Donations.

1. The mayor is authorized to accept:
 - a. Restricted donations valued at \$5,000 or less per donor, per calendar year that support an established city program or policy, including, but not limited to: recreation programs, park facilities and equipment, and parts or materials used for maintenance of city facilities or equipment.
2. All other restricted donations may only be accepted by action of the city council.
3. Restricted donations of money must be deposited into the fund most appropriate to carry out the restrictions or conditions of the donation.
4. The city must make best efforts to use or dispose of any money or personal property in accordance with the donor's restrictions or conditions.
5. Restrictions or conditions on a donation are not binding upon the city unless accepted in writing by the city council.

C. Nonacceptance of Donation. The city may decline to accept a donation if such donation is not consistent with the policies, plans, goals, or ordinances of the city, if acceptance of same is contrary to law, or if the city council decides not to accept a donation. (Ord. 21-618 § 1 (Exh. A)).

2.90.040 Acceptance of ownership of or interest in real property.

 SHARE

A. Except as authorized under EMC [2.10.060](#), the city may accept ownership of or an interest in real property, including a lease or other instrument transferring anything less than a fee simple interest, only if approved by action of the city council, such as by ordinance or council-approved contract, or as a condition of plat approval.

B. No other action by any city employee or agent may constitute the city's acceptance of any interest in real property. (Ord. 21-618 § 1 (Exh. A)).

2.90.050 Acknowledgment of donations and transparency.

 SHARE

A. For each donation, the mayor or designee will communicate to the donor a written acknowledgment of acceptance and appreciation on behalf of the city.

B. The mayor or designee will maintain a continuous list of all donations accepted by the city, and must provide to the city council at the end of each year a list of all donations accepted by the city during the previous calendar year. (Ord. 21-618 § 1 (Exh. A)).

2.90.060 Policies and procedures.

 SHARE

In addition to the above, the mayor may promulgate administrative policies and procedures consistent with this chapter, with the recommendation of the various city departments, to encourage and facilitate the making of donations to the city. (Ord. 21-618 § 1 (Exh. A)).



**CITY OF EDGEWOOD
INTERNAL ACCOUNTING & ADMINISTRATIVE CONTROLS (IACC)**

TITLE:		IAAC NO.
Park Donation and Memorial Program Policy		
APPROVED BY	REVISES OR SUPERSEDES	EFFECTIVE DATE:
		12/7/2021

PURPOSE/GOAL:

The City of Edgewood occasionally receives inquiries from individuals or organizations about donations and memorials for the City’s park system. The intent of the Donation & Memorial Program is to create a program that is flexible and responsive to the needs of our community’s donors and to establish policies and procedures for accepting donations made for the benefit of the City’s parks, trails, and open spaces, and in accordance with the City’s Parks, Recreation and Open Space Plan.¹

DEFINITIONS:

1. Department: Public Works Department.
2. Director: Public Works Director or designee.
3. Donation: donations as defined by the Edgewood Municipal Code, such as gift of funds, plant materials, and physical objects or structures.
4. Memorial Plaques: bronze plaque either installed at ground level or attached to an approved object in a park or facility. Plaque size will be established by specified use, with a maximum number of text lines and restricted letter font style and size.
5. Park: city-owned park, facility, trail, natural area, and open space managed for recreational use and/or resource protection

POLICY:

- A. The Department shall be responsible for administering the Park Donation & Memorial Program in accordance with the Edgewood Municipal Code, including establishing a review process for approving and installing donations. The Department may coordinate with other City departments where needed or designate other departments to oversee certain aspects of the program.

¹ Edgewood Comprehensive Plan (Adopted by City Council June 9, 2015), Section Six - PARKS, RECREATION AND OPEN SPACE.

- B. The City encourages donations of land, facilities, equipment, landscape material and money to support the parks and recreation services to the community. Donations will be accepted from public and private sources for the purposes of enhancing all City parks and trails and said donations will become the property of the City.
- C. Donations of all types will be considered for all parks, trails, and open spaces, except for those areas where human activity is discouraged to protect habitat and sensitive lands. Where human activity is discouraged, only cash or donations that can be monetized (sold for cash) will be considered.
- D. All costs associated with the donation request, such as installation and anticipated on-going maintenance costs should be covered by the donor. The City may, on a case-by-case basis, establish an appropriate, reasonable administrative fee to coordinate projects over \$5,000 in value.
- E. Approval Criteria: Proposed donations may be incorporated into the landscape and facilities of parks and trails according to the following criteria:

General Criteria

- 1. Donations will only be accepted in accordance with the Edgewood Municipal Code.
- 2. Donations must be compatible with and meet a specific park facility or amenity need identified in the City's Parks, Recreation and Open Space Plan.
- 3. In areas not covered by plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need.
- 4. Age and anticipated general condition of the donation.
- 5. Anticipated maintenance requirements.

Specific Criteria

- 1. Cash Donations: Unspecified cash donations may be used to build, repair, or upgrade existing or new park facilities, at the City's sole discretion.
- 2. Structures and Site Furnishings: The City has established general aesthetic standards for furnishings in parks. Donations of structures or furnishings should maintain this aesthetic standard. The Director will offer donors a list of pre-approved furnishings that they may choose from at the current market values. The list may include, but is not limited to, the following items:

Items Allowed:	Trees
	Picnic Tables
	Benches
	Litter Receptacles
	Trail Marker Signs

- 3. Other Furnishings: Other furnishings or structures outside of the pre-approved list, such as fountains, plazas, and other landscape features, will be reviewed on a case-by-case basis.
- 4. Artwork: Donations of art, or cash donations to purchase or commission art must be pre-approved by the City Council after review by Parks and Recreation Advisory Board and location approved by the Department.

