



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, June 18, 2024 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA
Meeting Link: <https://cityofedgewood-org.zoom.us/j/86916509308>

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. INTERVIEWS

A. Boards/Commission Applicants

3. COUNCIL BUSINESS

A. Equity, Diversity, and Inclusion (Trainings, Planning, etc.)

B. On-Call Contract Extension

C. Six Year Transportation Improvement Plan (TIP) Update

D. Naming of Streets, Public Facilities, and Public Parks

4. OTHER COUNCIL ITEMS

5. 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: Boards/Commission Applicants	Agenda Item #: 2.A
	For Agenda of: 6/18/2024
	Prepared by: Jeremy Metzler
Attachments (list): 1. PC Public Roster_CURRENT 2. EDAB Public Roster_CURRENT	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 6/13/2024 Dave Olson 6/13/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 06/18/2024 SS 06/25/2024 RCM

Summary Statement:

In accordance with Sections 2.30.020 and 2.32.020 of the Edgewood Municipal Code (EMC), appointments and re-appointments to the Planning Commission (PC) and Economic Development Advisory Board (EDAB) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The Mayor shall appoint the applicants, and the Council shall confirm or deny the appointments proposed by the Mayor.

For the PC, Position 6 is vacant, and Positions 1, 2, and 3 are set to expire on June 30, 2024. The commissioners with expiring terms have reapplied for their positions, leaving one vacant position open for any interested applicants.

For the EDAB, Positions 2, 3, 5, and 7 are vacant, and Positions 4 and 6 are set to expire on June 30, 2024. The board members with expiring terms have reapplied for their positions, leaving four vacant positions open for any interested applicants.

The city actively promotes these vacancies through social media and its website, posting weekly to encourage applications.

The city actively promotes these vacancies through social media and its website, with weekly posts to encourage applications.

Item History:

N/A

Recommended Action:

Interview applicants and make recommendations to the Mayor regarding the open PC and EDAB positions.

Fiscal Note/Consideration:

N/A

PLANNING COMMISSION

NOT A PUBLIC DOCUMENT

Position	Title	First Name	Last Name	E-mail address	Term Expires
1		Carly	Guillory	cguillory@cityofedgewood.org	6/30/2024
2	Chair	JoAnn	Overfield	joverfield@cityofedgewood.org	6/30/2024
3		Tom	Greene	tgreene@cityofedgewood.org	6/30/2024
4		Sarah	Wagner	swagner@cityofedgewood.org	6/20/2025
5		Jan	Furey	jfurey@cityofedgewood.org	6/30/2025
6	VACANT				6/30/2025
7		Carly	Lenoir	klenoir@cityofedgewood.org	6/30/2025



ECONOMIC DEVELOPMENT ADVISORY BOARD

Public Roster

Position	Title	First Name	Last Name	E-mail address	Term Expires
1	Chair	Andrew	Wiesenfeld	awiesenfeld@cityofedgewood.org	6/30/2025
2		VACANT			6/30/2025
3		VACANT			6/30/2025
4		Steven	Weiss	sweiss@cityofedgewood.org	6/30/2024
5		VACANT			6/30/2024
6	Vice-Chair	Michael	Pearce	mpearce@cityofedgewood.org	6/30/2024
7		VACANT			6/30/2024





City Of Edgewood Council Agenda Summary Sheet

Subject: Equity, Diversity, and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 3.A
	For Agenda of: 6/18/2024
	Prepared by: Jill Schwerzler-Herrera
Attachments (list):	
Approval of Materials: Jill Schwerzler-Herrera Rachel Pitzel, Assistant City Administrator Dave Olson 6/13/2024 6/13/2024	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

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: On-Call Contract Extension	Agenda Item #: 3.B
	For Agenda of: 6/18/2024
	Prepared by: Rachel Pitzel
Attachments (list): 1. Summary Sheet for Study Session	
Approval of Materials: Rachel Pitzel Rachel Pitzel, Assistant City Administrator 6/13/2024 Dave Olson 6/13/2024	Expenditure Required:
	Amount Budgeted:
	Timeline:

Summary Statement:

This is a housekeeping item for the council to consider. The City of Edgewood typically undergoes a process of requesting proposals (RFP) every three years for on-call contracts for Professional Services with various providers. However, due to the recent departure of key team members, maintaining service continuity has become paramount. Therefore, it is necessary to extend existing contracts to bridge the gap while the city addresses staffing changes and fulfills essential planning, building, engineering services, and reporting obligations.

This extension will provide the necessary time for the city to recruit and onboard new staff while ensuring that vital plans and reports are completed without interruption, minimizing risk and ensuring ongoing support for the city's needs.

The amendments to the contracts will facilitate an extension until December 31, 2024. Some have requested to include their current rate schedule, and due to staffing levels and work needed, we have increased the not-to-exceed amounts for two of the contracts. Attached, you will find a summary sheet of the amendments. All individual signed contracts will be included by staff for your review in next week's packet for the next regular council meeting.

Simultaneously, efforts will be made to issue a new RFP, ensuring a smooth transition when these extended contracts eventually expire.

