



**CITY OF EDGEWOOD  
REGULAR COUNCIL MEETING AGENDA**

Tuesday, May 12, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA  
Zoom: <https://cityofedgewood-org.zoom.us/j/86916509308>

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- 1. CALL TO ORDER**
- 2. PRESENTATION**
  - A. Town Center Development Regulations
- 3. AUDIENCE COMMENT**
- 4. MAYOR'S REPORT**
- 5. CONSENT AGENDA:** *The consent agenda includes items that are routine in nature and are adopted by one motion. Should Council wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under Council Business.*  
The following items are presented for Council approval:
  - A. Regular City Council Meeting Minutes of April 28, 2026
  - B. Study Session Meeting Minutes of May 5, 2026
  - C. **AB26-104** - a motion approving May 2026 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$194,764.72 and Vendor Check Numbers 26769 through 26785, with EFT and Direct Pay Payments in the amount of \$218,652.14. Total distributions submitted for review and authorization in the amount of \$413,416.86.
- 6. COUNCIL BUSINESS**
  - A. **AB26-0708** - Ordinance 26-0708 PW Standards and Code Updates
  - B. **AB26-0709** - Ordinance 26-0709 Sanitary Sewer Code Updates
  - C. **AB26-0793** - Resolution 26-0793 Council Rules of Procedure
- 7. COUNCIL COMMENTS**
- 8. ADJOURN**

*This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.*



**City Of Edgewood  
Council Agenda Summary Sheet**

<b>Subject:</b> Town Center Development Regulations	<b>Agenda Item #:</b> 2.A
	<b>For Agenda of:</b> 5/12/2026
	<b>Prepared by:</b> Jeremy Metzler

**Attachments (list):**

<b>Approval of Materials:</b>	<b>Expenditure Required:</b>
Jeremy Metzler	N/A
Rachel Pitzel, Assistant City Administrator      05/06/2026	<b>Amount Budgeted:</b>
Dave Olson, Mayor      05/07/2026	N/A
	<b>Timeline:</b>
	05/12/2026 RCM

**Summary Statement:** Following up on recent Council conversations, staff has prepared a presentation about development regulations in the Town Center zoning district, touching on the following points:

- 2024 Comprehensive Plan
- Ordinance 26-0698
- Former Dhaliwal Site
- Next Steps

**Item History:**  
N/A

**Recommended Action:**  
Presentation Only

**Fiscal Note/Consideration:**  
N/A



## CITY OF EDGEWOOD

### REGULAR COUNCIL MEETING AGENDA SUMMARY

Tuesday, April 28, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

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#### 1 CALL TO ORDER

Mayor Olson called the meeting to order at 7:00pm and Ruby Upshaw led attendees in the Pledge of Allegiance.

**Present:** Mayor Olson, Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith (virtually via Zoom), Councilmember Rasmus, Councilmember Edwards, Councilmember Southard

#### 2 AUDIENCE COMMENT

**Motion:** To suspend the council rules of procedure to extend audience comment from three to five minutes **Action:** Approved **Moved by:** Councilmember Ramirez **Seconded by:** Councilmember Rasmus **Motion Passed 7-0**

Jack Williams spoke.

#### 3 MAYOR'S REPORT

Mayor Olson shared his report with those in attendance.

#### 4 CONSENT AGENDA:

- A. Regular Council Meeting Minutes of April 14, 2026
- B. Study Session Meeting Minutes of April 21, 2026
- C. **AB26-103** - a motion approving April 2026 Budgeted Expenditures as follows: Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; Employment Security Department; IRS 941; Employment Security Department-WA Cares Fund; Employment Security Department-PFML; and Department of Labor & Industry in the amount of \$158,128.15 and Vendor Check Numbers 26762 through 26768, with EFT and Direct Pay Payments in the amount of \$308,907.84. Total distributions submitted for review and authorization in the amount of \$467,035.99.  
**Motion:** As read **Action:** Approved **Moved by:** Councilmember Pazaruski **Seconded by:** Councilmember Ramirez **Motion Passed 7-0**

#### 5 COUNCIL BUSINESS

- A. **AB26-0702** - Ordinance 26-0702 2nd Reading/Adopting NFC Franchise Agreement  
**Motion:** As read **Action:** Approved **Moved by:** Councilmember Southard **Seconded by:** Councilmember Rasmus **Motion Passed 7-0**
- B. **AB26-0705** - Ordinance 26-0705, repealing EMC 2.10.030 and 2.10.040 - Mayor and Council Salaries  
**Motion:** As read **Action:** Approved **Moved by:** Deputy Mayor Creley **Seconded by:** Councilmember Pazaruski **Motion Passed 7-0**
- C. **AB26-0706** - Ordinance 26-0706, amending EMC Chapter 2.10.050 - Salary Commission

**Motion:** As read **Action:** Approved **Moved by:** Councilmember Ramirez **Seconded by:** Councilmember Edwards **Motion Passed 7-0**

**D. AB26-0707** - Ordinance 26-0707, amending EMC 3.25.010 - Payment of Claims

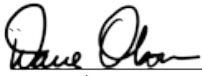
**Motion:** As read **Action:** Approved **Moved by:** Councilmember Edwards **Seconded by:** Councilmember Southard **Motion Passed 7-0**

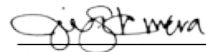
**6 COUNCIL COMMENTS**

Mayor Olson, Councilmembers Keith, Ramirez, and Southard, Deputy Mayor Creley spoke.

**7 ADJOURN**

Mayor Olson adjourned the meeting at 7:33pm.

  
Dave Olson  
Mayor

  
Jill Schwerzler-Herrera  
City Clerk/HR Director



## CITY OF EDGEWOOD

### STUDY SESSION MEETING AGENDA SUMMARY

Tuesday, May 5, 2026 – 7:00 PM ♦ City Hall – 10440 Dom Calata Way E ♦ Edgewood, WA

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#### 1 CALL TO ORDER

Mayor Olson called the meeting to order at 7:00pm and led attendees in the Pledge of Allegiance.

**Present:** Mayor Olson, Deputy Mayor Creley (virtually via Zoom), Councilmember Pazaruski, Councilmember Ramirez, Councilmember Keith (virtually via Zoom) Councilmember Rasmus, Councilmember Edwards, Councilmember Southard

#### 2 PRESENTATIONS

**A. Unified Regional Approach to Homeless in Pierce County**

Pierce County Council Chair Jani Hitchen and Policy Analyst Mary Connolly provided an overview of the Unified Regional Approach (URA) to homelessness in Pierce County. The presentation included discussion regarding regional collaboration efforts, causes and impacts of homelessness, housing insecurity data specific to Edgewood, available county and local resources, and challenges individuals face when accessing services. The presenters also discussed the importance of coordinated responses and improving access to homelessness prevention and support programs throughout Pierce County.

**B. Sewer Utility and General Sewer Plan Overview**

Community Development Director Jeremy Metzler provided a presentation on the City's General Sewer Plan. Discussion included existing sewer infrastructure, future service needs, projected growth impacts, planning considerations, and updates required to maintain compliance with state and regional planning requirements.

#### 3 COUNCIL BUSINESS

**A. Equity, Diversity, and Inclusion Council Sub-Committee Update**

EDI sub-committee members discussed recent activities, community engagement efforts, and ongoing initiatives related to inclusivity and outreach within the City.

**B. PW Standards and Code Updates**

Community Development Director Jeremy Metzler presented proposed Public Works Standards and code updates. Discussion included development standards, infrastructure requirements, consistency with current regulations, and proposed revisions intended to support future growth and development.

**C. Sanitary Sewer Code Updates**

Community Development Director Jeremy Metzler presented proposed sanitary sewer code updates. Discussion included revisions to sewer-related regulations, alignment with the General Sewer Plan, development and connection requirements, maintenance responsibilities, and updates intended to ensure compliance with current standards and future infrastructure needs.

**D. Council Rules of Procedure**

**Motion:** To extend the meeting to 10pm **Action:** Approved **Moved by:** Councilmember Edwards **Seconded by:** Deputy Mayor Creley **Motion Passed 7-0**

Council reviewed and discussed proposed updates to the Council Rules of Procedure. Discussion included agenda procedures, motions, meeting administration, Zoom/remote participation, retreat procedures, and clarification of Council and Mayor roles related to agenda management.

**E. Fireworks** (*DM Creley, Sponsor / CM Ramirez, Co-Sponsor*)

Council discussed future fireworks regulations and potential options for 2027 and beyond following the repeal of the City's prior ordinance in favor of state regulations for 2026. Discussion included enforcement concerns, allowable fireworks, and possible future code amendments.

**F. Standing Committee Structure** (*CM Keith, Sponsor / DM Creley, Co-Sponsor*)

Council discussed proposed changes to the Council standing committee structure. Discussion included committee organization, appointment procedures, and committee responsibilities.

**G. Council Committee Appointments** - (*CM Keith, Sponsor / DM Creley, Co-Sponsor*)

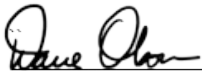
This item was not discussed due to the meeting adjournment.


**4 OTHER COUNCIL ITEMS**

There was no further discussion.

**5 ADJOURN**

Mayor Olson adjourned the meeting at 10:00pm.

  
\_\_\_\_\_  
Dave Olson  
Mayor

  
\_\_\_\_\_  
Jill Schwerzler-Herrera  
City Clerk/HR Director



**City Of Edgewood  
Council Agenda Summary Sheet**

<b>Subject:</b> <b>AB26-104</b> - a motion approving May 2026 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$194,764.72 and Vendor Check Numbers 26769 through 26785, with EFT and Direct Pay Payments in the amount of \$218,652.14. Total distributions submitted for review and authorization in the amount of \$413,416.86.	<b>Agenda Item #:</b> 5.C														
	<b>For Agenda of:</b> 5/12/2026														
	<b>Prepared by:</b> Stephanie Goff, Vicki Bradeen														
<b>Attachments (list):</b> 1. 051226 Check Register 2. 051226 Voucher Directory															
<table border="0"> <tr> <td align="center" colspan="2"><b>Approval of Materials:</b></td> </tr> <tr> <td>Stephanie Goff, Vicki Bradeen</td> <td></td> </tr> <tr> <td>Rachel Pitzel, Assistant City Administrator</td> <td align="center">05/07/2026</td> </tr> <tr> <td>Dave Olson, Mayor</td> <td align="center">05/07/2026</td> </tr> </table>	<b>Approval of Materials:</b>		Stephanie Goff, Vicki Bradeen		Rachel Pitzel, Assistant City Administrator	05/07/2026	Dave Olson, Mayor	05/07/2026	<table border="0"> <tr> <td><b>Expenditure Required:</b></td> <td>\$413,416.86</td> </tr> <tr> <td><b>Amount Budgeted:</b></td> <td>\$413,416.86</td> </tr> <tr> <td><b>Timeline:</b></td> <td></td> </tr> </table>	<b>Expenditure Required:</b>	\$413,416.86	<b>Amount Budgeted:</b>	\$413,416.86	<b>Timeline:</b>	
<b>Approval of Materials:</b>															
Stephanie Goff, Vicki Bradeen															
Rachel Pitzel, Assistant City Administrator	05/07/2026														
Dave Olson, Mayor	05/07/2026														
<b>Expenditure Required:</b>	\$413,416.86														
<b>Amount Budgeted:</b>	\$413,416.86														
<b>Timeline:</b>															

**Summary Statement:**

AB26-101 approving May 2026 Budgeted Expenditures as follows: AWC Employee Benefit Trust; Deferred Compensation Program; Payroll Direct Deposit; Department of Retirement Systems; and IRS 941 in the amount of \$194,764.72 and Vendor Check Numbers 26769 through 26785, with EFT and Direct Pay Payments in the amount of \$218,652.14. Total distributions submitted for review and authorization in the amount of \$413,416.86.

**Item History:**

**Recommended Action:**

MOTION to adopt AB26-104 - a motion approving May 2026 Budgeted Ex as presented under the Consent Agenda.

**Fiscal Note/Consideration:**

City of Edgewood 2026  
 May 12, 2026 Council Meeting Check & EFT Payment Distribution Review & Authorization

Number	Name	Print Date	Amount
<b>US Bank PAYROLL ACCOUNT DISTRIBUTION</b>			
<b>10611 Last Number Issued Previous Authorization</b>			
<u>AWC EFT 4/30/26</u>	AWC Employee Benefit Trust	4/30/2026	\$55,986.27
<u>DCP EFT 4/30/26</u>	Deferred Compensation Program	4/30/2026	\$18,527.62
<u>Direct Deposit Run -</u>	Payroll Vendor	4/30/2026	\$89,921.29
<u>DRS EFT 4/30/26</u>	Dept of Retirement Systems	4/30/2026	\$13,591.74
<u>IRS EFT 4/30/26</u>	IRS 941	4/30/2026	\$16,737.80
<b>Total</b>			<b>\$194,764.72</b>

Number	Name	Print Date	Amount
<b>CLAIM VOUCHER ACCOUNT DISTRIBUTION</b>			
<b>26768 Last Number Issued Previous Authorization</b>			
<u>26769</u>	Budget Blinds of Bonney Lake	5/12/2026	\$8,531.01
<u>26770</u>	City of Sumner	5/12/2026	\$9,825.17
<u>26771</u>	Concentra-Occupational Health Centers of WA	5/12/2026	\$67.00
<u>26772</u>	Confluence Environmental Company	5/12/2026	\$334.41
<u>26773</u>	Drain-Pro	5/12/2026	\$695.13
<u>26774</u>	Ewing Irrigation Products Inc.	5/12/2026	\$65.27
<u>26775</u>	General Code, LLC	5/12/2026	\$4,999.50
<u>26776</u>	Gray & Osborne, Inc	5/12/2026	\$1,440.09
<u>26777</u>	Kelley Create	5/12/2026	\$242.60
<u>26778</u>	Measure Meant, SPC	5/12/2026	\$14,000.00
<u>26779</u>	Pierce County Budget & Finance	5/12/2026	\$5,601.94
<u>26780</u>	Pierce County Budget & Finance PW	5/12/2026	\$3,873.34
<u>26781</u>	Ray, Matthew H.	5/12/2026	\$330.60
<u>26782</u>	Edgewood Heights LLC	5/12/2026	\$3,664.03
<u>26783</u>	Tacoma Screw Products Inc	5/12/2026	\$229.08
<u>26784</u>	Transportation Systems Inc.	5/12/2026	\$391.41
<u>26785</u>	West Coast Energy Systems, LLC	5/12/2026	\$1,554.17
<u>Direct Pay Payment</u>	Amazon Capital Services	5/12/2026	\$2,038.84
<u>Direct Pay Payment</u>	Pape Machinery Inc.	5/12/2026	\$176.45
<u>Direct Pay Payment</u>	Pitney Bowes	5/12/2026	\$500.00
<u>Direct Pay Payment</u>	RS Underground, Inc	5/12/2026	\$42,690.00
<u>Direct Pay Payment</u>	Smarsh, Inc.	5/12/2026	\$18.60
<u>Direct Pay Payment</u>	TK Elevator	5/12/2026	\$110.10
<u>Direct Pay Payment</u>	Transpo Group	5/12/2026	\$10,732.50
<u>Direct Pay Payment</u>	Utilities Underground Location Center	5/12/2026	\$264.96
<u>Direct Pay Payment</u>	Department of Commerce	5/12/2026	\$43,237.68
<u>Direct Pay Payment</u>	Grainger	5/12/2026	\$1,268.36
<u>Direct Pay Payment</u>	Herrera Environmental Consultants, Inc.	5/12/2026	\$13,523.72
<u>Direct Pay Payment</u>	Inslee, Best, Doezie & Ryder, P.S.	5/12/2026	\$11,818.50
<u>Direct Pay Payment</u>	Jennings Equipment, Inc.	5/12/2026	\$2,276.07
<u>Direct Pay Payment</u>	McClatchy Company LLC	5/12/2026	\$1,533.95
<u>Direct Pay Payment</u>	McKinstry Co, LLC	5/12/2026	\$3,456.14
<u>Direct Pay Payment</u>	Motion Picture Licensing Corporation	5/12/2026	\$1,077.12
<u>EFT Payment 5/7/2026</u>	Comcast	5/12/2026	\$455.68
<u>EFT Payment 5/7/2026</u>	Verizon Connect Fleet	5/12/2026	\$175.95
<u>EFT Payment 5/7/2026</u>	Verizon Wireless	5/12/2026	\$1,162.67
<u>EFT Payment 5/7/2026</u>	Xtreme Graphix, Inc.	5/12/2026	\$43.80
<u>EFT Payment 5/7/2026</u>	Kings III Emergency Communications	5/12/2026	\$55.00
<u>EFT Payment 5/7/2026</u>	Lakehaven Water & Sewer District	5/12/2026	\$313.48
<u>EFT Payment 5/7/2026</u>	Linde Gas & Equipment Inc.	5/12/2026	\$295.12
<u>EFT Payment 5/7/2026</u>	McLendon - Parkrose Hardware	5/12/2026	\$1,328.65
<u>EFT Payment 5/7/2026</u>	Murrey's Disposal Company	5/12/2026	\$535.09
<u>EFT Payment 5/7/2026</u>	O'Reilly Auto Parts	5/12/2026	\$630.09
<u>EFT Payment 5/7/2026</u>	Puget Sound Energy	5/12/2026	\$22,944.19
<u>EFT Payment 5/7/2026</u>	Sherwin-Williams	5/12/2026	\$144.68
<b>Total Claims Voucher Distribution</b>			<b>\$218,652.14</b>
<b>Total Distribution Submitted for Review &amp; Authorization</b>			<b>\$413,416.86</b>

Authorization Adjustments:	-
Total Distribution Net of Prior Authorized Adjustments	<b>\$413,416.86</b>

**Claims Voucher Approval:** I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Edgewood, and that I am authorized to authenticate and certify to said claim.

\_\_\_\_\_ Accounting Manager, Stephanie Goff  
 \_\_\_\_\_ Mayor, Dave Olson  
 \_\_\_\_\_ Council Member



# Voucher Directory

Fiscal : 2026 - May  
Council Date : 2026 - May - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
<b>Amazon Capital Services</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 1</b>	<b>2026 - May - 1st Council Meeting</b>		
		<b>19JY-GHRH-1KYF</b>			
			<b>April Statement</b>		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$815.19
				Printer Ink Cartridge;Labelmaker Labels; Batteries;Pens;Tissues;Air Fryer;Office Chair;Hand Soap	
			001-018-000-518-20-49-01	Memberships & Subscriptions	\$142.05
				Amazon Business Prime Annual Membership	
			001-018-000-518-85-35-01	IT Small Tools/Minor Equipment	\$700.43
				Phone Case (3); HDMI Cable (2);Go-Pro Camera,Mount,SD Card	
			001-018-000-594-18-64-02	Cap Exp-Computer Hardware	\$264.22
				Docking Station	
			001-021-000-521-20-31-01	Office & Operational Supplies	\$9.68
				Roll of 2,000 Raffle Tickets	
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$36.56
				Mesh Tarp-Dump Truck	
			001-076-000-576-80-31-01	Operational Supplies	\$55.04
				Outdoor Solar Lights-City Hall Entrance	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$15.67
				Mesh Tarp-Dump Truck	
		<b>Total 19JY-GHRH-1KYF</b>			<b>\$2,038.84</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 1</b>			<b>\$2,038.84</b>
<b>Total Amazon Capital Services</b>					<b>\$2,038.84</b>
<b>Budget Blinds of Bonney Lake</b>					
	<b>26769</b>		<b>2026 - May - 1st Council Meeting</b>		
		<b>8807</b>			
			<b>PO 2026019</b>		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$8,531.01
				Solar & Roller Shades/UV Blocking Window Film-Council Chambers	
		<b>Total 8807</b>			<b>\$8,531.01</b>
	<b>Total 26769</b>				<b>\$8,531.01</b>
<b>Total Budget Blinds of Bonney Lake</b>					<b>\$8,531.01</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>City of Sumner</b>	<b>26770</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>1475</b>			
			<b>May Services</b>		
			001-019-000-554-30-41-01	Animal Control Services	\$9,825.17
				Animal Control Svs. for May	
		<b>Total 1475</b>			<b>\$9,825.17</b>
	<b>Total 26770</b>				<b>\$9,825.17</b>
<b>Total City of Sumner</b>					<b>\$9,825.17</b>
<b>Comcast</b>					
	<b>EFT Payment 5/7/2026 10:31:57 AM - 1</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>8498 35 021 0602869 4/29-5/28/26</b>			
			<b>4/29-5/28/26 Services</b>		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$455.68
				City Hall Public Internet	
		<b>Total 8498 35 021 0602869 4/29-5/28/26</b>			<b>\$455.68</b>
	<b>Total EFT Payment 5/7/2026 10:31:57 AM - 1</b>				<b>\$455.68</b>
<b>Total Comcast</b>					<b>\$455.68</b>
<b>Concentra-Occupational Health Centers of WA</b>					
	<b>26771</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>90622580</b>			
			<b>April Services</b>		
			001-019-010-518-10-49-02	Background Checks	\$67.00
				Random Drug Testing-L.Bell	
		<b>Total 90622580</b>			<b>\$67.00</b>
	<b>Total 26771</b>				<b>\$67.00</b>
<b>Total Concentra-Occupational Health Centers of WA</b>					<b>\$67.00</b>
<b>Confluence Environmental Company</b>					
	<b>26772</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>19803</b>			
			<b>March Services</b>		
			001-058-000-558-60-41-01	Professional Services-Reimbursable	\$334.41
				Peer Wetland Review-#26-1037-Kvaratskhelia Clear & Grade	
		<b>Total 19803</b>			<b>\$334.41</b>
	<b>Total 26772</b>				<b>\$334.41</b>
<b>Total Confluence Environmental Company</b>					<b>\$334.41</b>
<b>Department of Commerce</b>					
	<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 2</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>PWTF-254022</b>			
			<b>Ph 1 Sewer Design PR08-951-083</b>		
			202-000-000-591-35-78-02	Principal PWTF Loan Payment	\$29,411.77
				Ph 1 Sewer System Design Contract PR08-951-083	

Vendor	Number	Reference	Account Number	Description	Amount
			202-000-000-592-35-83-02	Interest PWTF Loan Payment	\$441.18
				Ph 1 Sewer System Design Contract PR08-951-083	
		<b>Total PWTF-254022</b>			<b>\$29,852.95</b>
		<b>PWTFNT-291332</b>			
			<b>Jovita Blvd Realignment Prj PC12-951-080</b>		
			340-000-000-591-95-78-02	Principal PWTF Loan Payment	\$13,186.93
				Jovita Blvd Realignment-Contract PC12-951-080	
			340-000-000-592-95-82-01	Interest PWTF Loan Payment	\$197.80
				Jovita Blvd Realignment-Contract PC12-951-080	
		<b>Total PWTFNT-291332</b>			<b>\$13,384.73</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 2</b>			<b>\$43,237.68</b>
<b>Total Department of Commerce</b>					<b>\$43,237.68</b>
<b>Drain-Pro</b>					
	26773			<b>2026 - May - 1st Council Meeting</b>	
		147956			
			<b>April Services</b>		
			001-076-000-576-80-41-01	Professional Services	\$688.13
				Annual O&M Inspection--Trailhead Park	
		<b>Total 147956</b>			<b>\$688.13</b>
		155914			
			<b>April Svcs Nelson Nature Park</b>		
			001-076-000-576-80-45-03	Operating Rentals	\$7.00
				Seat Covers-Nelson Nature Park	
		<b>Total 155914</b>			<b>\$7.00</b>
	<b>Total 26773</b>				<b>\$695.13</b>
<b>Total Drain-Pro</b>					<b>\$695.13</b>
<b>Ewing Irrigation Products Inc.</b>					
	26774			<b>2026 - May - 1st Council Meeting</b>	
		30057562			
			<b>April Purchases</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$65.27
				Irrigation Parts-Nelson Nature Park	
		<b>Total 30057562</b>			<b>\$65.27</b>
	<b>Total 26774</b>				<b>\$65.27</b>
<b>Total Ewing Irrigation Products Inc.</b>					<b>\$65.27</b>
<b>General Code, LLC</b>					
	26775			<b>2026 - May - 1st Council Meeting</b>	
		PG000045902			
			<b>Supplement Project No 2</b>		
			001-019-030-514-20-41-01	Professional Services	\$4,999.50

Vendor	Number	Reference	Account Number	Description	Amount
				Pages (207); Tables & Images	
		<b>Total PG000045902</b>			<b>\$4,999.50</b>
	<b>Total 26775</b>				<b>\$4,999.50</b>
<b>Total General Code, LLC</b>					<b>\$4,999.50</b>
<b>Grainger</b>					
	<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 3</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>9889501962</b>			
			<b>April Purchases</b>		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$204.16
				Lockable Trimmer Rack-Equipment Trailer	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$87.50
				Lockable Trimmer Rack-Equipment Trailer	
		<b>Total 9889501962</b>			<b>\$291.66</b>
		<b>9891452303</b>			
			<b>April Purchases</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$976.70
				Hand Soap Refill-Pk2 (Qty 10)-ECP	
		<b>Total 9891452303</b>			<b>\$976.70</b>
	<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 3</b>				<b>\$1,268.36</b>
<b>Total Grainger</b>					<b>\$1,268.36</b>
<b>Gray &amp; Osborne, Inc</b>					
	<b>26776</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>7-G&amp;O Prj. 25527.00</b>			
			<b>Apr Svcs-48th Street E Preservation CM</b>		
			340-000-000-595-80-63-01	Transportation Cap Projects	\$1,440.09
				T-14 48th St E Preservation Project	
				48th Street E Preservation CM	
		<b>Total 7-G&amp;O Prj. 25527.00</b>			<b>\$1,440.09</b>
	<b>Total 26776</b>				<b>\$1,440.09</b>
<b>Total Gray &amp; Osborne, Inc</b>					<b>\$1,440.09</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Herrera Environmental Consultants, Inc.</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 4</b>		<b>2026 - May - 1st Council Meeting</b>	
		62073			
			<b>March Svcs-Prj 24-08554-002</b>		
			411-000-000-594-31-64-64	Capital Improvement Projects	\$13,523.72
				SW17-Aquatic Resource Mitigation Program (Herrera #2025-01)	
		<b>Total 62073</b>			<b>\$13,523.72</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 4</b>			<b>\$13,523.72</b>
<b>Total Herrera Environmental Consultants, Inc. \$13,523.72</b>					
<b>Inslee, Best, Doezie &amp; Ryder, P.S.</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 5</b>		<b>2026 - May - 1st Council Meeting</b>	
		455219			
			<b>March Services</b>		
			001-018-000-515-41-41-01	Legal Services-External Prologis Development	\$2,580.00
			001-018-000-515-41-41-01	Legal Services-External March Services	\$9,053.00
			001-018-000-515-41-41-01	Legal Services-External Zipty Franchise Agreement	\$185.50
		<b>Total 455219</b>			<b>\$11,818.50</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 5</b>			<b>\$11,818.50</b>
<b>Total Inslee, Best, Doezie &amp; Ryder, P.S. \$11,818.50</b>					
<b>Jennings Equipment, Inc.</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 6</b>		<b>2026 - May - 1st Council Meeting</b>	
		70035P			
			<b>April Purchases</b>		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment Replacement Blades-Edger	\$61.64
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment Replacement Blades-Edger	\$26.41
		<b>Total 70035P</b>			<b>\$88.05</b>
		70317P			
			<b>April Services</b>		
			001-022-000-548-30-48-06	Maintenance/Repairs-Equipment Parts/Service-Weld Bucket-Kubota	\$1,531.61
			410-000-000-531-38-48-04	Maintenance/ Repairs-Equipment Parts/Service-Weld Bucket-Kubota	\$656.41
		<b>Total 70317P</b>			<b>\$2,188.02</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 6</b>			<b>\$2,276.07</b>
<b>Total Jennings Equipment, Inc. \$2,276.07</b>					

Vendor	Number	Reference	Account Number	Description	Amount
<b>Kelley Create</b>	<b>26777</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>IN2298848</b>		<b>1/31-4/29/26 Copy Charges</b>	
			001-018-000-518-20-42-03	Copy Machine Charges	\$242.60
				Copy Overage Charges	
		<b>Total IN2298848</b>			<b>\$242.60</b>
	<b>Total 26777</b>				<b>\$242.60</b>
<b>Total Kelley Create</b>					<b>\$242.60</b>
<b>Kings III Emergency Communications</b>				<b>2026 - May - 1st Council Meeting</b>	
	<b>EFT Payment 5/7/2026 10:31:57 AM - 2</b>				
	<b>3409913</b>				
				<b>Service Elevator Phone(s)</b>	
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$55.00
				Service Elevator Phone(s)-5/1-5/31/26	
		<b>Total 3409913</b>			<b>\$55.00</b>
	<b>Total EFT Payment 5/7/2026 10:31:57 AM - 2</b>				<b>\$55.00</b>
<b>Total Kings III Emergency Communications</b>					<b>\$55.00</b>
<b>Lakehaven Water &amp; Sewer District</b>				<b>2026 - May - 1st Council Meeting</b>	
	<b>EFT Payment 5/7/2026 10:31:57 AM - 3</b>				
	<b>3574701 2/13-4/14/26</b>				
				<b>2/13-4/14/26 Svcs 10440 Dom Calata Way E</b>	
			001-018-000-518-30-47-04	Sewer Charges	\$149.16
				City Hall	
		<b>Total 3574701 2/13-4/14/26</b>			<b>\$149.16</b>
		<b>3833501 2/13-4/14/26</b>			
				<b>5/13-4/14/26 Svcs 10301 36th St E</b>	
			001-018-000-518-30-47-04	Sewer Charges	\$164.32
				Edgewood Community Park	
		<b>Total 3833501 2/13-4/14/26</b>			<b>\$164.32</b>
	<b>Total EFT Payment 5/7/2026 10:31:57 AM - 3</b>				<b>\$313.48</b>
<b>Total Lakehaven Water &amp; Sewer District</b>					<b>\$313.48</b>
<b>Linde Gas &amp; Equipment Inc.</b>				<b>2026 - May - 1st Council Meeting</b>	
	<b>EFT Payment 5/7/2026 10:31:57 AM - 4</b>				
	<b>56415604</b>				
				<b>April Purchases</b>	
			001-018-000-518-20-31-01	Office & Operational Supplies	\$295.12
				Carbon Dioxide Alum 10LB (Qty 2)-Mosquito Traps-City Hall	
		<b>Total 56415604</b>			<b>\$295.12</b>
	<b>Total EFT Payment 5/7/2026 10:31:57 AM - 4</b>				<b>\$295.12</b>
<b>Total Linde Gas &amp; Equipment Inc.</b>					<b>\$295.12</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>McClatchy Company LLC</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 7</b>		<b>2026 - May - 1st Council Meeting</b>	
		120073			
			<b>April Statement</b>		
			001-019-030-514-30-41-02	Legal Publications	\$554.00
				April Statement	
			001-058-000-558-60-41-08	Legal Notices/Publications	\$979.95
				April Statement	
		<b>Total 120073</b>			<b>\$1,533.95</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 7</b>			<b>\$1,533.95</b>
<b>Total McClatchy Company LLC</b>					<b>\$1,533.95</b>
<b>McKinstry Co, LLC</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 8</b>		<b>2026 - May - 1st Council Meeting</b>	
		10324034			
			<b>April Services</b>		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,702.16
				Repair Leak-Dumpster Hotbox-City Hall	
		<b>Total 10324034</b>			<b>\$1,702.16</b>
		10325828			
			<b>May Maintenance</b>		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,753.98
				May Maintenance	
		<b>Total 10325828</b>			<b>\$1,753.98</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 8</b>			<b>\$3,456.14</b>
<b>Total McKinstry Co, LLC</b>					<b>\$3,456.14</b>
<b>McLendon - Parkrose Hardware</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 5</b>		<b>2026 - May - 1st Council Meeting</b>	
		336609			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$21.46
				Paint Pail/Lid-Nelson Farm Park	
		<b>Total 336609</b>			<b>\$21.46</b>
		336676			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$34.82
				Bulk Fasteners-Jovita Park	
		<b>Total 336676</b>			<b>\$34.82</b>
		336725			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$47.62
				GFCI Safety Outlet Cover-Edgemont Park	
		<b>Total 336725</b>			<b>\$47.62</b>

Vendor	Number	Reference	Account Number	Description	Amount
		<b>336733</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$139.16
				Turf Repairs-City Hall	
		<b>Total 336733</b>			<b>\$139.16</b>
		<b>336810</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$131.51
				Tree Replacement-ECP	
		<b>Total 336810</b>			<b>\$131.51</b>
		<b>336837</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$48.18
				Yellow Jacket Traps-Parks	
		<b>Total 336837</b>			<b>\$48.18</b>
		<b>336873</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$237.45
				Plants-Planters-ECP	
		<b>Total 336873</b>			<b>\$237.45</b>
		<b>336913</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$156.08
				Stakes/Fence Posts-Windmill	
		<b>Total 336913</b>			<b>\$156.08</b>
		<b>337082</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$31.60
				GFCI, Bulk Fasteners-Gate-Nelson Farm Park	
		<b>Total 337082</b>			<b>\$31.60</b>
		<b>337092</b>			
			<b>April Statement</b>		
			001-022-000-548-30-35-01	Small Tools/Minor Equipment	\$138.02
				Trowel, Pruning Shears, Watering Can	
			001-076-000-576-80-31-01	Operational Supplies	\$201.05
				Ground Cover-ECP	
		<b>Total 337092</b>			<b>\$339.07</b>
		<b>337273</b>			
			<b>April Statement</b>		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$40.52
				Supplies-Mosquito Traps-Facilities	
		<b>Total 337273</b>			<b>\$40.52</b>
		<b>337297</b>			
			<b>April Statement</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$101.18

Vendor	Number	Reference	Account Number	Description	Amount
				Irrigation Parts-Nelson Nature Park	
		<b>Total 337297</b>			<b>\$101.18</b>
		<b>Total EFT Payment 5/7/2026 10:31:57 AM - 5</b>			<b>\$1,328.65</b>
<b>Total McLendon - Parkrose Hardware</b>					<b>\$1,328.65</b>
<b>Measure Meant, SPC</b>					
	<b>26778</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>26017</b>			
			<b>April Services</b>		
			001-058-000-558-60-41-23	Professional Serv-GMA	\$14,000.00
				Climate Sub-Element Project	
		<b>Total 26017</b>			<b>\$14,000.00</b>
	<b>Total 26778</b>				<b>\$14,000.00</b>
<b>Total Measure Meant, SPC</b>					<b>\$14,000.00</b>
<b>Motion Picture Licensing Corporation</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 9</b>		<b>2026 - May - 1st Council Meeting</b>	
		<b>504476019</b>			
			<b>2026 MPLC Umbrella License</b>		
			001-076-000-576-80-31-02	Recreation Activities & Events	\$1,077.12
				2026 MPLC Umbrella License	
		<b>Total 504476019</b>			<b>\$1,077.12</b>
	<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 9</b>				<b>\$1,077.12</b>
<b>Total Motion Picture Licensing Corporation</b>					<b>\$1,077.12</b>
<b>Murrey's Disposal Company</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 6</b>		<b>2026 - May - 1st Council Meeting</b>	
		<b>13617956S111</b>			
			<b>April Services</b>		
			001-022-000-544-20-47-03	Waste Disposal	\$535.09
				PW Yard	
		<b>Total 13617956S111</b>			<b>\$535.09</b>
	<b>Total EFT Payment 5/7/2026 10:31:57 AM - 6</b>				<b>\$535.09</b>
<b>Total Murrey's Disposal Company</b>					<b>\$535.09</b>
<b>O'Reilly Auto Parts</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 7</b>		<b>2026 - May - 1st Council Meeting</b>	
		<b>042826-OAP</b>			
			<b>April Statement</b>		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$229.66
				Batteries & Charger-Mosquito Traps-City Hall	
			001-022-000-548-30-31-01	Operating Supplies	\$11.00
				Gallon Purple Power-Shop	

Vendor	Number	Reference	Account Number	Description	Amount
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$257.20
				Transmission Fluid/Pump-Dump Truck;LED Bulb,EsyFI-#20;Wiper Blades,Glass Cleaner-#12	
			001-076-000-576-80-31-01	Operational Supplies	\$22.01
				Degreaser-Parks	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$110.22
				Transmission Fluid/Pump-Dump Truck;LED Bulb,EsyFI-#20;Wiper Blades,Glass Cleaner-#12	
		<b>Total 042826-OAP</b>			<b>\$630.09</b>
		<b>Total EFT Payment 5/7/2026 10:31:57 AM - 7</b>			<b>\$630.09</b>
<b>Total O'Reilly Auto Parts</b>					<b>\$630.09</b>
<b>Pape Machinery Inc.</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 10</b>	<b>2026 - May - 1st Council Meeting</b>		
		<b>16816869</b>			
			<b>April Purchases</b>		
			001-022-000-548-30-32-02	Supplies/Parts-Vehicles & Equipment	\$123.52
				2.5 Gal PLU (Qty 2); Oil Filter-Brush Cutter	
			410-000-000-531-38-32-02	Supplies/Parts-Vehicles & Equipment	\$52.93
				2.5 Gal PLU (Qty 2); Oil Filter-Brush Cutter	
		<b>Total 16816869</b>			<b>\$176.45</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 10</b>			<b>\$176.45</b>
<b>Total Pape Machinery Inc.</b>					<b>\$176.45</b>
<b>Pierce County Budget &amp; Finance</b>					
		<b>26779</b>	<b>2026 - May - 1st Council Meeting</b>		
		<b>CI-385290</b>			
			<b>Award Billing</b>		
			001-018-000-518-90-41-01	General Govt-Professional Services	\$5,601.94
				2026 South Sound Housing Affordability Partners Contribution	
		<b>Total CI-385290</b>			<b>\$5,601.94</b>
		<b>Total 26779</b>			<b>\$5,601.94</b>
<b>Total Pierce County Budget &amp; Finance</b>					<b>\$5,601.94</b>
<b>Pierce County Budget &amp; Finance PW</b>					
		<b>26780</b>	<b>2026 - May - 1st Council Meeting</b>		
		<b>CI-385475</b>			
			<b>March Services</b>		
			101-000-000-542-64-41-02	Traffic Control Devices-Traffic Operations (Contract)	\$3,873.34
				March Services-Signs & Signals	
		<b>Total CI-385475</b>			<b>\$3,873.34</b>
		<b>Total 26780</b>			<b>\$3,873.34</b>
<b>Total Pierce County Budget &amp; Finance PW</b>					<b>\$3,873.34</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Pitney Bowes</b>					
		Direct Pay Payment 5/7/2026 10:32:49 AM - 11		2026 - May - 1st Council Meeting	
		042126-PB			
			Postage Meter Refill		
			001-018-000-518-20-42-02	Postage	\$500.00
				Postage Meter Refill	
		Total 042126-PB			\$500.00
		Total Direct Pay Payment 5/7/2026 10:32:49 AM - 11			\$500.00
<b>Total Pitney Bowes</b>					<b>\$500.00</b>
<b>Puget Sound Energy</b>					
		EFT Payment 5/7/2026 10:31:57 AM - 8		2026 - May - 1st Council Meeting	
		300000011233 Mar-Apr 2026			
			Mar-Apr Statements		
			001-018-000-518-30-47-01	Electricity	\$22,944.19
				Mar-Apr 2026 Svcs + PSE Corrections for 2025 YTD	
		Total 300000011233 Mar-Apr 2026			\$22,944.19
		Total EFT Payment 5/7/2026 10:31:57 AM - 8			\$22,944.19
<b>Total Puget Sound Energy</b>					<b>\$22,944.19</b>
<b>Refunds/Reimbursements Vendor</b>					
	26781			2026 - May - 1st Council Meeting	
		042826-MR		Matthew H. Ray	
			Mileage Reimbursement		
			001-018-000-518-85-43-01	Travel	\$330.60
				Mileage Reimbursement-ACCIS Conference	
		Total 042826-MR			\$330.60
	Total 26781				\$330.60
	26782			2026 - May - 1st Council Meeting	
		051226-EHLLC		Edgewood Heights LLC	
			Assign. of Funds Release #22-1495		
			006-000-000-582-10-00-02	Refunds-Assignment of Funds	\$3,664.03
				Assign. of Funds Release #22-1495-Edgewood Heights Ph II Landscape Plans	
		Total 051226-EHLLC			\$3,664.03
	Total 26782				\$3,664.03
<b>Total Refunds/Reimbursements Vendor</b>					<b>\$3,994.63</b>
<b>RS Underground, Inc</b>					
		Direct Pay Payment 5/7/2026 10:32:49 AM - 12		2026 - May - 1st Council Meeting	
		3264			
			April Services		
			410-000-000-531-38-41-10	Storm Drainage-Ditch Maint	\$42,690.00

Vendor	Number	Reference	Account Number	Description	Amount
				Jovita Emergency Storm Repair-Culvert	
		<b>Total 3264</b>			<b>\$42,690.00</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 12</b>			<b>\$42,690.00</b>
<b>Total RS Underground, Inc</b>					<b>\$42,690.00</b>
<b>Sherwin-Williams</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 9</b>		<b>2026 - May - 1st Council Meeting</b>	
		<b>041526-SWC</b>			
			<b>001076000576803101</b>		
			001-076-000-576-80-31-01	Operational Supplies	\$144.68
				Paint/Supplies-Restroom Floors-Parks	
		<b>Total 041526-SWC</b>			<b>\$144.68</b>
		<b>Total EFT Payment 5/7/2026 10:31:57 AM - 9</b>			<b>\$144.68</b>
<b>Total Sherwin-Williams</b>					<b>\$144.68</b>
<b>Smarsh, Inc.</b>					
		<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 13</b>		<b>2026 - May - 1st Council Meeting</b>	
		<b>INV-346916</b>			
			<b>4/1-4/30/26 Web Archiving</b>		
			001-018-000-518-85-49-03	Computer Subscriptions	\$18.60
				4/1-4/30/26 Web Archiving	
		<b>Total INV-346916</b>			<b>\$18.60</b>
		<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 13</b>			<b>\$18.60</b>
<b>Total Smarsh, Inc.</b>					<b>\$18.60</b>
<b>Tacoma Screw Products Inc</b>					
	<b>26783</b>			<b>2026 - May - 1st Council Meeting</b>	
		<b>130092029-00</b>			
			<b>April Purchases</b>		
			001-022-000-548-30-31-53	PPE-Personal Protective Equipment	\$160.36
				Disposable Nitrile Gloves-XL-(Qty 10 Bxs)	
			410-000-000-531-38-31-53	PPE-Personal Protective Equipment	\$68.72
				Disposable Nitrile Gloves-XL-(Qty 10 Bxs)	
		<b>Total 130092029-00</b>			<b>\$229.08</b>
	<b>Total 26783</b>				<b>\$229.08</b>
<b>Total Tacoma Screw Products Inc</b>					<b>\$229.08</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>TK Elevator</b>					
	<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 14</b>		<b>2026 - May - 1st Council Meeting</b>		
		<b>480017310</b>			
			<b>Q2 Fuel Surcharge</b>		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$110.10
				Q2 Fuel Surcharge	
		<b>Total 480017310</b>			<b>\$110.10</b>
	<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 14</b>				<b>\$110.10</b>
<b>Total TK Elevator</b>					<b>\$110.10</b>
<b>Transpo Group</b>					
	<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 15</b>		<b>2026 - May - 1st Council Meeting</b>		
		<b>37492</b>			
			<b>Prj. 1.24363.00 Prologis EIS</b>		
			001-058-000-558-60-41-01	Professional Services-Reimbursable	\$3,890.00
				Prologis EIS	
		<b>Total 37492</b>			<b>\$3,890.00</b>
		<b>37500</b>			
			<b>Prj. 1.24363.00 2026 Transportation Concurrency Report</b>		
			001-058-000-558-60-41-03	Professional Services-Non-reimbursable	\$6,842.50
				2026 Transportation Concurrency Report	
		<b>Total 37500</b>			<b>\$6,842.50</b>
	<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 15</b>				<b>\$10,732.50</b>
<b>Total Transpo Group</b>					<b>\$10,732.50</b>
<b>Transportation Systems Inc.</b>					
	<b>26784</b>		<b>2026 - May - 1st Council Meeting</b>		
		<b>62413</b>			
			<b>April Services</b>		
			001-076-000-576-80-41-10	Parks Maintenance	\$391.41
				Replaced GFCI-Edgewood Barn	
		<b>Total 62413</b>			<b>\$391.41</b>
	<b>Total 26784</b>				<b>\$391.41</b>
<b>Total Transportation Systems Inc.</b>					<b>\$391.41</b>
<b>Utilities Underground Location Center</b>					
	<b>Direct Pay Payment 5/7/2026 10:32:49 AM - 16</b>		<b>2026 - May - 1st Council Meeting</b>		
		<b>6040154</b>			
			<b>April Services</b>		
			410-000-000-531-38-49-09	Misc. Fees & Charges	\$264.96
				Utility Locating Svs. for April	
		<b>Total 6040154</b>			<b>\$264.96</b>
	<b>Total Direct Pay Payment 5/7/2026 10:32:49 AM - 16</b>				<b>\$264.96</b>
<b>Total Utilities Underground Location Center</b>					<b>\$264.96</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Verizon Connect Fleet</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 10</b>		<b>2026 - May - 1st Council Meeting</b>	
		601000087522			
			<b>April Statement</b>		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$175.95
				4/1-4/30/26 Vehicle Tracking Svcs	
		<b>Total 601000087522</b>			<b>\$175.95</b>
		<b>Total EFT Payment 5/7/2026 10:31:57 AM - 10</b>			<b>\$175.95</b>
<b>Total Verizon Connect Fleet</b>					<b>\$175.95</b>
<b>Verizon Wireless</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 11</b>		<b>2026 - May - 1st Council Meeting</b>	
		6141887064			
			<b>April Statement</b>		
			001-018-000-518-85-42-01	Cell Phones/Internet/Telecommunications	\$1,162.67
				April Monthly Statement	
		<b>Total 6141887064</b>			<b>\$1,162.67</b>
		<b>Total EFT Payment 5/7/2026 10:31:57 AM - 11</b>			<b>\$1,162.67</b>
<b>Total Verizon Wireless</b>					<b>\$1,162.67</b>
<b>West Coast Energy Systems, LLC</b>					
		<b>26785</b>		<b>2026 - May - 1st Council Meeting</b>	
		212183-1			
			<b>PO 2026011</b>		
			001-018-000-518-30-48-03	Maintenance/Repairs - Buildings	\$1,554.17
				Coolant Service/Labor/Travel & Mileage-Generator	
		<b>Total 212183-1</b>			<b>\$1,554.17</b>
		<b>Total 26785</b>			<b>\$1,554.17</b>
<b>Total West Coast Energy Systems, LLC</b>					<b>\$1,554.17</b>
<b>Xtreme Graphix, Inc.</b>					
		<b>EFT Payment 5/7/2026 10:31:57 AM - 12</b>		<b>2026 - May - 1st Council Meeting</b>	
		26-887			
			<b>April Purchases</b>		
			001-018-000-518-20-31-01	Office & Operational Supplies	\$43.80
				I Love Edgewood Stickers	
		<b>Total 26-887</b>			<b>\$43.80</b>
		<b>Total EFT Payment 5/7/2026 10:31:57 AM - 12</b>			<b>\$43.80</b>
<b>Total Xtreme Graphix, Inc.</b>					<b>\$43.80</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>44</b>		<b>\$218,652.14</b>



comment period ending with a public hearing at the November 10, 2025 PC Meeting. One comment was received from Pierce Transit relating to transit improvement standards, and staff has included this technical detail request into the draft standards. No other comments were received, and the SEPA determination was not appealed.

**Item History:** Planning Commission Meetings

- October 13, 2025 - [Meeting Materials](#), [Recording](#)
- November 10, 2025 - [Meeting Materials](#), [Recording](#)
- December 8, 2025 - [Meeting Materials](#), [Recording](#)

**Recommended Action:**

MOTION to adopt **AB26-0708** - Ordinance 26-0708 PW Standards and Code Updates

**Fiscal Note/Consideration:**

N/A

**ORDINANCE NO. 26-0708**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, RELATED TO UPDATING THE CITY'S PUBLIC WORKS STANDARDS; ADOPTING AMENDMENTS TO EDGEWOOD MUNICIPAL CODE (EMC) TITLES 12 AND 13 TO UPDATE PROCESSES AND PROCEDURES RELATED TO STREETS AND SITE DEVELOPMENT; REPEALING AND REPLACING CHAPTER 12.02 EMC (DESIGN OF HIGHWAYS AND STREETS) AND CHAPTER 12.05 EMC (ROADS AND RIGHTS-OF-WAY); AMENDING CHAPTER 12.06 EMC (RIGHT-OF-WAY FRANCHISES AND PERMITS FOR PUBLIC AND PRIVATE UTILITIES), CHAPTER 12.12 EMC (NONMOTORIZED TRANSPORTATION SYSTEMS), AND CHAPTER 13.05 EMC (STORMWATER MANUAL – SITE DEVELOPMENT REGULATIONS) TO UPDATE THE STANDARDS IN THOSE CHAPTERS; ADOPTING NEW PUBLIC WORKS STANDARDS APPLICABLE WITHIN THE CITY OF EDGEWOOD BY REFERENCE IN ACCORDANCE WITH EMC 12.02.030(A); AMENDING CHAPTER 15.70 EMC (FIRE CODE) AND CHAPTER 16.07 (SUBDIVISION VACATIONS AND ALTERATIONS) TO UPDATE REFERENCES IN THOSE CHAPTERS; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE CITY CLERK TO MAINTAIN COPIES OF THE ADOPTED STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, Edgewood Municipal Code (EMC) Titles 12 and 13 contain regulations for the street design, roads and rights-of-way, and site development that rely on portions of Pierce County Code (PCC) that have been adopted by reference; and

**WHEREAS**, to review and approve permit applications, staff currently must cross-reference EMC with the standards and processes contained in PCC, as adopted by reference; and

**WHEREAS**, staff started reviewing EMC and PCC for consistency with the Edgewood Comprehensive Plan's goals and policies with the Planning Commission in early 2021; and

**WHEREAS**, to improve review efficiency and better implement local design standards, staff worked with on-call consultants to develop Public Works Standards and associated amendments to EMC Titles 12 and 13, incorporating the Planning Commission's policy recommendations; and

**WHEREAS**, the Planning Commission met to review the draft Public Works Standards and suggested amendments to EMC Titles 12 and 13 on October 13, 2025, November 10, 2025 and December 8, 2025; and

**WHEREAS**, the procedures for amendments to development regulations as provided in EMC 18.60 were followed as documented in the Planning Commission staff report dated December 8, 2025; and

**WHEREAS**, this Ordinance was submitted to the Department of Commerce for 60-day expedited review on October 24, 2025; and

**WHEREAS**, in accordance with the State Environmental Policy Act (SEPA), the City issued a Determination of Nonsignificance (DNS) on October 24, 2025 under File No. 25-014-CODE with a public comment period ending on November 10, 2025 and appeal period ending on November 26, 2025, where no appeals were received; and

**WHEREAS**, in accordance with EMC 18.60.070, on October 24, 2025 the City issued a Notice of a Public Hearing on the proposed code amendments, setting the Planning Commission public hearing for November 10, 2025 at 6:00 PM; and

**WHEREAS**, on December 8, 2025, the Planning Commission voted unanimously to recommend adoption of the proposed Public Works Standards and associated amendments to EMC Titles 12 and 13 to the City Council; and

**WHEREAS**, the City Council reviewed the proposed code amendments at their study session held on May 5, 2026; and

**WHEREAS**, the City Council considered the amendments at their regular meeting held on May 12, 2026 and deems adoption in the public interest;

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

**Section 1. EMC Chapter 12.02 Replaced.** EMC Chapter 12.02, Design of Highways and Streets, is hereby repealed and replaced with Street Design and Construction Standards, attached hereto as Exhibit A, incorporated by reference.

**Section 2. EMC Chapter 12.05 Replaced.** EMC Chapter 12.05, Roads and Rights-of-Way, is hereby repealed and replaced with Street and Right-of-Way Regulations, attached hereto as Exhibit B, incorporated by reference.

**Section 3. EMC Chapter 12.06 Amended.** Amendments to EMC Chapter 12.06, relating to Right-of-Way Franchises and Permits for Public and Private Utilities, are attached hereto as Exhibit C, incorporated by reference.

**Section 4. EMC Chapter 12.12 Amended.** Amendments to EMC Chapter 12.12, relating to Nonmotorized (Active) Transportation Systems, are attached hereto as Exhibit D, incorporated by reference.

**Section 5. EMC Chapter 13.05 Amended.** Amendments to EMC Chapter 13.05 relating to Site Development and Stormwater Regulations, are attached hereto as Exhibit E, incorporated by reference.

**Section 6. Public Works Standards Adopted.** As referenced under EMC 12.02.030(A), adopted pursuant to Section 1 above, the City Council hereby adopts the City of Edgewood Public

Works Standards dated January 2026, attached hereto as Exhibit F. Furthermore, the City Council directs the City Engineer to bring forward periodic updates or amendments of the Public Works Standards to the Council for action as it may become necessary to ensure consistency with applicable laws and regulations.

**Section 7. Direction to Clerk.** The City Clerk is directed to maintain a copy of Exhibit F referenced in this Ordinance on file in the Clerk’s Office available for examination and use by the public during regular business hours.

**Section 8. EMC Chapter 15.70 Amended.** Amendments to EMC Chapter 15.70 relating to Fire Code, are attached hereto as Exhibit G, incorporated by reference.

**Section 9. EMC Chapter 16.07 Amended.** Amendments to EMC Chapter 16.07 relating to Subdivision Vacations and Alterations, are attached hereto as Exhibit H, incorporated by reference.

**Section 10. 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 11. 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 12. 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 publication as provided by law.

**PASSED BY THE CITY COUNCIL ON THE 12TH DAY OF MAY, 2026**

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Dave Olson, Mayor

ATTEST/AUTHENTICATED:

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Jill Schwerzler-Herrera, CMC  
City Clerk

APPROVED AS TO FORM:



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Maili C. Barber, City Attorney

*Date of Publication:* 05/15/2026

*Effective Date:* 05/20/2026

## Chapter 12.02

### STREET DESIGN AND CONSTRUCTION STANDARDS

#### 12.02.010 Purpose and Applicability.

A. This Chapter provides the minimum technical requirements for the design and construction of streets, bridges, shared accesses, alleys, driveway approaches, vehicular access gates, and their associated appurtenances, applying to all public and private proposals, whether they are wholly or partially within the City of Edgewood, for:

1. Any development activity that may impact public streets, traffic and access;
2. Construction and reconstruction of driveway approaches, vehicular access gates, streets, shared access facilities, alleys, and driving surfaces within ingress/egress easements; and
3. Any other construction and reconstruction within ingress and egress easements, access easements, street easements, and city right-of-way.

B. Where the requirements of this Chapter conflict with any other law, ordinance, resolution, rule, or regulation, the more restrictive provision shall govern.

#### 12.02.020 Exemptions.

The following activities are exempt from the requirements of this Chapter:

- A. Placement or replacement of mobile/manufactured homes within approved mobile home parks.
- B. Maintenance and repair activities on privately owned and maintained streets, shared access facilities, alleys, drivable surfaces within ingress/egress easements (or tracts), sidewalks, and pathways, as long as the repair and maintenance conforms to the original design and/or construction.
- C. Maintenance and repair activities performed by the City of Edgewood.
- D. Temporary construction activities that do not impact, change, or otherwise alter public streets, access thereto, or traffic thereon.

#### 12.02.030 Standards Adopted.

A. Street Design and Construction Standards. The latest adopted edition of the "Public Works Standards," as published by the City Engineer, is adopted for all streets, shared access facilities, vehicular access gates, bridges, and other new construction, widening or expansion of public and private roads in the City of Edgewood, and, to the extent practicable and feasible, for reconstruction, resurfacing, restoration, and rehabilitation of existing public or private roads in the City. Projects that propose any construction of hard surfaces must also comply with the stormwater manual adopted under EMC 13.05.

B. Utility Design and Construction Standards. The "Manual on Accommodating Utilities in Pierce County Right-of-Way," 7<sup>th</sup> Edition, as published by the Pierce County Engineer and adopted by the Pierce County Council on August 26, 2025, under Ordinance O2025-521, is the policy for accommodation of utilities for street and bridge construction of public and private roads in the City of Edgewood.

C. Manuals Available. Pursuant to RCW 35A.12.140 and 35A.13.180, the latest edition of the adopted manuals shall be available for inspection at Edgewood City Hall during normal business hours.

D. Changes to Standards. Local modifications to outside agency standards referenced above are contained herein under EMC 12.02.100. The Director may substitute more stringent standards and specifications where special conditions warrant, as approval conditions for applicable permit(s). Any further changes to the adopted outside

agency standards shall be submitted and recommended by the City Engineer to the City Council for their review and adoption by ordinance.

**12.02.040 Definitions.**

This chapter relies on definitions contained in the following references, in order:

1. The standards and manuals adopted by reference under EMC 12.02.030;
2. EMC Chapter 18.20, Definitions;
3. WAC 197-11-700 through 197-11-799, as now or hereafter amended; and
4. the latest edition of Webster's Dictionary.

The Director has the final authority to determine the interpretation or usage of terms used in this chapter.

**12.02.050 Proposed Development Improvements.**

A. Development Review. To ensure the preservation and implementation of needed transportation infrastructure as identified in the City's transportation plans and programs, all proposed developments shall be reviewed by the City Engineer. Access roads, internal site roads, and overall site plan layout for proposed development shall be designed to be consistent with planned and/or programmed transportation facilities within the City. Transportation facilities shall include arterial roads, local road connectivity, road right-of-way, sidewalks, and/or easements for slopes and utilities. All proposed buildings and constructed site features shall be set back and/or designed to not be in conflict with the City's plans for road alignments and widths as identified in the most recently adopted official controls, including but not limited to:

1. the Edgewood Six-Year Transportation Improvement Program;
2. the Edgewood Comprehensive Plan; and/or
3. any approved City road project and/or right-of-way plans.

B. Public Frontage Road. Except for new detached residential dwellings and middle housing structures on existing lots, or expansions of existing structures of less than 60 percent of the total building value as calculated in the IBC, all proposed developments must improve the nearest half of all abutting public frontage road rights-of-way to currently adopted Public Works Standards. This requirement may be waived by the Department when a project providing this infrastructure is included within the City's adopted Six-Year Transportation Improvement Program and is fully funded.

C. On-Site Improvements. All land divisions must provide on-site roadway improvements in conformance with EMC Title 16 and the Public Works Standards. When the length of full height traffic curbing is reduced to short segments due to driveway spacing, rolled curbing may be used with prior approval by the City Engineer.

**12.02.060 Offsite Improvements Required.**

A. Lot Access Requirements. The requirements of this section must be met prior to issuance of a building permit for any habitable structure:

1. The subject permit's lot shall adjoin or have legal access to an open public right-of-way.
2. If the lot was created by subdivision, all road and access improvements required through the subdivision process must be completed.
3. If the lot was not created by subdivision, or for lots created by a subdivision where no road or access improvements were required, all private roads, shared access facilities, easements or tracts that provide a legal vehicular access between the lot and the open public right-of-way shall have a minimum all-weather vehicle driving surface that is not less than 15 feet in width. All portions of the driving surface that equal or exceed a

longitudinal grade of 12 percent shall be paved with a minimum of 2 inches compacted depth hot mix asphalt class ½". The maximum longitudinal gradient is 15 percent. If the proposed access length is a dead-end 300 feet or longer without an approved turnaround, an approved turnaround is required on the subject property or approved alternative location. See the Public Works Standards for details.

4. For situations where it is not physically or economically feasible to construct the access between the lot and an open public right-of-way to the standards listed under item 3 above, the following shall be required:

- a. Habitable structures shall have an approved fire sprinkler system meeting the requirements of NFPA;
- b. Title notification shall be recorded to provide notice to future purchasers that the access to the lot does not meet minimum standards, and additional fire protection features have been required; and
- c. Other improvements to the lot access and/or other fire protection related features may be required on a case by case basis as determined by the Fire Code Official.

B. Access to Public Facilities. To ensure public facilities remain open and accessible to all members of the public, they shall be accessed by a public roadway or private road designed and constructed per the adopted Public Works Standards. If said access is provided by a private road, the easement establishing the private road shall not be gated and the easement shall not prohibit or otherwise limit access to the public facility. For the purposes of this subsection, public facilities include public schools, fire stations, police stations, public libraries, public parks, and public recreational facilities, and exclude the following:

1. Facilities owned and operated by a public school district that are not public schools. Examples include administration buildings, maintenance facilities, and other support facilities.
2. Existing public facilities, including additions, remodels, and reconstruction of such facilities.
3. Educational skill centers located within commercial shopping centers or similar commercial complexes.

C. Minimum Existing Offsite Private Road Requirements. Except for new detached residential structures on existing lots, all proposed developments must improve offsite existing private roads to the following minimum standards:

1. Width. Private roads serving up to 100 ADT (or 10 dwelling units) shall be paved with a 20-foot traveled surface width. Roads serving more than 100 ADT (or greater than 10 dwelling units) shall be paved with a 24-foot traveled surface width.
2. Paved Surface. The paved surface shall be in accordance with the Public Works Standards.
3. Vertical Clearance. The road must have an unobstructed vertical clearance of not less than 13 feet 6 inches. The City, after conferring with East Pierce Fire and Rescue, may allow a reduction in the vertical clearance, provided such reduction does not impair access by emergency vehicles, and approved signs are installed and maintained indicating the established vertical clearance.
4. Bridges and Structures. All bridges and structures, including drainage structures, must be capable of carrying a minimum design load of HS-25 per "Standard Specifications for Highway Bridges," as published by the American Association of State Highway and Transportation Officials. The City may require that the capacity of bridges and structures be certified by a licensed structural engineer.
5. Easements or Tracts. Private road easements or tracts must be of sufficient width so as to completely contain the minimum required traveled way and any associated drainage features. The City may require survey information to verify that the traveled way and associated drainage features are located within the documented easement or tract.
6. Obstructions. Any obstructions, including but not limited to street lighting, poles, power poles, utility boxes, telephone boxes, street trees, retaining walls, fire hydrants and/or landscaping material, shall not be located

within two feet of the required minimum traveled way. Sight obscuring objects must be removed or relocated to provide adequate sight distances as required in the Public Works Standards.

7. Turnarounds. Roads exceeding 1,500 feet in length, measured along the road centerline from intersection to intersection, must have an approved turnaround per the Public Works Standards.

8. Road Signs and Names. All private roads must have private road name signs that meet the requirements outlined in the Public Works Standards. All private road names shall be assigned by the City.

9. Stop Signs. All private road approaches to City arterial and collector roads shall have a stop sign installed and maintained by the property owners, in accordance with the requirements of the Public Works Standards.

10. Speed Limit Signs. On private roads exceeding 300 feet in length, speed limit signs are required and must be maintained by the property owners. Speed limit signs must meet and must be installed according to the engineer's recommendation. The posted speed limit must be consistent with the available entering sight distance and stopping sight distance, but in no case shall exceed 25 miles per hour.

D. Minimum Existing Offsite Public Road Requirements. All proposed developments that propose an increase of 25 ADT or more must improve offsite existing public roads to the following minimum standards:

1. Width. Public roads serving up to 800 ADT (or 80 dwelling units) shall be paved with a 20-foot traveled surface width. Roads serving more than 800 ADT (or greater than 80 dwelling units) shall be paved with a 24-foot traveled surface width.

2. Paved Surface. The paved surface shall be in accordance with the Public Works Standards.

3. Bridges and Structures. All bridges and structures, including drainage structures, must be certified by a licensed structural engineer as being capable of carrying a minimum design load of HS-25 per "Standard Specifications for Highway Bridges," as published by the American Association of State Highway and Transportation Officials.

4. Other Standards. All other design criteria stated in the Public Works Standards for public roads must be met.

E. Unopened Right-of-Way. Public right-of-way that exists by dedication or deed, but within which no street has been constructed for the purpose of public use, or within which any constructed road or street is not maintained by the City, is also known as unopened right-of-way. No development, except for new residential detached dwellings on existing lots, shall be allowed to use unopened right-of-way, subject to the following:

1. If right-of-way exists and/or right-of-way can be deeded to provide right-of-way widths in accordance with the Public Works Standards, the development will be required to construct new public road(s) within the unopened right-of-way adjacent to the development boundaries and for distances necessary to provide required access to the development. Proposed new public roads must be connected directly to existing public roads.

2. Access for new detached residential structures on existing lots using unopened right-of-way may be allowed, for up to six dwelling units, under the following conditions and standards:

a. A Street Use Permit Application (EMC 12.16) seeking permission to use the unopened ROW must be submitted to the City Engineer for review and approval.

b. Required driveway traveled widths shall be as follows: 15 feet for up to two dwelling units, 20 feet for three to four dwelling units, and 24 feet for five to six dwelling units.

c. If the proposed driveway length is a dead-end 300 feet or longer without an approved turnaround, an approved turnaround shall be required on the subject property or approved alternative location. See the Public Works Standards for details.

- d. Required driveway surfacing shall be as required by the Public Works Standards, suitable to support imposed loads of fire apparatus.
- e. Construction plans prepared by a licensed professional engineer in the State of Washington shall be required. Said plans shall also include a survey to locate at a minimum true centerline of the unopened City right-of-way.
- f. All required permits, including but not limited to Right-of-Way, Critical Area Review, Site Development, etc., must be obtained prior to construction.
- g. All maintenance and operation of the new access shall be the responsibility of the benefited party(s) as per the Street Use Permit.

**12.02.070 Complete Streets Policy.**

A. Purpose and Vision. The purpose of this Complete Streets Policy is to establish guidelines and principles that guide the planning, design, and implementation of street and transportation projects to achieve a balanced and inclusive transportation system. The city envisions an interconnected system of on-road and off-road facilities that prioritizes the safety, accessibility, and convenience of all users, including sidewalks, shared-use pathways, trails, and key connections.

B. General Policy. The city shall, to the maximum extent practical, design, construct, operate, and maintain an integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, wheelchair users, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities. Transportation facilities that support the concept of complete streets include but are not limited to pavement markings and signs; street and sidewalk lighting; pedestrian safety improvements; Americans with Disabilities Act (ADA) and Title VI compliance efforts; transit and bicycle accommodations; and as appropriate streetscapes that appeal to and promote pedestrian use. The system's design will be consistent with and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost-effective manner.

C. Projects. Those involved in the planning and design of projects within the public right-of-way will consider all users and modes of travel from the start of planning and design work. Transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation.

D. Exceptions, Exemptions, and Considerations. As the city evaluates projects, the Public Works Director may authorize the following exceptions and exemptions to this chapter:

1. Street uses prohibited by law.
2. Improvements for which there is no identified long-term need (i.e., temporary).
3. Improvements that would result in significant adverse environmental impacts to historical sites or critical areas, over and above the impacts of the existing infrastructure.
4. Improvements that would result in significant adverse impacts on neighboring land uses, including impacts from right-of-way acquisition.
5. Repairs made pursuant to pavement opening and restoration.
6. Ordinary maintenance activities designed to keep assets in serviceable condition (e.g., mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal, or interim measures on detour or haul routes).
7. Small, isolated improvements that would create problematic transitions on either end or that are in an isolated area unlikely to be followed by similar improvements at either end, resulting in little progress on implementing complete streets networks.

8. Street reconstruction projects and maintenance paving projects that involve pavement widening, if the accommodation of a specific use is expected to:

- a. Require more space than is physically available,
- b. Be located where both current and future demand is documented to be absent, including a lack of current or planned transit routes in City plans and future travel demand models,
- c. Increase project costs more than 15% of total project cost for new construction and equivalent alternatives are available within close proximity, or
- d. Result in cost that is disproportionate to the current need or probable future use.

E. Intergovernmental Cooperation. The city shall collaborate with other transportation agencies, including WSDOT, Pierce County, neighboring jurisdictions, regional transportation authorities, and other relevant agencies to coordinate efforts, share resources, and implement consistent Complete Streets policies and practices to ensure transportation network flows seamlessly across jurisdictional boundaries in accordance with local and regional road, transit, bicycle and pedestrian plans.

F. Design Criteria. The city, through its public works department, shall maintain design criteria, standards and guidelines based upon recognized best practices in street design, construction and operation as identified in state statutes and EMC 12.02.030. As part of the city's Comprehensive Plan, the City shall encourage the development and use of multi-purpose/shared used paths. Resources to be referenced in developing these standards shall include, but shall not necessarily be limited to, the latest editions of: American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, Washington State Department of Transportation Design Manual, Institute of Transportation Engineers (ITE), National Association of City Transportation Officials (NACTO) and the Manual on Uniform Traffic Control Devices.

G. Community Context. Community input and engagement shall be integral to the planning and design process of Complete Streets projects. The city shall actively seek input from residents, stakeholders, and community organizations to ensure that transportation improvements align with local priorities and reflect community values.

H. Network. Appropriate attention should be given to projects which enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, shopping/commercial areas, public transportation, employment centers, existing pedestrian or bicycle networks, or regional bicycle pedestrian plans prepared by other associated groups, such as Pierce County.

I. Performance Measures. The Public Works Director or designee shall report to the city council on an annual basis the transportation projects undertaken within the prior year and planned within the coming six-year period TIP (Transportation Improvement Plan) report and the extent to which each of these projects has met the objectives of this section including:

A. Identifying the projects, public and private, which have expanded the city's network and documenting the linear footage increase of pedestrian and bicycle facilities, and the comfort level of those facilities, added in the previous year.

B. Identifying the number of documented exceptions to the policy in the previous year.

J. Implementation. This section will be primarily implemented through developing bike and pedestrian network plans on a regional basis within the city and in conjunction with WSDOT and Pierce County's regional plans. These plans shall specify the type and location of improvements and shall be implemented as funding becomes available. Special emphasis shall be placed on those elements of these plans that can be accomplished with little or no additional expense.

**12.02.080 Traffic Impact Analysis Requirements.**

To promote and assist in the timely and orderly review of potential traffic impacts, all proposed developments are subject to Transportation Concurrency Management pursuant to Chapter 18.105 EMC. Upon concurrency determination, the applicant may be required to prepare a Traffic Impact Analysis (TIA) as part of the SEPA Review process, following the currently adopted Traffic Impact Analysis Guidelines (EMC 18.105.240).

**12.02.090 Deviations.**

No deviation from the adopted standards on public and private roads contained in this Title and the Public Works Standards shall be made without first obtaining the approval of the City Engineer in accordance with this Section.

A. Request. The Applicant making a request to gain approval for alternative designs which deviate from the adopted standards shall submit a written request directly to the City Engineer for evaluation. The request shall be prepared and stamped by a Professional Engineer licensed in the State of Washington and possess the level of knowledge and experience to prepare such request.

B. Evaluation Criteria. Deviations shall meet the following criteria for approval, and shall not deviate from State adopted standards (RCW 35.78.040):

1. The deviation will produce compensating or comparable results, adequate for the road users and the general public;
2. The deviation will not violate any development conditions imposed upon the project;
3. The deviation will not be materially detrimental to the public welfare or injurious to the property or improvement in such vicinity in which the subject property is located; and
4. The deviation is based on sound engineering judgment, and requirements for safety, function, appearance, environmental protection, and maintainability are fully met.

C. Review and Approval. The City Engineer may only grant a deviation from the minimum technical requirements based upon the information, plans and/or design data provided by the Applicant's Engineer. The City Engineer shall review the deviation request, together with all supportive material and any staff review and recommendations, to determine whether the proposal meets the criteria for approval outlined in subsection (B), above. The City Engineer shall prepare written findings of fact and conclusions, and shall grant, grant with conditions, or deny a deviation request in full or in part based on these findings and conclusions. Deviations must receive the approval of the City Engineer before road construction plans can be approved.

D. Appeal Procedure. If a deviation request has been denied, the Applicant may seek a re-examination of the original deviation request by transmitting a letter to the Director outlining exceptions taken to the City Engineer's findings. The Applicant shall provide additional details specifically addressing the exceptions being taken in order to enable the Director to conduct additional evaluation of the request. The Director will be the final authority in resolving disputes concerning questions of fact in connection with the adopted standards contained in EMC Title 12, as set forth in Chapter 35.22.280 RCW and other applicable sections of RCW Chapter 35A. The decision of the Director is final and may not be appealed.

**12.02.100 Modifications to Referenced Manuals.**

A. Utility Design and Construction Standards. The city hereby amends the standards adopted under EMC 12.02.030(B) as follows:

1. Replace any reference to "County" or "Pierce County" with "City" or "City of Edgewood", unless it pertains to document recording or other services only provided by Pierce County. Replace any reference to "Planning and Public Works" with "Public Works". Replace any reference to "PCC 11.05" with "EMC 13.25". Any other references to "Pierce County Code" shall remain unchanged, unless otherwise noted herein.
2. The Information Sheet on page 5 is not applicable within the City of Edgewood.

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3. The Pierce County ROW Utility Inspector’s Areas map on page 7 is not applicable within the City of Edgewood.

4. Schedule A on page 9 is not applicable within the City of Edgewood.

5. Under Section 1-2 on page 13:

a. Replace “36.55” with “35A.47.040”, and

b. Replace “the Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County; and Pierce County Standard Drawings” with “the Public Works Standards”.

6. On page 14:

a. Replace “36.55” with “35A.47.040”,

b. Replace “Franchises on Roads and Bridges” with “Franchises and permits—Streets and public ways”,

c. Delete the row starting with “PCC 11.05”, and

d. Replace “PCC 12.32” with “EMC 12.06”.

7. On page 15:

a. Replace “PCC 12.34” with “EMC 12.08”,

b. Replace “PCC 17A.10.070” with “EMC 13.05”, and

c. Replace “PCC 17B.10.060-.080” with “EMC 12.02.030”.

8. On page 16, delete Sections 2-1.1.1, 2-1.1.2, and 2-1.1.3, then replace Section 2-1.1 with the following:

The following goals are addressed in the Utilities Element of the City of Edgewood Comprehensive Plan, dated January 2025:

- Goal U.1 - Ensure the location and design of utility facilities meets the community’s needs.
  - Policy U.1d – Promote the gradual relocation underground of utilities in developed areas, where physically and financially feasible, for instance when streets are improved or areas are redeveloped.
  - Policy U.1e – Encourage the joint use of utility corridors and facilities; such as transportation rights-of-way, trenches, conduits and poles; by utility service providers in order to promote cost-effective operations and to minimize disruptions to the public during expansion, maintenance, undergrounding and upgrading of facilities.
  - Policy U1.f – Work with providers to communicate information to the public about utility system improvements that may impact their properties.

9. On page 17 under Section 2-1.2.3, second paragraph, replace “This period may be extended by the Engineer when.....” with “The time period for movement by the utility may be extended by the City Engineer upon mutual agreement in writing.”

10. On page 18, under Section 2-2.3, replace “The County’s public GIS system provides new pavement locations, as does the Pierce County website.” with “Please contact the Public Works Department for more information on new pavement locations.”

11. On page 19 under Section 2-2.4, replace “Pierce County Code 17A.10.070” with “EMC 13.05”.

12. On page 19 under Section 2-2.5:

- a. Replace “Pierce County Standard Plan, PC.H1, (see Appendix C--Standard Drawings)” with “the Public Works Standards”, and
- b. Delete the fourth paragraph, which starts with “The Pierce County Planning”.

13. On pages 19 and 20 under Section 2-3, replace the last paragraph with “If a road closure is required to perform the work, that request will be reviewed under the Right-of-Way Permit and become a condition of approval.”

14. On pages 21 and 22, replace Section 2-6 with the following:

Except for those maintenance activities by a franchised utility that do not impede traffic or require ground disturbance, a Right-of-Way Permit is required for any party to perform work in City Rights-of-Way. All permits for the operation, maintenance, repair, or construction of any facility within public Rights-of-Way shall be applied for and given in the name of the party responsible and must be acquired by the authorized representative. All non-franchised applicants are required to submit bonding and insurance information.

The permittee shall be responsible for all work done under the permit, including, but not limited to, paving, patching, grading, and any other reasonably necessary repair or restoration to the road Rights-of-Way. The permittee remains responsible whether the work is done by the permittee, its contractors, or by third parties.

In cases where a substantial revision to a previously approved application is made, an additional fee will apply, up to the full amount of the original application fee.

15. On pages 23 through 25, delete Section 2-8.

16. On page 26, replace Section 2-9 with the following:

Fees are charged for each Right-of-Way Permit and franchise pursuant to the City’s Fee Schedule. Any utility performing work as a result of a City construction or maintenance project shall be exempt from any applicable permit fee on City construction or maintenance projects. Other than on City construction or maintenance projects, the City reserves the right to require reimbursement from utilities for regular and overtime hours of inspection time spent on utility work.

17. On page 27 under Section 3-1:

- a. Replace “contact the department (see the information sheet in the front of this manual for the address and telephone numbers and Appendix B for the form)” with “contact the Public Works Department”, and
- b. Replace “PCC Chapter 12.32” with “EMC 12.06”.

18. On pages 27 through 33, replace Section 3-2 with the following:

### **3-2 Right-of-Way Permit Procedures**

#### **3-2.1 General**

As discussed in Section 2-6, a Right-of-Way Permit is required for any party to perform work in City Rights-of-Way, except for those maintenance activities by a franchised utility that do not impede traffic or require ground disturbance. All Right-of-Way Permit applications shall be submitted through the city’s online Permit Portal, <https://ci-edgewood-wa.smartgovcommunity.com/Public/Home>. A fee is charged for this permit pursuant to the City’s Fee Schedule. If a road closure is required to perform the work, that

request will be reviewed under the Right-of-Way Permit application and become a condition of approval. Other specific requirements for franchised utilities are covered under EMC Chapter 12.06.

### 3-2.2 Standard Procedures

Plans or drawings must be attached to the permit application, including the following information:

1. All information requested on the permit application form, including a general description of the work to be performed and estimated working days to complete the work,
2. A plan of suitable scale showing the proposed work and its location relative to existing and proposed facilities and rights-of-way,
3. Where work is proposed within the roadway, traffic control plans stamped and signed by a Professional Engineer or Traffic Control Supervisor, and
4. Fee payment.

The Engineer will review the plans with respect to location, the manner in which the facility is to be installed, and the measures to be taken to preserve safe and free flow of traffic, the structural integrity of the roadway, the ease of future road maintenance, and the appearance of the roadway. The Engineer may apply additional conditions to the permit to ensure the aforementioned measures are taken. In applying the conditions, the Engineer may take into account an applicant's history in complying with the policies and provisions of this document. Trenched construction involving pavement cutting and restoration, a history of failures to restore the trench with permanent surfacing as required, or a history of permanent patch failures within one year of installation may be cause for requiring untrenched construction.

The Engineer will also check the plans to see that they are consistent with the applicant's franchise (when applicable), applicable city construction plans, the Public Works Standards, and this document. The Engineer may require that the applicant make changes to the plans or supply additional information before issuing the Right-of-Way Permit.

No work may commence prior to permit approval by the Engineer. Although it is the department's goal to process most permit applications within 24 hours after their submittal, to assure adequate permit processing time, utilities are encouraged to submit Right-of-Way Permit applications at least one week before the proposed work is scheduled to start.

The permittee is required to notify the City at least one business day before any utility work begins. Notification may be made by telephone or email identifying the start date and the permit number. A copy of the permit and approved plan shall be available at the work site at all times.

The permittee shall keep the Engineer informed about the progress of the work and any major work items. If a Right-of-Way Permit project involves any trenching, the permittee shall notify the Engineer when the trench will be open so that the Engineer can observe the utility installation.

As soon as the permittee has completed the work, the permittee shall notify the Engineer, who will inspect the work location. The Rights-of-Way restoration shall conform to City standards, department policies and applicable state and federal laws, or the work will be rejected.

### Section 3-2.3 Emergency Procedures

Occasionally, emergency work occurs when there is a sudden, unplanned interruption in service, and it is necessary to immediately restore service to ensure the health, welfare, or safety of the public.

Examples, without limitation, include a sudden discovery that a pipe is leaking, or an important utility has failed necessitating a road closure. While a permit is still required for all emergency work, a franchised

utility can work in the Rights-of-Way without first obtaining a Right-of-Way Permit in cases of emergencies.

For all emergency work, upon learning of an emergency, the utility shall immediately notify the Engineer of the need for such repairs. After business hours and if conditions warrant, emergency work can be called in to the after-hours number for the Pierce County (253-798-6000), with a request to be contacted by the “Supervisor on call.”

The utility shall coordinate work activities and restoration with the Engineer. The utility shall initiate emergency work as soon as possible and within the time specified by the Engineer and apply for appropriate permits within 48 hours after discovery of the emergency. While a Right-of-Way Permit is still required, no Right-of-Way permit fee will be charged for emergency work completed within one week of the incident.

The Utility shall confine its operations as much as possible to the non-traveled portion of the Rights-of-Way and shall exercise caution to protect the traveling public during such repairs. All provisions of section 2-3 must be complied with while performing emergency work.

Upon completion of the utility work, the permittee shall notify the Engineer, who will inspect the work location. The Rights-of-Way restoration shall conform to City standards, department policies and applicable state and federal laws, or the work will be rejected.

If a utility fails to complete the emergency work within the time prescribed above and to the Engineer’s satisfaction, the Engineer may cause such work to be done and bill the cost of the work to the utility, including all costs and expenses incurred by the Engineer due to the utility’s delay. In such event, the Engineer shall not be liable for any damage to any portion of the utility’s system or appurtenances. Within 60 calendar days of receipt of an itemized list of those costs, the utility shall pay the City. In any event, if the utility fails to timely relocate, remove, replace, modify or disconnect their facilities and equipment, and that delay results in any delay damage accrued by or against the City, the utility will be liable for all documented costs of construction delays attributable to the utility’s failure to timely act. The utility reserves the right to challenge any determination by the Engineer of costs for construction delays related to an alleged failure to act in accordance with this subsection.

#### 3-2.4 Inspection After Hours

An applicant may request inspections outside of normal department working hours through special permission from the Engineer. The applicant must agree in advance to reimburse the City for labor and expenses necessary to accommodate the request. All requests for working outside of normal department working hours must be submitted to the Engineer by email at [permit@cityofedgewood.org](mailto:permit@cityofedgewood.org) at least one week before the anticipated start of work. The request must be made by an authorized representative of the permittee who can guarantee overtime payment for the inspection team and include the following information:

- Permittee’s representative(s) name and title
- Permittee’s name and mailing address
- Right-of-Way Permit number
- After-Hours Work description, location, and timing
- Contact information for contractor performing work.

19. On page 34, replace Section 4-1 with the following:

The City has several documents available to assist utilities with coordination and planning of their facilities with roadway projects. Utilities should make use of these documents to take actions that will reduce or eliminate the need to cut new pavement during future utility projects.

The City maintains a 20-year Capital Facilities Plan (CFP) in its Comprehensive Plan, and annually updates a 6-Year Capital Improvement Plan (CIP). These plans incorporate many types projects including transportation, parks, sanitary sewer, and stormwater. Questions concerning these documents may be directed to the Community Development Department. Questions concerning specific projects may be directed to the Public Works Department.

20. On pages 34 through 38, replace Section 4-2 with the following:

#### **4-2 City Projects**

##### 4-2.1 General

Utilities are encouraged to maintain communication with the Engineer and with other utilities throughout development of a City project. The department will make available plans and details upon request as they are needed by the utility for its plans throughout the development phases of the City project.

The City Clerk maintains a list of franchised utilities operating in Edgewood. This list is used to send notifications of City projects to the utilities. It is the utility company's responsibility to keep their contact's name and associated information current. For questions on current City project design and construction, or for Rights-of-Way issues, contact the Engineer.

##### 4-2.2 Notifications

The City will reach out to all affected franchised utilities during the preliminary engineering phase of any capital project's development, utilizing the contact information maintained in the current franchise agreement(s). While the City will endeavor to notify all affected utilities when it updates the CFP, CIP, and TIP, it is each utility's responsibility to contact the Engineer whenever they are planning any projects within the City to ensure consistency with said plans and minimize potential conflicts.

21. On page 38, replace Section 4-3 with the following:

Utilities shall, within the limits of standard business practice, make available appropriate short- and long-range development plans to the City. Utilities should provide for any planned expansion of their facilities within City Rights-of-Way when installing a new or adjusting an existing facility, to help minimize the amount of future road cutting. Examples of this include providing additional empty conduit to trenches and increasing Pipe sizes.

It is the responsibility of the utilities as practical, prior to construction, to notify all other public and private Utility entities using the same Rights-of-Way as the applicant's proposed construction. The utilities shall coordinate their activities to minimize work within City Rights-of-Way. For instance, utilities should make every effort to install their facilities in the same trench at the same time at road crossings. Utilities shall also coordinate with City projects to minimize cutting of newly surfaced roads.

22. On page 38, replace Section 4-5 with the following:

Utility work on private roads, and utility service to private developments, should still be coordinated through the Public Works Department. Utility installation in private roads should conform whenever possible to the standards outlined in this document. Any private development utility work within the City Rights-of-Way shall be permitted through the City.

23. On page 38, replace Section 4-6 with the following:

Occasionally, the City vacates Rights-of-Way that contains utility franchises. These actions are taken in accordance with RCW 35.79 by the City Council. To be placed on the notification list for public hearings with the City Council (which may include more actions than Rights-of-Way vacations), contact the City Clerk.

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24. On page 41, under Section 5-5.1.1, replace “Pierce County Standard Drawings” with “Public Works Standards”.

25. On page 42, under Section 5-6.3.1, replace “Appendix C” with “Public Works Standards”.

26. On page 43, under Section 5-6.3.4, replace all instances of “Appendix C” with “Public Works Standards”.

27. On page 46, under Section 5-6.3.9, replace all instances of “Appendix C” with “Public Works Standards”.

28. On page 51, replace Section 6-1.1 with the following:

The underground installation of utilities is strongly encouraged throughout the City, except for in areas where overhead utilities already exist and are not planned to be converted to underground within the next five years. In these limited instances where underground installation of utilities is not practical, single-pole construction and joint use of the pole are generally desirable and should be used wherever feasible.

The Utility shall permit the joint use and occupation of its poles or underground facilities placed in City Rights-of-Way to other utilities for just compensation. If the utilities are unable to agree to terms of joint use, they will be required by the Engineer to enter into binding arbitration. Additionally, the Utility will comply with all applicable federal, state, and local codes, rules, and regulations, including Buy America provisions when required.

29. On page 52, under Section 6-4, replace “Manual on Design Guidelines and Specifications for Road and Bridge Construction in Pierce County” with “Public Works Standards”.

30. On pages 53 through 57, under Appendix A, delete the definitions for “Annual Road Program”, “Bridge Engineering”, “CFP”, “County”, “CRP”, “Department”, “Document”, “Franchise”, “Six-Year Road Program”, “Transportation Element”, and “UGS”.

31. On page 58, delete Appendix B.

32. On page 59, delete Appendix C.

33. On pages 60 through 65, Appendix D provides general guidelines for utility accommodation on bridges and other structures. Please contact the Public Works Director with any questions or references to Pierce County staff or departments herein. As of the date of this regulation, there are no known bridges or structures owned, operated or maintained by the City of Edgewood.