- 5. Plant Donations: Donation of plant material is allowed as long as the donation is purchased from a City approved certified nursery. Acceptance of plant material by the City is based upon whether the plant material furthers the design theme established in the park and a need exists for additional plants. The City's ability to hold quantities of plants until needed is limited. Therefore, only plant materials that can be planted at the time of acceptance are allowed.
- F. Variations: Variation to Standard Memorial Plaques will be allowed only after review by the Parks and Recreation Advisory Board and upon approval of the Director
- G. Damages & Term of Donation: The term of the donation or memorial will be for the life of the asset. For example, if a donated park bench is destroyed or deteriorates, then the memorial may be removed. The City will make every practical effort to repair damaged donations and memorials. However, the City is not responsible for replacing items, including plaques, due to excessive damage or loss. The City will attempt to contact the donor using the information on the Donation Memorial Form to inform him/her of the loss. The donor may replace the item at his/her own expense, subject to City approval.

PROCEDURE:

- A. The donor shall meet with Department staff prior to submitting a Park Donation & Memorial Form. The purpose of this meeting is for the donor to share ideas regarding the proposed donation and/or memorial. Once this meeting has occurred, the donor may submit a completed Park Donation & Memorial Form to the Department.
- B. Department staff will review and determine the appropriateness of the proposal as measured by the approval criteria listed above in Section III (E). The proposal will then be presented to the Parks and Recreation Advisory Board for review before being forwarded to the Mayor or City Council for consideration. If a proposal does not meet the approval criteria, the donor will be notified of the reasons why.
- C. Property Donations: All land/property donations will be submitted through staff and forwarded to the Parks and Recreation Advisory Board for a recommendation, the City Attorney for legal review, and to the City Council for final approval.
- D. Memorial Plaques: Memorial plaques will be permitted pursuant to this policy only in conjunction with the donation of a new item as described in section III (E) above. Memorial Plaques and installation components shall be provided by the donor and shall be a bronze marker either installed at ground level or attached to an approved object in a park or City facility. City staff reserve the right to perform or supervise the installation. Plaque size will be established by specified use, with a maximum number of text lines and restricted letter font style and size as follows:
 - 1. Pre-approved plaque sizes:
 - A. 2"x 10" two (2) inches wide by ten (10) inches long with a limit of three lines of text and up to 48 characters per line. Typical application is directly upon a park bench, table, or similar dedication.

- B. 5" x 6" five (5) inches by six (6) inches with a limit of four lines of text and a maximum of 32 point and a minimum of 20 point font sizes. Typical application is placement on a rock or concrete base and placed next to a structure, plant, or tree dedication.
- C. 6" x 9" six (6) inches by nine (9) inches with a limit of four lines of text and a maximum of 32 point and a minimum of 20 point font sizes. Typical application is placement on a rock or concrete base and placed next to a structure, plant, or tree.

2. The Department must approve all text for Memorial Plaques and may reject any text that violates any law or policy, or that is deemed obscene or potentially offensive, in its sole discretion.

Pre-approved text may include:

In Honor of _____,
In Memory of _____,
In Celebration of _____,
Dedicated to _____,

- E. Appropriate approval of the donation or memorial must be obtained before installation of the donation or memorial.
- F. Once installed, the donation or memorial becomes the property of the City of Edgewood.
- G. Approved donations and memorials will be formally recognized using the City's website, social media, or other method as recommended by the Parks and Recreation Advisory Board and approved by the Mayor.



**City Of Edgewood
Council Agenda Summary Sheet**

Subject: Revenues for 2022 and Property Tax	Agenda Item #: 2.D
	For Agenda of: 10/4/2022
	Prepared by: Dave Gray
Attachments (list):	
Approval of Materials: Dave Gray Dave Gray 9/29/2022	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 10/04/2022 Study Session for statutory review of the 2022 Year Ending Revenue Forecast against Budget & the 2023 Property Tax Levy projection.

Summary Statement:

The City of Edgewood follows the MRSC suggested annual budget calendar for cities, which calls out statutory disclosure dates required to ensure the public is apprised of the financial condition for the current fiscal year and upcoming expectations of revenues and expenses, including tax levies for the following fiscal year. The city's budget calendar also identifies disclosures and activities suggested as best practices to achieve the same, wherein specific legislated deadlines are either not identified or could be moved forward in the year to better accommodate public review.

Item History:

Recommended Action:

Review and discuss the current fiscal year ending revenue forecast together with the 2023 projected Property Tax Levy.

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Citywide Walkability	Agenda Item #: 2.E
	For Agenda of: 10/4/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. Nonmotorized Project List 2. NonmotorizedNetwork20220929_3	
Approval of Materials: Jeremy Metzler Dave Gray 9/29/2022	Expenditure Required: TBD
	Amount Budgeted: TBD
	Timeline: 10/04/2022 SS

Summary Statement:

Following up on the Council's June 7, 2022 study session conversation, staff is working to develop a citywide walkability plan as time and resources allow. The purpose of this agenda item is to review Council's last conversation, share the collected data and materials prepared to date, gather feedback, and discuss next steps.

In June, several Councilmembers requested more data and materials for review before any selection or prioritization of projects. In preparation for staff's presentation of draft annual updates to the Capital Improvement Plan (CIP) at Council's next study session, attached is a list of all pending projects in the current TIP, CIP and Comprehensive Plan containing pedestrian network improvements. A reference map is also attached, showing existing walkways in blue, all listed projects programmed for funding in the next six years in green, and the unfunded in red. While there are several different metrics to consider when prioritizing these projects, such as type of road and proximity to schools, the last documented effort to do this was in 2004, and the attached list and map mirror that effort.