Item History:

06/18/2024 Study Session

06/25/2024 Regular Council Meeting Action under Consent Agenda

Recommended Action:

Hold a discussion and provide staff guidance regarding On-Call Contract Extension

Fiscal Note/Consideration:

On-Call Contract Extension Summary Sheet

City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372-1513 ■ 253-952-3299

The following contracts for On-Call Consultant Services are currently undergoing **amendments** to extend their validity until December 31, 2024. During this process, it has been noted that two contracts are showing an increase in their "not to exceed" amounts. Additionally, other consultants have submitted their 2024 rate schedules to be included in this amendment.

These **amended contracts**, reflecting the extension and revised amounts, will be presented to the council for approval at the next regular council meeting scheduled for June 25, 2024, under the consent agenda.

1. Resolution No. 21-0573 – AEGIS Engineering, \$150,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
2. Resolution No. 21-0574 – Associated Earth Sciences, Inc., \$75,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
3. Resolution No. 21-0575 – AHBL, \$200,000.
 - a. Amendment No. 1: Resolution No. 24-0707 – amount not to exceed \$400,000 (*Adopted 03/12/2024*)
 - b. **Amendment No. 2: Resolution No. 24-0XXX, amount not to exceed \$500,000, and date extension through December 31, 2024.**
4. Resolution No. 21-0576 – BHC Consultants, LLC, \$75,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, 2024 fee schedule rates, and date extension through December 31, 2024.**
5. Resolution No. 21-0577 – Bush, Roed & Hitchings, Inc. (BRH), \$75,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
6. Resolution No. 21-0578 – Clarity Consulting Engineers, PLLC, \$200,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
7. Resolution No. 21-0580 – Gray & Osborne, Inc., \$750,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
8. Resolution No. 21-0581 – Herrera Environmental Consultants, Inc., \$500,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
9. Resolution No. 21-0582 – Raedeke Associates, Inc., \$125,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, 2024 fee schedule rates, and date extension through December 31, 2024.**
10. Resolution No. 21-0585 – SCJ Alliance, \$200,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**

11. Resolution No. 21-0586 – Transpo Group USA, Inc., \$750,000.
 - a. Amendment No. 1: Resolution No. 22-0647 – allowing Transpo to hire sub-consultants (*Adopted 9/13/2022*)
 - b. **Amendment No. 2: Resolution No. 24-0XXX, amount not to exceed \$1,000,000.00, and date extension through December 31, 2024.**
12. Resolution No. 21-0587 – Transportation Solutions, Inc., \$500,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, date extension through December 31, 2024.**
13. Resolution No. 21-0588 – West Coast Code Consultants, Inc., \$200,000.
 - a. **Amendment No. 1: Resolution No. 24-0XXX, 2024 fee schedule rates, and date extension through December 31, 2024.**



City Of Edgewood Council Agenda Summary Sheet

Subject: Six Year Transportation Improvement Plan (TIP) Update	Agenda Item #: 3.C
	For Agenda of: 6/18/2024
	Prepared by: Jeremy Metzler
Attachments (list): 1. DRAFT RESOLUTION 24.0xxx (TIP) 2. DRAFT - 2025 TIP Budget Spreadsheet 3. 2025_2030 TIP MAP 4. SIGNED DNS 24-004-CODE	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 6/12/2024 Dave Olson 6/13/2024	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 06/04/2024 SS 06/11/2024 RCM PH 06/18/2024 SS 06/25/2024 RCM

Summary Statement:

The City is required to prepare a Transportation Improvement Plan (TIP), in accordance with RCW 35.77.010 and the Transportation Element of the City's adopted Comprehensive Plan. The TIP outlines the projects, estimated costs, anticipated timelines, and the expected funding sources for the next six years. These plans serve as the guiding documents for Staff to implement as resources are made available through City financial resources or other identified funding sources (i.e. TIB, WSDOT funding, other grants, loans, etc.).

The attached DRAFT resolution and plan represents Staff's recommendation as it pertains to project priorities, funding sources and timelines for implementation, as required under GMA. Staff relies on the City Council to guide this planning effort in alignment with Council's desires and the City's financial resources. While this year's Annual Concurrency Report has yet to be prepared, the recommendations provided in last year's report are still relevant. Staff is bringing this year's TIP update forward at this time to stay ahead of upcoming grant funding opportunities.

Please note that traffic concurrency will not be met if the Level of Service deficiencies are not addressed at three intersections with Meridian: 13th, 29th and 32nd. Staff is working with the City's consultant to complete the Meridian Avenue Preliminary Design Study, and efforts continue to design and implement the Parallel Road Network.

One change from the draft presented last week is under TIP Project No. 11, where Project MCW-4 from the TIF Program is now included. This is a developer-funded segment of 100th Avenue East planned north of 24th

Street East, so city funds are not included in the worksheet. The inclusion of Project MCW-4 in the description would make it eligible for TIF credits, should the developer choose to submit a claim following the procedure in [EMC 4.30.100](#).