34. On page 66, delete Appendix E.

## Chapter 12.05

### STREET AND RIGHT-OF-WAY REGULATIONS

#### 12.05.010 Permits Required.

The following is a list of permits required under this Chapter. To obtain a permit, the Applicant shall submit an application and pay the fee as provided in the City's Fee Schedule. Application submittal shall include a copy of any applicable approved construction plans. Permits shall be valid for a period of 90 days from and after the date of issuance, with extensions at the discretion of the City Engineer. A copy of each permit shall be available for inspection at the activity site during the life of the permit. All work conducted under an issued permit must be completed prior to the expiration date of such permit.

A. Right-of-Way Permit. Except as provided in Chapter 12.06 EMC, no person, party, firm, corporation, or entity, shall conduct any construction activity within City right-of-way without a valid Right-of-Way Permit. The City Engineer may require liability insurance for the applicant and their contractors working within the City right-of-way in the form and amount determined necessary prior commencing work, and proof of coverage shall be provided upon request. The City Engineer may require a construction performance bond prior to permit issuance, to assure that the right-of-way will be properly restored upon completion of the project (EMC 12.05.020).

B. Gate Permit. Developments proposing gates across private roads, shared access facilities, easements or tracts that provide vehicular access (excluding access for stormwater facilities and electrical substations), and other driveways that provide emergency vehicle access to habitable structures require a valid Gate Permit. All proposed vehicular access gates shall be subject to the design requirements set forth by the Public Works Standards and Chapter 18.95 EMC.

#### 12.05.020 Financial Guarantee Required.

Prior to the issuance of any Right-of-Way Permit, the applicant may, at the discretion of the Department, be required to provide a financial guarantee to assure completion of the permitted activity within the permit time limit. Failure to complete the permitted activity within the permit time limit will cause the City to assess liquidated damages as provided for in the latest version of WSDOT Specifications. In the Liquidated Damages formula, the original contract amount shall be defined as the value of the private or public contract. The financial guarantee must be on a form provided by the City, and shall be in the amount determined by the Department, but not less than \$5,000.00.

#### 12.05.030 Public Road and Related Facilities Dedication.

A. The City of Edgewood has no obligation or duty to accept any road or related facilities. It shall be the responsibility of the owner(s) of said facilities to submit a preliminary site plan showing the facilities proposed to be dedicated to the City.

B. If reconstruction of said facilities is necessary to bring them into conformance with City standards, then construction plans and permit applications, prepared in accordance with Titles 12 and 13 EMC and all other applicable codes, shall be submitted for review and must be approved by the City before construction activity commences.

C. Unless otherwise approved by the Director, the City will not accept a dedication of right-of-way, a tract, or an easement until such time that the associated roadway facilities have been constructed and received final construction approval.

D. The owner(s) of the subject facilities must submit all necessary deeds, easements, etc., to the City for review and approval. Right-of-way widths must conform with the Public Works Standards. Once approved by the City, the owner(s) will be required to record the appropriate documents with the Pierce County Auditor.

E. Once the road has been dedicated to and accepted by the City, the road shall remain open for public use and may not be closed, except by the City, as provided by RCW 47.48.010, 47.48.020 and 47.48.031.

**12.05.040 Inspections and Maintenance.**

A. Right of Entry, Access, and Enforcement. Upon submittal of a permit application, the City Engineer is authorized to make such inspections and take such actions as may be required to enforce the provisions of this Title, with right of entry and access to private property being subject to reasonable notice. Whenever the City Engineer has reasonable cause to believe that violations of this Title are present or operating on a subject property or portion thereof, the City Engineer may follow the procedures outlined under Title 7 EMC.

B. Owners' Organization Required to Perform Maintenance and Operation. All private roads, shared access facilities, alleys, and ingress/egress easements (whether existing or proposed) shall be maintained and operated by the owners of the properties served by them. In order to ensure their continued maintenance and operation, a declaration of covenant requiring maintenance and operation shall be recorded with the Pierce County Auditor's Office.

1. For any proposed subdivision that proposes private roads, shared access facilities, or alleys, the declaration of covenants must be recorded with the Pierce County Auditor's Office prior to or concurrent with the recording of the final subdivision document.
2. For all other project types (single-family building permits, commercial building permits, proposed public facilities pursuant to EMC 12.02, etc.) the declaration of covenants must be recorded prior to building permit approval on any of the lots.
3. The declaration of covenants shall include the following terms and requirements:
  - a. The agreement for maintenance and operation shall be enforceable by any property owner served by the private road, shared access facility, alley, or ingress/egress easement.
  - b. A means shall be established for assessing maintenance and operation costs equitably to property owners served by the private road, shared access facility, alley, or ingress/egress easement.
  - c. The declaration of covenants shall run with the land.
  - d. "Maintenance" shall include, but not be limited to, the repair and/or replacement of road surfacing, gates, stop signs, speed limit signs, road name signs, storm drainage facilities, and ongoing vegetation control.
  - e. "Operation" shall include, but is not limited to, towing of improperly parked vehicles; removal of obstructions within the easement or tract; assuring access for the local fire department; assuring that necessary sight distances are maintained; and snow/ice removal.
  - f. Homeowners are responsible for assuring that the quantity, location, installation and manufacture of road name signs, stop signs, speed limit signs, and other traffic control signs are kept in place in accordance with the project construction plans on file with the City of Edgewood.
  - g. Road signs names and numbers shall be in accordance with the City requirements.
  - h. Homeowners are responsible for assuring that stopping sight distance and entering sight distances are maintained in accordance with the project construction plans on file with the City of Edgewood.

**12.05.050 Objects and Refuse within Right-of-Way.**

A. Objects in City Right-of-Way. Except for temporary signs subject to EMC 18.97.240(G), objects authorized by a street use permit, other valid permit, license, or other government approval, or mailboxes and attached newspaper boxes subject to City Engineer approval of their location, no person, organization, or agency shall place, erect, or install any object of any nature whatsoever, within a City right-of-way without the express permission in writing of the City Engineer, and any such object now in place within a City right-of-way without said permission is declared illegal. The City may summarily remove any illegally placed, erected or installed object within a City right-of-way

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at any time. Any person placing any object within a City right-of-way in violation of this Section shall be responsible for the removal of the object within 48 hours of receipt of written notice from the City.

B. City Right-of-Way – Nuisance. For purposes of this Chapter, any object situated on or in a City right-of-way in violation of subsection A above and not otherwise permitted shall be deemed a nuisance. Any such deemed nuisance shall be addressed following the procedures outlined under Title 7 EMC.

C. Obstructions – Prohibited. The following obstructions normally located on private property are prohibited within all public road rights-of-way, private road easements or tracts, and shared access facility easements or tracts: fences, basketball hoops, or other yard fixtures.

D. Obstructions – Restricted. The following obstructions normally found within a public road right-of-way or private road easement shall not be allowed in a manner or location that will interfere with the traveled surface, pedestrian area, or shoulder area: street lighting, poles, power poles, utility boxes, telephone boxes, street trees, small wireless facilities, equipment cabinets, retaining walls, fire hydrants and/or landscaping material.

E. Sight Distance Clear Zones. Sight-obscuring objects must be located to provide clear sight distances as required in the Public Works Standards.

F. Refuse on or abutting Right-of-Way. It is unlawful for any person to deposit or allow to be deposited any material upon any City right-of-way, or upon private or public property abutting either side of the right-of-way. Any person violating this Section shall be responsible for the removal of the material within 7 days of the receipt of written notice from the City. If the materials are not removed within 7 days, the violator shall be responsible for all costs incurred by the City in removing the materials. Identification of the owner and location of any material of any nature found upon private or public property abutting City right-of-way shall be considered as prima facie evidence of its having been illegally deposited upon the public or private property or City right-of-way by the identified owner of the material.

**Chapter 12.06**

**RIGHT-OF-WAY FRANCHISES AND PERMITS FOR PUBLIC AND PRIVATE UTILITIES**

*12.06.010 to 12.06.100 – NO CHANGES*

**12.06.110 Utility right-of-way permit fees.**

All permit applications to perform work on any city-owned and maintained public road surface shall be accompanied by an application fee, as indicated within the most current version of the city's fee schedule. In addition, any excavation work on any city-owned and maintained public road surface shall be accompanied with a Road Cut Fee as identified in the city's fee schedule.

*12.06.120 to 12.06.240 – NO CHANGES*

**Chapter 12.12**

**NONMOTORIZED (ACTIVE) TRANSPORTATION SYSTEMS**

**12.12.010 Purpose.**

The city requires motorized and nonmotorized (active) transportation systems to move goods and people. Motorized transportation systems are those streets and roads that carry motorized vehicles. Nonmotorized (active) systems are those involving trails, sidewalks, pathways and linear parks that handle pedestrians, bicycles and other nonmotorized (active) modes of transportation. Within the city of Edgewood, proper pedestrian facilities are a community goal expressed throughout the Comprehensive Plan.

**12.12.020 Scope.**

The nonmotorized (active) transportation system encompasses the entire community. These include adequate facilities for trails, pathways, sidewalks and linear parks that connect to all community, educational, recreational and commercial facilities as outlined in the Comprehensive Plan.

**12.12.030 General development standards.**

New development shall provide adequate nonmotorized (active) transportation systems in accordance with the Transportation Element of the city's Comprehensive Plan, as well as other opportunities to connect residential areas to nearby schools, parks, and major commercial areas.

**12.12.040 Specific development standards.**

The development of pathways and trails shall be designed pursuant to the Public Works Standards adopted under EMC 12.02.030(A).

## Chapter 13.05

### SITE DEVELOPMENT AND STORMWATER REGULATIONS

#### 13.05.001 Purpose.

This Chapter is based on the premise that development should not impact adjacent and/or downstream waterbodies and property owners or the environment in a detrimental manner compared to the pre-development condition.

This Chapter is intended to assist, but not to substitute, competent work by professional engineers. It is expected that professional engineers will bring to each project the best of their skills and abilities to see that the project is thoroughly analyzed and designed correctly, accurately, and in compliance with generally accepted engineering practices. This Chapter is not intended to address all situations or unreasonably limit any innovative or creative effort in design and construction which could result in better quality, reduced environmental impacts, cost savings, or improved performance of a project's storm drainage system.

The engineer shall show by calculations, plans, and engineering data that the proposed project meets the requirements of this Chapter.

It is not the intent of this Chapter to make city of Edgewood a guarantor or protector of public or private property with respect to development.

#### 13.05.005 Applicability.

This Chapter establishes criteria for review and analysis of all development including, but not limited to, grading, subdivision (full or short), commercial building, binding site plans, residential construction, or other projects when required by the city of Edgewood hearing examiner or city council. All proposals for development, whether public or private, which are submitted to the city for review, must conform to this Chapter and to the City's adopted Public Works Standards, which are to be used as the basis for review, design, and construction. The requirements of this Chapter apply to all areas within the City of Edgewood. Where requirements in this Chapter are also covered in any other law, ordinance, resolution, rule, or regulation of any kind, the more restrictive shall govern.

#### 13.05.010 Exemptions.

This section describes the type(s) of work that may be exempt from this Chapter. A project may combine different types of exempt activities, and the whole project is only exempt if all of these activities are exempt as listed below. If the exempt activity is part of, directly related to, or caused by a new development or redevelopment project, then it is not considered exempt for the purposes of this Chapter. However, if an activity is still considered exempt and requires compliance with federal Americans with Disabilities (ADA) requirements, then any surfaces disturbed for the ADA work are considered part of the exempt activity. The following work is exempt from the requirements of this Chapter:

*A. to B. – NO CHANGES*

C. Pavement maintenance practices limited to pothole and square cut patching, overlaying (with no intentional base course exposure) existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regrading drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, pavement preservation activities that do not expand the road prism, and vegetation maintenance.

D. Agricultural activities for commercial use; provided, that the requirements of EMC Title 14, Critical Areas, are met.

E. Washington State Department of Transportation (WSDOT) projects in which stormwater management standards, specifications, and practices are conducted in accordance with "WSDOT's Highway Runoff Manual" as approved by the Department of Ecology.

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F. Projects that are covered under the state of Washington Model Toxics Control Act (MTCA) or the Federal Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA).

G. The removal, deposit, stockpiling, broadcasting or displacement of not more than a total of 50 cubic yards of material throughout the life of a development from its existing, permitted condition. Said materials shall include, but not be limited to, topsoil, gravel, earth, peat, sawdust, mulch, bark, chips or solid nutrients.

H. The creation, addition, or replacement of not more than 200 square feet of impervious surface area throughout the life of a development from its existing permitted condition.

I. Additional activities listed under EMC 13.05.030(C) below, subject to the additional criteria listed therein.

*J. to M. - DELETED*

**13.05.020 Definitions.**

A. Unless otherwise defined in subsection B, this chapter relies on definitions contained in the following references, in order:

1. The manual and standards adopted by reference under EMC 13.05.160 and modified by EMC 13.05.170;
2. The standards adopted by reference under EMC 12.02.030;
3. EMC Chapter 18.20, Definitions;
4. WAC 197-11-700 through 197-11-799, as now or hereafter amended; and
5. The latest edition of Webster’s Dictionary.

B. For the purposes of regulating this chapter, the following definitions shall apply:

1. “Director” shall mean the director of public works or designee as necessary to ensure compliance with this Chapter, unless explicitly referenced otherwise.
2. “Logging” means the harvesting or removal of timber. Logging does not include the removal of stumps or under story vegetation.
3. “Manual” means the Pierce County Stormwater Management and Site Development Manual (PCM), adopted by reference under EMC 13.05.160 and modified by EMC 13.05.170.
4. “Principal” means an individual, person, or entity primarily liable for an obligation. In the case of a limited liability corporation (LLC), it means the individual or person that has the authority to make financial commitments and/or obligations for the LLC.
5. “Regulations” means this chapter and all other applicable provisions of the EMC.
6. “Technical equivalency” or “technical deviation” means an alternative design option requested by an applicant or the applicant’s engineer which deviates from the stipulated technical design standards or criteria found in the Manual.

*C. to V. – DELETED*

**13.05.030 Site development permits.**

**A. General.**

1. Issuance of a site development permit by the city does not, in any way, imply or signify that the proposal complies with the requirements of or is allowed by other city ordinances, regulations, or requirements, or state or federal laws.
2. The applicant is in no way relieved of responsibility and liability for compliance with all state, federal, and local rules, requirements, laws, ordinances, and regulations. Design errors which are undetected by the city do not relieve the Engineer from ultimate responsibility. Where these errors are discovered, the plans are subject to revisions by the Engineer and review and approval by the city.
3. Should errors, omissions, or inaccurate data related to the site development permit come to the City's attention, the applicant or Engineer, as applicable, shall correct all deficiencies and be responsible for all damages resulting from the defective work.

**B. Site Development Permit Required.**

1. Unless fully exempt from this Chapter, no person, party, firm, corporation, or entity shall perform any: grading, clearing, ditching, storm drainage system construction or alteration, drainage course alteration, hard surface creation, or any development or redevelopment activity unless the work is in accordance with a valid site development permit from the city issued pursuant to the provisions of this Chapter.
2. Applications for site development permits shall be prepared pursuant to this chapter and the Manual, then submitted and processed pursuant to the procedures contained under EMC Title 18.
3. Each site must have a separate site development permit. The permit issuance, payment of fees, and plan review must be completed prior to final subdivision approval or issuance of building permits.

**C. Site Development Permit Not Required.** The following activities are allowed without obtaining a site development permit if other criteria as listed are met:

1. Minor Development or Redevelopment Activity. Certain minor development or redevelopment activity as listed below may be performed by a property owner or project proponent without first obtaining a site development permit when all the criteria listed below are met. The burden of proving that the project falls within this section will be on the property owner and/or project proponent. The following criteria must be met:
  - a. In accordance with the Manual, Minimum Requirement #2, the property owner and/or project proponent must consider the 13 elements of pollution prevention for the construction site, and controls must be developed and implemented for all the elements that pertain to the site. Minimum Requirement #4 protecting natural drainage systems is met.
  - b. The work cannot include the removal, deposit, or displacement of material: within a special flood hazard area as defined by EMC 14.80; within 25 feet of a drainage course, or drainage channel; and on existing slopes that are steeper than 33 percent and 10 feet or more in height.
  - c. The work cannot create slopes that are steeper than 33 percent and 10 feet or more in height.
  - d. The work cannot include the removal, deposit, or displacement of material within the following critical areas and their associated buffers as defined by EMC Title 14 – Wetlands, Critical Fish and Wildlife Habitat Areas, Flood Hazard Areas, Landslide Hazard Areas, and Erosion Hazard Areas.
  - e. The work does not include the installation of a new storm drainage system.
  - f. The work must not be located within city right-of-way.

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g. Public and private utility line work located outside city right-of-way that creates less than 200 square feet of new or replaced impervious/hard surface.

h. Allowed Minor Development or Redevelopment Activities. The following are the allowed cumulative totals on a parcel of land:

- i. Land disturbing activity that does not exceed 7,000 square feet.
- ii. The creation of less than 200 square feet of new or replaced impervious/hard surface.
- iii. The conversion of less than 0.75 acres of native vegetation to lawn.
- iv. The conversion of less than 2.5 acres of native vegetation to pasture.
- v. Projects that cause a 0.15 cubic feet per second (cfs) increase in the 100-year discharge flow.
- vi. Grading of less than 50 cubic yards.

2. Development or Redevelopment Activity Performed by the City. When the applicant or proponent of a development or redevelopment is the city, a site development permit is not required when the city, as determined by the Director:

- a. Complies with the requirements of this chapter and the Manual; and
- b. Uses qualified staff and has established procedures and programs to:
  - i. Review each project's stormwater plans and specifications to ensure compliance with this chapter and the Manual; and
  - ii. Produce plans and documents in accordance with the Manual; and
  - iii. Inspect all projects prior to clearing and construction that have a high potential for sediment transport; and
  - iv. Inspect projects during construction to verify proper installation and maintenance of required erosion and sediment controls; and
  - v. Inspect projects during and upon the completion of construction and prior to final approval or occupancy to ensure proper installation of permanent stormwater facilities; and
  - vi. Verify that a maintenance plan is completed and responsibility for maintenance for stormwater treatment and flow control best management practices/facilities is assigned; and
  - vii. Keep records of inspections and enforcement actions by staff, including inspection reports, warning letters, notices of violations, and other enforcement records.

3. Public and Private Utility Line Work. Public and private utility line work (new construction, maintenance and repair) does not require a site development permit when:

- a. The utility line work is located within city right-of-way; and
- b. The utility line work is not part of, directly related to, or caused by a new development or redevelopment project; and
- c. The ground surface is replaced with in-kind materials with similar runoff characteristics; and

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d. A Construction Stormwater Pollution Prevention Plan is implemented that meets Minimum Requirement #2 of the Manual; and

e. The work is performed in accordance with EMC 12.02.

4. Maintenance and Repair Activities for Public Roads and Public Storm Drainage Systems. Maintenance and repair activities performed by the Public Works Department that meet all of the following criteria do not require a site development permit:

a. In accordance with the Manual, Minimum Requirement #2, the 13 elements of pollution prevention for the maintenance or repair activity must be considered, and controls must be developed and implemented for all the elements that pertain to the activity.

b. In accordance with the Manual, Minimum Requirement #4 protecting natural drainage systems is met.

c. The activities include only targeted area repairs or maintenance without expanding the area of coverage or changing of the characteristics of roads/drainage systems (see the Manual, Exemptions).

d. The following are not pavement maintenance activities and require a site development permit:

i. Removing and replacing a pavement to base course or lower, or repairing the pavement base (except for pothole or square cut patching);

ii. Extending the pavement edge, or paving graveled shoulders; and

iii. Upgrading from dirt to gravel, a bituminous surface treatment (“chip seal”), asphalt, concrete, or permeable pavement; upgrading from gravel to chip seal, asphalt, concrete, or permeable pavement; or upgrading from chip seal to asphalt, concrete, or permeable pavement.

5. Maintenance or Repair Activities for Private Roads, Shared Accesses, Alleyways and Private Storm Drainage Systems. The maintenance activities listed below may be performed by a property owner or project proponent without first obtaining a site development permit when all of the criteria below are met. The burden of proving that the project falls within this permit exemption will be on the property owner and/or project proponent. The following criteria must be met:

a. In accordance with the Manual, Minimum Requirement #2, the property owner and/or project proponent must consider the 13 elements of pollution prevention for the maintenance or repair activity, and controls must be developed and implemented for all the elements that pertain to the activity. Minimum Requirement #4 protecting natural drainage systems is met.

b. The repair of a storm drainage system cannot exceed 250 cubic yards of grading.

c. Maintenance or repair activities cannot expand the roadway prism or cause an expansion of impervious or hard surface.

d. Maintenance or repair activities cannot change the original approved design of a private road, shared access, or storm drainage system.

e. Allowed Minor Maintenance or Repair Activities:

i. Pavement maintenance and repair activities such as asphalt overlay, pothole repair, square cut patching, chip seal or other asphalt maintenance coating.

ii. Sidewalk or pedestrian pathway repair or replacement.

iii. Curb repair or replacement.

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- iv. Driveway approach repair and maintenance.
- v. Gravel road maintenance and repair.
- vi. Gravel shoulder maintenance and repair.
- vii. Storm drainage system maintenance and repair.
- viii. Vegetation maintenance within a private road, shared access, or other vehicular access easement.

D. Site Development Permit Review.

1. Process. The city shall conduct a review of the permit application in accordance with the provisions outlined in EMC Title 18.
2. Criteria. The city shall review the submitted information to determine if it complies with the provisions of this Chapter.
3. Burden of Proof. The applicant or Engineer shall show by calculations, plans, and data that the proposed project meets the requirements of this chapter.
4. Director's Authority. The Director shall have the authority to increase requirements to protect the health, safety, and welfare of the public on the basis of information regarding threatened water quality, erosion problems, habitat destruction, historic flooding, protection of uninterruptable services, endangerment to property, or increases in requirements imposed by State or Federal agencies or other pertinent factors.

E. Site Development Permit Denial. The Director shall deny a site development permit if the proposal does not meet or cannot be modified to meet the requirements set forth in this chapter.

F. Site Development Permit Approval and Issuance. The site development permit will be approved and issued when the following items have been addressed:

1. Plan is Approved. City staff find that the site development drawings, reports, maintenance covenant, and other project documentation comply with this chapter and the Manual.
2. Hearing Examiner Approval and Environmental Determination Completed. Issuance/approval of a site development permit will not occur until necessary land use permit or environmental approvals are obtained in accordance with Title 18 EMC.
3. Payment of Fees. All fees for the site development permit must be paid.
4. Financial Guarantees. Any necessary financial guarantees must be received and be in a form that is approved by the city.
5. Easements and Deeds Completed. Any easements or deeds that have been identified through the review process as being necessary to start construction must be reviewed, approved, executed, and recorded.

G. to I. – *DELETED*

**13.05.040 Construction.**

This Section addresses the construction phase of the site development permit process including, but not limited to, construction material requirements, start of construction, inspections, minor changes, and permit extensions.

A. Construction Materials. All materials used in construction of private and public drainage facilities shall meet the city's current Public Works Standards.

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B. Prior to Starting Construction. Construction shall not start until:

1. The site development permit has been issued.
2. Construction Stormwater Pollution Prevention Plan Measures. All initial construction stormwater pollution prevention plan measures must be installed (such as but not limited to construction entrance, silt fence, construction limit fencing).
3. Pre-Construction Meeting. When required by the city as a condition of permit issuance, a pre-construction meeting must be held with the city inspector, the contractor(s) and the Engineer.
4. Right-of-Way Permit Must Be Obtained. Any project that intends to perform construction or improvements within existing city right-of-way shall obtain a right-of-way permit prior to beginning any construction.

C. Inspections, Right of Entry, Access.

1. The Director is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter.
2. Whenever necessary to make an inspection to enforce any of the provisions of this chapter, or whenever the Director has reasonable cause to believe that violations of this chapter are present or operating on a subject property or portion thereof, the Director or designee may enter such premises at all reasonable times to inspect the same or perform any duty imposed upon the Director by this chapter; provided, that if such premises or portion thereof is occupied, the Director shall first make a reasonable effort to locate the owner or other person having charge or control of the premises or portion thereof and demand entry.
3. Proper ingress and egress shall be provided to the Director to inspect or perform any duty imposed upon the Director by this chapter. The Director shall notify the responsible party in writing of a failure to provide access. If the responsible party fails to respond within seven days from the receipt of notification, the Director may order the work required completed or otherwise address the cause of improper access. The obligation for the payment of all cost that may be incurred or expended by the city in causing such work to be done shall be imposed on the person holding title to the subject property.
4. Depending on the complexity of the project and as determined by the Director, the applicant may be responsible for retaining an engineer licensed in Washington to conduct inspections and testing during construction. When required, the number, type, and frequency of inspections and testing will need to be of such an extent and nature that the applicant's engineer will be able to certify the construction activity is compliant with the approved construction documents.

D. Permit (Construction) Time Limit. In order to meet the intents and purposes of this Chapter and to minimize construction impacts, site development work must be completed as soon as reasonably possible. A site development permit is therefore valid for one year from the date of issuance.

1. Extensions.
  - a. Second Year. For site development work that is incomplete but actively under construction, the site development permit will be extended for an additional year upon payment of additional inspection fees, provided that the request for the extension is made prior to permit expiration.
  - b. Additional Time Extensions. For site development work that is incomplete but actively under construction, the Director or designee may grant additional one-year time extensions when:
    - i. An applicant can demonstrate that impacts to neighboring properties, downstream receiving waters, and critical areas are not occurring or have been corrected, or will be corrected; and

- ii. Construction that has already been completed has been performed in a manner that substantially conforms with the approved plans and the applicable inspection fees have been paid.
  - c. Expired Site Development Permits. When a site development permit has expired, the Director or designee may revive an expired permit and grant additional one-year time extensions when a project has not commenced site development work, or when a project's site development work is incomplete, only when the following conditions are shown:
    - i. An applicant can demonstrate that impacts to neighboring properties, downstream receiving waters, and critical areas are not occurring or have been corrected, or will be corrected; and
    - ii. A project has not lost its vesting rights (i.e., the stormwater standards have not changed since the date the original permit was granted); and
    - iii. Construction that has already been completed has been performed in a manner that substantially conforms with the approved plans and the applicable inspection fees have been paid.
  - d. Expiration of Vesting Rights. When a site development permit has expired and a project has lost its vesting rights and upgrading of the project to the current version of this chapter will require significant changes to the approved plans, the site development permit will not be revived until:
    - i. The plans have been revised to meet the current regulations; and
    - ii. The appropriate review and inspection fees have been paid; and
    - iii. An applicant can demonstrate that impacts to neighboring properties, downstream receiving waters, and critical areas are not occurring, have been corrected, or will be corrected.
- 2. Permits issued for resolution of a site development violation shall be valid for six months unless specified otherwise by the Director. If deemed appropriate by the Director, a single 90-day permit extension may be granted as long as the extension does not conflict with the expiration dates outlined under subsection 3, below.
- 3. Notwithstanding any other provisions in this Chapter, all permits issued pursuant to the stormwater regulations with an effective date between January 1, 2017, and July 1, 2022, shall expire on July 1, 2027, unless approved construction has begun on site before this date. For purposes of this section:
  - a. "Construction has begun" means the site work associated with and directly related to the approved project has begun. For example, mass grading, or the installation of utilities, have commenced and are actively progressing. Simply clearing the project site does not constitute the start of construction.
  - b. "Actively progressing" means that construction crews are on site on a daily or weekly basis and significant and visible progress is being made toward the completion of the project. As some elements of a project must be constructed during the drier part of the year or when groundwater levels are low, it is understood that minimal progress may be made during the wet season from October 1st through April 30th. However, to be considered "actively progressing," permitted projects must immediately resume construction activity at the levels described above upon completion of the wet season.

#### E. Changes to Approved Plans.

- 1. Minor Change. When the city's inspector or review engineer determines that a contractor- or applicant-initiated plan changes or field revisions are minor, the changes can be approved using a minor change process. The project engineer must coordinate directly with the city's inspector and/or review engineer before any minor change is implemented.
- 2. Revision to Approved Plans. When the city's Inspector or review engineer determines that a contractor- or applicant-initiated plan changes or field revisions are major, the changes must follow a formal plan revision

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process. Major changes will require that the project engineer revise the approved site development drawings and obtain a new approval of each affected sheet(s). A review fee is charged for revision to approved plans.

3. Record Drawing. Any minor changes or revisions to the approved plans must be included in the project record drawings.

F. Construction Completion. Prior to final acceptance of site development work the following items must be completed:

1. City Inspector's Final Punchlist. All items identified on the City Inspector's final punchlist must be completed.
2. Engineer's Certification. When required pursuant to subsection C.4 above, the applicant's engineer must provide certification of the required work to the Director as agreed.
3. Record Drawings. Record drawings must be prepared by the engineer and submitted to the city for review and approval.
4. Maintenance Guarantee. A Maintenance Guarantee for all public improvements must be submitted to and accepted by the city – see EMC 13.05.150(D).
5. Performance Monitoring Permit. An application for this permit must be submitted to the city.
6. Permanent stabilization of the site soils must be achieved.
7. For private Stormwater Drainage systems, a Stormwater Maintenance Agreement must be approved by the city, executed and recorded with the Pierce County Auditor.
8. All necessary easements and deeds must be approved by the city, executed, and recorded.

G. Record Drawing Requirements. Refer to Appendix A of the city's Public Works Standards, adopted by reference under EMC 12.02.030.

H. Acceptance of Public Drainage Facilities. Unless otherwise approved by the Director, the city will not accept a dedication of a tract or an easement until such time that the storm drainage facilities have been constructed and received final acceptance as detailed in the city's Public Works Standards, including the posting of any required maintenance guarantee.

I. Maintenance of Private Drainage Facilities. If a project's drainage facilities are not dedicated to and accepted by the city, a maintenance covenant with maintenance source control materials must be prepared by the applicant, reviewed and approved by the city, and recorded against all real property served by said facilities with the Pierce County Auditor.

1. If the project is a subdivision established pursuant to Title 16 EMC, the applicant shall form a Property Owners' Association. The document creating the Property Owners' Association shall at a minimum make provision for all of the following:

- a. Members of the Property Owners' Association shall be responsible for maintenance of storm drainage facilities;
- b. Inclusion by reference of the operation and maintenance manual prepared by the project engineer in accordance with the Manual;
- c. Power to assess fees to maintain storm drainage facilities; and

d. Responsibility for payment of financial sanctions/repayments should the city have to conduct repairs/activities due to hazardous conditions.

2. If the project is other than a subdivision, the applicant will describe the organization or persons that will own and maintain the facility and show how maintenance activities will be financed (refer to the Manual).

J. Performance Monitoring Permit. During this phase of the development process, the city performs periodic monitoring of completed projects. The intent of this monitoring is to look for defects in the constructed infrastructure (such as improper infiltration or settling pavement) that may not have been obvious during construction or that may not have appeared until after final acceptance. The duration of the performance monitoring period is for 24 months from final acceptance, or until financial guarantee requirements are met.

K. Completion of the Site Development Process. The site development permit process is complete when the city has released any associated financial guarantees and the monitoring phase has been completed.

**13.05.050 Coordination with other permits.**

A. Issuance of Related Permits. When a project requires a site development permit, the city will not issue building permits or other permits that authorize construction or earth disturbing activities until the site development permit has been issued.

B. Issuance of Residential Building Permits in Subdivisions. The city will not issue residential building permits in any subdivisions until all necessary drainage improvements, roads, and/or shared accesses are completed, with the exception that minor items that may be damaged during homebuilding (such as sidewalks, street trees, or street illumination) may be financially guaranteed.

C. Final Building Inspections for Structures. Final occupancy and/or final inspection approval of residential, commercial, and industrial structures will not be granted until such time that final site development construction approval for all improvements, including minor items, is achieved in accordance with EMC 13.05.040(F).

**13.05.060 Technical equivalency.**

A. The Director or designee may make determinations of technical equivalency regarding the requirements contained in this chapter; provided, that all of the following are met:

1. The determination of technical equivalency will not otherwise result in noncompliance with minimum requirements set forth in the Manual;
2. The determination of technical equivalency will not violate the development conditions imposed upon the project;
3. The determination of technical equivalency will produce a compensating or comparable result which is in the public interest;
4. The determination of technical equivalency will meet the objectives of safety, function, appearance, environmental protection and maintainability based on sound engineering judgment.

B. The Director or designee shall make written findings supporting the determination of technical equivalency.

**13.05.070 Hazards.**

A. Whenever the Director determines that any existing construction site, erosion/sedimentation problem and/or drainage facility poses a hazard to life and limb, endangers any property, and/or adversely affects the condition or capacity of other drainage facilities, the safety and operation of city right-of-way, utilities, and/or other property owned or maintained by the city, the applicant/person to whom a permit was issued, the owner of the property, the applicant/person responsible for maintenance, and/or other person or agent in control of said property, upon receipt of notice in writing from the Director, shall within the period specified therein repair or otherwise address the cause of the hazardous situation in conformance with the requirements of this chapter.

B. Should the Director have reasonable cause to believe that the situation is so adverse as to preclude written notice, they may take the measures necessary to eliminate the hazardous situation; provided, that they shall first make a reasonable effort to locate the owner before acting. In such instances the applicant of whom a drainage plan was required, owner of the property and/or person responsible for the maintenance of the facility, shall be obligated for payment of all costs incurred. If costs are incurred and a financial guarantee pursuant to this chapter or other city requirement has been posted, the Director shall have the authority to collect against the financial guarantee to cover costs incurred.

**13.05.080 Variances.**

A. Purpose. The purpose of this Section is to provide a means of altering the requirements of this chapter in specific instances where the strict application of those requirements would deprive a property of privileges enjoyed by other properties because of special features or constraints unique to the property involved.

B. Granting of Variances. The Director shall have the authority to grant a Variance from the provisions of this chapter, when, in the opinion of the Director, the conditions as set forth in subsection C of this Section have been met. In such cases, a Variance may be granted which is in harmony with the general purpose and intent of this chapter so that the spirit of this chapter shall be observed, public safety and welfare secured, and substantial justice done.

C. Required Showings (Findings) for a Variance. Before any Variance may be granted, it shall be shown:

1. Said requirements impose a severe and unexpected economic hardship on the project applicant which hardship is not the fault of the applicant or a predecessor in interest, and further, the following has been considered and documented with written findings:

- a. The current (pre-project) use of the site; and
- b. How the application of the minimum requirement(s) restricts the proposed use of the site compared to the restrictions that existed prior to the adoption of the minimum requirements; and
- c. The possible remaining uses of the site if the exception were not granted; and
- d. The uses of the site that would have been allowed prior to the adoption of the minimum requirements; and
- e. A comparison of the estimated amount and percentage of value loss as a result of the minimum requirements versus the estimated amount and percentage of value loss as a result of requirements that existed prior to adoption of the minimum requirements; and
- f. The feasibility for the owner to alter the project to apply the minimum requirements.

2. The exception will not increase risk to the public health and welfare, nor injurious to other properties in the vicinity and/or downstream, and to quality of waters of the State; and

3. The exception is the least possible exception that could be granted to comply with the intent of the Minimum Requirements.

D. Conditions on Variances. When granting a Variance, the Director shall determine that the circumstances do exist as required by subsection C of this Section, and attach specific conditions to the Variance which will serve to accomplish the standards, criteria, and policies established by this chapter.

E. Process. Variances under this chapter shall be processed as a Process II application, consistent with the procedures in EMC 18.40.090.

**13.05.090 Appeals.**

Any person or agency aggrieved by a final act or decision of the city under this Chapter may appeal to the city hearing examiner pursuant to the provisions of EMC Chapters 2.40 and 18.40, as now enacted or hereafter amended. Administration, including staff report preparation and public hearing notification, shall be prepared by the city.

**13.05.100 Penalties and enforcement.**

The regulations for compliance with the provisions of this chapter are set forth in EMC Title 7, Code Enforcement.

**13.05.110 Grading.**

A. General Requirements.

1. Slopes shall be constructed in a manner such that a factor of safety of at least 1.5 is achieved for static conditions and at least 1.2 for seismic dynamic conditions. Analysis of dynamic (seismic) conditions shall be based on a minimum horizontal acceleration as established by the most current version of the Building Code as adopted by EMC Title 15.
2. The proposed slopes shall not create the need for landslide hazard buffers or setbacks on neighboring properties unless approved through a notarized written agreement with the property owner.
3. Interior slopes for surface mining projects which are part of an active mining operation are exempt from the maximum cut and fill slope angle requirements listed below, as long as access to the mine is controlled via fencing or other security measures to discourage entrance by unauthorized persons. Interior slopes are those slopes that do not impact the theoretical slope face that is created by applying the applicable maximum angle and the required setbacks to the property line.

B. Excavation Standards.

1. Cut Slopes shall be no steeper than is safe for the intended use and shall not be steeper than 2 horizontal to 1 vertical, or as recommended by a soils Engineer.
2. The catch point of the top of the slope shall be set back from the site boundary line in accordance with the following table, unless a retaining wall is designed by the Engineer and constructed for the project:

<b>Cut Depth</b>	<b>Setback Distance</b>
Less than 5 Feet	2 Feet
5 to 20 Feet	Half of the Depth
More than 20 Feet	10 Feet

3. Cut slopes along the mine's property boundaries are allowed to be steeper than 2:1 if the applicant can show through the submittal of a stability study that there will not be a negative impact to neighboring properties in the form of stability impacts, increased setback requirements or increased buffer distances.
4. Refer to the Manual for additional excavation techniques.

C. Fill Standards.

1. Fills which are intended for building sites shall be constructed in conformance with the requirements of the latest edition of the IBC, as adopted by the city, and an assignment of allowable soil-bearing pressures will be under the jurisdiction of the Building Official in accordance with the IBC.
2. Slopes shall be no steeper than is safe for the intended use and shall not be steeper than one and one half horizontal to one vertical, or as recommended by a soils Engineer. Fill sites must be approved by the Engineer as suitable locations for the proposed fill.

3. The ground surface for fills over five feet in height shall be prepared by removing vegetation, noncomplying fill, topsoil, and other unsuitable materials; scarifying to provide a bond with the new fill; and, where existing slopes are steeper than five horizontal to one vertical, by benching into competent material as determined by the Engineer. The bench under the toe of a fill on a slope steeper than 5 horizontal to 1 vertical shall be at least 10 feet wide or as recommended by a soils Engineer.

4. Except as permitted by the city, no material other than earth material shall be buried or placed in fills. Placement of other than earth material is regulated by State statutes or Federal laws, and additional permits may be required.

5. Fills shall be constructed using earth materials, compaction methods, and construction techniques so that stable fills are created.

6. The toe or catch point of fill slopes shall be set back from the site boundary line in accordance with the following table unless a retaining wall is designed by the Engineer and constructed for the project:

<b>Fill Depth</b>	<b>Setback Distance</b>
Less than 5 Feet	2 Feet
5 to 40 Feet	Half of the Depth
More than 40 Feet	20 Feet

D. Soil Engineering – Stability.

1. When an applicant proposes to clear, grade, cut, or fill on existing slopes steeper than 33 percent and ten feet or more in height, or when an applicant proposes to construct slopes steeper than 50 percent and ten or more feet in height, or is otherwise directed by the Manual, the city may require any of the following:

- a. The applicant to retain a geotechnical professional to submit design and construction recommendations.
- b. The applicant to retain a geotechnical professional and/or testing company to perform special inspections of the proposed clearing, grading, and filling.
- c. The applicant to retain a geotechnical professional to prepare a stability report.
- d. The geotechnical professional's recommendations to be incorporated into the construction plans, construction specifications, and if applicable, the subdivision documents.
- e. The applicant to retain a geotechnical professional to review construction plans and specifications or subdivision documents for conformance with the geotechnical professional's recommendations and requirements.
- f. The applicant to retain a Washington-licensed professional engineer to prepare a plan in accordance with the Manual.

2. At a minimum, a stability report shall include the following:

- a. The first page of the document shall clearly identify the submittal as a "Stability Report."
- b. The date when the stability report was prepared.
- c. The parcel number(s) of the site.
- d. Site address if one has been assigned by the city.
- e. A detailed description of the project and a description of the project area.
- f. A description of the surface and subsurface geology, hydrology, soils, and vegetation of the site.

g. An accurate site plan drawn at a scale of 1" = 20', 1" = 30', 1" = 50' (or other scale deemed appropriate by the Department) is required. The Department may require that the site plan information listed below be based on a field survey by a licensed surveyor. The site plan shall include:

- i. The location of any existing and proposed structures, utilities, on-site septic systems, wells, and stormwater management facilities.
  - ii. The full geographical limits of the proposed project area.
  - iii. Extent of cross-section(s) used in the evaluation of slope stability.
  - iv. Existing topography on the site presented in two-foot contours.
  - v. Property lines for the site.
  - vi. North arrow and plan scale.
  - vii. Location and unique identifier of geotechnical borings, CPT soundings, or other surveys or explorations used to characterize subsurface conditions.
  - viii. Extent of cross-section(s) used to evaluate the three-dimensional subsurface geologic and groundwater conditions at the site.
- h. Subsurface characterization data must be provided. The data shall be based on both existing and new information that may include soil borings (SPT or other appropriate driven sample collection methods), test pits, geophysical surveys, or other appropriate subsurface exploration methods, development of site-specific soil and/or rock stratigraphy, and measurement of groundwater levels including variability resulting from seasonal changes, alterations to the site, etc.

i. Conventional geotechnical boring data shall be reported as a graphic log utilizing the following standards:

1. The vertical scale of the graphic log shall be such that 5 ft. of drilled depth is scaled to range of 1" to 2" (1:60- or 1:30-scale), and shall include vertical columns that record depth in 1 ft. increments, SPT value or equivalent value, and incremental blow counts, a graphic pattern representation of the soil type encountered during drilling, and sample descriptions and other comments regarding drilling.
2. The graphic log shall have a header on the first page that includes a unique identifier for the boring, the times and dates of the start and completion of drilling, the manufacturer and model of the drilling rig, the company name of the drilling contractor, the name(s) of the site geologist(s) or engineer(s) overseeing the drilling activities, the details of the method used to advance the borehole (e.g., 4" i.d. hollow-stem auger), the type of drilling fluid used to stabilize the borehole, indication that the SPT was completed in accordance with applicable ASTM standards or other appropriate driven sample collection methods are specified including a description of the sampler, hammer weight, drop height, the type of hammer used to drive the sampler, number of turns of rope if a cathead is used to raise the hammer, condition of rope (i.e., new, used, frayed, oily, etc.), and the depth of static groundwater measured immediately prior to abandonment of the boring and the time and date of this measurement.
3. All subsequent pages of the graphic log shall have the unique identifier for the boring, the times and dates of the start and completion of drilling, and the number of the page and the total number of pages comprising the log.
4. Each SPT value or equivalent value will be reported in the appropriate column showing the blow counts recorded at each 6" interval, and the sum of the blow counts between penetration

distances of 6" to 18," unless refusal conditions (50 or more blows with less than 6" of sampler penetration) are met anywhere in this interval. At refusal, the blow count shall be recorded as the number of blows with the corresponding sampler penetration, in inches.

5. SPT tests shall be performed every 5 feet during drilling, at a minimum.

6. The soil sample descriptions will include the total length of the recovered sample, the soil color, odor, the density or consistency (loose to very dense, very soft to very stiff), degree of water saturation (dry, moist, wet, saturated), and dilatancy. For granular (sand and gravel) soils, the description shall include a physical description of the soil sample, including size distribution (poorly or well graded), angularity, composition, amount and plasticity of the fines fraction. For fine soils (silt and clay), the description shall include a qualitative estimate of the proportion of the silt and clay size particles (e.g., silty clay, clay with some silt, etc.), plasticity, and amount and type of organic material. The sample description shall include a description of any bedding, laminations, slickensides, or other textural or deposition features, including contact between dissimilar soil types. The sample description shall also include a field classification of the soil sample using the Unified Soil Classification System where the classification is expressed in lower case letters (e.g., sp, ml, etc.). The sample classification shall be expressed in upper case letters (e.g., SP, ML, etc.) where subsequent laboratory testing has been performed. This column of the graphic log will also include any other information relevant to the subsurface investigation, such as loss of drilling fluid, heaving, churning of the drill in gravelly soils, etc.

ii. CPT sounding data shall be reported as a graphic log utilizing the following standards:

1. The vertical scale of the graphic log shall be such that 5 ft. of penetrated depth is scaled to range of 1" to 2" (1:60- or 1:30-scale), and shall include vertical columns that record depth in 1 ft. increments.

2. The graphic log shall have a header on the first page that includes a unique identifier for the boring, the times and dates of the start and completion of the CPT sounding, the manufacturer and model of the CPT system, the company name of the CPT service contractor, the name(s) of the site geologist(s) or engineer(s) overseeing the CPT sounding, and any comments regarding the conduct of the testing, reaction of the CPT system during sounding, etc.

3. All subsequent pages of the graphic log shall have the unique identifier for the boring, the times and dates of the start and completion of drilling, and the number of the page and the total number of pages comprising the log.

4. The graphic log shall display, at a minimum, a continuous depth plot of the uncorrected tip resistance, the friction (sleeve) resistance, the friction ratio, and the measured pore pressure with an overlay of the calculated hydrostatic pore pressure. These curves shall be plotted so as to show the full variation of the measured quantities within the depth range of the sounding, and each curve shall have a visible scale with the minimum and maximum ranges labeled.

5. All of the CPT data recorded for each sounding shall also be provided in either electronic or hardcopy format. Electronic data will be presented in an ASCII text file format.

iii. Geotechnical borings or CPT soundings will be advanced to a depth sufficient to characterize geologic conditions within and below the existing or potential landslide mass.

iv. Other methods used for subsurface characterization shall be assigned a unique identifier, and the basic data presented in appropriate graphical and/or tabular format.

v. The three-dimensional subsurface conditions at the site shall be presented using one or more cross-sections showing location and depth penetration of geotechnical borings, CPT soundings, or other

subsurface characterization methods, interpretation of the geometry of major soil units, and projected location of the static groundwater surface determined from the subsurface exploration. The cross-sections shall be presented at a scale of 1" = 20', 1" = 30', 1" = 50' (or other scale deemed appropriate by the Department). Each cross-section shall have a legend with a description of the various major soil units.

- i. Soil strength and index properties (i.e., unit weight, cohesion, etc.) shall be provided for each soil unit interpreted from the subsurface characterization of the site, and shall be presented in tabular format. Justification for the presented values of these soil parameters shall be based on one or more of the following approaches:
  - i. Back analysis based on pre-landslide stability conditions.
  - ii. Laboratory measurement of strength or other index properties made on soil samples.
  - iii. Correlation of soil strength index properties to other geotechnical indices (e.g., SPT blow counts, etc.), where the correlation relations are documented (e.g., published literatures, in-house empirical data set, etc.).
  - iv. Soil strength and indices based on generic values must provide a clear justification for their use.
- j. Assessments and conclusions regarding slope stability for the developed conditions shall be presented and documented. These assessments and conclusions shall include:
  - i. Determination of the potential types of landslide failure mechanisms (e.g., debris flow, rotational slump, translational slip, etc.) that may affect the site.
  - ii. Quantitative stability evaluation of slope conditions of the various failure mechanisms using state-of-the-practice modeling techniques. Limiting equilibrium methods of analysis shall state the stability conditions as a factor of safety. The most unstable failure geometry(ies) shall be presented in the form of a cross-section(s), with the least stable failure geometry for each failure mechanism clearly indicated. The stability evaluation shall also consider dynamic (earthquake) loading, and shall use a minimum horizontal acceleration as established by the current version of the Building Code as adopted by Title 15 EMC.
  - iii. Static and dynamic factors of safety for the developed conditions.
  - iv. Potential landslide hazard buffer and setback impacts to neighboring properties.
- k. Mitigation recommendations using engineered measures to protect any proposed structure(s) and any adjacent structures, infrastructure, downstream receiving waters, adjacent wetlands, or critical fish and wildlife habitat from damage or destruction as a result of proposed construction activities. The recommendations shall contain:
  - i. Requirements pertaining to the handling of surface and subsurface runoff in the developed condition.
  - ii. Identification of necessary geotechnical inspections to assure conformance with the report mitigation and recommendations.
  - iii. Proposed angles of cut and fill slopes, site grading requirements, final site topography (shown as 2' contours), and the location of any proposed structures, on-site septic systems, wells, and stormwater management features or facilities associated with the development detailed within the body of the report and shown on a site map at the same scale as that required in number 7. above.
  - iv. Soil compaction criteria and compaction inspection requirements.

- v. Structural foundation requirements and estimated foundation settlements if structures are proposed.
  - vi. Lateral earth pressures.
  - vii. Suitability of onsite soil for use as fill.
  - viii. Erosion protection measures.
  - ix. Permanent stabilization measures.
3. The stability report must be prepared under the responsible charge of a geotechnical professional.
  4. The geotechnical professional(s) who prepared the stability report shall stamp the report with his or her license stamp/seal.
  5. The Department may request a geotechnical professional to provide additional information in the stability report based upon existing conditions, changed conditions, or unique circumstances occurring on a case by case basis.
  6. Stability reports shall be in conformance with a format that is pre-approved by the Department.

E. Creation of Building Pads within Subdivisions. A grading plan with existing and proposed contours must be provided for all subdivisions, that clearly identifies the earthwork required for the construction of the subdivision. The storm drainage runoff patterns that will result from the proposed grading plan must be consistent with the stormwater design contained within the project's drainage report. Grading per the approved plans must be completed and accepted for the entire subdivision prior to issuance of building permits on individual lots except where the subdivision was approved to be constructed in phases. The grading plan must include grading of individual lots when it is necessary to ensure consistency with the storm drainage runoff patterns contained within the project's drainage report. Approved grading plans may or may not include grading of building pads at the discretion of the developer.

**13.05.120 Stormwater Drainage.**

A. Off-Site Mitigation. The city recognizes that application of the design standards set forth in the Manual does not always fully prevent any impacts downstream and in these extreme cases, the applicant may be required to provide off-site mitigation as determined by the city.

B. Regional Stormwater Facilities. Due to the nature of regional stormwater facilities to control surface water runoff from larger areas, it is recognized that it may not be feasible, both fiscally and physically, to control runoff as stipulated in the Manual for new or retrofit facilities. The city shall make every effort reasonable to control runoff to the discharge, storage, and quality criteria established in the Manual. Where determined impractical by the Director, the city will be allowed to modify the criteria for regional facilities and design for maximization of the available land space for control of stormwater. In this case, the city shall design the facility for the primary function of stormwater control and any other multi-use functions shall be considered only after maximizing the stormwater aspects of the facility. Facilities that do not meet the Manual's Volume I minimum requirements will not accept excess discharge flows from new or re-developments.

1. Stormwater facilities constructed by private development to mitigate for the impacts of new development or re-development will not be viewed as regional stormwater facilities and shall meet all provisions of this chapter.
2. If development is relying on a regional facility to meet their stormwater requirements, that regional facility must be fully constructed and functional before construction on the development proceeds.
3. The capacity of any regional facility will be recalculated based on current stormwater standards for each new project requesting to connect to that facility to meet their stormwater requirements.

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C. Discharge to Privately Owned Property. If the project site discharges to a privately owned closed depression, the applicant must obtain written permission/easements from the owner(s) of record for both the closed depression and potential overflow routes receiving the runoff. The applicant shall record the information with the Pierce County Auditor. This information shall be recorded with all affected property titles including those for the depression, overflow route, and the applicant's property. If easements cannot be obtained:

1. any overflow must tie in to the municipal stormwater system where available; or
2. discharge to the pothole may be allowed on a case by case basis to match the predeveloped rates, increase the pond size and meet additional protective criteria described in the Manual.

D. Discharge to Publicly Owned Regional Retention and/or Detention (R/D) Facilities. As determined by the city on a site-by-site basis, the developer shall have the option of paying to the city the anticipated costs for designing and constructing an on-site stormwater retention/detention facility including land costs as required above in-lieu-of constructing such a facility. The Manual describes the standards and conditions of this option.

E. Privately Constructed Regional Retention and/or Detention (R/D) Facilities. In lieu of individual systems, applicants may design and build regional facilities in accordance with the design requirements set forth in the Manual, as applicable and with excess capacity which, when completed, may be dedicated to the city. Such a facility may be on-site or off-site. Upon city approval of the facility, the city may:

1. Accept the dedicated facility; and
2. If funds are available as determined by the Director and the facility is constructed in a location within a basin studied by the City and is currently budgeted for in the approved six-year capital facilities plan, reimburse the developer for the excess capacity provided by the facility at a rate mutually agreed upon; or
3. Enter into a latecomers agreement with the developer for reimbursement as other properties are developed which opt to discharge to the regional facility.

**13.05.130 Preexisting stormwater facilities.**

The applicant/person required to construct a stormwater facility pursuant to older or replaced site development or stormwater regulations, which is covered by a maintenance or defect financial guarantee or which has been released from all required financial guarantees prior to May 20, 2026, and all persons holding title to the property for which a facility was required shall be responsible for the continual operation and maintenance of the facility in accordance with standards and requirements that were the basis of approval of the site development permit and for any liability as a result of breach of these duties.

**13.05.140 Acceptance of preexisting stormwater facilities.**

A. Upon petition by the more than 50 percent of the person(s) holding title to the properties served by the subject stormwater facilities, the Director may consider acceptance of preexisting facilities for maintenance and operation responsibility by the city only after determining the ongoing maintenance of the facility using city resources will contribute to protecting or improving the health, safety, and welfare of the community based upon review of the following factors:

1. to 6. – *NO CHANGES*
7. Improvements in residential plats have been completed on at least 80 percent of the lots;
8. An inspection by the Director has determined that the stormwater facilities are functioning as designed;
9. The stormwater facilities have had at least two years of satisfactory operation and maintenance, unless otherwise waived by the Director;

10. All easements and/or dedicated tracts required under this chapter, entitling the city to properly operate and maintain the subject stormwater facilities, have been conveyed to city and have been recorded with the Pierce County auditor; and

11. The person or persons holding title to the properties served by the stormwater facilities show proof of the correction of any defects in the drainage facilities, as required by the Director.

12. to 13. – *DELETED*

B. The Director shall declare their determination pursuant to subsection (A) in writing regarding acceptance of maintenance responsibility by the city. Copies of this document will be kept on file with the City Clerk. Prior to assuming any responsibility, all necessary easements and/or dedications entitling the city to properly access, operate, and maintain the stormwater facilities, prepared using city-approved forms, must be conveyed to the city and recorded with the Pierce County Auditor.

C. If the Director does not assume responsibility for a stormwater facility pursuant to subsection (A), it shall remain the responsibility of the applicant/person required to construct the facility and persons holding title to the property for which the facility was required. The decision of the Director is final and not appealable.

#### **13.05.150 Guarantees, Deeds and Easements.**

A. Financial Guarantees. All financial guarantees shall be on an approved city form, run continuously until released by the city, and shall not be subject to expirations or cancellations. In the event that a property is sold, the principal is responsible for transferring the financial guarantee liability by having the new owner(s) replace any existing financial guarantees that the city is holding.

B. Reclamation Guarantees.

1. The purpose of this guarantee is to ensure that adequate erosion control measures are employed during the course of construction and that permanent stabilization is achieved at the conclusion of significant activity. The guarantee may be utilized to reduce drainage impacts and permanently stabilize the site in the event that the city determines a site has been abandoned after construction begins. The city will consider a site to be abandoned based on a lack of response by the principal to correct noted deficiencies or non-completion of improvements prior to permit expiration. Permanent stabilization includes reclamation of the site if a project is abandoned after construction begins.

2. The guarantee amount shall be based on the total land area to be disturbed, as established in the City's Fee Schedule.

3. The reclamation guarantee must be accepted by the city prior to approval of a site development permit and will be released after the conclusion of significant activity on the project site and upon the recommendation of the city's inspector. The city inspector will recommend release of the reclamation guarantee when they determine that little potential for erosion, sedimentation, or stormwater impacts remains.

4. Upon identification by the city of deficiencies relating to erosion control, site stabilization, or project abandonment, the city will provide written notification to the principal identifying the deficiencies. The principal will have 10 calendar days to respond. The city will begin collection proceedings after the 10-calendar-day period if the deficiencies are not satisfactorily addressed or satisfactory response detailing how the deficiencies will be addressed in a timely fashion has not been received.

C. Construction Guarantees.

1. The purpose of this guarantee is to ensure the completion of proposed improvements as required by this manual, other ordinances, Hearing Examiner conditions, SEPA mitigation, etc. The construction guarantee will also ensure completion of an improvement in city right-of-way or on city property in the event that a project is abandoned after construction has begun.

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2. The construction guarantee amount can be determined by submitting a scope of work to be accomplished and an engineer's estimate for the cost thereof. The estimate shall be based on current construction cost data. The city will review the estimate and, if acceptable, establish the financial guarantee at 130 percent of the estimate (EMC 16.04.100) to allow for inflation and administrative expenses should the city have to complete the work. Alternatively, the amount can be determined by using the same percentage of an executed construction contract for all of the work to be guaranteed.
3. When work is proposed in the city right-of-way, a construction guarantee must be accepted by the city prior to approval of the site development and right-of-way permits for the project. The financial guarantee may be in lieu of construction of required improvements within public rights-of-way except in situations where the work involves a safety or public welfare issue. A construction guarantee for work on private property is required when the project principal desires to obtain final approval of the development project (subdivision, commercial site, etc.) prior to construction of some or all of the necessary improvements.
4. The following conditions must be met prior to release of the construction guarantee:
  - a. Completion of the necessary improvements;
  - b. When required, submittal to and acceptance by the Director of the Engineer's Certification per EMC 13.05.040(F)(2);
  - c. Acceptance by the city of the completed construction; and
  - d. Submittal to and acceptance by the city of the Maintenance Guarantee.
5. All improvements covered under a construction financial guarantee must be completed prior to the expiration of the site development permit. The city may begin collection proceedings after the expiration of the site development permit.

D. Maintenance Guarantees.

1. For all road, access, and storm drainage facilities, the purpose of this guarantee is to ensure that until such time that the Maintenance Guarantee is released:
  - a. The principal will correct any defects in design, construction, or storm drainage facility performance.
  - b. Problems caused by or related to inadequate storm drainage facility performance will be corrected by the principal.
  - c. The principal will correct any violations of city regulations and standards.
  - d. The principal demonstrates that the storm drainage facilities function properly in the final built-out condition of the project.
  - e. The principal will thoroughly clean the storm drainage facilities at the conclusion of the maintenance guarantee time period.
  - f. The public is not responsible for correcting problems caused by or related to defects in design, construction, or storm drainage facility performance.
2. In addition, for road, access, and storm drainage facilities that will be privately owned, maintained, and operated, the purpose of this guarantee is to also ensure that until such time that the Maintenance Guarantee is released:
  - a. Problems caused by or related to improper maintenance, improper operation, vandalism, damage from vehicle accidents, or damage from felled trees will be corrected by the principal.

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- b. The principal performs all necessary maintenance, operation and associated O&M recordkeeping as specified in the project's approved maintenance manual.
3. The guarantee amount shall be for 20 percent of the total cost of the road, access, and storm drainage system construction (EMC 18.30.120(B)). The total cost can be based on an estimate by the project engineer, or an executed construction contract. The minimum amount of the guarantee is \$5,000.
4. The maintenance guarantee must be submitted to and accepted by the city prior to final acceptance.
5. For all road, access, and storm drainage facilities, the defect and maintenance guarantee time period will be 24 months (two years) unless modified by the city. The maintenance guarantee time period will begin upon final acceptance, as described in the city's Public Works Standards.
6. The city may extend the 24-month time period in the following situations:
  - a. Defects in design, faulty construction, insufficient storm drainage facility performance, or violations of city regulations and standards are discovered.
  - b. The principal is unable to demonstrate that the storm drainage facilities function properly in the final built-out condition of the project.
  - c. The principal has not performed the required maintenance or is unable to provide adequate documentation of their maintenance and operation activities.
7. The time period will only be extended if it is necessary to ensure adequate performance and/or compliance with city requirements. The length of any time extension will be determined by the city.
8. The principal may request in writing a reduction in the 24-month time period for projects that have met all the criteria listed below. The intent is to give the principal a method to reduce the standard 24-month time period on projects that can be built and stabilized quickly. This option does not change the terms for releasing the financial guarantee. In no event shall the time period be less than 18 months.
  - a. All site construction has been completed (including but not limited to houses on lots, paving, sidewalks, buildings, impervious surfaces, pervious surfaces, grading, clearing, vegetation removal, and landscaping). The city must accept that permanent erosion control measures have been fully established prior to the beginning of the wet season.
  - b. All storm drainage facilities must have gone through one full wet season (October 1 to April 30) after permanent erosion control establishment has been accepted.
  - c. The project is not being phased.
9. The city will perform regular monitoring inspections during the maintenance guarantee time period.
10. At the end of the maintenance guarantee time period, it is the principal's responsibility to request a financial guarantee release inspection by the city. This request shall be submitted to the city in writing.
11. For road, access, and storm drainage facilities that will be privately owned, maintained, and operated, the request to release the financial guarantee must include copies of all maintenance logs and documentation that show compliance with the approved maintenance manual.
12. Projects will be inspected on a first-come, first-served basis. If no deficiencies are noted, the city will release the financial guarantee. If deficiencies are noted, the principal will be notified of the specific deficiencies to be corrected. The principal will have 30 days to respond. The city may begin collection proceedings after the 30-day period if the deficiencies are not satisfactorily addressed. The guarantee will not be released until the city finds that the deficiencies have been corrected.

E. Temporary Driveway Approach Guarantee.

1. The purpose of this guarantee is to ensure the removal of the temporary driveway approach and restoration of the city right-of-way. Removal of the temporary driveway approach means to permanently close the approach by blocking, berming, fencing, or other method suitable to the city. Restoration of the city right-of-way means to restore the city road, shoulder, and storm drainage system to its condition prior to construction of the temporary driveway approach.
2. The amount for each temporary driveway approach to a city road shall be as established in the City’s Fee Schedule. The temporary driveway approach guarantee must be accepted by the city prior to approval of the site development permit for the temporary driveway approach.
3. Upon removal of the temporary driveway approach and restoration of the city right-of-way, the principal will contact the city inspector and request inspection. The inspection will be completed on a first-come, first-serve basis. If the removal and restoration work is found to be acceptable, the financial guarantee will be released. If the work is not found to be acceptable, the principal will be notified of the deficiencies to be corrected, the guarantee will not be released until the work is found to be acceptable.
4. The city will provide written notice to the principal of deficiencies in the removed or constructed temporary driveway approach or the need to remove the temporary driveway approach. The principal will have 30 days to respond. The city will begin collection proceedings after the 30-day period if the deficiencies are not satisfactorily addressed and/or the temporary driveway approach is not properly removed.

F. Deeds and Easements. The following deeds and easements should be used to convey property or rights to the city:

1. Statutory Warranty Deed (individual, partnership, or corporate). This document is used to convey real property to the city.
2. Storm Sewer Easement. This document conveys to the city the right to have and maintain a storm sewer system across a specific parcel of property.
3. Slope and Utility Easement. This document conveys the right to have fill material or a cut slope and utilities on private property.
4. Quit Claim Deed. This document is used to release ownership interest when ownership is uncertain and a statutory warranty deed cannot be provided.

**13.05.160 July 2021 Edition, Pierce County Stormwater Management and Site Development Manual adopted.**

The city adopts by reference the July 2021 Edition, Pierce County Stormwater Management and Site Development Manual (“Manual”) as modified under EMC 13.05.170.

**13.05.170 Modifications to the Manual.**

The city hereby amends the Manual as follows:

Replace any reference to “County” or “Pierce County” in the Manual with “City” or “City of Edgewood”, unless it pertains to document recording or other services only provided by Pierce County. Replace any reference to “Planning and Public Works (PPW)” in the Manual with “Community Development and Public Works Departments”. Replace any reference to “PCC Title 18E”, “PCC Title 18E.70”, “PCC Title 18E.80”, or “Critical Areas Ordinance” with “EMC Title 14”. Replace any reference to “PCC Title 18A” or “PCC Title 18J” with “EMC Title 18”. Any other references to “Pierce County Code” shall remain unchanged, unless otherwise noted herein.

**Volume 1 Section 1.3 How to Use this Volume** – Replace Item 3 with the following:

Chapter 3 to determine what submittal requirements apply. Submittal forms can be obtained from the City of Edgewood’s website: [www.edgewoodwa.gov](http://www.edgewoodwa.gov).

**Volume 1 Section 1.4.2 Protection and Establishment of Natural Buffer Areas** – Replace the first paragraph with the following:

Natural buffer areas may be required to protect drainage courses from erosion and pollutants. Natural buffer areas are required adjacent to all wetlands, per the city’s requirements, as documented in the Edgewood critical areas maps and required by the Critical Areas Ordinance, EMC Title 14. Where development is proposed near buffer zones that have been established by the city or near an environmentally sensitive area, obtain the city’s regulations regarding buffer zones.

**Volume 1 Section 1.7 Relationship of this Manual to Federal, State, and Local Regulatory Requirements** – Replace the second and third paragraphs with the following:

The City of Edgewood website has information on the city’s permitting process, including online permit information: [www.cityofedgewood.org](http://www.cityofedgewood.org).

Permit information can also be obtained by calling the general information line at (253) 952-3299, or visiting City Hall at 10440 Dom Calata Way E, Edgewood, WA 98372.

**Volume 1 Section 1.7.1 The Manual’s Role as Technical Guidance and Requirements** – Replace “PCC Title 17A” under “Penalties and Enforcement” with “EMC 13.05.100”.  
Replace “PCC Title 17A” under “Appeals” with EMC 13.05.090.

**Volume 1 Section 1.7.2 More Stringent Measures** – Delete the second paragraph.

**Volume 1 Section 1.7.3 Presumptive Versus Demonstrative Approaches to Protecting Water Quality** – Replace the phone number at the end of the section with (253) 952-3299.

**Volume 1 Section 1.7.4** – Replace this section with the following:

**Phase II – NPDES and State Waste Discharge Stormwater Permits for Municipalities**

Certain municipalities and other entities are subject to permitting under the U.S. Environmental Protection Agency (U.S. EPA) Phase II Stormwater Regulations (40 CFR Parts 122, 123). In western Washington, Ecology has issued joint NPDES and state waste discharge permits to regulate the discharges of stormwater from the municipal separate storm sewer systems operated by small cities, including Edgewood.

The Phase II NPDES Municipal Stormwater Permit was reissued on July 1, 2024 and is available on the Ecology website: <https://ecology.wa.gov/Regulations-Permits/Permits-certifications/Stormwater-general-permits/Municipal-stormwater-general-permits/Western-Washington-Phase-II-Municipal-Stormwater>.

**Volume 1 Section 2.2 Exemptions** – Replace “PCC Title 17A” with “EMC 13.05.010”.

**Volume 1 Section 2.3.1 New Development** – Replace the first, bold sentence with the following:

All new development shall be required to comply with Minimum Requirements #2, #4 and #5, regardless of size and even if exempt from permit application submittal.

**Volume 1 Section 2.4.2**

**Minimum Requirement #2: Construction Stormwater Pollution Prevention**

On page 2-8, add the following paragraph under the third paragraph of Section 2.4.2:

Per EMC Title 14.90.040(B)(5), the removal and disturbance of vegetation, clearing or grading in Landslide Hazard Management Areas shall be limited to the area of the approved development and shall not be allowed during the wet season (November 1st through May 1st), unless adequate provisions for wet season erosion have been addressed in the geotechnical report and approved by the department.

**Volume 1 Section 2.4.5**

**Minimum Requirement #5 On-site Stormwater Management**

On page 2-10, add the following paragraph under the first paragraph of Section 2.4.5:

To verify whether or not downstream drainage courses and facilities are adequate (Minimum Requirement #4), all project sites proposing 2,000 square feet or more of new and/or replaced impervious surface area with any discharge (including overflow) must perform a downstream analysis consistent with Section 3.3.4 (page 3-22, “Drainage Report Section 9”, beginning at the second paragraph), from the project site to the applicable receiving water body (pothole, lake, or stream) as depicted in the city’s Surface Water Management Plan.

The engineer must field inspect all existing stormwater drainage systems and determine if the capacity is adequate to handle existing flows, flows generated by the proposed project, and any overflows. Project sites tributary to a pothole will also require a zero-rise analysis of said pothole, meeting the requirements of EMC 14.80.050(E). Adequacy will be evaluated based on conveyance capacity during the 100-year peak flow, known flooding problems, erosion damage or potential, amount of freeboard in channels and pipes, and storage potential within the system. If the conveyance is deemed inadequate, the engineer must either improve the system or restrict flows leaving the project to compensate.

In lieu of this downstream analysis, the engineer may either:

1. Demonstrate the undetained / unmitigated 100-year peak flow rate under developed conditions (i.e. overflow) will not be greater than the modeled 100-year peak flow rate under existing conditions, or
2. Retain 100% of stormwater runoff within the project site (following the methods prescribed in the Manual), applying a 20% safety factor to the modeled stormwater retention volume(s), and no surface water will be allowed to leave the site (including overflow).

On page 2-10, replace the second paragraph of Section 2.4.5 with the following:

In addition, projects subject to the city’s Development and Design Standards (per EMC 18.90 and 18.95) should review Volume VI in conjunction with Minimum Requirements #5, #6, and #7. Some of the requirements of EMC 18.90 and 18.95 may partially or fully achieve the requirements of Minimum Requirements #5, #6, and #7. Projects using infiltration for stormwater management may be subject to groundwater flow testing and flow pattern identification as part of the mitigation requirements where infiltration may cause new or exacerbate existing down-gradient flooding, erosion or landslide problems.

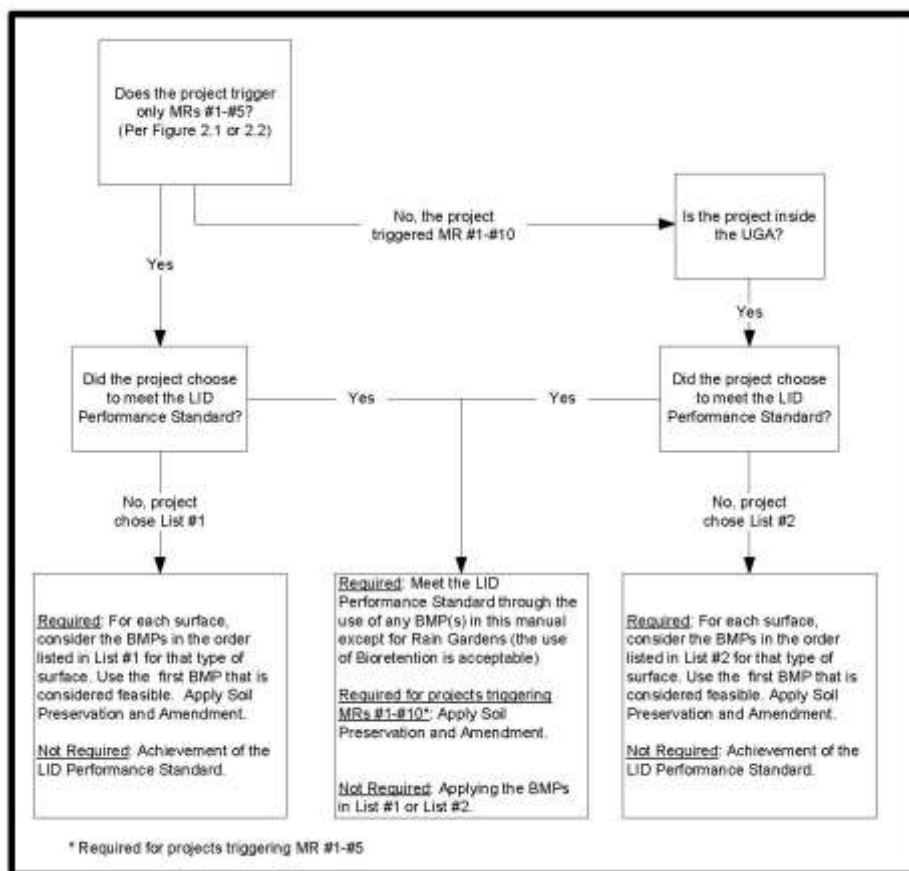
On page 2-12, replace the text from the top of the page to the heading “Low Impact Development Performance Standard”, including Table 2.1, with the following:

Projects triggering Minimum Requirements #1 through #10 shall either:

- a. Use onsite stormwater management BMPs from List #2 for all surfaces within each type of surface in List #2; or
- b. Demonstrate compliance with the LID Performance Standard and implement the soil preservation and amendment BMP described in Volume III, Section 3.1. Projects selecting this option cannot use rain gardens. They may choose to use bioretention areas as described in Volume III, Section 3.4 to achieve the LID Performance Standard.

On page 2-11, replace Figure 2.3 with the following:

**Figure 2.3 Flow Chart for Determining Minimum Requirement #5 Requirements.**



On page 2-15, replace the second bullet under “Competing Needs” with:

Where an LID requirement has been found to be in conflict with special design criteria found in EMC Title 18, the existing codes may supersede or reduce the LID requirement.

**Volume 1 Section 2.4.6**

**Minimum Requirement #6 Runoff Treatment**

On page 2-17, add the following before the first paragraph under “Supplemental Guidelines”:

For new agricultural activities allowed under EMC 14.60.040(D) in aquifer recharge and wellhead protection areas, Integrated Pest Management (IPM) practices and fertilizer use Best Management Practices (BMPs) shall be used as described by the Washington State University Extension Service. See Appendix IV-B for an example IPM program.

#### **Volume 1 Section 2.4.7**

##### **Minimum Requirement #7 Flow Control**

There are no flow control-exempt receiving waters in the City of Edgewood. Delete the following:

- On page 2-18, first paragraph under the section heading, last sentence, delete everything after “into a fresh waterbody”. Also delete the bullet points after the first paragraph, the second paragraph, and the bullet points following the second paragraph.

On page 2-19, replace the second paragraph under “Thresholds” with the following:

If any of the following conditions are met / exceeded, the standard flow control requirement for western Washington must be achieved:

On page 2-19, amend the first bulleted paragraph under Thresholds to read:

- Projects in which the total of effective impervious surfaces is 5,000 square feet or more in a threshold discharge area.

On page 2-19, replace the first paragraph under “Discharge Requirements” with the following:

It is the City’s policy that stormwater be infiltrated whenever possible. Infiltration facilities shall be designed in accordance with summary standards provided for the applicant’s convenience by the City, or in accordance with the Manual and associated reference documents. Projects using infiltration for stormwater management may be subject to groundwater flow testing and flow pattern identification as part of the mitigation requirements where infiltration may cause new or exacerbate existing down-gradient flooding, erosion or landslide problems.

The allowable release rates from a project are dependent upon the ultimate destination for the stormwater. All projects not directly attributable to one of the four categories defined below shall use Category A for determining the allowable discharge rates.

On page 2-19, replace first sentence under “Category A” with: “Any naturally occurring waterbody not defined as a closed depression, publicly owned regional retention and/or detention facility, or privately constructed regional retention and/or detention facility.” Under “Requirements”, delete the last word in the first paragraph, “unless”, and the following two bullet points (which continue onto page 2-20).

In summary, all project sites shall consider forested conditions for the predeveloped scenario.

On page 2-20, under “Category B”, “Requirements”, first bullet point, replace both instances of the phrase “(existing)” after “predeveloped” with “(forested)”. Also, after the phrase “must also be added to the final design storage volume”, add the following:

without increasing the depth of the proposed facility. A zero-rise analysis shall also be performed on the closed depression, meeting the requirements of EMC 14.80.050(E).

WVHM, MGSFlood, or other DOE-approved continuous runoff model shall be used in lieu of HEC-RAS for the zero-rise analysis.

On page 2-22, under “Category D”, “Requirements”, second bullet point, replace “Director of Pierce County Planning and Public Works” with “City of Edgewood Public Works Department”, and replace “Pierce County Surface Water Management” with “the City of Edgewood Surface Water Program”.

**Volume 1 Section 3.2.6 Abbreviated Plan – Site Development Drawings**

On page 3-7, under “Advanced Plan Requirements”, replace “PCC Title 17A, Soil Engineering – Stability” in the last paragraph with “EMC 13.05.110”.

**Volume 1 Section 3.2.9 Abbreviated Plan – Establishment of Maintenance Covenant**

On page 3-8, replace the first sentence of the second paragraph of Section 3.2.9 with the following:

The recorded maintenance covenant must be created on a city-approved form, obtainable from the City of Edgewood Surface Water Program.

**Volume 1 Section 3.3.4 Drainage Control Plan – Drainage Report**

On page 3-18, replace “Drainage Report Section 7 – Floodplain Analysis” with the following:

If the project is within a potential flood hazard area as defined in EMC Title 14 and indicated on the City of Edgewood’s Critical Areas Map, show the 100-year flood hazard area on the plans. If the flood hazard area has not been established (or the city determines that it is in error), the city may require the applicant to establish and map the 100-year flood hazard area for the proposed project per EMC 14.80, to be submitted with the Drainage Report. For closed depressions, the analysis will be for the 100-year flood considering existing land cover conditions. For streams and other water bodies with surface outlets, the analysis will be for the 100-year flood for build out at maximum density allowed by current zoning. If the project is determined to be in the flood hazard area, additional studies per EMC 14.80 may be required. WVHM, MGSFlood, or another DOE-approved continuous runoff model shall be used in lieu of HEC-RAS for the zero-rise analysis.

On page 3-19, replace the last sentence of the first bullet under “Drainage Report Section 9 – Facility Sizing and Offsite Analysis” with the following:

The study area shall extend downstream of the proposed project discharge location to the applicable receiving water body (pothole, lake, or stream) as depicted in the city’s Surface Water Management Plan.

On page 3-19, under “Drainage Report Section 9 – Facility Sizing and Offsite Analysis”, between the first and second bullet, insert a new bullet reading as follows:

Project sites tributary to a closed depression / pothole will also require a zero-rise analysis meeting the requirements of EMC 14.80.050(E). WVHM, MGSFlood, or another DOE-approved continuous runoff model shall be used in lieu of HEC-RAS for the zero-rise analysis.

On page 3-21, add the following to the end of the second-to-last paragraph of “Drainage Report Section 9 – Facility Sizing and Offsite Analysis”:

The engineer must determine if there is adequate capacity in the offsite conveyance system to handle existing flows, flows generated by the proposed project, and any overflows. Adequacy will be evaluated based on conveyance capacity during the 100-year peak flow, known flooding problems, erosion damage or potential, amount of freeboard in channels and pipes, and storage potential within the system.

On page 3-22, Table 3.2, replace “Pierce County Planning & Public Works (PPW)” with “City of Edgewood”, remove the “Shoreline Permit” row, and replace “Wetlands Permit or Fish and Wildlife Permit” with “Critical Areas Permit”.

### **Volume 1 Section 3.3.7 Drainage Control Plan – Establishment of Maintenance Covenant**

On page 3-25, replace the first paragraph of the section with the following:

A maintenance covenant is required for each site/lot that contains stormwater management BMPs that will be maintained by a private entity such as an individual, corporation, or homeowner’s association. The maintenance covenant must be created on a city-approved form (obtainable from the Edgewood Community Development Department), and any attachments shall meet the recording requirements of the Pierce County Auditor. The covenant shall be recorded at the Pierce County Auditor’s office at the expense of the applicant, and shall be tied to the parcel numbers that the project is built on. All covenants must be recorded prior to final acceptance of the proposed project.

### **Volume 1 Appendix I-B**

See EMC Chapter 14.40 for wetland protection, buffer and mitigation requirements. The requirements of EMC 14.40 shall take precedence over Appendix I-B.

### **Volume 1 Glossary**

Areas of Special Flood Hazard: Replace with “See EMC 14.80.”

County, the: Replace title with “City, the” and definition as follows:

The jurisdictional boundaries of the City of Edgewood, and the Mayor or authorized representative.

Deep and/or Fast-Flowing Water: Replace with “See EMC 14.80.”

Large Lot: Deleted / Not Applicable

Large Lot Divisions: Deleted / Not Applicable

Short Plat or Short Subdivision: Replace with “As defined in EMC Title 16.”

Standard Plans and Standard Specifications: Replace with “See EMC 12.02.030.”

Subdivision: Replace with “As defined in EMC Title 16.”

Variance: Replace “PCC Title 17A” with “EMC 13.05.080”.

### **Volume 2 Section 2.2.1 Narrative**

On page 2-4, delete the second paragraph under “Certified Erosion Control Lead”.

On page 2-5, under “Financial/Ownership Responsibilities”, replace “PCC Title 17A.20” with “EMC 13.05.150”.

**Volume 2 Section 2.3.1 Step 1 – Data Collection**

On page 2-8, under the “Evaluate Zoning” bullet, replace with the following:

Determine if the site zoning per EMC Title 18 requires a full / comprehensive LID development or if the applicant chooses to apply a full / comprehensive LID development. If pursuing comprehensive LID, see Volume VI for additional requirements and guidelines.

**Volume 2 Section 2.3.3 Step 3 – Construction SWPPP Development and Implementation**

On page 2-17, under the Fifth bullet under Element #9, replace “County Industrial Pretreatment Program at (253) 798-3013” with “applicable purveyor – contact the City of Edgewood for more information.”

On page 2-19, under the fourth sub-bullet to the fourth bullet under Element #10, replace “County Industrial Pretreatment Program at (253) 798-3013” with “applicable purveyor – contact the City of Edgewood for more information.”

On page 2-19, under the last bullet under Element #10 before “Suggested BMPs”, replace “County Industrial Pretreatment Program at (253) 798-3013” with “applicable purveyor – contact the City of Edgewood for more information.”

**Volume 2 Section 3.1 Source Control BMPs**

On page 3-9, under “BMP C106: Wheel Wash”, “Conditions of Use”, third bullet, replace “County Industrial Pretreatment Program at (253) 798-3013” with “applicable purveyor – contact the City of Edgewood for more information.”

**Volume 3 Chapter 2 Hydrologic Analysis and Design Standards**

On page 2-1, fourth paragraph, replace the last sentence with: Additional information on general LID site design and requirements of the city’s Development and Design Standards (per EMC 18.90 and 18.95) are provided in Volume VI.

**Volume 3 Section 2.5.2 Infiltration Facilities for Flow Control – Procedures**

On page 2-13, under “Construct the Facility and Conduct Performance Testing:”, replace with the following:

To demonstrate that the facility performs as designed, the constructed facility must be tested and monitored per the Verification of Performance requirements in Section 2.5.3, and documented as part of the facility’s as-built records.

**Volume 3 Section 2.5.3 General Criteria for Infiltration Basins and Trenches**

On page 2-15, under “100-year Overflow Conveyance”, add the following:

To verify the capacity of the overflow conveyance, a downstream analysis shall be prepared per Volume I, Chapter 2.4.5 of this manual (as modified herein). In lieu of this downstream analysis, the engineer may demonstrate 100% retention of stormwater runoff within the project site (following the methods prescribed in the Manual), apply a 20% safety factor to the modeled stormwater retention volume(s), and no surface water will be allowed to leave the site (including bypass and overflow).

**Volume 3 Section 3.2.1 General Dispersion Facility Design Criteria**

On page 3-7, replace the second bullet point under “General Design Criteria” with the following:

Runoff from dispersion facilities shall not be allowed for stormwater discharges up-slope from Landslide or Erosion Hazard Areas. If the natural discharge location of the site is toward a Landslide or Erosion Hazard Area, stormwater shall be conveyed down the slope in a pipe as required by Chapters 14.90 and 14.110 EMC. If the natural discharge location of the site is away from the Landslide or Erosion Hazard Area, a piped storm system shall be used to convey stormwater away from the hazard area. Stormwater management facilities for the site shall be implemented in accordance with the requirements of EMC Chapter 13.05 and the Manual as supplemented herein.

On page 3-7, add the following to the end of Section 3.2.1:

To preserve the vegetative flowpath area on the project site from alteration, the dispersion system and flowpath length shall be documented on a site plan, to be recorded on the property title. The site plan shall include the following requirements:

1. Maintenance of vegetation in the flowpath area shall be in accordance with BMP T5.13 (or otherwise approved design).
2. Splashblocks or gravel-filled trenches shall not be covered or removed but shall be maintained in accordance with the approved design.
3. If the flowpath area, splashblocks, or gravel-filled trenches are disturbed, additional stormwater management facilities shall be designed and constructed in accordance with the Manual.

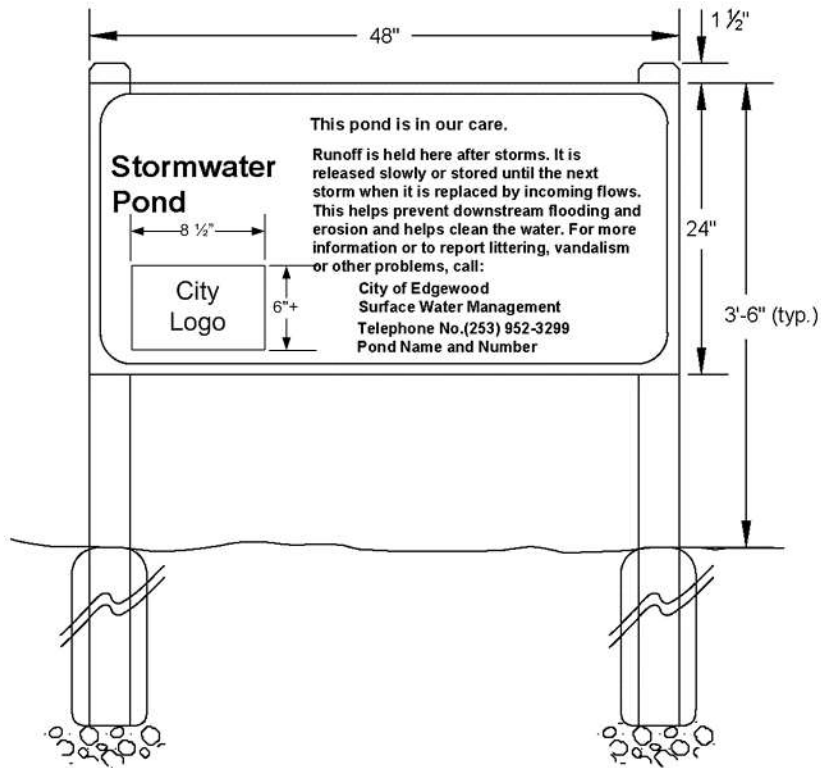
**Volume 3 Section 3.10.2 Vegetated Roofs – Applications and Limitations**

On page 3-80, replace “PCC Title 17C – Construction and Infrastructure Regulations – Building and Fire Codes” with “EMC Title 15” in the fourth bullet point of this section.

**Volume 3 Section 3.12.1 Detention Ponds**

On page 3-92, under “Signage” replace paragraph with the following:

Detention ponds, infiltration basins, wet ponds, and combined ponds shall have a sign placed for maximum visibility from adjacent streets, sidewalks, and paths. An example of sign specifications for a permanent surface water control pond is illustrated below.