As for what these pedestrian facilities would look like, staff continues working with the City's on-call consultants to develop local public works standards as time and resources allow, and detailed cross-section drawings are still being developed. Generally speaking, the intent is to provide urban-style cement concrete sidewalks in our highest density zones along the Meridian Corridor, while preferring separated asphalt pathways in our lower density single-dwelling zones. Staff is also looking for opportunities to make use of existing roadways where practical – for example, 24th Street East was recently re-stripped, and the vehicular lanes between Edgemont Park and 122nd Avenue East have been shifted to one side of the pavement to create space for non-motorized traffic. To create a better sense of space and calm traffic, we are preparing to install an intermittent barrier between the vehicle lanes and this new non-motorized space.

To get a sense of how people are walking in Edgewood, staff reviewed the Strava Heat Map:

<https://www.strava.com/heatmap#13.61/-122.29353/47.23518/bluered/run>. While this doesn't represent all pedestrians in the City, it provides a baseline impression of where and how pedestrians are currently walking. Also, in response to the request for accident data, staff reviewed available reports from WSDOT and Edgewood Police and found that there, since 2011, has been only one reported incident of a pedestrian being hit with the vehicle at fault. Looking statistically, however, we understand that the installation of a separated pedestrian walkway along an arterial roadway can reduce the chance of vehicular incidents by about 10%.

Staff seeks Council's feedback on the attached materials and identifying metrics to prioritize said projects. From this, staff will update the CIP and return to Council with more financial information at the next study session. Finally, as we look forward to 2023 and beyond, staff will return to Council for further conversation on any legal and legislative concerns, including the possible development of a Comprehensive Walkability Plan.

Item History:

06/07/2022 SS

Recommended Action:

Hold a discussion and provide staff direction to Citywide Walkability

Fiscal Note/Consideration:

N/A

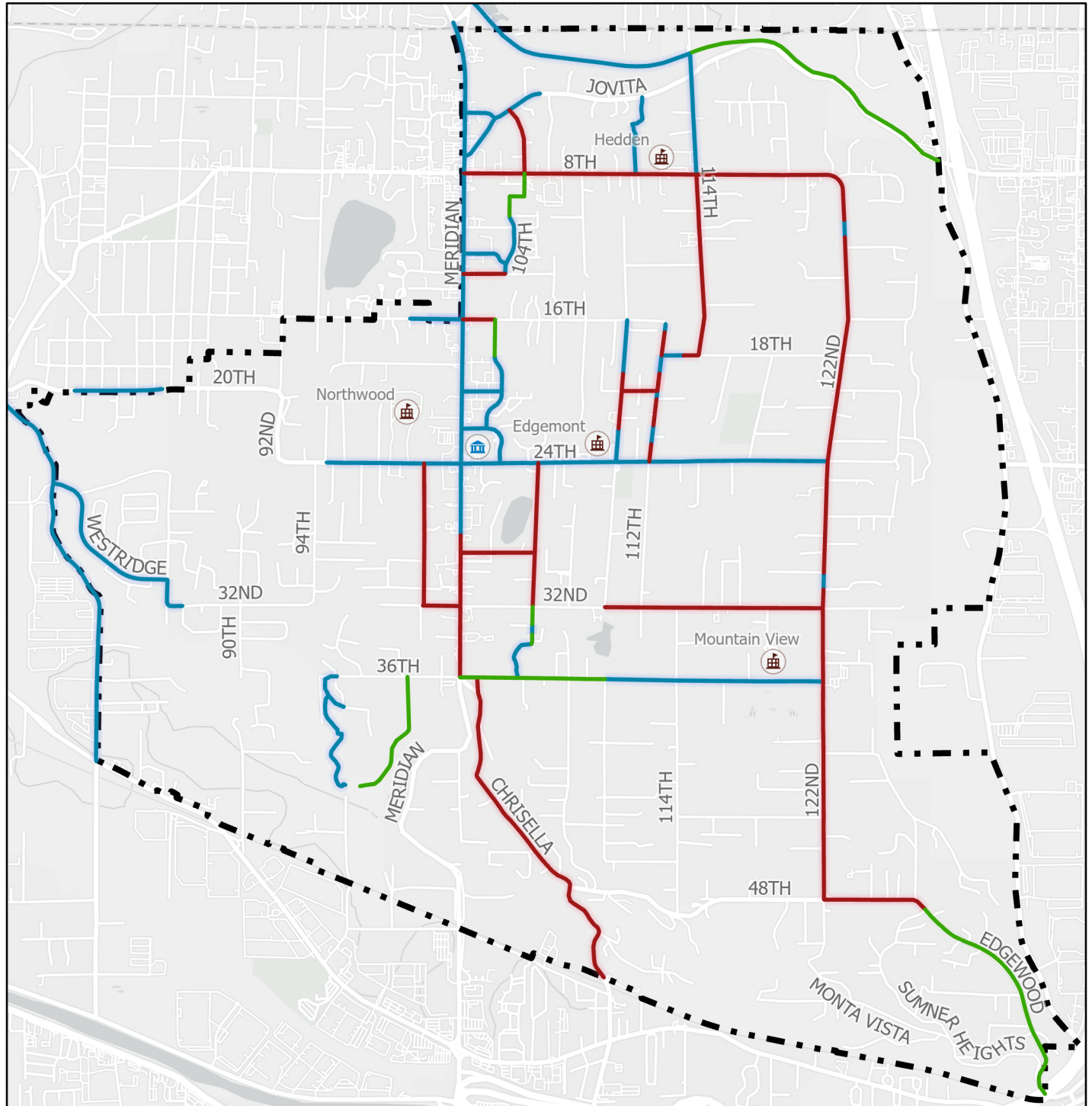
Nonmotorized Capital Project List

Project Name	Comprehensive Plan Project No.	TIP Project Number	CIP Project Number	Included in TIF Program?
8 th St E Safety Improvements (114 th to 122 nd)	R-1	--	--	Yes
Meridian Ave E Safety Improvements (24 th to 36 th)	R-3	--	--	Yes
Edgewood Dr E Safety Improvements	R-4	4	T-5	Yes
Chrisella Rd E Safety Improvements (36 th to C/L)	R-10	5	T-4	Yes
Interurban Trail Phase III	N-1 / S-3	7	T-3 / P-1	Yes
Pedestrian Safety Low Cost Improvements (32 nd from 110 th to 122 nd)	N-2 / N-8	--	--	Yes
8 th St E Walkway Extension (Meridian to 110 th)	N-4	--	--	Yes
24 th St E Walkway Extension (110 th to 122 nd) [<i>Pilot in Progress</i>]	N-5	--	--	Yes
114 th Ave E Walkway (8 th to 18 th)	N-6	--	--	Yes
110 th /20 th /112 th /18 th Walkway (Edgemont JHS to N-6)	N-7	--	--	Yes
36 th St E Walkway Extension (Edgewood Community Park to 110 th)	N-9 / S-2	13	T-12	Yes
122 nd Ave E Walkway (8 th to 24 th)	N-11	--	--	Yes
Meridian Corridor Projects				
104 th Ave E (8 th to 10 th)	E-2	11	T-10	Yes
105 th Ave E (Jovita to 8 th)	E-3	--	--	No
16 th St E (Meridian to 104 th)	E-6	--	--	No
104 th Ave E (16 th to 18 th)	E-7	11	T-10	Yes
29 th St E (Meridian to 106 th)	E-13	--	--	Yes
106 th Ave E (29 th to 32 nd)	E-14	--	--	Yes
32 nd St E (Meridian to 106 th)	E-15	--	--	No
106 th Ave E / Chrisella Rd Extension (32 nd to Chrisella)	E-16	11	T-10	Yes
36 th St E (Meridian to Chrisella Rd Extension)	E-17	--	--	No
16 th St E (101 st to Meridian)	W-1	--	--	No
101 st Ave E (16 th to 20 th)	W-2	--	--	Yes
20 th St E (100 th to Meridian)	W-3	--	--	No
100 th Ave E (20 th to 24 th)	W-4	--	--	Yes
100 th Ave E (29 th to 32 nd)	W-8	--	--	No
32 nd St E (100 th to Meridian)	W-9	--	--	No

Projects Above Programmed for Funding (as prioritized in the 2023 TIP):

- | | |
|--|--|
| 1. Interurban Trail Phase III | 5. Edgewood Dr E Safety Improvements |
| 2. 36 th St E Walkway Extension | 6. 104 th Ave E (16 th to 18 th) |
| 3. Chrisella Rd E Safety Improvements (36 th to C/L) | 7. 104 th Ave E (8 th to 10 th) |
| 4. 106 th Ave E (32 nd to 36 th) | |

Nonmotorized Transportation Network Current Conditions & Planned Projects



Walkways

Status

- Existing (one side minimum)
- Unfunded
- Funded

1
Mile



9/29/2022



City Of Edgewood Council Agenda Summary Sheet

Subject: Stormwater Management Action Planning – Basin Prioritization	Agenda Item #: 2.F
	For Agenda of: 10/4/2022
	Prepared by: Jeremy Metzler
Attachments (list): 1. 21-07553-000_TM_EdgewoodBasinPrioritization_20220421	
Approval of Materials: Jeremy Metzler Dave Gray 9/29/2022	Expenditure Required: N/A
	Amount Budgeted: \$63,000
	Timeline: 09/20/2022 SS 09/27/2022 RCM PH 10/04/2022 SS

Summary Statement:

The Washington State Department of Ecology issued an updated Western Washington Phase II Municipal Stormwater Permit (aka, the NPDES Permit) on July 1, 2019 (effective August 1, 2019). Section S5.C.1.d of the permit requires existing permittees to perform Stormwater Management Action Planning (SMAP). The City Council passed Resolution 21-0556 on March 23, 2021, authorizing a contract with Herrera Environmental Consultants, Inc. (Herrera) to perform said SMAP. As agreed by contract, the results of the Receiving Water Assessment (Basin Inventory) were presented to Council on October 5, 2021 for consideration. Upon Council's review of this assessment, staff proceeded with the remainder of the SMAP tasks.

Herrera presented the draft results of their Basin Prioritization effort with Council at the September 20, 2022 study session. In response to Council comments, staff forwarded the basin inventory and prioritization memos to Mt. View - Edgewood Water Company for review and coordination as we proceed. Staff also confirmed that drinking water impacts and septic system vulnerability have been considered in the prioritization process. There were no public comments at last week's public hearing. Staff is ready to proceed with Herrera on the SMAP effort, prioritizing the Simons Creek basin.

Item History:

03/16/2021 SS
03/23/2021 RCM
10/05/2021 SS

Recommended Action:

Hold a discussion and provide staff direction to Stormwater Management Action Planning – Basin Prioritization

Fiscal Note/Consideration:

This effort is being funded using Surface Water Utility Fees and/or the bi-annual Department of Ecology Capacity Grant (\$50,000).