Finally, a Public Hearing was held at last week's Regular Council Meeting, where no public comments were provided. Staff has also completed a State Environmental Policy Act (SEPA) Environmental Checklist for review, with comments due by June 7, 2024, and no comments were provided. The SEPA review is subject to appeal until June 21, 2024. This TIP is scheduled for potential action at Council's June 25, 2024 regular meeting, being after the SEPA appeal deadline.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Six Year Transportation Improvement Plan (TIP) Update

Fiscal Note/Consideration:

As the Transportation Improvement Plan (TIP) is a component of the annual budgeting process, the anticipated impacts to the City's budget and General Fund are outlined therein. TIPs are planning documents that express the Council's desires for future transportation improvements within the City. Local agency TIPs are also utilized by State and other planning agencies, for evaluating projects on a regional scale and consideration for outside funding resources. This TIP represents an anticipated six-year program cost of \$32,854,000 - However, the TIP is not a final budget document; this is reserved for the actual budget that is adopted by the City Council towards the end of the City's fiscal year.

This TIP considers a total of \$8,803,287 in TIF funding from 2025 through 2030. Other funding sources considered herein (but yet to be secured unless noted otherwise) include TIB Grants, FHWA Grants, other unidentified grants, and the General Fund, for a total of \$24,050,713.

RESOLUTION NO. 24-0xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO STREETS AND TRANSPORTATION, ADOPTING THE 2025-2030 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN

WHEREAS, per RCW 35.77.010, the City is required to annually update its Six-Year Transportation Improvement Plan (TIP) before July 1st of each year and file the updated Transportation Improvement Plan with the Washington State Department of Transportation within thirty (30) days of adoption; and

WHEREAS, per RCW 35.77.010, the purpose of the requirement for annual updates is to assure that each city shall perpetually have advanced plans available, looking to the future for not less than six years as a guide in carrying out a coordinated transportation program; and

WHEREAS, it is also an eligibility requirement of many grant programs that the City update its Transportation Improvement Plan as required by RCW 35.77.010; and

WHEREAS, the transportation element of the City's Comprehensive Plan must also include and be consistent with the Six-Year Transportation Improvement Plan required by RCW 35.77.010; and

WHEREAS, per RCW 35.77.010, a duly-noticed public hearing was held on June 11, 2024 on the proposed updates to the Transportation Improvement Plan; and

WHEREAS, per Chapter 43.21C RCW and WAC 197-11-340, a Determination of Nonsignificance was issued on May 24, 2024, which allowed for a 14-day comment period ending June 7, 2024, and a 14-day appeal period ending June 21, 2024, where no comments or appeals were received;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council does hereby adopt the 2025-2030 Six-Year Transportation Improvement Plan (TIP), a copy of which is attached as Exhibit A and incorporated herein by reference.

Section 2. Effective Date. This resolution will take effect immediately upon passage by City Council.

ADOPTED THIS 25TH DAY OF JUNE, 2024

Dave Olson, Mayor

ATTEST:

Jill Schwerzler-Herrera, CMC
City Clerk

DRAFT

Exhibit A
2025-2030 Transportation Improvement Plan (TIP)