Sample Specifications:

- Size: 48 inches by 24 inches
- Material: 0.125-gauge aluminum
- Face: Non-reflective vinyl or 3 coats outdoor enamel (sprayed).
- Lettering: Silk screen enamel where possible, or vinyl letters.
- Colors: White background, Black letters.
- Type face: Arial. Title: 3 inch; Sub-Title: 1 1/2 inch; Text: 1 inch; Outer Border: 1/8 inch; Border Distance from Edge: 1/4 inch; all text 1 3/4 inch from border.
- Posts: Pressure treated, beveled tops, 1 1/2 inch higher than sign.
- Installation: Secure to chain link fence if available. Otherwise install on two 4" x 4" posts, pressure treated, mounted atop gravel bed, installed in 30-inch concrete filled post holes (8-inch minimum diameter). Top of sign no higher than 42 inches from ground surface.
- Placement: Face sign in direction of primary visual or physical access. Do not block any access road. Do not place within 6 feet of structural facilities (e.g. manholes, spillways, pipe inlets).

**Volume 4 Section 1.3 What Type of Pollutants...**

On page 1-2, first paragraph, replace “Pierce County Code (PCC) Title 11” with “EMC 13.25”.

**Volume 4 Section 1.4.1 Source Control Best Management Practices**

On page 1-4, under item 2, third bullet, replace “County Industrial Pretreatment Program at (253) 798-3013” with “applicable purveyor – contact the City of Edgewood for more information.”

**Volume 4 Section 1.7 How Do I Get Started?**

On page 1-6, replace the third paragraph with the following:

Exhibit E – EMC Chapter 13.05 Amendments  
Ordinance 26-0708, Public Works Standards and Code  
May 12, 2026

If you have questions, please contact the City of Edgewood Surface Water Program at (253) 952-3299. They can provide assistance over the phone and also at your business site.

**Volume 4 Section 1.8 Some Important Requirements to Note**

On page 1-6, replace “PCC Title 11 Illicit Stormwater Discharges” with “Chapter 13.25 EMC”, replace “Pierce County Surface Water Management at (253) 798-2725” with “the City of Edgewood Surface Water Program at (253) 952-3299”, and replace “Pierce County Planning and Public Works (PPW) at (253) 798-7200” with “City of Edgewood at (253) 952-3299” In the second and third paragraphs.

**Volume 4 Chapter 2 Worksheet for Commercial and Industrial Activities**

On page 2-1, replace “County Industrial Pretreatment Program at (253) 798-3013” with “applicable purveyor – contact the City of Edgewood for more information”, and replace “Pierce County Surface Water Management at (253) 798-2725” with “the City of Edgewood Surface Water Program at (253) 952-3299” in the second and third paragraphs.

**13.05.180 Copy to be available.**

One copy of the Manual, as adopted, shall be available at Edgewood City Hall for use and examination by the public.

*13.05.190 – NO CHANGES*

*13.05.200 to 13.05.210 – DELETED*



# **PUBLIC WORKS STANDARDS**

**MAY 2026**

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- Appendix F – Edgewood Standard Notes and Details

## ACRONYMS

*Please see EMC 13.05.020, EMC 18.20 and the Pierce County Stormwater Management and Site Development Manual (PCM) for additional terms not listed below*

AASHTO	American Association of State Highway and Transportation Officials
AADT	Annual Average Daily Traffic
ADA	Americans with Disabilities Act
ADT	average daily traffic
APWA	American Public Works Association
BMPs	Best Management Practices
CIP	Capital Improvement Plan
DCDA	double check detector assembly
DCVA	double check valve (backflow prevention) assembly
DI	ductile iron
DNR	Department of Natural Resources
DOE	Washington State Department of Ecology
EMC	Edgewood Municipal Code
ESD	entering sight distance
FOG	Fats, Oils, and Grease
FHWA	Federal Highway Administration
FPS	feet per second
GSP	General Special Provision
HDPE	high density polyethylene
HPA	Hydraulic Project Approval
ID	inside diameter
IE	invert elevation
ITE	Institute of Transportation Engineers
LAG	WSDOT <i>Local Agency Guidelines</i>
LID	Low Impact Development
LOS	Level-of-service
MJ	mechanical joint
MPH	Miles Per Hour
MUTCD	<i>Manual on Uniform Traffic Control Devices</i>
NAD	North American Datum
NGVD	national geodetic vertical datum
NST	National Standard Thread
PC	point of curvature
PHD	Peak Hour Demand
psi	pounds per square inch
PT	point of tangency
PVC	polyvinyl chloride
RCW	Revised Code of Washington
RPBA	reduced pressure principal backflow prevention assembly
RPDA	reduced pressure principal detector backflow prevention assembly

SDR	standard dimension ratio
SSD	Stopping Sight Distance
TIA	Traffic Impact Analysis
TDH	total dynamic head
TESC	Temporary Erosion and Sedimentation Control
TMDL	Total Maximum Daily Load
TWLTL	Two-Way Left-turn Lane
WAC	Washington Administrative Code
WB	wheelbase
WSDOH	Washington State Department of Health
WSDOT	Washington State Department of Transportation

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## GLOSSARY OF TERMS

*Please see EMC 13.05.020, EMC 18.20 and the Pierce County Stormwater Management and Site Development Manual (PCM) for additional terms not listed below*

**AASHTO Green Book** – A Policy on Geometric Design of Highways and Streets.

**Access Improvement** – Any improvement which is required to provide access to a proposed development.

**Access Plan** – A site plan that identifies the location of any proposed access improvement(s), prepared in accordance with these standards.

**Alley or Alleyway** – A vehicular driving surface not designated for general travel that is primarily used as a means of access to the rear of a lot or parcel.

**Arterial** – A city street classified as a principal or minor arterial (see Section 6.3.1.2).

**As-Built Drawings** – The plan set that is certified to contain a true and accurate representation of the actual field conditions for the project, based upon topographic and/or planimetric survey, upon completion of construction.

**Average Daily Traffic (ADT)** – The general unit of measure for traffic defined as the total volume during a given time period (in whole days), greater than one day and less than 1 year, divided by the number of days in that time period.

**Breakaway Design** – A structure or installation that has been crash tested in accordance with National Cooperative Highway Research Program (NCHRP) procedures. (NCHRP 230).

**Buffer** – The space between the edge of the pavement, or the back of the curb where curbing exists, and the sidewalk.

**Building Sewer** – That part of the horizontal piping of a private sewer system which extends from the end of the building drain and which receives the wastewater from the

building drain and conveys it to the side sewer or private disposal system and is regulated by the building department and plumbing code.

**Capacity** – For the Traveled Way, this is the maximum number of vehicles that have a reasonable expectation of passing over a given roadway or section of roadway during a given time period under prevailing roadway and traffic conditions. Otherwise, this is the recommended maximum quantity or rate for a public works infrastructure component, such as a pipe, swale, trail, sidewalk.

**Centerline** – The line, marked or unmarked, parallel to and equidistant from the sides of a two-way traffic roadway except where otherwise indicated by painted lines or markers.

**Channelization** – The separation or regulation of conflicting traffic movements into definite paths of travel by the use of pavement markings, raised islands or other suitable means to facilitate the safe and orderly movement of both vehicles and pedestrians.

**City Engineer** – The City Engineer of the City of Edgewood. All references in these Standards regarding approvals or actions by the City Engineer shall also include any person so designated by the City Engineer to perform the same.

**Clear Zone** – The clear zone is that area starting at the edge of the traveled lane that is available for safe use by errant vehicles. The available clear zone is the distance, measured normal to the roadway beginning at the edge of the traveled lane to the closest part of any fixed object or non-traversable obstacles.

**Collector** – A city street classified as a collector (see Section 6.3.1.2.3).

**Commercial** – Any land use defined under EMC Title 18 other than Residential, detached dwelling or middle housing.

**Connectivity** – The density of connections in path or road network and the directness of links and includes a system of streets with multiple routes and connections serving the same origins and destinations. Connectivity can apply both internally (streets within that area) and externally (connections with arterials and other neighborhoods).

**Cul-de-sac** – Road having one end open to traffic and ending with a vehicle turnaround, either permanent or temporary.

**Department** – The City of Edgewood Public Works Department.

**Design Speed** – A speed determined for design and correlation of the physical and geometric features of a roadway that influence vehicle operation; the maximum safe speed maintainable over a specified section of road when conditions permit design features to govern. For the purposes of these standards, when design records are not available, the design speed is assumed to be five (5) MPH greater than the posted speed limit.

**Director** – The City of Edgewood Public Works Director or authorized representative.

**Driving Surface** – That portion of a road, parking lot, driveway, driveway approach, or other driving surface that is used for the movement of vehicles.

**Driveway Approach** – A vehicle driving surface that provides a transition between a road and a driveway, to be maintained by the owner of the property(ies) being served by said driveway.

**Engineer of Record** – The engineer responsible for the preparation of plans and specifications, used to obtain a permit from the City, as identified by his/her signed professional seal affixed to the same.

**Entering Sight Distance** – The sight distance required for a vehicle at a stopped position, when situated on the minor road or driveway approach, to view an oncoming vehicle traveling at the design speed on the major road and appearing after the movement has begun, to enter or cross the major road without causing the oncoming vehicle to brake or otherwise reduce their speed.

**Geometrics** – The arrangement of visible elements of a road such as alignment, grade, site distance, widths, and slope.

**Grade** – Rate or percent of slope, either ascending or descending from or along the roadway. It is typically measured along the centerline of the roadway.

**Island** – A defined area between traffic lanes for control of vehicle movements and/or for pedestrian refuge.

**Low Volume Road** – A collector or lower classified road with an ADT of less than 400.

**Local Street** – A city street classified as a local street or not otherwise classified as an arterial or collector (see Section 6.3.1.2.4).

**Median** – That portion of a divided roadway separating the traveled ways for traffic in opposite directions.

**New Construction** – Construction of a new roadway or structure on substantially new alignment, or the upgrading of an existing roadway or structure by the addition of one or more through traffic lanes.

**Offsite Existing Private Road** – A private road that provides access from a proposed development to a public road, which exists as of the effective date of these standards and is located outside of the proposed development's boundaries.

**Open Public Right-of-Way** – A constructed street, open to the public and maintained by the City, that is owned, dedicated or conveyed to the public.

**Orange Book** – The current edition of Criteria for Sewage Works Design, as published by the Washington State Department of Ecology.

**Passing Sight Distance** – The minimum sight distance required for the driver of one vehicle to pass another vehicle in accordance with the AASHTO Green Book.

**Peak Hour** – As defined under EMC 4.30.030(H).

**Posted Speed** – The speed limit actually signed along the roadway.

**Private Road** – A roadway facility in private ownership providing private access and used for travel of vehicles by the owner(s) or those having express or implied permission from the owner(s), but not by other persons.

**Proponent** – Any person, firm, partnership, association, joint venture or corporation or any other entity who undertakes or proposes to undertake the construction, reconstruction, rehabilitation, or other improvement of a public or private road.

**Reconstruction** – A reconstruction project that involves major construction activity in excess of resurfacing, restoration, and rehabilitation of existing roadways. Reconstruction includes significant changes in cross-section and/or vertical or horizontal alignment. Reconstruction may require acquisition of additional right-of-way, and may include all items or work usually associated with new construction.

**Record Drawings** – The plan set that is certified to contain a true and accurate representation of the actual field conditions for the project, containing data derived from topographic and/or planimetric survey, for use during construction.

**Rehabilitation** – Similar to “Restoration” except the work may include reworking or strengthening the base or subbase, recycling or reworking existing materials to improve their structural integrity, adding underdrains, improving or widening shoulders. Rehabilitation may include acquisition of additional right-of-way.

**Restoration** – Work performed on pavement or bridge decks to render them suitable for resurfacing. This may include supplementing the existing roadway by increasing surfacing and paving courses to provide structural capability and widening up to a total of 10 feet. Restoration will generally be performed within the existing right-of-way.

**Resurfacing** – The addition of a layer or layers of paving material to provide additional structural integrity, improved serviceability, and rideability.

**Road/Roadway** – “Road” or “roadway” means an open private or public right-of-way for the passage of motor vehicles and other modes of transportation, including but not limited to pedestrians and bicycles. Elements of a road/roadway typically include, but are not limited to; traveled way, sidewalks, curbing, pathways, walkways, shoulders, ditches, retaining walls, and utilities.

**Road Plans** – A set of construction drawings and related documents that completely describe the work to be accomplished, along with all needed supporting documents, maps, calculations, graphs, etc., prepared by a professional civil engineer licensed in the State of Washington.

**Shared Access Facility** – A privately-owned drivable surface which provides vehicular access to at least two lots and meets the design standards contained herein (see Section 6.3.1.2.5).

**Single-Family Residential Lot** – a single parcel of land with one housing structure, and appurtenant buildings, used to house one family.

**Special Provisions** – Specifications, specific to a particular project, that supplement the Standard Specifications.

**Standard Specifications** – The most current edition of the “*Standard Specifications for Road, Bridge, and Municipal Construction*” published by the Washington State Department of Transportation and the Washington State Chapter of the American Public Works Association.

**Stopping Sight Distance** – The length of roadway ahead visible to the driver that would enable the vehicle traveling at the design speed to stop before reaching a stationary object in its path.

**Surveyor** – A professional land surveyor licensed by the State of Washington.

**Traveled Way** – That portion of the roadway used exclusively for the movement of motor vehicles, except for any portion which may be used for parking.

# CHAPTER 1

## GENERAL CONDITIONS AND REQUIREMENTS

### 1.1 GENERAL

These are general conditions and requirements for all permitted improvements or extensions of infrastructure located within the City of Edgewood, be it public or private.

The City hereby adopts the Edgewood Public Works Standards and all codes, standards, and provisions cited therein by Ordinance 26-0708 effective on May 20, 2026. The City of Edgewood Public Works Standards may be amended or modified by the Public Works Director to accommodate non-policy related standards. Amendments or modification to policy related standards will be reviewed and adopted by the City Council on an as-needed basis.

### 1.2 SCOPE OF WORK

#### 1.2.1 GENERAL

The requirements outlined in the WSDOT Standard Specification Section 1-04 apply in this section, except that for all public infrastructure the term “Engineer” shall be replaced by “City Engineer”, and for all private infrastructure the term “Engineer” shall be replaced by “Engineer of Record”.

#### 1.2.2 RESPONSIBILITY OF OWNER/DEVELOPER/CONTRACTOR

The terms “Owner,” “Developer,” “Contractor,” and “Permittee” are used repeatedly throughout these Public Works Standards and WSDOT Standard Specifications. When used, said terms are meant to reference the individual or organization responsible for completing the work as specified, and therefore said terms should be considered interchangeable depending on context to meet the intent of the language therein.

The Developer is responsible for completing all work and improvements in full compliance with the approved plans and specifications, including the current edition of WSDOT Standard Specifications and these Public Works Standards. The Developer shall furnish all labor, materials, tools, equipment, transportation, necessary supplies, and incidentals required to complete all items as documented by said plans and specifications. Any deviation from these requirements must be approved in writing by the City Engineer.

The Developer shall be responsible for all engineering design, studies, submittals, permits, etc., necessary to obtain City Engineer approval of construction plans and necessary permit(s) prior to the start of construction.

### **1.2.3 ADDITIONAL INSTRUCTIONS OR CHANGES**

If contract documents are not sufficiently clear to permit the Developer to proceed with the work, the Developer shall, either upon his/her own initiative or upon the request from the Public Works Department, furnish additional plans from the Engineer of Record as may be necessary to complete the work. When such request is made, the changes must be reviewed and approved by the City Engineer before construction of the work.

Such additional instructions and plans shall be consistent with the contract documents and, once approved by the City Engineer, shall have the same force and effect as if contained in the original contract documents.

## **1.3 CONTROL OF WORK**

### **1.3.1 GENERAL**

The requirements outlined in WSDOT Standard Specification Section 1-05 apply in this section, except that “Engineer” shall be replaced by “City Engineer” for all work.

### **1.3.2 AUTHORITY OF THE PUBLIC WORKS DEPARTMENT**

It is understood and agreed by and between the parties that the work included in the approved plans shall be completed to the satisfaction of the City Engineer. All decisions made by the City Engineer in relation to the true meaning of the plans, specifications, and estimates, and as to all questions arising as to proper performance of the work, shall be final.

The City Engineer shall decide any and all questions that may arise as to the quality or acceptability of materials furnished and work performed, and as to the rate of progress of the work. Questions concerning acceptable fulfillment and performance of the improvements on the part of the Developer shall be answered by the City Engineer.

### **1.3.3 COOPERATION BY CONTRACTOR/DEVELOPER**

A physical set of approved plans, specifications, permits, and any special provisions and authorized alterations shall be on the job site at all times. The Developer or his/her duly authorized representative shall be at the job site continually during progress of the job. The Developer shall request explanations or design clarification as necessary from the Engineer of Record to allow the satisfactory performance and completion of the work. The Developer shall not cause any unnecessary delay or hindrance to other contractors on adjacent work, but shall be required to cooperate with other contractors to the fullest extent.

### **1.3.4 CONFORMITY WITH PLANS AND SPECIFICATIONS**

The City Engineer shall have final say in all deviations from the plans prior to implementation.

The work shall be done in strict conformity with the approved plans and specifications and according to such necessary instructions as may be given by the City Engineer. The Contractor shall protect and preserve, in the original position, all survey stakes, points, or marks set for the work in order to allow proper inspection.

Any change required to the approved plans shall be prepared by the Engineer of Record and submitted to the City Engineer for review and approval. Work not in conformance with the approved plans shall be removed and installed per Plan as required by and to the satisfaction of the City Engineer.

### **1.3.5 REMOVAL OF DEFECTIVE OR UNAUTHORIZED WORK**

The City Engineer may condemn defective work or materials any time before the final acceptance of the work. Such condemned work shall be immediately removed or disposed of to the satisfaction of the City Engineer. Failure or neglect on the part of the Public Works Department to condemn unsatisfactory material or reject inferior workmanship will in no way release the Developer from needing to complete the work per the approved plans, nor shall it be construed to mean the acceptance of such work. With regard to public infrastructure, final acceptance shall not bar the City from recovering damages in case of fraud or defective work resulting from dishonesty, poor workmanship or materials.

The City will not accept unauthorized or defective work, including but not limited to, work and materials that do not conform to these Public Works Standards. For public infrastructure, the City will not accept work done beyond/outside the approved plans or project scope, or extra work or materials furnished, without written approval from the City Engineer. The Contractor shall be responsible for all monies, materials, labor, and equipment required to remove and/or repair defective or unauthorized work to the satisfaction of the City Engineer.

### **1.3.6 PROTECTION OF PUBLIC AND PRIVATE UTILITIES**

The Contractor shall be responsible for locating all existing underground utilities and protecting the same against damage. The Contractor shall support and protect all pipes, curbs, conduits, poles, wires, or other apparatus, which may be in any way affected by the work. Existing public or private utilities damaged during completion of the work shall be repaired by the Contractor prior to final project acceptance by the City. The Contractor shall be responsible for repairing all damaged utilities to the satisfaction of the Public Works Department.

For public infrastructure, the City is authorized to hire an outside contractor to complete the repairs, or complete the repairs itself, if the Contractor is unqualified or unable to complete the required work in a timely manner. The Contractor shall be responsible for all costs required to complete such repairs.

### **1.3.7 DAMAGE TO OTHER PROPERTY AND IMPROVEMENTS**

The Contractor shall be responsible for the protection of any public and/or private property in the vicinity of the project site. The Contractor's work shall be confined to the clearing limits established on the approved plans and within any necessary off-site easements for which plans and specifications have been approved and permits issued. The Contractor shall not enter upon or place any materials on any premises outside the approved project site without the written consent of the property owner.

For City-initiated public infrastructure (capital) projects, the Developer shall hold the City harmless from all suits and actions of any kind that might result from the use of private property, as detailed in the contract documents. The Developer is responsible for obtaining any/and all necessary permits when using private property.

### **1.3.8 HOLD HARMLESS CLAUSE**

As a condition of permit issuance for any work in the public right-of-way or on public property, the Developer shall indemnify and hold harmless the City and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fees, arising out of or resulting from the performance of the work, and shall defend and pay the expense of defending any suit and will pay any judgment, provided that any such claim, damage, loss, or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission or by any other action giving rise to strict liability of the Developer, Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City, or any of their agents or employees, by any employee of the Developer, Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for those acts any of them may be liable, the indemnification obligation under this article shall not be limited in any way by any limitation on the amount or type of damages, compensation, or under workman's compensation acts, disability benefit acts, or other employee's benefit acts.

### **1.3.9 DEVELOPER'S CONTRACTOR'S PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

In addition to any required bonds, all permittees or their contractors shall be required to perform the following before any work in the public right-of-way or on public property:

1. Present the City with a Certificate of Insurance. The Certificate shall be received by the City prior to permit issuance.
2. Submit a copy of the CG 20 12 endorsement naming the City of Edgewood, its officers, and employees as additionally insured. The site

address and the Permit Number shall be included in the description stated on the endorsement.

3. Maintain a Commercial General Liability insurance policy for the duration of the permit written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit. Applicant shall not reduce or cancel the policy without thirty (30) days written notice to the City.

### **1.3.10 GUARANTEES**

All required performance guarantees shall be in place prior to the start of construction. Private Developers or Contractors completing work within the City of Edgewood shall be prepared to satisfy the following bond requirements:

- Payment Bond (Capital Improvements)
- Performance Bond (Capital and Developer Improvements)
- Maintenance Bond (Capital and Developer Improvements)

Sample financial guarantee forms can be found in Appendices C and D.

### **1.3.11 STORMWATER MAINTENANCE AGREEMENT**

#### **1.3.11.1 Public Stormwater Control Facilities**

Stormwater control facilities constructed by a Developer with the intent of conveying the facility to the City are considered Public Stormwater Control Facilities. Developers of Public Stormwater Control Facilities shall be required to operate and maintain said facility for a period of 2 years after Final Project Acceptance. Developer shall enter into an Agreement to Maintain Stormwater Facilities – Two (2) Year Warranty Period and Satisfactory Maintenance (see Appendix B) prior to final inspection and acceptance of the facility. This agreement shall be retained by the City and terminated following the satisfactory completion of the two (2) year warranty period.

#### **1.3.11.2 Private Stormwater Control Facilities**

Stormwater control facilities constructed by a Developer that will be owned, operated, and maintained by the owner of the property serviced by said facility are considered Private Stormwater Control Facilities. Developer shall enter into an Agreement to Maintain Stormwater Facilities and to implement a Pollution Source Control Plan (Appendix B) prior to final inspection and acceptance of the facility. This agreement shall be recorded with Pierce County and shall be attached to and run with the property serviced by the Private Stormwater Control Facility for perpetuity.

### **1.3.12 FINAL INSPECTION**

The City has the right to conduct inspections to determine whether acceptable construction practices are followed. The inspection process does not make the City

responsible for any failures to follow these specifications. The Developer shall be responsible for conformance with the approved plans and all applicable federal, state, county, and City requirements.

The Developer shall notify the Public Works Department upon completion of the work and shall certify that all construction items have been completed per the approved plans and are ready for final inspection. There may be a re-inspection required, including payment of the required fee, if the Inspector finds that all items have not been completed.

The City Engineer may at any time require the Developer to submit properly authenticated documents or other satisfactory proof of his/her compliance with the contract requirements. If the examination of the above-mentioned documents reveals any defects in the work, such defects will be repaired or replaced by the Developer as stipulated by the City Engineer before final acceptance. The cost of all such repairs and replacements shall be borne by the Developer.

### **1.3.13 FINAL ACCEPTANCE**

Project improvements shall be considered ready for acceptance following the correction of any and all defects as noted on the final inspection.

Final acceptance of improvements requires the following:

- Record Drawings: Record Drawings reflecting actual constructed improvements shall be submitted to the City Engineer for review and approval. See Appendix A for specific requirements on Record Drawing procedures and documentation.
- Utility Easements: The Developer shall prepare utility easements as per the contract documents or required by the City Engineer to allow for access to the site for utility inspection, maintenance, and repair. This includes any easements needed by other utility purveyors – the City Engineer will verify their acceptance prior to the City’s final acceptance. Developer shall follow the procedure outlined below to facilitate recording of easements:
  - Developer shall submit easement legal description(s) and exhibit(s) to the City Engineer for review and approval.
  - Following approval, the City Engineer will complete the pertinent easement form(s), attach the legal description(s) and exhibit(s) to said form, and route package back to Developer for signature(s).
  - Developer will sign the easement form and route package back to the City Engineer for City signature(s). City will record the easement(s) with Pierce County.

- Right-of-Way Acquisition (private development): The Developer shall submit Quit Claim Deed(s) and Real Estate Excise Tax Affidavit(s) as required for right-of-way acquisitions not associated with a new subdivision. Developer shall follow the procedure outlined below to facilitate recording:
  - Developer shall submit right-of-way legal description(s) and exhibit(s) with Real Estate Excise Tax Affidavit(s) to the City Engineer for review and approval.
  - Following approval, the City Engineer will prepare the appropriate Deed form(s), complete the Real Estate Excise Tax Affidavit(s), attach the legal description(s) and exhibit(s) to said forms, and route the package back to Developer for signature(s).
  - Developer will sign the Deed(s) and Real Estate Excise Tax Affidavit(s) and route package back to the City Engineer for signature(s). City will record the Deed(s) with Pierce County.
  
- Bill of Sale: When a Developer constructs public infrastructure as part of a private project, the Developer shall submit a completed Bill of Sale (Appendix E) to the City Engineer itemizing the respective improvements to be accepted by the City. The project Engineer of Record shall verify in writing that the Bill of Sale accurately reflects the as-constructed conditions by stamping, signing, and dating said Bill of Sale prior to submittal.
  
- Applicable Fees and Charges: The Developer shall pay in full all outstanding fees and charges to the City of Edgewood, including any easement/right-of-way acquisition recording fees incurred by the City as a result of the project.
  
- Maintenance Bond: The Developer shall submit a cash or surety bond in the amount of 20 percent of the total cost of public improvements, including public stormwater facility construction. The Maintenance Bond shall be held for two (2) years following Final Project Acceptance by the City of Edgewood. All bonds shall be signed by a City-approved surety that is registered with the Washington State Insurance Commissioner and appears on the current Authorized Insurance List in the State of Washington. The Developer shall be responsible for all improvements and shall maintain said improvements for the duration of the bond. Prior to release of the bond, the Developer shall repair or replace all items deemed defective by the City. The City reserves the right to utilize any portion of the improvements as needed prior to bond release.

## **1.4 CONTROL OF MATERIALS**

### **1.4.1 GENERAL**

The requirements outlined in WSDOT Specification Section 1-06 apply in this section, except that for all public infrastructure the term “Engineer” shall be replaced by “City Engineer”, and for all private infrastructure the term “Engineer” shall be replaced by “Engineer of Record”.

### **1.4.2 SOURCE OF SUPPLY AND QUALITY OF MATERIALS**

The Contractor shall notify the Engineer of proposed sources of supply for all materials to be furnished. The Engineer shall have the option to approve the supplier of each material before delivery. Representative preliminary samples or test data of material character and quality may be required to be submitted by the Contractor or manufacturer for examination by the Engineer prior to acceptance.

Only materials conforming to the requirements of the project specifications and those approved by the Public Works Department shall be used in the work. The Engineer may inspect the proposed construction materials at any time during preparation and use. If, after testing, it is found that previously approved sources of supply do not furnish a uniform product, or if the product from any source proves unacceptable at any time, the Contractor shall furnish materials from another source. No materials shall be used that have become unsuitable after initial approval.

### **1.4.3 MATERIALS INSPECTION AND TESTING**

All materials provided by the Contractor shall be subject to inspection and approval by the Engineer at any time during the progress of the work until final completion. For public infrastructure installed by a private development, the field tests of materials shall be made as deemed necessary by the City Engineer at no cost to the City.

The Developer shall bear all cost of material testing and inspections. All material testing shall be in conformance with the WSDOT Standard Specifications and WSDOT Construction Manual except as modified herein.

In the event that materials fail to meet the required specifications after having been tested and inspected, the Contractor shall immediately remove and dispose of off-site all rejected materials from the work site and shall replace all rejected materials at his/her own expense, and no further materials shall be used until approved in writing by the Engineer. The City’s negligence to condemn or reject inferior materials or work will not be construed as an acceptance of non-conforming materials or work.

The Contractor shall furnish, at his/her own expense, such labor and facilities as may be required to enable the Engineer to make a thorough inspection of the materials. A certificate of materials shall be provided as requested by the Engineer.

The Engineer shall be furnished certified copies of the complete test reports direct from the testing lab. All testing shall be in accordance with commonly recognized standards of the appropriate national organizations, WSDOT, or any other common industry standards.

#### **1.4.4 STORAGE OF MATERIALS**

The Contractor shall ensure that all materials intended for use on the work site be stored in such fashion that the materials are not damaged from exposure to the elements, foreign material admixture, or from any other sources. Materials and equipment shall not be stored in the public right-of-way unless approved by the City. The Engineer will not accept or sample any materials that are improperly stored.

#### **1.4.5 DEFECTIVE MATERIALS**

Materials not conforming to the requirements of these Specifications will be rejected by the Engineer. For public infrastructure installed by a private development, all such materials, whether in place or not, shall be immediately removed and disposed of off-site by the Developer at no cost to the City.

### **1.5 DESIGN PLANS AND SPECIFICATIONS**

#### **1.5.1 CONTENT OF FINAL ENGINEERING PLANS**

All construction plans shall be prepared in accordance with Volume I, Chapter 3.3 of the PCM, as adopted under EMC 13.05.160 with local modifications under EMC 13.05.170. The cover sheet and all plan sheets shall include the same general title block including consecutive sheet numbers. The title block shall generally be located in the lower right hand corner of the plan sheet, and any applicable standard notes and details (as contained in Appendix F), shall be included in the plan set.

All final plans submitted to the City shall be electronic, provided in Adobe PDF format, and shall be clear and legible. New construction/improvements shall be indicated with heavy bold lines and proper symbolism.

In general, all information required to locate and construct the planned improvements shall be shown on the final plans. In addition to the requirements listed in the PCM, all construction plans submitted to the City for review and approval shall address the following:

- City Permit Number shall be included in the title block.
- Horizontal control shall be North American Datum (NAD) 83-91, South Zone.

- A brief legal description of the site shall be included on the cover sheet, including site address, parcel number(s), 1/4 section, township, and range as needed to accurately locate the project site.
- For roadway designs, curb return elevations must be shown at quarter points at all intersections, minimally (larger radii shall have more points), to verify drainage and smooth transitions.
- For buried utilities, a composite utility sheet must be included showing all proposed improvements and identifying potential horizontal and vertical conflicts.
- Profile plan(s) must contain all sanitary sewer, water main, storm drain, and street design details in order to verify potential horizontal and vertical conflicts.
- Roadway profiles shall include centerline elevations at a minimum of 50-foot intervals; horizontal curves, including radii, point of tangency (PT), point of curvature (PC), and super elevation; centerline grades and vertical curves, including the stations and elevations of the points of vertical curve, points of vertical intersection, points of vertical tangent [PVCs, PVIs, PVTs], the top of crest curve, the bottom of sag curve, the flow line top and bottom of curves, etc. having a minimum grade of 0.50 percent within 50 feet of the level point for a sag vertical curve.
- Detail plans for facilities such as buildings, retaining walls greater than 4 feet in height, pump stations, etc. shall be prepared by or under the direct supervision of a licensed professional engineer with experience completing design of these types of facilities.
- Scaled plan views and cross sections must be provided of the outlet control structure for stormwater detention systems, drawn at a minimum scale equal to 1 inch equals 2 feet (1":2').

## **1.5.2 APPROVED PLAN SUBMITTAL REQUIREMENTS**

Developer shall obtain City approval on construction plans and attend a pre-construction conference prior to commencing construction. Developer shall submit final construction plans electronically (in Adobe PDF format) to the City following notice that plans are approved for construction. City will add appropriate approval stamps and notes, then route the plans back to the Developer for reproduction and use in the field.

### **1.5.2.1 General Plan Notes**

The General Plan Notes provided by city staff and/or contained in Appendix F shall be shown on all engineering plans.

## CHAPTER 2

### STANDARDS FOR TESC

#### 2.1 GENERAL

EMC Chapter 13.05.160 adopts, by reference, the July 2021 Edition of the Pierce County Stormwater Management and Site Development Manual (“Manual”), with minor modifications contained in EMC Chapter 13.05.170. Minimum Requirement 2 requires that all projects in the City address prevention of stormwater pollution during construction. A Construction Stormwater Pollution Prevention Plan (SWPPP) shall be submitted for all projects per the requirements in the Manual, as modified by EMC 13.05.170.

## CHAPTER 3

### STANDARDS FOR WATER SYSTEM IMPROVEMENTS

#### 3.1 GENERAL

The City of Edgewood is served by a variety of Water Service Providers:

- City of Milton
- Lakehaven Water and Sewer District
- Mountain View - Edgewood Water Company
- City of Sumner
- Other small water systems:
  - Cherrywood Mobile Home Park
  - Cherrywood Village (apartments)
  - DeChaux Mutual Water
  - Individual Residential Wells

An interactive map showing these Water System Provider boundaries and their contact information can be found here: <https://arcg.is/1j8nye>.

#### 3.2 STANDARD SPECIFICATIONS

The design and installation of all water mains and appurtenances shall be in accordance with the standards of the applicable Water System Provider listed above, as well as the additional standards contained herein and applicable provisions of the following:

- EMC Title 12 – Streets, Sidewalks and Public Places
- EMC Chapter 15.05 – Building Construction Codes
- EMC Title 18 – Development Standards
- WSDOT Standard Specifications
- American Water Works Association (AWWA) standards
- Washington State Department of Health Water System Design Manual

In the event of conflict between these Public Works Standards and the applicable Water System Provider's standards, these Public Works Standards shall take precedence. The manufacturer's recommended installation procedures shall be adhered to.

#### 3.3 DESIGN REQUIREMENTS

Each lot in a proposed subdivision shall be served by an existing Group A Water System, unless otherwise approved by the City and the Washington State Department of Health.

Water mains shall be sized based on the Department of Health Water System Design Manual and subject to the minimum diameters specified herein. The minimum water main diameter for commercial, industrial, multifamily, and residential developments shall be 8 inches whether looped or on a dead-end. Mains 6 inches in diameter may be

acceptable for looped systems within single-family residential areas with fire hydrants. Larger water main diameters may be required to meet fire flow requirements as determined by the Fire Official.

Dead-end mains shall be avoided whenever possible. Where dead-end mains are unavoidable, a minimum 2-inch blow-off assembly shall be installed at the termination of the water line. Dead-ends are subject to approval by the City Engineer and Water System Provider.

Water mains shall be installed a minimum of 10 feet horizontally and 18 inches vertically, measuring edge-to-edge, from any existing or proposed sanitary sewer or on-site waste disposal piping. Deviation from separation requirements shall be allowed only at the discretion of the City Engineer. Any deviation from this requirement shall meet Washington State Department of Ecology (Ecology), Washington State Department of Health (WSDOH), Water System Provider, and City of Edgewood requirements.

Water mains shall be located a minimum of 5 horizontal feet and 6 vertical inches away from any other utility, including but not limited to storm drains, power, natural gas, private utilities, and private fire lines.

In order to minimize potential conflicts with other utilities and City of Edgewood Design Standards, every effort shall be made to locate water mains within the roadway as defined herein, preferably within public rights-of-way. The City will not issue any Right of Way or Site Development Permit for water mains located outside of the roadway without engineering justification and prior approval by the City Engineer.

## CHAPTER 4

### STANDARDS FOR SANITARY SEWER SYSTEMS

#### 4.1 GENERAL

The City of Edgewood is currently served by the following Sewer Service Providers:

- Lakehaven Water and Sewer District
- City of Fife
- Pierce County

Some areas of Edgewood may be served by the following Sewer Service Providers, pending formal Interlocal Agreements:

- City of Puyallup
- City of Sumner

Sanitary sewer improvements within the City of Edgewood for private development and public works projects that are tributary to existing infrastructure owned by the City of Edgewood shall conform to the standards and specifications contained herein. If the improvement will not be owned by the City of Edgewood or tributary to existing City of Edgewood infrastructure, then said improvement is exempt from this Chapter.

#### 4.2 STANDARD SPECIFICATIONS

The design and installation of all sanitary sewer facilities and appurtenances shall be in accordance with all applicable provisions of the following, except as amended by these Specifications:

- The City of Edgewood General Sewer Plan dated July 2024 (“GSP”), as adopted under Ordinance 24-0670.
- The current edition of Criteria for Sewage Works Design (“Orange Book”), as published by the Washington State Department of Ecology.
- The standards of the receiving Sewer Service Provider (“Receiving Jurisdiction”) listed above.
- Construction Specifications: WSDOT Standard Specifications.

#### 4.3 DESIGN REQUIREMENTS

##### 4.3.1 GENERAL

Except for building sewers serving an individual parcel, all sewers that serve multiple parcels shall be designed by a civil engineer licensed to practice engineering in the state of Washington and located within dedicated rights-of-way or easements.

In general, sanitary sewers shall be located below all other utilities in rights-of-way to provide the greatest opportunity for adjacent properties to connect thereto using

gravity building sewers and side sewers, minimizing the opportunity for contaminating other utilities from leaks. Consideration must be taken in design to ensure adequate cover and separation, sizing for water mains and storm drains, required slopes for side sewers, and adequate clearance for workers. Manhole lids located in the traveled way shall not be placed in vehicle wheel paths wherever practicable.

All-weather access improvements, capable of being negotiated by a fully loaded vector truck (H-20 load), shall be provided to every manhole, air-vac relief station, pigging port or other appurtenance requiring maintenance access.

Public pump stations shall be located only on city-owned property that has been deeded to the city, unless otherwise approved by the director. Any easement(s) for pump stations shall be unrestricted and exclusive.

#### **4.3.2 EASEMENTS**

The purpose(s) for the easement (permanent or temporary) and the permitted activities shall be stated in the easement document.

Temporary easements obtained for construction, staging, storage, or temporary access shall also:

- Set the term and provide for extensions thereto;
- Contain specific conditions for restoration and a one-year warranty for such restoration;
- Contain provision for the owner to inspect the condition of the easement property following completion of restoration; and
- Provide for the owner's release following such inspection.

The minimum width of a permanent sewer easement shall be 20 feet plus two feet for every foot of sewer depth over 10 feet, unless otherwise approved by the director.

Access by the grantee to and across the easement shall be unrestricted. Buildings, trees, parked vehicles, and all other structures, except as otherwise provided herein, shall be prohibited within easements. Private driveways may be located within city easements. In the event the director determines that private fencing across an easement is necessary and reasonable, such fencing may be permitted; provided, that double-leaf gates with a nominal width of 20 feet are provided at fence crossings. The owner may install only landscaping improvements that have been approved by the city.

Easements shall be maintained to city standards by the party responsible. Landscaping improvements installed by the owner shall be maintained by the owner. The city may cut back or remove landscaping improvements, as it deems necessary. The city shall have no obligation to repair or replace landscaping improvements that have been damaged or removed.

The city shall have the right to issue permits to third parties to operate and maintain sewers within the easement.

#### **4.3.3 SIDE SEWER CONNECTIONS**

A separate side sewer connection to the sewer utility shall be required for each building with plumbing fixtures, unless otherwise approved by the director. Buildings that are accessory to a residential detached dwelling (i.e., accessory dwelling units) may share a common side sewer. If ownership of such buildings is segregated by any action, such as through subdivision or condominium, separate side sewer connections shall be required for each building so segregated.

Otherwise, if there is more than one building on a single parcel and it is impracticable to connect multiple side sewers from the parcel to the sewer utility, a dead-end sewer main shall be extended onto the private property within an easement. This dead-end sewer main shall terminate in a manhole, except that a cleanout may be used if the main is 50 feet or less in length. This dead-end sewer main must connect to the existing sewer utility at a manhole.

Any side sewer eight inches or greater in diameter must connect to the sewer utility at a manhole.

#### **4.3.4 PRIVATE SEWAGE PUMPS**

Each private pump station shall discharge through its own private, dedicated force main into a private manhole, located on the owner's property, which shall discharge into the city's sewer through a standard gravity side sewer. A force main shall not discharge directly into a gravity sewer pipe.

A private force main shall be permitted to discharge into a city manhole or force main only when the director finds there is no reasonable alternative.

#### **4.3.5 PRETREATMENT STANDARDS**

All proposed connections to the sanitary sewer utility must comply with the applicable pretreatment standards and design requirements of the receiving jurisdiction prior to final inspection.

### **4.4 TESTING REQUIREMENTS**

Sanitary sewer structures and conveyance testing shall be conducted in conformance with WSDOT Standard Specifications Section 7.

#### **4.4.1 CLEANING**

The Contractor shall remove all sediment and debris accumulated in the new sanitary sewer conveyance and structures as a result of construction activities prior to connection to any existing infrastructure and final project acceptance by City. The

Contractor shall ensure that material flushed from the new sanitary sewer system is trapped, removed, and does not enter the downstream collection system.

#### **4.4.2 LEAKAGE TESTING**

The Contractor shall furnish all equipment, labor, and personnel necessary for conducting pressure testing on new sanitary sewer conveyance. The Contractor shall provide the City with a certification letter from a City-approved testing laboratory verifying that all testing equipment is accurate. All testing equipment and personnel shall be subject to approval by the City Engineer.

The Contractor shall have all equipment and personnel present and ready for the leakage test, and shall have already successfully completed leakage testing on the entire conveyance system prior to calling the City Engineer out to witness testing. Portions of the sanitary sewer conveyance system that fail to meet the testing requirements shall be repaired.

The Contractor shall determine all sources of leakage and shall repair or replace all portions of defective materials or workmanship, at no cost to the City, prior to final acceptance. Leakage testing shall be conducted after backfill is completed and the trench has been compacted per the approved plans.

Sanitary sewer conveyance constructed of non-air-permeable material, including PVC, ductile iron, and polyethylene, shall be low-pressure air tested in conformance with WSDOT Section 7-17.3(2)F.

#### **4.4.3 TELEVISION INSPECTION**

All new public sanitary sewer conveyance networks shall be visually inspected following satisfactory cleaning, trench compaction testing, and leakage testing. Visual inspection shall be conducted using a remote camera designed specifically for such applications, with the ability to rotate the lens 180 degrees and with sufficient lighting to allow a clear picture of the entire periphery of the pipe. A “push-type” camera may be used in lieu of a remote camera if approved in writing by the City Engineer.

The Contractor shall introduce water to the sanitary sewer system to the satisfaction of the City Engineer to better identify ponding. A 1-inch sewer ball shall be attached to the front of the camera to provide a basis for estimating the depth of ponding within the pipe. Ponding in excess of 0.25-inch shall be repaired. The Contractor shall be responsible for all costs in connection with repairing or replacing defective portions of piping, including the costs for additional television inspection and leakage testing required to verify that repairs have been completed to the satisfaction of the City.

The Contractor shall provide the City Engineer with a digital format video recording and inspection report for review within 2 working days of performing the visual inspection.

## **4.5 MAINTENANCE RESPONSIBILITIES**

In general, sanitary sewer mains will be owned and maintained by the City, while individual service lines and some low-pressure collection mains will be privately owned and maintained. Performance and Maintenance Bonds are required as stated in Section 1.3.10 of these Public Works Standards. Exceptions may be made on a case by case basis as determined by the City Engineer.

The City Engineer will inspect privately maintained facilities to verify satisfactory maintenance practices in conformance with the private maintenance agreement. If the property owner(s) fail to maintain their facilities to acceptable standards, the City Engineer may issue a written notice specifying the required actions. If these actions are not performed in a timely manner, the City may enter the property to perform the actions needed and bill the property owner for the cost of the repairs. In the event a public safety hazard exists, written notice may not be required.

### **4.5.1 CONSTRUCTION PHASE**

The applicant is responsible for ensuring no wastewater is discharged into the city's sanitary sewer utility during construction until responsibility is assumed by the homeowners' association or the City of Edgewood.

### **4.5.2 RESPONSIBILITY FOR ONGOING MAINTENANCE**

Public sanitary sewer facilities will be maintained by the utility upon final project acceptance. Private sanitary sewer facilities shall be maintained by the property owner or responsible party, such as a homeowner's association, pursuant to a private maintenance agreement and easement conditions.

## **4.6 CONSTRUCTION INSPECTION**

Construction activity shall be inspected by the City and/or their representative throughout the life of the permit to ensure compliance with these standards and the approved plans.

No work shall proceed until the City inspects and approves the work previously completed and furnishes the Developer/Owner with the results of the inspection reports as soon as possible after completion of each required inspection.

Any portion of the work which does not comply shall be promptly corrected by the Developer/Owner, after notice from the City. The notice shall set forth the nature of corrections required and the time within which corrections will be made.

The Developer/Owner shall notify the City before commencing any work in conjunction with the approved plans. The Developer/Owner shall notify the City when the project is ready for final inspection.

#### **4.6.1 FINAL INSPECTION**

Final inspection shall be conducted by the City per the request of the Developer/Owner upon completion of all work in the approved plans to determine if the completed work was constructed in accordance with the approved plan and these regulations. Final inspection procedures shall be as outlined in Section 1.3.12 of these Specifications.

## CHAPTER 5

### STANDARDS FOR STORMWATER SYSTEM IMPROVEMENTS

#### 5.1 GENERAL

EMC Chapter 13.05.160 adopts, by reference, the July 2021 Edition of the Pierce County Stormwater Management and Site Development Manual (“Manual”), with minor modifications contained in EMC Chapter 13.05.170. In addition to this Manual, these Public Works Standards contain design criteria specific to the development of stormwater facilities within the City of Edgewood. The application of these Public Works Standards shall be the minimum stormwater management requirements. Stormwater management practices shall be considered for each project according to the following general order of preference:

- Onsite Stormwater Management (Min. Req. #5)
- Low Impact Development (LID) BMPs
- Stormwater Retention Facilities
- Stormwater Detention Facilities

Please note that many onsite and/or LID BMPs may or may not be practical, or even feasible, for many sites in the City of Edgewood due to unique soil conditions. If said BMPs are not technically feasible, as determined by the Engineer of Record and concurred by the City Engineer, the technical limitations that preclude the use of LID practices must be documented as stated in the Manual. The City Engineer shall have final approval on the technical design factors that preclude the use of onsite and/or LID practices.

#### 5.2 STANDARD SPECIFICATIONS

The design and installation of all stormwater facilities and appurtenances shall be in accordance with all applicable provisions of the following except as amended by these Specifications:

- Pierce County Stormwater Management and Site Development Manual (“Manual”), as adopted in EMC 13.05.160, and amended in EMC 13.05.170.
- Appendix 1 of the 2019-2024 Phase II Western Washington Municipal Stormwater Permit.
- Construction Specifications: WSDOT Standard Specifications (latest edition).

## **5.3 STORMWATER SYSTEM DESIGN REQUIREMENTS**

### **5.3.1 GENERAL**

Installation and construction of stormwater facilities shall conform to the requirements of the City of Edgewood, the latest edition of the WSDOT Standard Specifications, and the manuals referenced in section 5.2 of these Public Works Standards.

All public and private stormwater facilities designed in accordance with this Chapter shall be for collection, conveyance, treatment, retention and/or detention of stormwater.

### **5.3.2 STORMWATER SITE PLAN REQUIREMENTS**

The Stormwater Site Plan, where required by the Manual, shall document the proposed stormwater management for the proposed project and shall include supporting calculations, drawings, and proposed facility descriptions as needed to enable evaluation of the proposed site stormwater management system.

### **5.3.3 POLLUTION SOURCE CONTROL PROGRAM**

All projects shall implement a pollution source control program based on the type of proposed project in accordance with Minimum Requirement #3. Pollution source controls shall be documented in the Stormwater Site Plan. Pollution source controls are actions taken by a person or business to reduce the amount of pollution reaching surface and ground waters.

### **5.3.4 EDGEWOOD STORMWATER SYSTEM DESIGN**

Permanent stormwater facilities are required for the development of all residential, commercial, industrial, or multifamily sites. Permanent stormwater facilities shall be documented in the Stormwater Site Plan in accordance with Section 5.3.2, and shall be designed in accordance with Sections 5.2 and 5.3 of these Specifications.

Construction of stormwater facilities shall conform to the requirements of the City, the most recent version of the WSDOT Standard Specifications, and the applicable provisions of the manuals used as the basis of design.

#### **5.3.4.1 Stormwater Design Standards**

When using the Western Washington Hydrology Model (WVHM) for facility design pursuant to the Manual, all facilities within the City of Edgewood shall utilize the "42 IN EAST" precipitation data.

All stormwater conveyance systems shall be designed in accordance with Volume III, Chapter 4 of the Manual. Combined storm sewers (i.e., pipes that convey both sanitary sewage and stormwater runoff) shall not be allowed.

Stormwater retention and/or detention facilities serving residential subdivisions shall be designed assuming all new lots are developed to no less than the maximum effective impervious surface area allowed under EMC Title 18 or 6,000 square feet, whichever is less.

All stormwater conveyance systems for proposed projects must be analyzed, designed, and constructed for existing tributary off-site runoff and developed on-site runoff from the proposed project. The applicant shall demonstrate that the on-site conveyance system of the proposed project either exists or will be constructed following the standards herein. At the discretion of the City Engineer, the Permittee may be required, as a condition of storm drainage plan approval, to install conveyance lines larger than needed by the proposed project in order to accommodate future development. In such cases, the Permittee may be eligible for recouping the additional cost associated with upsizing the conveyance system through implementation of a latecomer's agreement in conformance with EMC Chapter 11.36.

#### **5.3.4.2 Special Design Considerations**

Development activities within designated flood hazard areas within the City of Edgewood are regulated under EMC Chapters 14.80.

It shall be considered the Developer's/Owner's responsibility to be familiar with the specific provisions of these regulations and standards as they relate to future development of a specific site located within the flood plain.

### **5.4 TESTING REQUIREMENTS**

Storm structures and conveyance testing shall be conducted in conformance with WSDOT Standard Specifications Section 7.

#### **5.4.1 CLEANING**

The Contractor shall remove all sediment and debris accumulated in both the existing and new stormwater conveyance, structures, and facilities (including LID BMPs) as a result of construction activities prior to final project acceptance by City. The Contractor shall ensure that material flushed from the storm drain is trapped, removed, and does not enter the downstream drainage system. The Engineer of Record shall certify that all constructed LID BMPs (such as permeable pavements, bioretention facilities, etc.) have been cleaned and perform as designed prior to City acceptance.

Sediment and debris shall be excavated from stormwater control ponds as needed to provide the design volume shown on the approved plans.

#### **5.4.2 LEAKAGE TESTING**

The City may, under certain soil conditions and/or as otherwise noted in public works construction documents, require leakage (pressure) testing for new stormwater conveyance. In these instances, the Contractor shall furnish all equipment, labor, and

personnel necessary for conducting pressure testing as specified herein. The Contractor shall provide the City with a certification letter from a City-approved testing laboratory verifying that all testing equipment is accurate. All testing equipment and personnel shall be subject to approval by the City Engineer.

The Contractor shall have all equipment and personnel present and ready for the leakage test, and shall have already successfully completed leakage testing on the entire conveyance system prior to calling the City Engineer out to witness testing.

Portions of the stormwater conveyance system that fail to meet the testing requirements shall be repaired.

The Contractor shall determine all sources of leakage and shall repair or replace all portions of defective materials or workmanship, at no cost to the City, prior to final acceptance.

Leakage testing shall be conducted after backfill is completed and the trench has been compacted per the approved plans.

#### **5.4.2.1 Air Permeable Materials Leakage Testing**

Stormwater conveyance piping constructed of concrete shall be subject to a low-pressure air test in conformance with WSDOT Section 7-04.3(1)E.

#### **5.4.2.2 Non-Air-Permeable Materials Leakage Testing**

Stormwater piping constructed of non-air-permeable material, including PVC, ductile iron, and polyethylene, shall be low-pressure air tested in conformance with WSDOT Section 7-04.3(1)F.

#### **5.4.3 TELEVISION INSPECTION**

All new public stormwater conveyance networks shall be visually inspected following satisfactory cleaning, trench compaction testing, and any applicable leakage testing. The City may require visual inspection of new private stormwater conveyance networks if working conditions and performance warrant, as determined by the City Engineer. Visual inspection shall be conducted using a remote camera designed specifically for such applications, with the ability to rotate the lens 180 degrees and with sufficient lighting to allow a clear picture of the entire periphery of the pipe. A “push-type” camera may be used in lieu of a remote camera if approved in writing by the City Engineer.

The Contractor shall introduce water to the stormwater system to the satisfaction of the City Engineer to better identify ponding. A 1-inch sewer ball shall be attached to the front of the camera to provide a basis for estimating the depth of ponding within the storm pipe. Ponding in excess of 0.5-inch shall be repaired. The Contractor shall be responsible for all costs in connection with repairing or replacing defective portions of

pipng, including the costs for additional television inspection and leakage testing required to verify that repairs have been completed to the satisfaction of the City.

The Contractor shall provide the City Engineer with a digital format video recording and inspection report for review within 2 working days of performing the visual inspection.

## **5.5 MAINTENANCE RESPONSIBILITIES**

In general, stormwater facilities serving single-family residential developments containing public roadways will be owned and maintained by the City, while stormwater facilities for other developments will be privately owned and maintained. Performance and Maintenance Bonds are required as stated in Section 1.3.10 of these Public Works Standards. Stormwater Maintenance Agreements are required as stated in Section 1.3.11 of these Public Works Standards.

Exceptions to the above may be made on a case by case basis as determined by the City Engineer.

The City Engineer will inspect privately maintained facilities to verify satisfactory maintenance practices in conformance with the stormwater maintenance agreement. If the property owner(s) fail to maintain their facilities to acceptable standards, the City Engineer may issue a written notice specifying the required actions. If these actions are not performed in a timely manner, the City may enter the property to perform the actions needed and bill the property owner for the cost of the repairs. In the event a public safety hazard exists, written notice may not be required.

### **5.5.1 CONSTRUCTION PHASE**

The applicant is responsible for maintaining onsite private and potentially impacted off-site stormwater facilities in functioning condition during construction until responsibility is assumed by the homeowners' association or the City of Edgewood.

- During construction, ponds must be maintained in functioning condition. Permanent stormwater facilities shall not be used for temporary erosion control functions unless otherwise approved by the City Engineer.
- At the end of each phase of construction, the applicant must show proof that the maintenance plan was implemented and the drainage system is fully operational before any additional permits for site activity are issued.
- If maintenance is not done as shown in the maintenance plan, upon notice from the City the applicant will forfeit the bond or other financial security. The City will then utilize the bond or other security to perform the necessary work.

## 5.5.2 RESPONSIBILITY FOR ONGOING MAINTENANCE

### 5.5.2.1.1 *Public Stormwater Facilities*

The applicant shall be responsible for maintaining the stormwater facilities for 2 years following final project acceptance by the City in conformance with the Agreement to Maintain Stormwater Facilities – 2 Year Warranty Period and Satisfactory Maintenance.

### 5.5.2.1.2 *Private Stormwater Facilities*

Upon transfer of maintenance responsibility from the applicant to a new property owner (i.e., homeowners' association or property owner or other agent), the property owner shall be responsible for ongoing maintenance of privately owned stormwater facilities through execution of a joint agreement with the City.

- The applicant shall execute and record the documentation that creates/names the property owner and identifies the required maintenance responsibilities to be performed in perpetuity by the property owner.
- The applicant shall sign an agreement with the City establishing responsibility and scope of work for routine minor and periodic major maintenance of private stormwater facilities as listed in Appendix B.
- The maintenance agreement shall list all anticipated maintenance items and shall specify for each item whether the maintenance is to be done by the property owner or a private contractor.
- The property owner shall be responsible for routine minor actions needed to ensure operation and maintenance of private system elements as detailed in the agreement. The work must be performed to City standards by a qualified contractor approved by the City.
- Stub outs, roof drains, and sumps on individual lots will always be the responsibility of each homeowner.
- The City shall be responsible for maintenance of catch basins and conveyance structures in the public right-of-way or public easement.
- Major repairs to all private stormwater treatment and conveyance facilities outside the public right-of-way or public easement will be the responsibility of the property owner.

By March 1<sup>st</sup> of each year, the property owner shall submit an annual report to the City that includes the following:

- Documentation of the previous year’s operation and maintenance activities, in the form of a log showing what was done, when, and by whom (see Exhibit 1 of the agreement in Appendix B).
- Schedule of preventive maintenance activities for the coming year, identifying who will accomplish each activity. The schedule will be based on requirements listed in Appendix B.
- The property owner shall implement the items in the annual report by September 15<sup>th</sup> of each year.

If maintenance is not performed as specified in the agreement, the City may perform the required maintenance and bill the property owner.

## **5.6 STORMWATER CONSTRUCTION INSPECTION SCHEDULE AND REPORTS**

### **5.6.1 INSPECTION SCHEDULE AND REPORTS**

Prior to approval of a Stormwater Site Plan, the Developer/Owner shall submit to the City a proposed inspection and construction schedule. The City Engineer shall conduct inspections and file reports for periodic inspections necessary during construction of stormwater management facilities to ensure compliance with the approved plans.

No work shall proceed until the City inspects and approves the work previously completed and furnishes the Developer/Owner with the results of the inspection reports as soon as possible after completion of each required inspection.

Any portion of the work which does not comply shall be promptly corrected by the Developer/Owner, after notice from the City. The notice shall set forth the nature of corrections required and the time within which corrections will be made.

The Developer/Owner shall notify the City before commencing any work in conjunction with the Stormwater Site Plan. The Developer/Owner shall notify the City when the project is ready for final inspection.

### **5.6.2 INSPECTION REQUIREMENTS DURING CONSTRUCTION**

After commencing initial site operations, regular inspections shall be made at specified stages of construction as follows:

- LID facilities at the following stages. However, due to variations in LID practices, LID facility inspection shall be determined by the City Engineer based on the specific LID facility proposed.

- Prior to site clearing, the site shall be inspected to confirm that areas to be undisturbed for dispersion are flagged.
  - LID practices relying on infiltration shall be inspected at stages similar to retention facilities.
  - LID practices incorporating piping or structures shall be inspected at stages similar to detention facilities.
  - For LID practices relying on amended or imported soils, soil samples shall be submitted to a laboratory for testing for conformance with specifications. Lab results shall be submitted to the City Engineer for review prior to bringing the soils to the site.
- Retention facilities at the following stages:
    - Initial basin excavation to determine that facility has been excavated to within 1-foot of the final elevation of the basin floor and that inlet and overflow structures have been constructed in accordance with the approved plans.
    - After all disturbed areas in the upgradient project drainage area have been permanently stabilized, the facility shall be inspected again to determine that it has been constructed to final grade.
    - Prior to placing the facility on-line, the facility shall be inspected to determine that specified vegetation has been placed, accumulated sediment within the facility has been removed, and that the upstream pretreatment system has been installed, cleaned and is functioning.
    - Periodic inspection to determine that access to the facility has been restricted to equipment that may impact the function of the facility. Light-tracked equipment, draglines or trackhoes are recommended for infiltration facility construction to avoid compaction of the basin floor. The infiltration area should be flagged or marked to keep heavy equipment away.
  - Detention facilities at the following stages:
    - Upon completion of excavation of sub-foundation and where required, installation of structural supports or reinforcement for structures, including but not limited to:
      - Core trenches (“keyways”) for structural embankments;

- Inlet-outlet structures, anti-seep structures, watertight connectors on pipes; and
- Trenches for enclosed storm drainage facilities.
- During placement of structural fill, concrete and installation of piping and catch basins;
- During backfill of foundations and trenches;
- During embankment construction; and
- Upon completion of final grading and establishment of permanent stabilization.

### **5.6.3 FINAL INSPECTION**

Final inspection shall be conducted by the City per the request of the Developer/Owner upon completion of all elements of the Stormwater Site Plan to determine if the completed work was constructed in accordance with the approved plan and these regulations. Final inspection procedures shall be as outlined in Section 1.3.12 of these Specifications.

### **5.6.4 INSPECTIONS FOLLOWING PROJECT ACCEPTANCE**

The City will conduct routine inspections of all privately owned stormwater facilities. If repair or maintenance is needed, the owner shall be notified.

- If the needed work is not completed within the specified time period, the responsible party may be subject to civil action, or the City may complete the necessary work and bill the responsible party.
- In case of flooding or pollution emergency, the City will do the necessary work without notification and bill the responsible party.

### **5.7 STORMWATER SITE PLAN NOTES**

The Stormwater Site Plan Notes provided by city staff and/or contained in Appendix F shall be shown on all Stormwater Site Plans.

## CHAPTER 6

### ROADWAYS

#### 6.1 GENERAL

This chapter contains the minimum design criteria, installation requirements, and material specifications for the construction of roadways within the City of Edgewood, as previously defined by these Public Works Standards. In establishing these standards, the City has sought to encourage standardization of road design elements where necessary for consistency and to assure so far as practical that motoring, bicycling, and pedestrian public safety needs are met. Considerations include safety, convenience, aesthetics, proper drainage, and economical maintenance.

The decision to use a particular roadway design element at a particular location should be made based on an engineering analysis of the location. Thus, while this chapter provides minimum requirements, it is not a substitute for professional engineering judgment. It is the intent that the provisions herein be uniform standards for road design, but they may not be appropriate for all locations and existing conditions. These uniform standards are also not intended to unreasonably limit any innovative or creative effort which could result in the more effective and appropriate combination of design, cost savings, or both. If said effort would require a deviation from the technical requirements contained herein, the Engineer must seek written approval in accordance with Section 12.02.080 EMC.

#### 6.2 STANDARD SPECIFICATIONS

Except as supplemented or amended by these Public Works Standards, the traffic engineering, roadway design, and installation of roadways shall be in conformance with all applicable provisions of the following:

- EMC Title 12 – Streets, Sidewalks and Public Places
- EMC Title 18 – Development Standards
- Appendix F – Edgewood Standard Notes and Details
- WSDOT Standard Specifications
- WSDOT Design Manual
- AASHTO: A Policy on Geometric Design of Highways and Streets
- AASHTO: Guide for Development of Bicycle Facilities
- APWA Standards, Specifications and Standards
- MUTCD (USDOT/FHWA), as amended and approved by WSDOT
- U.S. Access Board: Americans with Disabilities Act Accessibility Guidelines

If any provisions of this chapter are in conflict, the more protective provision shall control. If a conflict arises between the WSDOT Design Manual and the AASHTO Green Book, the WSDOT Design Manual will take precedence. In cases of ambiguity or difference of meaning or inconsistencies between the text of this chapter and the

illustrations or graphics contained in the Standard Details, the details as contained in Appendix F shall control. Where a particular situation or aspect of design is not addressed in these Public Works Standards, first reference the most recent editions of the documents listed above, followed by other generally recognized industry standards or guidance as appropriate and as approved by the City, including but not limited to the latest editions of the following:

- AASHTO: Roadside Design Guide
- AASHTO: Standard Specifications for Highway Bridges
- ITE: Trip Generation
- TRB: Highway Capacity Manual
- WSDOT: Bridge Design Manual
- WSDOT: Construction Manual
- WSDOT: Local Agency Guidelines (aka, LAG Manual)
- WSDOT: Standard Plans for Road, Bridge and Municipal Construction

## **6.3 DESIGN REQUIREMENTS**

### **6.3.1 FUNCTIONAL CLASSIFICATION**

The first step in the design process is to identify the functional classification of the subject roadway. For existing and planned routes, refer to the Transportation Systems Plan (TSP) contained in Chapter 6 (Transportation Element) of the City's Comprehensive Plan. For other new facilities, the City Engineer will determine the roadway's functional classification.

#### **6.3.1.1 Functional Classification System**

Roadways are most effectively classified by their function, according to the character of service they are intended to provide for the traveling public, including their purpose, type and number of trips. As described in the TSP, a functional classification system allows the City to group roads into a hierarchy, and cities are required to adopt a functional classification system that is consistent with state and federal guidelines, as codified in RCW 35.78.010 and RCW 47.26.090. At a minimum, each City must adopt the following three functional classifications: principal arterial, minor arterial and collector. Edgewood's functional classification system has four categories, as presented in the TSP under Table T-7 (described in the next section). While not included in the TSP, a fifth classification is also included herein for certain private access situations: a Shared Access Facility.

State highways under the jurisdiction of the Washington State Department of Transportation are all legally designated arterials (RCW 46.61.195). There is one state highway in Edgewood – State Route 161 (Meridian Ave E) – and it is classified as a Principal Arterial.

### **6.3.1.2 Functional Classification Definitions**

#### *6.3.1.2.1 Principal Arterials*

Principal arterials are roadways that connect major community centers and facilities, and are often constructed with limited direct access to abutting land uses. Principal arterials carry the highest traffic volumes and provide the greatest mobility in the roadway network by limiting access, providing traffic control devices and posting higher speed limits. Transit routes are generally located on principal arterials, as are transfer centers and park-and-ride lots. Principal arterials may service any level of traffic volume, up to full utilization of the road capacity, commonly ranging from 7,000 to 40,000 or more vehicles per day.

At this time there are only two Principal Arterials in Edgewood: State Route 161 (Meridian Ave E) and Jovita Blvd E / Emerald St E.

#### *6.3.1.2.2 Minor Arterials*

Minor arterials are roadways that connect with and augment principal arterials. Minor arterials provide densely populated areas easy access to principal arterials and provide a greater level of access to abutting properties. Minor arterials connect with other arterial and collector roads extending into the urban area, and serve less concentrated traffic-generating areas, such as neighborhood shopping centers and schools. Minor arterials serve as boundaries to neighborhoods and collect traffic from collector streets. Minor arterials also carry transit traffic, with volumes commonly ranging from 4,000 to 15,000 vehicles per day.

Edgewood's Minor Arterial network currently consists of two east-west corridors (8<sup>th</sup> St E and 24<sup>th</sup> St E) and one north-south corridor (122<sup>nd</sup> Ave E / Edgewood Dr E).

#### *6.3.1.2.3 Collectors*

Collectors are roadways that provide easy movement within neighborhoods, and they connect two or more neighborhoods or commercial areas while also providing a high degree of property access within a localized area. These roadways "collect" traffic from local neighborhoods and distribute it to higher classification roadways. Additionally, collectors provide direct services to residential areas, local parks, churches and areas with similar land uses. Collectors provide the link between local access streets and larger arterials, with traffic volumes commonly ranging from 2,000 to 6,000 vehicles per day.

#### *6.3.1.2.4 Local Streets*

Local streets include all roadways not otherwise classified, intended for use within commercial, single-family and multi-family subdivisions to provide direct access to abutting lots and to collect traffic from cul-de-sacs. Restrictions may be placed on entry and exit locations for traffic safety relative to intersections. Traffic volumes are typically very low for compatibility with abutting land uses, to accommodate turning movements and significant amounts of pedestrian activity, while providing minimal disturbance to

the tranquility of the residential environment. Local streets are not designed to accommodate transit service. All roadways that have not been designated as an arterial or collector roadway are considered to be local access streets. Local access streets comprise the largest portion of roadway miles in Edgewood.

#### *6.3.1.2.5 Shared Access Facility*

A Shared Access Facility is a privately-owned driving surface which provides vehicular access to at least two lots. For residential detached dwelling and/or duplex unit lots, a shared-access facility carries a maximum of 120 ADT (12 units). A shared-access facility may serve any number of commercial use or industrial use lots when the intent of the shared-access facility is to provide access through interlinked or shared parking facilities as are common in commercial centers (e.g., shopping malls). See Section 6.6.6 for more design details.

For formal plats that contain up to 35 lots, up to 20 percent of the lots within the plat may be served by a shared-access facility. For formal plats with more than 35 lots, up to 10 percent of the lots within the plat may be served by a shared-access facility.

#### *6.3.1.2.6 Alley*

An Alley is a privately-owned vehicle driving surface not designated for general travel that is primarily used as a means of access to the rear of residences. An alley can only connect to the local road system. Dead end alleys are strongly discouraged. Alleys are less than 750 feet in total length. Alleys must serve a minimum of two lots, and lots served by alleys must also abut a local road. See Section 6.6.7 for more design details.

### **6.3.2 ROADWAY LAYOUT**

All proposed roadway locations shall conform with the City's TSP, specifically Figure T-13. The City Engineer may allow slight deviations in classified roadway alignment(s), provided that the revisions do not conflict with the overall intent of the TSP.

#### **6.3.2.1 Subdivisions And Access**

For proposed subdivisions, roadway and access layout are guided by the following principles: (1) safety for all applicable modes of travel; (2) efficiency of services for all roadway users; (3) livability of the residential environment; and (4) economic use of the land, infrastructure construction, and ongoing maintenance.

Roads serving as primary access between the subdivision and external roadway network should be evaluated for access limitations within 150 feet of the intersection, with abutting residences oriented away from them.

The roadways, Shared Access Facilities, and alleys that provide access to lots within a proposed subdivision shall be designed in a way to ensure that emergency vehicles can legally and physically access each lot.

The number of access points between the subdivision and external roadway network shall be arranged to maximize connectivity while promoting safety. The subdivision's internal road layout should be designed to maintain relatively uniform low volumes of traffic upon full development. The roadway system should be designed to discourage excessive speeds and should minimize the necessity for traffic control devices, particularly for internal roads with direct lot access.

#### **6.3.2.2 Connectivity**

Developments shall be designed in a manner that maximizes opportunities for connectivity in accordance with the standards identified below. A highly connected transportation system within the City will provide choices for drivers, bicyclists, and pedestrians; promote multi-modal use and access; connect neighborhoods to each other and other local destinations such as schools, parks, and retail centers; reduce vehicle miles of travel and travel times; improve air quality; reduce emergency response times; increase effectiveness of municipal service delivery; and free up arterial capacity to better serve longer distance travel needs.

Each of the following standards shall be met, unless the City Engineer determines that there are barriers that make it infeasible, or that implementation of the standard will produce an undesirable impact:

- A. Roadway connectivity should be accomplished through the design of connected roadways rather than cul-de-sacs or dead-end neighborhoods. In order to minimize impacts of through traffic to those residing in subdivisions, public arterials and collectors shall be provided consistent with the City's TSP, specifically Figure T-13. Otherwise, local streets should be utilized for connectivity of subdivisions (typically low-volume, low-speed situations).
- B. When there is an opportunity to extend a new road to provide a connection to an adjacent parcel or future development, the new road should be public. New private roads may be allowed when it is determined that there is no opportunity for a connection to a neighboring parcel or development, or when there is not a public road available for providing access to a development.
- C. When new development abuts land where road stub-outs, easements, or right-of-way has been used to provide the opportunity for future road connections, the development should be designed to utilize these connections.
- D. When new development abuts vacant or underdeveloped parcels of land, the development should provide for future connection to its interior road and sidewalk network by constructing a road stub to the property line of

the abutting property.

- E. When multiple vacant or underdeveloped parcels abut a new development, a connection to each parcel may not be required. Connection points will be determined based upon an overall consideration of existing and desired circulation patterns in the area. Emphasis should be given to connections with larger parcels and parcels which would permit future connections to other existing roadways.
- F. A road connection between residential developments and abutting commercial or industrial zones may not be required, pending the City's evaluation of the proposed and existing adjacent uses. However, pedestrian connections shall be provided.

The additional standard listed below shall apply for the following use sectors contained in the City's Land Use Table (EMC 18.70.050): Wholesale and Retail Trade; Business and Professional Services; Health Care and Social Assistance; Arts, Entertainment, and Recreation; Accommodation; Food Service and Drinking Places; Services; Civic and Public Uses:

- G. Vehicular and pedestrian connections to adjacent non-residential or non-industrial properties should be provided through the use of cross access easements, common entryways, shared internal roadways, shared parking lots, or similar techniques. In situations where a connection will not be immediately obtained, the parking should be designed to connect in the future.

### **6.3.2.3 Temporary Cul-de-Sac**

A Temporary Cul-de-sac shall only be allowed when the road will likely be extended to connect to another road, thus making it a future through road. Temporary cul-de-sacs shall be provided for all roadways longer than 150 feet that will be extended in the future. Construction plans shall include a Type 3 barricade at the end of the driving surface. A regulatory sign with the following legend "THIS ROAD IS PLANNED TO BE EXTENDED IN THE FUTURE" shall be placed in the middle of the barricade, immediately above the top rail. All barricades shall meet the MUTCD Section 3F.01.

When an asphalt concrete raised edge roadway is proposed, the roadway cross section (including any curbing and sidewalks) shall be constructed through the temporary cul-de-sac area.

When a cement concrete traffic curb and gutter or asphalt concrete barrier curb roadway is proposed, the roadway cross section shall terminate at the beginning of the temporary cul-de-sac.

Appropriate provisions for storm drainage runoff shall be provided for the temporary cul-de-sac.

When the roadway is extended, the temporary cul-de-sac shall be removed and the applicable full roadway section (including any applicable curbing, sidewalks, shoulder, etc.) within the temporary cul-de-sac area shall be completed by the proponent of the roadway extension.

### 6.3.3 RIGHT-OF-WAY AND EASEMENTS

#### 6.3.3.1 Roads

City-operated and maintained roads must be dedicated to the City as right-of-way. Roads that are to be operated and maintained by a private organization such as a homeowner’s association must be located in an easement or tract. The road right-of-way, easement, or tract width shall be determined by the roadway characteristics involved in the design.

The minimum right-of-way, easement, or tract widths for all roads shall be as shown on the Standard Details contained in Appendix F. If there is not a Standard Detail that applies to a given situation, the minimum right-of-way, easement, or tract width for a road must be as follows:

Functional Classification	Minimum Width
Major Arterial	90 feet
Minor Arterial	80 feet
Collector	70 feet
Local Street, Overhead Utilities	60 feet
Local Street, Underground Utilities	50 feet
Shared Access Facility	32 feet

Additional right-of-way, easement, or tract width may be required to accommodate all planned roadway improvements (including shoulders, drainage facilities, buffers, sidewalks, walkways, traffic control devices, utilities, intersections, design sight lines, retaining walls, all necessary outer slopes, and maintenance of the roadway). The overall right-of-way, easement, or tract width shall also provide a minimum distance behind the shoulder/sidewalk/walkway/ditch (on each side of the roadway) to assure accommodation of all traffic control devices, utilities, roadway appurtenances, stopping sight distance and entering sight distance requirements. The minimum distance shall be 4 feet for arterial and collector road classifications, and 1 foot for lesser road classifications and/or when a buffer width of 6 feet or more is provided between the roadway and sidewalk.

Right-of-way, easement, or tract widths are typically provided in 5-foot increments; however, the City may approve other incremental widths as deemed appropriate for the circumstance at hand.

### **6.3.3.2 Projects with Frontage on City Right-of-Way**

In instances where a development generates additional traffic onto a public roadway and said development has frontage on that roadway, the City will require the right-of-way to meet the above minimum widths in accordance with RCW 82.02.020, which shall be processed as either a dedication or deed action and shall occur at the earliest of any of the following development actions:

- Prior to, or concurrent with, the recording of a subdivision of land, alteration of subdivisions, or a Binding Site Plan.
- Prior to issuance of a Site-Development Permit; if none of the above land use actions apply.
- Prior to issuance of either a residential or commercial Building Permit.

### **6.3.3.3 Conveyance**

Any conveyance of right-of-way to the City of Edgewood shall be by instrument to be reviewed and approved by the City Engineer prior to execution, and recording at the Pierce County Auditor's Office.

### **6.3.4 DESIGN VEHICLE**

The physical characteristics of vehicles and the proportions of variously sized vehicles using the road system are positive controls in geometric design. Therefore, it is necessary to examine all vehicle types, select general class groupings, and establish representatively sized vehicles within each class for design use. Design vehicles are selected motor vehicles with the weight, dimensions, and operating characteristics used to establish road design controls for accommodating vehicles of designated classes. For purposes of geometric design, each design vehicle has larger physical dimensions and larger minimum turning radius than those of almost all vehicles in its class.

Three general classes of vehicles have been selected: passenger cars, trucks, and buses/recreational vehicles. The passenger car class includes compacts and subcompacts plus all light vehicles and light delivery trucks (vans and pickups). The truck class includes single-unit trucks, truck tractor-semitrailer combinations, and trucks or truck tractors with semitrailers in combination with full trailers. Buses/recreational vehicles include single unit buses, articulated buses, school buses, motor homes, and passenger cars or motor homes pulling trailers or boats.

The dimensions for numerous design vehicles are given in the AASHTO Green Book. In the design of any road facility, the largest design vehicle likely to use that facility with considerable frequency, or a design vehicle with special characteristics that must be taken into account in dimensioning the facility, is used to determine the design of such critical features as radii at intersections and curves. Using AASHTO Green Book nomenclature, the typical design vehicle for each road class is as follows:

Principal Arterial	Bus/Intermediate Semitrailer Truck (WB-67)
Minor Arterial	Bus/Intermediate Semitrailer Truck (WB-40)
Collector	Single Unit Truck / Bus
Local Street	Passenger Car

### 6.3.5 DESIGN SPEED

Design speed is a selected speed used to determine the various design features of the roadway. Geometric design features of a road facility should be consistent with the appropriate design speed. It should be noted, however, that the design speed does not necessarily represent the anticipated operating or posted speed.

Design speed for the arterial road system should consider the context of the roadway, local circumstances and characteristics, and the safety of all-users. Design speed should be selected appropriate for the facility character so as to be responsive to established community goals, provide for the safe movement of vehicles, commerce, transit, and non-motorized users, and provide for traffic flow appropriate for the facility. Since a function of local roads is to provide access to adjacent property, all design elements should be consistent with the character of activity on the adjacent road and should encourage speeds generally not exceeding 25 mph. The Design Speed for each road class, unless otherwise approved by the City by ordinance, is as follows:

Principal Arterial	35 mph
Minor Arterial	35 mph
Collector	25 mph
Local Street	25 mph

### 6.3.6 TRAFFIC CHARACTERISTICS

#### 6.3.6.1 Trip Generation

*Trip Generation*, as published by the Institute of Transportation Engineers, shall be used when developing traffic generation volumes.

#### 6.3.6.2 Design Volumes

For new arterial roads and streets, capacities should be designed for a specific traffic volume range using the projected ADT for 20 years from the anticipated construction year. Current and future land use trends should also be considered in making these decisions.

#### 6.3.6.3 Capacity and Level of Service

The latest version of the *Highway Capacity Manual*, as published by the Transportation Research Board, shall be used when analyzing capacity of roadway or intersection operation. Left-turn pockets and left-turn lanes shall utilize the WSDOT *Design Manual* methodology for analysis of needs at unsignalized intersection locations.

**6.3.6.4 Truck Facilities**

Truck turning radii as detailed in the *WSDOT Design Manual* and *AASHTO Green Book* should be provided where significant volumes of heavy trucks are expected. Truck climbing lanes, where warranted, shall be provided as detailed in the *WSDOT Design Manual* and *AASHTO Green Book*.

**6.4 ROADWAY GEOMETRICS**

**6.4.1 SIGHT DISTANCE**

The *WSDOT Design Manual* (Chapter 1260) and *AASHTO Green Book* each contain detailed discussion of the factors and assumptions associated with the calculation of stopping and intersection sight distance. Stopping Sight Distance (SSD) shall be available throughout all horizontal and vertical curves on all roadways without the need for additional easements or right-of-way unless otherwise approved by the City. For the purpose of assessing SSD, the City requires a minimum object height of 0.5 feet and a driver’s eye height of 3.5 feet. Minimum SSD shall be designed for wet pavement; the effects of grade shall also be accounted for grades steeper than 3 percent as follows:

Design Speed	Minimum SSD (feet)	Downhill Grade				
		3%	6%	9%	12%	15%
20 mph	115	116	120	126	132	141
25 mph	155	158	165	173	183	197
30 mph	200	205	215	227	242	262
35 mph	250	257	271	287	308	335

Entering Sight Distance (ESD) must be considered at all roadway intersections, at driveway approaches from which vehicles are permitted to turn left across opposing traffic, and at intersections of residential driveways with roadways not meeting current SSD requirements. ESD for a residential driveway approach to a local road within a subdivision is not required if the road has been designed and constructed to meet SSD requirements. The following table summarizes minimum ESD requirements:

<i>Posted / Legal Speed (mph)</i>	25	30	35
<i>ESD (feet)</i>	295	355	415

Entering Sight Distance values are based on an object height of 3.5 feet and a driver’s eye height of 3.5 feet set back from the edge of the travel way at least 10 feet for residential and minor driveway approaches, and 14.5 feet for major driveway and road approaches. Special consideration shall be given when stop bars are used, ESD shall be measured 8 feet back from such stop bars. Further, ESD must be calculated for situations that involve road approach grades in excess of 6 percent to account for the reduction in vehicle acceleration and deceleration.

In situations where the entering sight distance is questionable, the City Engineer may require the Engineer to prepare an entering sight distance diagram, together with appropriate field measurements, and submit them for review prior to the approval of the construction plans. The diagram and measurements shall be stamped and signed by the Engineer.

Locations along a through road from which vehicles are permitted to turn left across opposing traffic, including intersections and non-residential driveway approaches, should have sufficient sight distance to accommodate the left-turn maneuver. Entering and exiting sight distance for minor and major driveway approaches is a vital consideration where parking is permitted. Exiting Sight Distance along the through road shall be as follows, based on a left turn by a stopped vehicle:

<b>Posted / Legal Speed (mph)</b>	<b>25</b>	<b>30</b>	<b>35</b>
<i>Exiting Sight Distance (feet)</i>	205	245	285
<i>For each additional opposing through lane (feet)<sup>1</sup></i>	+19	+22	+26

<sup>1</sup> Adjustment for multi-lane roads: For left-turning vehicles that cross more than one opposing lane, add distance shown for each additional lane to be crossed.

#### **6.4.2 HORIZONTAL**

Refer to the WSDOT *Design Manual* and AASHTO Green Book for horizontal alignment and superelevation design requirements, unless otherwise noted.

The roadway’s physical centerline must match as much as possible the right-of-way centerline, unless otherwise approved by the City Engineer. When widening existing roads, the Engineer must design the widening symmetrical about the existing right-of-way centerline alignment whenever practicable (see 6.4.4, below). Road curves should be designed with as large a radius curve as practical, with a minimum radius controlled by the appropriate design speed. Road alignment within plat boundaries should closely fit the existing topography to minimize cuts and fills.

The design for horizontal curvature in Edgewood shall be as follows:

<b>Design Speed (mph)</b>	<b>Minimum Centerline Radius (feet)</b>
20	100
25	185
30	300
35	460

The normal roadway cross slope for new construction is 2 percent unless the road is in superelevation or an intersection design requires a varying slope. When widening an existing road, a maximum cross slope of 4 percent may be permitted, with grinding

and/or overlaying of the existing roadway being required as applicable to achieve this (see 6.4.4, below). The maximum allowed superelevation rates “e” are as follows:

Road Class	Max “e”
Principal Arterial	0.04
Minor Arterial	0.04
Collector	0.04
Local Street	0.02

Superelevation is not recommended for use on non-arterials. When superelevation is used, the required superelevation runoff length shall be provided in accordance with the AASHTO Green Book, and distributed in accordance with Design “A”, Superelevation Transitions for Highway Curves, contained in the WSDOT *Design Manual*.

The use of reverse curves and compound curves is strongly discouraged. When reverse curves are unavoidable, the Engineer shall provide adequate tangent lengths between reverse curves for superelevation runoff for both curves (that is, from full superelevation of the first curve to level to full superelevation of the second curve) when superelevation is used.

Curve widening shall be considered and designed, when warranted, in accordance with the AASHTO Green Book.

### 6.4.3 VERTICAL

Refer to the WSDOT Design Manual and AASHTO Green Book for vertical alignment (curves and grades) design requirements, unless otherwise noted. In general, proper drainage design will dictate the minimum allowable grades along roadways. Tolerable maximum grades will vary with road use and classification. Intersections on steep grades should be avoided whenever possible. Ease of access for emergency vehicles shall also be considered when establishing grades.

The maximum gradient on any new or reconstructed road shall not exceed the following:

Road Class	Max Profile Grade
Principal Arterial	8%
Minor Arterial	8%
Collector	10%
Local Street	12%
Cul-de-sac / Turnaround Area	6%

The centerline and gutterline gradient of any road shall not be less than 0.7 percent when an asphalt concrete gutterline is used, and not less than 0.4 percent when a

cement concrete gutterline is used. The centerline gradient of any road shall not be less than 0.7 percent when drainage is not contained.

All changes in grade greater than 1 percent shall be connected by a vertical curve. All vertical curves shall be symmetrical parabolic curves. Vertical Sag Curve design shall be based on an assumed non-illuminated roadway's visibility which should be long enough so that the automobile light beam distance is nearly the same as the stopping sight distance. Vertical Crest Curve design shall be based on stopping sight distance for wet pavement.

Design speeds for vertical curves located within the area controlled by a STOP sign or on the perpendicular street approaching a "T" intersection can be reduced in accordance with the anticipated speed of the vehicle approaching the STOP control or the Yield condition of the "T" intersection.

#### **6.4.4 ROADWAY WIDENING AND OVERLAY**

As stated under 6.4.2 above, the Engineer must design the widening symmetrical about the existing right-of-way centerline alignment whenever practicable. When this widening results in constructed improvements on both sides of an existing roadway, then a full width overlay of the roadway shall be provided. When the widening is provided on one side of the existing roadway, then an overlay of that half of the roadway shall be provided. In this case, the existing pavement shall be ground down near the old centerline where the overlay would match the untouched half of the traveled way to provide a good match without the need to feather the overlay depth.

The Engineer may request approval from the City to deviate from symmetrical widening, if engineering judgment determines asymmetrical widening to be more appropriate. Situations that may be appropriate for asymmetrical widening include but are not limited to: utility conflicts, right-of-way impacts, terrain features, or the addition of a new right-turn lane / pocket only.

For roadway widening, the improvement shall be constructed to full width to the end of the project site frontage or required channelization of taper transitions, whichever is further. Additional storm drainage improvements may be required as a result of required roadway widening in order that the additional storm runoff generated by the widening will be satisfactorily controlled per City storm drainage requirements. Additional roadway elements (curbs, gutters, sidewalks, etc.) must be included in the improvement as appropriate to bring the roadway section up to current standards, unless otherwise approved by the City. Any existing roadway elements disturbed by the improvements must be replaced in kind or better.

## **6.5 ROADWAY ELEMENTS**

### **6.5.1 DRAINAGE**

All drainage elements associated with the roadway design and construction or draining into or out of the roadway and within the project boundaries shall be designed in accordance with the requirements of Chapter 5.

### **6.5.2 UTILITIES**

The primary purpose of right-of-way is to serve vehicular and non-motorized travel. In accordance with state law, utility facilities may be accommodated in road right-of-way. Use of the right-of-way by utilities should be planned to minimize interference with traffic using the road. Industry-recognized principles provide for general location and construction of utilities to minimize conflict between the use of the road right-of-way for vehicular and non-motorized travel and for its secondary purpose of providing space for location of utilities. However, all public and private utility installations within City road right-of-way shall conform to the requirements outlined in the *Manual on Accommodating Utilities in Pierce County Rights-of-Way*, as adopted under EMC 12.02.

It will be the Engineer's responsibility to coordinate with all utilities to see that the utilities are located in accordance with these standards, and that the installation work is coordinated with the road construction work. Above-grade utility facilities shall be located such that they do not interfere with sight distance, traffic signing and signals, drainage culverts, or other roadway features (including shoulders and sidewalks). Further, utility poles are not permitted within any roadway shoulder, buffer, or sidewalk area without approval of the City Engineer.