Draft TECHNICAL MEMORANDUM

Date: April 21, 2022
To: Jeremy Metzler and Joe Blaine, City of Edgewood
From: Joy Michaud, Herrera Environmental Consultants, Inc.
Subject: City of Edgewood—Basin Prioritization

CONTENTS

Background	2
Step 1: Further Assess Inventory Scoring Results	3
Step 2: Evaluate Social Equity and Define Management Goals	5
Step 3: Classify Potential for Change and Identify Known Opportunities, Projects, and Constraints.....	7
Recommendation and Next Steps.....	11
References.....	12

TABLES

Table 1. Scoring Summary of Basins Retained for Prioritization During the Basin Inventory Phase.	3
Table 2. Summary Description of Social Equity Metrics in WDOH Database.	5
Table 3. Social Equity Scores for Candidate Basins.	6
Table 4. Impervious Area, Development Pressure, and Management Goal for Candidate Basins.....	7
Table 5. Summary of Potential Change, Identified Projects, Opportunities, and Constraints for Candidate Basins.	8

FIGURES

Figure 1. City of Edgewood-Candidate Basins Selected for Prioritization.	4
---	---



BACKGROUND

The purpose of this technical memorandum is to document the basin prioritization process used for the City of Edgewood to meet the requirements of S5.C.1.d.ii of the Western Washington Phase 2 NPDES Stormwater Permit. The approach taken to complete this prioritization process generally follows Ecology's Stormwater Management Action Planning Guidance (Ecology 2019) with modifications that reflect the specific needs of the city and the landscape.

The City's basin inventory addressed conditions in the 17 basins that were delineated within the city's boundaries (Herrera 2021). In addition to providing characterization information for each of the basins, the inventory used a diverse set of metrics to score and compare the basins and then select the candidate basins to carry forward to this prioritization phase.

In general, the inventory process involved two steps; an assessment of stream condition and then an assessment of the likelihood of stormwater influencing stream conditions. The following lists the primary metrics considered for each of those steps:

- Condition Assessment
 - Listed surface water quality impairments
 - Known groundwater impairments
 - Listed flow impairments (low flow)
 - Existing fish passage barriers
 - Flooding hazards
- Stormwater Influence
 - Percent total impervious area
 - Percent of basin within City control
 - Road density
 - Percent of riparian buffer that is impervious
 - Portion of basin impacted by flooding
 - Development pressure

The intent of this prioritization phase is to further evaluate the ten candidate basins retained from the inventory phase to select the basin that will be the focus of the city's stormwater program through development of a Stormwater Management Action Plan (SMAP).

Prioritization involved the following steps which are described in detail below:

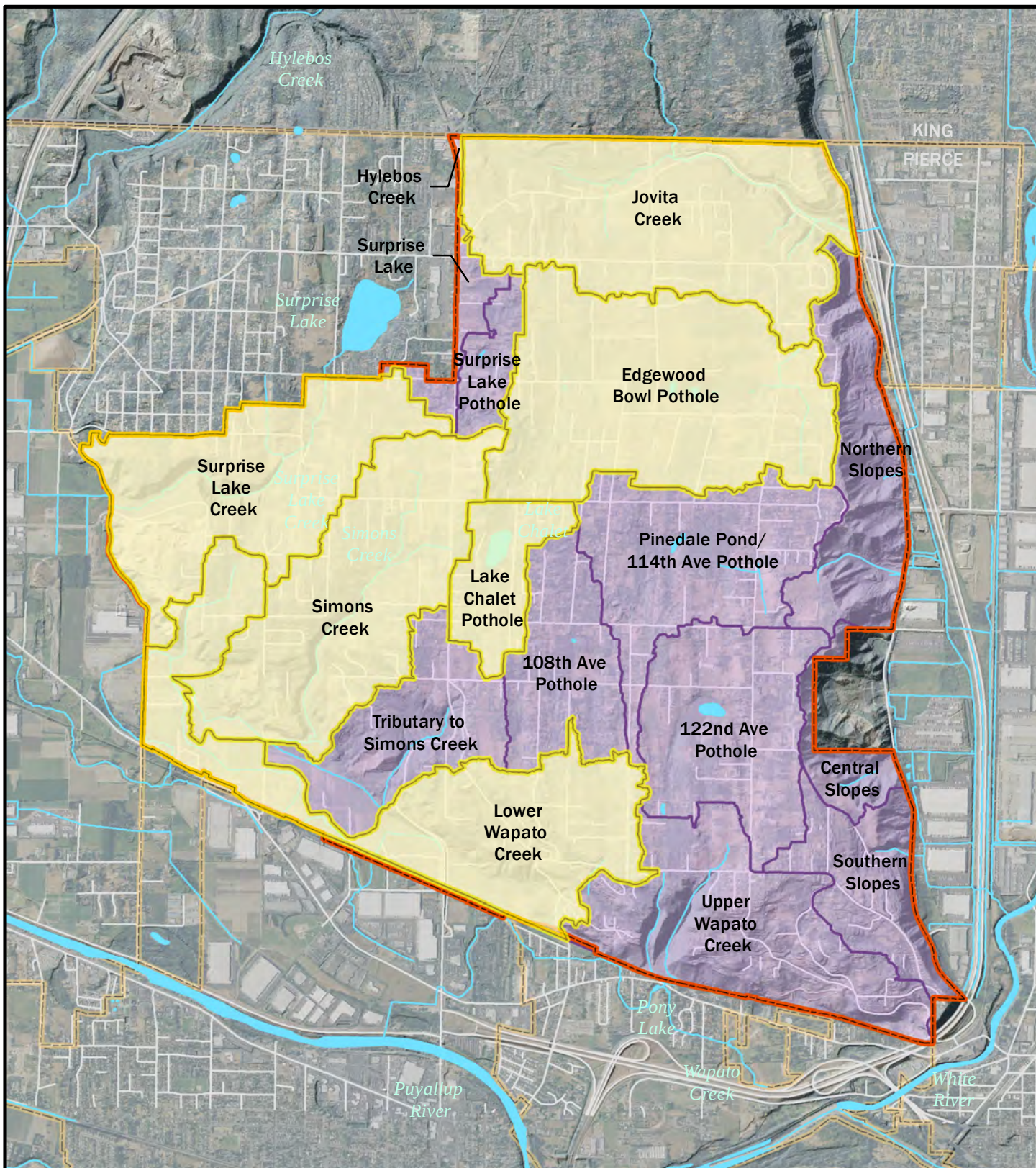
- Further Assess inventory scoring results
- Evaluate Social Equity and Define Management Goals
- Classify Potential for Change and Identify Known Opportunities, Projects, and Constraints