DRAFT

Transportation Improvement Program (TIP)
Years 2025-2030

Project No.		Transportation Project	Estimated Annual Project Expenditures									Total Project Cost	Comments
TIP	TIF Program		Prior Years (Actual)	2024 Estimate	2025	2026	2027	2028	2029	2030	Future Years		
1	R-3, R-9	Meridian/32nd & Meridian/36th Intersection improvements	\$ 35,000	\$ -	\$ -	TBD - Pending results of Project No. 2, below					\$ -	TBD	Coordinate intersection needs and alternatives with WSDOT, then construct improvements.
2	S-1	Meridian Ave E (SR-161) Preliminary Design	\$ 338,075	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438,075	Corridor Study reviewing cross section and intersection treatment needs south of 24th. (80% TIF Eligible)
3	N/A	Emergency Road Repair (Weather Related - Annual)		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000		\$ 175,000	Annual Program - Repair failures due to severe weather, wear and tear from freeze/thaw events and other causes.
4	R-4	Edgewood Drive Safety Improvements	\$ 562,225	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,535,000	\$ 11,097,225	Roadway widening, curb & gutter, stormwater system and pedestrian walkway. (40% TIF Eligible)
5	R-10	Chrisella Road East Safety Improvements	\$ 370,150	\$ 1,680,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,420,000	\$ 8,470,880	2021-2024: Improved markings, signage, lighting, sight distance, possible traffic calming measures; 2024+: Sidewalk, repair slopes south of 48th St E (40% TIF Eligible)
6	N/A	Citywide Road Preservation Program (Annual)		\$ 415,000	\$ 1,004,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 2,669,000	Annual program - Full width rubberized chipseal and/or 2" HMA grind and overlay. Minor crack sealing and repairs are included. (2024/2025: Added 48th St E Grant Funds)
7	S-3, N-1	Interurban Trail Phase III, Connection Feasibility Study	\$ 116,436	\$ 500,000	\$ 1,500,000	\$ 6,000,000	\$ 8,250,000	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 22,366,436	Develop approximately 1.05-mile corridor as a trail from 114th Avenue East to the City of Pacific. (20% TIF Eligible)
8	TBD - "N" Projects	Citywide Pedestrian Mobility and Safety Improvements (Annual)		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000		\$ 525,000	Annual Program - Walkways and/or trails with vegetated buffers for traffic safety, low level pedestrian lighting where appropriate, signs and pavement markings, as shown in the 2004 Pedestrian Study (20% TIF Eligible)
9	N/A	Citywide Traffic Safety Program (Annual)		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		\$ 350,000	Annual program - Neighborhood Traffic Calming Projects, Safety Projects and reconstruction of ADA deficiencies.
10	N/A	Citywide Road Maintenance Program (Annual)		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000		\$ 525,000	Annual program - Repair and maintenance of City transportation infrastructure, including traffic operations, signing and markings
11	MCE-2, MCE-7, MCE-16, MCW-4	Meridian Parallel Road Network Construction - Various Segments	\$ 288,426	\$ -	\$ -	\$ 290,000	\$ 1,310,000	\$ 900,000	\$ -	\$ -	\$ 5,470,000	\$ 8,258,426	Construct high-priority parallel road segments, closing gaps and fixing access deficiencies - Priority Order: MCW-4, MCE-16 (Chrisella), MCE-7, MCE-2. (60% TIF Eligible)
12	S-2, N-9	36th Street E Walkway Extension Feasibility/Design/Build	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000	Design and construct extension of existing walkway to new park property. (20% TIF Eligible)
13	R-6	Meridian & 12th/13th Intersection Improvements	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 250,000	\$ 2,000,000	\$ 1,900,000	\$ -	\$ 4,650,000	Design and construct intersection improvement(s) to address deficiencies. (60% TIF Eligible)
14	N/A	108th Ave E (north of 32nd St E) - Rebuild Failing Roadway	\$ -	\$ 50,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	Gather information and prepare construction plans to repair, prevent any other unexpected failures.
15	N/A	Caldwell Rd E & 129th Ave E - Intersection Regrade	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	Repave the intersection and remove the non-compliant grade transition.
Annual Totals			\$ 1,710,312	\$ 2,970,730	\$ 2,929,000	\$ 6,915,000	\$ 10,535,000	\$ 7,625,000	\$ 2,475,000	\$ 2,375,000	\$ 23,175,000	\$ 60,675,042	
					Proposed 6-Year Program Total:					\$ 32,854,000			
TIB Funding:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	2024-2026: Interurban Trail Funded 2024/2026: Interurban Trail Funded 2025: 48th St E Preservation; 2027: Meridian & 12th/13th Chrisella HSIP Grant (work in progress)
RCO WWRP Trails Grant:				\$ 168,217	\$ 1,500,000	\$ 1,331,783	\$ -	\$ -	\$ -	\$ -		\$ 3,000,000	
FHWA Funding (PSRC/PCRC):				\$ 331,783	\$ 600,000	\$ 2,480,000	\$ 350,000	\$ -	\$ -	\$ -		\$ 3,761,783	
WSDOT Funding:				\$ 1,680,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 1,680,730	
Public Works Trust Fund Loan:				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	2027/8: Interurban Trail; 2029/30: Meridian & 12th/13th
Other Grant Funds:				\$ -	\$ -	\$ -	\$ 4,892,217	\$ 4,800,000	\$ 800,000	\$ 760,000		\$ 11,252,217	
Total Anticipated Grant Funding:				\$ 2,180,730	\$ 2,100,000	\$ 3,811,783	\$ 5,242,217	\$ 4,800,000	\$ 800,000	\$ 760,000		\$ 19,694,730	2027: Interurban Trail (\$500k) 2027: Interurban Trail
Total City Funds Needed:				\$ 790,000	\$ 829,000	\$ 3,103,217	\$ 5,292,783	\$ 2,825,000	\$ 1,675,000	\$ 1,615,000		\$ 16,130,000	
Traffic Impact Fees				\$ 95,000	\$ 15,000	\$ 2,377,217	\$ 2,036,070	\$ 2,005,000	\$ 1,215,000	\$ 1,155,000		\$ 8,898,287	
REET Funds				\$ 435,000	\$ 404,000	\$ 250,000	\$ 750,000	\$ 250,000	\$ 250,000	\$ 250,000		\$ 2,589,000	
School Zone Camera Fees				\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000		\$ 770,000	
Park Impact Fees				\$ -	\$ -	\$ -	\$ 1,750,000	\$ -	\$ -	\$ -		\$ 1,750,000	
General Fund				\$ 150,000	\$ 300,000	\$ 366,000	\$ 646,713	\$ 460,000	\$ 100,000	\$ 100,000		\$ 2,122,713	