Improper location or construction of utilities will be sufficient reason for the refusal of the City to accept a road for dedication and maintenance.

Utility trenching or transverse cuts in roads constructed or resurfaced within the last ten years will be discouraged. They will not be permitted unless it can be shown that an alternative such as boring, jacking, or relocating outside the paved roadway area is not feasible. Utility trenching or transverse cuts may be allowed if the utility can be installed just prior to reconstruction or overlay of the road.

### **6.5.3 PAVEMENT**

Paving and subgrade material for impermeable non-arterial roads shall be in accordance with the Standard Details in Appendix F. Paving and subgrade materials for permeable non-arterial roads shall be in accordance with the Stormwater Management and Site Development Manual. Paving and subgrade material for arterial roads will be based on a pavement design analysis made by the Engineer. Supporting design criteria and calculations must be submitted to verify the design; however, in no case shall the design be less than that required for non-arterial roads. Paving for all roads shall be Hot Mix Asphalt C1½ 1/2 inch.

Pavement design for a principal arterial road shall be for a 30-year performance period. Pavement design for minor arterials and collectors shall be for a 20-year performance period. Design criteria and standards established by AASHTO, WSDOT, the Asphalt Institute, or other nationally recognized organizations may be used to determine paving and subgrade depths and types of materials for the roadway section. Non-destructive testing or a falling weight deflectometer or a modulus value established by a geotechnical engineer should be used to determine the material characteristics of the existing soil conditions for the pavement design.

#### **6.5.4 LANE WIDTHS**

Lane widths shall be in accordance with the typical sections shown in the Standard Details in Appendix F. All intersection departure lanes (i.e., the egress lanes for traffic leaving the intersection) shall be designed with sufficient width to accommodate the vehicle tracking path of the appropriate design vehicles.

#### **6.5.5 SHOULDERS**

Shoulders shall be provided consistent with the roadway cross-sections shown in the Standard Details in Appendix F.

If a roadway designed with shoulders has been identified for use as a part of the non-motorized, bicycle facility network, the shoulders shall be paved. Where curb, gutter, sidewalk is provided and where future bike lanes or restriping for additional traffic lanes are envisioned, paved shoulders shall be provided between the traveled way and the curb and gutter as required by the City.

#### **6.5.6 CURBS**

Acceptable curb designs are provided in the Standard Details in Appendix F. Asphalt concrete raised edges and asphalt concrete barrier curbs may be considered for use in certain areas of the City, as determined by the City engineer, and must be constructed integrally with the pavement when used.

#### **6.5.7 PEDESTRIAN AND BICYCLE FACILITIES**

Pedestrian and bicycle facilities shall be provided consistent with the roadway cross-sections shown in the Standard Details in Appendix F.

Pedestrian facilities shall be provided as a part of any newly constructed or reconstructed road, in compliance with adopted City plans. Appropriate pedestrian crossing warning devices and lighting will be required for any proposed mid-block crossings. Where appropriate and as indicated in the City's Comprehensive Plan, shared-use paths may be located adjacent to the roadway (in lieu of a standard sidewalk), separated from the roadway by a buffer, or be separated from the roadway improvements entirely.

#### **6.5.7.1 Sidewalks and Walkways**

Sidewalk facilities shall be constructed of cement concrete materials. Walkway facilities shall be constructed of asphalt concrete materials. Curb ramps and sidewalk / walkway facilities shall meet the requirements of the “Americans with Disabilities Act” and Standard Drawings in Appendix F.

#### **6.5.7.2 Shared-Use Paths**

Shared-Use Paths are not normally expected within the road right-of-way, except in situations where the facility is part of an adopted plan. Minimum width of a shared-use path is 10 feet, and there shall be a 2-foot graded area on each side of the shared-use path where practicable. When preparing a shared-use path design, the Engineer should consult the *Guide for the Development of Bicycle Facilities*, as published by the American Association of State Highway and Transportation Officials and the Standard Details in Appendix F.

When pedestrian or bicycle facilities are provided as an independently constructed improvement along the frontage of property abutting an existing road, such improvement shall be constructed in accordance with the provisions outlined in these Public Works Standards in a location approved by the City Engineer.

#### **6.5.7.3 Bus Stops and Transit Facilities**

The City of Edgewood is served by Pierce Transit. When work is proposed along an existing transit route, every effort shall be made to coordinate the addition or improvement of bus stop and shelter facilities with Pierce Transit. Please see the Standard Details in Appendix F for bus boarding and shelter pad configurations. More information can be found in Pierce Transit’s Bus Stop Manual, currently available on their Public Documents webpage: <https://piercetransit.org/public-documents/>.

#### **6.5.8 BUFFERS AND MEDIANS**

A buffer is that area between the back of curb and near edge of the pedestrian facility. Buffer widths shall conform to the Standard Details in Appendix F. The maximum height of vegetation, except for street trees, placed in a buffer shall be 24 inches above the roadway surface, provided no safety related concern is created. Street trees (as approved by the City) are allowed within the buffer area on local streets within the boundary of a subdivision, provided no safety or visibility related concern is created. Street trees are only allowed within the buffer area on an arterial or collector street in designated zones where placement will not create a safety or visibility issue, upon review and approval by the City Engineer. Utility poles shall not be located within the buffer area.

A median is that raised area within the roadway separating opposite directions of vehicular traffic. Medians may be allowed in accordance with the Standard Details in Appendix F. The maximum height of vegetation, except for street trees, placed in the median shall be 24 inches above the roadway surface. Street trees may be allowed

within the median on a local street within the boundary of a subdivision, provided the trees conform to the type and size approved by the City and will not result in a safety or visibility issue. The placement of utility poles in the median area is not allowed under any circumstances.

Storm drain infiltration systems may be allowed within a buffer or median provided adequate soils exist (as determined by the City Engineer) and safe maintenance access can be achieved.

### **6.5.9 CLEAR ZONE**

The Engineer must be aware of the extensive tables of recommended clear area distances both in the “AASHTO Green Book” and WSDOT Design Manual. It must also be recognized, however, that serious accidents on low volume roads, especially on those below 200 ADT, are rare occurrences. At this low end of the scale, the cost of providing the recommended clear area may be cost-prohibitive. Research undertaken to re-evaluate the safety needs on local streets states that the suggested values for side slopes and clear zones should be recognized as idealistic objectives. A more realistic approach to roadside safety on local streets should depend on achieving a balance between the cost and the safety effectiveness of the design treatment.

It is further stated that while the application of such an analysis to local streets indicates individual roadside safety treatments yield very small safety contributions, some low-cost improvements do appear to be cost effective, especially on the outside of curves. The removal of certain trees and relocation of utility poles may be recommended. Also cited as being cost effective are the placement of guardrail above steep slopes, removal of unnecessary guardrail on flat slopes, and the flattening of steep but low embankments. In this regard, it is most important that the Engineer is aware of pertinent published recommendations and associated research. In the final analysis, the Engineer must apply their own professional judgment in making the final design decisions, and be prepared to defend and justify them if necessary.

### **6.5.10 ROADSIDE CONTROL**

#### **6.5.10.1 Cut/Fill Slopes**

Fill slopes shall be constructed no steeper than 2 H: 1 V for curbed sections and 4 H:1 V on shoulder sections. Cut slopes shall be no steeper than 2 H: 1 V without geotechnical engineering justification, or 1 H: 1 V with geotechnical engineering justification. Flatter slopes are preferred and will be required if there are indications that the earth is unstable and subject to sliding, sloughing, or erosion. Fills are to be constructed using appropriate materials, compaction methods, and construction techniques to ensure stability.

Side slopes shall be stabilized by grass sod, hydroseed, other planting or surfacing materials, or by the use of other material types acceptable to the City. Side slopes may

also be flattened to accommodate utility placement. Side slopes higher than 15 feet shall be terraced with 5-foot minimum wide bench for every 15 feet of vertical height sloped to drain properly.

#### **6.5.10.2 Mailboxes**

Mailboxes shall be installed as far removed from the driving portion of the right-of-way as possible, so as not to obstruct sight distance, yet still be accessible to the U.S. Postal carrier. Mailbox supports shall be of breakaway design. U.S. Postal Service approval of type and design shall be required and any details provided by the U.S. Postal Service shall be included in the set of construction plans. Mailboxes shall maintain minimum clearances in accordance with ADA requirements and shall not obstruct sidewalks and/or walkways.

#### **6.5.10.3 Landscaping**

Street trees and other vegetation over 18 inches in height located within City right-of-way shall be placed a minimum of 3 feet back from the gutter line. Street trees shall be placed a minimum of 2 feet from any pedestrian facility and conform to the type and size outlined in Title 18 of Edgewood Municipal Code. Additionally, street trees used within City right-of-way shall not conflict with overhead utilities, traffic control devices, sight distance or visibility requirements, and root development shall not conflict with underground utilities, pavement, curbs, sidewalks, walkways, shared-use paths, or storm drainage facilities. Irrigation systems not specifically permitted or licensed by the City Engineer must be installed on private property.

#### **6.5.10.4 Guardrails**

Consult the *WSDOT Design Manual*, *AASHTO Roadside Design Guide*, and *FHWA Barrier Guide for Low Volume and Low Speed Roads* to determine guardrail design and needs.

If it has been established that guardrail is justified on a particular improvement, the Engineer must determine the best location, type of construction, and post-spacing that would be most appropriate for the function and anticipated traffic volume of the facility. The designer should be aware that warrants and designs developed for high-volume, high-speed facilities are not necessarily appropriate for low volume and/or low speed locations.

#### **6.5.11 ON-STREET PARKING**

When properly located, on-street parking can supplement off-street parking facilities. However, it should be allowed only where conditions are safe and where the impact on traffic flow is acceptable. On-street parking shall be allowed only with the approval of the City Engineer. Inappropriate on-street parking may impede traffic flow, contribute to accidents, or cause congestion. On-street parking will not be permitted along principal arterials. When used in residential developments, parallel parking areas or bays shall be delineated by the use of curb and gutter; Curb bulb-outs may be used at the intersections and other appropriate locations to separate the parking area from the

through vehicular lanes of travel. The Engineer's design for on-street parking and curb bulb-outs shall be consistent with the Standard Details in Appendix F.

#### **6.5.12 DEAD ENDS AND TURNAROUNDS**

When designing a local street opened at one end only, the Engineer shall provide for a vehicle turnaround area typically referred to as a cul-de-sac bulb. The bulb area should be circular and have a radius appropriate for emergency vehicles. Acceptable designs for cul-de-sac bulbs are provided in the Standard Details in Appendix F. Cul-de-sac bulbs shall not be designed with superelevation. Temporary cul-de-sac bulbs (see 6.3.2.3) are not allowed without the written approval from the City Engineer.

Hammerhead-style turnarounds may be considered on Shared Access Facilities and other private vehicular access facilities, upon City Engineer approval, in accordance with the Standard Details in Appendix F.

#### **6.5.13 VERTICAL CLEARANCE**

All roads, cul-de-sacs, and turnarounds must have a minimum vertical clearance of 16.5 feet.

#### **6.5.14 OBSTRUCTIONS IN PUBLIC ROAD RIGHT-OF-WAY OR PRIVATE ROAD EASEMENTS**

Obstructions normally located on private property, including but not limited to fences, landscaping retaining walls, basketball hoops, or yard fixtures are not allowed within the public road right-of-way or private road easement.

Obstructions such as street lighting poles, power poles, utility boxes, telephone boxes, street trees, and/or landscaping material shall not be allowed in a manner or location that will interfere with the traveled surface, pedestrian area, and shoulder area.

Sight obscuring objects must be located so that required sight distances are still provided as required in these Public Works Standards.

### **6.6 ACCESS AND INTERSECTIONS**

#### **6.6.1 ACCESS CONTROL**

Driveway approaches and intersection location, spacing, and design are fundamental to the management of access and preservation of capacity provided for in the roadway design. The functional classification of each roadway addresses the appropriate level of access control for that roadway. The Engineer may be required to furnish an access plan that will be used by the City to review what impact the proposed access will have on the road system.

Design criteria used for residential and commercial driveway approaches are outlined below. Roadway intersection design criteria are to be used whenever an approach

roadway intersects another road, or if traffic signalization is warranted as defined in the current edition of the *Manual on Uniform Traffic Control Devices*. All roadway intersections, public or private, will use roadway intersection design criteria.

When a three or more lane approach is requested, a traffic engineering study along with a signing, striping, and traffic channelization plan shall be completed by the Engineer.

The adequacy of all criteria given in this section to the particular situation in question should be checked by a proper engineering analysis. These criteria are minimum guidelines only and may be modified according to traffic volumes and mix, topography, design speed, design vehicle requirements, and other conditions.

#### **6.6.1.1 General Criteria**

The specific geometric requirements for all driveway approaches are contained in the Standard Details in Appendix F. Roadway and driveway approaches, public or private, should be designed so as not to interfere with drainage.

For intersections and driveway approaches, the following general design criteria shall apply:

- A. Intersections shall not be located on curves with radii that are less than the minimum required for 5 mph above the design speed. Intersections shall be located a sufficient distance along or away from all curves to provide and maintain proper sight distance for vehicles on the intersecting road or driveway approach and on the through road.
- B. Intersections within a local street system should be of the "T" type or four-leg wherever possible; for lower volume and speed facilities, "L" type intersections may be acceptable upon City Engineer approval.
- C. Multi-leg intersections (i.e., those with more than four legs) are not permitted, unless the intersection is a roundabout specially designed to accommodate more than four legs.
- D. Whenever a potential feasible access exists to any property from two or more roads, the City may refuse access from the higher-classified road.
- E. Whenever a potential feasible access exists to any property from both a public road and private easement, the City may refuse access from the public road.
- F. Access to corner lots should be from the lesser-classified road at the greatest distance possible from the intersection.

- G. The number of intersections should be minimized as much as possible, particularly as classification of the affected roads increases. Intersection spacing should be maximized wherever possible.
- H. New access locations internal to the platting of property shall be unified whenever possible to create the fewest number of access points onto a road if they access roads of a classification higher than a local street. Lots of record in existing formal plat subdivisions, short plats, and large lots not served by driveway approach shall be permitted a minimum of one residential driveway approach.
- I. Entering sight distance for a proposed intersection (public or private) or driveway approach shall be provided in accordance with Section 6.4.1.
- J. Access to the abutting property shall be controlled along the access centerline from the right-of-way or easement into the property for a distance of 80 feet on a major driveway approach and 20 feet on a minor driveway approach unless otherwise approved by the City.
- K. The minimum distance between the paved edge of a driveway approach and the face of an obstruction, including above-grade utility appurtenances, shall be no less than 4 feet without curbing and no less than 3 feet with curbing on the approach.

Notwithstanding the requirements of this section, the number and location of driveway approaches and intersections may be more restrictive than described herein if deemed necessary by the City Engineer. The City shall base the determination on existing and projected traffic volumes and channelization/signalization on the existing road, turning movements generated by the existing and/or proposed project(s), the amount of lot frontage along the road, and other applicable traffic design criteria, as well as other driveway approaches in the vicinity of the proposed access.

In order to minimize the number of conflicts between vehicles entering and exiting the roadway and vehicles traveling along the roadway, the Engineer is encouraged to exceed the minimum distances between a proposed driveway approach or proposed road intersection and existing intersections and driveway approaches along either side of the roadway.

### **6.6.2 DRIVEWAY APPROACHES**

No person, party, firm, corporation, or entity shall construct, repair, alter, maintain or use any approach from any abutting property to any public or private road located in City of Edgewood, be it permanent or temporary, without first obtaining a Driveway Approach Permit from the City. A copy of each Driveway Approach Permit shall be available for inspection at the site during the life of the permit. Any change of use or any

improvement that increases the traffic volumes using an existing driveway approach will require the obtaining of a new Driveway Approach Permit and must otherwise comply with all standards.

Driveway approaches are deceptively simple in appearance and often do not receive the design consideration that they merit. Commonly overlooked design issues include inadequate radii at the intersection with the roadway, excessive approach grades and grade changes within the driveway approach area, inadequate width, and inadequate entering sight distance.

Driveway approach design needs to address the type of vehicle composition anticipated, traffic volume, and land use activities being accessed. Driveway approach placement needs to be carefully determined to minimize interference with normal roadway operation. Closely spaced driveway approaches are discouraged.

The design of the driveway approach is broken into three general classifications, which are:

- Residential Driveway Approach serves up to two single-family residences or one duplex unit, and infrequently used accesses such as for storm drainage facility maintenance.
- Minor Driveway Approach serves multi-family and commercial uses with approach traffic volumes of up to 1,500 vehicle trips per day or up to 150 vehicles trips per peak hour, or for Shared Access Facilities and alleys.
- Major Driveway Approach serves multi-family and commercial uses with an approach traffic volume of 1,500 or more vehicle trips per day or 150 or more vehicle trips per peak hour.

When multi-access points are allowed to serve one site, each driveway approach must conform to the applicable driveway approach classification.

#### **6.6.2.1 Residential Driveway Approach**

Residential Driveway approaches shall be constructed in accordance with the Standard Details in Appendix F. Grading and restoration of an access beyond the end of the driveway approach shall be done to provide a smooth, passable, and safe transition.

There shall be no more than one residential driveway approach onto any road for any one residence unless otherwise approved by the City Engineer. The second approach may only be approved when the applicant clearly demonstrates the need and that the safety on the road system will be improved, to the satisfaction of the City Engineer.

Residential Driveway approaches shall be constructed the maximum practical distance from an intersection. At least 35 feet separation shall be provided between a Residential Driveway Approach and an intersection, as measured from the nearest road right-of-way or easement/tract line of the intersection to the nearest edge of the approach. In

the case where adequate lot frontage is not sufficient to provide the required separation from an intersection, the driveway approach should be located the maximum practical distance away from the intersection.

When lots are created or altered through a land use process, Residential Driveway Approaches will not be permitted onto roadways with either an arterial or collector classification. Further, particularly when lots with minimal frontage are used, the layout and design of the lots should use creative techniques to maximize access spacing from intersections. Techniques for maximizing this spacing may include a shared facility with an adjacent lot away from the intersection; locating property lines such that any lot extends no further than halfway into an intersection; and, providing open space (or other use) tracts between lots at intersections.

For existing lots with no alternative access to a lower classified roadway, Residential Driveway Approaches on a collector or an arterial roadway shall be located a minimum of 10 feet from the side property line, as measured from the property line to the nearest edge of the access.

#### **6.6.2.2 Minor and Major Driveway Approaches**

Minor and Major Driveway Approaches shall be constructed in accordance with the Standard Details in Appendix F. Grading and restoration of the access beyond the end of the driveway approach shall be done to provide a smooth, passable, and safe transition to the existing facility.

Minor and Major Driveway Approaches shall be located a minimum of 125 feet from an intersection, as measured from the nearest road right-of-way or easement/tract line of the adjacent intersection to the nearest edge of the approach. Along an arterial roadway they may also be located directly across from a collector or local street intersection. Physical site conditions and spacing of existing driveway approaches may cause the City to require another location. Access to a corner lot with a frontage less than 155 feet in width will be established on a case-by-case basis by the City, with the driveway approach located to maximize safety, which may require a “right in/right out” only access configuration.

Minor Driveway Approaches shall be located a minimum of 20 feet from the side property line, as measured from the property line to the nearest edge of the access. Similarly, Major Driveway Approaches shall be located a minimum of 30 feet from the side property line. Alternatively, they may be located on the property line as a shared access.

The number, location, and size of Minor and Major Driveway Approaches shall be determined by the volume and type of traffic generated by the development, other driveway approaches in the vicinity of the proposed approach, the amount of lot frontage along the road, and channelization/traffic control on the road along the lot

frontage. When multiple approaches to one parcel or development are permitted, they shall not be less than 125 feet apart, measured from centerline to centerline. A minimum of two driveway approaches will be required for developments that will generate 3,000 ADT or more unless other mitigating measures are approved by the City.

#### **6.6.2.3 Construction Criteria**

All driveway approaches shall be constructed in accordance with the Standard Details in Appendix F. Driveway approaches along roadways being widened or reconstructed shall, where practical, be improved to current standards, but in no case shall be less than pre-existing substandard conditions.

#### **6.6.2.4 Temporary Driveway Approach**

Temporary access needs for any parcel of land require a Temporary Driveway Approach, reviewed and approved under the Right-of-Way Permit process and subject to City Engineer approval. Temporary Driveway Approaches shall be located such that the required entering sight distance for the road being accessed is met. In the event entering sight distance is not achievable, traffic control shall be provided in accordance with the MUTCD whenever the access is in use. The City may also set requirements for traffic control as needed dependent on the type of vehicles entering the road system (i.e., large trucks may require flaggers even though entering sight distance is available).

Temporary Driveway Approaches in general shall be gravel, but the City may require paved approaches to avoid damage to the existing roadway edge, or to minimize the tracking of gravel onto the road surface.

All Temporary Driveway Approaches must be removed and the right-of-way restored within 180 days from the date of written approval, or within 30 days of any associated Temporary Use Permit's expiration, whichever occurs first.

Restoration of the City right-of-way means to restore the road, shoulder, and storm drainage system to the condition they were in prior to construction of the Temporary Driveway Approach.

Removal of the Temporary Driveway Approach means to permanently close the approach by blocking, berms, fencing, or other method suitable to the City.

No site work may commence until written approval for the Temporary Driveway Approach has been issued by the City and the temporary approach has been constructed and inspected.

Prior to approval of a Temporary Driveway Approach, a financial guarantee may be required in accordance with EMC 12.05.

### 6.6.3 ROADWAY INTERSECTIONS

The following guidelines encourage the preservation of capacity and safe operation of roadways through intersection location and design. Please refer to the WSDOT *Design Manual* and AASHTO Green Book for additional information.

#### 6.6.3.1 Spacing

The minimum distances between any roadway approach onto any other roadway, measured from centerline to centerline of the roadway, should apply for either same side or opposite sides of the primary street:

Alleys Intersection Local Streets	60 Feet
Local Streets Intersecting Local Streets	125 Feet
Local Streets Intersecting Arterials or Collectors	250 Feet
Collectors Intersecting Collectors	600 Feet
Arterials Intersecting Arterials	1/4 Mile

A new collector that creates a four-leg intersection shall be permitted along an arterial or collector when located directly opposite either a local street, collector, or arterial.

A new local street that creates a four-leg intersection shall be permitted only along an arterial or collector when located directly opposite a local street or collector.

A new arterial roadway that creates a four-leg intersection opposite a local street requires City Engineer approval.

The required separation of a roundabout from an adjacent intersection shall meet the following criteria:

- A minimum distance of 300 feet, measured from the end of the raised splitter island to the centerline of the adjacent local road intersection, provided a traffic/queuing study determines that this distance is sufficient to accommodate any left-turn storage needs for traffic exiting the roundabout and turning left into the adjacent intersection.
- Where the adjacent intersection is a “Tee” such that traffic exiting the roundabout will only be either going thru or turning right into the adjacent intersection, the distance may be reduced to 200 feet with the approval of the City Engineer.
- For adjacent arterial roadway intersections, greater distances may be required, as determined by the City Engineer.

#### 6.6.3.2 Angles

Proposed roads should intersect one another as close as practicable to 90-degree angles. If a 90-degree angle is not possible, the variation shall not be more than 15 degrees without City Engineer approval. In order to achieve the desired vehicle orientation to the roadway being entered, a minimum tangent length shall be provided

between the roadway intersection and the beginning of any horizontal curve for the entering road. This minimum tangent length shall be 50 feet from the point of intersection of the roadways to the point of curvature of the horizontal curve.

**6.6.3.3 Corner Radii**

At road intersections, the following flow line radii are permitted:

Local Street – Local Street Intersection	25 Feet
Local Street – Collector Intersection	30 Feet
Local Street – Arterial Intersection	35 Feet
Collector – Collector Intersection	30 Feet
Collector – Arterial Intersection	35 Feet
Arterial – Arterial Intersection	35 Feet

Corner radii outside of the above ranges should be considered if the anticipated composition of traffic warrants such a need. The Engineer should prepare a turning path analysis to support consideration of larger corner radii.

**6.6.3.4 Grades**

When either of the road centerline profile grades within 35 feet of an intersection have a gradient of 8 percent or more, an intersection detail drawn to an appropriate scale must be included as a detail on the road construction plans. The detail will show spot elevations every 10 feet on the road centerline, around the curb return, and grate elevations for drainage structures in the intersection. The intersection plan must be clearly detailed to show flow line grades and how surface drainage will be controlled at the intersection. Curb return data for lesser gradients shall be shown on the road construction plans.

At the intersection of different classifications of roads (e.g., an arterial with a collector), the centerline slope and typical cross section of the higher classified road should be carried through the intersection with the lower classified road matching in a manner which will not interfere with the smooth movement of traffic in the travel lanes of the higher classified road. (i.e., the centerline grade of the lower classified road should match the cross slope of the higher classified road through the higher classified road’s travel lanes)

Where two roads of the same classification intersect, the centerline grade shall be matched at the center of the intersection with cross slopes varying through the intersection to allow drainage.

Roadway intersections shall be designed with landings that shall not exceed 1-foot difference in elevation for a distance of 30 feet approaching an arterial or 20 feet approaching a local road, measured from the nearest right-of-way (extended) or private road easement/tract (extended) of the intersecting roadway.

Profile grades for all road intersections (existing or proposed) shall be designed and constructed so that adequate sight distance is available at the intersection.

#### **6.6.3.5 Extending Dead End Public Roads**

Private road approaches shall not be directly extended from the end of a public road along the same alignment. Private road approaches to a public road at the public road terminus shall meet the “L” or “T” intersection criteria. In the event that there is not an existing public turnaround available (public cul-de-sac, public “T” intersection, or looped public road system) at the terminus of the existing public road, the “L” or “T” intersection area shall be dedicated to the public.

Minor and major driveway approaches shall not be directly connected to the end of a public road. Minor and major driveway approaches must connect to public roads at approximately a right angle to the roadway centerline in accordance with the applicable driveway approach standard details.

#### **6.6.4 RAILROAD CROSSINGS**

The roadway width across a railroad should be the same as the roadway width on each side of the crossing. Appropriate grade crossing controls should be provided (including advance warning signs) commensurate with the design speed of the facility and sight distance required. Maximum practicable sight distance at the crossing itself is desirable, especially on a mainline crossing where train speeds are high. Approval of any design affecting a railroad crossing shall be obtained from the Washington State Utilities and Transportation Commission prior to being approved by the City.

#### **6.6.5 GATES**

Standards for vehicular gates are intended to assure that:

- Emergency vehicles and users can safely and quickly gain ingress and egress.
- Vehicle queuing at a gate does not impact traffic on the road being exited.

Gates proposed to be located across the following facilities shall utilize the city’s Vehicular Access Gate submittal checklist and comply with the standards contained in Appendix A of Pierce County’s Manual on Design Guidelines and Specifications for Road and Bridge Construction:

- Private roads,
- Shared access facilities,
- Driveways that provide emergency vehicle access, and
- Easements for tracts that provide vehicular access.

Gates proposed to be located across the following facilities must only comply with the gate setback standards in the aforementioned Appendix A:

- Driveways that do not provide emergency vehicle access.
- Accesses for stormwater facility maintenance.

### 6.6.6 SHARED ACCESS FACILITIES

The maximum length of a shared-access facility serving residential detached dwelling and/or duplex lots is 500 feet. The length of a shared-access facility serving commercial or industrial use lots shall not be greater than 500 feet, unless provisions are implemented that assure vehicle speeds of less than 20 miles per hour. Lengths are measured from the centerline/centerline intersection of the shared-access facility with the intersecting roadway.

Unless otherwise noted below or required by the International Fire Code (IFC) as adopted under EMC Chapter 15.70, the minimum driving surface width of shared access facilities shall be as follows:

<b>Use / Purpose</b>	<b>With Fire Sprinklers</b>	<b>Without Fire Sprinklers</b>
<i>Residential, up to 2 dwelling units</i>	15'	15'
<i>Residential, 3 to 4 dwelling units</i>	20'	20'
<i>Residential, 5 or more dwelling units</i>	20'	24'
<i>All other uses</i>	22'	24'

In order to qualify for the reduced widths above, fire sprinklers must conform to National Fire Protection Association (NFPA) requirements.

Shared-access facilities are required to be in private easements or private tracts. The easement or tract widths must exceed the driving surface width by at least six inches on each side. Also, the driving surface must be designed to allow for reasonable ingress and egress from each lot or garage. To be considered reasonable, the access must be designed to minimize turning movements by a passenger vehicle (P vehicle as per the American Association of State Highway and Transportation Officials).

The following requirements apply for shared-access facilities that provide access for emergency vehicles:

- The minimum width of the access within 20 feet of any fire hydrant shall be at least 26 feet (IFC Appendix D, Section D103.1).
- When serving multi-family and commercial structures three stories and greater, or over 30 feet in height, the minimum width of the access in the immediate vicinity of the building shall be at least 26 feet to accommodate ladder trucks (IFC Appendix D, Section D105.2). Also, these facilities must be no closer than 15 feet, but no farther than 30 feet, to the subject building (IFC Appendix D, Section D105.3).
- The minimum inside turning radius for the driving surface shall be 30 feet for all curves.

### 6.6.7 ALLEYS

The maximum length of an alley is 750 feet and they are not intended to provide

emergency vehicle access. Lengths are measured from the centerline/centerline intersection of the alley with the intersecting roadway. Alleys must connect only to the local road system.

The minimum driving surface width of an alley shall be 12 feet for one-way traffic and 16 feet for two-way traffic.

Alleys are required to be in private easements or private tracts. The easement or tract widths must exceed the driving surface width by at least six inches on each side. Also, the driving surface must be designed to allow for reasonable ingress and egress from each lot or garage. To be considered reasonable, the alleys must be designed to minimize turning movements by a passenger vehicle (P vehicle as per the American Association of State Highway and Transportation Officials).

## CHAPTER 7

### BRIDGES AND WALLS

#### 7.1 BRIDGES

Design of bridges shall be closely coordinated with the City Engineer in order to receive specific design direction and parameters, meeting the following minimum criteria:

<b>Deck Width:</b>	The minimum bridge deck width shall not be less than the design roadway width for the road being served. Roadway width includes lane width plus shoulder width. Bridge roadway width shall be measured between curbs or between face of rails, whichever is less, but in no case shall be less than 28 feet. Pedestrian facilities shall be provided on the bridge if the adjoining roadway has or will have sidewalks or walkways. Additional widening shall also be provided for bicycles if the road is an established bicycle route.
<b>Live Loading:</b>	HL-93
<b>Other Loading:</b>	AASHTO LRFD Bridge Design Specifications (Current Edition)
<b>Vehicular Railing:</b>	AASHTO LRFD Bridge Design Specifications (Current Edition)
<b>Pedestrian Railing:</b>	AASHTO LRFD Bridge Design Specifications (Current Edition)
<b>Approach Railing:</b>	AASHTO Crash Tested Rail, or Approved Crash Tested Rail
<b>Vertical Clearance:</b>	16.5-foot minimum over roadways; 23.5-foot minimum over railroads, unless additional clearance is required by railroad company. Clearances shall also be in accordance with Edgewood Flood Hazard regulations. Additional clearance may be required by the City Engineer.

Requirements for future resurfacing shall be duly considered.

Utility accommodation shall be in accordance with the Manual on Accommodating Utilities in Pierce County Rights-of-Way, as adopted under EMC 12.02.

The aesthetic aspects of the bridge will be reviewed on a case-by-case basis.

#### 7.2 WALLS

Wall installations in the public right-of-way will be discouraged wherever practicable, and every effort should be made by the design engineer to grade the property in such a way as to avoid the installation of walls. If a wall is determined to be necessary, consideration shall be given to the design and placement of the wall to maximize the clear area, including placement of the wall outside of the right-of-way on private property. Any wall constructed within the roadway clear area shall have the appropriate barrier protection provided as determined by the Engineer.

A chain link fence or acceptable alternative shall be required at the top of a new or reconstructed wall if the height of the exposed face of the wall exceeds 30 inches. For walls less than 30 inches, the City Engineer may require a fence or other protection.

All retaining walls and reinforced slopes within City ROW, or walls or slopes that may affect City ROW, shall be designed in accordance with the WSDOT Geotechnical Design Manual and the following documents:

- WSDOT Bridge Design Manual
- WSDOT Design Manual
- AASHTO LRFD Bridge Design Specifications

The most current versions or editions of the above referenced manuals including all interims or design memoranda modifying the manuals shall be used. In the case of conflict or discrepancy between manuals, the hierarchy shall be those manuals listed first shall supersede those listed below them in the above list.

Geotechnical design criteria shall be provided by a geotechnical engineer. Plans and specifications for each retaining wall to be located within the City right-of-way shall be designed, stamped, and signed by an engineer.

Any retaining wall constructed for a roadway fill section shall provide a minimum one-foot setback from any portion of the wall to the right-of-way to allow for wall maintenance and inspection activities.

## CHAPTER 8

### TRAFFIC CONTROL AND LIGHTING

#### 8.1 SIGNS

All traffic signs must conform to the MUTCD, as adopted by the State of Washington pursuant to WAC 468-95-010. All traffic signs within the City right-of-way shall be installed in accordance with the requirements of the City Engineer.

##### 8.1.1 STOP SIGNS

Stop signs shall be installed by the proponent on all unsignalized local public road approaches to arterials or State highways, all private road approaches to arterial roads, and at other locations determined by the City Engineer as soon as the road approach is opened to vehicular use. The stop sign for a private road approach must be maintained by the property owner(s) that have legal access to the private road. Stop sign construction and location must be in accordance with the Standard Drawings.

##### 8.1.2 STREET NAME SIGNS

Street name signs for private roads or driveway approaches shall be installed by the proponent. Street name signs for private roads and driveway approaches shall be maintained by the property owner(s) that have legal access to the road or approach. Street name signs for public roads will be installed and maintained by the City. Street name sign construction and location must be in accordance with the Standard Drawings. Street names and/or numbers shall be in accordance with Title 10.44 PCC. Street name signs for private roads and driveway approaches shall be installed prior to the final inspection.

#### 8.2 PAVEMENT MARKINGS

Pavement markings are required on all arterials and roadways having channelization, consistent with the requirements of the City. Roadway striping, raised pavement markers (RPMs) or other traffic delineators shall be installed in accordance with the approved plans, the Standard Drawings, and the MUTCD (as adopted by the State of Washington pursuant to WAC 468-95-010).

RPMs can only be used along the right edge line at locations where an engineering study has determined the markers are essential to preserving pedestrian, bicycle, and motor vehicle safety. At the initiation of the engineering study, local bicycling organizations, the regional member of the State Bicycling Advisory Committee, or the WSDOT Bicycle and Pedestrian Program Manager shall be notified of the study for review and comment.

The City reserves the right to do all striping, buttoning, and delineation work. Reimbursement to the City shall be made before acceptance of the overall project for

dedication or maintenance and before the City releases the financial guarantee. The Engineer will indicate on the approved road construction plans that the City Engineer shall be contacted prior to construction to confirm the City's intent to do the work and charge the proponent or, if not feasible, require the proponent to do the work. If the City elects to do the work, the proponent will be required to submit a financial guarantee to the City in an amount established by the City before the work starts. Before any pavement marking work takes place, the Engineer and/or Contractor shall contact the City Engineer. An onsite meeting may be required to preview the work, markings, layout, and method of construction.

### **8.3 SIGNALS**

Any new traffic signal proposed along State Route 161 must be supported by an Intersection Control Evaluation submitted to WSDOT for review and acceptance. Traffic signals proposed along other city streets shall be supported by a signal warrant analysis as identified in the most recent version of the MUTCD. Design of traffic signals, when required, shall comply with requirements in WSDOT *Design Manual* and WSDOT *Standard Plans for Road, Bridge and Municipal Construction*. New traffic signal locations shall be coordinated with the City and the electrical service provider.

### **8.4 ILLUMINATION**

Many factors go into determining the need to provide lighting, the type of lighting configuration to be used in any given condition, and the placement of the street lighting supports and fixtures; thus, street lighting should not be placed indiscriminately along the roadway and the determination to provide street lighting should be coordinated with the City Engineer.

All design plans for street lighting that will be assumed by the City on public streets shall be specifically approved by the City prior to the beginning of construction.

For pedestrian- and/or vehicle-oriented light standards that will be assumed by others (e.g., franchised utilities, private entities), the proposed locations shall be shown on the roadway plans for review of compliance with any development requirements or conditions. The party responsible for operating the illumination system shall be identified on the plans.

Pedestrian- and/or vehicle-oriented illumination systems for public streets that will be operated by parties other than the City or franchised utilities shall be located outside of the public street right-of-way whenever practicable.

Light standards shall be placed such that the nearest face of the pole is a minimum of 6 feet back from the edge of traveled way when a curbed section is used. In no event shall the pole be placed closer than 2 feet from the face of curb, such as when a paved shoulder or a parking lane is provided. When no curb is used, the nearest face of the pole shall be placed a minimum of 10 feet back from the edge of traveled way, but in no

event shall the structure be placed closer than 0.5 feet from the back of shoulder. The light standard shall not be placed within any shoulder, sidewalk, walkway, or shared-use path. Additionally, light standards used within City right-of-way shall not conflict with overhead utilities, traffic control devices, sight distance or visibility requirements, and the base (subsurface) portion of the structure shall be flush with the surrounding ground elevation and shall not conflict with underground utilities, pavement, curbs, sidewalks, walkways, shared-use paths, or storm drainage facilities.

#### **8.4.1 LOCATIONS**

Street lighting is provided as a means of further enhancing traffic safety at the following qualifying locations:

- A. Signalized locations.
- B. When raised median channelization is installed within the traveled way to separate opposing directions of traffic and guide or prohibit left turning traffic.
- C. As a part of roadway construction projects, continuous street lighting on all arterials and collectors that are:
  - 1. Located in areas with a highly dense concentration of commercial development, and in areas that have a significant concentration of both commercial and high-density multi-family development, or
  - 2. More than two continuous lanes in width (excluding isolated turn pockets).
- D. Arterial locations having high reported accident histories in which a significantly large proportion of those accidents occurred at night.
- E. Intersections that have been identified for future signalization where lighting can be economically installed on a short-term basis.
- F. Locations that are identified, authorized, and funded by the City for traffic and pedestrian safety in the following areas:
  - 1. Established walking routes to a specific public school.
  - 2. Walking routes to a specific public park.
  - 3. Other locations determined in consultation with a school district or law enforcement agency for student and pedestrian safety purposes.

## 8.4.2 LIGHTING STANDARDS

Where lighting is installed, the following minimum requirements shall apply:

- A. Lighting design levels shall be consistent with the guidelines set forth in the most current versions of the following:
  1. "Roadway Lighting Design Guide", published by AASHTO.
  2. "The Lighting Library – Lighting for Exteriors" IES Standards for lighting, published by the Illuminating Engineering Society.

The minimum required lighting levels shall be as follows:

Location	Minimum Average Maintained Horizontal Light Level (fc)	Minimum Light Level (fc)	Maximum Uniformity (fc)
Arterial Street	1.2	0.2	3:1
Collector Street	0.8	0.2	3:1
Arterial Intersection	2.0	0.2	3:1
Signalized Intersection/Roundabout	2.4	0.2	3:1
Midblock RRFB	2.4	0.2	4:1
Sidewalks along Arterial/Collector	0.4	0.2	4:1
Pedestrian Lighting (8.4.1 §C.1)	1.0	0.5	4:1

- B. For local street intersections and cul-de-sacs, the minimum average maintained lighting level shall be 4 lux (0.4 footcandles) with an average to minimum uniformity ratio of 6:1. The typical lamp used should not exceed 150 watt or equivalent, for energy efficient lighting such as LED or other approved options. Total downward luminaire efficiency should be at least 50 percent.
- C. All light bulbs shall have a 3K color temperature or equivalent.
- D. Lighting fixtures shall prevent light trespass into the sky and adjacent properties through methods such as shielding, downward directional lighting, or specialized fixture optics.
- E. Pedestrian-oriented light standards shall be Cyclone Prairie Fixtures mounted on 8'-tall decorative poles with Montreal Tall Base BCMON1942, as depicted in Appendix F, or equivalent as approved by the City Engineer.
- F. Vehicle-oriented light standards shall be Puget Sound Energy standard fixtures mounted on decorative poles and arms with Montreal Tall Base BCMON2442, as depicted in Appendix F, or equivalent as approved by the City Engineer. The pole height shall be 40' along State Route 161 / Meridian Ave E, and 30' otherwise.

- G. For temporary installations by the City to address immediate safety concerns as determined by the Mayor, Puget Sound Energy standard fixtures may be mounted on existing utility poles. These installations should be cataloged or mapped to ensure they are replaced with decorative poles as detailed above as part of any future capital improvement project in that location.

### **8.4.3 STREET LIGHTING IN DEVELOPMENTS**

Street lighting is required in all new developments at the following locations:

- A. Signalized intersections
- B. Intersections controlled by a “Stop” or “Yield” sign
- C. Uncontrolled intersections
- D. Mid-block pedestrian crossings
- E. The end of any cul-de-sac

### **8.4.4 OPTION FOR LIGHTING AT NON-CITY DESIGNATED LOCATIONS**

Private individuals or homeowner associations are not granted permission to install lights within the City right-of-way. Privately owned and maintained lighting shall be located on private property.

## **8.5 TRAFFIC CALMING**

### **8.5.1 BULB-OUTS**

Concrete curb bulb-outs shall be in conformance with the Standard Drawings and installed at the following locations:

- On any street with designated on-street parking at crosswalks and intersections
- On any street within designated school zones at crosswalks and intersections
- Along minor arterial streets with open shoulders where it intersects other minor arterial and/or collector streets
- Except for locations with warning signals, along arterial and collector streets at crosswalks

### **8.5.2 SPEED HUMPS**

The installation of speed humps is limited to local streets (reference Section 6.3.1.2.4). Speed hump design and construction shall be in conformance with the Standard Drawings. Speed humps shall not be placed within public right of way unless there is an objective public safety need that is demonstrated to and accepted by the City Engineer.

**APPENDIX A**

**RECORD DRAWING PREPARATION AND SUBMITTAL  
REQUIREMENTS**

## **RECORD DRAWING PREPARATION AND SUBMITTAL REQUIREMENTS**

Record drawings must be prepared by the engineer based on as-built survey data and shall mark them as "Record Drawings." The approved site development drawings shall be used as the base drawing for the record drawings. The record drawings shall be prepared using common drafting standards. It is preferred that the original design dimensions, elevations, etc., are struck through and the actual number is written immediately adjacent to the strike out. The record drawings must include the following:

1. Storm drainage detention, retention and water quality facility finished contours, elevations and dimensions such that key aspects of the approved design can be verified such as required detention volume, required retention volume, required volumes based on key elevations, overflow elevations, spillway elevations, invert elevations, orifice elevations, orifice sizes, etc.
2. Invert and rim elevations of catch basins and pipe outfalls, pipe sizes, pipe slopes such that verifications can be made that conveyance systems have been built in accordance with this chapter.
3. Finished contours and key spot elevations for areas that require specialized or detailed grading such as areas that will be providing compensatory flood storage, or areas that provide for a stormwater overflow route.
4. Verification of required vehicle sight distances when requested by the city.
5. Total effective impervious area quantities for the project site summarized in a table on the cover sheet.

**APPENDIX B**

**STORMWATER MAINTENANCE AGREEMENT**

AFTER RECORDING RETURN TO:

City of Edgewood  
Attn: Surface Water Management  
10440 Dom Calata Way E  
Edgewood, WA 98372

**WASHINGTON STATE COUNTY AUDITOR/RECORDER'S INDEXING FORM**

**Document Title(s) (or transactions contained therein):**

1. AGREEMENT TO MAINTAIN STORMWATER FACILITIES AND TO IMPLEMENT A POLLUTION SOURCE CONTROL PLAN

**Grantor(s) (Last name first, then first name and initials)**

2. [Insert Owner name / entity here]

**Grantee(s) (Last name first, then first name and initials)**

3. The City of Edgewood, Washington

**Legal Description (abbreviated: i.e., lot, block, plat or section, township, range)**

4. [Insert abbreviated legal description here]

**Assessor's Property Tax Parcel or Account Number:** [Insert Parcel No(s) here]

**Reference Number(s) of Documents Amended:** N/A

**AGREEMENT TO MAINTAIN STORMWATER FACILITIES  
AND TO IMPLEMENT A POLLUTION SOURCE CONTROL PLAN**

File Name:   [Insert Project Name]    
C.O.E. File No.   [Insert File No.]  

This Stormwater Maintenance Agreement is entered into this [DAY] day of [MONTH], [YEAR], by and between the City of Edgewood, a non-charter, optional code, Washington municipal corporation, (hereinafter the “City”), and [Name(s) of Owner(s)], *[describe Owner entity – examples: a single individual, a married couple, a limited liability corporation organized under the laws of the State of Washington]* doing business at [Address of Owner(s)] (hereinafter the “Owner”), all collectively referred to as the “Parties.”

**RECITALS**

WHEREAS, the Owner is the owner of a certain real property in the City of Edgewood, commonly known as [Insert street address of the Property], also known as Pierce County Parcel Number(s) [Insert parcel number(s)], (hereinafter referred to as the “Property”) which is legally described in Exhibit A, attached hereto and incorporated herein by this reference; and

WHEREAS, in connection with the development of the Property, the Owner has agreed to construct, maintain and operate stormwater facilities and to develop a Maintenance and Source Control Manual (hereinafter referred to as the “Manual”), as required by Edgewood Municipal Code (EMC) Chapter 13.05. The stormwater facility design(s) and Manual were prepared on behalf of the Owner for the Property by [Insert engineer’s name and address], copies of which are on file with the City of Edgewood; and

WHEREAS, the aforementioned design(s) provide(s) for on-site stormwater management facilities (collectively referred to as the “Facilities”) intended to reduce, detain, convey and manage stormwater runoff quantity and quality, for the public’s health, safety and welfare. The location and dimensions of these Facilities are shown and more particularly described in the Manual (developed in accordance with Volume I, Section 3.3.6 of the 2021 Pierce County Stormwater and Site Development Manual), which is attached hereto and incorporated herein as Exhibit B; and

WHEREAS, the upkeep and maintenance of these Facilities and the implementation of pollution source control Best Management Practices (BMPs) are essential to the protection of water resources, and all property owners are expected to conduct business in a manner that promotes environmental protection; and

WHEREAS, the City requires that these Facilities be properly constructed and adequately maintained by the Owner, their successors and assigns, all as more particularly described in the Manual; and

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WHEREAS, the City further requires that the Owner implement the Pollution Source Control Program contained in the Manual;

NOW, THEREFORE, to further the goals of the City to ensure the protection and enhancement of City's water resources, and in consideration of the mutual benefits and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

## **AGREEMENT**

Section 1. Incorporation of Recitals. All of the above Recitals are incorporated into this Agreement as if the same were included in the body of this Agreement.

Section 2. Construction. The Owner has constructed the on-site Facilities as shown and described in Exhibit B at no expense to the City of Edgewood, in accordance with the design specifications for the Facilities, and the standards in force at the City of Edgewood at the time of construction. The Facilities include all pipes, channels, or other conveyances built to convey stormwater to the Facilities, as well as all structures, improvements and vegetation provided to control the quantity and quality of the stormwater. The Owner, their successors and assigns, agree to maintain the stormwater facilities in accordance with the Manual, and further agree to implement pollution source control measures in the Manual.

Section 3. Inspections. The Owner shall inspect the Facilities and submit an inspection report to the City annually, as described in Section 6 below. The purpose of the inspection is to assure safe and proper functioning of the Facilities. The inspection shall cover all Facilities, including but not limited to berms, outlet structure(s), pond areas, access roads, etc. Components of the Facilities which need maintenance or replacement in order to perform their design function(s) shall be noted in the inspection report along with the corrective action to be taken.

Section 4. Maintenance. The Owner shall:

- 4.1 Maintain the on-site Facilities at no expense to the City of Edgewood in accordance with the Maintenance and Source Control Manual.
- 4.2 Execute the following major maintenance on the Facilities, as applicable:
  - a. Sediment removal from ponds, conveyances, and catch basins;
  - b. Managing vegetation in wet ponds
  - c. Resetting control structure orifice sizes and elevations (if damaged);
  - d. Filter replacement;
  - e. Vacuum sweeping;
  - f. Pressure washing;
  - g. Adding baffles; and
  - h. Low Impact Development (LID) material maintenance.

All of the above shall be performed in accordance with maintenance standards and schedules adopted by the City, as prescribed in the Manual, and/or as instructed by the City Water Quality

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Inspector(s). Adequate maintenance is herein defined as good working condition so that these Facilities are performing according to their designed function(s).

Section 5. Record-Keeping. The Owner shall maintain a record in the form of a log book of steps taken to implement the Manual. The log book shall be available for inspection by the City staff at [Insert location of log book here], during normal business hours. The log book shall catalog the action taken, who took it, when it was done, how it was done, and any problems encountered or follow-up actions recommended. Maintenance items / problems listed in the Manual shall be inspected as specified in the attached instructions or more often if necessary. The Owner is encouraged to photocopy the individual checklists contained in the Manual and use them to complete inspections. These completed checklists would then, in combination, comprise the log book.

Section 6. Annual Report.

6.1 The Owner shall submit an annual report to the City regarding implementation of the Manual. The report shall be addressed to the City at the address in Section 13 of this Agreement. Any questions about the obligations of the Owner, its successors and assigns under this Agreement, should be directed to the City of Edgewood Surface Water Program at (253) 952-3299. The annual report must be submitted on or before May 15 of each calendar year, and shall include, at a minimum, the following information:

- a. Name, address and telephone number of the business(es), person(s) and/or firm(s) responsible for implementation of the Manual, and the person(s) completing the report;
- b. Time period covered by the report;
- c. A chronological summary of activities conducted to implement the Manual. A photocopy of the applicable sections of the log book, with any additional explanation needed, shall normally suffice. For any activities conducted by paid parties not affiliated with the Owner, include a copy of the invoices for the services;
- d. An outline of planned activities for the next year.

6.2 The City shall review the annual report and conduct a minimum of one (1) site visit per year to the Property in order to discuss performance, maintenance and source control deficiencies and required timeframes for correction with the Owner.

Section 7. Modifications to Facilities. The Owner shall prevent any unauthorized modifications to the Facilities and prevent them from being dismantled, revised, altered or removed, except as deemed necessary for maintenance, repair or replacement. Any such modifications will be covered under the Annual Report (Section 6 of this Agreement). Modifications to the Facilities must be approved in advance by the City and may require the submittal of revised design drawings, supporting calculations, modifications to maintenance requirements, and an application for a site development permit.

## Section 8. City Inspection.

8.1 The City, its officials, employees or authorized agents, shall inspect the Property as set forth in Section 6.2 of this Agreement, or whenever the City deems necessary in accordance with EMC Chapter 13.05 and/or EMC Chapter 13.25. The purpose of City inspection is to conduct the required annual site visit, follow-up on reported deficiencies, missing annual report(s), and/or to respond to citizen complaints. The City shall provide the Owner copies of the inspection findings and a directive to commence with the repairs, if necessary.

8.2 The Owner grants, bargains and conveys to the City, its officers, officials, employees and agents, an easement over the Property for access from public rights-of-way, abutting private roadways and/or private driveways, to the Facilities for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining, repairing, or replacing the Facilities for the purposes described in this Agreement and to the extent that the Owner fails to do so and as necessary to ensure the proper working condition of the Facilities as provided in this Agreement and the Manual. This grant includes a right of entry to the City at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining, or repairing the Facilities, as outlined in this Agreement.

## Section 9. Owner Failure to Act.

9.1 If the City determines that maintenance or repair work is required to be done to the Facilities, the City shall give the Owner, and the person/agent in control of the Property, notice of the specific maintenance and/or repair timeframes for corrections. The City shall set a reasonable time for compliance that is consistent with maintenance standards in which such work is to be completed, which time shall not extend beyond thirty (30) days. Failure to complete the required maintenance or repair by the deadline established by the City may result in the initiation of the code enforcement procedures described in EMC 13.05.100 and/or EMC 13.25.080, which may include the imposition of penalties for noncompliance, and/or all other legal remedies allowed by law.

9.2 In the event the Owner fails to maintain the Facilities in good working condition as specified in this Agreement and the Manual within the deadline set forth in the City's written notice to the Owner of such deficiencies, then the City, its authorized officers, officials, employees and agents may enter upon the Property and take whatever steps necessary to correct the deficiencies in the inspection report or maintain/repair the Facilities and bill the Owner for such expense.

If, however, if the Owner's failure to properly maintain the Facilities could cause damage to property, loss of life or a violation of the NPDES Permit, the City, or its designated representative, may take immediate action, without notice to the Owner, to maintain or repair the Facilities. The City shall notify the Owner of such emergency and entry as soon as possible but in no event later than twenty-four (24) hours after such entry. Alternatively, the City may notify the Owner by phone to take whatever reasonable action is necessary within a specified period of time. Should the Owner fail to respond, or should the Owner inform the City that the Owner does not intend to respond within the specified period of time, the City, its officers, employees and agents may enter immediately upon the Property.

**It is expressly understood and agreed that the City is under no obligation to maintain or repair such Facilities, and in no event shall this Agreement be considered to impose any such obligation on the City.**

9.3 In the event that the City, pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials and the like, the Owner shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder. In the event that the Owner fails to pay the City for the costs incurred under this Agreement, the City shall impose a lien for the costs of such work upon the Property. Such lien shall be recorded in the records of Pierce County, as required by law, together with an affidavit identifying the property to be charged with the lien, stating the amount thereof and making reference to this Agreement. Interest on such payment shall accrue at the current rate of liquidated judgments until paid in full.

10. No Liability on the City. This Agreement imposes no liability of any kind whatsoever on the City. **THE OWNER, THEIR SUCCESSORS AND ASSIGNS, AGREE TO HOLD THE CITY HARMLESS FROM ANY LIABILITY IN THE EVENT THE FACILITIES FAIL TO OPERATE PROPERLY. THE OWNER, THEIR SUCCESSORS AND ASSIGNS HEREBY COVENANT AND AGREE AND DO HEREBY INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF EDGEWOOD, ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL COSTS, EXPENSES, LOSSES, DAMAGES, CLAIMS OR CAUSES OF ACTION WHATSOEVER ARISING, OR WHICH MIGHT ARISE, FROM THE CONSTRUCTION, PRESENCE, EXISTENCE, OR MAINTENANCE OF THE FACILITIES.**

11. No Buildings to be Constructed on Facilities. The Owner covenants and agrees that no habitable building shall be erected within the easement(s) for the Facilities, but this Section shall not preclude construction of other improvements within the easement, as long as they do not impede the Facilities' function. The Owner covenants and agrees that no habitable building shall be erected on the above Property abutting such easement which shall have a finished floor at an elevation less than two feet above the maximum depth of water in the detention pond which would occur during a 100-year frequency flood.

12. Recording Against the Property. This Agreement is intended to protect the value and desirability of property values and to benefit all the citizens of the City. It shall be recorded against the Property, run with the land and be binding upon the Owner, their successors and assigns, and all successors to any right, title or interest, or any part thereof, in the Property. This obligations in this Agreement shall inure to the benefit of each present or future successor in interest in the Property or any party thereof, or interest therein, and to the benefit of all the citizens in the City.

13. Notice. Any notices required to be given by the City to the Owner or by the Owner to the City shall be in writing and delivered to the parties at the following addresses:

City of Edgewood	OWNER
Surface Water Management	Attn: _____
10440 Dom Calata Way E	_____
Edgewood, WA 98372	_____
Phone: 253-952-3299	Phone: _____
Email: sw@cityofedgewood.org	Email: _____

14. Resolution of Disputes and Governing Law. If any dispute arises between the City and the Owner under any of the provisions of this Agreement which cannot be resolved by the Parties in a reasonable time, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington.

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In any suit or action instituted to enforce any right granted in this Agreement, the substantially prevailing party shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party.

15. General Provisions.

A. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

B. Modification. No waiver, alteration, modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Owner.

C. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

D. Entire Agreement. The written provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, the Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and the Exhibits attached hereto, which may or may not have been dated prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any of the Exhibits to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

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**EXHIBIT A  
LEGAL DESCRIPTION OF PROPERTY**

SAMPLE

**EXHIBIT B  
MAINTENANCE AND SOURCE CONTROL MANUAL**

SAMPLE

**APPENDIX C**  
**FINANCIAL GUARANTEE FORMS**



CITY OF EDGEWOOD
PRIVATE PROJECT DEVELOPMENT
PERFORMANCE BOND

City Project/Permit #: Permit No.
Surety Bond #:
Date Bond Posted:
Expiration Date: Expiry Date

RE: Project Name: Insert Project Name Here
Owner/Developer/Contractor: Insert Name Here
Project Property Address: Street Address Only. Do not need city/state/zip

We, Name(s) of Principal (hereinafter the "Principal") and Name of Surety, a corporation organized under the laws of the State of State and authorized to transact surety business in the State of Washington (hereinafter the "Surety"), are held and firmly bound unto the City of Edgewood, Washington, (hereinafter called the "City") in the sum of Written Description of Sum (\$Numerical Sum) (hereinafter the "Bond Amount"), U.S. Dollars for the payment of which sum we and each of us bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

THE CONDITIONS of the above obligation are such that:

WHEREAS, the above named Owner/Developer/Contractor has entered into a certain agreement with the City, or has been granted approval by the City for the Project Name above on a site located at the Project Property Address within the City; and

WHEREAS, the agreement or the approval granted by the City requires that certain improvements (the "Improvements") be made in connection with construction of the project; and

WHEREAS, the agreement or the approval granted by the City requires that the Improvements be constructed or installed in full compliance with all applicable legal requirements, City permit requirements, and the plans and specifications approved by the City; and

WHEREAS, the agreement or the approval granted by the City requires that the Improvements are to be made or constructed within a certain period of time, unless an extension is granted in writing by the City; and

WHEREAS, in order to provide security for the obligation of the Owner/Developer/Contractor pursuant to Edgewood Municipal Code (EMC):

14.10.070(E), 16.06.050(D), and/or 18.30.120,

the Principal and Surety offer this financial guarantee to ensure the Owner/ Developer/ Contractor performs the Improvements in full compliance with the conditions identified

herein;

**WHEREAS**, the parties acknowledge and agree that all references to the term "days" within this Performance Bond, including any calculation or computation of time, shall be interpreted and understood to mean calendar days, unless otherwise expressly stated herein;

NOW, THEREFORE, this Performance Bond has been secured and is hereby submitted to the City. It is understood and agreed that this obligation shall continue in effect until released in writing by the City, but only after the Principal has faithfully performed and satisfied all of the provisions of this contract, including the following conditions:

A. Conditions.

1. The Improvements to be guaranteed by the Principal include:  
Describe the improvements that are covered by this guarantee
2. The Bond Amount assigned to the City equal at least:  
 **125% (per EMC 14.10.070(E) or 18.30.120) or**  
 **130% (per EMC 16.06.050(D))**  
of the approved engineer's estimate of the costs to complete the construction or installation of the Improvements that the Principal is required to or otherwise wishes to undertake, as referenced above and as more completely described in approved plans on file with City and in the engineer's cost estimate.
3. The Principal must construct the Improvements in strict compliance with all applicable legal requirements, including but not limited to all applicable statutes, regulations, ordinances and standards of the City, Pierce County, and the State of Washington, as the same now exist or are hereafter amended.
4. The Principal must construct or install the Improvements in strict compliance with the terms and conditions of all applicable City permit requirements, including the design, location, materials and other plans and specifications as approved by the City.
5. The Principal must have fully completed all Improvements within time period - months/years, and this time period shall run from the earlier of Date or permit approval unless an extension is granted by the City. This condition shall not alleviate the Principal's obligation to complete Improvements (or components of such Improvements) in compliance with the timing requirements of all applicable City permits.
6. The Principal must have paid all sums owing to laborers, contractors,

mechanics, subcontractors, material persons, and suppliers or all others, who supply labor, equipment or materials to the Project and as a result of such work for which a lien against any City property has arisen or may arise.

7. The Principal must pay the taxes, increases and penalties incurred on the Project under RCW Titles 50, 51, and 82 on: (A) Projects referred to in RCW 60.28.011(1)(b); and/or (B) Projects that the bond is conditioned on the payment of such taxes, increased and penalties; and
8. The Principal must obtain acceptance by the City of the completed Improvements, all on or before thirty (30) days after the completion date set forth in paragraph 5 above.

B. Default.

Within ten (10) calendar days of notice by the City that the Principal has failed to comply with any of the conditions identified in Section A herein (a "Default"), unless the City agrees to a different timeframe in writing, the Surety shall make a written commitment to the City that it will either:

- 1) Remedy the Default itself with reasonable diligence pursuant to a time schedule acceptable to the City; or
- 2) Tender to the City within an additional ten (10) days the amount necessary, as determined by the City, for the City to remedy the Default, up to the total bond amount.

Upon completion of the Surety's duties under either of the options above, the Surety shall then have fulfilled its obligations under this bond. If the Surety elects to fulfill its obligation pursuant to the requirements of subsection B(2), the Principal grants the City, its employees and agents the right and license to enter onto the Principal's property for the purpose of remedying the Default. The City shall notify the Surety of the actual cost of the remedy, upon completion of the remedy. The City shall return, without interest, any overpayment made by the Surety, and the Surety shall pay to the City any actual costs that exceeded the City's estimate, limited to the bond amount.

- C. Corrections. Unless otherwise approved by the City in writing, any corrections required by the City shall be commenced within seven (7) days of notification by the City and completed within thirty (30) days of the date of notification. If the work is not performed in a timely manner, the City shall have the right, without recourse to legal action, to take such action under this bond as described in Section B above.

- D. Extensions and Changes. No change, extension of time, alteration or addition to the work to be performed by the Principal shall affect the obligation of the Principal or Surety on this bond, unless the City specifically agrees, in writing, to such alteration,

addition, extension or change. The Surety waives notice of any such change, extension, alteration, or addition thereunder.

- E. Surety Default. If the Surety fails to proceed as provided in Section B with reasonable promptness, the Surety shall be deemed to be in default on this bond seven (7) days after receipt of an additional written notice from the City to the Surety demanding that the Surety perform its obligations under this bond. In the event of Surety Default, and in addition to any other remedy available to the City, the Principal grants the City, its employees and agents the right and license to enter onto the Principal's property for the purpose of remedying the Default. This provision shall not be construed as creating an obligation on the part of the City or its representatives to complete, repair or replace, the Improvements.
- F. Enforcement. It is specifically agreed by and between the parties that in the event any legal action must be taken to enforce the provisions of this bond or to collect said bond, the prevailing party shall be entitled to collect its costs and reasonable attorney fees as a part of the reasonable costs of securing the obligation hereunder. In the event of settlement or resolution of these issues prior to the filing of any suit, the actual costs incurred by the City, including reasonable attorney fees, shall be considered a part of the obligation hereunder secured. These costs and reasonable legal fees shall be recoverable by the prevailing party, not only from the proceeds of this bond, but also over and above said bond as a part of any recovery (including recovery on the bond) in any judicial proceeding. The Surety hereby agrees that this Agreement shall be governed by the laws of the State of Washington. Venue of any litigation arising out of this Agreement shall be in Pierce County Superior Court.
- G. Bond Expiration. This bond shall remain in full force and effect until all obligations secured hereby have been fully performed and accepted by the City, and a bond guaranteeing maintenance of all improvements for a period of twenty-four (24) months from acceptance has been submitted to the City in an amount to be determined by the City Engineer, in a form suitable to the City and until released in writing by the City, at the request of the Surety or Principal.
- H. Indemnification. Principal agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) arising from, resulting, or connected with this bond, including without limitation, the City's performance of any maintenance or other work or construction of the Improvements pursuant to this bond.

DATED this Day day of Month, 20YY.

**SURETY COMPANY  
(Signature must be notarized)**

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

Its Title \_\_\_\_\_

Print Name: Name \_\_\_\_\_

Business Name: Business Name \_\_\_\_\_

Business Address: Address \_\_\_\_\_

City/State/Zip Code: City/State/Zip \_\_\_\_\_

Telephone Number: Telephone No. \_\_\_\_\_

**DEVELOPER/OWNER  
(Signature must be notarized)**

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

Its Title \_\_\_\_\_

Print Name: Name \_\_\_\_\_

Business Name: Business Name \_\_\_\_\_

Business Address: Address \_\_\_\_\_

City/State/Zip Code: City/State/Zip \_\_\_\_\_

Telephone Number: Telephone No. \_\_\_\_\_

The Surety shall: (1) be registered with the Washington State Insurance Commissioner, and (2) appear on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner.

**CITY OF EDGEWOOD**

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

Date: Date \_\_\_\_\_

Its: Title \_\_\_\_\_

**FORM P-1 / NOTARY BLOCK**  
(Use For Individual/Sole Proprietor Only)

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiry Date

**FORM P-2 / NOTARY BLOCK**  
(Use For Partnership or Corporation Only)

**(Developer/Owner)**

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged as the Title of Partnership/Corporation that they signed this instrument, on oath stated that they are authorized to execute the instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiry Date

**(Surety Company)**

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged as the Title of Surety Company that they signed this instrument, on oath stated that they are authorized to execute the instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiry Date



CITY OF EDGEWOOD
PRIVATE PROJECT DEVELOPMENT
MAINTENANCE BOND

City Project/Permit #: Permit No.
Surety Bond #:
Date Bond Posted:
Expiration Date: Expiry Date

RE: Project Name: Insert Project Name Here
Owner/Developer/Contractor: Insert Name Here
Project Property Address: Street Address only. Do not need city/state/zip

We, Names(s) of Principal (hereinafter the "Principal") and Name of Surety, a corporation organized under the laws of the State of State and authorized to transact surety business in the State of Washington (hereinafter the "Surety"), are held and firmly bound unto the City of Edgewood, Washington, (hereinafter the "City") in the sum of Written description of sum (\$Numerical Sum) (hereinafter the "Bond Amount"), U.S. Dollars for the payment of which sum we and each of us bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

THE CONDITIONS of the above obligation are such that:

WHEREAS, the above named Owner/Developer/Contractor has constructed and installed certain improvements in connection with the Project Name above on a site located at the Project Property Address above within the City; and

WHEREAS, in accordance with Edgewood Municipal Code (EMC), as a condition of approval, the Owner/Developer/Contractor is required to post a financial guarantee against potential costs to the City related to defective materials or workmanship or to ensure performance of other maintenance required by the Improvements for a period of Maintenance Period - Examples: for EMC 16.06.050 (D), 2 years; for EMC 18.30.120, 5 Years following project completion; and

WHEREAS, the Funds are an amount equal or greater to 20% of the total cost of the Improvements, per EMC 16.06.050(D) and/or 18.30.120; and

WHEREAS, the parties acknowledge and agree that all references to the term "days" within this Maintenance Bond, including any calculation or computation of time, shall be interpreted and understood to mean calendar days, unless otherwise expressly stated herein;

NOW, THEREFORE, this Maintenance Bond has been secured and is hereby submitted to the City. It is understood and agreed that this obligation shall continue in effect until released in writing by the City, but only after the Principal has faithfully performed and

satisfied all of the provisions of this contract, including the following conditions:

A. Conditions.

1. The Improvements to be guaranteed by the Principal include:  
Describe the improvements that are covered by this guarantee
2. The Improvements installed in the above-referenced project shall remain free from defects in material, workmanship, and installation (or in the case of landscaping, shall survive), and that Principal shall ensure proper Maintenance of the Improvements for a period of Maintenance Period - see above after written and final acceptance of the same and approval by the City. Maintenance is defined as acts carried out to prevent a decline, lapse or cessation of the state of the project or Improvements as accepted by the City during the Maintenance Period - see above period after final and written acceptance, and includes, but is not limited to, repair or replacement of defective workmanship, materials, or installations (or in the case of landscaping, replacement of dead, dying, and/or unhealthy plants).
3. For the period identified in Section A.2, the Principal shall, at its sole cost and expense, carefully replace and/or repair any damage or defects in workmanship, materials, or installation to the real property on which the Improvements have been installed, within seven (7) days of notification by the City of the need for replacement or repair. Principal shall further leave the same in as good condition as it was before commencement of the work.

B. Default.

Within ten (10) days of notice by the City that the Principal has failed to comply with any of the conditions identified in Section A herein (a "Default"), unless the City agrees to a different timeframe in writing, the Surety shall make a written commitment to the City that it will either:

- 1) Remedy the Default itself with reasonable diligence pursuant to a time schedule acceptable to the City; or
- 2) Tender to the City within an additional ten (10) days the amount necessary, as determined by the City, for the City to remedy the Default, up to the total bond amount.

Upon completion of the Surety's duties under either of the options above, the Surety shall then have fulfilled its obligations under this bond. If the Surety elects to fulfill its obligation pursuant to the requirements of subsection B(2), the Principal grants the City, its employees and agents the right and license to enter onto the Principal's property for the purpose of remedying the Default. The City shall notify the Surety of the actual cost of the remedy, upon completion of the remedy. The City shall return,

without interest, any overpayment made by the Surety, and the Surety shall pay to the City any actual costs that exceeded the City's estimate, limited to the bond amount.

- C. Corrections. Unless otherwise approved by the City in writing, any corrections required by the City shall be commenced within seven (7) days of notification by the City and completed within thirty (30) days of the date of notification. If the work is not performed in a timely manner, the City shall have the right, without recourse to legal action, to take such action under this bond as described in Section B above.
- D. Extensions and Changes. No change, extension of time, alteration or addition to the work to be performed by the Principal shall affect the obligation of the Principal or Surety on this bond, unless the City specifically agrees, in writing, to such alteration, addition, extension or change. The Surety waives notice of any such change, extension, alteration, or addition thereunder.
- E. Surety Default. If the Surety fails to proceed as provided in Section B with reasonable promptness, the Surety shall be deemed to be in default on this bond seven (7) days after receipt of an additional written notice from the City to the Surety demanding that the Surety perform its obligations under this bond. In the event of Surety Default, and in addition to any other remedy available to the City, the Principal grants the City, its employees and agents the right and license to enter onto the Principal's property for the purpose of remedying the Default. This provision shall not be construed as creating an obligation on the part of the City or its representatives to complete, repair or replace the Improvements.
- F. Enforcement. It is specifically agreed by and between the parties that in the event any legal action must be taken to enforce the provisions of this bond or to collect said bond, the prevailing party shall be entitled to collect its costs and reasonable attorney fees as a part of the reasonable costs of securing the obligation hereunder. In the event of settlement or resolution of these issues prior to the filing of any suit, the actual costs incurred by the City, including reasonable attorney fees, shall be considered a part of the obligation hereunder secured. These costs and reasonable legal fees shall be recoverable by the prevailing party, not only from the proceeds of this bond, but also over and above the bond as a part of any recovery (including recovery on the bond) in any judicial proceeding. The Surety hereby agrees that this Agreement shall be governed by the laws of the State of Washington. Venue of any litigation arising out of this Agreement shall be in Pierce County Superior Court.
- G. Bond Expiration. This bond shall remain in full force and effect until the obligations secured hereby have been fully performed and until released in writing by the City at the request of the Surety or Principal.

H. Indemnification. Principal agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) arising from, resulting, or connected with this bond, including without limitation, the City's performance of any maintenance or other work or construction of the Improvements pursuant to this Maintenance Bond.

DATED this Day day of Month, 20YY.

SURETY COMPANY  
**(Signature must be notarized)**

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

Its Title \_\_\_\_\_

Print Name: Name \_\_\_\_\_

Business Name: Business Name \_\_\_\_\_

Business Address: Address \_\_\_\_\_

City/State/Zip Code: City/State/Zip \_\_\_\_\_

Telephone Number: Phone No. \_\_\_\_\_

PRINCIPAL  
**(Signature must be notarized)**

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

Its: Title \_\_\_\_\_

Print Name: Name \_\_\_\_\_

Business Name: Business Name \_\_\_\_\_

Business Address: Address \_\_\_\_\_

City/State/Zip Code: City/State/Zip \_\_\_\_\_

Telephone Number: Phone No. \_\_\_\_\_

The Surety shall: (1) be registered with the Washington State Insurance Commissioner, and (2) appear on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner.

CITY OF EDGEWOOD

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

Its: Title \_\_\_\_\_

Date: Date \_\_\_\_\_

**FORM P-1 / NOTARY BLOCK**  
(Use For Individual/Sole Proprietor Only)

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged that they signed this instrument, and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiration Date

**FORM P-2 / NOTARY BLOCK**  
(Use For Partnership or Corporation Only)

**(Developer/Owner)**

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged as the Title of Partnership or Corporation that they signed this instrument, on oath stated that they are authorized to execute the instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiration Date

**(Surety Company)**

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged as the Title of Surety Company that they signed this instrument, on oath stated that they are authorized to execute the instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiration Date



CITY OF EDGEWOOD
PRIVATE PROJECT DEVELOPMENT
CASH DEPOSIT AGREEMENT

City Project/Permit #: Permit No.
Date Deposit Rec'd: Date
Expiration Date: Expiration Date

RE: Project Name: Project Name
Owner/Developer/Contractor: Name
Project Property Address: Address

WHEREAS, the Owner/Developer/Contractor has applied to the City of Edgewood, Washington (hereinafter the "City") to construct and/or install certain improvements (hereinafter the "Improvements") for the Project Name above on a site located at the Project Property Address above in the City; and

WHEREAS, Name(s) of Principal (hereinafter the "Principal"), choose one of the following or replace with appropriate description: an individual; a married person, as their separate obligation; a Limited Liability Corporation; a Corporation, has hereby provided funds to the City in the sum of Written Description of Sum (\$Numerical Sum) (hereinafter the "Funds") to guarantee the Improvements pursuant to Edgewood Municipal Code (EMC):

- 14.10.070(E), 16.06.050(D), and/or 18.30.120; and

WHEREAS, the City requires that the Improvements be constructed or installed in full compliance with all applicable legal requirements, City permit requirements, and the plans and specifications approved by the City; and

WHEREAS, it is understood and agreed that these funds will remain in the City's possession or under its control and that this obligation shall remain in full force and effect until a written release request is made by the Principal or a reduction request is received and approved by the City's Mayor or Designee; and

WHEREAS, the condition of this obligation requires that the Principal must complete the Improvements in accordance with the approved plans and specifications prior to release of the funds by the City;

WHEREAS, the City requires that the Improvements are to be completed within a certain period of time, unless an extension is granted in writing by the City; and

WHEREAS, the parties acknowledge and agree that all references to the term "days" within this document, including any calculation or computation of time, shall be interpreted and understood to mean calendar days, unless otherwise expressly stated herein;

**NOW, THEREFORE,** the City and Principal hereby agree and covenant as follows:

**A. DEPOSIT**

The Principal does hereby assign, transfer, and set over unto City all rights, title, and interest in and to the sum of the Funds to be deposited upon receipt by the City. The Principal grants to City full and exclusive power and authority to use these Funds in accordance with this Cash Deposit Agreement (hereinafter "Agreement").

The Funds assigned to the City equal at least:

**125% (per EMC 14.10.070(E) or 18.30.120) or**

**130% (per EMC 16.06.050(D))**

of the approved engineer's estimate of the costs to complete the construction or installation of the Improvements that the Principal is required to or otherwise wishes to undertake, as referenced above and as more completely described in approved plans on file with City and in the engineer's cost estimate. This amount will be forfeited in full to City upon the Principal's failure to perform. The Principal has agreed to obligate itself to the City in the listed amount because undertaking the construction and installation of the Improvements may cause damage and disruption to land and/or public right-of-way.

**B. GENERAL TERMS AND CONDITIONS**

1. The Improvements to be constructed by the Principal for the Project under this Agreement include:

Describe the improvements that are covered by this guarantee

2. All construction, installation, and restoration related to the Improvements shall be completed according to all applicable local, state, and federal laws, permits, and regulations. The Improvements and their appurtenances shall be constructed in strict compliance with City-approved plans, specifications and permit requirements.

3. Principal shall **fully complete** construction and installation of the Improvements no later than the Expiration Date, being Time Period - example: Three (3) Years following the approval of Permit # Permit File No., or the expiration date thereof if extended (hereinafter the "Completion Deadline"). Failure to complete construction of the Improvements by the Completion Deadline and obtain acceptance of the work by the City on or before thirty (30) days following said Completion Deadline shall, at the sole discretion of the City, result in the requirement that additional Funds be deposited and/or the immediate forfeiture to the City of all deposited Funds and potentially being liable for legal fees incurred during enforcement.

4. The Principal must have paid all sums owing to laborers, contractors, mechanics, subcontractors, material persons, and suppliers or all others, who

supply labor, equipment or materials to the Project and as a result of such work. The Principal shall indemnify and hold harmless the City, its officers, officials and agents from any claim for such payment(s).

5. The Principal must pay the taxes, increases and penalties incurred on the Project under RCW Titles 50, 51, and 82 on: (a) Projects referred to in RCW 60.28.011(1)(b); and/or (b) Projects that the guarantee is conditioned on the payment of such taxes, increases and penalties.

6. Until written release of this obligation by the City, this Agreement may not be terminated or cancelled by the Principal for any reason. The obligation of the Principal shall not be discharged or affected by any amendment of the engineering plans used for construction of the Improvements.

### **C. TERM OF DEPOSIT - GENERALLY**

This Agreement shall remain in force until released in writing by the City, *provided*, partial early release may be allowed as described in Section D, below.

### **D. PARTIAL RELEASES OF FUNDS FOR SATISFACTORY WORK PROGRESS**

The parties agree that 100% of the Funds described in Section A above shall constitute security funds to guarantee specific performance by Principal of the work required to construct and maintain the Improvements. However, in its sole discretion and pursuant to the conditions in Section B, above, the City may from time to time release, in writing, a portion of the Funds if work on the Improvements is progressively completed.

### **E. WHEN ADDITIONAL ASSIGNED FUNDS ARE REQUIRED**

The City may require the Principal to deposit additional funds if the City determines that a change in condition(s) or circumstance(s) make additional security necessary to guarantee performance by the Principal.

### **F. FORFEITURE DUE TO NON-PERFORMANCE**

1. Failure by the Principal to fully and satisfactorily perform as required hereunder, or to deposit additional funds as may be required by the City, shall result in forfeiture to the City of any and all Funds held under this Agreement.

2. Failure by the Principal to satisfactorily complete construction of the Improvements by the Completion Deadline, absent any extensions granted in writing by the City, shall constitute non-performance and the City may immediately use the Funds to complete work guaranteed under this Agreement, including restoring the Project Property, making necessary improvements due to the Principal's failure, and paying any outstanding amounts owed to subcontractors, suppliers, laborers, material suppliers, or others for work that has resulted in, or

may result in, a lien against the property where the improvements are located. Further, the Funds may be used to cover the cost of correcting any damage which may have occurred off-site due to disrepair of the project, including damage, if any, to public property. This provision shall not be construed as creating any obligation on the City, its employees, agents and representatives to perform any corrective work. The Principal shall have no duty or right to evaluate the correctness or appropriateness of the City's determination that requirements have not been satisfactorily completed. Any unexpended funds shall be returned to the Principal upon completion of the terms of this Agreement.

3. The remedies set forth in subsections 1 and 2 above do not limit any other remedy, penalty, or right available to the City.

#### **G. FUNDS HELD AS WORKMANSHIP & MAINTENANCE GUARANTEE**

1. Unless otherwise replaced with another Financial Guarantee upon completion of the Improvements, the Principal agrees that 20% of the Funds described in Section A shall be held in trust as a guarantee against potential costs to the City related to defective materials or workmanship or to ensure performance of other maintenance required by the Improvements, per EMC 16.06.050(D) and/or 18.30.120. This sum shall be held in trust for a period of **Maintenance Period - examples: for EMC 16.06.050(D), 2 years; for EMC 18.30.120, 5 years** from the date of final construction approval of the Improvements by the City.

2. The Principal agrees to promptly correct any deficiencies in construction and/or make any emergency repairs requested by the City during the guarantee period. Unless otherwise approved by the City in writing, any corrections requested shall be commenced within seven (7) days of notification by the City and completed within thirty (30) days of the date of notification. If the work is not performed in a timely manner, the City shall have the right, without recourse to legal action, to take such action under this Agreement as described in Section F above.

3. The Principal agrees to promptly reimburse the City for any emergency repairs to, or related to, the Improvements performed by the City or its agents. In addition, the City's employees and agents are hereby authorized to enter onto said property in the event that they are needed to perform such work.

4. The Principal agrees to properly maintain the Improvements in accordance with the maintenance requirements during the guarantee period.

#### **H. FINAL RELEASE OF ALL REMAINING FUNDS**

Any Funds still held under this Agreement that have not been otherwise forfeited due to non-performance shall be released, without interest, **following the latter of: (i) the completion of the Improvements and the approval / acceptance by the City, or (ii) the maintenance guarantee completion date (see Section G, above).**

## **I. ENFORCEMENT**

It is specifically agreed by and between the parties that in the event any legal action must be taken to enforce the provisions of this Agreement, the prevailing party shall be entitled to collect its costs and reasonable attorney fees as a part of the reasonable costs of securing the obligation hereunder. In the event of settlement or resolution of these issues prior to the filing of any suit, the actual costs incurred by the City, including reasonable attorney fees, shall be considered a part of the obligation hereunder secured. These costs and reasonable legal fees shall be recoverable by the prevailing party, not only from the Funds but also over and above the amount of said Funds as a part of any recovery in any judicial proceeding. The Principal hereby agrees that this Agreement shall be governed by the laws of the State of Washington. Venue of any litigation arising out of this Agreement shall be in Pierce County Superior Court.

## **J. INDEMNIFICATION**

Principal agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) arising from, resulting, or connected with this Agreement, including without limitation, the City's performance of any maintenance or other work or construction of the Improvements pursuant to this Agreement.

**This Agreement will take effect on the date of the last signature entered below.**

SEALED and dated this Day day of Month, 20YY.

**Principal**

**City of Edgewood**

\_\_\_\_\_  
Principal Authorized Signature  
*(See Notary Acknowledgement below)*

\_\_\_\_\_  
City Authorized Signature

Name of Principal

Name

Name of Principal

Name

Name of Company

Title

Name of Company

Title

Address

10440 Dom Calata Way E

Address

Address

City/State/Zip

Edgewood, WA 98372

City / State / Zip

City / State / Zip

Telephone No.

253-952-3299

Telephone Number

Telephone Number

Email Address

Email Address

Email Address

Email Address

STATE OF State )

) ss.

COUNTY OF County )

I certify that I know or have satisfactory evidence that Name (Authorized Signer for the Principal) is the person who appeared before me, and this person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

DATED: Date

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington,

Print Name: Name

Residing at: City, State

My Commission expires: Expiry Date

**Person to contact regarding release:**

Name: Finance Department  
Address: City of Edgewood, 10440 Dom Calata Way East, Edgewood, WA 98372  
Telephone: (253) 952-3299

**RELEASE**

The undersigned does hereby acknowledge that conditions of the foregoing obligation have been satisfactorily met, and hereby authorizes the refund of the guarantee in the amount of \$ Release Sum held by the City this Day day of Month, 20YY.

**CITY OF EDGEWOOD**

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

Title: Title \_\_\_\_\_

SAMPLE



CITY OF EDGEWOOD
PRIVATE PROJECT DEVELOPMENT
ASSIGNMENT OF FUNDS AGREEMENT

City Project/Permit #: Permit No.
Date Deposit Rec'd: Insert Date
Expiration Date: Expiry Date

RE: Project Name: Insert Project Name Here
Owner/Developer/Contractor: Insert Name Here
Project Property Address: Street Address Only. Do not need city/state/zip

WHEREAS, the Owner/Developer/Contractor has applied to the City of Edgewood, Washington (hereinafter the "City") to construct and/or install certain improvements (hereinafter the "Improvements") for the Project Name above on a site located at the Project Property Address above in the City; and

WHEREAS, Name of Financial Institution (hereinafter the "Financial Institution") is a financial institution qualified to do business in the State of Washington; and

WHEREAS, Name(s) of Principal (hereinafter the "Principal"), Choose one of the following or replace with appropriate description: an individual; a married person, as their separate obligation; a Limited Liability Corporation; a Corporation., has hereby assigned funds on deposit with said Financial Institution to the City in the sum of Written description of sum (\$Numerical Sum) (hereinafter the "Funds") to guarantee the Improvements pursuant to Edgewood Municipal Code (EMC)

14.10.070(E), 16.06.050(D), and/or 18.30.120; and

WHEREAS, the City requires that the Improvements be constructed or installed in full compliance with all applicable legal requirements, City permit requirements, and the plans and specifications approved by the City; and

WHEREAS, it is understood and agreed that these funds will remain in the Financial Institution's possession or under its control and that this obligation shall remain in full force and effect until a request is made by the Principal, then received and approved by the City's Mayor or Designee; and

WHEREAS, the condition of this obligation requires that the Principal must complete the Improvements in accordance with the approved plans and specifications prior to release of the funds by the Financial Institution;

WHEREAS, the City requires that the Improvements are to be completed within a certain period of time, unless an extension is granted in writing by the City; and

**WHEREAS**, the parties acknowledge and agree that all references to the term "days" within this document, including any calculation or computation of time, shall be interpreted and understood to mean calendar days, unless otherwise expressly stated herein;

**NOW, THEREFORE**, the City and Principal hereby agree and covenant as follows:

**A. DEPOSIT**

The Principal shall establish an escrow account with the Financial Institution for the Funds as described herein under Account No. Financial Institutions Account Number. At no time shall any portion of the sums in said account be released without written authorization from the City. The Principal grants to City full and exclusive power and authority to use these Funds in accordance with this Assignment of Funds Agreement (hereinafter "Agreement").

The Funds assigned to the City equal at least:

**125% (per EMC 14.10.070(E) or 18.30.120) or**

**130% (per EMC 16.06.050(D))**

of the approved engineer's estimate of the costs to complete the construction or installation of the Improvements that the Principal is required to or otherwise wishes to undertake, as referenced above and as more completely described in approved plans on file with City and in the engineer's cost estimate. This amount will be forfeited in full to City upon the Principal's failure to perform. The Principal has agreed to obligate itself to the City in the listed amount because undertaking the construction and installation of the Improvements may cause damage and disruption to land and/or public right-of-way.

**B. GENERAL TERMS AND CONDITIONS**

1. The Improvements to be constructed by the Principal for the Project under this Agreement include:

Describe the improvements that are covered by this guarantee

2. All construction, installation, and restoration related to the Improvements shall be completed according to all applicable local, state, and federal laws, permits, and regulations. The Improvements and their appurtenances shall be constructed in strict compliance with City-approved plans, specifications and permit requirements.

3. Principal shall **fully complete** construction and installation of the Improvements no later than the Expiration Date, being Time Period - example: Three (3) Years following the approval of Permit # Permit File No., or the expiration date thereof if extended (hereinafter the "Completion Deadline"). Failure to complete construction of the Improvements by the Completion Deadline and obtain acceptance of the work by the City on or before thirty (30) days following said Completion Deadline shall, at the sole discretion of the City, result in the

requirement that additional Funds be deposited and/or the immediate forfeiture to the City of all deposited Funds and potentially being liable for legal fees incurred during enforcement.