STEP 1: FURTHER ASSESS INVENTORY SCORING RESULTS

After completion of the basin inventory, a meeting was held with city staff to further review the inventory results and consider whether additional basins might be eliminated based on this review. Table 1 provides a summary of the inventory scoring results for the ten basins retained for this prioritization process. After a thoughtful review and discussion of these results it was agreed that the four lowest ranked basins of the ten could be eliminated from further consideration, because they are all hydrologically isolated and therefore do not impact downstream resources. Although these basins remain important to the city due to their frequent flooding, they do not impact as much developed area and/or public infrastructure as the two pothole basins that are ranked higher. This decision resulted in retaining a total of six basins, which are highlighted in Table 1. These discussions helped to further validate results of the scoring process used in the basin inventory report, adding confidence in the decision to eliminate the low ranked basins from the next prioritization step. Figure 1 shows the 17 basins in the city and the six candidate basins retained for Steps 2 and 3 in this prioritization.

Table 1. Scoring Summary of Basins Retained for Prioritization During the Basin Inventory Phase.			
Basin	Condition Assessment	Stormwater Influence	Total
Simons Creek	11	9	20
Lower Wapato Creek	11	8	19
Surprise Lake Creek	11	8	19
Jovita Creek	13	5	18
Edgewood Bowl Pothole	10	7	17
Lake Chalet Pothole	10	7	17
Pinedale Pond/114th Avenue Pothole	10	6	16
108th Avenue Pothole	10	5	15
122nd Avenue Pothole	9	4	13
Surprise Lake Pothole	9	4	13

Highlighted rows are those basins retained for Steps 2 and 3 after further review of the inventory data.



Legend

- Candidate basins
- Edgewood city limits
- City limits
- County boundary
- Subbasin boundary
- Waterbody
- Roads

Figure 1.
City of Edgewood Candidate Basins
Selected for Prioritization.



USDA, Aerial (2015)

K:\Projects\Y2021\21-07553-000\Project\Report\Fig_TMSubbasinsPriority_8.5x11.mxd

STEP 2: EVALUATE SOCIAL EQUITY AND DEFINE MANAGEMENT GOALS

Equity metrics were calculated using data from the Washington Environmental Health Disparities Map and database <<https://fortress.wa.gov/doh/wtnibl/WTNIBL/>>. Although the Washington State Department of Health (WDOH) database includes other types of risks, e.g., lead exposure, health disparities, and social vulnerability, the environmental health disparity datasets were assessed because they were deemed most relevant to expected project outcomes. The datasets are modeled by WDOH based on a conceptual formula where risk is defined as a function of 'threat' and 'vulnerability'. Threat is based upon a composite Population Burden index that considers environmental exposure and environmental effects. Vulnerability is based upon a composite Population Characteristics index which considers socioeconomic factors and sensitive populations. Table 2 provides summary information on these metrics.

Table 2. Summary Description of Social Equity Metrics in WDOH Database.			
Environmental Exposures	Environmental Effects	Socioeconomic Factors	Sensitive Populations
Metric Summary			
This refers to how a person comes into contact with an environmental hazard. Examples of exposure include breathing air, eating food, drinking water or living close to where environmental hazards are released or are concentrated.	This refers to adverse environmental quality generally, even when population contact with an environmental hazard is unknown or uncertain.	This category includes indicators related to intrinsic and extrinsic vulnerabilities in communities that can modify the environmental risk factors.	This category includes indicators related to intrinsic and extrinsic vulnerabilities in communities that can modify the environmental risk factors. Indicators in this theme relate to biological susceptibility. People with pre-existing cardiovascular disease or low-birth-weight infants may be more vulnerable to environmental risk factors.
Metric Interpretation			
Indicators in the environmental exposures theme use data from measured environmental concentrations and releases of contaminants from pollution sources as a way to quantify pollution burden from exposure to pollutants.	Indicators in the environmental effects theme illustrate the potential risk of the environmental hazard on communities nearby. However, as proximity to a potential exposure does not necessarily reflect actual exposure.	Indicators in this theme are often found to be associated with environmental justice conditions, such as poverty or unemployment, which modify the effects of environmental exposures on health.	Indicators in this theme relate to biological susceptibility. People with pre-existing cardiovascular disease or low-birth-weight infants may be more vulnerable to environmental risk factors.

The WSDOH data is provided at the Census Tract scale which does not align with the SMAP basin delineations; therefore, the data were area-weighted before assigning values to the individual basins. Table 3 provides a summary of the results for the six candidate basins in Edgewood.