Prepared by: Jeremy Metzler, P.E.
Date Prepared: 6/12/2024

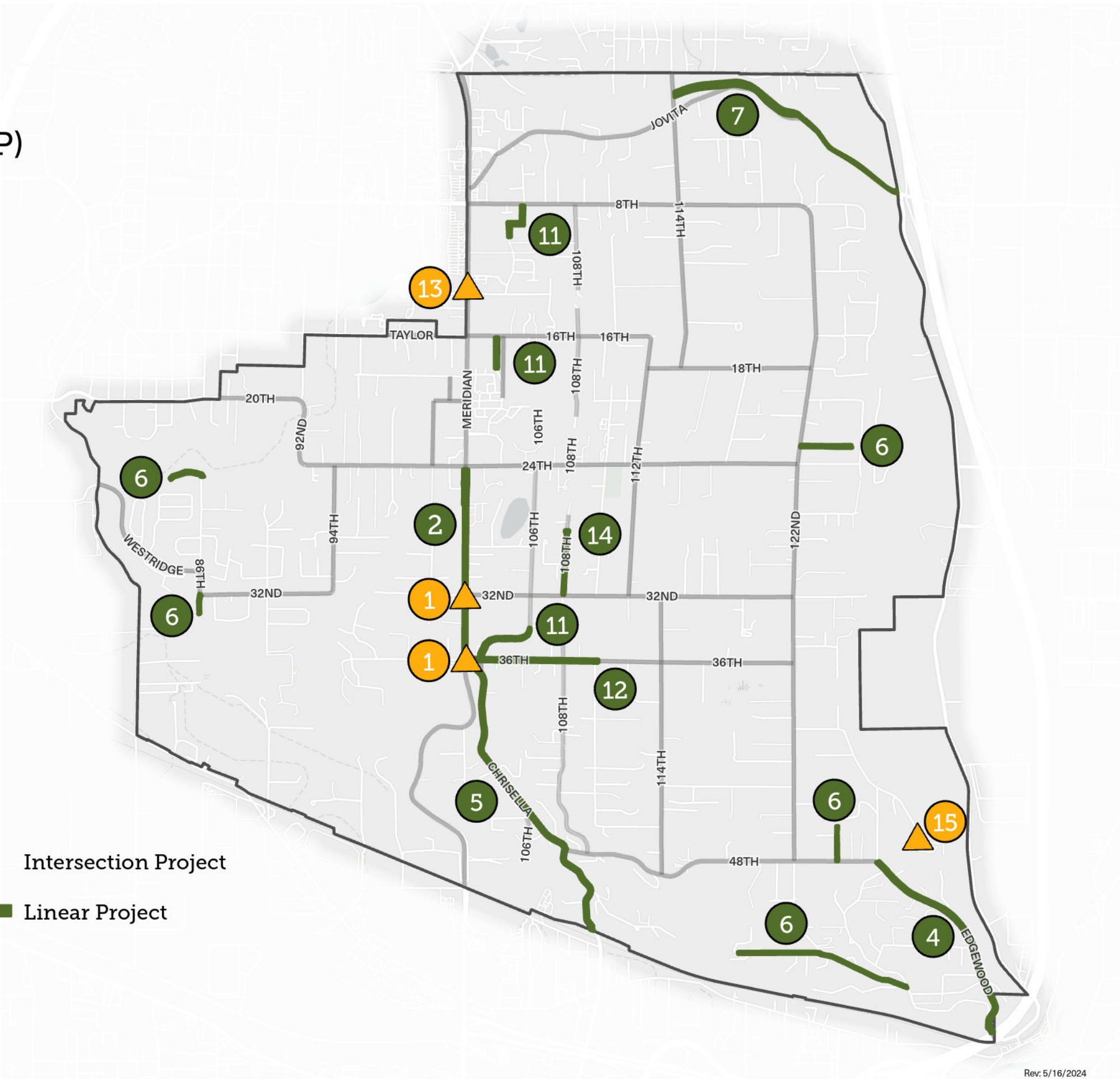


Transportation Improvement Plan (TIP) 2025-2030

Project No.		Transportation Project
TIP	TIF Program	
1	R-3, R-9	Meridian/32nd & Meridian/36th Intersection improvements
2	S-1	Meridian Ave E (SR-161) Preliminary Design
4	R-4	Edgewood Drive Safety Improvements
5	R-10	Chrisella Road East Safety Improvements
6	N/A	Citywide Road Preservation Program (Annual)
7	S-3, N-1	Interurban Trail Phase III, Connection Feasibility Study
11	MCE-2, MCE-7, MCE-16	Meridian Parallel Road Network Construction - Various Segments
12	S-2, N-9	36th Street E Walkway Extension Feasibility/Design/Build
13	R-6	Meridian & 12th/13th Intersection Improvements
14	N/A	108th Ave E (north of 32nd St E) - Rebuild Failing Roadway
15	N/A	Caldwell Rd E & 129th Ave E - Intersection Regrade

 Intersection Project

 Linear Project





Determination of Non-significance (DNS)

City of Edgewood ■ 2224 104th Ave East ■ Edgewood, Washington 98372-1513 ■ 253-952-3299