4. The Principal must have paid all sums owing to laborers, contractors, mechanics, subcontractors, material persons, and suppliers or all others, who supply labor, equipment or materials to the Project and as a result of such work. The Principal shall indemnify and hold harmless the City, its officers, officials and agents from any claim for such payment(s).

5. The Principal must pay the taxes, increases and penalties incurred on the Project under RCW Titles 50, 51, and 82 on: (a) Projects referred to in RCW 60.28.011(1)(b); and/or (b) Projects that the guarantee is conditioned on the payment of such taxes, increases and penalties.

6. Until written release of this obligation by the City, this Agreement may not be terminated or cancelled by the Principal or Financial Institution for any reason. The obligation of the Principal shall not be discharged or affected by any amendment of the engineering plans used for construction of the Improvements.

#### **C. TERM OF DEPOSIT - GENERALLY**

This Agreement shall remain in force until released in writing by the City, *provided*, partial early release may be allowed as described in Section D, below.

#### **D. PARTIAL RELEASES OF FUNDS FOR SATISFACTORY WORK PROGRESS**

The parties agree that 100% of the Funds described in Section A above shall constitute security funds to guarantee specific performance by Principal of the work required to construct and maintain the Improvements. However, in its sole discretion and pursuant to the conditions in Section B, above, the City may from time to time release, in writing, a portion of the Funds if work on the Improvements is progressively completed.

#### **E. WHEN ADDITIONAL ASSIGNED FUNDS ARE REQUIRED**

The City may require the Principal to deposit additional funds if the City determines that a change in condition(s) or circumstance(s) make additional security necessary to guarantee performance by the Principal.

#### **F. FORFEITURE DUE TO NON-PERFORMANCE**

1. Failure by the Principal to fully and satisfactorily perform as required hereunder, or to deposit additional funds as may be required by the City, shall result in forfeiture to the City of any and all Funds held under this Agreement.

2. Failure by the Principal to satisfactorily complete construction of the Improvements by the Completion Deadline, absent any extensions granted in writing by the City, shall constitute non-performance and the City may immediately use the Funds to complete work guaranteed under this Agreement, including restoring the Project Property, making necessary improvements due to the Principal's failure, and paying any outstanding amounts owed to subcontractors, suppliers, laborers, material suppliers, or others for work that has resulted in, or may result in, a lien against the property where the improvements are located. Further, the Funds may be used to cover the cost of correcting any damage which may have occurred off-site due to disrepair of the project, including damage, if any, to public property. This provision shall not be construed as creating any obligation on the City, its employees, agents and representatives to perform any corrective work. The Principal shall have no duty or right to evaluate the correctness or appropriateness of the City's determination that requirements have not been satisfactorily completed. Any unexpended funds shall be returned to the Principal upon completion of the terms of this Agreement.

3. The remedies set forth in subsections 1 and 2 above do not limit any other remedy, penalty, or right available to the City.

#### **G. FUNDS HELD AS WORKMANSHIP & MAINTENANCE GUARANTEE**

1. Unless otherwise replaced with another Financial Guarantee upon completion of the Improvements, the Principal agrees that 20% of the Funds described in Section A shall be held in trust as a guarantee against potential costs to the City related to defective materials or workmanship or to ensure performance of other maintenance required by the Improvements, per EMC 16.06.050(D) or 18.30.120. This sum shall be held in trust for a period of Maintenance Period - examples: for EMC 16.06.050(D), 2 years; for EMC 18.30.120, 5 years from the date of final construction approval of the Improvements by the City.

2. The Principal agrees to promptly correct any deficiencies in construction and/or make any emergency repairs requested by the City during the guarantee period. Unless otherwise approved by the City in writing, any corrections requested shall be commenced within seven (7) days of notification by the City and completed within thirty (30) days of the date of notification. If the work is not performed in a timely manner, the City shall have the right, without recourse to legal action, to take such action under this Agreement as described in Section F above.

3. The Principal agrees to promptly reimburse the City for any emergency repairs to, or related to, the Improvements performed by the City or its agents. In addition, the City's employees and agents are hereby authorized to enter onto said property in the event that they are needed to perform such work.

4. The Principal agrees to properly maintain the Improvements in accordance with the maintenance requirements during the guarantee period.

## **H. FINAL RELEASE OF ALL REMAINING FUNDS**

Any Funds still held under this Agreement that have not been otherwise forfeited due to non-performance shall be released following the latter of: (i) the completion of the Improvements and the approval / acceptance by the City, or (ii) the maintenance guarantee completion date (see Section G, above).

## **I. FINANCIAL INSTITUTION'S RELEASE OF FUNDS**

In the event that the Principal fails to remedy the defect as provided above, then the Financial Institution shall, upon the demand of the City, remit to the City within ten (10) days of receipt of said demand, the amount of funds in the escrow account, or such lesser amount as may be specified in the City's demand. The Financial Institution agrees that it shall have no duty or right to evaluate the correctness or appropriateness of any such notice or demand by the City, and shall not interplead, or in any manner, delay payment of said funds to the City.

## **J. ENFORCEMENT**

It is specifically agreed by and between the parties that in the event any legal action must be taken to enforce the provisions of this Agreement, the prevailing party shall be entitled to collect its costs and reasonable attorney fees as a part of the reasonable costs of securing the obligation hereunder. In the event of settlement or resolution of these issues prior to the filing of any suit, the actual costs incurred by the City, including reasonable attorney fees, shall be considered a part of the obligation hereunder secured. These costs and reasonable legal fees shall be recoverable by the prevailing party, not only from the Funds but also over and above the amount of said Funds as a part of any recovery in any judicial proceeding. The Principal hereby agrees that this Agreement shall be governed by the laws of the State of Washington. Venue of any litigation arising out of this Agreement shall be in Pierce County Superior Court.

## **K. INDEMNIFICATION**

Principal agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and attorney fees) arising from, resulting, or connected with this Agreement, including without limitation, the City's performance of any maintenance or other work or construction of the Improvements pursuant to this Agreement.

**This Agreement will take effect on the date of the last signature entered below.**

SEALED and dated this Day day of Month, 20YY.

**Principal**

\_\_\_\_\_  
Authorized Signature  
(See Notary Acknowledgement, next page)

Name \_\_\_\_\_

Name of Principal

Company Name \_\_\_\_\_

Name of Company, if applicable

Address \_\_\_\_\_

Address

City, State Zip \_\_\_\_\_

City / State / Zip

Telephone No. \_\_\_\_\_

Telephone Number

Email \_\_\_\_\_

Email Address

**Financial Institution**

\_\_\_\_\_  
Authorized Signature  
(See Notary Acknowledgement, next page)

Financial Institution \_\_\_\_\_

Name of Financial Institution

Address \_\_\_\_\_

Address

City, State Zip \_\_\_\_\_

City / State / Zip

Telephone No. \_\_\_\_\_

Telephone Number

Email \_\_\_\_\_

Email Address

**CITY OF EDGEWOOD**

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

Date: Date \_\_\_\_\_

City of Edgewood  
10440 Dom Calata Way E  
Edgewood, WA 98372  
253.952.3299

**Principal Notary**

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name (Authorized Signer for the Principal) is the person who appeared before me, and this person acknowledged that he/she signed this instrument and acknowledged it to be his/her free and voluntary act for the uses and purposes mentioned in this instrument.

DATED: Date\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington,  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiry Date

**Financial Institution Notary**

STATE OF State )  
 ) ss.  
COUNTY OF County )

I certify that I know or have satisfactory evidence that Name is the person who appeared before me, and said person acknowledged as the Title of Financial Institution that they signed this instrument on oath stated that they are authorized to execute the instrument and acknowledged it to be their free and voluntary act for the uses and purposes mentioned in the instrument.

DATED: Date\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, State of Washington,  
Print Name: Name  
Residing at: City, State  
My Commission expires: Expiry Date

**Person to contact regarding release:**

Name: Finance Department  
Address: City of Edgewood, 10440 Dom Calata Way East, Edgewood, WA 98372  
Telephone: (253) 952-3299

**RELEASE**

The undersigned does hereby acknowledge that conditions of the foregoing obligation have been satisfactorily met, and hereby authorizes a release in the amount of \$Release Sum held by the Financial Institution this Day day of Month, 20YY.

**CITY OF EDGEWOOD**

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

Title: Title \_\_\_\_\_

SAMPLE

**APPENDIX D**

**ENGINEER'S ESTIMATE TEMPLATES**

# Site Improvement Bond Quantity Worksheet

City of Edgewood  
10440 Dom Calata Way E  
Edgewood, WA 98372-0101

Project Name: \_\_\_\_\_  
Location: \_\_\_\_\_

Date: 5/6/2026  
Project No.: \_\_\_\_\_  
Activity No.: \_\_\_\_\_

Note: All prices include labor, equipment, materials, overhead and profit. Prices are from RS Means data adjusted for the Seattle area and indexed for inflation using the ENR Construction Cost Index to 2018; or from local sources if not included in the RS Means database.

***Preparing Engineer's Stamp and Seal:***

# Site Improvement Bond Quantity Worksheet

	Reference #	Unit Price	Unit	Quantity	# of Applications	Cost
<b><u>EROSION/SEDIMENT CONTROL</u></b>						
Backfill & compaction-embankment		\$ 6.55	CY			\$ -
Check dams, 4" minus rock	BMP C207	\$ 87.40	Each			\$ -
Crushed surfacing 1 1/4" minus	WSDOT 9-03.9(3)	\$ 103.80	CY			\$ -
Ditching	BMP C200	\$ 9.85	CY			\$ -
Excavation-bulk		\$ 2.20	CY			\$ -
Fence, silt	BMP C233	\$ 1.65	LF			\$ -
Fence, Temporary (NGPE)	BMP C103	\$ 1.65	LF			\$ -
Hydroseeding	BMP C120	\$ 0.85	SY			\$ -
Jute Mesh	BMP C122	\$ 3.80	SY			\$ -
Mulch, by hand, straw, 3" deep	BMP C121	\$ 2.75	SY			\$ -
Mulch, by machine, straw, 2" deep	BMP C121	\$ 2.20	SY			\$ -
Piping, temporary, CPP, 6"		\$ 13.10	LF			\$ -
Piping, temporary, CPP, 8"		\$ 15.30	LF			\$ -
Piping, temporary, CPP, 12"		\$ 19.65	LF			\$ -
Plastic covering, 6mm thick, sandbagged	BMP C123	\$ 4.35	SY			\$ -
Rip Rap, machine placed; slopes	WSDOT 9-13.1(2)	\$ 49.15	CY			\$ -
Rock Construction Entrance, 50' x 15' x 1'	BMP C105	\$ 1,966.50	Each			\$ -
Rock Construction Entrance, 100' x 15' x 1'	BMP C105	\$ 3,496.00	Each			\$ -
Sediment pond riser assembly	BMP C241	\$ 2,403.50	Each			\$ -
Sediment trap, 5' high berm	BMP C240	\$ 20.75	LF			\$ -
Sed. trap, 5' high, riprapped spillway berm section	BMP C240	\$ 76.50	LF			\$ -
Seeding, by hand	BMP C120	\$ 1.10	SY			\$ -
Sodding, 1" deep, level ground	BMP C124	\$ 8.75	SY			\$ -
Sodding, 1" deep, sloped ground	BMP C124	\$ 10.95	SY			\$ -
TESC Supervisor	BMP C160	\$ 120.20	HR			\$ -
Water truck, dust control	BMP C140	\$ 152.95	HR			\$ -
<b><u>WRITE-IN-ITEMS **** (see page 9)</u></b>						
			Each			

<b>ESC SUBTOTAL:</b>	\$0.00
<b>30% CONTINGENCY &amp; MOBILIZATION:</b>	\$0.00
<b>ESC TOTAL:</b>	\$0.00
<b>COLUMN:</b>	<b>A</b>

# Site Improvement Bond Quantity Worksheet

	Unit Price	Unit	Existing Right-of-Way		Future Public Road Improvements & Drainage Facilities		Private Improvements		Quantity Completed (Bond Reduction)*	
			Quant.	Cost	Quant.	Cost	Quant.	Cost	Quant.	Cost
<b>GENERAL ITEMS</b>										
Backfill & Compaction- embankment	\$ 6.55	CY		\$ -		\$ -		\$ -		\$ -
Backfill & Compaction- trench	\$ 9.85	CY		\$ -		\$ -		\$ -		\$ -
Clear/Remove Brush, by hand	\$ 1.10	SY		\$ -		\$ -		\$ -		\$ -
Clearing/Grubbing/Tree Removal	\$ 10,925.00	Acre		\$ -		\$ -		\$ -		\$ -
Excavation - bulk	\$ 2.20	CY		\$ -		\$ -		\$ -		\$ -
Excavation - Trench	\$ 5.45	CY		\$ -		\$ -		\$ -		\$ -
Fencing, cedar, 6' high	\$ 21.85	LF		\$ -		\$ -		\$ -		\$ -
Fencing, chain link, vinyl coated, 6' high	\$ 21.85	LF		\$ -		\$ -		\$ -		\$ -
Fencing, chain link, gate, vinyl coated, 20'	\$ 1,529.50	Each		\$ -		\$ -		\$ -		\$ -
Fencing, split rail, 3' high	\$ 16.40	LF		\$ -		\$ -		\$ -		\$ -
Fill & compact - common barrow	\$ 27.30	CY		\$ -		\$ -		\$ -		\$ -
Fill & compact - gravel base	\$ 29.50	CY		\$ -		\$ -		\$ -		\$ -
Fill & compact - screened topsoil	\$ 42.60	CY		\$ -		\$ -		\$ -		\$ -
Gabion, 12" deep, stone filled mesh	\$ 71.00	SY		\$ -		\$ -		\$ -		\$ -
Gabion, 18" deep, stone filled mesh	\$ 98.35	SY		\$ -		\$ -		\$ -		\$ -
Gabion, 36" deep, stone filled mesh	\$ 163.90	SY		\$ -		\$ -		\$ -		\$ -
Grading, fine, by hand	\$ 2.75	SY		\$ -		\$ -		\$ -		\$ -
Grading, fine, with grader	\$ 2.20	SY		\$ -		\$ -		\$ -		\$ -
Monuments, 3' long	\$ 273.15	Each		\$ -		\$ -		\$ -		\$ -
Sensitive Areas Sign	\$ 7.65	Each		\$ -		\$ -		\$ -		\$ -
Sodding, 1" deep, sloped ground	\$ 8.75	SY		\$ -		\$ -		\$ -		\$ -
Surveying, line & grade	\$ 928.65	Day		\$ -		\$ -		\$ -		\$ -
Surveying, lot location/lines	\$ 1,966.50	Acre		\$ -		\$ -		\$ -		\$ -
Traffic control crew ( 2 flaggers )	\$ 131.10	HR		\$ -		\$ -		\$ -		\$ -
Trail, 4" chipped wood	\$ 8.75	SY		\$ -		\$ -		\$ -		\$ -
Trail, 4" crushed cinder	\$ 9.85	SY		\$ -		\$ -		\$ -		\$ -
Trail, 4" top course	\$ 13.10	SY		\$ -		\$ -		\$ -		\$ -
Wall, retaining, concrete	\$ 60.10	SF		\$ -		\$ -		\$ -		\$ -
Wall, rockery	\$ 16.40	SF		\$ -		\$ -		\$ -		\$ -

Page 3 of 9

SUBTOTAL

<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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# Site Improvement Bond Quantity Worksheet

	Unit Price	Unit	Existing Right-of-way		Future Public Road Improvements & Drainage Facilities		Private Improvements		Bond Reduction*	
			Quant.	Cost	Quant.	Cost	Quant.	Cost	Quant.	Cost
<b>ROAD IMPROVEMENT</b>										
AC Grinding, 4' wide machine < 1000sy	\$ 32.75	SY		\$ -		\$ -		\$ -		\$ -
AC Grinding, 4' wide machine 1000-2000sy	\$ 17.50	SY		\$ -		\$ -		\$ -		\$ -
AC Grinding, 4' wide machine > 2000sy	\$ 10.95	SY		\$ -		\$ -		\$ -		\$ -
AC Removal/Disposal/Repair	\$ 38.25	SY		\$ -		\$ -		\$ -		\$ -
Barricade, type III ( Permanent )	\$ 61.20	LF		\$ -		\$ -		\$ -		\$ -
Curb & Gutter, rolled	\$ 18.55	LF		\$ -		\$ -		\$ -		\$ -
Curb & Gutter, vertical	\$ 13.65	LF		\$ -		\$ -		\$ -		\$ -
Curb and Gutter, demolition and disposal	\$ 19.65	LF		\$ -		\$ -		\$ -		\$ -
Curb, extruded asphalt	\$ 6.00	LF		\$ -		\$ -		\$ -		\$ -
Curb, extruded concrete	\$ 7.65	LF		\$ -		\$ -		\$ -		\$ -
Sawcut, asphalt, 3" depth	\$ 2.00	LF		\$ -		\$ -		\$ -		\$ -
Sawcut, concrete, per 1" depth	\$ 3.30	LF		\$ -		\$ -		\$ -		\$ -
Sealant, asphalt	\$ 2.20	LF		\$ -		\$ -		\$ -		\$ -
Shoulder, AC, ( see AC road unit price )	\$ -	SY		\$ -		\$ -		\$ -		\$ -
Shoulder, gravel, 4" thick	\$ 16.40	SY		\$ -		\$ -		\$ -		\$ -
Sidewalk, 4" thick	\$ 41.50	SY		\$ -		\$ -		\$ -		\$ -
Sidewalk, 4" thick, demolition and disposal	\$ 34.95	SY		\$ -		\$ -		\$ -		\$ -
Sidewalk, 5" thick	\$ 44.80	SY		\$ -		\$ -		\$ -		\$ -
Sidewalk, 5" thick, demolition and disposal	\$ 43.70	SY		\$ -		\$ -		\$ -		\$ -
Sidewalk, 6" thick	\$ 48.05	SY		\$ -		\$ -		\$ -		\$ -
Sidewalk, 6" thick, demolition and disposal	\$ 49.15	SY		\$ -		\$ -		\$ -		\$ -
Sign, handicap	\$ 92.85	Each		\$ -		\$ -		\$ -		\$ -
Striping, per stall	\$ 7.65	Each		\$ -		\$ -		\$ -		\$ -
Striping, thermoplastic, ( for crosswalk )	\$ 3.30	SF		\$ -		\$ -		\$ -		\$ -
Striping, 4" reflectorized line	\$ 0.55	LF		\$ -		\$ -		\$ -		\$ -

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	SUBTOTAL	\$ -	\$ -	\$ -	\$ -
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# Site Improvement Bond Quantity Worksheet

	Unit Price	Unit	Existing Right-of-way		Future Public Road Improvements & Drainage Facilities		Private Improvements		Bond Reduction*	
			Quant.	Cost	Quant.	Cost	Quant.	Cost	Quant.	Cost
<b>ROAD SURFACING</b> (4" Rock = 2.5 base & 1.5" top course)										
Additional 2.5" Crushed Surfacing	\$ 3.95	SY		\$ -		\$ -		\$ -		\$ -
HMA 1/2" Overlay, 1.5"	\$ 15.30	SY		\$ -		\$ -		\$ -		\$ -
HMA 1/2" Overlay, 2"	\$ 19.65	SY		\$ -		\$ -		\$ -		\$ -
HMA Road, 2", 4" rock, First 2500 SY	\$ 30.60	SY		\$ -		\$ -		\$ -		\$ -
HMA Road, 2", 4" rock, Qty over 2500 SY	\$ 22.95	SY		\$ -		\$ -		\$ -		\$ -
HMA Road 3", 9 1/2" Rock, First 2500 SY	\$ 45.90	SY		\$ -		\$ -		\$ -		\$ -
HMA Road 3", 9 1/2" Rock, Qty Over 2500 SY	\$ 38.25	SY		\$ -		\$ -		\$ -		\$ -
HMA Road, 6" Depth, First 2500 SY	\$ 36.15	SY		\$ -		\$ -		\$ -		\$ -
HMA Road 6" Depth, Qty. Over 2500 SY	\$ 32.75	SY		\$ -		\$ -		\$ -		\$ -
HMA 3/4" or 1", 4" Depth	\$ 21.85	SY		\$ -		\$ -		\$ -		\$ -
Gravel Road, 4" rock, First 2500 SY	\$ 16.40	SY		\$ -		\$ -		\$ -		\$ -
Gravel Road, 4" rock, Qty. over 2500 SY	\$ 10.95	SY		\$ -		\$ -		\$ -		\$ -
PCC Road (Add under write-ins with design)	\$ -			\$ -		\$ -		\$ -		\$ -
Thickened Edge	\$ 9.40	LF		\$ -		\$ -		\$ -		\$ -

Page 5 of 9

	SUBTOTAL		\$ -		\$ -		\$ -		\$ -
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# Site Improvement Bond Quantity Worksheet

	Unit Price	Unit	Existing Right-of-way		Future Public Road Improvements & Drainage Facilities		Private Improvements		Bond Reduction*	
			Quant.	Cost	Quant.	Cost	Quant.	Cost	Quant.	Cost
<b>DRAINAGE</b> (CPP = Corrugated Plastic Pipe, N12 or Equivalent) For Culvert prices, Average of 4' cover was assumed. Assume perforated PVC is same price as solid pipe.										
Access Road, R/D	\$ 22.95	SY		\$ -		\$ -		\$ -		\$ -
Bollards - fixed	\$ 263.00	Each		\$ -		\$ -		\$ -		\$ -
Bollards - removable	\$ 494.20	Each		\$ -		\$ -		\$ -		\$ -
* (CBs include frame and lid)	\$0.00									
CB Type I	\$ 1,638.75	Each		\$ -		\$ -		\$ -		\$ -
CB Type II	\$ 1,911.90	Each		\$ -		\$ -		\$ -		\$ -
CB Type II, 48" diameter	\$ 2,512.75	Each		\$ -		\$ -		\$ -		\$ -
for additional depth over 4'	\$ 524.40	FT		\$ -		\$ -		\$ -		\$ -
CB Type II, 54" diameter	\$ 2,731.25	Each		\$ -		\$ -		\$ -		\$ -
for additional depth over 4'	\$ 540.80	FT		\$ -		\$ -		\$ -		\$ -
CB Type II, 60" diameter	\$ 3,059.00	Each		\$ -		\$ -		\$ -		\$ -
for additional depth over 4'	\$ 655.50	FT		\$ -		\$ -		\$ -		\$ -
CB Type II, 72" diameter	\$ 3,933.00	Each		\$ -		\$ -		\$ -		\$ -
for additional depth over 4'	\$ 928.65	FT		\$ -		\$ -		\$ -		\$ -
Through-curb Inlet Framework (Add)	\$ 437.00	Each		\$ -		\$ -		\$ -		\$ -
Cleanout, PVC, 4"	\$ 163.90	Each		\$ -		\$ -		\$ -		\$ -
Cleanout, PVC, 6"	\$ 185.70	Each		\$ -		\$ -		\$ -		\$ -
Cleanout, PVC, 8"	\$ 218.50	Each		\$ -		\$ -		\$ -		\$ -
Culvert, PVC, 4"	\$ 10.95	LF		\$ -		\$ -		\$ -		\$ -
Culvert, PVC, 6"	\$ 14.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, PVC, 8"	\$ 16.40	LF		\$ -		\$ -		\$ -		\$ -
Culvert, PVC, 12"	\$ 25.15	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 8"	\$ 20.75	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 12"	\$ 31.70	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 15"	\$ 38.25	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 18"	\$ 44.80	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 24"	\$ 61.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 30"	\$ 85.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 36"	\$ 142.05	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 48"	\$ 207.60	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 60"	\$ 295.00	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CMP, 72"	\$ 382.40	LF		\$ -		\$ -		\$ -		\$ -

SUBTOTAL

\$ -
\$ -
\$ -
\$ -

# Site Improvement Bond Quantity Worksheet

<b>DRAINAGE CONTINUED</b>	Unit Price	Unit	Existing Right-of-way		Future Public Road Improvements & Drainage Facilities		Private Improvements		Bond Reduction*	
			Quant.	Cost	Quant.	Cost	Quant.	Cost	Quant.	Cost
Culvert, Concrete, 8"	\$ 27.30	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 12"	\$ 39.35	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 15"	\$ 45.90	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 18"	\$ 52.45	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 24"	\$ 85.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 30"	\$ 136.55	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 36"	\$ 163.90	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 42"	\$ 191.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, Concrete, 48"	\$ 223.95	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 6"	\$ 15.30	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 8"	\$ 17.50	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 12"	\$ 26.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 15"	\$ 38.25	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 18"	\$ 44.80	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 24"	\$ 61.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 30"	\$ 85.20	LF		\$ -		\$ -		\$ -		\$ -
Culvert, CPP, 36"	\$ 142.05	LF		\$ -		\$ -		\$ -		\$ -
Ditching	\$ 10.40	CY		\$ -		\$ -		\$ -		\$ -
Flow Dispersal Trench (1,436 base+)	\$ 30.60	LF		\$ -		\$ -		\$ -		\$ -
French Drain (3' depth)	\$ 28.40	LF		\$ -		\$ -		\$ -		\$ -
Geotextile, laid in trench, polypropylene	\$ 3.30	SY		\$ -		\$ -		\$ -		\$ -
Mid-tank Access Riser, 48" dia, 6' deep	\$ 2,185.00	Each		\$ -		\$ -		\$ -		\$ -
Pond Overflow Spillway	\$ 17.50	SY		\$ -		\$ -		\$ -		\$ -
Restrictor/Oil Separator, 12"	\$ 1,256.40	Each		\$ -		\$ -		\$ -		\$ -
Restrictor/Oil Separator, 15"	\$ 1,474.90	Each		\$ -		\$ -		\$ -		\$ -
Restrictor/Oil Separator, 18"	\$ 1,857.25	Each		\$ -		\$ -		\$ -		\$ -
Riprap, placed	\$ 45.90	CY		\$ -		\$ -		\$ -		\$ -
Tank End Reducer (36" diameter)	\$ 1,311.00	Each		\$ -		\$ -		\$ -		\$ -
Trash Rack, 12"	\$ 382.40	Each		\$ -		\$ -		\$ -		\$ -
Trash Rack, 15"	\$ 447.95	Each		\$ -		\$ -		\$ -		\$ -
Trash Rack, 18"	\$ 524.40	Each		\$ -		\$ -		\$ -		\$ -
Trash Rack, 21"	\$ 600.90	Each		\$ -		\$ -		\$ -		\$ -
Bioretention Soil Mix	\$ 32.75	CY		\$ -		\$ -		\$ -		\$ -
Bioretention Mulch (Top Layer)	\$ 38.25	CY		\$ -		\$ -		\$ -		\$ -

SUBTOTAL

\$ -
\$ -
\$ -
\$ -

# Site Improvement Bond Quantity Worksheet

	Unit Price	Unit	Existing Right-of-way		Future Public Road Improvements & Drainage Facilities		Private Improvements		Bond Reduction*	
			Quant.	Price	Quant.	Cost	Quant.	Cost	Quant. Complete	Cost
<b>PARKING LOT SURFACING</b>										
2" AC, 2" top course rock & 4" borrow	\$ 22.95	SY		\$ -		\$ -		\$ -		\$ -
2" AC, 1.5" top course & 2.5" base course	\$ 30.60	SY		\$ -		\$ -		\$ -		\$ -
4" select borrow	\$ 5.45	SY		\$ -		\$ -		\$ -		\$ -
1.5" top course rock & 2.5" base course	\$ 15.30	SY		\$ -		\$ -		\$ -		\$ -
<b>WRITE-IN-ITEMS</b>										
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -
				\$ -		\$ -		\$ -		\$ -

SUBTOTAL	\$ -	\$ -	\$ -	\$ -
SUBTOTAL (SUM ALL PAGES):	\$ -	\$ -	\$ -	\$ -
30% CONTINGENCY & MOBILIZATION:	\$ -	\$ -	\$ -	\$ -
GRANDTOTAL:	\$ -	\$ -	\$ -	\$ -
COLUMN:	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>

# Site Improvement Bond Quantity worksheet

Original bond computations prepared by:

Name: \_\_\_\_\_  
 PE Registration Number: \_\_\_\_\_  
 Firm Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

Date: 5/6/2026  
 Tel. #: \_\_\_\_\_  
 Project No: \_\_\_\_\_

## ROAD IMPROVEMENTS & DRAINAGE FACILITIES FINANCIAL GUARANTEE REQUIREMENTS

	PERFORMANCE BOND* AMOUNT	BOND* AMOUNT REQUIRED AT RECORDING OR TEMPORARY OCCUPANCY ***	PUBLIC ROAD & DRAINAGE MAINTENANCE/DEFECT BOND*
Stabilization / Erosion & Sediment Control (ESC)	(A) \$ _____ -		
Existing Right-of-Way Improvements	(B) \$ _____ -		
Future Public Road Improvements & Drainage Facilities	(C) \$ _____ -		
Private Improvements	(D) \$ _____ -		
Calculated Quantity Completed		(E) \$ _____ -	
Total Right-of Way and/or Site Restoration Bond**/**	(A+B) \$ _____ -		
Performance Bond* Amount (A+B+C+D) = TOTAL	(T) \$ _____ -	T x 0.20 \$ _____ -	OR
	Minimum bond* amount is \$1000.	(T-E) \$ _____ -	
Reduced Performance Bond* Total ***		Use larger of Tx20% or (T-E)	
Maintenance/Defect Bond* Total			(B+C) x 0.20 = \$ _____ -

NAME OF PERSON PREPARING BOND\* REDUCTION: \_\_\_\_\_

Date: \_\_\_\_\_

\* **NOTE:** The word "bond" as used in this document means any financial guarantee acceptable to City of Edgewood.

\*\* **NOTE:** EMC 18.30.120 authorizes right of way and site restoration bonds to be combined when both are required.

The restoration requirement shall include the total cost for all TESC as a minimum, not a maximum. In addition, corrective work, both on- and off-site needs to be included. Quantities shall reflect worse case scenarios not just minimum requirements. For example, if a salmonid stream may be damaged, some estimated costs for restoration needs to be reflected in this amount. A 30% contingency and mobilization cost is computed in this quantity (EMC 16.04.100).

\*\*\* **NOTE:** Per EMC 18.30.120, total bond amounts remaining after reduction shall not be less than 20% of the original amount (T) or as revised by major design changes.

SURETY BOND RIDER NOTE: If a bond rider is used, minimum additional performance bond shall be

\$ \_\_\_\_\_ -

 (C+D)-E

REQUIRED BOND\* AMOUNTS ARE SUBJECT TO REVIEW AND MODIFICATION BY CITY OF EDGEWOOD

# LANDSCAPE BOND WORKSHEET



PROJECT NAME \_\_\_\_\_

PREPARED BY \_\_\_\_\_

DATE \_\_\_\_\_

	UNIT PRICE	UNIT TYPE	QUANTITY	PRICE
SOD LAWN AREAS	\$750.00	MSF (1000 SQ. FT)		\$0.00
HYDROSEEDING	\$250.00	MSF (1000 SQ. FT)		\$0.00
<b>SOIL PREPARATION</b>				
A. TOPSOIL (6 INCHES DEEP)	\$35.00	CY (CUBIC YARD)		\$0.00
B. MULCH (2 INCHES DEEP)	\$6.00	SY (SQUARE YARD)		\$0.00
C. PEAT MOSS (TWO INCHES DEEP)	\$2.30	SY (SQUARE YARD)		\$0.00
D. COMPOST (3 INCHES DEEP & TILLING)	\$26.00	SY (SQUARE YARD)		\$0.00
E. FERTILIZER	\$6.67	CY (CUBIC YARD)		\$0.00
<b>PLANT MATERIALS</b>				
A. DECIDUOUS TREES				
1.75 - 2.00" CALIPER (minimum height 10')	\$350.00	EACH (COST & LABOR)		\$0.00
1.5 - 1.75" CALIPER	\$300.00	EACH (COST & LABOR)		\$0.00
B. EVERGREEN TREES				
FIVE (5) FEET OR ABOVE	\$250.00	EACH (COST & LABOR)		\$0.00
C. SHRUBS	\$40.00	EACH (COST & LABOR)		\$0.00
D. GROUND COVER	\$6.00	EACH (COST & LABOR)		\$0.00
<b>MISCELLANEOUS</b>				
TREE STAKES	\$2.65	EACH PER STAKE		\$0.00
FENCING:	\$28.50	LINEAR FOOT		\$0.00
BERMING	\$17.50	LINEAR FOOT		\$0.00
IRRIGATION	\$1.00	SQUARE FOOT		\$0.00
RELOCATING TREES ON SITE				
36" BALL	\$260.00	EACH		\$0.00
60" BALL	\$920.00	EACH		\$0.00
RELOCATING SHRUBS ON SITE				
12" BALL	\$26.00	EACH		\$0.00
24" BALL	\$33.00	EACH		\$0.00
<b>ADDITIONAL ITEMS</b>				
		LUMP SUM		
		LUMP SUM		
		LUMP SUM		
		LUMP SUM		
<b>BOND SUBTOTAL</b>				\$0.00
<b>25% CONTINGENCY</b>				\$0.00
<b>TOTAL BOND AMOUNT</b>				\$0.00

**APPENDIX E**  
**BILL OF SALE FORM**

## BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_, hereinafter referred to as the OWNER, for and in consideration mutual promises heretofore made by the parties under separate agreement or permit entered into or approved on the \_\_\_ day of \_\_\_\_\_, 20\_\_, does hereby grant, sell, transfer and deliver unto the City of Edgewood, a Municipal Corporation in Pierce County, Washington, hereinafter referred to as CITY, the following goods, chattels and other items of personal property, namely:

I: Storm water line improvements consisting of (describe improvements) on and under the [public right-of-way commonly known as STREET NAME, or Public Storm Water Utilities Easement recorded under Pierce County Auditor's Fee No. \_\_\_\_\_]. Said improvements are as shown on the record drawings entitled [Project Name], dated \_\_\_\_\_, 20\_\_.

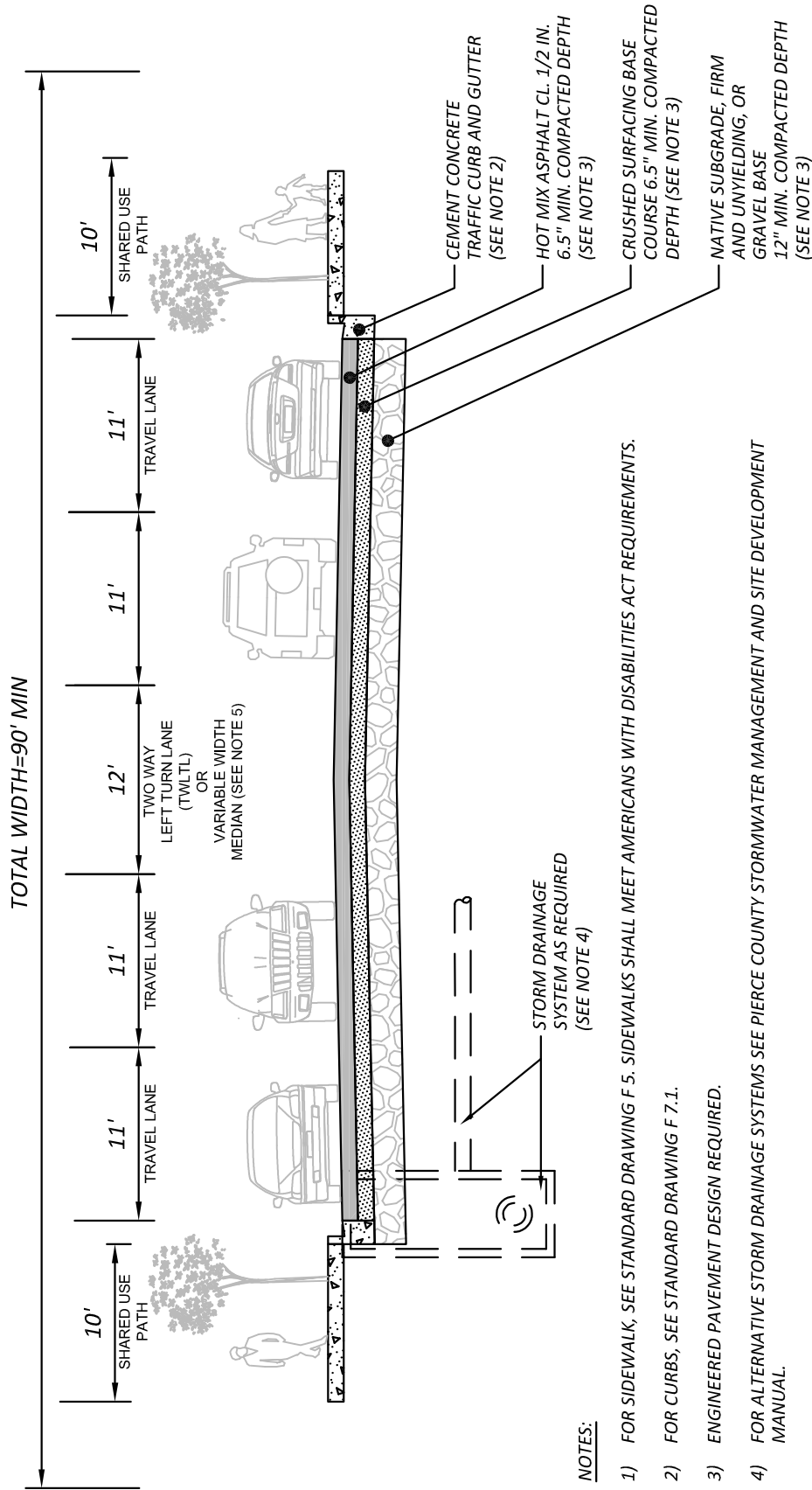
II: This Bill of Sale grants, sells, transfers and delivers to the CITY, ownership in all items which comprise the storm water line improvements installed by the OWNER to date and shown on said drawings.

The OWNER does hereby covenant that he/she is the lawful owner of the afore-described goods, chattels and personal property; that such items are free from all liens and encumbrances; that the OWNER has the right to sell and/or transfer the same as aforesaid, and that the OWNER warrants and will defend the same against the claims and demands of all persons; and that the execution of this Bill of Sale is an authorized act of said OWNER.



**APPENDIX F**

**EDGEWOOD STANDARD NOTES AND DETAILS**



**NOTES:**

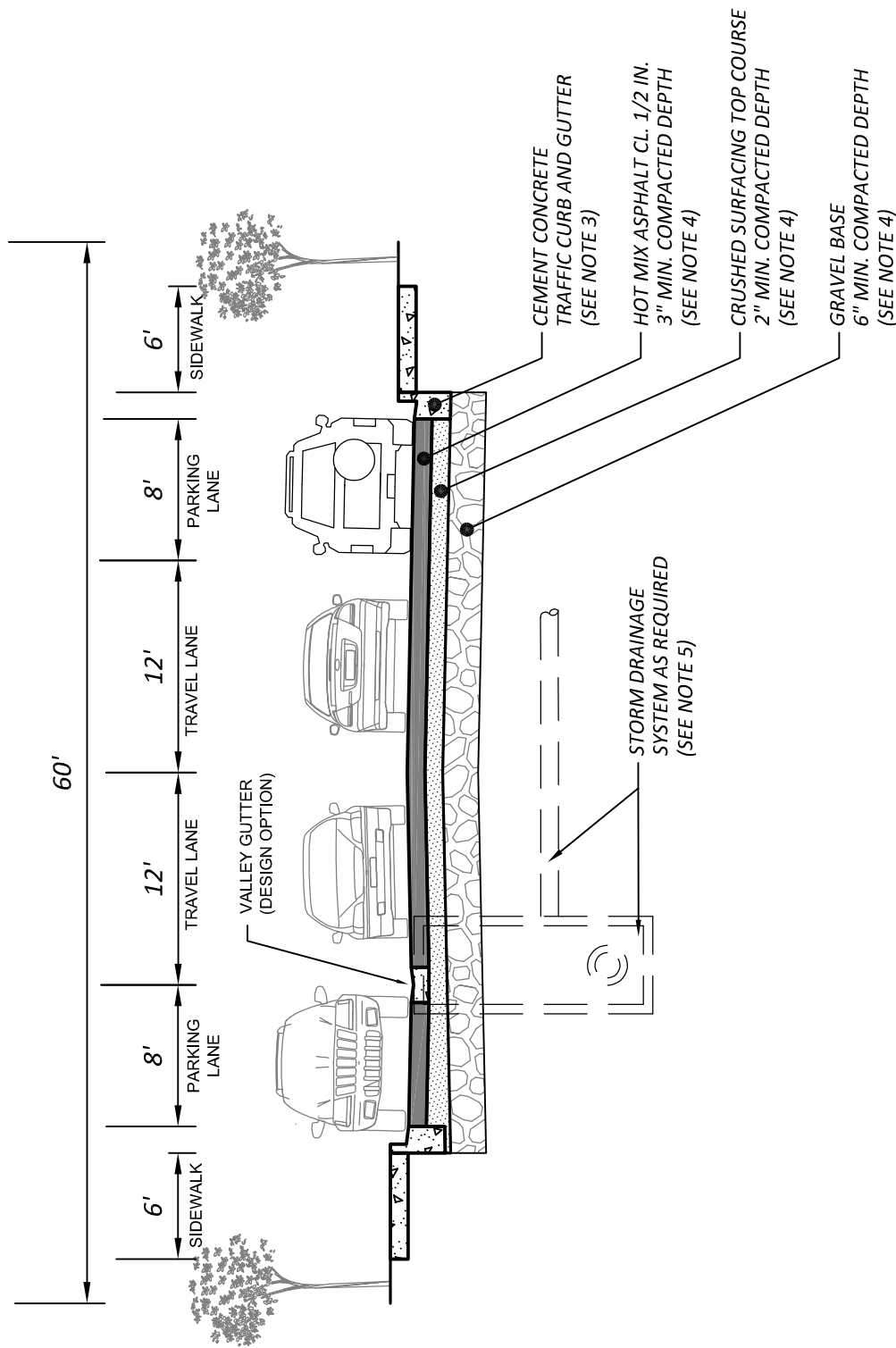
- 1) FOR SIDEWALK, SEE STANDARD DRAWING F 5. SIDEWALKS SHALL MEET AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
- 2) FOR CURBS, SEE STANDARD DRAWING F 7.1.
- 3) ENGINEERED PAVEMENT DESIGN REQUIRED.
- 4) FOR ALTERNATIVE STORM DRAINAGE SYSTEMS SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.
- 5) MEDIAN AND BUFFER TO BE INSTALLED PURSUANT TO THE MERIDIAN AVENUE CORRIDOR STUDY ADOPTED UNDER RESOLUTION 24-0741 AND ANY SUBSEQUENT AMENDMENTS THERETO.



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 BY CITY DATE

**MERIDIAN  
 CORRIDOR**

STD DTL  
**A1**



CEMENT CONCRETE TRAFFIC CURB AND GUTTER (SEE NOTE 3)  
 HOT MIX ASPHALT CL. 1/2 IN. 3" MIN. COMPACTED DEPTH (SEE NOTE 4)  
 CRUSHED SURFACING TOP COURSE 2" MIN. COMPACTED DEPTH (SEE NOTE 4)  
 GRAVEL BASE 6" MIN. COMPACTED DEPTH (SEE NOTE 4)

STORM DRAINAGE SYSTEM AS REQUIRED (SEE NOTE 5)

VALLEY GUTTER (DESIGN OPTION)

NOTES:

- 1) FOR SIDEWALK, SEE STANDARD DRAWING F 5. SIDEWALKS SHALL MEET AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
- 2) FOR CURBS, SEE STANDARD DRAWING F 7.1.
- 3) ENGINEERED PAVEMENT DESIGN REQUIRED. GRAVEL BASE DEPTH MAY BE REDUCED TO LESS THAN THE MINIMUMS SHOWN, BASED ON AN APPROVED ENGINEERED PAVEMENT DESIGN. CRUSHED SURFACING BASE COURSE MAY BE USED INSTEAD OF THE CRUSHED SURFACING TOP COURSE AND GRAVEL BASE.
- 4) FOR ALTERNATIVE STORM DRAINAGE SYSTEMS SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.

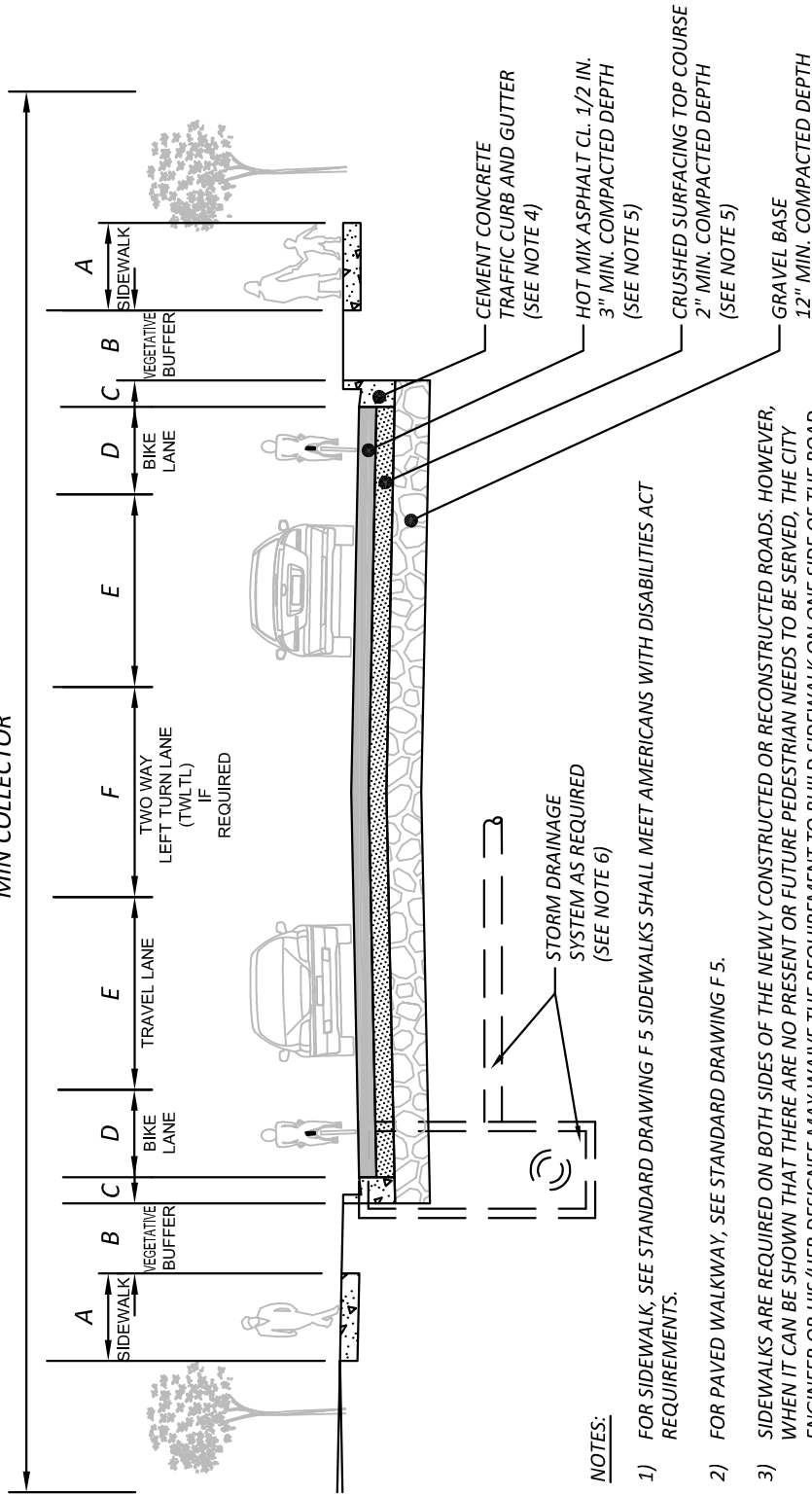


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TOWN CENTER  
 CORRIDOR  
 COLLECTOR ARTERIAL

STD DTL  
 A2

TOTAL WIDTH=80'  
 MIN MINOR ARTERIAL  
 TOTAL WIDTH=70'  
 MIN COLLECTOR



**NOTES:**

- 1) FOR SIDEWALK, SEE STANDARD DRAWING F 5 SIDEWALKS SHALL MEET AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
- 2) FOR PAVED WALKWAY, SEE STANDARD DRAWING F 5.
- 3) SIDEWALKS ARE REQUIRED ON BOTH SIDES OF THE NEWLY CONSTRUCTED OR RECONSTRUCTED ROADS. HOWEVER, WHEN IT CAN BE SHOWN THAT THERE ARE NO PRESENT OR FUTURE PEDESTRIAN NEEDS TO BE SERVED, THE CITY ENGINEER OR HIS/HER DESIGNEE MAY WAIVE THE REQUIREMENT TO BUILD SIDEWALK ON ONE SIDE OF THE ROAD.
- 4) FOR CURBS, SEE STANDARD DRAWING F 7.1.
- 5) ENGINEERED PAVEMENT DESIGN REQUIRED. GRAVEL BASE DEPTH MAY BE REDUCED TO LESS THAN THE MINIMUMS SHOWN, BASED ON AN APPROVED ENGINEERED PAVEMENT DESIGN. CRUSHED SURFACING BASE COURSE MAY BE USED INSTEAD OF THE CRUSHED SURFACING TOP COURSE AND GRAVEL BASE.
- 6) FOR ALTERNATIVE STORM DRAINAGE SYSTEMS SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.

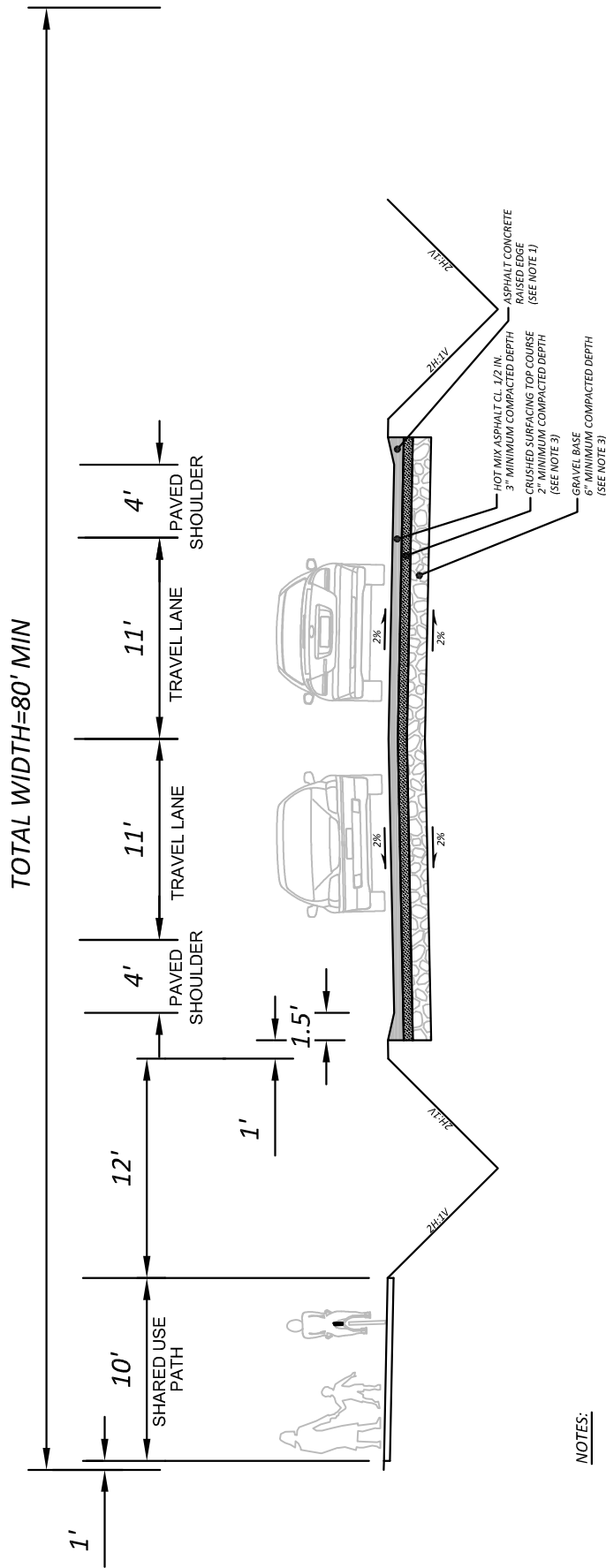
DESIGN SECTION	A	B	C	D	E	F
	SIDEWALK/PLANTER		CURB/GUTTER	BIKE LANE	TRAVEL LANES	CENTER
MINOR ARTERIAL - 3 LANE SECTION	6' w/4' MIN. PLANTER		STANDARD VERTICAL (1.5' TOTAL WIDTH)	5' FROM FACE OF CURB TO STRIPE	10.5'	11' TURN LANE OR MEDIAN
MINOR ARTERIAL - 2 LANE SECTION (TC/C/MUR ZONES)	6' w/5' MIN. PLANTER		STANDARD VERTICAL (1.5' TOTAL WIDTH)	5' FROM FACE OF CURB TO STRIPE	12'	N/A
MINOR ARTERIAL - 2 LANE SECTION (R ZONES)	10' SHARED USE PATH ON ONE SIDE W/5' MIN. PLANTER		STANDARD VERTICAL OR OPEN DRAINAGE	N/A	12'	N/A



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8th, 24th, and 36th  
 CORRIDOR

STD DTL  
 A3



**NOTES:**

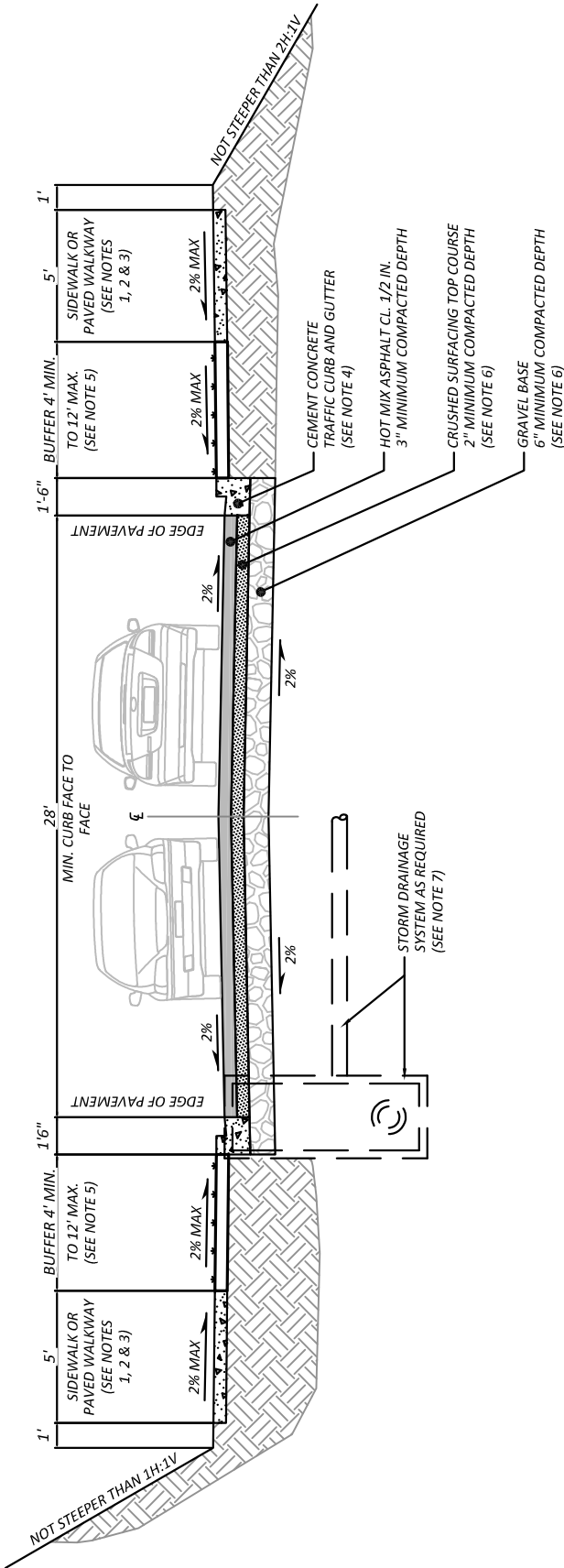
- 1) FOR SIDEWALK, SEE STANDARD DRAWING F.5. SIDEWALKS SHALL MEET AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
- 2) FOR PAVED WALKWAY, SEE STANDARD DRAWING F.5.
- 3) SIDEWALKS ARE REQUIRED ON BOTH SIDES OF THE NEWLY CONSTRUCTED OR RECONSTRUCTED ROADS. HOWEVER, WHEN IT CAN BE SHOWN THAT THERE ARE NO PRESENT OR FUTURE PEDESTRIAN NEEDS TO BE SERVED, THE CITY ENGINEER OR HIS/HER DESIGNEE MAY WAIVE THE REQUIREMENT TO BUILD SIDEWALK ON ONE SIDE OF THE ROAD.
- 4) FOR CURBS, SEE STANDARD DRAWING F.7.1.
- 5) ENGINEERED PAVEMENT DESIGN REQUIRED. GRAVEL BASE DEPTH MAY BE REDUCED TO LESS THAN THE MINIMUMS SHOWN, BASED ON AN APPROVED ENGINEERED PAVEMENT DESIGN. CRUSHED SURFACING BASE COURSE MAY BE USED INSTEAD OF THE CRUSHED SURFACING TOP COURSE AND GRAVEL BASE.
- 6) FOR ALTERNATIVE STORM DRAINAGE SYSTEMS SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.



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**122nd  
 CORRIDOR**

STD DTL  
**A4**



**NOTES:**

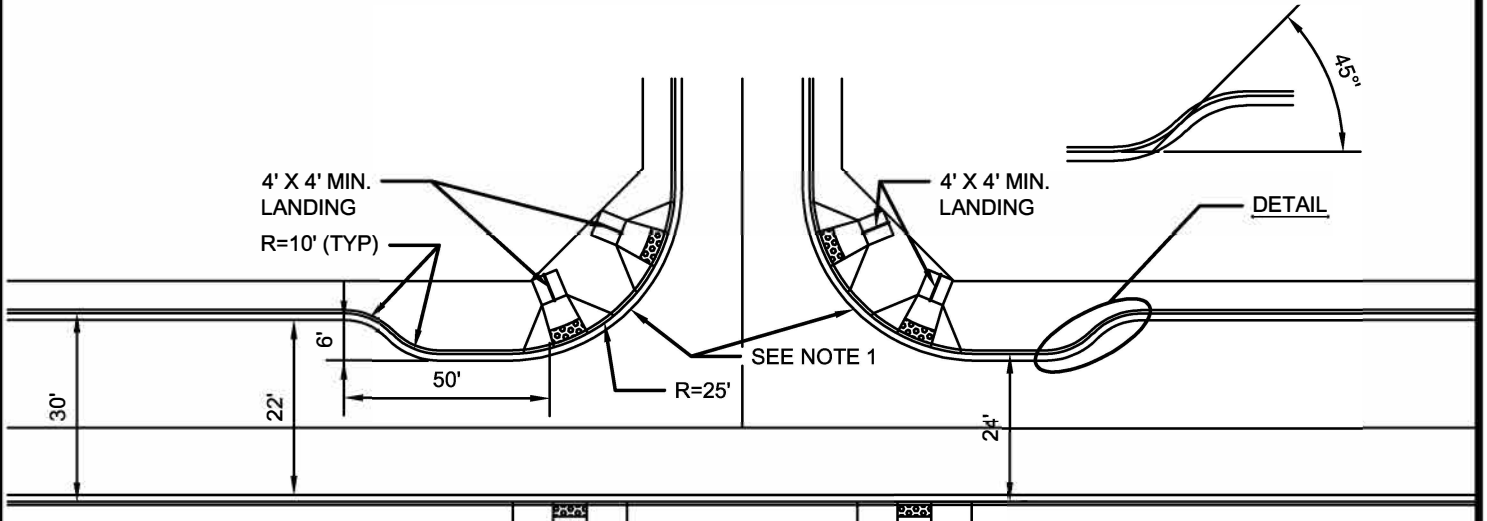
- 1) FOR SIDEWALK, SEE STANDARD DRAWING F.5. SIDEWALKS SHALL MEET AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
- 2) FOR PAVED WALKWAY, SEE STANDARD DRAWING F.5.
- 3) SIDEWALKS ARE REQUIRED ON BOTH SIDES OF THE NEWLY CONSTRUCTED OR RECONSTRUCTED ROADS. HOWEVER, WHEN IT CAN BE SHOWN THAT THERE ARE NO PRESENT OR FUTURE PEDESTRIAN NEEDS TO BE SERVED, THE COUNTY ENGINEER OR HIS/HER DESIGNEE MAY WAIVE THE REQUIREMENT TO BUILD SIDEWALK ON ONE SIDE OF THE ROAD.
- 4) FOR CURBS, SEE STANDARD DRAWING F.7.1.
- 5) BUFFER TO BE NATIVE VEGETATION, GRASS OR GROUND COVER NOT TO EXCEED 24" IN HEIGHT ABOVE THE ROADWAY SURFACE, AS APPROVED BY ENGINEER. SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.
- 6) CRUSHED SURFACING BASE COURSE MAY BE USED INSTEAD OF THE CRUSHED SURFACING TOP COURSE AND GRAVEL BASE.
- 7) FOR ALTERNATIVE STORM DRAINAGE SYSTEMS SEE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.
- 8) THIS SECTION SHALL BE REQUIRED OF ALL LOCAL ROADS AND CUL-DE-SACS UNLESS A DEVIATION TO THE ROAD STANDARDS IS APPROVED.



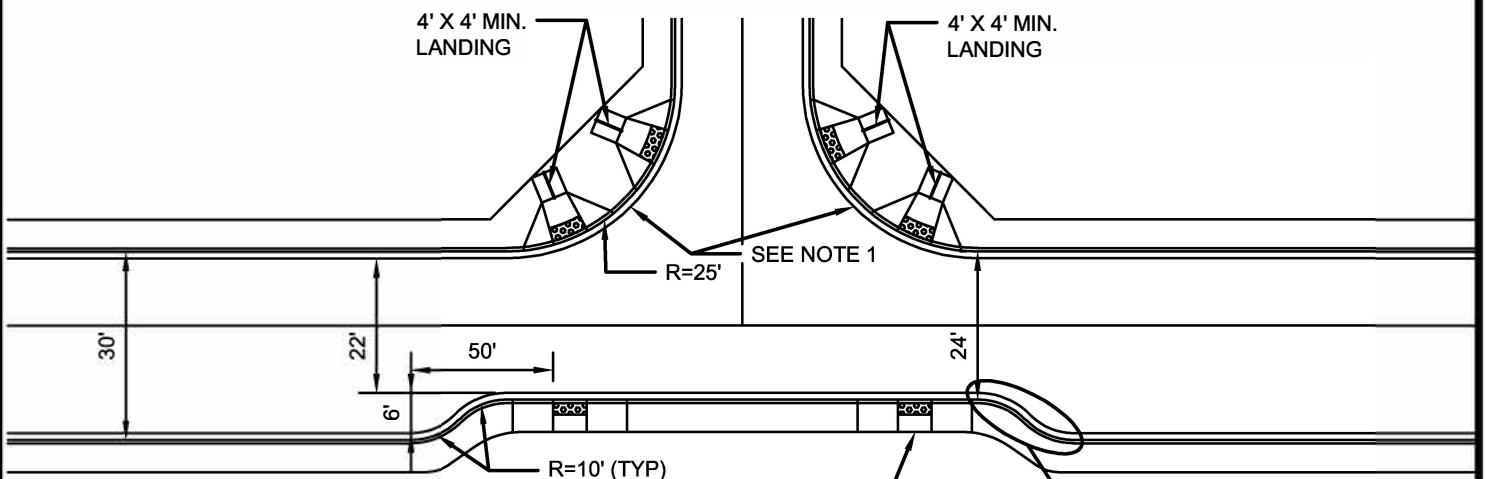
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**LOCAL  
 ROAD**

STD DTL  
**A5**



OPTION 1



OPTION 2

NOTES:

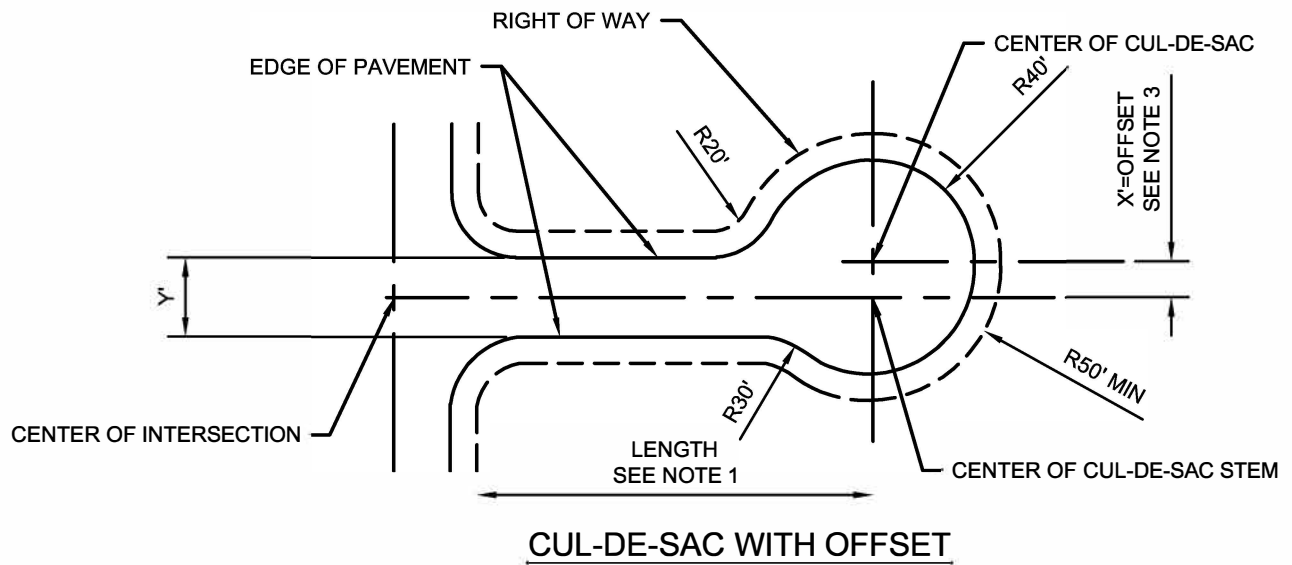
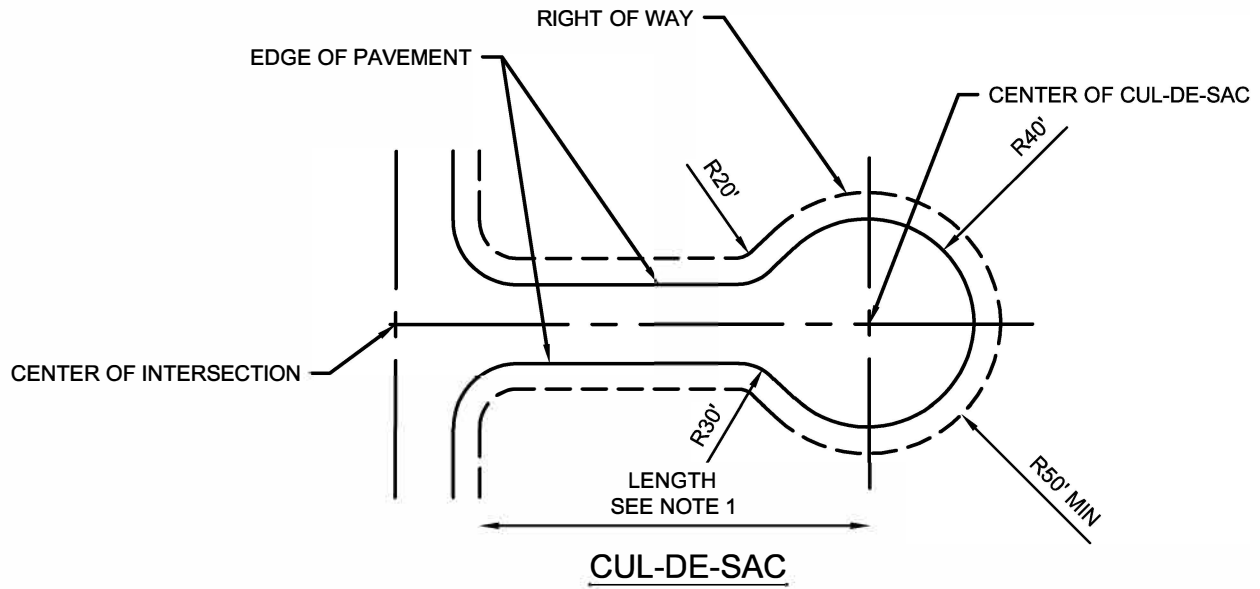
1. FOR SIDEWALK RAMPS, SEE STANDARD DRAWINGS F8.1 THROUGH F8.3,



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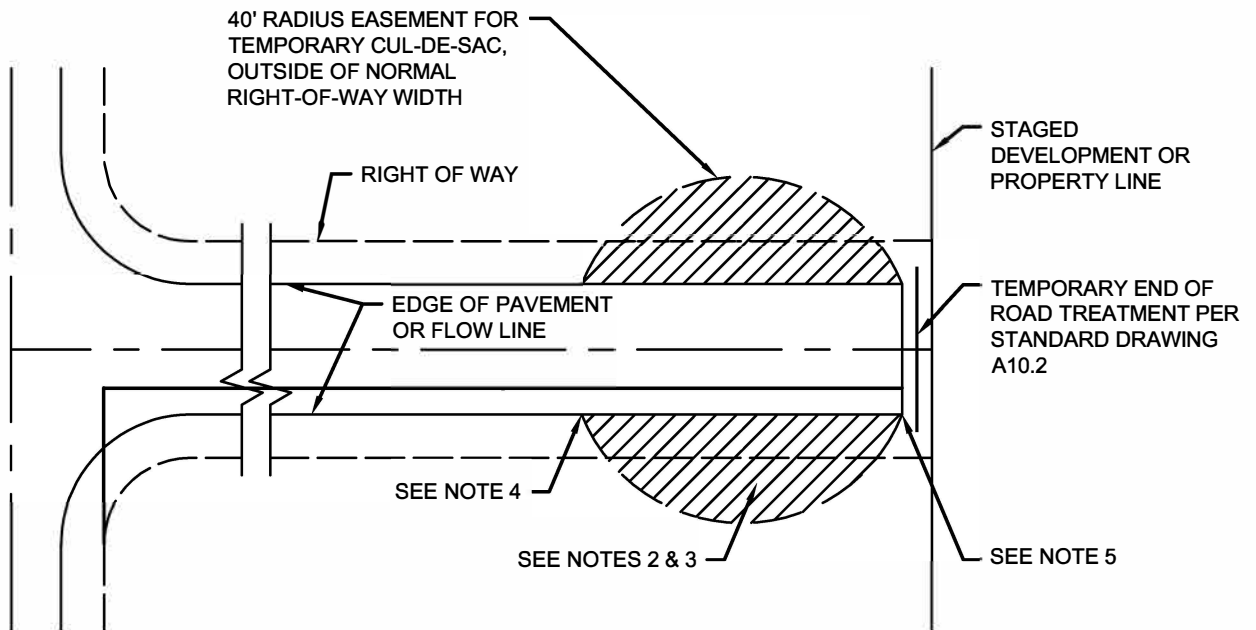
**INTERSECTION WITH ON  
 STREET PARKING**

STD DTL  
**A6**



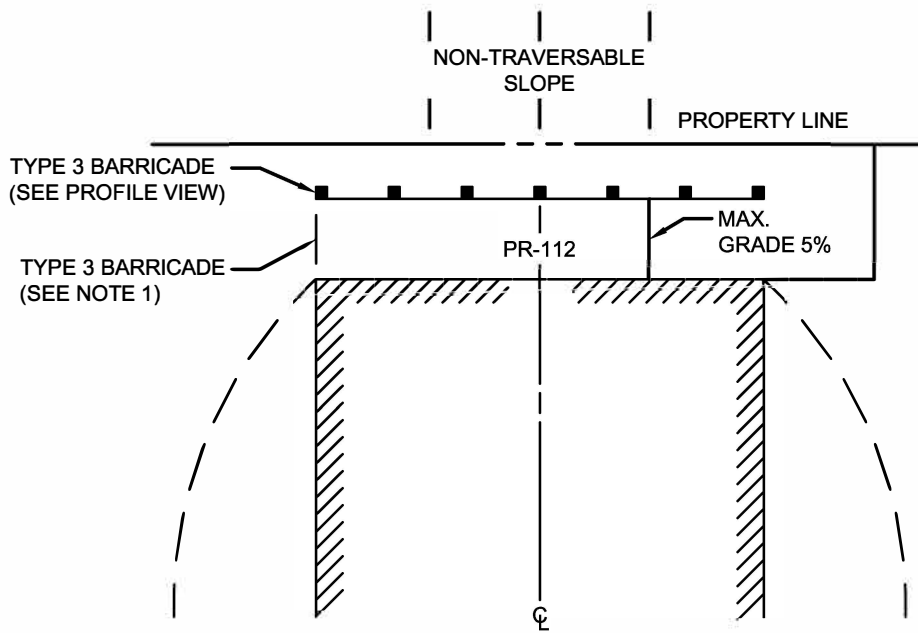
NOTES:

1. LENGTH MEASURED ALONG CENTERLINE:  
 MINIMUM = 100 FEET  
 MAXIMUM = 700 FEET
2. RADIUS OF CUL-DE-SAC TO FLOW LINE OF CEMENT CONCRETE TRAFFIC CURB AND GUTTER = 41 FEET.
3. MAXIMUM OFFSET:  
 $X' = 40 - Y'/2$
4. INSTALL STANDARD MONUMENTS AT THE CENTER OF THE CUL-DE-SAC AND AT THE CENTER OF THE CUL-DE-SAC STEM.

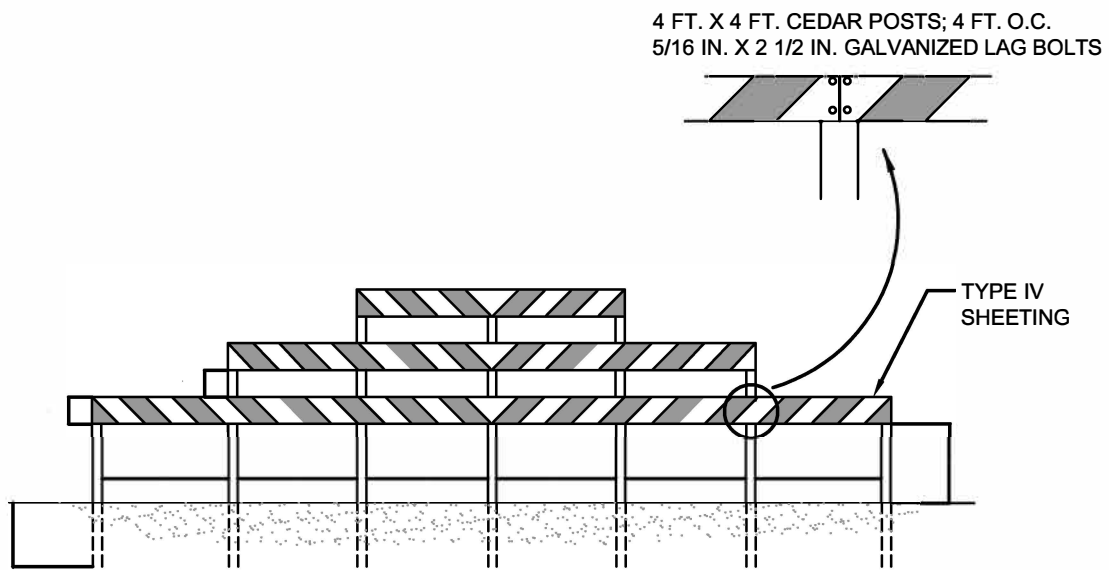


**NOTES:**

1. TEMPORARY CUL-DE-SAC IS REQUIRED WHEN THE LENGTH MEASURED ALONG CENTERLINE IS GREATER THAN 100 FEET.
2. PAVEMENT STRUCTURE OF CROSS HATCHED AREA OF CUL-DE-SAC SHALL BE IDENTICAL TO ROAD PAVEMENT STRUCTURE.
3. SLOPE CROSS HATCHED SECTIONS A MINIMUM OF 2% TOWARD ROAD. PAVEMENT TO COME LEVEL WITH EDGE OF PAVEMENT OR CONCRETE ROLLED CURB.
4. END ASPHALT CONCRETE BARRIER CURB OR CEMENT CONCRETE TRAFFIC CURB AND GUTTER AND SIDEWALK AT THIS POINT, EACH SIDE.
5. CONTINUE ASPHALT CONCRETE RAISED EDGE OR CEMENT CONCRETE ROLLED CURB AND SIDEWALK THROUGH THE TEMPORARY CUL-DE-SAC AREA TO THE END OF PAVEMENT, EACH SIDE.



PLAN VIEW



PROFILE VIEW  
(SEE NOTE 2)

NOTES:

1. EXTEND TO EDGE OF PAVEMENT, MINIMUM CONDITION, OR FURTHER AS NECESSARY TO HAVE A 4 FT. PANEL, TYPICAL.
2. 48 IN. X 12 IN. HIGH INTENSITY BARRICADE PANELS WITH ALTERNATING RED AND WHITE STRIPES INSTALLED FACING TRAFFIC. STRIPES SHALL BE 6 INCHES WIDE AND ALIGNED DIAGONALLY AS SHOWN, TYPICAL.

TEMPORARY END OF ROAD TREATMENT  
TYPE 3 BARRICADE



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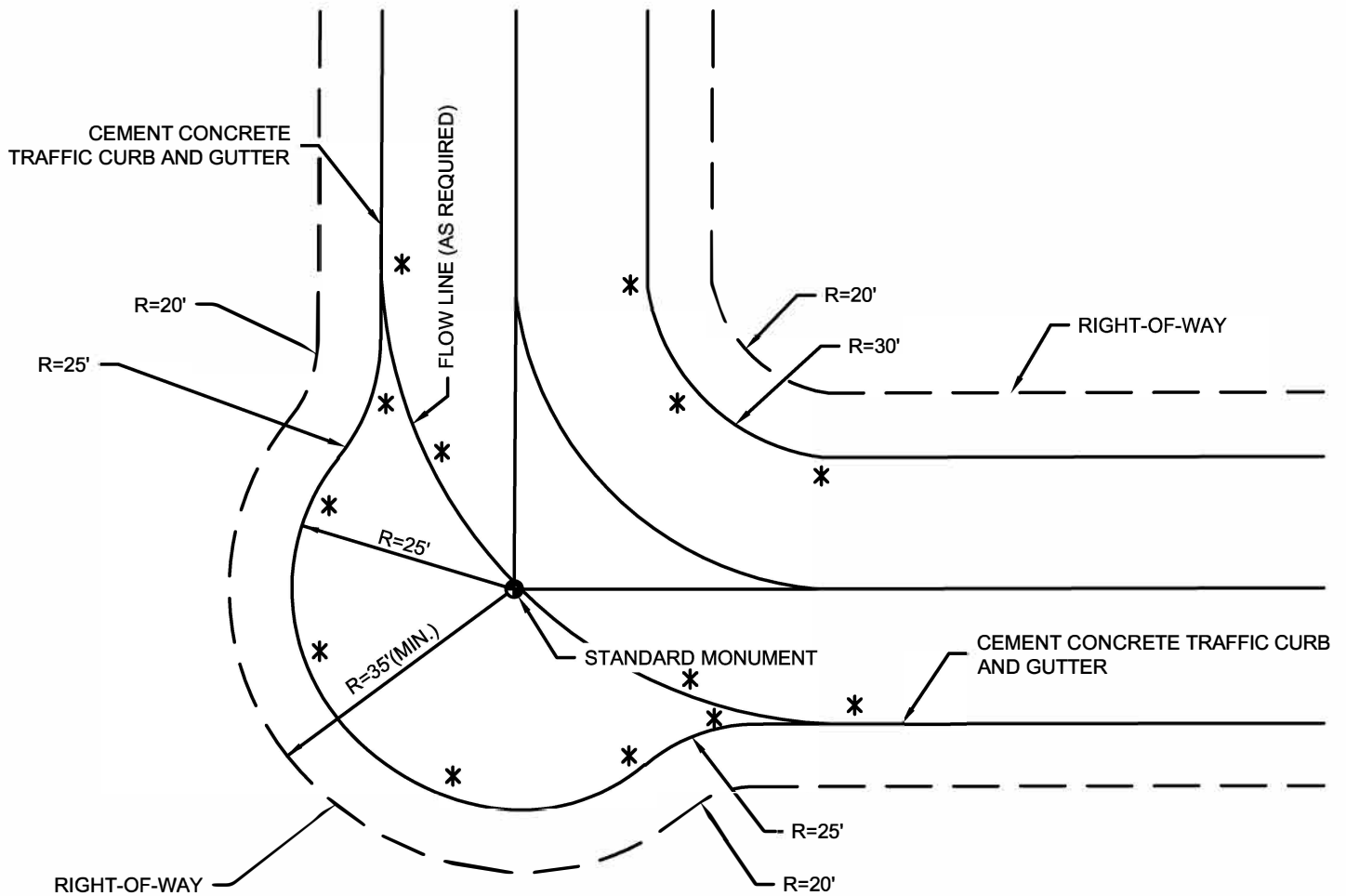
BY CITY

DATE

**END ROADWAY**

STD DTL

**A9**



LEGEND

\* CURB ELEVATIONS (REQUIRED ON PLANS)

NOTES:

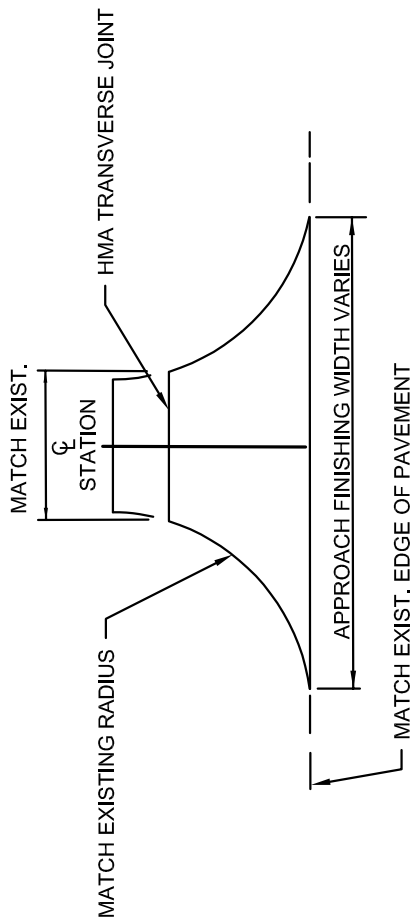
1. SEE STANDARD DRAWING F7 FOR CEMENT CONCRETE TRAFFIC CURB AND GUTTER DETAILS.
2. INSTALL A STANDARD MONUMENT AT THE POINT OF INTERSECTION FOR THE CURVE.