Due to the nature of the data used to develop the social equity scores it is most appropriate to consider the results in terms of low, medium, and high disparity. Since the scores range from 0 to 10, scores between 0 and 4 were considered low (little disparity), 4 to 7 as moderate (some disparity) and 7 to 10 as high (high disparity). The population burden scores were in the moderate range for all basins. The population characteristics scores were in the low range for most of the basins; Simons Creek and Surprise Lake Creek were the only basins rated as moderate. Based on the cumulative score for five of the six basins disparity was in the medium, and for one (Surprise Lake Creek) the disparity was in the high range, but in reality, the range in the Cumulative Health Disparities score for the six basins was very narrow (6.00 to 7.00) and thus there is no meaningful difference between these basins. Based on the Population Characteristics score there may be more disparity in the Simons Creek (4.8) and Surprise Lake Creek (5.0) basins, when compared to the other basins with scores between 2.5 and 3.6. Improvements to the Simons Creek and Surprise Lake Creek basins may have a higher potential for environmental health benefits to traditionally underserved communities.

Table 3. Social Equity Scores for Candidate Basins.

Basin Name	Area (acres)	Population Burden Score Weighted ^a	Population Characteristics Score Weighted ^b	Cumulative Health Disparities Score
Edgewood Bowl Pothole	656	6.8	2.5	6.00
Jovita Creek	622	6.7	2.5	6.01
Lake Chalet Pothole	136	6.7	2.5	6.00
Lower Wapato Creek	577	5.8	3.6	6.43
Simons Creek	529	4.7	4.8	6.92
Surprise Lake Creek	475	4.5	5.0	7.00

^a Population Burden is a composite of Environmental Exposure and Environmental Effects (0.5 multiplier for EE).

^b Population Characteristics is a composite of Sensitive Populations and Socioeconomics.

Management goals were assigned to each of the candidate basins generally using the categories defined by Ecology's watershed characterization process <<https://ecology.wa.gov/Water-Shorelines/Puget-Sound/Watershed-characterization-project>>, and applying the following definitions:

Protect/Restore: Basins of highest water resources of value and low-level of development. The management goal is to protect or restore these basins and limit development.

Conservation: Basins of moderate water resources value, and with low to moderate levels of development. Allow limited development while protecting remaining important areas.

Development: Basin with low water resources value and moderate to high levels of development. Allow more intense development.

Table 4 lists the management goals identified for the candidate basins. Most of the stream basins in Edgewood were not rated very high in terms of critical habitat features (Herrera 2021) and all of the candidate basins have impervious area that covers nearly 20 percent or more of the basin, therefore none of the basins has been categorized for “Protection/Restoration.” Three of the six basins were categorized for ‘development’ or ‘moderate development’, due to the type and amount of development present as well as existing development plans. The remaining three basins were categorized as ‘Moderate Conservation’ due to existing and proposed residential development coupled with existing concerns about flooding and other issues.

Table 4. Impervious Area, Development Pressure, and Management Goal for Candidate Basins.				
Basin	Percent of Basin within City Limits	Percent Impervious Area (within city)	Development Pressure	Management Goal for City portion of Basin
Simons Creek	100%	25.70%	Commercial and industrial development	Development
Lower Wapato Creek	14%	23.50%	Commercial and industrial development	Moderate Development
Surprise Lake Creek	61%	18.60%	Moderate to high residential development	Development
Jovita Creek	31%	19.80%	Low to moderate residential development	Moderate Conservation
Edgewood Bowl Pothole	100%	21.10%	Low residential development	Moderate Conservation
Lake Chalet Pothole	100%	27.60%	Moderate residential development	Moderate Conservation

STEP 3: CLASSIFY POTENTIAL FOR CHANGE AND IDENTIFY KNOWN OPPORTUNITIES, PROJECTS, AND CONSTRAINTS

The last step in the prioritization process was to summarize the potential impact to the basin and its receiving water in terms of potential for changes in flow or pollutant loads and then to list known opportunities, identified projects, and constraints. Results are summarized in Table 5.

Table 5. Summary of Potential Change, Identified Projects, Opportunities, and Constraints for Candidate Basins.	
Simons Creek (100% of the basin is within the City; 25% of the basin is impervious surface)	Potential for Change^a: High, due to commercial and high-density residential development pressure in the upper basin and planned industrial development in the lower basin
	Constraints/Problems: - No city-owned property along the drainage corridor, although city hall is at the top of the basin - Steep ravine in upper basin presents concerns for increased flows - Downstream (Lower Wapato) low flow impairment. - Moderate flood hazards within the basin - High potential for stormwater to impact stream flows
	Identified Projects: - Existing neighborhood conveyance issues have been identified - No existing capital improvement projects (CIPs) have been identified
	Opportunities: - This basin is potentially the destination for diverted water from Lake Chalet. May be synergistic opportunities to improve flow and provide flooding protection. - This stream discharges to Lower Wapato which is flow impaired due to diversion of the Upper Wapato basin to the Puyallup River - Much of the residential development occurred pre-2000; therefore, some of the conveyance is undersized. - This basin is within the area of potential indirect development impacts from both the new SR 167 highway corridor and a new freight road. - Development plans for the Town Center may provide opportunities for enhancement
Lower Wapato Creek (14% of the basin is within the City; 24% of the basin is impervious surface)	Potential for Change^a: High, due to planned industrial development
	Constraints/Problems: - Small amount of the basin is under city control - Past diversion of the upper Wapato basin has impacted flows in this system - Moderate flood hazards within the basin (flat gradient, high groundwater)
	Identified Projects: No identified CIPs
	Opportunities: A project proposed to reduce flooding could influence this basin downstream of the confluence with Simons Creek
Surprise Lake Creek (61% of the basin is within the City; 19% of the basin is impervious surface)	Potential for Change^a: Moderate, due to moderate to high residential development especially in the upper basin
	Constraints/Problems: High flood impact percentage, past diversion of the Upper Wapato basin has impacted flows in this system
	Identified Projects: WSDOT mitigation work at Mortenson Farm will allow 20 cfs of additional surface water discharge
	Opportunities: WSDOT mitigation work and future conveyance improvements will support existing and future development