Date of Issuance:	May 24, 2024	
Project Name:	2025 – 2030 TRANSPORTATION IMPROVEMENT PLAN (TIP) UPDATE	
File:	#24-004-CODE	
Lead Agency:	City of Edgewood, 2224 104th Ave E, Edgewood, WA 98372	
Agency Contact:	Josh Kubitza, AICP, Planning Consultant 253-952-3299 comdev@cityofedgewood.org	
Applicant:	Edgewood Public Works Department 253-952-3299 cityhall@cityofedgewood.org	
Location:	Non-Project Action (Citywide) – See project map in application documents	
Project Description:	This is an annual update to the Transportation Improvement Plan (TIP), consistent with Revised Code of Washington (RCW) Chapter 35.77. A TIP is a short-range planning document showing funding sources and estimated amounts for motorized and non-motorized transportation projects planned for design and/or construction in the next six (6) years. It must be consistent with the City of Edgewood Comprehensive Plan and is intended to ensure coordination between the local jurisdiction and other agencies.	
Existing Documents:	• Application Form • SEPA Checklist • TIP Budget Spreadsheet • TIP Project Map	
SEPA Determination:	The lead agency for this proposal has determined that it does not have a probably significant adverse impact on the environment, and an environmental impact statement (EIS) is not required under RCW 43.21C.030(2)(c). This decision was made after review of a completed environmental checklist, the Edgewood Comprehensive Plan, and other municipal policies, plans, rules, and regulations designated as a basis for exercise of substantive authority under the State Environmental Protection Act (SEPA) pursuant to RCW 43.21C. This information is available to the public by request and at: http://noa.cityofedgewood.org/. This Determination of Nonsignificance (DNS) is issued under WAC 197-11-340(2); the lead agency will not act on this proposal for 14 days from the date of issuance. Comments must be submitted by 5:00 PM on June 7, 2024. Comments can be submitted to the Community & Economic Development Department at 2224 104th Avenue E, Edgewood, WA 98372 or comdev@cityofedgewood.org.	
Responsible SEPA Official:		5/24/2024
	Responsible Official Signature	Date
	Jeremy Metzler, Community Development Director 253-952-3299 comdev@cityofedgewood.org	
Appeal Period and Process:	Unless modified by the City, this determination will become final following the above comment deadline. Any person aggrieved by the City’s final determination may file an appeal no later than 5:00 PM on June 21, 2024 . Appeals must be submitted in writing and contain the information required in EMC 20.05.250(J) along with the required appeal fee. You should be prepared to make specific factual objections. All appeals shall contain a specific statement of reasons why the decision of the SEPA Responsible Official is alleged to be in error. Appeals may be in person, by mail, or via the City’s permit portal: portal.cityofedgewood.org .	



City Of Edgewood Council Agenda Summary Sheet

Subject: Naming of Streets, Public Facilities, and Public Parks	Agenda Item #: 3.D
	For Agenda of: 6/18/2024
	Prepared by: Jeremy Metzler
Attachments (list): 1. Ordinance 24-0XXX Naming Code Chapter 12.22 without Exhibit A(10882482.1) 2. New Chapter 12.22 of EMC Naming Of Streets Ordinance Exhibit A(10882480.1) 3. City of Edgewood Naming Policy_DRAFT	
Approval of Materials: Jeremy Metzler Rachel Pitzel, Assistant City Administrator 6/13/2024 Dave Olson 6/13/2024	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 06/18/2024 SS 06/25/2024 RCM

Summary Statement:

Currently, the City of Edgewood does not have a formal naming code or policy. Here, a new ordinance is proposed to establish Chapter 12.22 in the Edgewood Municipal Code, titled "Naming of Streets, Public Facilities, and Public Parks." This new chapter outlines the criteria and procedures for naming public spaces to foster community identity, pride, and heritage. The ordinance emphasizes the importance of naming as a means to honor historical figures, events, cultural significance, and individuals who have made significant contributions to the community. The criteria include neighborhood identification, historical significance, natural features, significant contributions, and outstanding civic service.

The ordinance also specifies the process for the City Council to designate names, including the potential for advisory boards or committees to provide recommendations. Additionally, it addresses the naming of interior features of public spaces, renaming procedures, signage requirements, maintenance responsibilities, and the council's authority to redesignate street names. The goal is to ensure a consistent and equitable approach to naming, reflecting the City's values and legacy while providing historical context for future generations.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Naming of Streets, Public Facilities, and Public Parks

Fiscal Note/Consideration:

N/A

ORDINANCE NO. 24-0xxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, ESTABLISHING A NEW CHAPTER OF THE EDGEWOOD MUNICIPAL CODE, CHAPTER 12.22 “NAMING OF STREETS, PUBLIC FACILITIES, AND PUBLIC PARKS” PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City recognizes the importance of naming streets, public facilities, and public parks as a means of fostering community identity, pride, and heritage;

WHEREAS, the naming of public spaces serves not only as a functional necessity but also as an opportunity to honor notable individuals, history, and cultural significance within the community;

WHEREAS, through the thoughtful selection of names for these public spaces, the City can offer a rich historical context for future generations, particularly when names are chosen to honor distinguished members of the community’s past; and

WHEREAS, the establishment of clear guidelines and procedures for the naming of streets, public facilities, and public parks will ensure a consistent and equitable approach, enhancing the City’s ability to reflect its values and legacy through these names;

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

Section 1. New Chapter Added. A new chapter 12.22 “Names of Streets, Public Facilities, and Public Parks” is hereby added to the Edgewood Municipal Code. Chapter 12.22 is attached as Exhibit A

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Corrections. Upon the approval of the city attorney and/or the city clerk, the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 4. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of final passage.