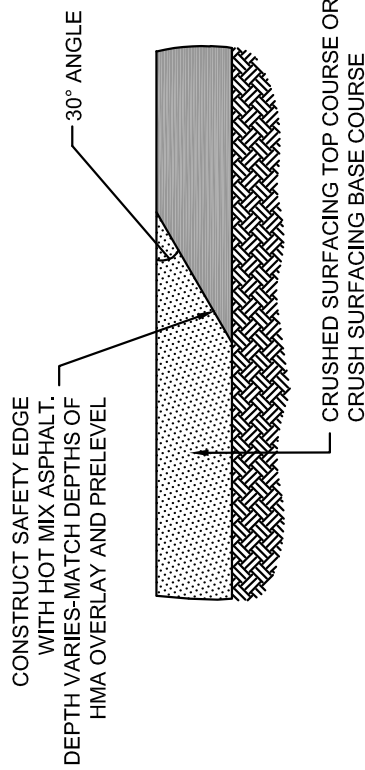
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 BY CITY DATE

**RIGHT ANGLE "L"  
 INTERSECTION**

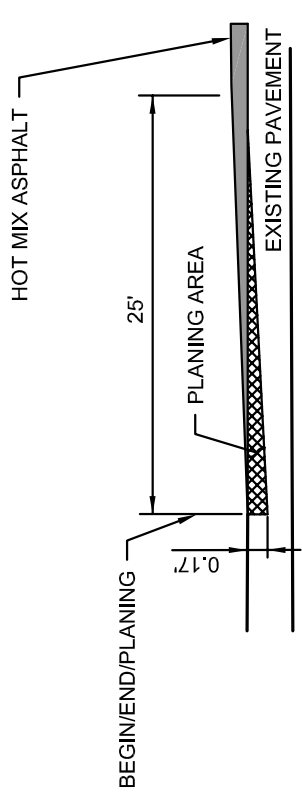
STD DTL  
**A10**



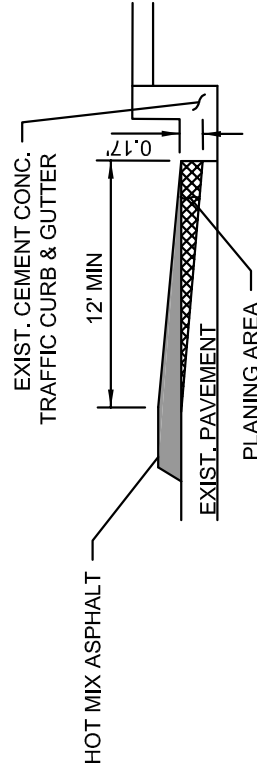
ROAD/DRIVEWAY APPROACH



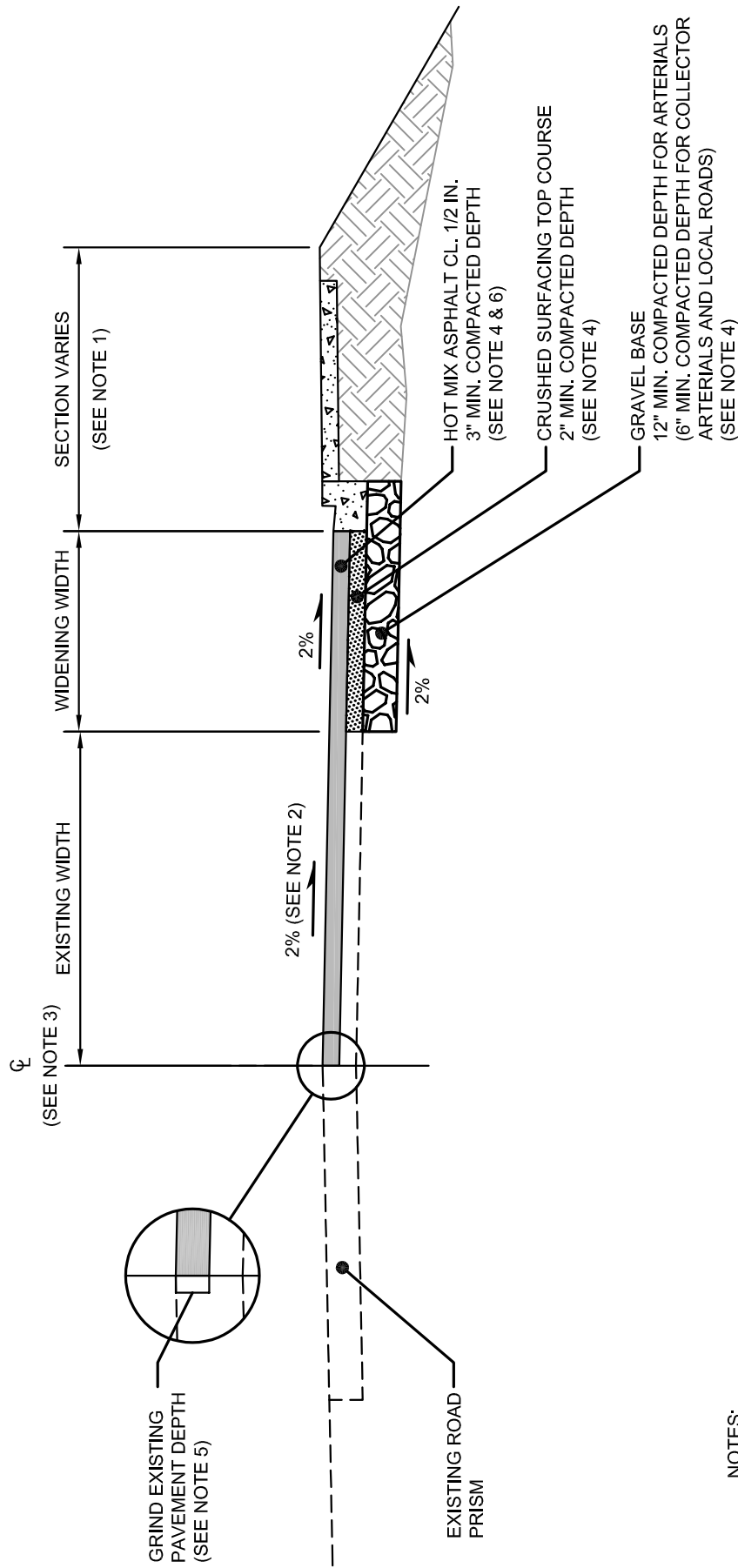
SAFETY EDGE



TRANSVERSE JOINT  
PLANNING



VERTICAL JOINT  
PLANNING



**NOTES:**

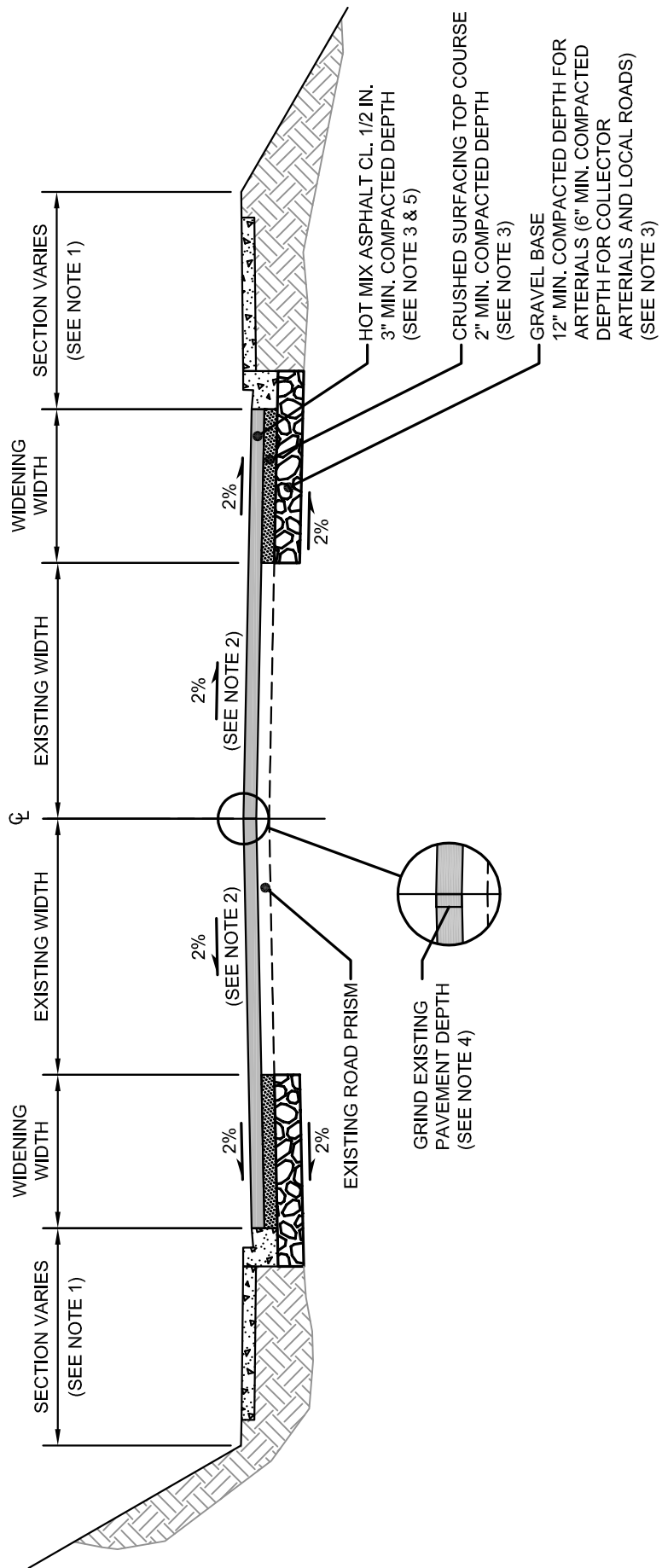
1. SECTION COULD VARY FROM CEMENT CONCRETE TRAFFIC CURB, GUTTER, AND SIDEWALK; ASPHALT CONCRETE BARRIER CURB AND SHOULDER; OR SHOULDER SECTION FOR OPEN DRAINAGE.
2. PRELEVELING AND GRINDING MAY BE NECESSARY TO MEET CROSS SLOPE.
3. NON-CONFORMING CENTERLINE AND CROWN PROFILE MAY REQUIRE THE OVERLAY OF THE ENTIRE ROADWAY.
4. ENGINEERED PAVEMENT DESIGN REQUIRED FOR ARTERIAL ROADWAYS. GRAVEL BASE DEPTH MAY BE REDUCED TO LESS THAN THE MINIMUMS SHOWN, BASED ON AN APPROVED ENGINEERED PAVEMENT DESIGN. CRUSHED SURFACING BASE COURSE MAY BE USED INSTEAD OF THE CRUSHED SURFACING TOP COURSE AND GRAVEL BASE.
5. GRIND EXISTING PAVEMENT TO A MINIMUM OF 2" FOR EXISTING HMA DEPTHS 3" OR GREATER. MAXIMUM GRINDING DEPTH FOR EXISTING HMA DEPTHS LESS THAN 3" SHALL BE 1".
6. HMA DEPTH FOR WIDENING WIDTH TO EQUAL HMA DEPTH OF EXISTING ROAD PRISM OR 3" MINIMUM, WHICHEVER IS GREATER.



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**WIDENING AND OVERLAY -  
 ONE SIDE OF THE  
 ROADWAY ONLY**

STD DTL  
**A12**



**NOTES:**

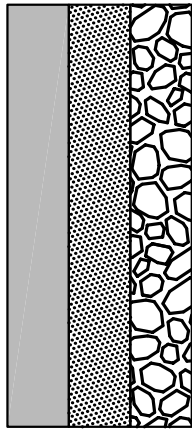
1. SECTION COULD VARY FROM CEMENT CONCRETE TRAFFIC CURB, GUTTER, AND SIDEWALK; ASPHALT CONCRETE BARRIER CURB AND SHOULDER; OR SHOULDER SECTION FOR OPEN DRAINAGE.
2. PRELEVELING AND GRINDING MAY BE NECESSARY TO MEET CROSS SLOPE.
3. ENGINEERED PAVEMENT DESIGN REQUIRED FOR ARTERIAL ROADWAYS. GRAVEL BASE DEPTH MAY BE REDUCED TO LESS THAN THE MINIMUMS SHOWN, BASED ON AN APPROVED ENGINEERED PAVEMENT DESIGN. CRUSHED SURFACING BASE COURSE MAY BE USED INSTEAD OF THE CRUSHED SURFACING TOP COURSE AND GRAVEL BASE.
4. GRIND EXISTING PAVEMENT TO A MINIMUM OF 2" FOR EXISTING HMA DEPTHS 3" OR GREATER. MAXIMUM GRINDING DEPTH FOR EXISTING HMA DEPTHS LESS THAN 3" SHALL BE 1".
5. HMA DEPTH FOR WIDENING WIDTH TO EQUAL HMA DEPTH OF EXISTING ROAD PRISM OR 3" MINIMUM, WHICHEVER IS GREATER.



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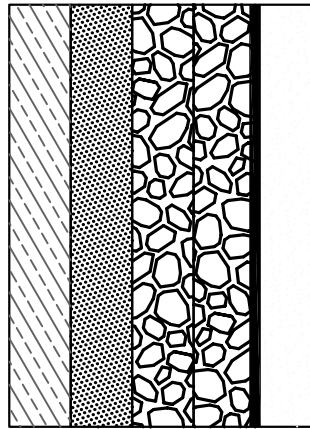
**WIDENING AND OVERLAY -  
 BOTH SIDES OF THE  
 ROADWAY**

STD DTL  
**A13**



**IMPERMEABLE PAVEMENT SECTION**

A / B  
H  
K



**PERMEABLE PAVEMENT SECTION**

C / D  
F  
G  
I  
J  
NON-WOVEN GEOTEXTILE FABRIC REQUIRED BELOW RESERVOIR COURSE

	MATERIAL	SHARED ACCESS	ALLEY	LOT ACCESS AS REQUIRED BY EMC 12.02.060
A	ASPHALT PAVEMENT	2"	2"	2"
B	CEMENT CONCRETE	6"	6"	6"
C	PERVIOUS CONCRETE	8"	8"	
D	POROUS ASPHALT	2"	2"	
F	POROUS ASPHALT TREATED BASE (SEE NOTE 7)	3"	3"	
G	LEVELING COURSE (PER MANUFACTURER'S SPECIFICATIONS)	2" MIN.	2" MIN.	
H	CRUSHED SURFACING TOP COURSE	4"	4"	2"
I	RESERVOIR/STORAGE COURSE	*	*	
J	WATER QUALITY TREATMENT COURSE (IF REQUIRED)	6"	6"	
K	GRAVEL BASE	6"	6"	6"

\* RESERVOIR/STORAGE COURSE FOR SHARED ACCESS AND ALLEY TO BE DESIGNED IN ACCORDANCE WITH THE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.

**NOTES:**

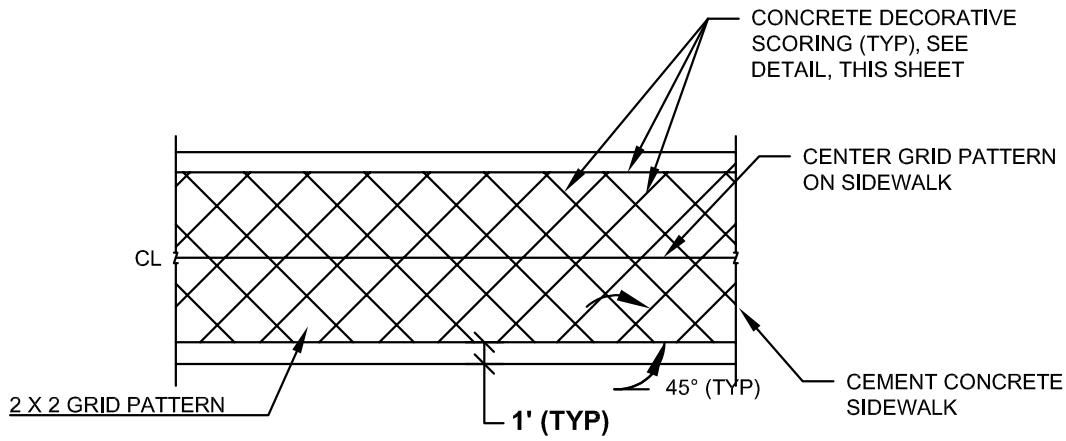
1. SUBGRADE BELOW PERMEABLE PAVEMENT SECTION TO BE COMPACTED TO 90-92% (STANDARD PROCTOR) AND BE FIRM AND UNYIELDING.
2. SUBGRADE BELOW IMPERMEABLE PAVEMENT SECTION TO BE COMPACTED TO 95% MINIMUM (STANDARD PROCTOR) AND BE FIRM AND UNYIELDING.
3. DRAINAGE SYSTEM TO BE DESIGNED IN ACCORDANCE WITH THE PIERCE COUNTY STORMWATER MANAGEMENT AND SITE DEVELOPMENT MANUAL.
4. POROUS ASPHALT TREATED BASE ONLY REQUIRED WHEN POROUS ASPHALT IS USED.



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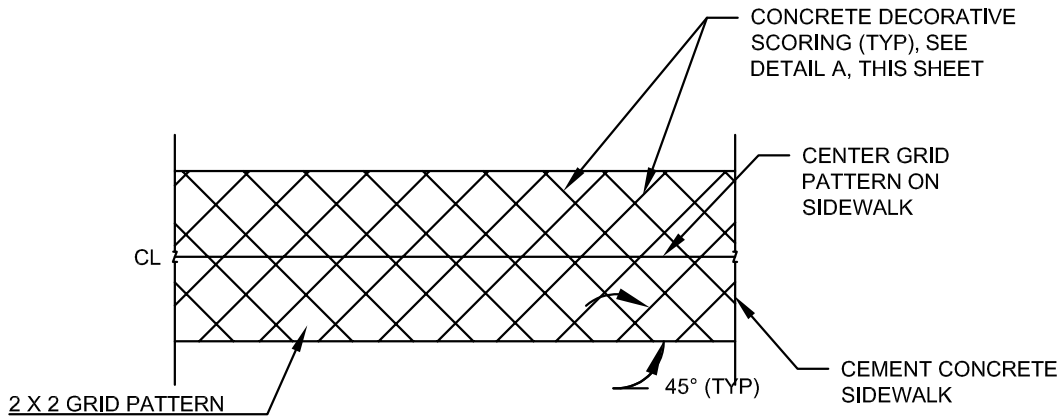
**MINIMUM STRUCTURAL SECTIONS FOR SHARED ACCESS, ALLEY WAYS AND LOT ACCESS**

STD DTL  
**A14**



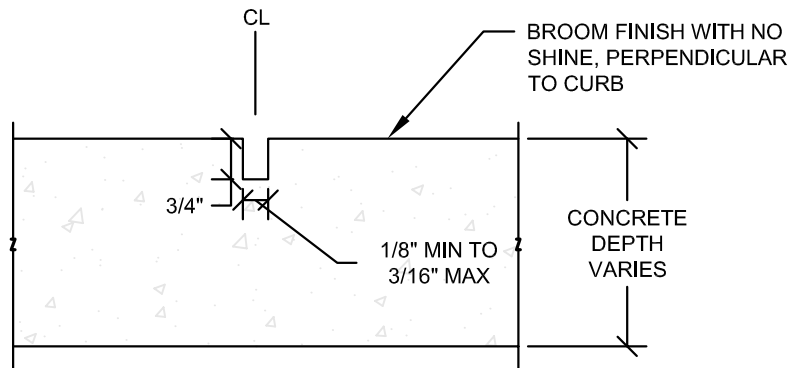
**TYPICAL DECORATIVE SCORING PATTERN  
8' AND GREATER WIDTH SIDEWALK**

PLAN VIEW



**TYPICAL DECORATIVE SCORING PATTERN  
6' WIDTH SIDEWALK**

PLAN VIEW



NOTE: CLEAN SCORE BY HAND TOOL OR SAW CUTTING

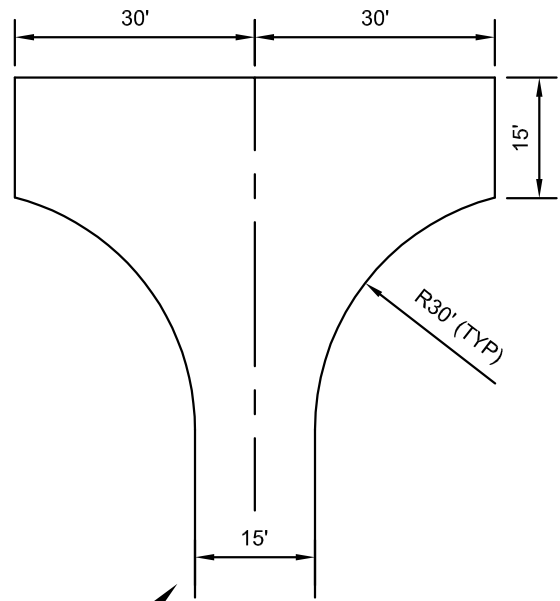
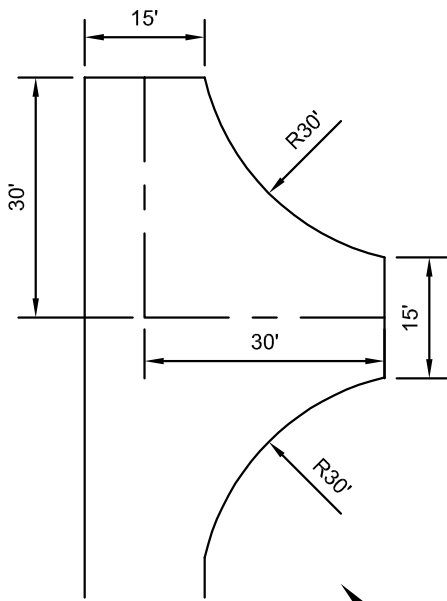
**CONCRETE DECORATIVE SCORING DETAIL**  
SECTION VIEW



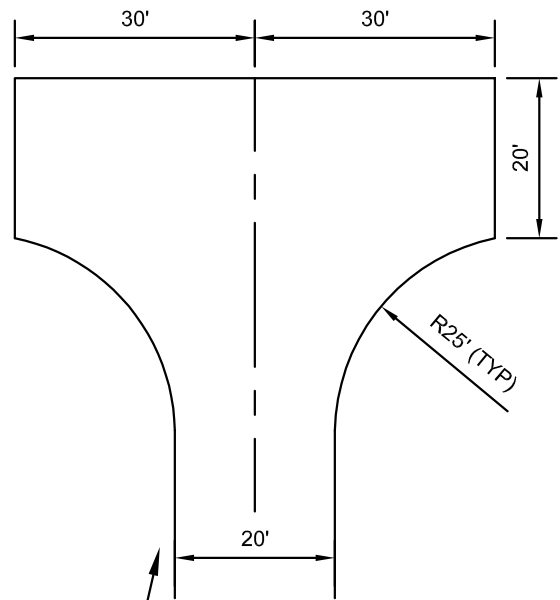
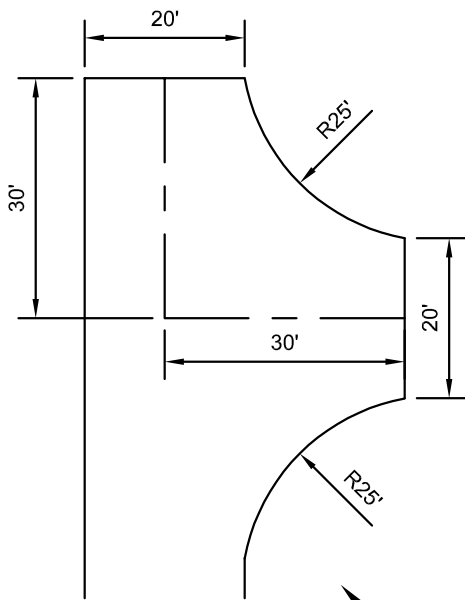
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**DECORATIVE JOINT  
DETAILS**

STD DTL  
**A15**



2 DWELLINGS OR LESS



3 DWELLINGS OR MORE

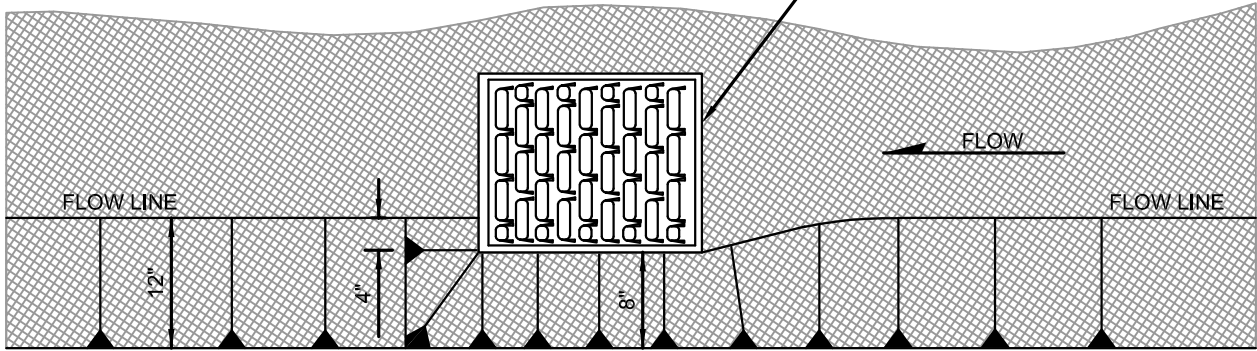


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RESIDENTIAL HAMMERHEAD  
 TURNAROUND  
 CONFIGURATIONS

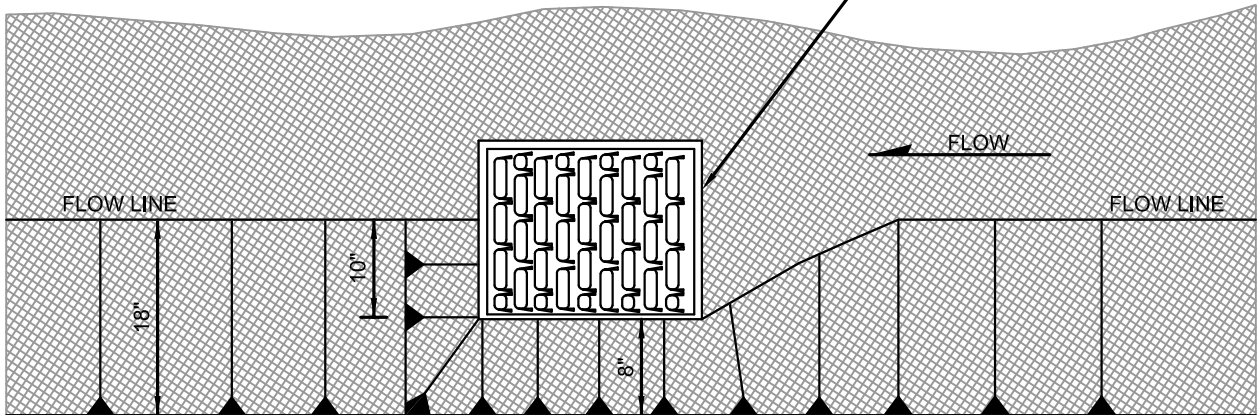
STD DTL  
 A16

RECTANGULAR VANED GRATE, CURRENT WSDOT STANDARD PLAN B-30.30-XX



ASPHALT CONCRETE BARRIER CURB

RECTANGULAR VANED GRATE, CURRENT WSDOT STANDARD PLAN B-30.30-XX



ASPHALT CONCRETE RAISED EDGE

(NOT TO SCALE)

NOTES:

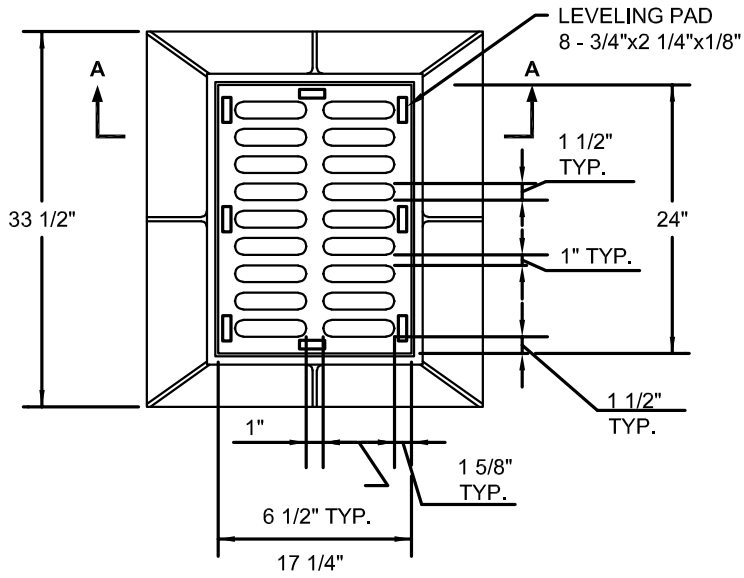
1. RECTANGULAR BI-DIRECTIONAL VANED GRATE, CURRENT WSDOT STANDARD PLAN B-30.40-XX, SHALL BE PROVIDED FOR ALL CATCH BASINS LOCATED AT LOW POINTS OF VERTICAL CURVES OR GRADE BREAKS, EXCEPT WHEN CEMENT CONCRETE ROLLED CURB IS USED.
2. MATERIAL IS GREY IRON ASTM A48 CLASS 30.



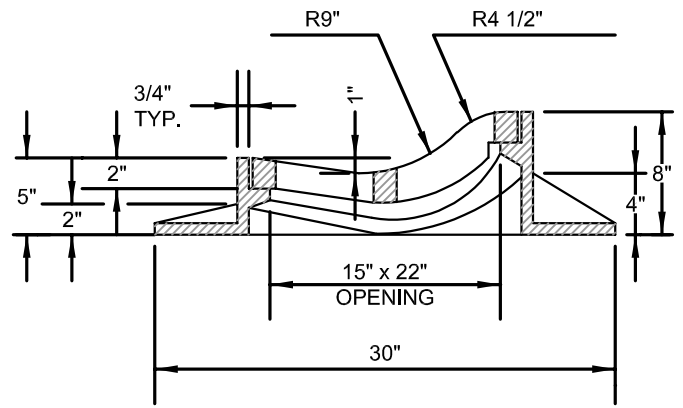
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 BY CITY DATE

**CATCH BASIN AND INLET  
 INSTALLATION FOR CURBS**

STD DTL  
**B1.1**

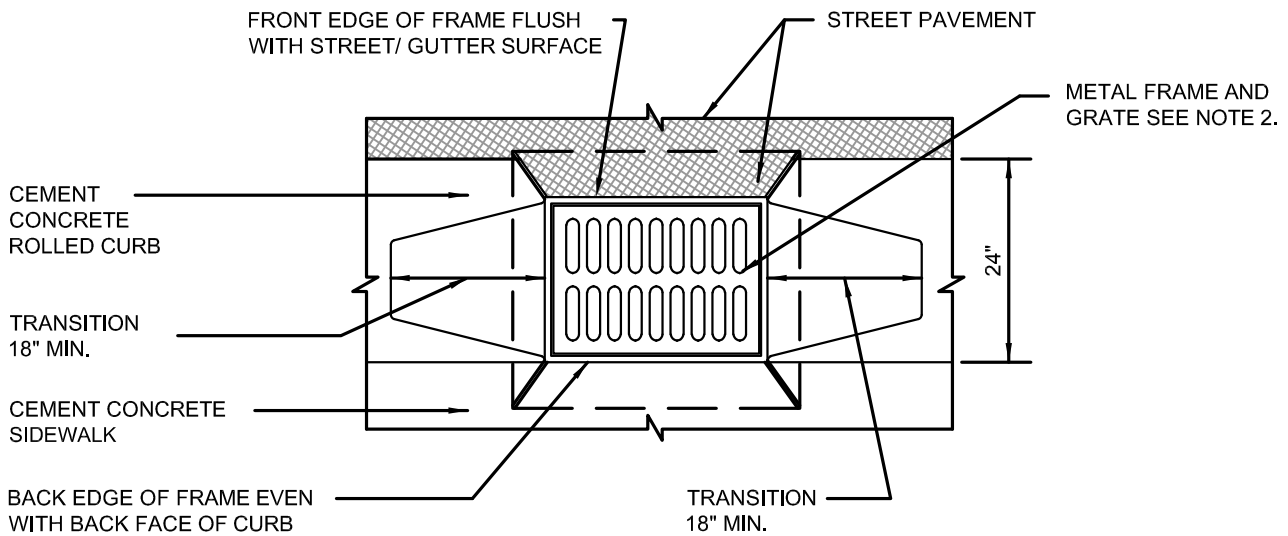


PLAN



SECTION A-A

ROLLED CURB FRAME AND GRATE



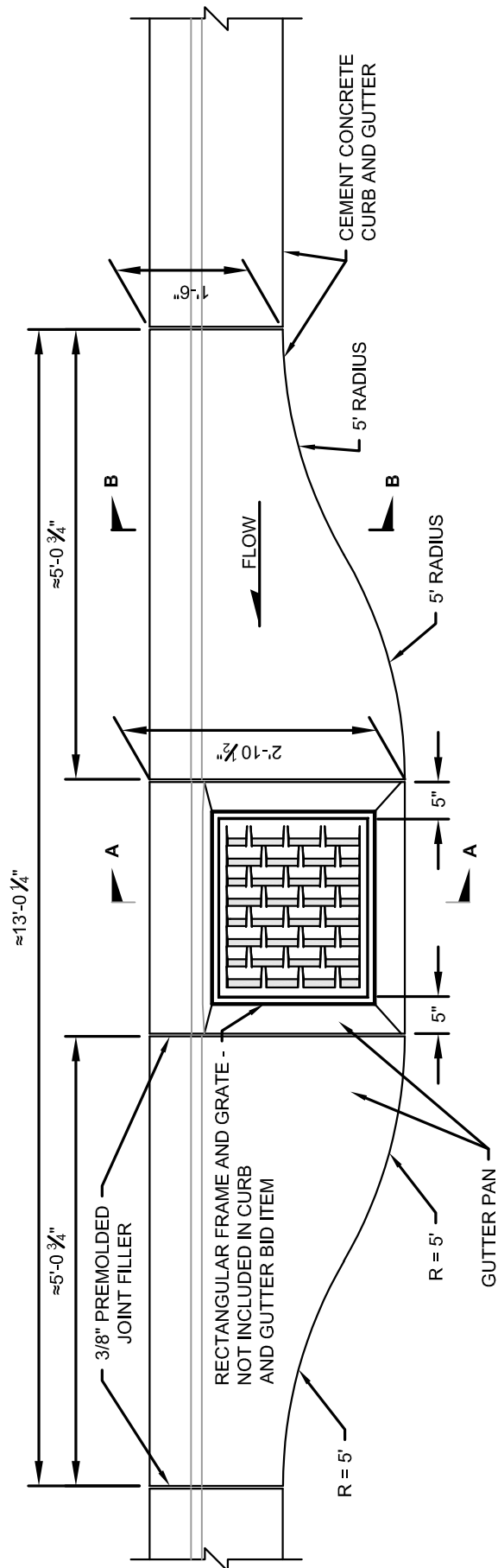
CEMENT CONCRETE ROLLED CURB



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 BY CITY DATE

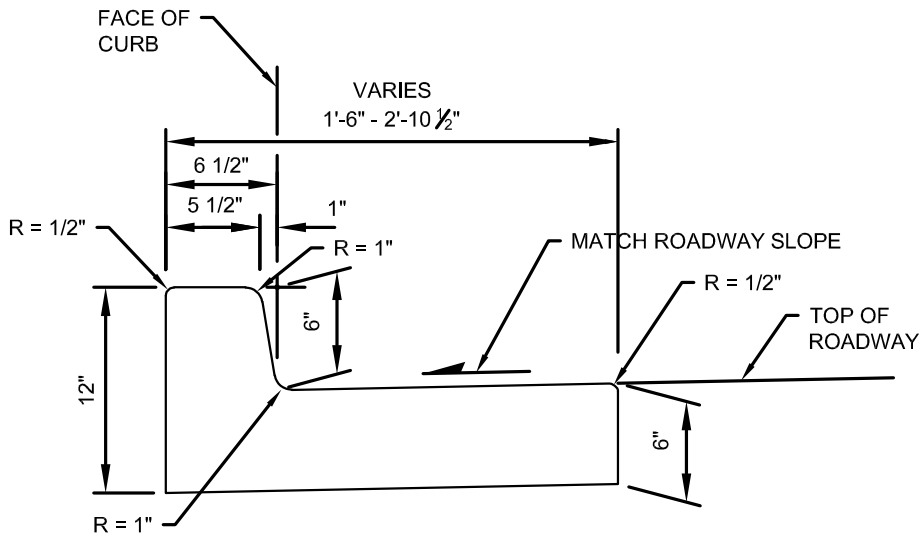
**CATCH BASIN AND INLET  
 INSTALLATION FOR  
 ROLLED CURB**

STD DTL  
**B1.2**

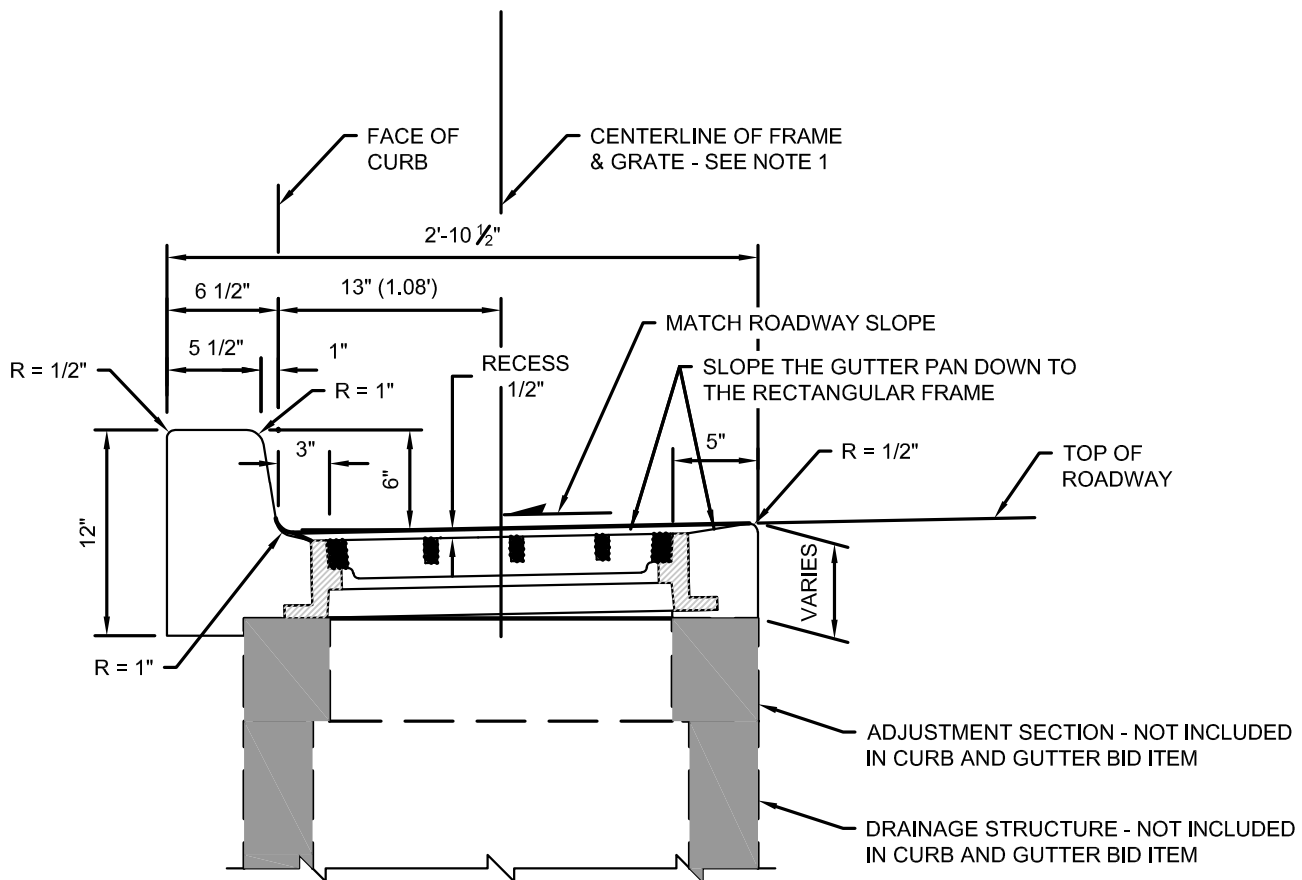


CATCH BASIN GUTTER PAN

(NOT TO SCALE)



**SECTION B-B**



**SECTION A-A**

(NOT TO SCALE)

**NOTE:**

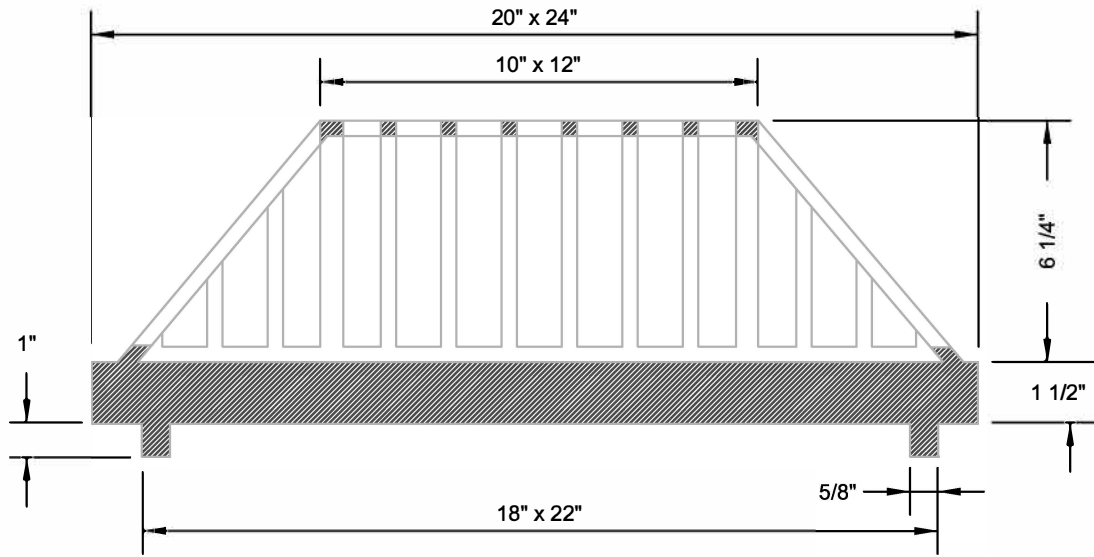
1. THE CENTERLINE OF THE DRAINAGE STRUCTURE MAY DIFFER FROM THE CENTERLINE OF THE FRAME AND GRATE.



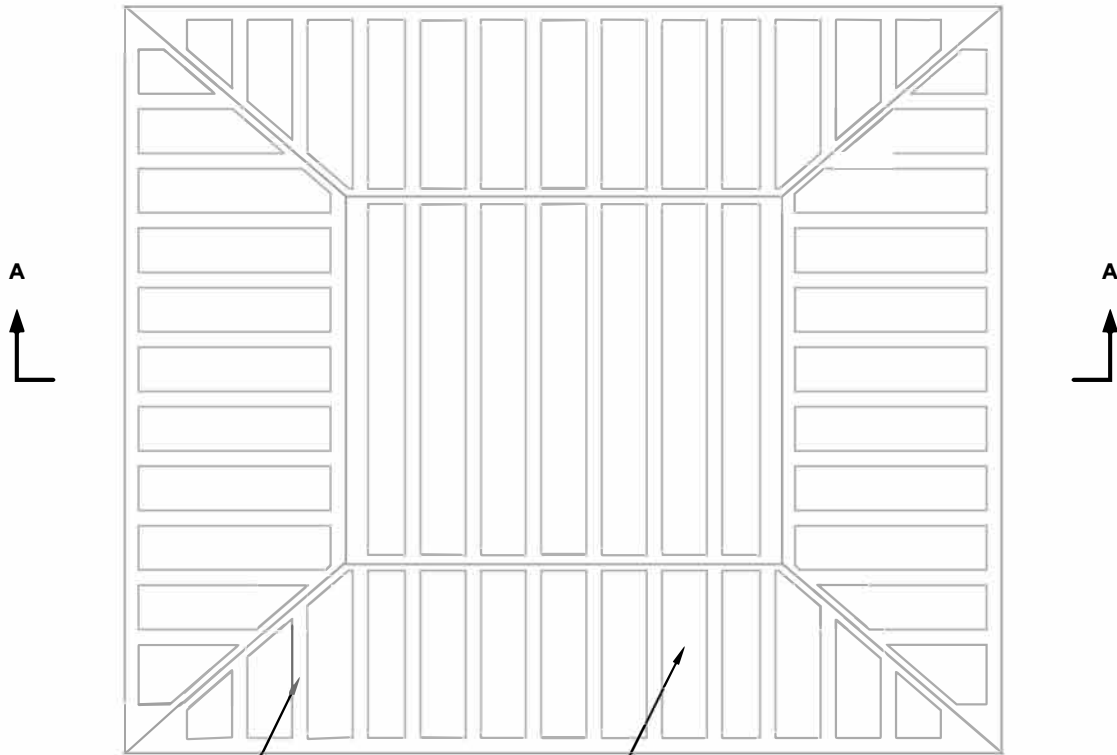
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 BY CITY DATE

**CATCH BASIN GUTTER PAN  
 SECTION**

STD DTL  
**B2.2**



**SECTION A-A**



ALL BARS 5/8"

ALL SLOTS 1"

**PLAN**

**NOTES:**

1. USE WITH WSDOT STANDARD PLAN B-30.10-XX RECTANGULAR FRAME (REVERSIBLE).
2. MATERIAL TO CONFORM TO WSDOT STANDARD SPECIFICATIONS 9-05.15(2).

(NOT TO SCALE)

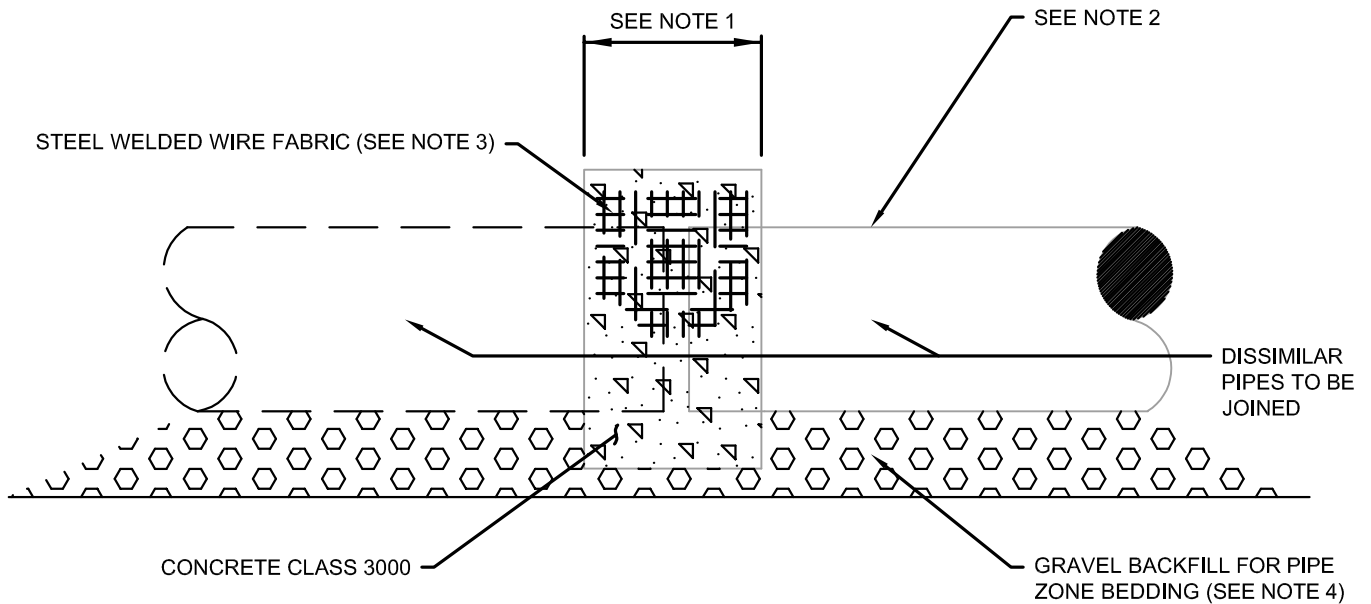


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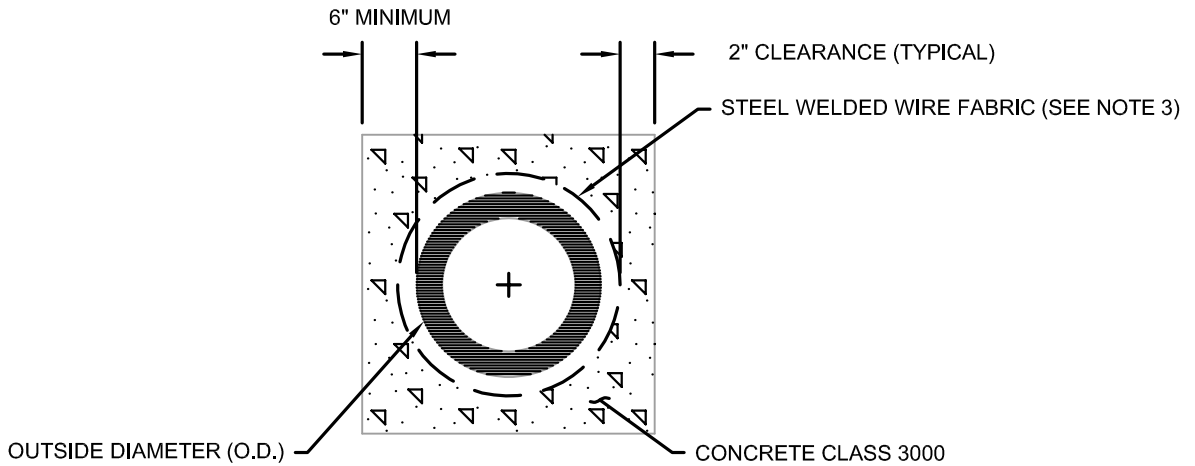
CHUCK HENDRICKSEN, P.E. APRIL 2026  
BY CITY DATE

**BEEHIVE GRATE**

STD DTL  
**B3**



**SECTION VIEW**



**END VIEW**

**NOTES:**

1. CONCRETE COLLAR WIDTH SHALL BE ONE HALF OF THE OUTSIDE PIPE DIAMETER OF THE LARGEST PIPE. THE MINIMUM COLLAR WIDTH SHALL BE 12". THE CONCRETE COLLAR SHALL ONLY BE USED TO EXTEND EXISTING PIPES.
2. WHEN A COUPLING BAND CONNECTION REQUIRES ATTACHING A BELL END OF A CONCRETE PIPE, THE BELL END OF THE PIPE SHALL BE REMOVED BEFORE THE CONNECTION IS INSTALLED.
3. STEEL WELDED WIRE FABRIC SHALL BE IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 9-07.7. INSTALL TWO WRAPS FOR SIZE 6 X 6 W1.4 x W1.4 (10 GAGE) STEEL WELDED WIRE FABRIC OR ONE WRAP FOR ANY OF THE FOLLOWING SIZES:
  - 6 X 6 W2.1 X W2.1 (8 GAGE)
  - 6 X 6 W2.9 X W2.9 (6 GAGE)
  - 4 X 4 W2.9 X W2.9 (6 GAGE)
  - 4 X 4 W4.0 X W4.0 (4 GAGE)
4. GRAVEL BACKFILL FOR PIPE ZONE BEDDING SHALL BE IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 9-03.12(3).

(NOT TO SCALE)



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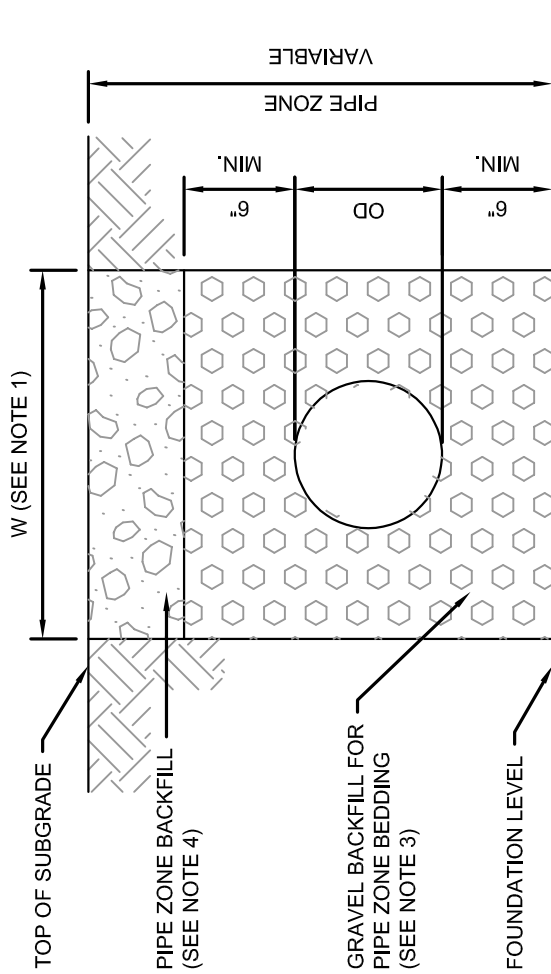
BY CITY

DATE

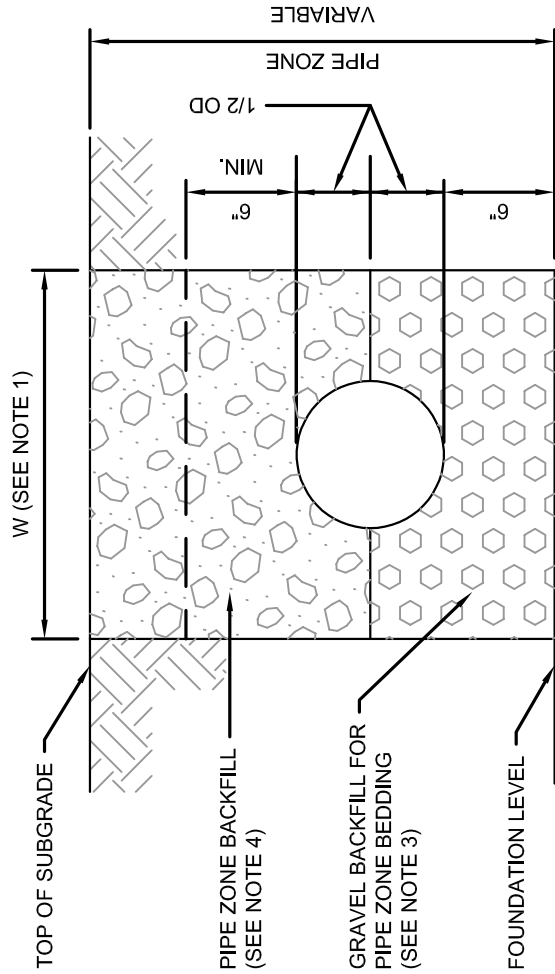
**CONCRETE PIPE COLLAR**

STD DTL

**B4**



**THERMOPLASTIC PIPE**  
(NOT TO SCALE)

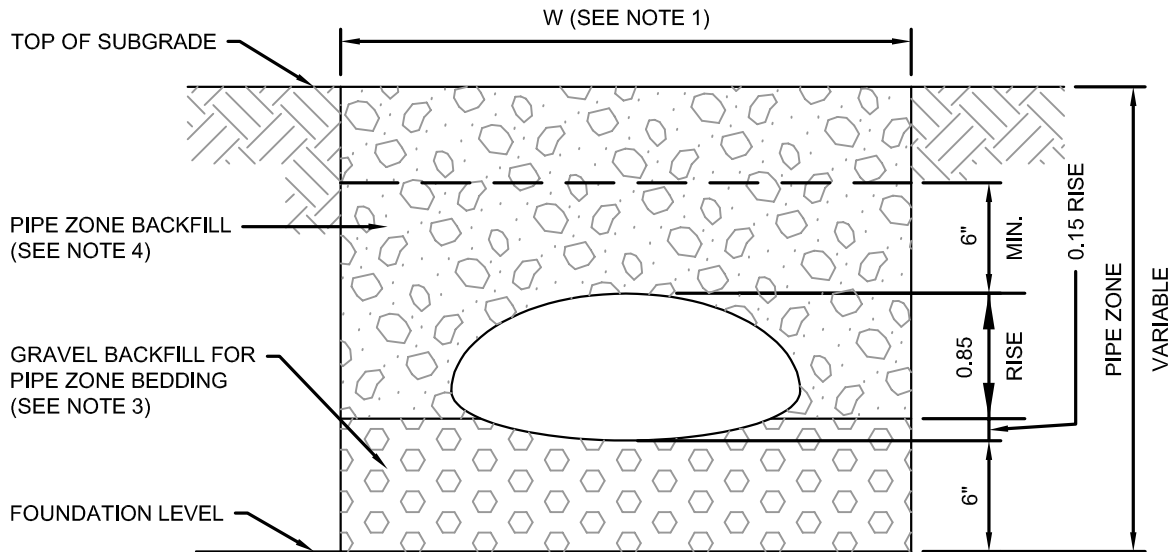


**METAL PIPE**  
(NOT TO SCALE)

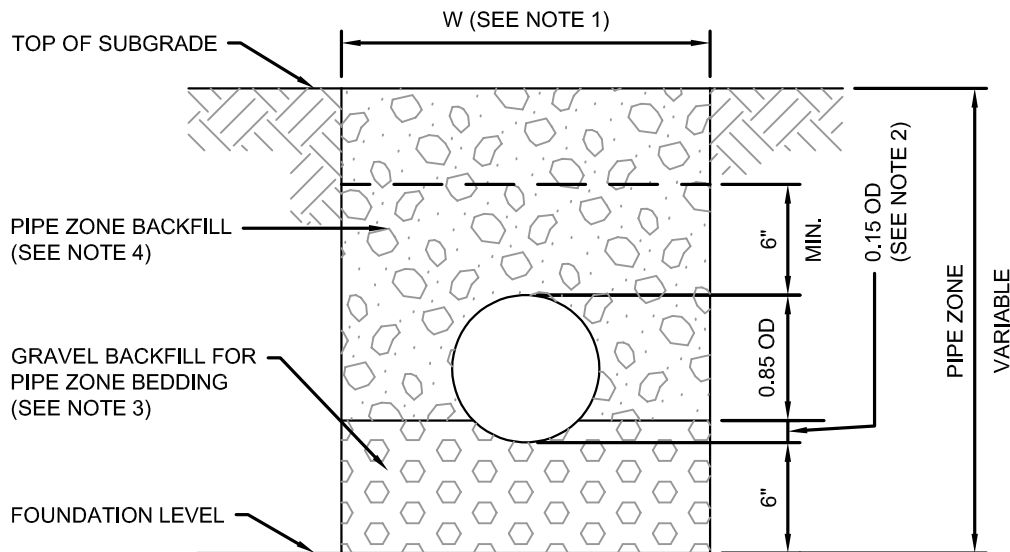
CLEARANCE BETWEEN PIPES FOR MULTIPLE INSTALLATIONS		
PIPE	SIZE	MINIMUM DISTANCE BETWEEN BARRELS
CIRCULAR PIPE (DIAMETER)	12" TO 24" 30" TO 96" 102" TO 180"	12" DIAMETER / 2 48"
PIPE ARCH METAL ONLY (SPAN)	18" TO 36" 43" TO 142" 148" TO 200"	12" SPAN / 3 48"

**NOTES:**

1. TRENCH WIDTH SHALL BE IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 2-09.4.
2. FOR SANITARY SEWER INSTALLATION, CONCRETE PIPE SHALL BE BEDDED TO SPRING LINE.
3. GRAVEL BACKFILL FOR PIPE ZONE BEDDING SHALL BE IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 9-03.12(3).
4. PIPE ZONE BACKFILL SHALL BE IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 7.08.3(3).



**PIPE ARCHES**  
(NOT TO SCALE)



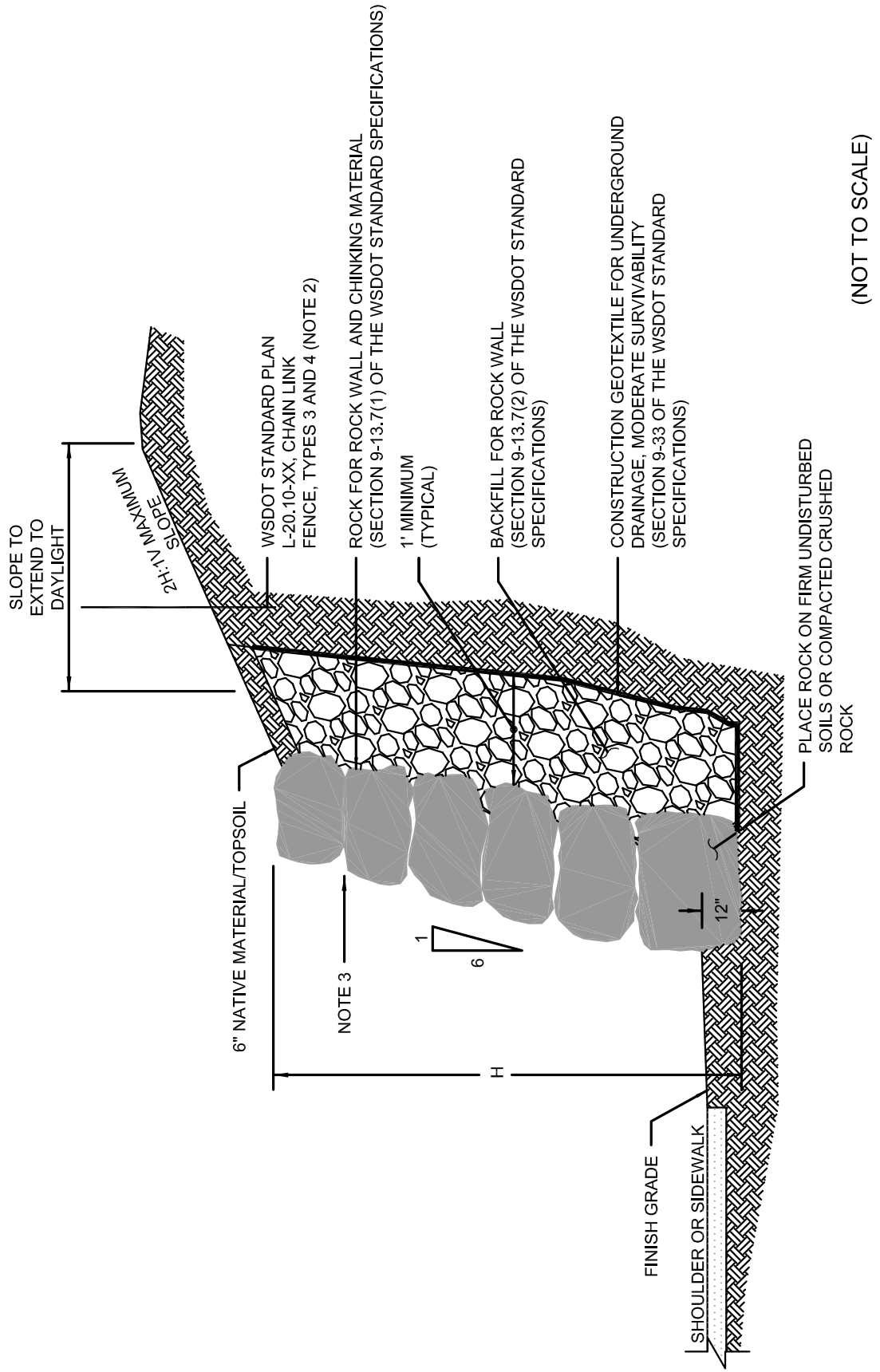
**CONCRETE AND DUCTILE IRON PIPE**  
(NOT TO SCALE)

**NOTES:**

1. SEE STANDARD DETAIL B5.1 FOR CLEARANCE AND NOTES.

**NOTES:**

1. ROCK WALL SHALL BE BUILT PER SECTION 8-24 OF THE WSDOT STANDARD SPECIFICATIONS.
2. FENCE OR ACCEPTABLE ALTERNATIVE SHALL BE REQUIRED IF THE HEIGHT OF THE EXPOSED FACE OF THE WALL IS OVER 30 INCHES.
3. SET TOP ROW OF ROCK IN CEMENT CONCRETE GROUT APPROX. 1 INCH THICK.
4. H NOT TO EXCEED 5 FEET.



(NOT TO SCALE)



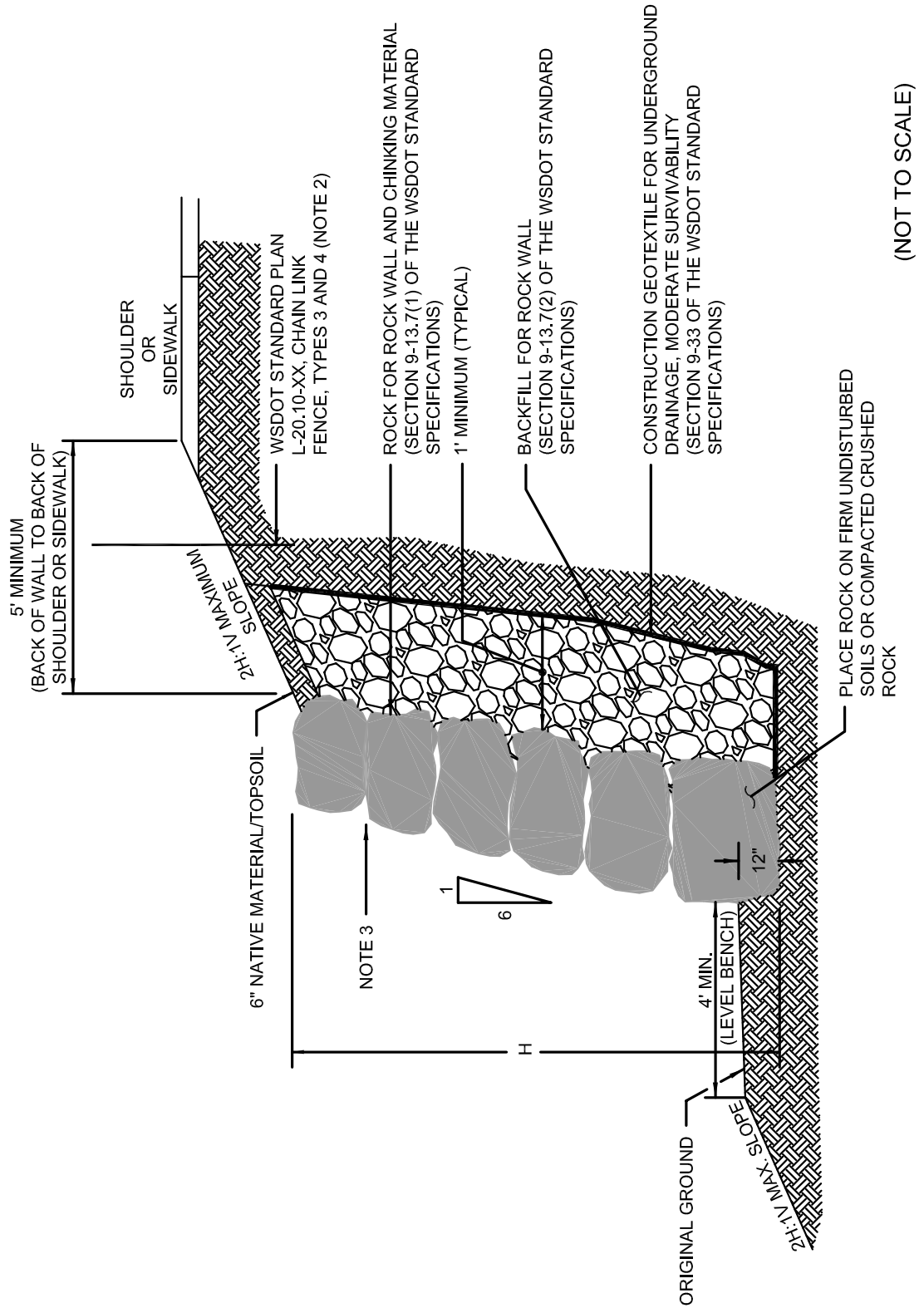
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 BY CITY DATE

**ROCK WALL IN CUT**

STD DTL  
**D1**

**NOTES:**

1. ROCK WALL SHALL BE BUILT PER SECTION 8-24 OF THE WSDOT STANDARD SPECIFICATIONS.
2. FENCE OR ACCEPTABLE ALTERNATIVE SHALL BE REQUIRED IF THE HEIGHT OF THE EXPOSED FACE OF THE WALL IS OVER 30 INCHES.
3. SET TOP ROW OF ROCK IN CEMENT CONCRETE GROUT APPROX. 1 INCH THICK.
4. H NOT TO EXCEED 5 FEET.



(NOT TO SCALE)



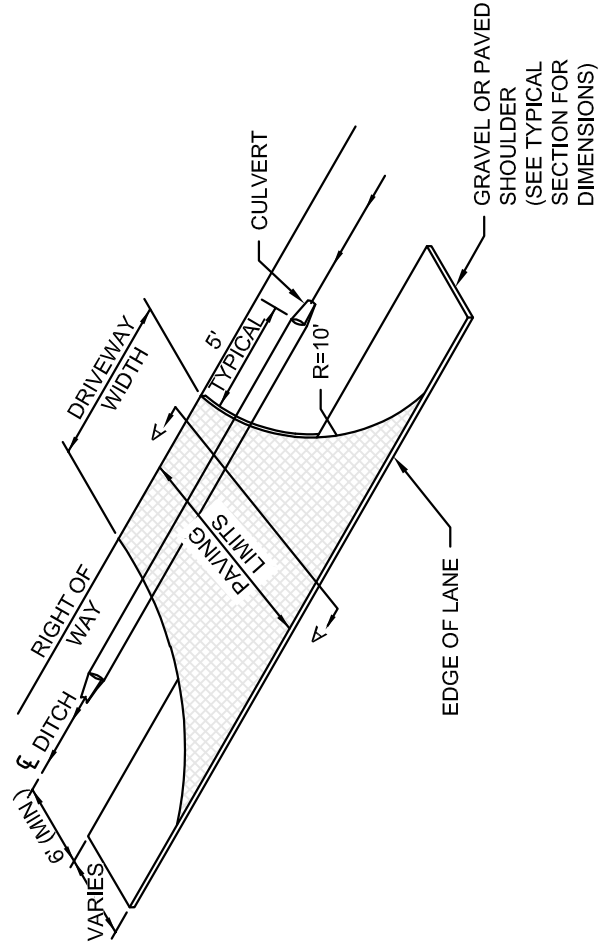
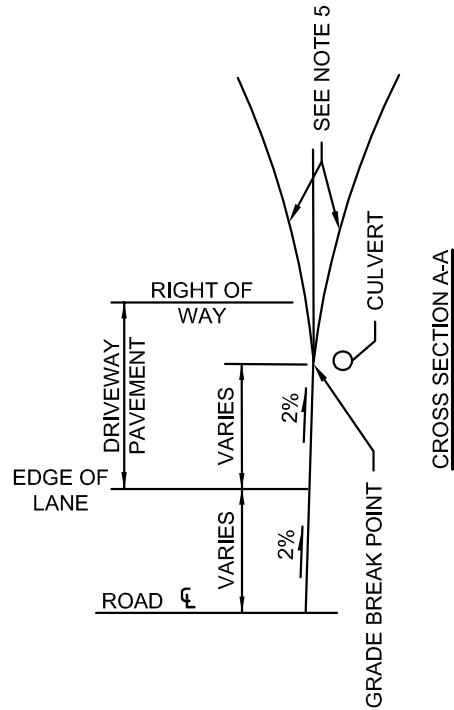
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**ROCK WALL IN FILL**

STD DTL  
**D2**

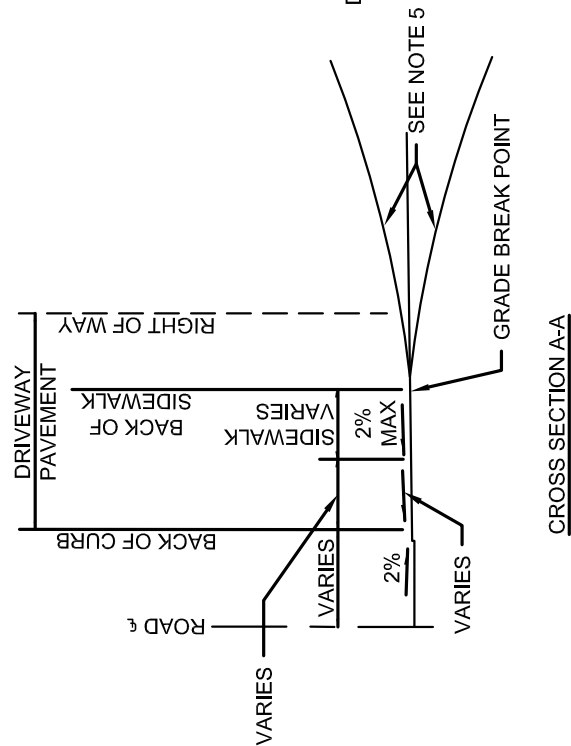
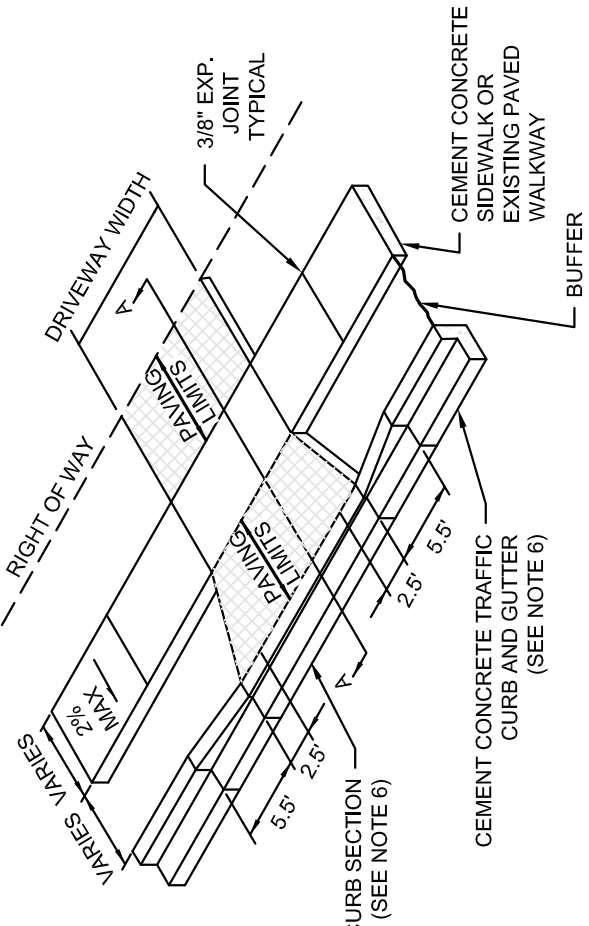
**NOTES:**

- 1) DRIVEWAY WIDTH = 15' MINIMUM TO 24' MAXIMUM, OR MATCH EXISTING AS APPROVED BY THE CITY ENGINEER.
- 2) DRIVEWAY PAVING = 2" MINIMUM COMPACTED DEPTH HOT MIX ASPHALT CL. 1/2 IN. OVER 2" MINIMUM COMPACTED DEPTH CRUSHED SURFACING TOP COURSE, OR 6" MINIMUM CEMENT CONCRETE.
- 3) STORM RUNOFF FROM DRIVEWAY SHALL NOT DRAIN ONTO ROADWAY SURFACE, UNLESS ACCOUNTED FOR IN DRAINAGE DESIGN.
- 4) DRIVEWAY SHALL NORMALLY BE AT 90 DEGREES TO ROADWAY CENTERLINE, BUT MAY VARY FROM 75 DEGREES TO 90 DEGREES.
- 5) RECOMMENDED MAXIMUM GRADES +/- 15% BEYOND GRADE BREAK POINT. VERTICAL CURVES NOT TO EXCEED A 3 1/4" CREST OR A 1" SAG IN A 10' CHORD.
- 6) INSTALL A CULVERT TO CONVEY WATER THROUGH THE DITCH. SIZE THE CULVERT BASED ON A HYDROLOGY AND HYDRAULIC ANALYSIS OF THE SITE; HOWEVER THE MINIMUM SIZE CULVERT ALLOWED IS 12" DIAMETER. THE CULVERT LENGTH IS DETERMINED BY THE WIDTH OF THE DRIVEWAY, PLUS 5' AT EACH END, WITH BEVELED END SECTIONS.



**NOTES:**

- 1) DRIVEWAY WIDTH = 15' MINIMUM TO 24' MAXIMUM, OR MATCH EXISTING AS APPROVED BY THE CITY ENGINEER.
- 2) DRIVEWAY PAVING = 6" MINIMUM CEMENT CONCRETE IF CEMENT CONCRETE SIDEWALK OR 2" MINIMUM COMPACTED DEPTH HOT MIX ASPHALT CL. 1/2 IN. OVER 2" MINIMUM COMPACTED DEPTH CRUSHED SURFACING TOP COURSE, IF MATCHING EXISTING PAVED WALKWAY.
- 3) STORM RUNOFF FROM DRIVEWAY SHALL NOT DRAIN ONTO ROADWAYS SURFACE, UNLESS ACCOUNTED FOR IN DRAINAGE DESIGN.
- 4) DRIVEWAY SHALL NORMALLY BE AT 90 DEGREES TO ROADWAY CENTERLINE, BUT MAY VARY FROM 75 DEGREES TO 90 DEGREES.
- 5) RECOMMENDED MAXIMUM GRADES +/- 15% BEYOND GRADE BREAK POINT. VERTICAL CURVES NOT TO EXCEED A 3 1/4" CREST OR A 1" SAG IN A 10' CHORD.
- 6) SEE STANDARD DRAWING F7 FOR CURB DETAILS.
- 7) SEE STANDARD DRAWING F5 FOR CEMENT CONCRETE SIDEWALK AND EXPANSION JOINT DETAILS.



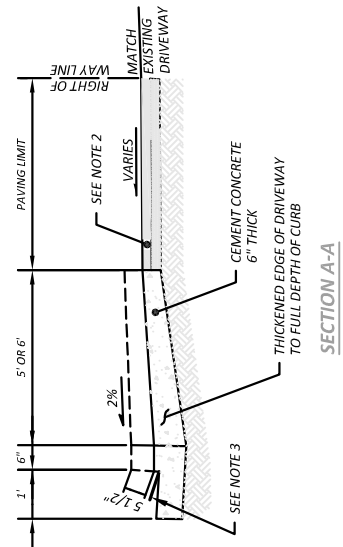
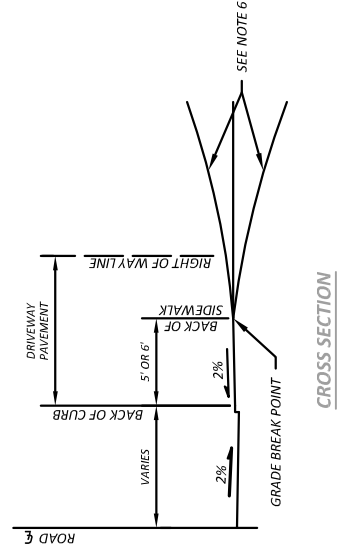
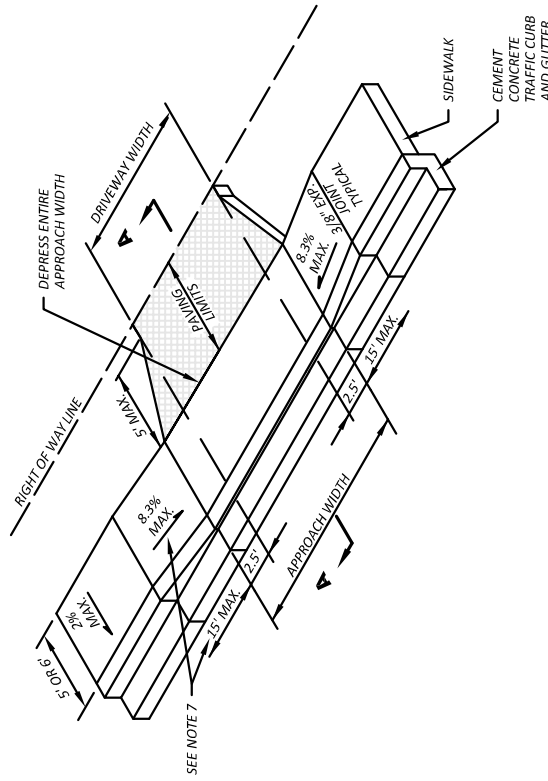
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 BY CITY DATE

**RESIDENTIAL DRIVEWAY  
 APPROACH CURBED**

STD DTL  
**F2.1**

**NOTES:**

- 1) DRIVEWAY WIDTH = 15' MINIMUM TO 24' MAXIMUM, OR MATCH EXISTING AS APPROVED BY THE CITY ENGINEER.
- 2) DRIVEWAY PAVING = 6" MINIMUM CEMENT CONCRETE IF CEMENT CONCRETE SIDEWALK OR: 2" MINIMUM COMPACTED DEPTH HOT MIX ASPHALT CL. 1/2 IN. OVER 2" MINIMUM COMPACTED DEPTH CRUSHED SURFACING TOP COURSE, IF MATCHING EXISTING PAVED WALKWAY.
- 3) STORM RUNOFF FROM DRIVEWAY SHALL NOT DRAIN ONTO ROADWAYS SURFACE, UNLESS ACCOUNTED FOR IN DRAINAGE DESIGN.
- 4) DRIVEWAY SHALL NORMALLY BE AT 90 DEGREES TO ROADWAY CENTERLINE, BUT MAY VARY FROM 75 DEGREES TO 90 DEGREES.
- 5) RECOMMENDED MAXIMUM GRADES +/- 15% BEYOND GRADE BREAK POINT. VERTICAL CURVES NOT TO EXCEED A 3 1/4" CREST OR A 1" SAG IN A 10' CHORD.
- 6) SEE STANDARD DRAWING F7 FOR CURB DETAILS.
- 7) SEE STANDARD DRAWING F5 FOR CEMENT CONCRETE SIDEWALK AND EXPANSION JOINT DETAILS.



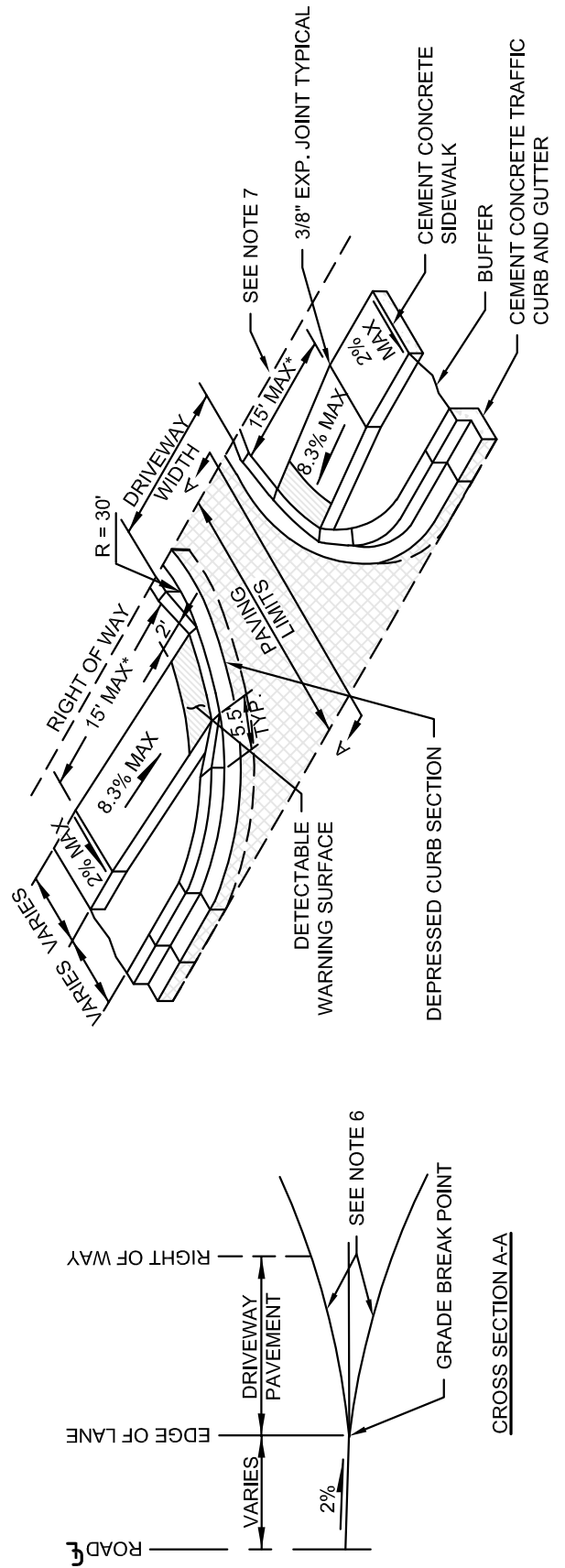
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 BY CITY DATE

**RESIDENTIAL DRIVEWAY  
 APPROACH CURBED**

STD DTL  
**F2.2**

**NOTES:**

1. FOR 2 LANE APPROACH DRIVEWAY WIDTH = 24' MINIMUM TO 30' MAXIMUM. FOR 3 LANE DRIVEWAY WIDTH = 30' MINIMUM TO 40' MAXIMUM, OR AS APPROVED BY THE CITY ENGINEER.
2. DRIVEWAY PAVING = 2" MINIMUM COMPACTED DEPTH HOT MIX ASPHALT CL. 1/2 IN. OVER 2" MINIMUM COMPACTED DEPTH CRUSHED SURFACING TOP COURSE, OR 6" MINIMUM CEMENT CONCRETE.
3. ENGINEERED PAVEMENT DESIGN IS REQUIRED FOR ROADWAYS.
4. STORM RUNOFF FROM DRIVEWAY SHALL NOT DRAIN ONTO ROADWAY SURFACE, UNLESS ACCOUNTED FOR IN DRAINAGE DESIGN.
5. DRIVEWAY SHALL NORMALLY BE AT 90 DEGREES TO ROAD CENTERLINE, BUT MAY VARY FROM 75 DEGREES TO 90 DEGREES.
6. RECOMMENDED MAXIMUM GRADES +/- 15% BEYOND GRADE BREAK POINT. VERTICAL CURVES NOT TO EXCEED A 3 1/4" CREST OR A 1" SAG IN A 10' CHORD.
7. ADJUST SIDEWALK RAMP LENGTHS TO MEET AMERICANS WITH DISABILITIES ACT REQUIREMENTS AS NEEDED.
8. SEE STANDARD DRAWING F8.1 FOR DETECTABLE WARNING SURFACE DETAILS.
9. SEE STANDARD DRAWING F5 FOR CEMENT CONCRETE SIDEWALK AND EXPANSION JOINT DETAILS.
10. SEE STANDARD DRAWING F7 FOR CURB DETAILS.



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CHUCK HENDRICKSEN, P.E. APRIL 2026

BY CITY

DATE

**COMMERCIAL DRIVEWAY  
APPROACH CURBED**

STD DTL

**F3**

GENERAL NOTES:

1. ALL CURBS AND/OR CURB AND GUTTER SHALL MEET WSDOT STANDARD PLANS; F-10.12-04, F-10.42.00 AND F-10.62-02 LATEST EDITION.
2. ALL CURB RAMPS SHALL MEET WSDOT STANDARD PLANS; F-40.12-03, F-40.14-03, F-40.15-04 AND F-40.15-04 LATEST EDITION.



APPROVED:

CHUCK HENDRICKSEN, P.E. APRIL 2026

BY CITY

DATE

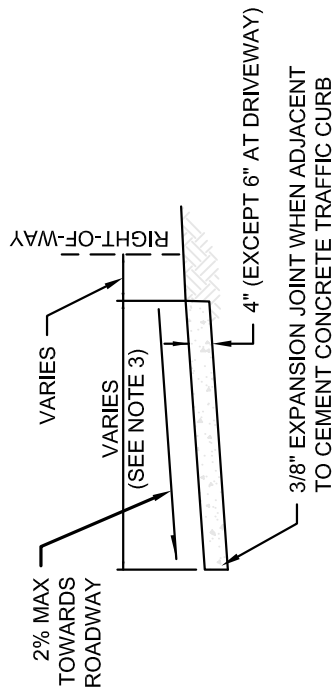
**CURB AND CURB RAMP  
GENERAL NOTES**

STD DTL

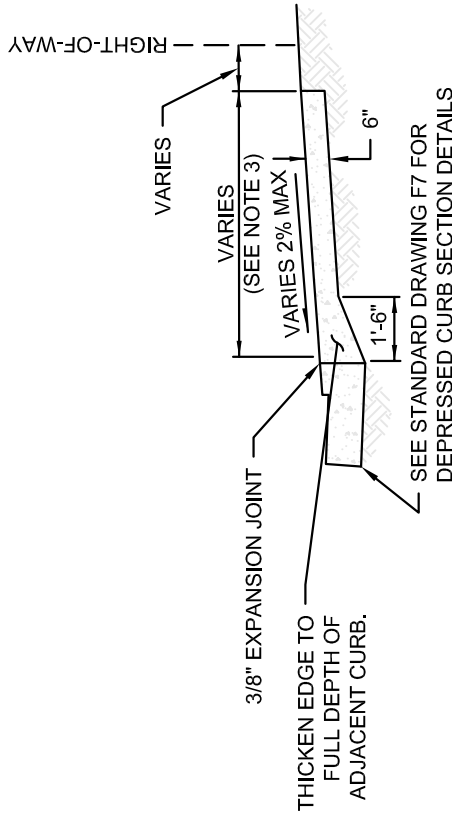
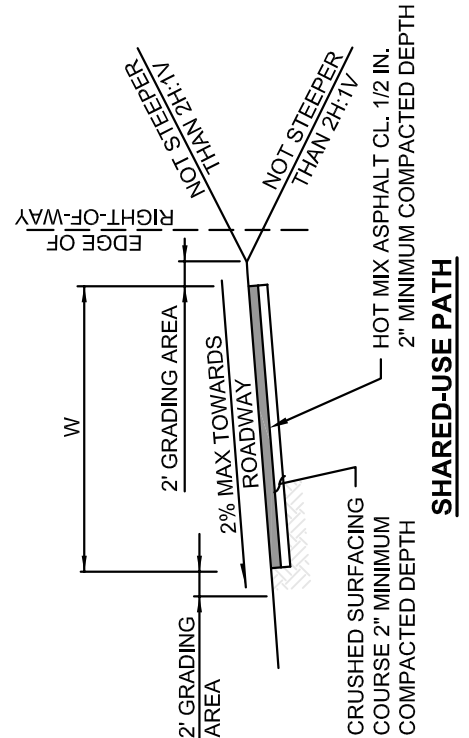
**F4**

NOTES:

1. STORM DRAIN INFILTRATION SYSTEMS UNDER THE SIDEWALK SHALL REQUIRE CITY ENGINEER APPROVAL.
2. EXPANSION JOINTS SHALL BE PLACED ALONG SIDEWALKS AT 15' MAXIMUM SPACING. CONTRACTION JOINTS SHALL BE PLACED BETWEEN THE EXPANSION JOINTS AT A 5' MAXIMUM SPACING.
3. REFER TO TYPICAL ROADWAY SECTIONS FOR SIDEWALK WIDTHS.
4. SIDEWALKS AND SHARED-USE PATHS SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS.
5. SHARED-USE PATH WIDTH (W) IS 10' MINIMUM IF GRADE OF TRAIL IS LESS THAN 5%, OR 13' MINIMUM IF OVER 5%.
6. SHARED-USE PATH SHOULD BE LOCATED AS CLOSE AS POSSIBLE TO OUTER EDGE OF THE EXISTING ROADWAY RIGHT-OF-WAY.
7. BROOM FINISH ALL CEMENT CONCRETE SIDEWALKS.