Table 5 (continued). Summary of Potential Change, Identified Projects, Opportunities, and Constraints for Candidate Basins.	
Jovita Creek (31% of the basin is within the City; 20% of the basin is impervious surface)	Potential for Change^a: Low to Moderate, due to moderate residential development
	Constraints/Problems: • Most of the basin is outside the city. • Steep ravine on the lower section • A regional arterial road runs parallel to the stream within the city and constrains the channel • Many fish passage barriers and significant flood hazards within the basin; most associated with the roadway
	Identified Projects: • Feasibility study planned for city owned segment to identify restoration opportunities and priorities
	Opportunities: • Most significant opportunity is related to restoration of the stream channel is already being pursued
Edgewood Bowl Pothole (100% of the basin is within the City; 21% of the basin is impervious surface)	Potential for Change^a: Low, due to low residential development pressure
	Constraints/Problems: • This is a hydrologically isolated basin and much is mapped as wetland • Significant flood hazard and septic vulnerability.
	Identified Projects: • None currently proposed
	Opportunities: • Limited opportunities for significant change due to the nature of the basin and existing development and lack of sensitive resources.
Lake Chalet Pothole (100% of the basin is within the City; 28% of the basin is impervious surface)	Potential for Change^a: Low to moderate due to moderate residential development pressure
	Constraints/Problems: • This is a hydrologically isolated basin and much is mapped as wetland • Significant flood hazard and septic vulnerability.
	Identified Projects: • Pump station and diversion to Simons Creek in planning stages
	Opportunities: • Limited opportunities for significant change due to the nature of the basin and existing development and lack of sensitive resources.

^a This refers to the potential for change in flow or pollutant loads and was based on the expected type and rate of development.

The determination of the potential for change in flow or pollutant loads was based on the expected rate and type of development in the basin. Although all new development will occur under more protective stormwater design standards than what existed for older development, any development still represents a potential for an increase in the occurrence of pollutants on the land surface and an increase in stormwater runoff (flow). In addition to the overall increase in stormwater runoff, there is an expected increase in the peak rate of runoff during large storm events. Therefore, any basin experiencing higher rates of development pressure can be expected to contribute more runoff and higher peak flows and/or higher pollutant loads in the future when compared to existing conditions. Basins with more commercial and industrial development were rated higher in terms of expected changes in flow and pollutant loads due to

the higher impervious area associated with these developments and the higher likelihood of diverse pollutants on the land surface.

The list of constraints and problems is derived from the results of the basin inventory that was developed during the first phase of this project. The remaining information (i.e., identified projects and opportunities) was developed from meetings with city staff.

Based on review of the city's current CIP list and other plans, three of the six basins were removed from further consideration because there are currently projects identified to address the problems in the basin or that will provide the best first step, these are:

- For the Lake Chalet basin, a project is in design phase to route water from the basin to Simons Creek to control flooding. If this project is implemented, it should provide good protection from flooding with allowance for future development.
- The majority of the Jovita Creek basin lies outside of the city limits which is why it scored low in terms of the city's stormwater influence. The key to restoring this system will be development of a watershed-wide plan that requires coordination with all stakeholders. The City is currently seeking grant funds for a complex feasibility study of the segment of this stream that flows through the city to evaluate a suite of restoration actions that would address the primary issues of concern in this segment.
- A WSDOT mitigation project at Mortenson Farm is planned for the Surprise Lake Creek basin. This project will allow 20 cfs of additional surface water discharge from the site, providing ample allowance for future development.

For the Edgewood Bowl basin there is no current plan or project to control flooding. However, while the flooding is an important issue due to the large area of homes and roadway impacted, the basin lacks sensitive resources and would provide limited opportunities for creating significant change in water resource values. Therefore, this basin was also removed from further consideration. This basin should be protected from development until a solution to the flooding is implemented.

Of the two remaining basins, (i.e., Simons Creek and Lower Wapato Creek), Simons Creek provides more opportunities and synergy with other proposed projects and 100 percent of the basin is within the City's jurisdiction which gives the city a better chance of creating significant change in the basin. Also, since this stream discharges to Lower Wapato, improvements to Simons Creek should also improve conditions downstream in the Lower Wapato basin.

RECOMMENDATION AND NEXT STEPS

It is recommended that the Simons Creek basin be selected as the city's highest priority basin with respect to stormwater management planning. This was based on the rate and type of development occurring in the basin and the opportunities that presents in combination with the sensitive resources that it supports. Although social equity scores were not vastly different between the basins, Simons Creek was scored higher than almost all of the other basins in terms of population characteristics, therefore its selection may have a higher potential for providing benefits to traditionally underserved communities. The Simons Creek basin at 0.83 square miles (531 acres) and fits the catchment size of 400 to 600 acres recommended by Ecology (Ecology 2019), and therefore no additional work will be required to further segregate the basin.

The next steps will be to develop the Stormwater Management Action Plan for the Simons Creek basin.

REFERENCES

Ecology. 2019. Stormwater Management Action Planning Guidance. Washington Department of Ecology-Water Quality Program. Publication Number 19-10-010.

Herrera. 2021. City of Edgewood Basin Inventory. Prepared for the City of Edgewood, Washington. Prepared by Herrera Environmental Consultants Inc., Olympia, Washington. September