PASSED BY THE CITY COUNCIL ON THE 25TH DAY OF JUNE, 2024

Dave Olson, Mayor

ATTEST/AUTHENTICATED:

Jill Schwerzler-Herrera, CMC
City Clerk

APPROVED AS TO FORM:

Mali C. Barber, City Attorney

Date of Publication: June 28, 2024
Effective Date: July 3, 2024

Exhibit A

Title 12

STREETS, SIDEWALKS AND PUBLIC PLACES

Chapters:

12.02 Design of Highways and Streets

12.03 Underground Installation of Utilities

12.05 Roads and Rights-of-Way

12.06 Right-of-Way Franchises and Permits for Public and Private Utilities

**12.08 Right-of-Way Use – Master Use Permit and Utility Relocation
(Telecommunications and Cable Television)**

12.10 Park Regulations

12.12 Nonmotorized Transportation Systems

12.14 Street and Alley Vacations

12.16 Street Use Permits

12.18 Leases of City Property

12.20 Trespass Warnings on City Property

NEW Chapter 12.22

NAMING OF STREETS, PUBLIC FACILITIES, AND PUBLIC PARKS

Sections:

12.22.010 Selection of name – Criteria.

12.22.020 Designation of name by City Council.

12.22.030 Naming of interior features.

12.22.040 Renaming procedure.

12.22.050 Signing.

12.22.010 Selection of name – Criteria.

It is the policy of the city to choose names for streets, public facilities, and/or public parks based upon the site's relationship to the following criteria:

A. Neighborhood, geographic or common usage identification;

B. An historical figure, place, event or other instance of historical or cultural significance;

C. Natural or geological features;

D. An individual (living or deceased) who has made a significant land and/or monetary contribution to the community or who has had the contribution made "in memoriam" and when the name has been stipulated as a condition of the donation; or

E. An individual who has contributed outstanding civic service to the city.

12.22.020 Designation of name by city council.

A. The city council shall designate the names of public parks, public facilities and/or streets. The city council may choose to make its selection after receiving a written recommendation from any one of the city's advisory boards, or a specially appointed committee, based upon public input from individuals and organizations. Such written recommendation shall state how the proposed name(s) meet(s) the criteria in EMC 12.22.010. If a contest or competition is to be held to determine the name of a street, public facility, and/or public park the advisory board/committee shall establish guidelines and rules for the contest. No city funds shall be used for any contest prizes.

B. The city council shall designate historic road/street names. The city council may choose to establish historic road/street names after receiving a written recommendation from a city advisory board or committee. Historic road/street signs shall meet the requirements of EMC 12.22.060 and shall be noted in the file of existing street names to avoid duplication of road or street names per EMC 12.22.070.

12.22.030 Naming of interior features.

The interior features of a public park or public facility may be named separately from the main park or facility; and should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this section.

12.22.040 Renaming procedure.

Once a name is selected for a street, public facility and/or public park, it should be bestowed with the intention that it will be permanent, and changes should be strongly resisted. Name changes shall be subject to the procedures set forth in this chapter.

12.22.050 Signing.

Following selection of a name by the city council for a street, public facility and/or public park, the public works department will identify the specific park, facility or street by appropriate signing specifying the name. All signage must comply with the Edgewood Sign Code, EMC 18.97, as applicable.

12.22.060 Street and road sign requirements.

A. All street and road signs shall conform as nearly as practicable to this Title and WAC Chapter 468-95.

B. Historic street and road signs shall be brown background, white lettering and match the upper and lower case of the existing street/road sign. The historic name sign shall be placed under the street/road sign. The sign shall have the historic name centered on the sign, preceded by “historic” and followed by “name.” The lettering shall be a minimum of three inches for upper case letters and two and one-quarter inches for lower case letters and in no case be more than 75 percent of the street sign’s lettering.

12.22.070 Maintenance procedures – department responsibilities.

The public works department shall be responsible for maintaining a file of existing street names established under this chapter, and a catalog of potential street names for the purpose of insuring that proposed street names are in conformance with this chapter and do not duplicate existing names. The community development department is authorized to assign addresses upon request by private and public agencies and to new subdivision plats.

12.22.080 Council redesignation of streets.

A. Notwithstanding provisions in this chapter, the city council reserves the option of changing street names or changing numbered streets to named streets, pursuant to the criteria listed in this chapter. Applications to the council for street renaming shall contain the signatures of the majority of persons having ownership in properties addressed on the street to be renamed. Notice of proposed name changes shall be mailed to all property owners whose addresses would be changed at least 20 days prior to council action. A change of street names shall be accomplished by the adoption of an ordinance directing such change.