**CEMENT CONCRETE SIDEWALK**

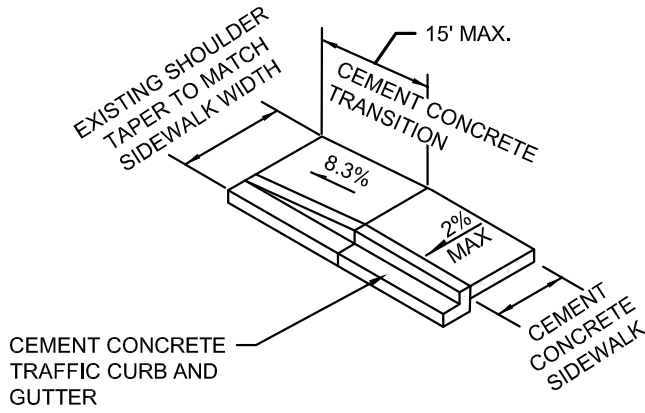


**CEMENT CONCRETE SIDEWALK AT RESIDENTIAL DRIVEWAY  
 WITH CEMENT CONCRETE TRAFFIC CURB AND GUTTER**

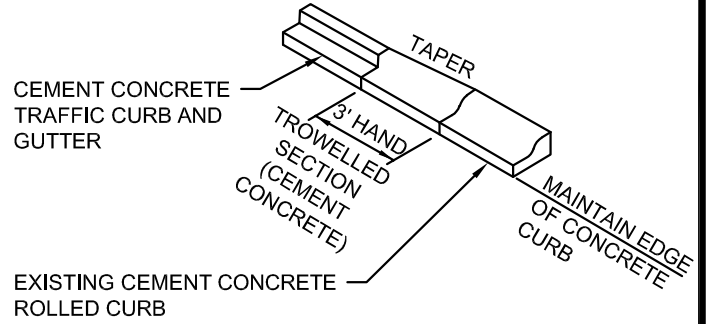


**EXPANSION JOINT DETAIL**

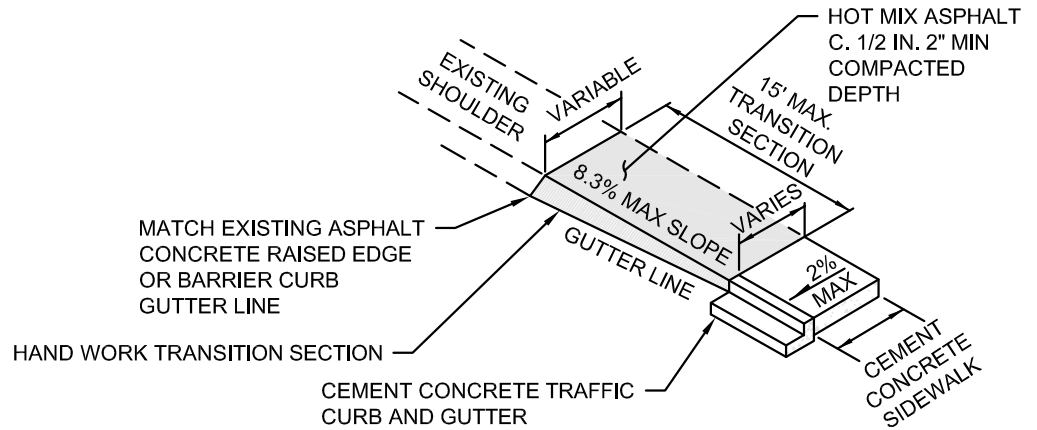
**CONTRACTION JOINT DETAIL**



**CEMENT CONCRETE TRAFFIC CURB AND GUTTER AND SIDEWALK TO SHOULDER TRANSITION**



**CEMENT CONCRETE TRAFFIC RUB AND GUTTER TO EXISTING CEMENT CONCRETE ROLLED CURB TRANSITION**



**CEMENT CONCRETE TRAFFIC CURB AND GUTTER AND SIDEWALK TO EXISTING ASPHALT CONCRETE RAISED EDGE OR BARRIER CURB**

**NOTES:**

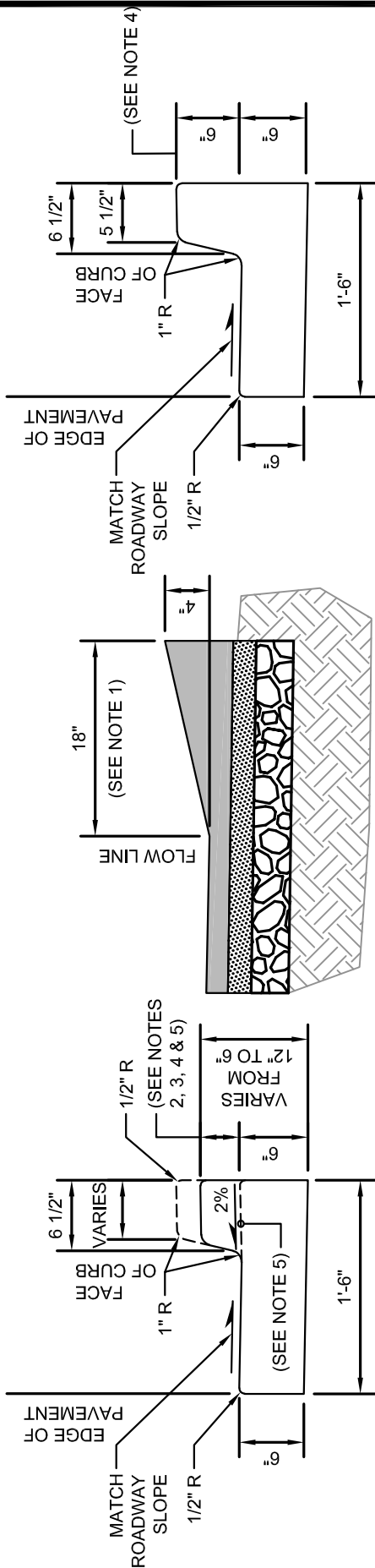
1. SEE STANDARD DRAWING F5 FOR CEMENT CONCRETE SIDEWALK DETAILS.



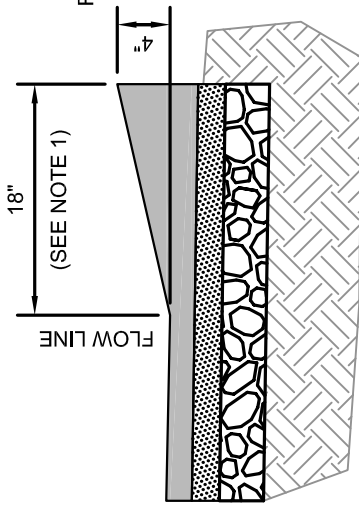
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**CURB TRANSITIONS**

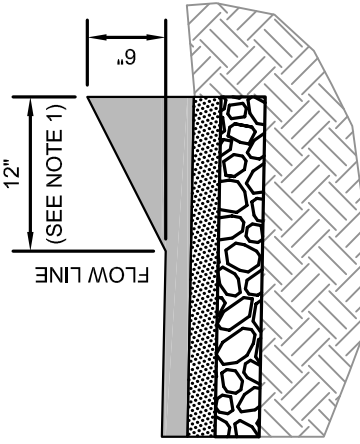
STD DTL  
**F6**



**DEPRESSED CURB SECTION**  
 (AT CURB RAMPS AND DRIVEWAY ENTRANCES)



**ASPHALT CONCRETE RAISED EDGE**

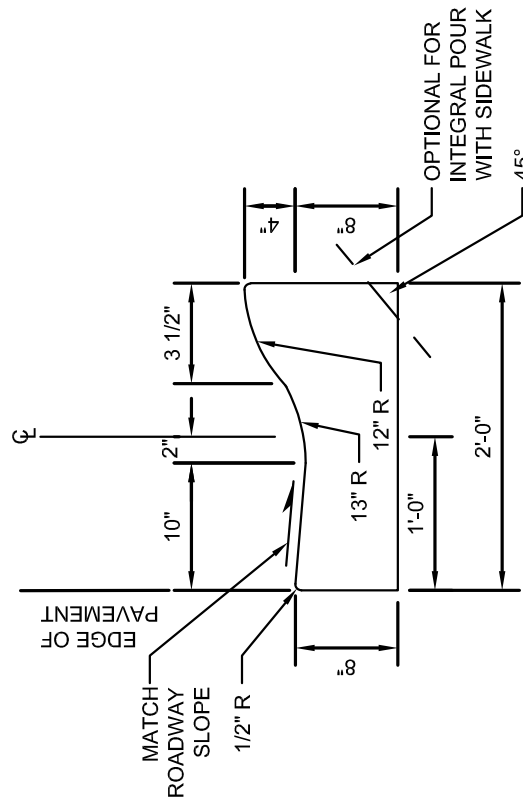


**ASPHALT CONCRETE BARRIER CURB**

**NOTES:**

1. RAISED PORTION SHALL BE HOT MIX ASPHALT CONSTRUCTED INTEGRALLY WITH ROAD PAVEMENT.
2. CURB HEIGHT VARIES FROM 0" TO 6", MAINTAIN 1H:6V SLOPE ON SIDE OF CURB.
3. CURB SHALL BE FLUSH WITH GUTTER PAN AT CURB RAMP ENTRANCE.
4. 1/2" VERTICAL LIP AT DRIVEWAY APPROACH. 1" VERTICAL LIP AT REVERSE GRADE APPROACH.
5. CURB CANNOT BE PERVIOUS MATERIAL.
6. CEMENT CONCRETE ROLLED CURB USE IS ONLY ALLOWED FOR MAINTENANCE VEHICLE DRIVEWAYS AND IN RESIDENTIAL SUBDIVISIONS WHEN THERE WOULD OTHERWISE BE SEGMENTS OF CURBING LESS THAN 20 FEET IN LENGTH DUE TO DRIVEWAY AND/OR SIDEWALK RAMP SPACING.

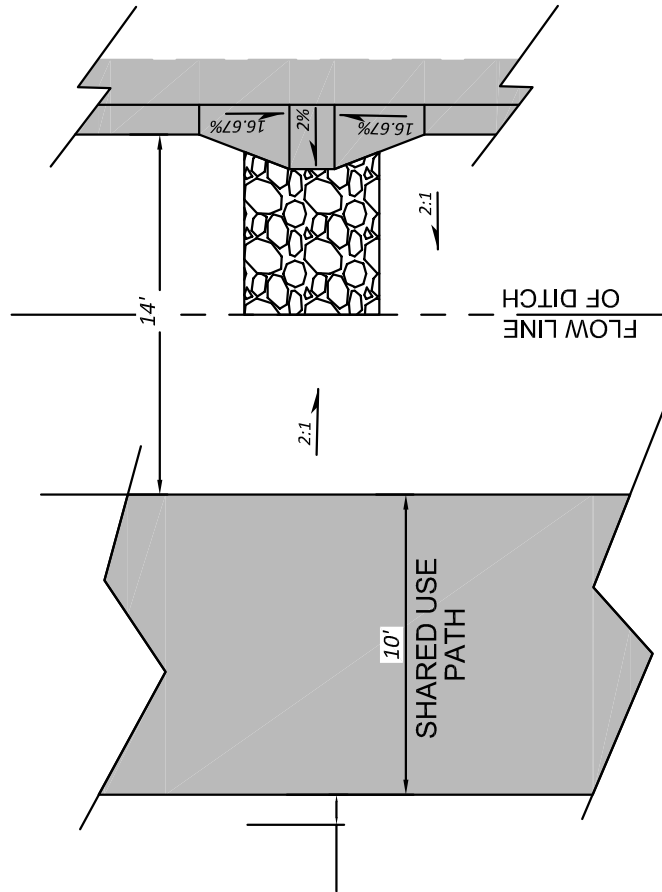
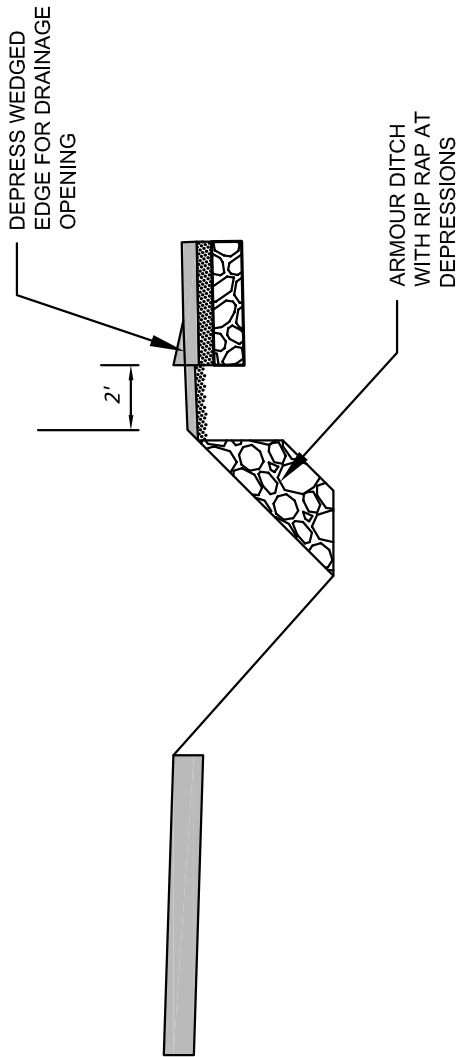
**CEMENT CONCRETE TRAFFIC CURB AND GUTTER**

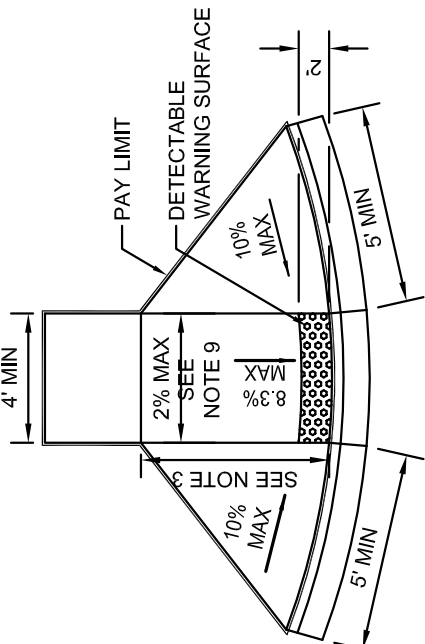


**CEMENT CONCRETE ROLLED CURB**  
 (SEE NOTE 7)

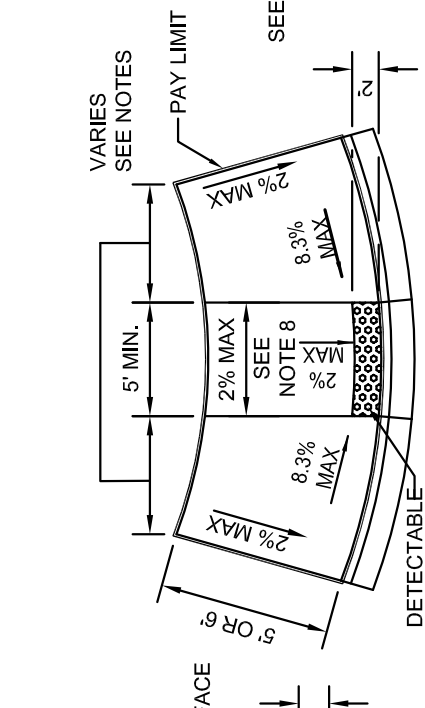
NOTES:

1. CURB OPENINGS SHALL BE PROVIDED AT THE CATCH BASIN INTERVAL FOR ROAD GRADE.
2. THIS DETAIL TO BE UTILIZED ON 122nd AVENUE E UNLESS ALLOWED BY THE CITY ENGINEER.

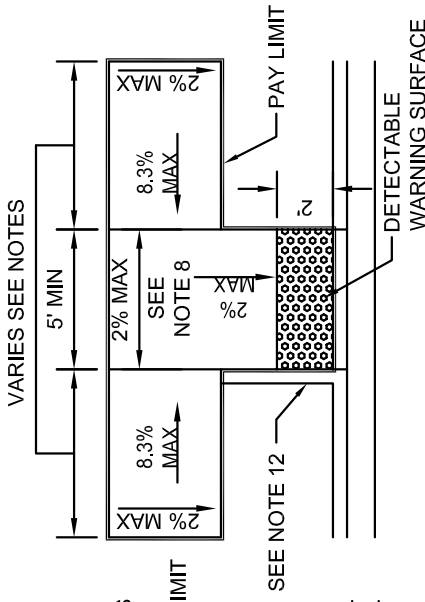




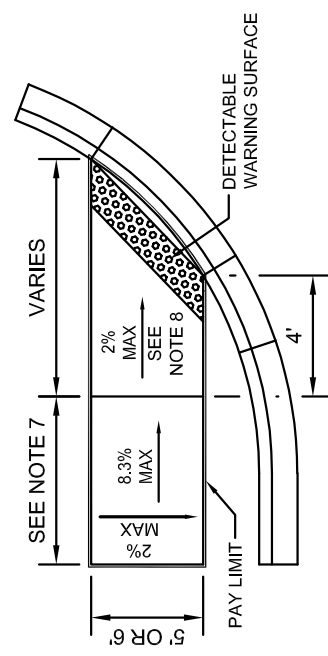
PERPENDICULAR CURB RAMP



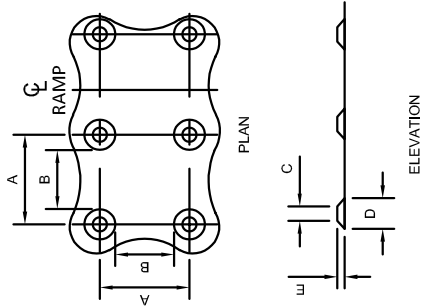
PARALLEL CURB RAMP



PARALLEL CURB RAMP WITH BUFFER



SINGLE DIRECTION CURB RAMP



DETECTABLE WARNING SURFACE DETAIL

	MIN.	MAX.
A	1.60"	2.40"
B	0.65"	-
C	0.45"	0.90"
D	0.90"	1.40"
E	0.20"	0.20"

\* DIMENSION C SHALL BE 50% THROUGH 65% OF DIMENSION D

DETECTABLE WARNING SURFACE AREA SHALL BE IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 8-14.2.

DETECTABLE WARNING SURFACES SHALL BE PLACED IN ACCORDANCE WITH WSDOT STANDARD SPECIFICATIONS SECTION 8-14.3(5).

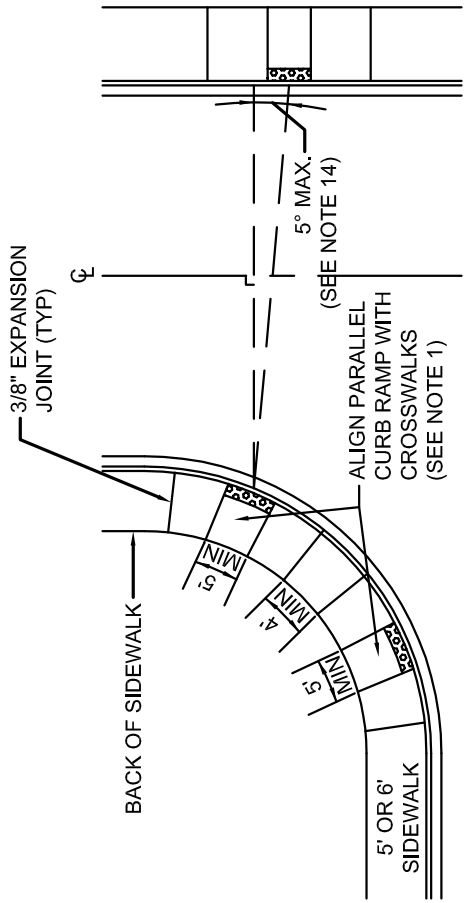
SEE STANDARD DRAWING F8.3 FOR NOTES



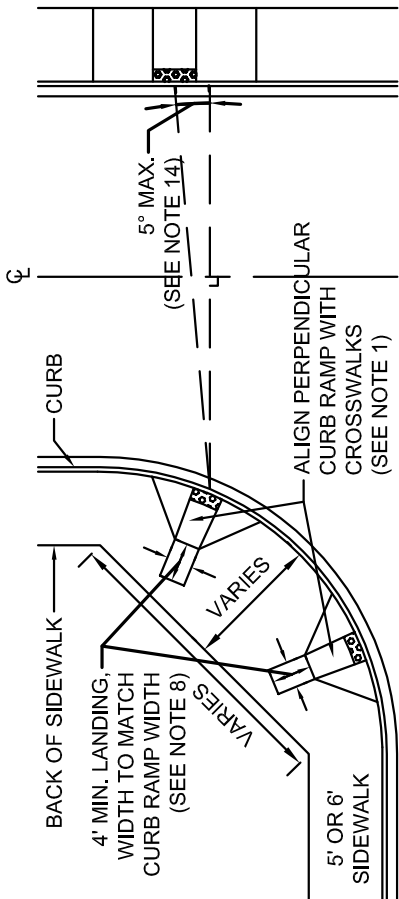
APPROVED:  
 CHUCK HENDRICKSEN, P.E. APRIL 2026  
 BY CITY DATE

**CEMENT CONCRETE CURB RAMPS**

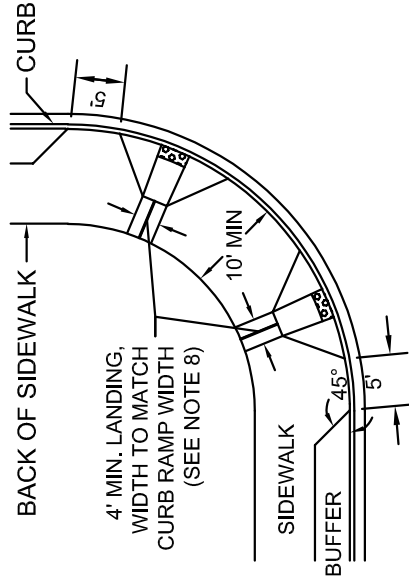
STD DTL  
**F8.1**



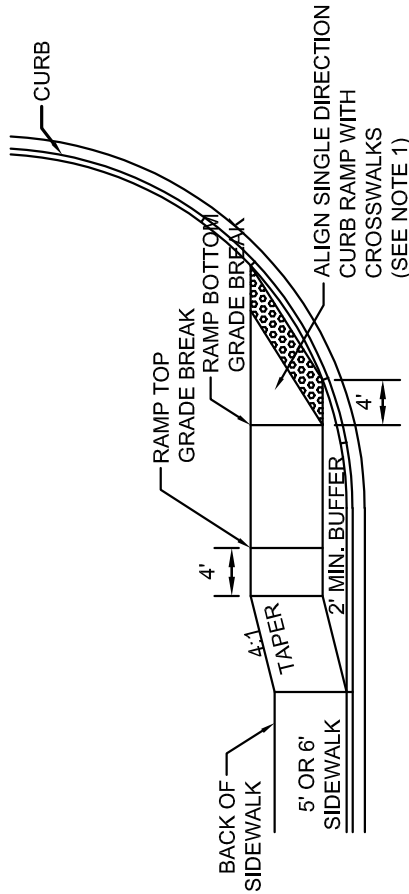
**INTERSECTION WITH CURB AND SIDEWALK**



**INTERSECTION WITH CURB AND SIDEWALK**



**INTERSECTION WITH CURB, BUFFER AND SIDEWALK**



**INTERSECTION WITH CURB, BUFFER AND SIDEWALK**



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 BY CITY DATE

**CEMENT CONCRETE CURB RAMP**

STD DTL  
**F8.2**

SEE STANDARD DRAWING F8.3 FOR NOTES

**NOTES:**

- 1) CURB RAMPS ARE TYPICALLY CENTERED AT THE 1/4 RADIUS POINTS.
- 2) CURB TO BE FLUSH WITH ADJACENT ROADWAY SURFACE. THE BID ITEM DOES NOT INCLUDE THE CURB AND GUTTER.
- 3) PERPENDICULAR RAMP LENGTH IS MEASURED FROM BACK OF CURB.
- 4) PARALLEL RAMP LENGTHS VARY FROM 6' MIN. TO 15' MAX.
- 5) IF SIGNAL POLE EXISTS, PAY LIMIT FOR PARALLEL CURB RAMP SHALL INCLUDE THE CONCRETE AREA AROUND THE SIGNAL POLE. SIDEWALK DEPTH SHALL BE 6" FROM PC TO PT. SEE STANDARD DRAWING PC.J1.2 FOR ADDITIONAL DETAILS.
- 6) ADJUST RAMP LENGTHS TO MEET ADA REQUIREMENTS 8.3% MAX GRADE, 15' MAX LENGTH.
- 7) SEE WSDOT STANDARD PLAN F-40-16-03 NOTE 8.
- 8) LANDINGS SHALL HAVE A 2% MAX. GRADE IN EACH DIRECTION, EXCEPT AT MIDBLOCK CROSSINGS WHERE THEY MAY MATCH THE GRADE OF THE ROADWAY.
- 9) PERPENDICULAR CURB RAMPS SHALL HAVE A 2% MAX. CROSS SLOPE, EXCEPT AT MIDBLOCK CROSSINGS WHERE IT MAY MATCH THE GRADE OF THE ROADWAY.
- 10) THE ROWS OF TRUNCATED DOMES IN DETECTABLE WARNING SURFACES SHALL BE ALIGNED PERPENDICULAR TO THE GRADE BREAK AT THE BACK OF CURB.
- 11) CURB RAMPS CANNOT BE PERVIOUS MATERIAL.
- 12) SEE THE CURRENT EDITION OF WSDOT STANDARD PLAN F-10-12 FOR PEDESTRIAN CURB DETAILS.
- 13) FOR RESIDENTIAL DRIVEWAY APPROACHES PARALLEL CURB RAMPS SHALL BE 2' MIN. FROM THE DRIVEWAY APPROACH.
- 14) TO AVOID OBSTACLES, CURB RAMPS OPPOSITE THE RETURNED CURBS AT "T" INTERSECTIONS MAY BE PLACED AT A SKEW OF 5' MAX FROM AN ALIGNMENT PERPENDICULAR TO THE CENTERLINE



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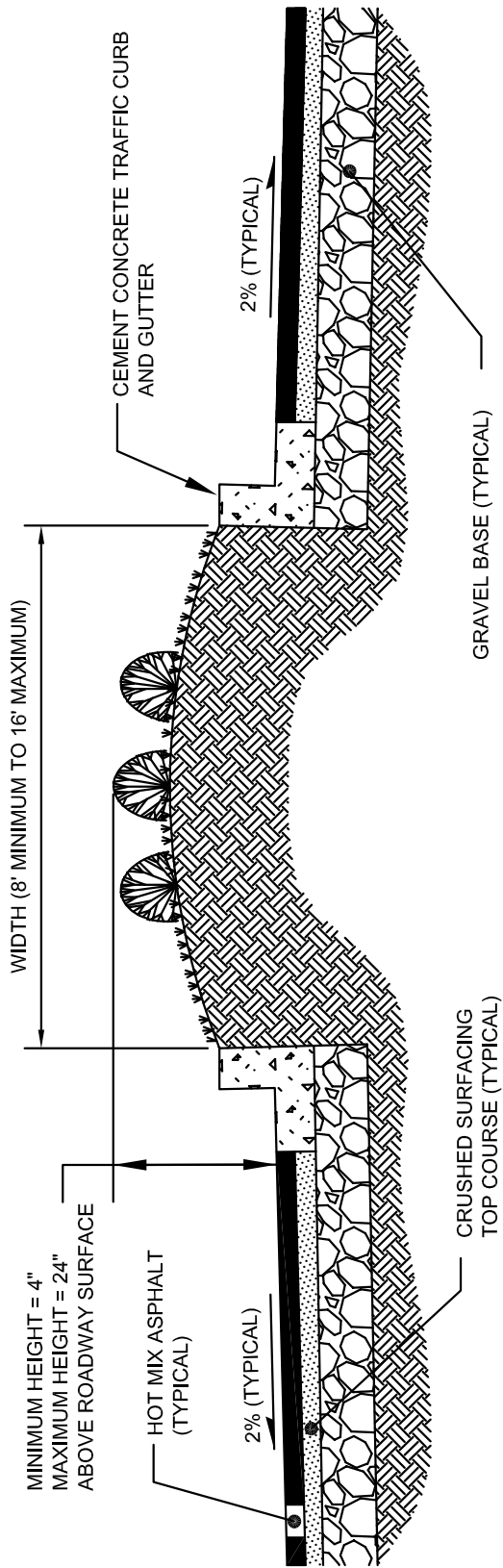
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DATE

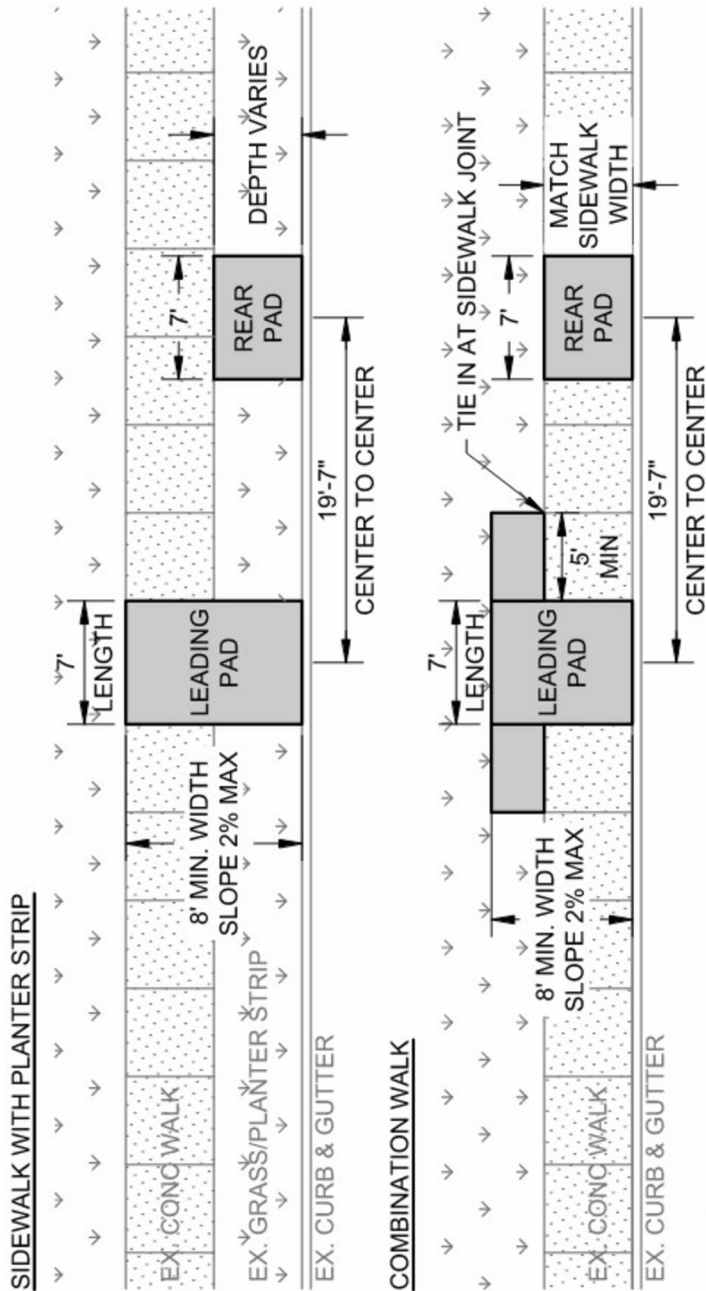
**CEMENT CONCRETE CURB  
RAMPS**

STD DTL  
**F8.3**



**NOTES:**

- 1) MEDIAN TO BE NATIVE MATERIAL, VEGETATION, GRASS, GROUND COVER, OR SHRUBS NOT TO EXCEED 24" MATURE MAINTAINED HEIGHT ABOVE ROADWAY SURFACE. EXISTING NATIVE MATERIAL MUST NOT CONTAIN COBBLES OR OTHER MATERIAL WHICH HAVE A DIAMETER IN EXCESS OF 3 INCHES.
- 2) STORM DRAIN INFILTRATION SYSTEMS SHALL NOT BE PERMITTED UNDER THE MEDIAN.
- 3) A WIDENED THROUGH TRAVEL LANE OF 18' WIDE SHALL BE USED WHEN A TWO LANE ROADWAY INCLUDES A RAISED MEDIAN.



**NOTES**

1. Leading and rear pads shall have a minimum concrete thickness of 4".
2. Leading and rear pads shall be a minimum of 7' in length and leading pads shall be a minimum of 8' in width unless otherwise specified.
3. The leading and rear pads shall be connected to the nearest sidewalk by a pedestrian accessible route.
4. If there is no sidewalk present or the existing sidewalk doesn't meet current standards, connect leading and rear pads with concrete sidewalk.
5. The slope of the bus pad measured parallel to the adjacent street shall match the street grade. The slope of the bus pad, measured from the back of pad to the back of curb, shall not exceed 2%.
6. When placing concrete adjacent to existing curb and gutter, curb and gutter will be repaired as necessary before placing concrete forms for bus pad.
7. Staking is required where no curb is present.
8. All expansion joints shall be full depth with 3/8" premolded joint filler.
9. All soft and yielding foundation material shall be removed and replaced with crushed surfacing top course (CSTC) per the WSDOT Standard Specifications.
10. Refer to COT Standard Plans SU-04 series for any sidewalk replacement.
11. Bus stop pole, sign, & all amenities to be installed by Pierce Transit.
12. Contact Pierce Transit once work is complete. (253-983-2706)

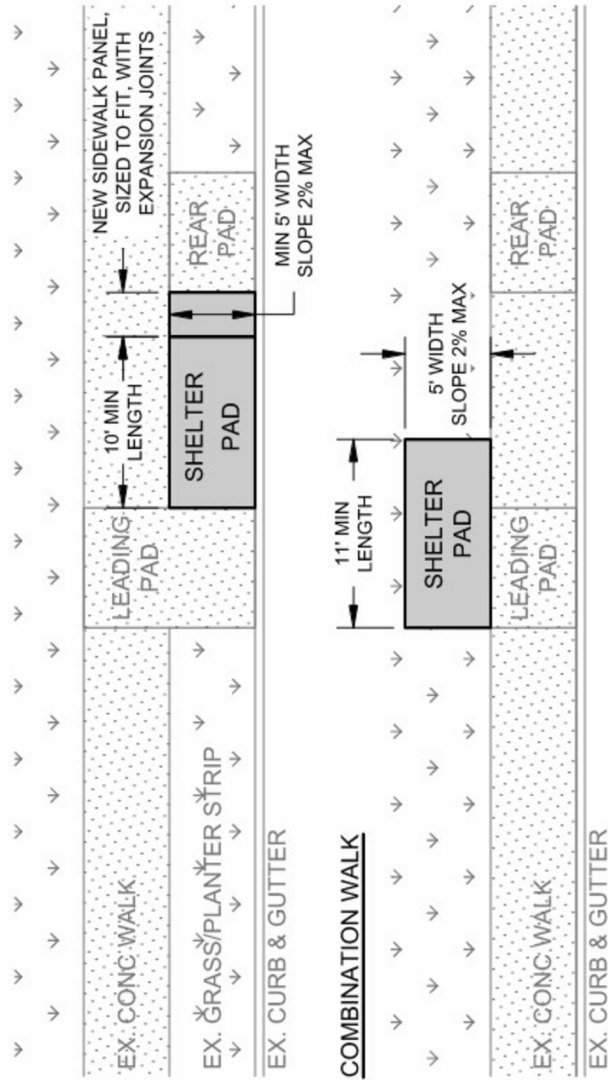


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**LANDING AND REAR BUS BOARDING PADS**

STD DTL  
**F10**

**SIDEWALK WITH PLANTER STRIP**



**NOTES**

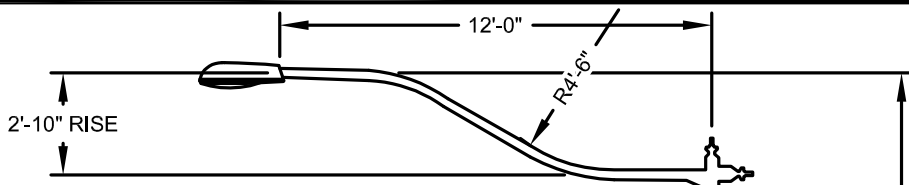
1. Shelter pads shall have a minimum concrete thickness of 6"; if cantilevered shelter, consult with Pierce Transit for design requirements.
2. Shelter pads shall be a minimum of 5' in width and 10' in length. If the bus shelter is located behind the sidewalk, the pad shall be a minimum of 11' in length.
3. The shelter pad shall be connected to the nearest sidewalk by a pedestrian accessible route.
4. The slope of the shelter pad measured parallel to the adjacent street shall match the street grade. The slope of the shelter pad, measured from the back of pad to the back of curb, shall not exceed 2%.
5. When placing concrete adjacent to existing curb and gutter, curb and gutter will be repaired as necessary before placing concrete forms for shelter pad.
6. Staking is required where no curb is present.
7. All expansion joints shall be full depth with 3/8" premolded joint filler.
8. Expansion joints are required between shelter pads and sidewalk.
9. All soft and yielding foundation material shall be removed and replaced with crushed surfacing top course (CSTC) per the WSDOT Standard Specifications.
10. Refer to COT Standard Plans SU-04 series for any sidewalk replacement.
11. Bus stop pole, sign, & all amenities to be installed by Pierce Transit. Refer to SU-38 for placement of Leading & Rear Bus Boarding Pads.
12. Contact Pierce Transit once work is complete. (253-983-2706)



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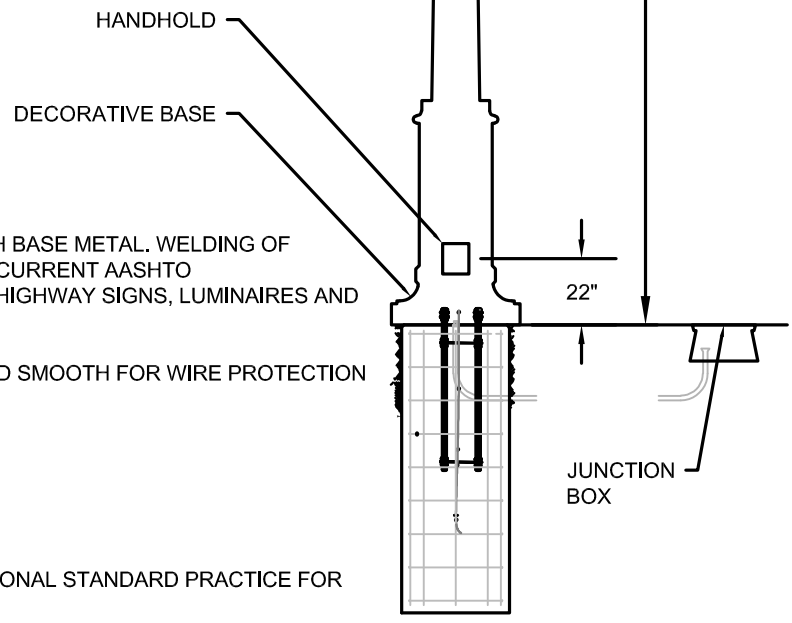
**BUS SHELTER PAD LAYOUT**

STD DTL  
 F11



ROADWAY LIGHTING STANDARD	
POLE, MAST ARM MANUFACTURER	NOV AMERON
POLE, MAST ARM, BASE COLOR	POWDER COAT BLACK (FS 27038)
POLE TYPE	HOT DIP GALVANIZED STEEL, ROUND, TOP O.D. 3 1/2", BASE O.D. 8 1/5"
BASE	DECORATIVE
LUMINAIRE HEAD	GE LIGHTING SYSTEMS, EVOLVE SCALABLE COBRAHEAD, ERS1, ERS2, ERS3, ERS4
	LEOTEK, GREENKINGCOBRA, GC2-90F, GC2-1 OOF, GC2-120F
	CREE, XSP2-BXSPA23, XSP2L-BXSPA23
BULB	LIGHT-EMITTING DIODE (LED)
LUMINAIRE HEAD COLOR	BLACK
REQUIRED OPTIONS	BASE MUST HAVE HANDHOLE
FUSE CONNECTOR KIT	PER WSDOT QUALIFIED PRODUCTS LIST
FUSES	PER WSDOT QUALIFIED PRODUCTS LIST
UTILITY BOX	JUNCTION BOX PER WSDOT STANDARD PLAN J-40.10
POWER	TO BE PROVIDED BY DEVELOPER. 120V FOR DUPLEX RECEPTACLE, 240V FOR THE STREET LIGHT.
CONDUIT	MINIMUM O.D. 2"
WIRING	THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING WIRE THAT MEETS NEC STANDARDS. COPPER WIRE ONLY. PER WSDOT STANDARD PLAN J-28.70.
FOUNDATION	SLIP BASE PER WSDOT STANDARD PLAN J-28.30

PRINCIPLE ARTERIAL - 40'-0"  
 MINOR ARTERIAL - 40'-0"  
 COLLECTOR - 35'-0"  
 LOCAL ROAD - 35'-0"



NOTES:

- WELD: ALL BUTT WELDS TO BE GROUND FLUSH WITH BASE METAL. WELDING OF STRUCTURES SHALL BE IN ACCORDANCE WITH THE CURRENT AASHTO "SPECIFICATIONS FOR STRUCTURAL SUPPORTS OF HIGHWAY SIGNS, LUMINAIRES AND TRAFFIC SIGNALS".
- ALL WIREWAYS SHALL BE DEBURRED, ROUNDED AND SMOOTH FOR WIRE PROTECTION PURPOSES .
- AASHTO 2009 DESIGN PARAMETERS:
  - LOCATION: WASHINGTON STATE
  - BASIC WIND SPEED: 90 MPH
  - DESIGN LIFE: 50 YEARS RECURRENCE INTERVAL
- DESIGN LIGHT LEVELS PER IESNA'S "AMERICAN NATIONAL STANDARD PRACTICE FOR ROADWAY LIGHTING" (RP-8-00).

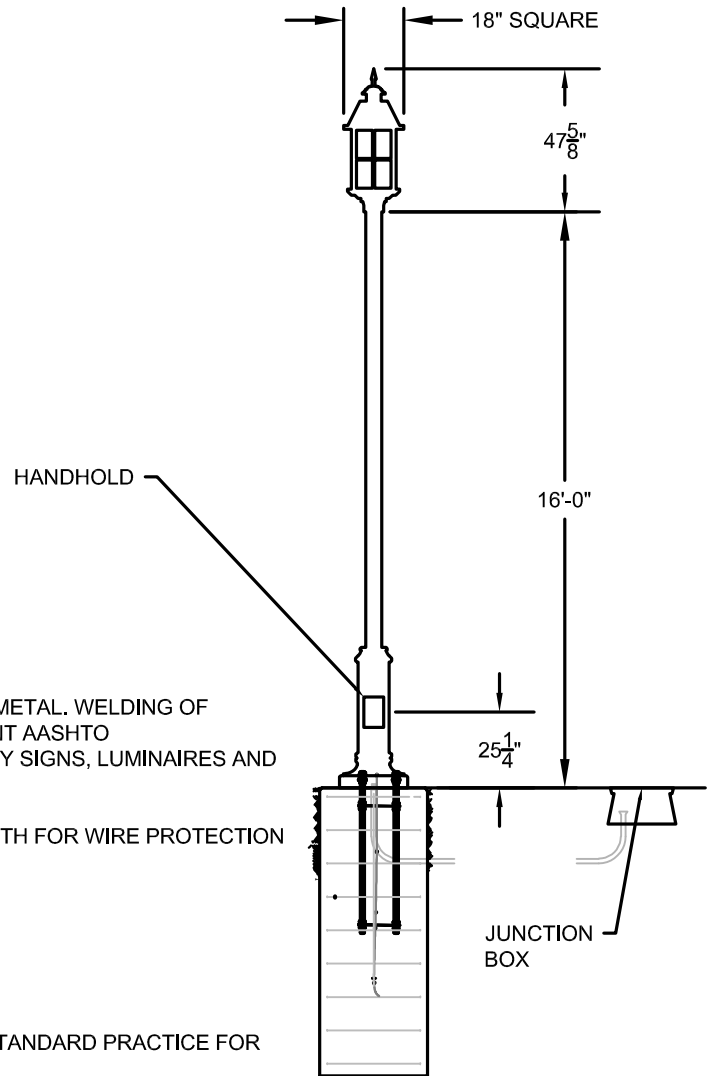


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**ROADWAY LIGHTING STANDARD**

STD DTL  
**J1**

ROADWAY LIGHTING STANDARD	
POLE, BASE MANUFACTURER	NOV AMERON
POLE, BASE MODEL NUMBER	POWDER COAT BLACK (FS 27038)
POLE BASE COLOR	HOT DIP GALVANIZED STEEL, ROUND, TOP O.D. 3 1/2", BASE O.D. 8 1/5"
POLE BASE TYPE	DECORATIVE
LUMINAIRE HEAD MODEL NUMBER	ALMCHN - LE060/EVX/X4-YSDP- FBR- XX - CB
BULB	LIGHT-EMITTING DIODE (LED)
LUMINAIRE HEAD COLOR	CLASSIC BLACK
REQUIRED OPTIONS	BASE MUST HAVE HANDHOLD
FUSE CONNECTOR KIT	PER WSDOT QUALIFIED PRODUCTS LIST
FUSES	PER WSDOT QUALIFIED PRODUCTS LIST
UTILITY BOX	JUNCTION BOX PER WSDOT STANDARD PLAN J-40.10
POWER	TO BE PROVIDED BY DEVELOPER. 120V FOR DUPLEX RECEPTACLE, 240V FOR THE STREET LIGHT.
CONDUIT	MINIMUM O.D. 2"
WIRING	THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING WIRE THAT MEETS NEC STANDARDS. COPPER WIRE ONLY. PER WSDOT STANDARD PLAN J-28.70.
FOUNDATION	SLIP BASE PER WSDOT STANDARD PLAN J-28.30



NOTES:

1. WELD: ALL BUTT WELDS TO BE GROUND FLUSH WITH BASE METAL. WELDING OF STRUCTURES SHALL BE IN ACCORDANCE WITH THE CURRENT AASHTO "SPECIFICATIONS FOR STRUCTURAL SUPPORTS OF HIGHWAY SIGNS, LUMINAIRES AND TRAFFIC SIGNALS".
2. ALL WIREWAYS SHALL BE DEBURRED, ROUNDED AND SMOOTH FOR WIRE PROTECTION PURPOSES .
3. AASHTO 2009 DESIGN PARAMETERS:
  - LOCATION: WASHINGTON STATE
  - BASIC WIND SPEED: 90 MPH
  - DESIGN LIFE: 50 YEARS RECURRENCE INTERVAL
4. DESIGN LIGHT LEVELS PER IESNA'S "AMERICAN NATIONAL STANDARD PRACTICE FOR ROADWAY LIGHTING" (RP-8-00).



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 BY CITY DATE

**PEDESTRIAN LIGHTING  
 STANDARD**

STD DTL  
**J2**

GENERAL NOTES (ALL PROJECTS NOT FUNDED BY CITY)

1. A PRE-CONSTRUCTION CONFERENCE WITH THE CITY OF EDGEWOOD PUBLIC WORKS DEPARTMENT SHALL BE HELD PRIOR TO THE START OF CONSTRUCTION. THE OWNER REPRESENTATIVE, ENGINEER, AND CONTRACTOR SHALL ATTEND.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SECURING ALL NECESSARY PERMITS AND EASEMENTS PRIOR TO CONSTRUCTION.
3. ALL WORKMANSHIP AND MATERIALS SHALL BE IN ACCORDANCE WITH CITY OF EDGEWOOD STANDARDS AND THE MOST CURRENT EDITIONS OF THE WASHINGTON STATE STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION.
4. AN APPROVED COPY OF THE PLANS SHALL BE ON SITE WHENEVER CONSTRUCTION IS IN PROCESS. ANY CHANGES TO THE APPROVED PLANS SHALL BE REVIEWED AND APPROVED BY THE ENGINEER AND THE CITY OF EDGEWOOD.
5. THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR LOCATING AND PROTECTING ALL EXISTING UTILITY LINES. THE ENGINEER HAS SHOWN THE APPROXIMATE LOCATIONS OF EXISTING UTILITIES THAT HAVE BEEN OBTAINED FROM AVAILABLE RECORDS AND ARE SHOWN FOR CONVENIENCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFICATION OF EXISTING UTILITIES SHOWN AND FOR DISCOVERY OF POSSIBLE ADDITIONAL UTILITIES NOT SHOWN SO AS TO AVOID DAMAGE OR DISTURBANCE. THE UNDERGROUND UTILITY LOCATION SERVICE SHALL BE CONTACTED (#-811) FOR FIELD LOCATION PRIOR TO ANY CONSTRUCTION. THE OWNER OR HIS REPRESENTATIVE SHALL BE CONTACTED IF A UTILITY CONFLICT EXISTS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT UTILITY LOCATES ARE MAINTAINED THROUGHOUT THE LIFE OF THE PROJECT.
6. IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE ADEQUATE TEMPORARY TRAFFIC CONTROL DURING CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE CITY OF EDGEWOOD AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO STARTING ANY WORK IN THE RIGHT OF WAY. ALL TRAFFIC CONTROL PLANS AND DEVICES SHALL CONFORM TO THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES: (MUTCD).
7. THERE SHALL BE NO CONSTRUCTION ON SATURDAY, SUNDAY, OR HOLIDAYS OBSERVED BY THE CITY OF EDGEWOOD.
8. THE CONTRACTOR SHALL NOTIFY THE ENGINEER AND THE CITY OF EDGEWOOD PUBLIC WORKS DEPARTMENT IN THE EVENT OF DISCOVERY OF POOR SOIL, STANDING GROUNDWATER OR DISCREPANCIES FROM THE PLANS IN GRADES, LOCATION AND CONSTRUCTION OF UTILITIES, STRUCTURES AND OTHER EXISTING CONDITIONS.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR KEEPING RECORD DRAWINGS OF ALL CONSTRUCTION NOT INSTALLED ACCORDING TO THE APPROVED PLANS.
10. ALL SEDIMENTATION/EROSION CONTROL FACILITIES SHALL BE IN OPERATION PRIOR TO INITIATING CONSTRUCTION. ALL SEDIMENTATION/EROSION CONTROL FACILITIES SHALL BE MAINTAINED OR REPLACED UNTIL THE PROJECT IS COMPLETE.
11. NO DISTURBED SOIL SHALL REMAIN UNSTABILIZED FOR MORE THAN TWO DAYS. SOILS SHALL BE STABILIZED AT THE END OF THE SHIFT BEFORE A HOLIDAY OR WEEKEND IF NEEDED BASED ON THE WEATHER FORECAST.
12. AT NO TIME SHALL MORE THAN ONE FOOT OF SEDIMENT BE ALLOWED TO ACCUMULATE WITHIN A CATCH BASIN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND DISPOSING OF THE SEDIMENT.
13. THE CONTRACTOR SHALL REMOVE MATERIAL DROPPED, WASHED OR TRACKED FROM VEHICLES ONTO THE CITY RIGHT OF WAY OR INTO THE STORM DRAINAGE SYSTEM. DEBRIS SHALL NOT BE WASHED INTO THE STORM DRAINAGE SYSTEM.



APPROVED:

CHUCK HENDRICKSEN, P.E. APRIL 2026

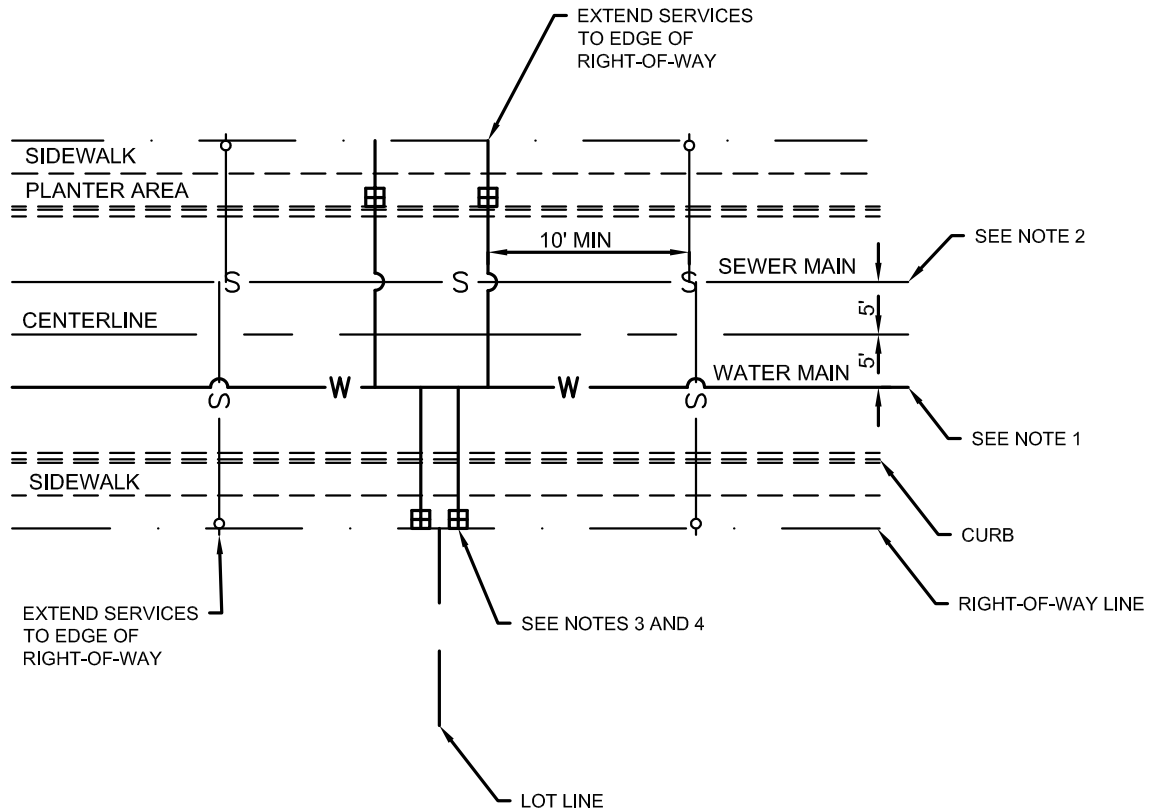
BY CITY

DATE

**UTILITY GENERAL NOTES**



STD DTL

**U1**



**NOTES:**

1. WATERLINES ARE NORMALLY PLACED NORTH OR EAST OF THE CENTERLINE.
2. SEWER LINES ARE NORMALLY PLACED SOUTH OR WEST OF THE CENTERLINE.
3. METERS SHALL BE PLACED IN PUBLIC RIGHT OF WAY OR EASEMENTS DEDICATED TO THE UTILITY.
4. METERS SHALL NOT BE INSTALLED IN DRIVEWAYS, SIDEWALKS, OR ASPHALT UNLESS APPROVED BY UTILITY.

-  WATER METERS TO BE INSTALLED BEHIND SIDEWALK OR IN PLANTER AREA.
-  EXTEND SANITARY SIDE SEWER AND WATER SERVICES TO EDGE OF RIGHT-OF-WAY. CLEANOUT SHALL BE PLACED AT THE RIGHT-OF-WAY.

(NOT TO SCALE)



APPROVED:  
 CHUCK HENDRICKSEN, P.E. APRIL 2026  
 BY CITY DATE

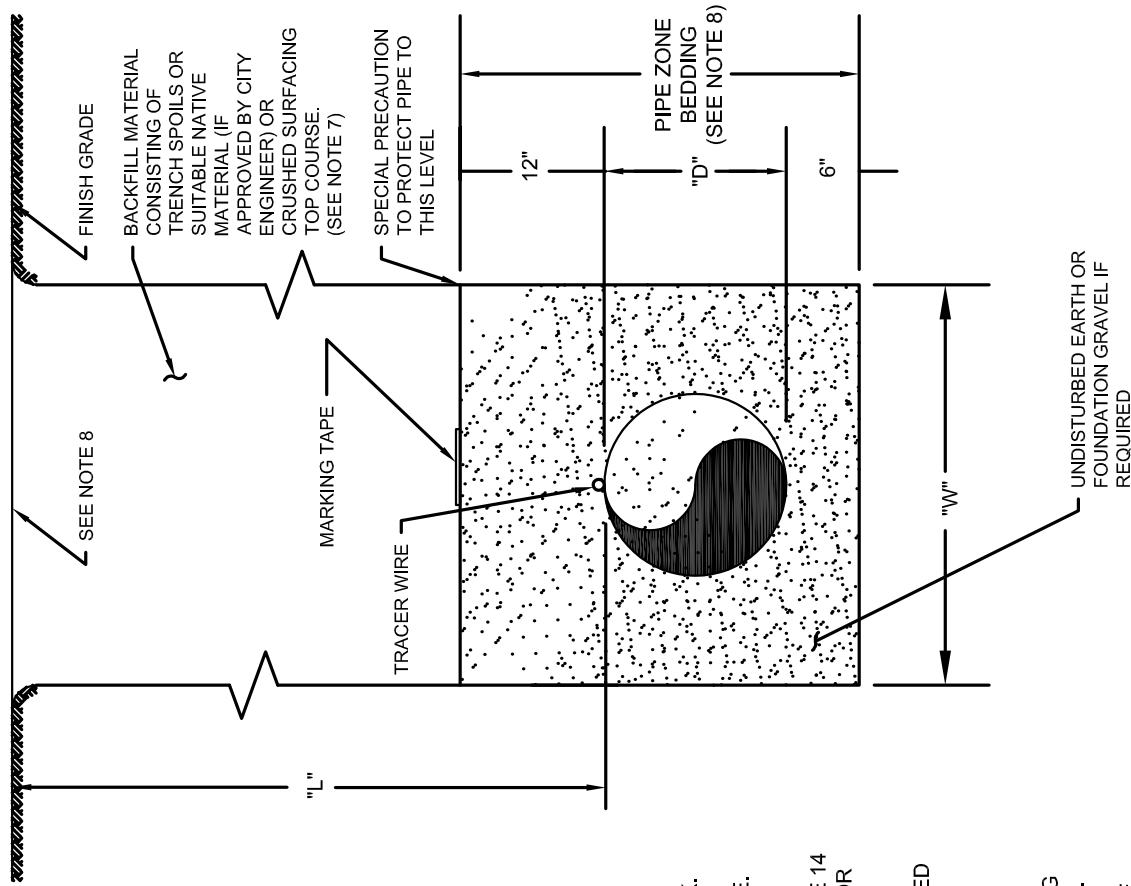
**TYPICAL UTILITY  
 LOCATIONS**

STD DTL  
**U2**

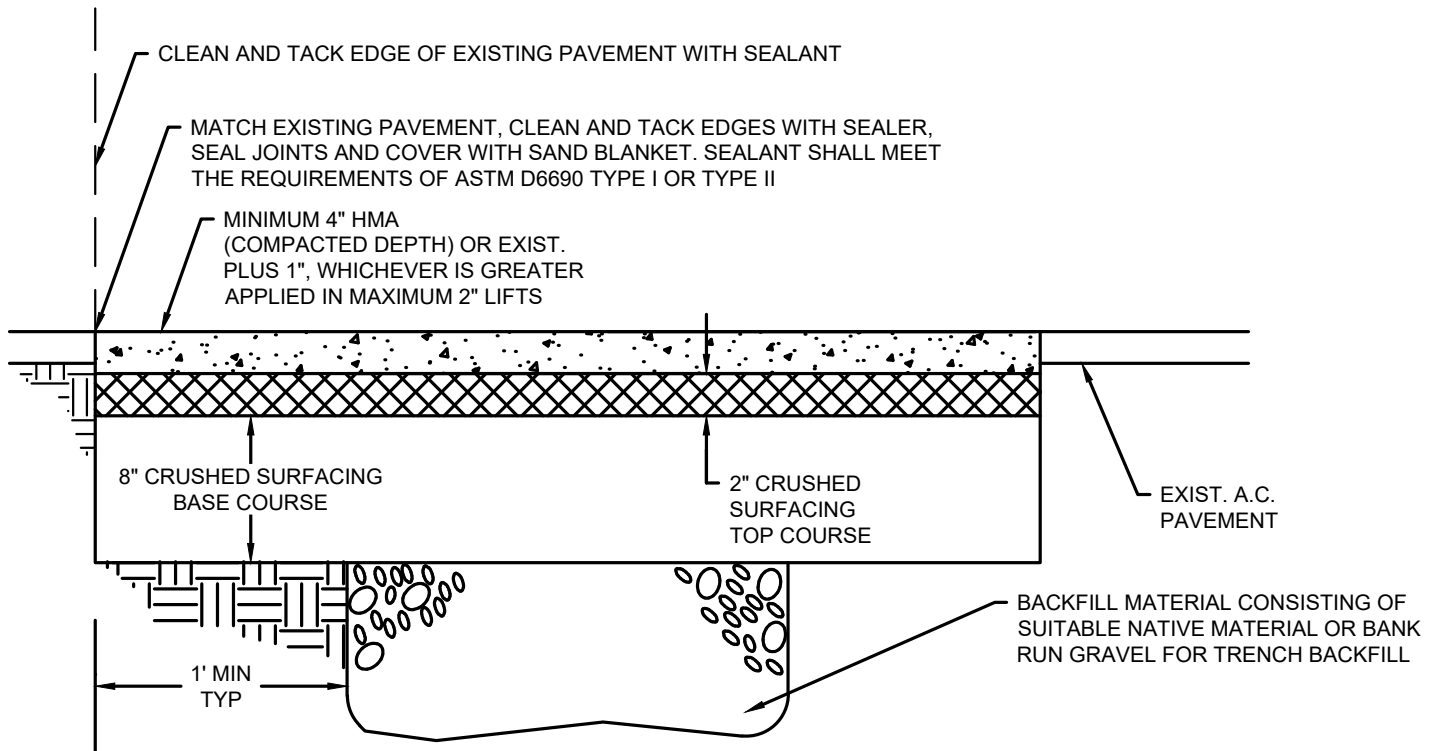
"W" - TRENCH WIDTH		
PIPES 15" OR LESS = PIPE O.D. + 30 INCHES PIPES 18" OR GREATER = 1.5x PIPE O.D. + 18 INCHES		
MINIMUM PIPE COVER AND PIPE SIZE		
	MIN PIPE COVER "L"	MIN PIPE DIA "D"
WATER MAINS	36 INCHES	8 INCH
WATER SERVICES	24 INCHES	3/4 INCH
SEWER MAINS	60 INCHES	8 INCH
SEWER SERVICES	36 INCHES	6 INCH
SANITARY SEWER PRESSURE MAINS	48 INCHES	VARIES
STORM SEWER UNDER ROADWAY	24 INCHES	12 INCH
STORM SEWER - DUCTILE IRON	18 INCHES	12 INCH

**NOTES:**

- ALL TRENCHES SHALL MEET WAC CHAPTER 296-155 FOR CONSTRUCTION WORK.
- BEDDING MATERIAL SHALL BE PLACED UNDER ALL PIPE PRIOR TO PLACING PIPE.
- WIRE SHALL BE TAPED AT 10-FOOT INTERVALS TO THE TOP OF ALL WATER AND SEWER PRESSURE MAINS, AND WATER SERVICE LINES. TRACER WIRE SHALL BE 14 GAUGE COPPER, CONTINUOUS SOLID CORE, 30MIL HDPE INSULATION RATED FOR DIRECT BURIAL.
- PIPES SHALL BE MECHANICALLY RESTRAINED IN FILL OR PREVIOUSLY DISTURBED MATERIAL.
- CLAY OR BENTONITE DAMS SHALL BE INSTALLED ACROSS THE TRENCH AND TO THE FULL DEPTH OF THE GRANULAR MATERIAL IN ALL AREAS OF STEEP SLOPE, STREAM CROSSING, AND WETLANDS TO PREVENT MIGRATION OF WATER ALONG THE PIPELINE. ENGINEER TO DESIGN SPACING OF DAMS AND DRAINAGE RELIEF.
- ALL CONSTRUCTION AND MATERIALS SHALL MEET THE SPECIFICATIONS AND BE APPROVED BY THE CITY ENGINEER.
- TRENCH COMPACTION SHALL BE 95% MAXIMUM DENSITY IN TRAFFIC AREAS AND 90% MAXIMUM DENSITY IN NON-TRAFFIC AREAS.
- PIPE ZONE BACKFILL SHALL BE PLACED IN LOOSE LAYERS AND COMPACTED TO 90% MAXIMUM DENSITY.
- FOR SURFACE RESTORATION IN ROAD SECTIONS, SEE STANDARD DWG U-4 AND U-5



(NOT TO SCALE)



**NOTES:**

1. ALL MATERIALS, WORKMANSHIP, AND INSTALLATION SHALL BE IN CONFORMANCE WITH THE STANDARD SPECIFICATIONS FOR ROAD, BRIDGE, AND MUNICIPAL CONSTRUCTION AS AMENDED BY TOWN OF FRIDAY HARBOR STANDARDS.
2. ALL MATERIALS EXCEPT HMA SHALL BE COMPACTED 95% DENSITY. HMA SHALL BE COMPACTED TO 91%.
3. CITY REPRESENTATIVE SHALL BE PRESENT DURING COMPACTION EFFORT. APPLICANT SHALL PROVIDE 2 BUSINESS DAYS NOTICE.
4. IF STREET PAVEMENT IS LESS THAN 5 YEARS OLD, THE APPLICANT SHALL GRIND AND INSTALL A 2 INCH OVERLAY. FOR LONGITUDINAL UTILITY INSTALLATIONS THE APPLICANT SHALL GRIND AND INSTALL A 2 INCH OVERLAY FOR HALF A STREET WIDTH. FOR TRANSVERSE CUTS, A 150 FOOT LONG, MINIMUM, GRIND AND OVERLAY SHALL BE INSTALLED.

(NOT TO SCALE)



APPROVED:

CHUCK HENDRICKSEN, P.E. APRIL 2026

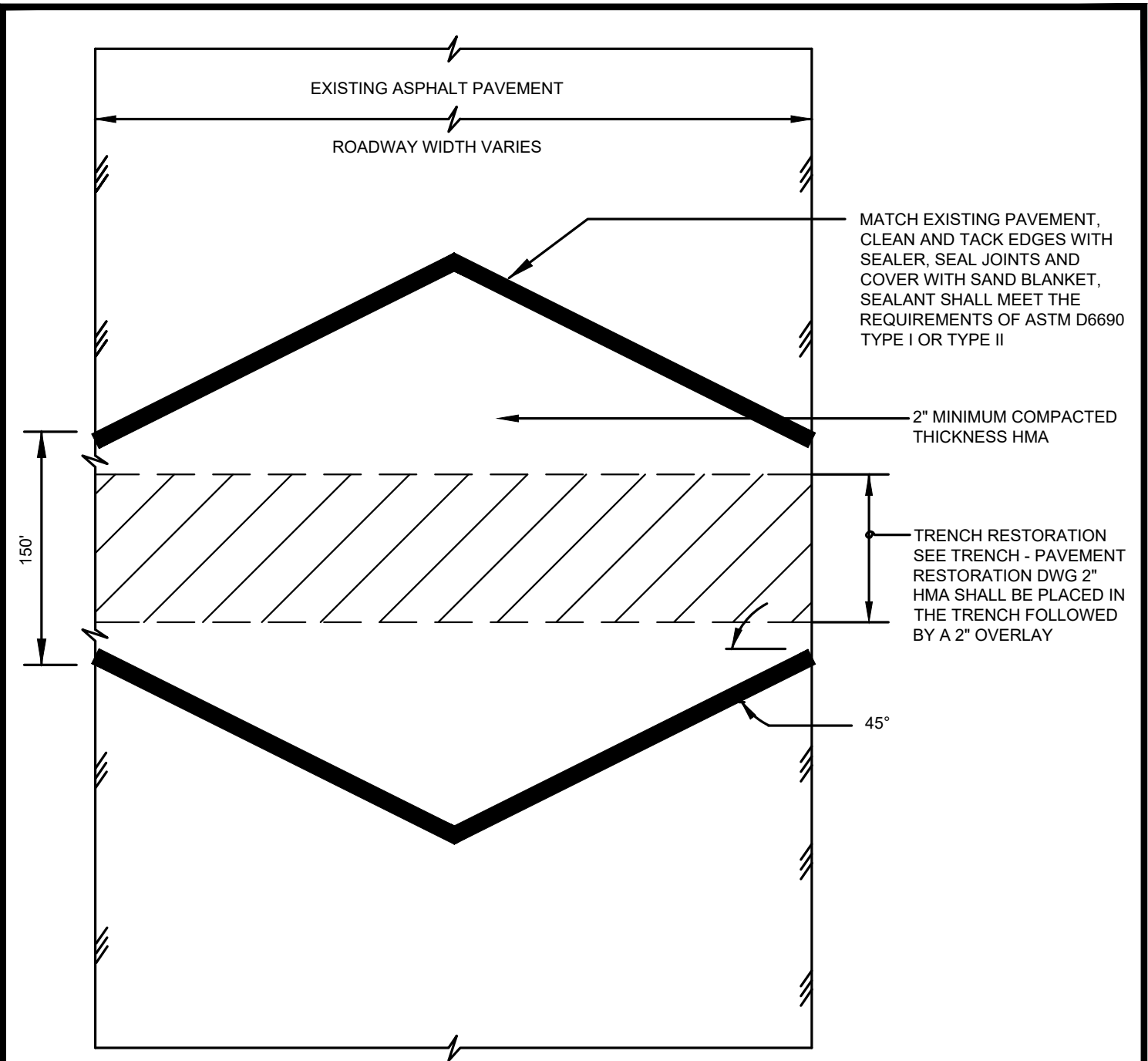
BY CITY

DATE

**TRENCH - PAVEMENT  
RESTORATION**

STD DTL

**U4**



**NOTES:**

1. HMA DIAMOND PATCH IS REQUIRED FOR TRANSVERSE UTILITY CUTS ON STREETS WITH ASPHALT INSTALLED MORE THAN 5 YEARS AGO.

(NOT TO SCALE)



APPROVED:

CHUCK HENDRICKSEN, P.E. APRIL 2026

BY CITY

DATE

**HMA DIAMOND PATCH**

STD DTL

**U5**

**Chapter 15.70**

**FIRE CODE**

**15.70.010 to 15.70.220 – NO CHANGES**

**15.70.230 IFC Section 503.2.4 amended – Turning radius.**

Section 503.2.4 of the IFC is hereby amended to read as follows:

503.2.4 Turning Radius. The required turning radius of a fire apparatus access road shall have a minimum inside turning radius of 30 feet.

**15.70.235 IFC Section 503.2.5 amended – Dead ends.**

Section 503.2.5 of the IFC is hereby added to read as follows:

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet shall be provided with an approved area for turning around per Section D103.4 of Appendix D.

Exception: Fire apparatus access roads serving not more than ten (10) Group R-3 or Group U occupancies may utilize the reduced hammerhead turnaround dimensions contained in the city’s Public Works Standards, adopted under EMC 12.02.030.

**15.70.240 to 15.70.420 – NO CHANGES**

**15.70.425 IFC Appendix D Section D103.4 amended – Dead ends.**

Section D103.4 of Appendix D of the IFC is hereby amended to read as follows:

D103.4 Dead ends. Except as allowed under IFC Section 503.2.1 and 503.2.5, dead-end fire apparatus access roads in excess of 150 feet shall be provided with width and turnaround provisions as follows:

Length (feet)	Minimum Width (feet)	Turnarounds Required
>150 to 500	20	See Figure D103.1
>500	26	See Figure D103.1

**15.70.430 – NO CHANGES**

**Chapter 16.07**

**SUBDIVISION VACATIONS AND ALTERATIONS**

**16.07.010 to 16.07.040** – *NO CHANGES*

**16.07.050 Requirements for a complete application.**

A. The following materials shall be submitted to the city for a complete full subdivision or binding site plan vacation application:

*1. to 4. – NO CHANGES*

5. Acknowledgment that if any street is included in the application for a vacation, that the applicant shall be required to pay the amount contemplated in RCW 35.79.030, if the vacation is granted pursuant to EMC Chapter 12.14;

*6. to 10. – NO CHANGES*

*B. to C. – NO CHANGES*

**16.07.060 Criteria for approval.**

A. Vacation Criteria for a Full Subdivision or Binding Site Plan.

*1. – NO CHANGES*

2. Street Vacation. When the vacation application is specifically for vacation of a city street, the procedures in EMC Chapter 12.14 and the procedures in Chapter 35.79 RCW shall be utilized. When the procedure is for the vacation of a plat or binding site plan together with the streets, the vacation procedure in this chapter shall be used, but this procedure cannot be used to vacate streets if prohibited under RCW 35.79.035 or the city's street vacation ordinance.

*3. – NO CHANGES*

*B. – NO CHANGES*

**16.07.070 to 16.07.090** – *NO CHANGES*



**City Of Edgewood  
Council Agenda Summary Sheet**

<b>Subject:</b> <b>AB26-0709</b> - Ordinance 26-0709 Sanitary Sewer Code Updates	<b>Agenda Item #:</b> 6.B
	<b>For Agenda of:</b> 5/12/2026
	<b>Prepared by:</b> Jeremy Metzler
<b>Attachments (list):</b> 1. Ordinance 26-0709 Sanitary Sewer Code 2. ExA - EMC Title 11 Amendments (Clean) 3. ExB - EMC 16.01 Amendments (Clean) 4. ExC - EMC 18.80 Amendments (Clean)	
<b>Approval of Materials:</b> Jeremy Metzler Rachel Pitzel, Assistant City Administrator      05/07/2026 Dave Olson, Mayor      05/07/2026	<b>Expenditure Required:</b> N/A <b>Amount Budgeted:</b> N/A <b>Timeline:</b> 05/05/2026-SS 05/12/2026 RCM

**Summary Statement:** The City’s General Sewer Plan (GSP) was updated and adopted by the City Council in December 2024, alongside the City’s 2024 Comprehensive Plan Periodic Update, following several years of review and discussion with the Planning Commission (PC). Draft Edgewood Municipal Code (EMC) redlines were first introduced to the PC in February 2023, but implementation was delayed until the City Council could act on the GSP and Comprehensive Plan updates. As noted by staff in November 2024, these proposed revisions to EMC are needed to enable the updated GSP and implement the updated goals and policies in the Comprehensive Plan. Here is a summary of the proposed changes as recommended by the PC:

- The Comprehensive Plan policies, as recommended by the Planning Commission, are incorporated under EMC 11.35.010 and EMC 11.55.010.
- Staff is recommending the deletion of outdated policies, replacing them with references to the current Comprehensive Plan and General Sewer Plan.
- Consolidation of connection requirements (EMC 11.40.010 to 11.40.030) with system extension requirements (EMC 11.35.010).
- Removal of references to specific criteria that are already addressed in several other standards and forms that do not need to be repeated in the code.

A SEPA DNS was issued and the draft redlines were submitted to Commerce for review on June 27, 2025. The PC held a public hearing at their July 2025 meeting where no comments were received. The SEPA appeal period ended on July 29, 2025, and no appeals were received. The PC approved their recommendation to City Council unanimously at their August meeting.

Since the PC's recommendation, staff has reviewed the draft code amendments with all receiving jurisdictions and incorporated their feedback into the attached materials for City Council's consideration. These changes are summarized as follows:

- Instead of changing Title 11 language to focus on “receiving jurisdictions”, the attached materials focus on regulating city-owned infrastructure.
- Definitions and design/construction standards in the code have been simplified, consolidating several items into the Public Works Standards (separate item under Council consideration).
- Several clarifications have been made pursuant to Pierce County Sewer's memo dated September 23, 2025.
- Dry sewer line provisions have been updated to allow for "Shadow Platting", consistent with practices in Pierce County to permit future infill development at required urban densities.
- With the proposed "Shadow Platting" provisions, staff now proposes to allow Community OSS's ONLY when dry sewers have been provided on an interim basis.
- EMC 11.50 is a proposed model for regulating discharges to the sewer utility and clarifying pretreatment review and permitting processes.
- EMC 11.70 (Non-Core West Phase I Sewer Area) has been updated to reflect changes to the GSP, moving away from "Phase" language.

Following discussion at last week's study session, staff offers the following responses and clarifications:

- EMC 11.55.010(D) as proposed implements the 2024 Comprehensive Plan policy that prohibits new Community OSS's, with limited exceptions for a) unit-lot subdivisions, and b) interim use in proposed subdivisions installing dry sewer lines.
- EMC 11.35.020 as proposed requires dry sewer lines for all proposed subdivisions more than 300 feet from existing sanitary sewers, unless a) the subdivision is unlikely to have sanitary sewer service within 20 years, b) all lots will be connected to the sewer when it becomes available, and c) the subdivision includes a "no objection to sewer clause" (i.e. clearly states all lots must connect when sewer becomes available).
- EMC 16.01.125 as proposed allows for subdivisions to create the number of lots allowed by the zoning district's maximum density or minimum lot size, so long as those allowed in excess of what would be allowable for septic design purposes are restricted from development until sanitary sewers are provided.
- EMC 18.80.040 and 18.80.050 as proposed clarifies instances where the minimum lot sizes may need to be greater due to TPCHD on-site septic system design requirements, also referencing subdivisions with dry sewer lines.
- EMC 11.65.010, as already codified, establishes a civil infraction for the installation of a sewer line within 10 feet of a water line, unless otherwise allowed following the current edition of Criteria for Sewage Works Design as published by the Washington State Department of Ecology (“Orange Book”).

Staff has prepared the attached ordinance for the Council's consideration alongside the Public Works Standards and Code Amendments this evening.

**Item History:** [Planning Commission Meetings](#)

- June 9, 2025 - [Meeting Materials](#), [Recording](#)

- July 14, 2025 - [Meeting Materials, Recording](#)
- August 11, 2025 - [Meeting Materials, Recording](#)

**Recommended Action:**

MOTION to adopt **AB26-0709** - Ordinance 26-0709 Sanitary Sewer Code Updates

**Fiscal Note/Consideration:**

N/A

**ORDINANCE NO. 26-0709**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, RELATED TO UPDATING THE CITY'S SANITARY SEWER REGULATIONS; ADOPTING AMENDMENTS TO EDGEWOOD MUNICIPAL CODE (EMC) TITLE 11 TO UPDATE PROCESSES AND PROCEDURES RELATED TO THE CITY'S SANITARY SEWER UTILITY; ADOPTING RELATED AMENDMENTS TO EMC CHAPTERS 16.01 AND 18.80; PROVIDING FOR SEVERABILITY AND CORRECTIONS; DIRECTING THE CITY CLERK TO MAINTAIN COPIES OF THE ADOPTED STANDARDS; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, Edgewood Municipal Code (EMC) Title 11 contains regulations for the City's sanitary sewer utility originally adopted in 2006, with minor updates in 2010 and additional provisions for the area served by the City of Fife in 2015; and

**WHEREAS**, the City Council adopted an updated General Sewer Plan (GSP) and Comprehensive Plan in December 2024, containing updated goals and policies following several years of review and discussion with the Planning Commission; and

**WHEREAS**, the Planning Commission met to review suggested amendments to EMC Title 11 needed to enable the updated GSP and implement the updated goals and policies on June 9, 2025, July 14, 2025 and August 11, 2025; and

**WHEREAS**, the procedures for amendments to development regulations as provided in EMC 18.60 were followed as documented in the Planning Commission staff report dated August 11, 2025; and

**WHEREAS**, the suggested amendments to EMC Title 11 were submitted to the Department of Commerce for 60-day review on June 27, 2025; and

**WHEREAS**, in accordance with the State Environmental Policy Act (SEPA), the City issued a Determination of Nonsignificance (DNS) on June 29, 2025 under File No. 25-009-CODE with a public comment period ending on July 14, 2025 and appeal period ending on July 29, 2025, where no appeals were received; and

**WHEREAS**, in accordance with EMC 18.60.070, on June 29, 2025 the City issued a Notice of a Public Hearing on the proposed code amendments, setting the Planning Commission public hearing for July 14, 2025 at 6:00 PM; and

**WHEREAS**, on August 11, 2025, the Planning Commission voted unanimously to recommend adoption of the proposed amendments to EMC Title 11 to the City Council; and

**WHEREAS**, the City Council reviewed the proposed code amendments at their study session held on May 5, 2026; and

**WHEREAS**, the City Council considered the amendments at their regular meeting held on May 12, 2026 and deems adoption in the public interest;

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

**Section 1. EMC Title 11 Amended.** EMC Title 11 relating to sanitary sewers is hereby amended as shown on Exhibit A, attached hereto and incorporated by reference.

**Section 2. EMC Chapter 16.01 Amended.** EMC Chapter 16.01 relating to general provisions for subdivisions is hereby amended as shown on Exhibit B, attached hereto and incorporated by reference.

**Section 3. EMC Chapter 18.80 Amended.** EMC Chapter 18.80 relating to land use zones is hereby amended as shown on Exhibit C, attached hereto and incorporated by reference.

**Section 4. 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 5. 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 6. 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 publication as provided by law.

**PASSED BY THE CITY COUNCIL ON THE 12TH DAY OF MAY, 2026**

\_\_\_\_\_  
Dave Olson, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Jill Schwerzler-Herrera, CMC  
City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Maili C. Barber, City Attorney

*Date of Publication:* 05/15/2026  
*Effective Date:* 05/20/2026

**Title 11**

**SEWERS**

**Chapters:**

- 11.20 Sanitary Sewer Utility**
- 11.30 Sewer System General Provisions**
- 11.35 Sewer System Extensions and Connections**
- 11.36 Sewer Latecomer Agreements**
- 11.40 Connection Permits and Charges**
- 11.45 Side Sewers**
- 11.50 Discharges to the Sewer**
- 11.55 Private Disposal Systems**
- 11.60 Rates and Billing Procedures**
- 11.65 Violations and Enforcement**
- 11.70 City of Fife Sewer Service Area**

**Chapter 11.20**

**SANITARY SEWER UTILITY**

*11.20.010 to 11.20.020 – NO CHANGES*

**11.20.030 Authority.**

The city has the responsibility for the maintenance, operation, preservation, improvement, and administration of sewer utility facilities owned by the city. The sewer utility shall be under the direction and control of the director. The director is authorized to delegate responsibilities for administration of the sanitary sewer utility to such other city employees as the director may from time to time direct.

**11.20.040 Sanitary sewer utility policies.**

Development of the sanitary sewer utility shall be in accordance with the city's current Comprehensive Plan and General Sewer Plan.

## Chapter 11.30

### SEWER SYSTEM GENERAL PROVISIONS

#### 11.30.010 Purpose.

This title sets forth the regulations under which the city sewer utility is managed and operated. It is intended to enable the director to protect the public health in conformity with all applicable local, state and federal laws relating thereto. The objectives of this chapter are to:

*A. to B. – NO CHANGES*

C. Develop standards for design and construction that will lower system operation and maintenance costs and a safe and healthy work environment.

D. Provide for a variety of funding options for system extensions so that sewer service may expand in accordance with the Comprehensive Plan and General Sewer Plan, and all benefited properties pay their appropriate shares.

*E. to J. – NO CHANGES*

#### 11.30.020 Definitions.

Definitions for words and phrases used in this title shall be found in this section, the standards and manuals adopted by reference under EMC 12.02.030, the current edition of Criteria for Sewage Works Design as published by the Washington State Department of Ecology (“Orange Book”), EMC Chapter 18.20, or the latest edition of Webster’s Dictionary, with precedence in that order unless from the context a different meaning is intended or unless different meaning is specifically defined and more particularly directed to the use of such words or phrases. Where terms are not defined, they shall have their ordinarily accepted meanings within the context with which they are used.

The following words and phrases shall be defined as follows:

“Community OSS” means the same as defined under TPCHD Environmental Health Code, Chapter 2.

“Connection” means the physical connection of the building sewer to the side sewer. In the event a portion of the building sewer has been constructed with the side sewer, connection shall be deemed to occur when the two separate portions of the building sewer are connected.

“Connection right” means the right of a property that has fulfilled all the requirements for connection to the city’s sewer system, as set forth in this title, to connect to that sewer system, subject to the conditions set forth in the connection permit and agreement.

“Design and Construction Standards” means the city’s book of design and construction standards for public works projects and system extensions by developers as set forth in EMC 11.30.060.

“Equivalent residential unit (ERU)” means one single-family house, apartment unit, condominium unit, or townhouse unit. For nonresidential connections, an ERU is 210 gallons per day of wastewater, or one-half pound per day of total suspended solids, or one-half pound per day of biochemical oxygen demand (BOD). The determination of the number of ERUs required for nonresidential buildings shall be made pursuant to EMC 11.40.070.

“Frontage” means the side(s) of the property, adjacent to the right-of-way or easement, containing the sanitary sewer(s), either existing or proposed.

“Fronted”. A property is fronted by a sewer when 10 feet or more of the right-of-way or easement containing a sewer is adjacent to a property line of that property and the sewer contained therein extends 10 feet or more past the nearest property line or extension thereof. If the right-of-way or easement ends at the subject property line and the sewer ends within 50 feet of said property line and is intended to never be extended past that point, the property shall be considered to be fronted by the sewer.

Exhibit A – EMC Title 11 Amendments  
Ordinance 26-0709, Sanitary Sewer Code Updates  
May 12, 2026

“Fully fronted” means when a right-of-way or easement containing a city sewer is adjacent to and continuous along one or more full sides of a property.

“GSP” means the city’s general sewer plan.

“Human occupation” means the use or intent of use of a building that includes part-time or full-time residency, employment, sports, entertainment, and commercial or other activity that requires the presence of plumbing fixtures as determined by the plumbing code.

“Improvements” means construction intended to or having the effect of increasing the value of real or personal property.

“Large OSS” or “LOSS” means the same as defined under TPCHD Environmental Health Code, Chapter 2 and RCW 70A.115.010, whichever is more restrictive.

“LID” or “local improvement district” means a group of properties specifically benefited by the construction of a local improvement, paid for, in whole or in part, by special assessments levied against said group of properties, established and authorized by the local legislative authority.

“Local improvement” means an improvement or improvements owned or operated by a public corporation (RCW 35.43.010).

“Mayor” means the city’s mayor or authorized representative.