B. The council shall consider technical input from the department, locational and development characteristics relative to the street and the impact of the change on existing businesses and residences, as well as on emergency vehicle responsiveness, in determining whether the change should be granted. Only entire street lengths or distinct

major portions of streets shall be separately renamed by the city. For purposes of this ordinance, “distinct major portions” shall mean a separate portion of a street identifiable by either a directional shift of at least 45 degrees or an interrupted interval of at least one-quarter mile.

EDGEWOOD
Washington
CITY OF EDGEWOOD
POLICIES AND PROCEDURES

TITLE:	POLICY MANUAL SECTION & NO.	
Naming or Renaming of City Owned Property and Streets	<i>To be assigned....</i>	
APPROVED BY	REVISES OR SUPERSEDES	EFFECTIVE DATE:
Mayor Olson	00/00/0000	06/25/2024

I. Purpose

To establish a uniform policy regarding the naming or renaming of City owned property including parks, facilities, buildings, and streets that ensure compatibility with the community interest.

II. Scope

- A. This policy affects City owned properties only.
- B. The following types of City owned property are included within the scope of this policy:
 - (1) Buildings and structures
 - (2) Streets
 - (3) Other real property, including open spaces and parks.
- C. This policy does not apply to the following types of property:
 - a. Historically registered properties for which a name has been indicated on a nomination form and accepted for use on a historic register.
- D. This policy does not apply to names of City properties in return for financial or in-kind contributions or sponsorships.

III. Authority

- A. The City Council shall designate the names of parks, facilities, buildings, open spaces, non-numbered streets, and honorary street designations.
- B. The Community Development Director shall designate the names of numbered City streets in conformance with the Pierce County grid system (PCC 10.44). Streets shall be assigned a name

when the numbering grid is deemed unfeasible or when the City Council acts pursuant to Sections 6 and/or 7 of this Policy.

IV. Criteria for Naming City Property

A. These policies shall be in accordance with the requirements of EMC Chapter 12.22. EMC 12.22.010 and the following unranked criteria should be used to guide decision making on naming City property:

- (1) Geographical location.
- (2) Building or property's purpose.
- (3) Cultural attributes.
- (4) Significant historical events.
- (5) Natural or geological features.
- (6) City identity and image.
- (7) Names of persons who have made an outstanding civic contribution to the community, or whose names are of historic significance to the area.
- (8) Names of City officials who served for a minimum of 10 years and who made outstanding contributions over and above the typical duties required by their positions and had a positive impact on the past and future development of programs, projects or facilities.

V. General

- A. Portions of a facility may have another name than that of the entire facility or features may be dedicated to or in honor of a person.
- B. City property shall not ordinarily be named for living individuals, although exceptions may be considered when significant contributions or unusually outstanding public service would so justify, and when the individual is no longer serving the City in an official capacity.
- C. Property named after individuals requires written consent of the named party's representative.
- D. There shall be a lapse of at least 12 months between the date of the death of a person(s) or of an event to be commemorated and a final decision by the City Council.

- E. Naming commemorations that meet the criteria and are significant to underrepresented populations are encouraged and shall be prioritized.

VI. Naming Procedures for New Property

- A. Names for new parks, facilities, buildings, open spaces, and streets can be suggested by elected officials, staff, and members of the public.
- B. Name suggestions must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. If the suggested name(s) complies with this Policy, the City shall provide an open public comment period of 30 days that is advertised broadly including notification to all members of the City's Boards and Commissions.
- D. The suggested name(s) may be placed on an agenda of the City Council Committee most closely affiliated with the property being named or on an agenda of a Committee of the Whole meeting.
- E. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed name.
- F. Name changes shall be subject to the criteria and procedures set forth in this Policy.

VII. Street Renaming Procedures

- A. Renaming of existing streets is generally discouraged due to impacts to abutting property owners, emergency response times, and regional wayfinding.
- B. Requests to rename existing streets must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A.
- C. Renaming of existing streets requires written support of at least 75% by linear frontage of affected property owners, which shall be gathered at the expense of the proponent.
- D. If the proposed name complies with this Policy has sufficient support from abutting property owners, and will not adversely impact emergency vehicle responsiveness, the City shall provide an open public comment period of 30 days, including a public hearing at a regular City Council meeting, and send notification to all members of the City's Boards and Commissions.

- E. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed street name change.
- F. If the City approves a renaming, the City Council shall designate an effective date that provides sufficient time for abutting property owners, residents, and businesses to mitigate the name change.

VIII. Honorary Street Designations

Honorary street designations are intended to recognize and honor individuals or groups without changing the official name of the street or the official addresses of residents and businesses on the street. Requests for honorary street designations must be accompanied by written rationale for the name and significance of the proposed name to the criteria in Section 4.A. If the proposed name complies with this Policy, the City shall provide an open public comment period of 30 days, including a public hearing at a regular City Council meeting, that is advertised broadly including notification to all members of the City's Boards and Commissions. The City Council shall review all public comment received in its determination as to whether the public interest is served by the proposed honorary street designation.