“OSS” means private on-site sewage system; also called “septic system”.

“Plumbing code” means the provisions of the Uniform Plumbing Code adopted by the city as described in EMC 15.05.080.

“Private disposal system” means a privately owned septic tank with drain field or other on-site wastewater treatment and disposal system; see also “OSS”.

“Receiving Jurisdiction” means another city, county or sewer district that receives wastewater from a portion of the city of Edgewood (e.g., city of Puyallup, city of Fife, city of Sumner, city of Tacoma, Pierce County and/or Lakehaven Water and Sewer District).

“Sewage” means wastewater that contains human waste.

“Sewer,” also called “sanitary sewer,” means pipes and associated structures that exclusively carry wastewater.

“Sewer availability” means the condition of a property of being permitted to connect to the city’s sewer system. See EMC 11.30.070.

“Sewer main” means a city sanitary sewer that receives wastewater from one or more side sewers and/or other sewer mains.

“Sewer service area” means that area lying within the corporate boundaries of the city of Edgewood designated for city sewer service pursuant to the GSP, approved in accordance with Chapters 36.93 and 36.94 RCW.

“Sewer system,” also called “sanitary sewer system,” means the aggregate of all the parts of a wastewater collection and treatment system including sewers, appurtenances, pump stations and treatment facilities.

“Sewer utility” means the city’s sanitary sewer utility.

“Side sewer” means that sewer, located within a city right-of-way or easement, between the city’s sewer main and the right-of-way or easement line, connecting to the building sewer and regulated by the public works department and this title.

Exhibit A – EMC Title 11 Amendments  
Ordinance 26-0709, Sanitary Sewer Code Updates  
May 12, 2026

“Storm drain” means pipes and associated structures that carry surface water and exclude wastewater.

“System extension” means capital improvements to the sewer system, including, but not limited to, extensions of sewer lines, and the construction of manholes, pump stations, other appurtenances and controls.

“Temporary portable toilet” means a self-contained, noncaustic chemical toilet equipped with a waste-receiving, chemical-holding container, housed in its own shelter.

“TPCHD” means the Tacoma – Pierce County Health Department.

“ULID” or “utility local improvement district” means a group of properties specifically benefited by the construction of a local water, sewer, or off-street parking facility improvement, financed by revenue bonds, paid for in whole or in part by revenues of the utility, established and authorized by the local legislative authority.

“Wastewater” means any combination of liquid and water-carried sewage and/or commercial/industrial wastes and from any customer including residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated.

“Work” means the provision of all labor, materials, tools, equipment, and everything needed to successfully complete a project according to the contract.

**11.30.030 Authority.**

The city sanitary sewer utility is established by this title in accordance with RCW 35.21.210 and 35.67.030. Except as otherwise provided herein, the director shall administer, implement and enforce the provisions of this title.

A. Applicability. This title shall apply to all persons and properties within the city and any person using, discharging to, or damaging the city’s sewer system inside or outside the city.

*B. – NO CHANGES*

C. Enforcement. The authority to lien property for delinquent and unpaid rates and other charges for sewer service shall be in accordance with RCW 35.67.200. The authority to issue citations and levy penalties for civil infractions or civil code violations shall be in accordance with EMC Chapter 1.10, General Penalty. The authority to adopt ordinances and impose penalties for civil and criminal infractions thereof shall be in accordance with RCW 35A.11.020.

D. Discharge Permits. The receiving jurisdictions that convey and/or treat the city’s sewage shall be authorized to regulate and enforce the provisions of Chapter 11.50 EMC, and, pursuant to RCW 90.48.160, issue discharge permits within the city to operators of industrial and commercial operations, monitor discharges, inspect said industrial and commercial operations, and enforce discharge regulations promulgated by said jurisdiction.

E. Inspection. The receiving jurisdictions, city, and their inspectors shall have free access to and authority to observe, inspect, gather samples, and perform tests related to all city sewer system construction or other activity or use located on city property, the public rights-of-way, and city easements within and outside the city.

Construction and all other activity or use, located on private property, authorized or regulated under this title shall be conditioned upon the right of the city, its inspectors, and consultants to enter upon such private property and authority to observe, inspect, gather samples, and perform tests related to all such construction or other activity or use.

F. Stop Work. Pursuant to EMC Chapter 7.40, the receiving jurisdictions, city, and their inspectors shall have authority to stop work authorized or regulated under this title when such inspectors or consultants shall find that stopping the work is necessary to ensure compliance with approved plans, specifications, Design and Construction Standards, and Standard Specifications.

G. Uncover. The receiving jurisdictions, city, and their inspectors shall have authority to require that improvements or parts thereof, authorized or regulated under this title, must be uncovered or dug up and/or removed for inspection when:

*1. to 3. – NO CHANGES*

H. Remove. The receiving jurisdictions, city, and their inspectors shall have authority to require that improvements or parts thereof, authorized or regulated under this title, that do not comply with approved plans, specifications, Design and Construction Standards, and Standard Specifications be removed from the project and be replaced.

**11.30.040 General sewer plan.**

As authorized by RCW 35.67.030, the council has adopted a GSP that sets the boundaries of the city’s sewer service area and guides the sewer utility as to the location and size of sewer mains and pump stations. The GSP sets forth a detailed CIP for 20 years. The most recent edition of the Design and Construction Standards are included in the GSP by reference. DOE approval of the GSP is required subject to RCW 90.48.110(3), WAC 173-240-030, 173-240-040, and 173-240-050. The GSP is a stand-alone technical plan, referenced here for consistency with the comprehensive plan, and maintained by the director. The GSP will be updated in accordance with RCW 35.67.030 and, when required, modifications must be approved by the Department of Ecology. The planning commission shall provide recommendations on comprehensive plan policy updates consistent with the GSP and EMC as needed for consistency. The GSP shall include those elements described in Section G1-2.4 of the Orange Book and WAC 173-240-050.

*11.30.050 – NO CHANGES*

**11.30.060 Design and construction standards.**

The director shall prepare design and construction standards for the sewer utility and include them in the Public Works Standards adopted pursuant to EMC 12.02.030. In cases where specific design or construction criteria are not prescribed by this Title or the Public Works Standards, all sewer facilities shall be designed and constructed in a manner that:

- A. minimizes inflow and infiltration into the public sewer system;
- B. minimizes the number of pressure sewer connections;
- C. provides the least lifecycle cost to the Utility;
- D. allows perpetual and unrestricted access for maintenance and operation of the facilities; and
- E. minimizes public exposure to sewage spills and sewer-related odors and noise.

**11.30.070 Sewer availability.**

Sewer availability is as defined in the GSP.

**11.30.080 Sewer system capacity, record, and reservation.**

A. The capacity of the city’s sewer system shall be determined as set forth in interlocal agreement(s) between the city and receiving jurisdictions and as established in the GSP. The capacity shall be established in ERUs as set forth in EMC 11.30.020. The sewer utility shall establish flow meters at city discharge points and, from time to time, shall evaluate the correlation between the ERUs issued and the actual quality and quantity of sewage discharged. The value of an ERU and the number of remaining ERUs shall be adjusted, as necessary, to reflect the actual values determined from said evaluation, by ordinance of the council and approval by the DOE, if required.

B. The director shall keep a record of the city’s sewer system capacity, and as connection permits are issued shall subtract the number of ERUs assigned to each permit and keep a balance of available ERUs.

*C. to F. – NO CHANGES*

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G. System capacity may be so reserved for a period of no more than five years, at which time the reservation will be automatically extinguished, unless the connection charge shall have been paid prior to the five-year anniversary date of the sewer system capacity agreement. The connection charge shall be that which is in effect at the time of such payment, less the reservation charge previously paid.

*H. – NO CHANGES*

I. As consideration for continued reservation of sewer system capacity, monthly reservation charges equal to monthly sewer rates for that capacity shall commence upon full payment of the connection charge, and continue until a physical connection is actually made, or the reserved connection is extinguished or relinquished by action of the owner.

*J. – NO CHANGES*

## Chapter 11.35

### SEWER SYSTEM EXTENSIONS AND CONNECTIONS

#### 11.35.010 Extensions and connections – When required.

A. All new / proposed structures and uses that are located on property within 300 feet of an existing available sanitary sewer main and generate wastewater shall be required to extend the sanitary sewer main and connect to the sanitary sewer utility in a manner consistent with the GSP. The horizontal distance shall be measured along a straight line from the existing sanitary sewer to the subject structure's closest property line. If the subject property is not fully fronted by a sewer, the owner, as a condition of sewer service, shall be required to extend the city's sewer to and across one full side of the property in accordance with the GSP. Nonrectangular and corner lots may be required to extend the sewer along two or more full sides as determined by the director.

B. All existing structures that are located within 300 feet of an existing available sanitary sewer main served by an OSS that has failed (as defined by TPCHD), or requires a permit from the TPCHD to repair the OSS for continued operations, shall be required to extend the sanitary sewer main and connect to the sanitary sewer utility in a manner consistent with the GSP. The horizontal distance shall be measured along a straight line from the existing sanitary sewer to the subject structure's closest property line.

C. Private Developer Extensions. If a new sanitary sewer main is installed by a private developer, and it is fronting a parcel with an existing structure served by an OSS, then the existing structure shall be required to connect to said sanitary sewer main:

1. prior to any city permit approval that would result in increased use of the existing OSS beyond its currently approved capacity,
2. prior to any city permit approval for any reclassification of use for the existing structure (ex., from residential to non-residential),
3. if the existing OSS requires a permit from the TPCHD for repair to maintain its function, or
4. if the existing OSS is failing as defined by the TPCHD.

D. City Capital Improvement Extensions. If a new sanitary sewer main is proposed for installation by the city, and it is fronting any parcels with existing structures served by an OSS, then the city must conduct a public noticing and engagement process with impacted property owners prior to any construction. Upon installation, the existing structures shall be required to connect to said sanitary sewer main as follows:

1. The existing OSS shall be assigned an age based on the date of the last permitted activity in TPCHD records, such as evidence of a completed installation or repair permit.
2. The existing structure served by said OSS will not be required to connect to the new sanitary sewer main until the OSS's age is at least fifteen (15) years.
3. Once the age of said OSS reaches fifteen (15) years, existing structures must connect to the sanitary sewer within 180 days.
4. Regardless of the conditions above, existing structures must connect to the new sanitary sewer if the conditions listed under subsection B, above, are met.

#### 11.35.020 Dry sewer lines – When required.

A. Purpose and objective. To allow for residential development up to the maximum density allowed by the underlying zoning district, dry sewer lines may be required as part of a proposed subdivision. The objective is to provide adequate public facilities and services concurrent with development, ensuring that the creation of lots, the

locations of easements, road dedications, structures, wells, and septic drainfields are consistent to permit future infill at urban densities. Unless otherwise exempt per subsection B below, any proposed subdivision located more than 300 feet from the nearest existing available sanitary sewer must install dry sanitary sewer facilities. The horizontal distance shall be measured along a straight line from the existing sanitary sewer facilities to the proposed subdivision's closest property line.

B. Exemption. Dry sanitary sewer facilities may not be required for a subdivision, as determined by the Public Works Director, if all of the following conditions apply:

1. As currently programmed in the GSP and Comprehensive Plan, it would be very unlikely that the proposed subdivision would be connected to the sanitary sewer system within 20 years of dry sewer line installation;
2. All lots within the subdivision shall be connected to the sanitary sewer system at the time a sewer line is installed adjacent to the proposed subdivision; and
3. The subdivision includes a no objection to sewer clause.

C. Standards. All required dry sewer lines shall be installed per the adopted Design and Construction Standards. When dry sewer lines are provided, the proposed subdivision may create the maximum number of lots permissible through the underlying zoning district's maximum density and/or minimum lot area requirements. Any lots proposed in excess of the density and/or lot area permitted with on-site septic systems shall not be built upon until the dry sewer facilities and all of the lots in the subdivision are connected to an available sanitary sewer line, pursuant to EMC 16.01.125.

**11.35.030 City-owned sewage pump stations.**

Other than those proposed in the GSP, new sewage pump stations shall be prohibited unless the director finds there is no reasonable alternative. Pump stations shall be designed and constructed in conformance with the Design and Construction Standards, this title, the Orange Book, and the Standard Specifications. Pump stations shall be designed and constructed to minimize operation and maintenance costs and employee exposure to health and safety hazards. Permanent on-site electric generators, with power generation adequate for full function of the pump station, shall be installed at every city sewage pump station. Any force main serving a city-owned pump station shall discharge into a manhole and not directly into another force main or gravity sewer pipe.

**11.35.040 Cross-connection control.**

Sewage pump stations and all other sewer system elements with water service shall be required to meet the requirements of the water purveyor and WAC 246-290-490.

**11.35.050 Design plans and specifications.**

The design plans and specifications for sewer system extensions and connections shall be prepared in accordance with the Design and Construction Standards, this title, the GSP, the Orange Book, and the Standard Specifications.

**11.35.060 Easements.**

All sewer system easements shall be in a form as provided and approved by the city. The city must review and approve all easements prior to execution, and written acceptance by the city is required prior to recording the easement. The director may, in their sole discretion, waive any of the easement requirements set forth in the Design and Construction Standards upon the director's written determination that such waiver would not adversely affect the city's interests.

*A. to B. – DELETED*

**11.35.070 Construction.**

All construction shall be in conformance with the Design and Construction Standards, this title, the GSP, the Orange Book, and the Standard Specifications. Contractors shall have a current and valid state of Washington contractor's license and a city business license. Construction shall not commence until a preconstruction conference, meeting the requirements set forth in the Design and Construction Standards, has occurred and applicable permit(s) have been issued.

**11.35.080 City projects.**

Nonemergency sewer system extension projects constructed with public funds shall first be identified in the GSP and included in the city's CIP. Such projects shall be paid for with connection and/or rate charges from users of the sewer system together with any grants and loans that may be obtained.

*A. to L. – DELETED*

**11.35.090 System extension agreements.**

In the event that a Receiving Jurisdiction is not able or willing to administer the extension of the city's sanitary sewer system on the city's behalf, the city may directly contract with owners of real estate in the city for the construction of sanitary sewer facilities as provided in RCW Chapter 35.91 and below. When the city is directly administering the system extension, the agreement shall be subject to all of the following:

A. Application and Contract. The application and contract shall contain, at a minimum, all of the following:

1. Name, mailing address, email address and telephone number of the owner.

*2. to 13. – NO CHANGES*

*B. to G. – NO CHANGES*

H. Fees and Charges. Pursuant to the fee schedule adopted under EMC Chapter 3.35, the following fees and charges shall be paid to the city prior to approval of the system extension agreement:

*1. to 6. – NO CHANGES*

I. Performance Bond. The owner shall provide the city with a performance bond, in the amount of 150 percent of the engineer's estimate, for faithful completion of the improvements set forth in the system extension agreement within the prescribed time. The performance bond shall be delivered to the city prior to the preconstruction conference. The performance bond shall:

*1. to 5. – NO CHANGES*

*J. to K. – NO CHANGES*

L. Inspection. Quality control is the responsibility of the owner. The city shall not be responsible to the owner nor assume any special duty for materials, workmanship or construction method used or incorporated into the project. The construction shall be subject to observation and inspection by city staff or its consultant. When work or materials are observed that do not meet the requirements of the plans and specifications, as approved by the city, the inspector shall issue a correction notice in writing to the owner's field representative. Failure to take appropriate corrective action may result in a stop work order. Failure to correct faulty materials or workmanship may result in refusal by the city to accept the improvements or the city may stop work permanently and complete the work with its own contractor under the terms of the performance bond.

*M. – NO CHANGES*

N. Maintenance Bond. Following completion of work and prior to city acceptance of the system extension, the owner shall provide the city with a maintenance bond warranting the system extension improvements in accordance with the Design and Construction Standards. The amount of the bond shall be 20 percent of the cost of construction, but not less than \$5,000. The maintenance bond shall also guarantee that the surety shall indemnify, defend and protect the city against any claim of direct or indirect loss resulting from the failure of the owner or any of the employees, contractors, subcontractors, or lower tier subcontractors of the owner to pay all laborers, mechanics, contractors, subcontractors, material person, or any person who provides labor, supplies, or provisions for carrying out the work. The maintenance bond shall remain in effect until released by the city. Two years following acceptance, the city will inspect the improvements upon request by the owner and issue a correction notice, if

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necessary. Following acceptable correction of all deficiencies, if any, the city will release the maintenance bond in writing.

O. Acceptance. Acceptance of the improvements shall be by resolution of the council. It shall be the responsibility of the owner to deliver all of the following documents to the director. The director shall make a dated finding of completion, which shall be entered on said resolution, confirming that all the following have been received by the director. The council will not accept the system extension until the finding of completion has been made.

*1. to 5. – NO CHANGES*

6. Washington State Department of Revenue certificate showing that all contract-related taxes have been paid (RCW 60.28).

*7. to 9. – NO CHANGES*

10. Bill of sale, as described in the Design and Construction Standards, transferring the improvements to the city without cost in compliance with RCW 35.91.020.

*11. – NO CHANGES*

**Chapter 11.36**

**SEWER LATECOMER AGREEMENTS**

**11.36.010 Purpose.**

The purpose of this chapter is to implement RCW Chapter 35.91 and to describe the process for a developer/property owner, or the city, to fund the construction of certain sewer facilities, and then to be reimbursed by property owners who subsequently connect to or use the sewer facilities.

**11.36.020 Definitions.**

The definitions set forth in this section shall apply throughout this chapter:

*A. to C. – NO CHANGES*

D. “Latecomer fee” means a charge collected by the city, whether separately stated or as part of a connection fee for providing access to the city’s sewer system, against a real property owner who connects to or uses a sewer facility subject to a latecomer agreement created under this chapter and RCW Chapter 35.91.

*E. to F. – NO CHANGES*

**11.36.030 Mandatory requirements for latecomer agreements.**

A. Requirements. At the owner/developer’s request, the city must contract with the owner of real estate for the construction or improvement of sewer facilities that the owner elects to install solely at the owner’s expense, as long as such contract is consistent with this chapter and all of the following conditions are satisfied:

*1. to 2. – NO CHANGES*

3. The sewer facilities to be constructed or improved must be included in the city’s GSP; and

*4. to 7. – NO CHANGES*

B. Rejection of Requests Not in Compliance. The city shall reject requests made by developer/owners that are not in compliance with this section. Such requests are not subject to project permit processing, under EMC Title 18.

*11.36.040 – NO CHANGES*

**11.36.050 Procedure for processing request.**

A. Owner’s Responsibilities.

1. Deadline for Submission of Request. Within 120 days of the completion of the sewer facilities, the owners of the real estate must provide the city with the total cost of construction of the sewer facility actually paid by the owner. The city will not accept written estimates in determining the cost of construction. In the event of a disagreement between the city and the developer/owner concerning the cost of the construction of the sewer facilities, the director’s decision shall be final. This information on the cost of construction shall be used by the city as the basis for determining reimbursements by future users who benefit from the sewer facility, but who did not contribute to the original cost of the sewer facilities.

*2. – NO CHANGES*

B. Director’s Responsibilities.

1. Recommendation to City Council. The director shall determine whether a request for a latecomer agreement satisfies the requirements in EMC 11.36.030 and this chapter. The director’s recommendation to the city council shall include, but not be limited to, his/her analysis on the following factors:

*a. to b. – NO CHANGES*

c. Whether the developer/owner’s receipts and invoices relating to the cost of construction of the sewer facilities are reasonable and accurate and have been verified by the director in the “Engineer’s Estimate,” which shall include separate itemizations of costs; and

*d. – NO CHANGES*

**11.36.060 Notice – Hearing – Consideration by city council.**

A. Upon receipt of the director’s recommendation as provided in EMC 11.36.050(B), the city shall prepare a latecomer agreement (based on EMC 11.36.030) for inclusion in the council agenda.

*B. – NO CHANGES*

C. The city council shall consider the request for a latecomer agreement in a public hearing, together with the director’s recommendation, all application materials, all submitted evidence and public testimony. The city council shall make the final determination whether the request satisfies the criteria set forth in this chapter and, as specified in RCW Chapter 35.91, the council shall approve the latecomer agreement. The council’s decision on the method for determining the pro rata share used to calculate the latecomer fee and the latecomer fee shall be final. The fair pro rata share of the cost of the sewer facilities attributable to the owner’s property shall be deducted from the cost of construction.

*D. – NO CHANGES*

*11.36.070 – NO CHANGES*

**11.36.080 Recording required.**

After the final latecomer reimbursement pro rata fee has been established as provided in EMC 11.36.060, the agreement shall be recorded with the Pierce County auditor. The provisions of the latecomer agreement may not be effective as to any owner of real estate not a party thereto unless the latecomer agreement has been recorded against the affected property in the office of the county auditor of the county in which the real estate of the owner is located, prior to the time the owner taps into or connects to the sewer facilities. It shall be the sole responsibility of the developer/owner (or the city, if the city is the beneficiary of the latecomer fee) to record the latecomer agreement. Within 30 days after receipt of evidence that the latecomer agreement has been recorded, the director shall ensure that a notice of additional sewer connection charges has been recorded with the Pierce County auditor’s office, as required by RCW 65.08.170.

*11.36.090 to 11.36.110 – NO CHANGES*

**11.36.120 City or county participation in latecomer agreements.**

*A. – NO CHANGES*

B. Authorized Locations for Construction Sewer Facilities. The sewer facilities must be consistent with the city’s GSP, comprehensive plan(s) and development regulations. The boundaries of the assessment reimbursement must be formulated by the city based upon a determination of which parcels in the proposed area would require construction or improvement of sewer facilities upon development or redevelopment, or would be allowed connection to or usage of constructed or improved sewer facilities. The sewer facilities to be constructed or improved may not be located outside the city’s corporate limits<sup>1</sup>. If Pierce County is a party to the latecomer agreement, the sewer facilities may not be located outside Pierce County.

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<sup>1</sup> The language from RCW 35.91.020 regarding facilities being located “within ten miles of the municipality’s corporate limits” is not included herein, as the city of Edgewood does not currently have an urban growth area and all areas abutting the city’s corporate limits are served by other agencies.

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C. Director Recommendation. The director shall prepare a recommendation to the city council as provided in EMC 11.36.050(B).

*D. to G. – NO CHANGES*

***11.36.130 – NO CHANGES***

**Chapter 11.40**

**CONNECTION PERMITS AND CHARGES**

**11.40.010 Connection permits – Applicability.**

The provisions of this chapter shall be applicable in the event that a Receiving Jurisdiction is not able or willing to administer permitting for connections to the city’s sanitary sewer system on the city’s behalf.

*11.40.020 to 11.40.030 – DELETED*

*11.40.040 – NO CHANGES*

**11.40.050 Connection permit and agreement required – Building permit conditioned.**

A. A connection permit and agreement shall be required before connection to the city’s sewer system. The connection permit and agreement shall be made on a standard form that shall be approved by the director.

B. No building permit shall be issued for a building intended for human occupation, or in which plumbing fixtures are installed, unless:

*1. to 2. – NO CHANGES*

3. An application and plans for a private disposal system have been approved by the TPCHD and supplied to the city pursuant to Chapter 11.55 EMC.

*C. – NO CHANGES*

*D. – DELETED*

**11.40.060 Application.**

Application shall be made by the owner on the connection permit and agreement standard form, which shall contain, at a minimum, all of the following:

*A. to O. – NO CHANGES*

P. Notary forms.

Q. Attachments.

1. Discharge permit, if applicable, by the jurisdiction that operates the wastewater treatment plant treating the city’s sewage.

2. Copy of executed agreement between owner and water purveyor authorizing release and agreement to submit owner’s monthly water bills to the city, as required by EMC 11.40.080.

3. Right-of-way permit for construction of the side sewer.

4. The record drawing of the side sewer, as required under EMC 11.45.120, shall be attached to the permit following completion of the side sewer.

5. Copy(ies) of executed and recorded easement(s), if any, if side sewer crosses other’s property.

*11.40.070 to 11.40.110 – NO CHANGES*

*11.40.120 to 11.40.130 – DELETED*

**Chapter 11.45**

**SIDE SEWERS**

**11.45.010 Responsibility and ownership.**

*A. – NO CHANGES*

B. Notwithstanding subsection (A) of this section, the city may construct and fund the installation of any side sewer as part of a city-sponsored sewer installation project; provided, that nothing herein shall be construed as requiring the city to initiate any such project, and the city shall retain sole discretion regarding the same to the fullest extent allowed by law.

*C. – NO CHANGES*

**11.45.020 Side sewer – New – Existing – Abandoned.**

A new side sewer and building sewer, constructed with new materials, as approved by the city, shall be required for new connections and when modifications are made to an existing side sewer or building sewer; except, that such connection may be made to an existing side sewer and/or building sewer; provided, that said existing side sewer is examined by video camera and shown to be sound and the building sewer, if any, successfully passes a pressure test.

If a side sewer is deemed abandoned by the director, the building sewer shall be disconnected from the cleanout at the right-of-way line and replaced with a nipple and cap. The joints shall be gasketed, the cap blocked, and the cleanout in good condition or replaced.

**11.45.030 Operation and maintenance requirements – Permission to test.**

A. Operation. The owner shall be permitted to construct a side sewer in the right-of-way or other easement in conformance with all applicable conditions of the right-of-way permit and any applicable terms and conditions of such easement. Only wastewater meeting the requirements of Chapter 11.50 EMC shall be permitted to be discharged through a side sewer. Violation of the conditions of a permit or easement hereunder may result in its revocation, termination of sewer service, and disconnection of the side sewer as provided in EMC 11.65.030.

*B. to D. – NO CHANGES*

**11.45.040 Design and construction.**

All side sewers shall be designed and constructed in accordance with the Design and Construction Standards, this title, and the Standard Specifications.

*11.45.050 – DELETED*

**11.45.060 Permits required.**

Side sewer construction and/or connection to the side sewer shall not begin until all of the following permits have been obtained:

A. Connection permit and agreement, as described in EMC 11.40.050 or otherwise administered by the Receiving Jurisdiction on the city's behalf.

B. Right-of-way permit for construction.

**11.45.070 Side sewer contractor.**

The side sewer contractor shall be required to have a current and valid Washington State contractor's license and a city business license, and shall supply the city with copies of both and provide the city with documented proof of experience in underground utility construction. A right-of-way permit shall not be issued for construction of a side sewer unless the contractor can demonstrate such experience and is approved by the director.

**11.45.080 Bond and insurance required.**

A performance bond, insurance, indemnification, and maintenance bond, meeting the requirements as set forth in Chapter 12.06 EMC or otherwise administered by the Receiving Jurisdiction on the city's behalf, shall be required as a condition of issuance of the right-of-way permit.

*11.45.090 – DELETED*

**11.45.100 Inspection.**

Inspection and testing of the side sewer shall be as described in the Design and Construction Standards, and payment for same as set forth in EMC 11.40.110 or otherwise administered by the Receiving Jurisdiction on the city's behalf.

*11.45.110 to 11.45.120 – NO CHANGES*

**11.45.130 Building sewers.**

*A. – NO CHANGES*

B. Inflow and Infiltration. The owner shall maintain the integrity of the building sewer and shall permit no connections thereto other than pipes carrying wastewater meeting the requirements of Chapter 11.50 EMC. Pipes that become broken or joints that permit infiltration of groundwater or surface water shall be replaced or repaired by the owner. If the city determines that an unacceptable quantity of ground or surface water is being discharged into the city's sewer system from the owner's building sewer, the owner shall be required to immediately eliminate such inflow and/or infiltration.

C. Check Valves. A check valve shall be required at the connection of the building drain to the building sewer when plumbing fixtures are located in the basement of a building or on any floor less than four feet above the crown of the sewer to which its side sewer is connected, unless otherwise approved by the director.

D. Testing. The owner, as a condition of the connection permit and agreement, shall authorize but not require the city to enter the property for the purpose of testing all sewers for inflow and infiltration, during normal business hours, seven days following notification. The techniques that may be used for such testing shall be provided in the connection permit and agreement, the Design and Construction Standards and the Orange Book; provided, that nothing in this subsection shall be construed as imposing any duty of care upon the city, or as limiting in any manner the owner's responsibility for maintaining the building sewer.

*E. – DELETED*

## Chapter 11.50

### DISCHARGES TO THE SEWER

#### 11.50.010 Applicability

The provisions of this chapter shall be applicable in the event that a Receiving Jurisdiction is not able or willing to regulate, monitor and enforce discharges into the city's sanitary sewer system on the city's behalf in accordance with the Receiving Jurisdiction's regulations and applicable permit(s).

#### 11.50.020 Definitions

The following words, terms, and phrases, when used in this chapter, shall have the following meanings, except where the context clearly indicates a different meaning or where otherwise defined:

“Fats, Oils and Grease (FOG)” means those components of wastewater amenable to measurement by methods for the determination of Oil and Grease described in the current method of Standard Methods or methods identified in 40 CFR Part 136. The term “fats, oils and grease” shall include polar and nonpolar fats, oils, and grease and other components extracted from wastewater by these methods.

“Interference” means a discharge that alone, or in conjunction with a discharge or discharges from other sources, either: (1) inhibits or disrupts the wastewater collection system, its treatment processes or operations; (2) inhibits or disrupts its biosolids (sludge) processes, use or disposal; or (3) is a cause of a violation of any permit or that prevents the use or disposal of sewage sludge in compliance with any of the following statutory/regulatory provisions or permits issued thereunder: Section 405 of the Clean Water Act; the Solid Waste Disposal Act (SWDA), including Title II, commonly referred to as the Resource Conservation and Recovery Act (RCRA); any state regulations contained in any state sludge management plan prepared pursuant to Subtitle D of the SWDA; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

“Pass Through” means a discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of an NPDES permit(s), including an increase in the magnitude or duration of a violation.

“Pollutant” means a contaminant, or other cause of alteration of the physical, chemical, or biological properties, of any waters of the state, including change in temperature, taste, color, turbidity, or odor of the waters, or such discharge of any liquid, gaseous, solid, radioactive, or other substance into any waters of the state as will or is likely to create a nuisance or render such waters harmful, detrimental, or injurious to the public health, safety, or welfare, or to domestic, commercial, industrial, agricultural, recreational, or other legitimate beneficial uses, or to livestock, wild animals, birds, fish, or other aquatic life.

“POTW” means a publicly owned treatment works as defined by Section 212 of the Act (33 U.S.C. Section 1292), which is owned by a Receiving Jurisdiction, to which wastewater from the city's sanitary sewer system is conveyed. This definition includes any devices or systems used in the collection, conveyance, storage, treatment, recycling, and reclamation of sewage or Industrial Wastes of a liquid nature and any conveyances which convey wastewater to a Treatment Plant.

“User” means any person, business or entity that contributes, causes or permits the contribution of wastewater into the city's sanitary sewer system.

#### 11.50.030 General discharge standards and requirements.

A. Any authorized officer or employee of the city may enter and inspect any part of the city's sanitary sewer system. The right of entry and inspection shall extend to public streets, easements, and property within which the system is located. Moreover, the city shall be allowed to enter onto private property to inspect waste discharge facilities. The right of inspection shall include on-site inspection of pretreatment and sewer facilities, observation, measurement,

sampling testing and access to all compliance records located on the premises of the discharger. The right of inspection shall include entry into the business premises during normal business hours (with or without prior notification) to ensure that discharge standards, including but not limited to best management practices, are being followed. Persons or occupants of premises where wastewater is produced or discharged must allow any authorized representative of the city ready access at all reasonable times to all parts of the premises for the purpose of inspection, sampling, or record examination. The city's representative has the authority to set up, on the discharge's property, such devices as are necessary to conduct sampling, inspection, compliance monitoring or flow metering operations.

B. General Prohibitions. No person shall introduce or cause to be introduced into the city's sanitary sewer system any pollutant, wastewater, or other substance or flow which either alone or by interaction with other materials causes Pass Through or Interference, as determined and/or otherwise prohibited by the Receiving Jurisdiction.

C. The following are prohibited and considered violations: filing false reports, denying access to premises or records, discharging through unauthorized connections, tampering with sampling or metering devices, deliberately circumventing pretreatment facilities, or continuing a prohibited discharge in violation of an order to cease and desist.

**11.50.040 Commercial / Industrial dischargers.**

A. Applicability. The provisions of the Receiving Jurisdiction shall apply to all commercial / industrial discharges into the city's sanitary sewer system. As all wastewater discharged into the city's sanitary sewer system is ultimately conveyed into a Receiving Jurisdiction's POTW, the city's sanitary sewer system shall be considered part of the Receiving Jurisdiction's system for the purposes of compliance with their standards.

B. Permits – Reports – Enforcement. All industrial dischargers within the city shall apply directly to the Receiving Jurisdiction for applicable pretreatment permits. Reports from industrial dischargers shall be made directly to the Receiving Jurisdiction. All enforcement actions for industrial dischargers shall be undertaken by the Receiving Jurisdiction. City staff shall cooperate with Receiving Jurisdiction staff as necessary in said application and enforcement procedures.

C. Categorical industry determination. The Receiving Jurisdiction shall make the final determination, subject to 40 CFR 403.6, Federal or State Review, as to whether a particular industrial user is a categorical industry. The Receiving Jurisdiction will collect and assimilate the necessary information to make this determination.

D. Significant industrial user determination. The Receiving Jurisdiction shall make the final determination as to whether a particular industrial user is a significant industrial user. The Receiving Jurisdiction will collect and assimilate the necessary information to make this determination.

E. Inspection. Any authorized officer and employee of the Receiving Jurisdiction may enter and inspect any part of the city's sewer system served by the Receiving Jurisdiction's treatment system. The right of entry and inspection shall extend to public streets, easements, and property within which the system is located. Moreover, the Receiving Jurisdiction shall be allowed, as appropriate under city regulations, to enter on private property to inspect industrial waste discharges. The right of inspection shall include on-site inspection of pretreatment and sewer facilities, observation, measurement, sampling testing and access to all 40 CFR 403.12 compliance records located on the premises of the industrial user.

**11.50.050 Fats, oils and greases (FOG) regulations.**

A. Applicability. The requirements specified herein apply to all new commercial facilities and any existing or new customer with a reasonable potential to discharge excessive levels of FOG (as solely determined by the Receiving Jurisdiction) into the city's sanitary sewer system. Excessive levels of FOG are generally defined as those that exceed 100 mg/L total FOG, have a visible sheen or cause build-up or obstructions in sewer systems.

B. FOG Standard. Unless a lower limit is established by the Receiving Jurisdiction, the discharge of more than 100 mg/L (combined polar and non-polar FOG concentrations, EPA Method 1664) into the city's sanitary sewer system is prohibited. If a lower limit is established by the Receiving Jurisdiction, the lower limit shall apply. The discharge of FOG in amounts that cause a visible sheen on the discharge or in the public sewer system, a build-up of FOG in

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any public sewer facility, which accumulates either alone or in combination with other discharges to cause obstruction of the public sewer system is also prohibited.

C. Requirements for new and existing facilities.

1. New facilities. Unless specifically exempted by the Receiving Jurisdiction, all new commercial facilities are required to install FOG removal devices pursuant to the Receiving Jurisdiction's regulations. Constructed facilities with the potential to discharge FOG shall be required to continuously operate and maintain an approved type and adequately sized FOG removal devices designed to meet the requirements of the Receiving Jurisdiction within 180 calendar days from notification by the Receiving Jurisdiction. New facilities must be designed in accordance with the requirements of the Receiving Jurisdiction.

2. Existing facilities with FOG removal. Existing facilities with FOG removal devices shall be permitted to operate and maintain existing FOG removal devices, provided that the equipment is in good operating condition and meets the effluent requirements as determined by the Receiving Jurisdiction. Any facilities that will be expanded or renovated (e.g. tenant improvements), or are known to cause violations of the FOG removal device effluent standards or FOG-related cleaning activities in the sanitary sewer, shall be required to install, operate, and maintain an approved and adequately sized FOG removal device designed to meet the Receiving Jurisdiction's current FOG control requirements within 120 calendar days from notification by the Receiving Jurisdiction.

3. Existing facilities without FOG removal. Existing facilities without FOG removal devices that will be expanded or renovated (e.g. tenant improvements), or are determined by the Receiving Jurisdiction to cause violations of the FOG removal device effluent standards or FOG-related cleaning activities in the sanitary sewer, shall be required to install, operate, and maintain an approved type and adequately sized FOG removal device designed to meet the Receiving Jurisdiction's current FOG control requirements within 180 calendar days from notification by the Receiving Jurisdiction.

D. Requirements for FOG removal devices. The design, construction, installation, and maintenance of all FOG removal devices shall comply with the applicable Receiving Jurisdiction's requirements.

E. Enzymes, emulsifiers, bacteria, and other agents. The direct addition into the building plumbing, grease interceptor, or oil/water separator of enzymes, chemicals, or other agents designed to biodegrade or emulsify the FOG compounds are prohibited. Any attempt to modify the interceptor into a biological reactor by adding bacterial or microbial agents is also prohibited.

F. Inspection, monitoring, and reporting.

1. Inspection. Authorized personnel from the city and/or Receiving Jurisdiction may inspect the FOG removal devices and other wastewater facilities and equipment of any User at any time during normal business hours to ascertain whether the applicable pretreatment standards are being met. All facilities shall maintain a written record of inspection and maintenance activities and the rendering/disposal company manifest (including date of activity). A copy of such records shall be made available for on-site inspection during all operating hours.

2. Monitoring. Authorized personnel from the city and/or Receiving Jurisdiction shall have the right and access to set up on any User's property devices necessary for conducting wastewater sampling inspection, compliance monitoring, and/or metering operations.

3. Reporting. Facilities shall retain maintenance records for each FOG removal device located on the premises pursuant to the Receiving Jurisdiction's regulations.

G. Enforcement. In addition to any enforcement of regulations by a Receiving Jurisdiction, the city may pursue enforcement activity as follows:

Exhibit A – EMC Title 11 Amendments  
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1. Actions. In the event that a facility has a FOG removal device that fails a visual or effluent sample analysis inspection, the User shall be given written notice of the non-compliant condition and must take immediate steps to bring the FOG removal device into compliance. The User is responsible for all associated costs.

a. Failure on the part of any User to maintain continued compliance with any requirements set forth in these regulations may result in the initiation of enforcement action. Such enforcement action may include, but is not limited to, a warning letter and/or administrative fine.

b. If an obstruction of the sanitary sewer collection system occurs that causes a sanitary sewer backup and/or overflow and such overflow can be attributed in part or in whole to an accumulation of FOG in the city's sanitary sewer system, the city may take appropriate enforcement actions against the generator or contributor of such FOG. Pursuant to EMC Title 7, these actions may include recovery of all costs associated with cleanup activities, fines, civil penalties, or a discontinuance of water service.

2. Fines. Fines for any violation of the requirements specified herein are set forth as below. Compliance issues resulting in fines issued by the city must be addressed within 14 calendar days of notification or escalating additional fines may be assessed. The fines presented below may be tripled if the violations are determined by the city to be deliberate.

a. The city may, at its own discretion, issue a Notice of Correction or Report of Non-Compliance, without an accompanying fine, for the first violation. The Notice of Correction specifies required compliance activities and schedules to bring the User into compliance.

b. First violation. A fine of \$500.00 shall be given to the User with reference to the type of violation in accordance with the requirements specified herein.

c. Second violation. A fine of \$1,500.00 shall be given to the User for a second violation, with reference to the type of violation in accordance with the requirements specified herein.

d. Third violation. A fine of \$2,500.00 shall be given to the User for a third violation (and for each subsequent violation thereafter), with reference to the type of violation in accordance with the requirements specified herein, and/or utility service by the Receiving Jurisdiction or water purveyor may be suspended.

e. The fines stated above shall be invoiced to the User directly, and the invoice will be copied to the applicable Receiving Jurisdiction for inclusion with their utility service account. Any User being notified of such violation shall pay such fine either directly to the city or through the User's next regular billing for sanitary sewer service as administered by the Receiving Jurisdiction.

f. In addition to the above fines, the city will bill the User causing the violation for the recovery of any costs (including all labor and materials) for investigation, cleanup and remediation associated with the violation. The charges assessed will recover all costs incurred, and such costs may include, but not be limited to:

i. Fines levied against the city or Receiving Jurisdiction by any regulatory agency as a result of the violation,

ii. Costs of litigation and/or settlement of any third-party lawsuits brought against the city or Receiving Jurisdiction as a result of the violation, and

iii. Costs of time and materials to remediate any environmental damage or other problems caused by the violation.

g. Any fines imposed by the city against a User shall be due within 30 calendar days of a) the city's invoice date or b) the Receiving Jurisdiction's sewer service billing including such fine, whichever is later. If the fine is not paid within this time period, the fine shall then be delinquent, and the city shall enforce the collection of such fine in the manner provided by city policies or other applicable law.

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Ordinance 26-0709, Sanitary Sewer Code Updates  
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3. Appeals. In the event a User against whom a fine for violation of the requirements specified herein has been imposed contests the amount of such fine or related city enforcement action, such User may submit an appeal pursuant to EMC Chapter 7.80.

**Chapter 11.55**

**PRIVATE DISPOSAL SYSTEMS**

**11.55.010 Private disposal systems permitted – Permit required.**

A. A structure may only connect to an OSS when not required to connect to the city’s sewer utility pursuant to EMC 11.35.010; provided, that an application and plans for a private disposal system have been approved by the TPCHD and supplied to the city prior to connecting to the OSS.

B. Private disposal systems must be located on the same lot as the building they are designed to serve except as provided within EMC 16.01.120(B) and 16.01.125. No offsite septic tank, drainfield or related easements shall be permitted; provided, that the extension of this public health regulation shall not apply to single-family residences that are under order from the health department to replace a failed system, a replacement OSS is permissible under EMC 11.35.010, and there are not on-site alternatives available to do so.

*C. – NO CHANGES*

D. Community OSS. In order to support the growth and development of the sewer utility in accordance with the GSP, and except for the limited cases under subsection 1 below, new and proposed community OSS’s are hereby prohibited in the city. Existing community OSS’s may continue to operate in accordance with TPCHD regulations, subject to the sewer utility connection requirements in EMC 11.35.010.

1. Exceptions. Community OSS’s may be permissible, as determined by the public works director, under the following limited cases:

a. they are temporarily serving lots within a proposed subdivision where dry sewer lines are provided pursuant to EMC 11.35.020 and 16.01.125; or

b. they are serving lots within a unit lot subdivision where all the unit lots being served are located within the same parent lot as the community on-site septic system.

*11.55.020 – NO CHANGES*

**11.55.030 Operation and maintenance.**

The owner shall operate and maintain the private disposal system in compliance with TPCHD regulations (see WAC 246-272-15501).

*11.55.040 – NO CHANGES*

**11.55.050 Holding tanks.**

A. Holding tanks shall be prohibited for permanent use except when:

1. The TPCHD has determined that an existing private disposal system for an existing building has failed and cannot be repaired or replaced; and

2. – *NO CHANGES*

3. An available city sewer does not exist within 300 feet of the property.

4. – *DELETED*

*B. to C. – NO CHANGES*

*11.55.060 – NO CHANGES*

**11.55.070 Temporary portable toilets.**

Installation and use of temporary portable toilets shall be prohibited except for the following:

*A. – NO CHANGES*

B. Special Events. When permanent sanitary facilities meeting the requirements of subsection (B)(2) of this section are not available, temporary portable toilets shall be provided.

1. Construction and Maintenance. Construction and maintenance shall be as provided in WAC 296-155-140(4).

2. Number of Units. The minimum number of toilets (permanent water closets and temporary portable toilets) required shall be as required for assembly places where fixture use is not limited to intermissions, as set forth in the building code(s) adopted under EMC 15.05.030. A 50/50 distribution of the sexes shall be assumed.

*3. to 4. – NO CHANGES*

5. Hand Washing Facilities. Hand washing facilities shall be provided when temporary portable toilets are used as set forth in the building code(s) adopted under EMC 15.05.030. Hand washing facilities shall provide wash water between 70 and 100 degrees Fahrenheit. Hand towels shall be provided in a sanitary container and a receptacle shall be provided for used towels. Hand soap shall be provided.

*6. – NO CHANGES*

*C. – NO CHANGES*

## Chapter 11.60

### RATES AND BILLING PROCEDURES

#### *11.60.010 – NO CHANGES*

#### **11.60.020 Sanitary sewer utility billing.**

All bills for the city's sanitary sewer utility will be prepared by Lakehaven Water and Sewer District (LWSD) and consist of two charges: the city sewer charge and the LWSD sewer charge.

#### **11.60.030 Lakehaven Water and Sewer District sewer rates and charges.**

The rates, charges and fees applicable to sanitary sewer service set forth by LWSD, as now exists and as may subsequently be amended, revised or superseded, are hereby adopted by reference and incorporated herein as if set forth in full. For purposes of this chapter, any future amendments or revisions of said charges and fees shall be in full force automatically in the city upon the effective date thereof.

#### **11.60.040 City utility sewer rates.**

The city sewer charge rates shall be the amounts as are set forth in the city council resolution adopted pursuant to EMC 3.35.010 and are based on recommendations within the GSP.

#### **11.60.050 Billing and collection.**

Unless otherwise specified by city ordinance, LWSD shall, on the city's behalf, directly bill sanitary sewer utility customers on a no less frequently than a bi-monthly basis and shall remit collections therefrom to the city in accordance with applicable interlocal agreement(s) between the city and LWSD. All delinquent and unpaid rates and charges for sanitary sewer services, including interest thereon, shall be a lien upon the property to which the sanitary sewer is furnished superior to all other liens and encumbrances whatsoever, except those for general taxes and local and special assessments. Pursuant to RCW 35.67.215, the city's sewerage lien shall be effective for a total not to exceed one year's delinquent service charges without the necessity of any writing or recording of the lien with the county auditor.

#### **11.60.060 City conveyance development charge.**

The city shall collect charges for the capital cost of conveyance development, EMC 11.40.110(C), from all properties not within the city's local improvement district, LID No. 1, and shall be designated the conveyance development charge, CDC. The city shall collect the CDC, adopted by city resolution pursuant to EMC 3.35.010, which equitably and fairly distributes the capital costs of the conveyance system to all properties within the Phase I sewer system boundary which did not participate in the city's LID No. 1.

The CDC shall be collected in a manner which relates the actual usage a property may place on the sewer system to its proportionate share of the cost of the above-described conveyance system. The CDC shall include the proportionate cost of construction of the existing conveyance development, designated per equivalent residential unit, ERU, as determined by the GSP.

Upon request for a new sewer connection, as described within the city's GSP, the city and LWSD shall make a determination of the ERU usage applicable to the property. For purposes of this determination an ERU for service shall consist of a projected usage of 150 gallons per day of sewage flow. A single-family dwelling unit shall be assigned one ERU as a conveyance development charge. Each multifamily dwelling unit shall be assigned 0.75 ERU, and each mobile home situated in a mobile home park shall be assigned 0.67 ERU. Each accessory dwelling unit, approved for occupancy by the city, shall be assigned 0.5 ERU.

All nonresidential connections shall pay the sewer system conveyance development charge determined by the city and LWSD to reflect anticipated demand on the sewer system for the planned use of the property. The minimum estimated demand for the property shall not be less than one ERU.

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The conveyance development charge shall be collected prior to connection. Unless otherwise specified by city ordinance, LWSD shall, on the city's behalf, collect the appropriate conveyance development charge from the customer and shall remit collections therefrom to the city in accordance with applicable interlocal agreement(s) between the city and LWSD.

**Chapter 11.65**

**VIOLATIONS AND ENFORCEMENT**

**11.65.010 Civil infractions.**

The following actions shall be separate civil infractions of this code, which shall be enforceable pursuant to EMC Chapter 1.10, General Penalty:

*A. to K. – NO CHANGES*

L. Installing a sewer line within 10 feet of a water line, except as provided in the Orange Book.

*M. to U. – NO CHANGES*

**11.65.020 Failure to connect.**

If a property is required and fails to connect to the sewer system pursuant to EMC 11.35.010, the owner shall be required to pay a civil penalty equal to normal monthly charges pursuant to RCW 35.67.190. All other properties failing to connect, as required, shall be subject to civil penalties as otherwise may be set by the council.

**11.65.030 Disconnection of side sewer.**

If a side sewer to a property is discharging prohibited materials, as defined in EMC Chapter 11.50, to the city sewer system, and the owner of that property does not immediately stop such discharge following such notice, in addition to penalties provided for above, the city shall block or disconnect the side sewer to the property of such owner. Monthly charges for sewer service shall continue unless the owner voluntarily relinquishes his connection pursuant to EMC 11.40.100. The owner shall pay the costs for such disconnection and reconnection, if any, as shall be set by ordinance of the council.

**11.65.040 Criminal violations.**

*A. – NO CHANGES*

B. For any person who commits civil infractions listed in EMC 11.65.010(B), (F), (H), (I), (J), (K), (P), (R), or (S), upon a second violation shall be charged with a misdemeanor and, on conviction thereof, shall be punished by a fine not to exceed \$1,000 and/or by imprisonment for not more than 90 days. Any subsequent violation shall be charged with a gross misdemeanor and, on conviction thereof, shall be punished by a fine not to exceed \$5,000 and/or by imprisonment for not more than 364 days.

**11.65.050 Other civil violations.**

Except as otherwise specified herein, violations of this title shall be deemed civil violations subject to enforcement pursuant to EMC Title 7, Code Enforcement and EMC Chapter 1.10.

**Chapter 11.70**

**CITY OF FIFE SEWER SERVICE AREA**

**11.70.010 Purpose – Applicability.**

The purpose of this chapter is to authorize and effectuate the city of Fife’s provision of sanitary sewer service within the city of Edgewood in accordance with the November 5, 2013, interlocal agreement between the city of Fife and the city of Edgewood regarding sanitary sewer service (“interlocal agreement”), and any amendments or revisions thereto. The provisions of this chapter shall govern and apply exclusively to the area served by the city of Fife as defined by the city’s GSP, which includes sanitary sewer infrastructure owned, operated and maintained exclusively by the city of Fife.

**11.70.020 City of Fife sanitary sewer regulations adopted – Enforcement authority.**

Chapters 13.08, 13.09, 13.12 and 13.14 of the Fife Municipal Code, including any future amendments or additions thereto, are hereby adopted by reference and shall govern and apply to the areas within the city of Edgewood served by the city of Fife. Subject to and in accordance with the interlocal agreement, the city of Fife shall have the authority and responsibility to enforce said regulations, to collect rates and charges from sewer customers, and to collect delinquent sewer customer accounts within this sewer service area.

**11.70.030 Sewer works design standards.**

All sewage works constructed within this sewer service area shall be designed in accordance with the city of Fife’s Public Works Standards and the latest edition of the Washington State Department of Ecology’s “Criteria for Sewage Works Design”.

**Chapter 16.01**

**GENERAL PROVISIONS**

***16.01.010 to 16.01.110 – NO CHANGES***

**16.01.120 On-site sewage disposal.**

Approval of on-site sewage disposal systems from TPCHD is required whenever public sanitary sewer systems are not available as set forth in EMC § 11.30.070. Preliminary approval from TPCHD of any proposed on-site sewage systems shall accompany any application for a preliminary subdivision or binding site plan. The city engineer shall review the TPCHD findings for accuracy and not accept their approval if it does not meet the city's following requirements:

A. On-site sewage disposal systems for existing and proposed lots shall be located on the lot(s) they are intended to serve, except as authorized under EMC § 16.01.125.

B. As of July 30, 2025, applications for new community on-site septic systems are prohibited on all subdivisions, except for proposed subdivisions providing dry sewer lines (EMC 11.35.020 and 16.01.125) and unit lot subdivisions where all the unit lots being served are located within the same parent lot as the community on-site septic system, pursuant to EMC 11.55.010(D). Existing community on-site septic systems compliant with current TPCHD regulations will remain permissible, subject to the sewer utility connection requirements as set forth in Chapter 11.35 EMC.

**16.01.125 Exceptions – On-site sewage disposal.**

An existing on-site sanitary "private disposal" system (inclusive of existing community on-site septic systems) may be approved as an off-site sewage disposal system when such approval, as part of an application review, (A) would not adversely affect the public interest, and (B) would provide for greater compliance with the provisions of the subdivision code overall.

Also, if a subdivision provides dry sewer lines pursuant to EMC 11.35.020, they may create the maximum number of lots permissible through the underlying zoning district's maximum density and/or minimum lot area requirements. Any lots proposed in excess of the density and/or lot area permitted with on-site septic systems shall not be built upon until the dry sewer facilities and all of the lots in the subdivision are connected to an available sanitary sewer line (i.e., designated for future development when sanitary sewers become available). These excess lots may be used for interim off-site septic systems designated for use by other buildable lots, are transferable, and may be sold with a clear restriction on their development.

The approval of an exception under this section must be noted in the findings of a formal written decision or staff report conditions and subject to final approval by the city. Any off-site sewage system must comply with TPCHD requirements for properly certifying and recording all easements related to the off-site system prior to any final approval.

***16.01.130 to 16.01.200 – NO CHANGES***

**Chapter 18.80**  
**LAND USE ZONES**

**18.80.010 to 18.80.030 – NO CHANGES**

**18.80.040 Residential zoning districts (R-1 and R-2).**

*A. to B. – NO CHANGES*

C. In addition to the regulations and requirements contained in other sections of this title, the following property development standards apply to all land and buildings in the Residential zoning districts:

1. – *NO CHANGES*

2. Lot Size.

a. Minimums established. The minimum net developable lot sizes shall be as follows:

i. R-1 Zoning District: 18,500 square feet.

ii. R-2 Zoning District: 12,500 square feet.

b. Exception for on-site septic systems. Proposed lots subject to the on-site septic system design requirements of the Tacoma-Pierce County Health Department (TPCHD) Environmental Health Code, Chapter 2, that are not within a subdivision providing dry sewer lines (EMC 11.35.020 and 16.01.125) may require more land area due to existing soil conditions. In these instances, the greater TPCHD minimum lot size shall prevail.

3. to 11. – *NO CHANGES*

**18.80.050 Mixed residential zoning districts.**

*A. to B. – NO CHANGES*

C. In addition to the regulations and requirements contained in other sections of this title, the following property development standards apply to all land and buildings in the Mixed Residential zoning districts:

1. – *NO CHANGES*

2. Lot Size.

a. Minimums established. The minimum lot sizes shall be as follows:

i. MR-1 Zoning District: 7,200 sf.

ii. MR-2 Zoning District: 3,200 sf.

b. Exception for on-site septic systems. Proposed lots subject to the on-site septic system design requirements of the Tacoma-Pierce County Health Department (TPCHD) Environmental Health Code, Chapter 2, that are not within a subdivision providing dry sewer lines (EMC 11.35.020 and 16.01.125) may require more land area due to existing soil conditions. In these instances, the greater TPCHD minimum lot size shall prevail.

3. to 11. – *NO CHANGES*

**18.80.060 to 18.80.120 – NO CHANGES**



**RESOLUTION NO. 26-0793**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING AND ADOPTING THE CITY COUNCIL RULES OF PROCEDURE**

**WHEREAS**, the City Council of the City of Edgewood has previously adopted council Rules of Procedure to govern the conduct of council meetings, proceedings, and business; and

**WHEREAS**, the Council periodically reviews and updates its Rules of Procedure to ensure compliance with state law, improve clarity, and reflect current council practices;

**WHEREAS**, the Council has reviewed proposed amendments to the Rules of Procedure, as set forth in *Exhibit A* attached hereto and incorporated herein by this reference; and

**WHEREAS**, the Council finds the adoption of the amended Rules of Procedure is in the best interest of the City to promote orderly, efficient, and transparent governance;

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

**Section 1.** Adoption of Amended Rules of Procedure. The City Council hereby adopts the amended Council Rules of Procedure, attached hereto as *Exhibit A* and incorporated herein by this reference. These amendments include, but are not limited to, revisions to meeting procedures, agenda setting, public comment provisions, and administrative updates consistent with current Council practices and applicable law.

**Section 2.** Repealer. All prior versions of the Council Rules of Procedure or portions thereof in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict.

**Section 3.** Effective Date. This resolution will take effect immediately upon passage by the City Council.

**ADOPTED THIS 14<sup>TH</sup> DAY OF APRIL 2026**

\_\_\_\_\_  
Dave Olson, Mayor

**ATTEST:**

\_\_\_\_\_  
Jill Schwerzler-Herrera, CMC  
City Clerk



**CITY OF EDGEWOOD  
COUNCIL RULES OF PROCEDURE**

Amended – ~~August 23, 2022~~ ~~August 23, 2022~~ ~~April 14, 2026~~

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## SECTION 1. AUTHORITY; ENFORCEMENT; CONSTRUCTION

- 1.1 The Edgewood City Council hereby establishes the following rules for the conduct of Council meetings, proceedings, and business. These rules shall be in effect upon adoption by the Council and until such time as they are amended or new rules are adopted. These rules shall be construed in accordance with applicable state law. If any provision of these rules irreconcilably conflicts with any applicable state law provision, the state law provision shall control to the extent of such conflict.
- 1.2 These rules are for the sole use and convenience of the City Council and Mayor and may only be enforced thereby. Nothing in these rules shall be construed as creating any enforceable right, entitlement and/or cause of action in or for any third party.

## SECTION 2. ORGANIZATION

- 2.1 SWEARING IN OF NEW COUNCILMEMBERS **and** **MAYOR** – New Councilmember(s) **and** **Mayor** shall be sworn in, according to the requirements of State law as they currently exist or may hereafter be amended. State law currently allows ~~new Councilmembers local elected officials (a) Up to ten days prior to the scheduled date of assuming office, including just prior to commencing the first meeting in which the newly elected Councilmember(s) will assume office; or (b) At the last Regular Meeting of the City Council held before the beginning of the year in which Councilmember-elect is to assume office.~~ to be sworn in any time after the election results have been certified up to the day before the new term begins. Under current State law, the oath may be administered and certified by “any officer or notary public who administers oaths, without charge therefore.” This includes but is not limited to, the City Clerk and any judicial officer.
- 2.2 VACANCIES OF OFFICE - A vacancy of office will occur upon the death or resignation of the incumbent, the incumbent ceasing to be a legally registered voter of the city, the incumbent’s conviction of a felony or other offense involving a violation of his or her official oath, and other events as set forth in RCW 35A.12.060 and RCW 42.12.010. If a vacancy should occur, the remaining members of the City Council shall appoint a qualified person to fill the vacant position pursuant to the provisions of 42.12.070 within ninety (90) days of the occurrence of the vacancy. Councilmember **and** **Mayor** appointees under this section shall be sworn in prior to assuming their seat ~~on the Council.~~

The following procedures are intended to provide guidance to the Council when a Councilmember **or** **Mayor** position becomes vacant before the expiration of the official's elected term of office. Provided, the Council in its discretion may specify another lawful process for filling any vacancy.

- 2.3 APPOINTMENT PROCESS

- (1) The Council shall direct staff to begin the Councilmember or Mayor appointment process and establish an interview and appointment schedule so that the position is filled at the earliest opportunity.
- (2) The City Clerk's office shall prepare and submit a display advertisement to the City's official newspaper and provide courtesy copies to all other local media outlets. The advertisement will announce the vacancy consistent with the requirements necessary to hold public office; specify that the applicant must be a registered voter of the City and have a one (1) year residency in the City. This display advertisement shall be published once each week for two (2) consecutive weeks. This display advertisement shall contain other information including, but not limited to, time to be served in the vacant position, election and salary information, Councilmember or Mayor authority and duties, the deadline date and time for submitting applications, interview and appointment schedules, and such other information that the Council deems appropriate.
- (3) The City Clerk's Office shall prepare an application form, which requests appropriate information for Council consideration of the applicants. Applications will be available at the City offices and such other locations that the Council deems appropriate.
- (4) Applications received by the deadline date and time will be copied and circulated by the City Clerk's office to the Mayor and Council. Packets may also contain additional information received such as endorsements, letters of reference and other pertinent materials.
- (5) The City Clerk's office shall publish the required public notice(s) for the meeting scheduled for interviewing applicants for consideration to the vacant position. This meeting may be a regularly scheduled Council meeting, or a special session Council meeting.
- (6) The City Clerk's office shall notify applicants of the location, date and time of Council or Mayor interviews.
- (7) Prior to the date and time of the interview meeting, the Mayor (or Deputy Mayor in the event of a Mayor opening) shall accept one interview question from each Councilmember.

2.4 INTERVIEW MEETING - Each interview of an applicant/candidate shall be no more than thirty (30) minutes in length as follows:

- (1) The applicant shall present his or her credentials to the Council. (10 minutes).
- (2) The Council shall ask the predetermined set of questions, which must be responded to by the applicant. Each applicant will be asked and will answer the same set of questions and will have two (2) minutes to answer each question. (14 minutes).
- (3) An informal question and answer period in which Councilmembers may ask and receive answers to miscellaneous questions. (10 minutes).
- (4) The applicants' order of appearance will be determined by a random lot drawing performed by the City Clerk.
- (5) The Council may reduce the thirty (30) minute interview time if the number of applicants exceeds six (6) candidates or, alternatively, the Council may elect not to interview all of the applicants if the number exceeds six (6) candidates. The decision as to which applicants to interview will be based on the information contained in the application forms.

- 2.5 VOTING - Upon completion of the interviews, Councilmembers may convene into executive session to discuss the qualifications of the applicants. However, all interviews, nominations and votes taken by the Council shall be in open public session.
- (1) The mayor (or Deputy Mayor in the event of a Mayor opening) shall ask for nominations from the Councilmembers.
  - (2) After a nomination and second has been received, the City Clerk shall proceed with a roll-call vote.
  - (3) Balloting will continue until a nominee receives a majority vote.
  - (4) At any time during the balloting process, the Council may postpone balloting until a date certain or regular Council meeting if a majority vote has not been received.
  - (5) Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss the applicant/candidate qualifications.
  - (6) The mayor (or Deputy Mayor in the event of a Mayor opening) shall declare the nominee receiving the majority vote as the new Councilmember and the Clerk shall swear him/her into office at the earliest opportunity, no later than the next regularly scheduled Council meeting.
  - (7) If the Council does not give a majority vote within ninety (90) days of the declared vacancy, the RCW delegates appointment powers to Pierce County.

### **SECTION 3. MAYOR AND DEPUTY MAYOR**

- 3.1 Presiding Officer Duties. The mayor shall preside at all meetings of the Council, and in the absence of the Mayor, the Deputy Mayor will act in that capacity. If both the Mayor and Deputy Mayor are absent, the Councilmembers present shall elect one of its members to serve as Presiding Officer until the return of the Mayor or Deputy Mayor.

The responsibilities of the Mayor, Deputy Mayor or Presiding Officer shall be as follows:

- (1) He or she shall preserve order and decorum in the Council chambers.
- (2) He or she shall observe and enforce all procedural rules adopted by the Council.
- (3) He or she shall decide all questions on order in accordance with these rules, subject to appeal by any Councilmember.
- (4) He or she recognize Councilmembers in the order in which they request the floor (Councilmembers shall wait to be recognized before speaking);
- (5) He or she shall state the applicable public hearing procedures before each public hearing.
- (6) He or she shall announce executive sessions held during regular or special Council meetings.
- (7) He or she shall indicate the names of the Councilmembers making the motion and second.
- (8) He or she shall summarize consensus at the conclusion of discussions when the Council concurs or agrees to an item that does not require a formal motion.

- (9) He or she (or his/her designee) shall read the title of the ordinance prior to voting.
- (10) He or she shall appoint Councilmembers to serve on ad hoc committees as deemed necessary.
- (11) He or she will determine ongoing dedicated schedules for regular study sessions, special Council meetings, executive sessions.
- (12) He or she will approve the Council agenda; and
- (13) Mayor may send issues directly to a Council study session for review in lieu of or prior to being referred to a regular Council meeting.

3.2 Mayoral Tie-Breaking Authority and Veto Power. Pursuant to Chapter 35A.12 RCW, the Mayor shall have the following authority with respect to voting and the veto of ordinances:

- (1) The mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
- (2) The mayor shall have the power to veto ordinances passed by the Council and submitted to him or her as provided in Chapter 35A.12 RCW. Every ordinance which passes the Council in order to become valid must be presented to the mayor; if the Mayor approves it, he or she shall sign it, but if not, the Mayor shall return it with his or her written objections to the Council and the Council shall cause his or her objections to be entered at large into the meeting minutes and proceed to a reconsideration thereof. If upon reconsideration a majority plus one of the whole Council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the Mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his or her approval.

3.3 Mayor's Statutory Authority and Ceremonial Duties of Mayor.

- (1) The mayor's duties and authority are as set forth in RCW 35A.12.100 and .090, as well as other statutes relating to Mayors in cities organized under the Optional Municipal Code (Title 35A RCW).
- (2) The mayor shall make an annual State of the City report during a regularly scheduled Council meeting.
- (3) The mayor shall represent the City at functions and meetings with other jurisdictions/organizations

**SECTION 4. ~~PRO TEMPORE AND~~ DEPUTY MAYOR APPOINTMENTS**

4.1 Biennially at the first meeting of the Council, or periodically thereafter, the Council ~~may shall~~ designate a Councilmember as ~~Mayor Pro Tempore or~~ Deputy Mayor for such period as may be specified by the Council. The Deputy Mayor shall serve in the absence or temporary disability of the mayor.

~~4.2 Alternatively, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or disability of the Mayor.~~

4.32 Appointment of a Councilmember to preside over a meeting shall not in any way abridge his or her right to vote on matters coming before the Council at such meeting.

4.43 In the event of the extended excused absence or disability of a Councilmember, the remaining members by majority vote may appoint a Councilmember Pro Tempore to serve during the absence or disability.

## **SECTION 5. COUNCIL AUTHORITY AND COUNCIL RELATIONS WITH CITY STAFF**

- 5.1 The authority of the City Council is set forth in RCW 35A.11.020 and other provisions in Title 35A RCW.
- 5.2 There will be mutual respect from both City staff and Councilmembers of their respective roles and responsibilities when, and if, expressing criticism in a public meeting.
- 5.3 City staff will acknowledge the Council as policy makers
- 5.4 Councilmembers will acknowledge City staff as administering the Council's policies.
- 5.5 All written informational material requested by individual Councilmembers shall be submitted by City staff, after approval of the mayor, to all Councilmembers with a notation indicating which Councilmember requested the information.
- 5.6 Councilmembers shall not attempt to coerce or influence City staff in the selection of personnel, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits.
- 5.7 The Council shall not attempt to change or interfere with the operating rules and practices of any City department in derogation of the mayor's statutory authority.
- 5.8 Mail that is addressed to the Mayor and Councilmembers shall be copied and circulated by the City Clerk as soon as practicable after it arrives.
- 5.9 The City Clerk shall not open mail addressed to individual Councilmembers if it is marked personal and/or confidential.

## **SECTION 6. CITY ADVISORY BODIES**

- 6.1 Every advisory body, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the Council to determine its effectiveness. This statement of purpose is made available to all citizen members when they are appointed.
- 6.2 The Council may dissolve any advisory body that, in the Council's opinion, has completed its working function or for any other reason.
- 6.3 Citizen board, commission, committee, and task force members shall be selected in accordance with the following procedures, or at the mayor's discretion.
  - A) The City Clerk shall prepare an application packet including a cover page containing the deadline for submittal, supplemental questions regarding

applicants' interest in serving on a board/committee/commission, and an acknowledgement of responsibilities.

- B) A citywide recruitment process shall be initiated, seeking applicant(s). Vacancies are advertised, so that any interested person may submit an application. Generally, applicants are required to be residents of the city, however, there are certain board/committee/commission vacancies that do not require applicants to be citizens (i.e., Economic Advisory Board). Councilmembers are encouraged to solicit applications from qualified residents, or where applicable, business owners. Applications shall be available from the office of the City Clerk and on the City's website.

Existing board, commission, committee, and task force members wishing reappointment shall complete an application for consideration of reappointment.

- C) The mayor shall review each application and select candidates to interview. Should there be four or fewer applicants for any one position, all candidates shall be interviewed.
- D) The City Council, as a Committee of the Whole, shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. Councilmembers are encouraged to develop a short list of questions they would like to ask of the candidates. The Mayor shall call on each Councilmember present to ask questions from their prepared list of the candidate(s) of their choice. The same questions may or may not be asked of every candidate. Depending on the number of candidates to be interviewed and in the interest of completing the interview session(s) in a timely manner, the Mayor may limit the number of questions asked by each Councilmember. If the number of questions is to be limited, the Mayor shall announce the number of questions each Councilmember may ask prior to the commencement of the interviews. Upon completing the interviews, each Councilmember may provide his/her opinions of the candidates interviewed for the Mayor to consider in the appointment process.
- E) The Mayor shall appoint or re-appoint, and the Council shall confirm or deny the appointments proposed by the mayor.
- F) Should the Council deny any or all of the Mayoral appointments, the mayor may submit new appointments at a future meeting.
- G) Application materials for candidates interviewed, yet not appointed, will remain in a candidate pool for six months. In the event vacancies arise during that six-month period; the mayor may appoint a candidate(s) from the pool to fill such vacancies. These appointments are subject to confirmation by the full Council. Once this six-month period has passed, a citywide recruitment process shall be initiated, as detailed above, to fill any vacancies that may occur.

## **SECTION 7. COUNCIL MEETING STAFFING**

7.1 If a City Administrator has been appointed, he/she shall attend all meetings of the Council unless excused. When the City Administrator has an excused absence, the mayor may designate another staff member to attend the meeting.

~~7.2 The City Attorney shall attend all regular council meetings of the Council unless excused. The mayor may ask for the City Attorney to attend study sessions and/or any other meetings, as necessary. Upon request and/or in the City Attorney's absence, they shall give an opinion, either written or oral, on legal questions or at the mayor's request provide a substitute legal resource. The City Attorney shall act as the Council's parliamentarian.~~

7.2 The City Attorney shall attend regular meeting of the Council as requested by the mayor or council, or when legal matters requiring counsel are anticipated, unless excused. The mayor may request the City Attorney to attend study sessions and/or meetings, as necessary. Upon request and/or in the City Attorney's absence, the City Attorney shall provide an opinion, either written or oral, on legal questions, or may provide a substitute legal resource.

The Council may designate a qualified parliamentarian, including a contracted third-party professional, to serve in that role during meetings. In the absence of such designation, the City Attorney may serve as parliamentarian.

7.3 The City Clerk or designee shall attend regular, special and study meetings of the Council; keep the official journal (minutes) and perform such other duties as may be needed for the orderly conduct of the meeting.

## **SECTION 8. COUNCIL MEETINGS**

8.1 Except as otherwise provided in these rules, City Council regular meetings will be held the second and fourth Tuesday of each month in the City Council Chambers of Edgewood City Hall, located at ~~2224 104th Avenue East. 10440 Dom Calata Way E~~ Regular Council meetings will begin at the hour of 7:00 PM and will adjourn no later than 10:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur.

8.2 Except as otherwise provided in these rules, City Council study sessions will be held every Tuesday of each month upon which a regular meeting pursuant to Section 2.1 is not scheduled. Study Sessions will be held in the City Council Chambers of Edgewood City Hall, located at ~~2224 104th Avenue East. 10440 Dom Calata Way E~~. Study Sessions will begin at the hour of 7:00 PM and will adjourn no later than ~~9:00~~ 10:00 PM. To continue past this time of adjournment, a majority of a quorum of the Council must concur. Council study sessions will be for the purpose of reviewing forthcoming programs, issues, and policies, receiving progress reports on current programs or projects, or receiving other similar information. Council study sessions shall be considered regular meetings for purposes of Chapter 42.30 RCW, but the Council will typically not take binding or final action on behalf of the City during a study session. Except for informal direction to staff, Council decisions and/or final actions on any matter will be scheduled for a regular or Special Council meeting.

- 8.3 If any Tuesday on which a meeting is scheduled falls on a legal holiday, the meeting shall be held on the next business day unless cancelled and/or rescheduled for a different date as a special meeting.
- 8.4 Information will be available to the public at each meeting stating a summary of the relevant content of Section 5 (audience comment).
- 8.5 The Mayor will state the applicable public hearing procedures before each public hearing.
- 8.6 Staff/consultants will provide brief information and respond to questions by Councilmembers or as requested by the mayor.
- 8.7 Citizen comment and public hearing sign-up sheets will be available at each regular Council meeting for the use of those citizens wishing to address the Council.

#### 8.8 TYPES OF MEETINGS

- (1) Regular - the Council meeting held on the second and fourth Tuesday of each month.
- (2) Special Meetings (see, RCW 42.30.080) - any Council meeting other than the regular Council or Study Session meeting with at least 24 hours advance notice. A Special Council meeting may be scheduled by the mayor or at the request of any four (4) Councilmembers.
- (3) Study Session - work sessions of the Council where no final, binding action is taken.
- (4) Emergency Meetings (see, RCW 42.30.080(4)) - a Special Council meeting called without 24-hour notice. An emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the mayor. The minutes will indicate the reason for the emergency.
- (5) Executive Session - a portion of a Council meeting that is closed except to the Council, the Mayor, staff members, consultants and/or other persons authorized by the mayor. The public is excluded from attendance. Executive Sessions may be held during Regular or Special Council meetings and will be announced by the mayor. Executive Session subjects are limited to considering matters authorized by applicable state law, including without limitation RCW 42.30.110 and RCW 42.30.140. Executive Sessions may be set as special meetings. Before convening an Executive Session, the Mayor shall announce the purpose of the meeting and the anticipated time when the session will be concluded. Should the Executive Session require more time, a public announcement shall be made that the Executive Session is being extended.

**(6) Council Retreat - Council will coordinate with the Mayor and key City Staff to strive to hold an annual retreat in the first quarter of each calendar year.**

- Pre-Retreat Preparation. The Deputy Mayor will work with Councilmembers in either 1:1 meetings or a collaborative Council Study Session meeting to discuss and establish the retreat agenda, format, and necessary logistics, including facilitation. The Mayor and City Staff may offer recommendations for retreat topics. Any staffing or logistics desired for the retreat must be approved by and coordinated through the Mayor.
- Retreat Agenda and Agenda Packet. Once Council has approved the final retreat agenda, the City Clerk shall publish and distribute it to all Councilmembers, the Mayor, and key City Staff no later than two (2) weeks prior to the scheduled retreat. The City Clerk will prepare and distribute the retreat agenda packet to Council members (1) week prior to the scheduled retreat to facilitate Council review and preparation.
- Retreat Facilitation. Council retreats shall take place within the city limits of Edgewood ~~and may be facilitated by the Mayor or Deputy Mayor.~~ with either the Mayor or Deputy Mayor serving as the presiding officer. A retreat facilitator may be utilized at the council's discretion.
- Post-Retreat Follow-Up. The Council may request periodic updates from the Mayor on Council goals and priorities established at the retreat.

## 8.9 ORDER OF REGULAR COUNCIL MEETING AGENDA

(1) Call Meeting To Order. The mayor calls the meeting to order.

(2) Pledge of Allegiance. The mayor designates a Councilmember or an invited guest to lead the flag salute.

(3) Roll Call. The City Clerk will call roll, announce the attendance of Councilmembers, indicate any Councilmember who is not in attendance, and indicate whether or not the absence of any Councilmember has been excused.

(4) Public Hearing. Any public hearing(s) on the agenda shall be conducted in accordance with the provisions of Section 12 and any other applicable procedures established by state law or local regulations.

(5) Audience Comment. In accordance with Section 511, members of the audience may address the City Council on any item that is **on or** not on the agenda for that meeting during the Audience Comment portion of the meeting.

(6) Proclamations and Presentations. Proclamations (official pronouncements and statements of recognition) from the mayor and/or City Council and presentations from invited guests shall occur during this portion of the meeting.

(7) Mayor's Report. The mayor or his/her designee(s) shall update the City Council concerning current issues and items of Council interest.

(8) Consent Agenda. The consent agenda is comprised of routine, noncontroversial items that may be approved collectively by one motion. Any Councilmember may remove any item from the consent agenda for separate discussion and action.

(9) Council Business (Old/New). Old business includes items that were continued or left unfinished from a previous agenda and second readings, if any, of ordinances. New business involves the formal introduction of items to the Council. Councilmembers shall act on the underlying proposal, direct staff to further review the proposal, refer the proposal to Council study session, or schedule the proposal for a second reading. Council discussion, and debate ~~and audience comments~~ is allowed for both old and new business.

(10) Council Comments. Individual Councilmembers shall update the Council concerning current issues and items of Council interest.

(11) Adjournment. The meeting shall be formally closed upon adjournment.

#### 8.10 VIRTUAL AND/OR TELEPHONIC MEETINGS

(1) In the case of emergencies where in-person attendance at meetings is prohibited or restricted, the City Council may convene its meetings remotely using ~~virtual and/or telephonic means~~, by phone or other electronic means that allows for real-time verbal communication. In such circumstances, the city will adhere to any applicable federal, state, or county requirements and guidelines concerning meetings. The City may also adopt local rules or regulations, so long as they do not conflict with said federal, state, or county requirements and guidelines.

(2) During non-emergency situations, the city may include a remote meeting component in addition to an in-person component at meetings, sometimes referred to as a "hybrid-meeting." Hybrid-meetings shall comply with all requirements of the OPMA.

~~(3) Councilmembers are encouraged to attend meetings in person when practicable and able. However, when conducting in-person or hybrid meetings, there may be times a Councilmember may not be able to be physically present at a Council meeting or will want to attend remotely. In such circumstances, Councilmembers may attend by telephone or other virtual means, such as through web conferencing. Adequate notice must be given if special access considerations are needed. The procedure and guidelines for permitting a Councilmember to attend a Council meeting via telephone or other virtual means are as follows:~~

~~A. The Councilmember(s) attending virtually or telephonically:~~

~~1. must be able to hear the discussion on the agenda items taking place;  
and~~

~~2. must be able to be heard by all attendees.~~

~~B. The meeting minutes should reflect whether a councilmember(s) is appearing by telephone or virtually, unless the minutes reflect that the entire meeting was held virtually.~~

(3) Council members may attend council meetings, study sessions, town halls, emergency meetings and special meetings remotely (by phone or other electronic means that allows for real-time verbal communication). They shall have all of the official City Council materials available during the meeting, shall be able to view the City Council meeting by video in real time, and shall be able to communicate with the public and other councilmembers during the meeting as if physically in attendance at the meeting. A council member who only observes the meeting remotely without complying with the above requirements will not be deemed in attendance. Council prefers and values in-person attendance. Council members are expected to attend at least one council meeting and study session per month in person.

(4) Notice of remote attendance should be provided to the city clerk no less than 24 hours in advance of scheduled start time for the meeting, study session, town hall or special meeting. Emergency meetings do not require this notice. If council members require additional accommodation due to a disability, please contact the mayor and city clerk.

(5) When the mayor is unavailable to preside over a council meeting or study session, the deputy mayor will preside in person.

(6) At any meeting where a council member is attending remotely it shall be verbally noted on the record during the City Council meeting and in the official minutes of the City Council meeting. The minutes should reflect this and a device will be used that allows for:

A. The voice of the council member to be heard by everyone present in the meeting.

B. The council member to identify themselves before speaking.

C. The council member to be seen by everyone present in the meeting.

(7) No more than two councilmembers may remotely attend the same City Council meeting; provided a Councilmember not attending due to medical issues

will not count as one of the two councilmembers described in this section. This limitation, however, may be waived by a majority vote of the City Council. The availability of attending a particular City Council meeting remotely shall be on a first-come first-served basis.

(8) It shall be the responsibility of the remotely attending council member to ensure compliance with this section. If during the meeting, the requirements of the section are not met or are terminated due to technical reasons, or the council member fails to attend the meeting remotely, the council member will be deemed to have not attended the meeting.

(9) Due to the sensitive nature of executive sessions, council members must be physically present at city hall to maintain confidentiality. For an emergency executive session where council was not provided 48-hour notice attendance will revert back to 8.10.(3).

## **SECTION 9. AGENDA PREPARATION**

- 9.1 As required by applicable state law, the City Clerk will prepare and circulate an agenda for each Council meeting specifying the time and place of the meeting and set forth a brief general description of each item to be considered by the Council. The agenda is subject to approval by the mayor.
- 9.2 An item, other than a reconsideration item, may be placed on a Council meeting agenda by any of the following methods:
- ~~(1) A majority vote of the Council.~~
  - ~~(2)~~(1) Council consensus.
  - ~~(3)~~(2) By any two (2) Councilmembers; and/or
  - ~~(4)~~(3) By the Mayor.
- 9.3 An item may be placed on ~~or removed from~~ ~~or removed from~~ a regular Council meeting agenda after the agenda is closed and the notice issued if the Councilmember or Mayor explains the necessity and receives a sufficient vote of the Council on a motion to suspend the Council Rules of Procedures to add ~~or remove or remove~~ the item at a meeting. ~~Adding or removing or removing~~ ~~Removal of an item requires a majority plus one vote.~~
- 9.4 Some agenda items may be listed on the agenda for a time certain. Such listing will mean that an item will be heard as soon as reasonably possible after the specified time.
- 9.5 The City Clerk will endeavor to schedule sufficient time between public hearings and other scheduled items so the public is not kept unduly waiting, and so the Council will have sufficient time to hear testimony and to deliberate matters among themselves.

- 9.6 Legally required and advertised public hearings will have a higher priority over other time-scheduled agenda items, which have been scheduled for convenience rather than for statutory or other legal reasons.
- 9.7 Agenda items that are continued from one meeting to another will have preference on the subsequent agenda to the extent possible.
- 9.8 Agenda packets will be finalized by the end of the business day on the Friday preceding the regular Council meeting. Agenda submissions will be accepted until 12:00 p.m. on the Thursday preceding the Friday packet distribution day.
- 9.9 All agenda items packet reports will be in the format provided by the City Clerk's office.
- 9.10 The Council may use the agenda bill "Recommendation" language for making a motion.

## **SECTION 10. COUNCIL DISCUSSION**

- 10.1 Councilmembers shall observe standard principles of decorum, courtesy and professionalism while addressing each other, staff members, and members of the public.
- 10.2 The Mayor has the authority to rule on questions of order. If the Mayor rules a Councilmember's comments to be out of order, the Councilmember may explain why he or she believes the comments are not out of order. The mayor will either rescind or confirm the ruling. If confirmed, the Councilmember shall not continue comment in the manner ruled out of order.

If that Councilmember or any other Councilmember disagrees with the mayor's ruling, they can appeal the point of order. The question is then put to the Council to confirm or deny the mayor's ruling and whether the Councilmember shall continue comment.

## **SECTION 11. COMMENTS, CONCERNS AND TESTIMONY TO COUNCIL**

- 11.1 During the Audience Comment portion of the meeting, members of the public may comment up to ~~three (3)~~ **five (5)** minutes on any subject relating to the City of Edgewood and/or the Edgewood community for items that are on or not on the agenda for that meeting, except: (i) comments related to a pending quasi-judicial matter, and (ii) comments prohibited by state law.
- 11.2 Comments made on behalf of a group or organization will be limited to ~~five (5)~~ **seven (7)** minutes in duration. Representation on behalf of a group or organization will be considered recognized for the purpose of Audience Comment if the group or organization notifies the City Clerk at least 24 hours in advance of the meeting.

- 11.3 Persons addressing the Council, who are not specifically scheduled on the agenda, will be requested to step up to the podium and provide their name for the record.
- 11.4 All remarks will be addressed to the Council as a whole, and shall avoid personal, impertinent or slanderous content. Any person disrupting the meeting, including a person who becomes boisterous, threatening, or personally abusive while addressing the Council, may be requested to leave the meeting. The mayor shall consult with the City Attorney before requesting any person to leave the meeting. Applause, boos or other public demonstrations by those attending the Council meeting are considered inappropriate behavior.
- 11.5 In addition to and/or in lieu of addressing the Council, any persons may provide written comments and other written materials to the City Clerk for distribution to the Council. A contact name, address, and phone number must be printed legibly on any such materials.
- 11.6 The Council has the authority to preserve order at all meetings of the Council, to cause the removal of any person from any meeting for disorderly conduct and to enforce the Rules of the Council. The Council shall consult with the City Attorney before causing any person to be removed from the meeting. The Council may command assistance of any peace officer of the city to enforce all lawful orders of the Council or the Mayor to restore order at any meeting. The maintenance of order shall be enforced consistent with all applicable statutory and constitutional requirements, including, but not limited to, RCW 42.30.050.
- 11.7 Citizens with complaints, concerns or questions will be encouraged to refer the matter to the mayor or ask that the matter be placed on a future Council meeting or Council study session agenda with the appropriate background information.

## **SECTION 12. MOTIONS**

- 12.1 A motion that does not receive a second dies. Motions that do not need a second include nominations, withdrawal of motion, agenda order, request for a roll call vote, and point of order.
- 12.2 A motion that receives a tie vote is deemed to have failed, unless the mayor votes to break the tie.
- 12.3 When making motions, Councilmembers shall be clear and concise and shall not include arguments for the motion within the motion.
- 12.4 After a motion and second (if applicable), the mayor will indicate the names of the Councilmembers making the motion and second.
- 12.5 After a motion has been made and seconded, the Councilmember making the motion may speak to the motion and then the Council may discuss their opinions on the issue prior to the vote.

- 12.6 When the Council concurs or agrees to an item that does not require a formal motion, the mayor will summarize the agreement at the conclusion of the discussion.
- 12.7 A motion may be withdrawn by the maker of the motion at any time without the consent of the Council. If the motion had received a second, the Councilmember making the second must also agree to withdraw or the motion remains on the table for discussion, debate and disposition.
- 12.8 A motion to table shall preclude all amendments or debates of the issue under consideration. It requires a second, is not debatable, is not amendable, requires a majority vote and it cannot be reconsidered. A motion not taken from the table by the close of that meeting or the next regular meeting dies on the table.
- If the motion to table prevails, the matter may be “taken from the table” by motion which requires a second, is not debatable and which requires a majority vote. When a motion is taken from the table, everything is in the same condition as it was when laid on the table, including any amendments to the original motion that received an affirmative vote prior to the motion to table.
- 12.9 A motion to postpone to a time certain, must be seconded, is debatable, is amendable, requires a majority vote and may be reconsidered at the same meeting. The original motion being postponed must be considered at a time certain at a future regular or special Council meeting.
- 12.10 A motion to postpone indefinitely requires a second, is debatable, is not amendable, and takes precedence over the main motion and requires a majority vote. This motion assists in disposing of the main motion. Its purpose is to reject a main motion without a vote on the main motion. Postponed indefinitely is an indirect or polite motion by which a main motion may be disposed of.
- 12.11 A motion to call for the question shall close debate on the main motion and is not debatable. This motion must receive a second and fails without a two-thirds (2/3) vote. Debate is reopened if the motion fails.
- 12.12 A motion to amend is defined as amending a motion that is on the floor and has been seconded by inserting or adding, striking out, striking out and inserting, or substituting. Motions that cannot be amended include motion to adjourn, agenda order, lay on the table, roll call vote, point of order, reconsideration and take from the table. A motion to amend an amendment is not in order. Amendments are voted on first, then the main motion as amended (if the amendment received an affirmative vote).
- 12.13 Council discussion of the motion only occurs after the motion has been moved and seconded.
- 12.14 The motion maker, Mayor, or City Clerk should repeat the motion prior to voting.

- 12.15 The City Clerk will take a roll call vote if requested by the Mayor or a Councilmember. At the conclusion of any vote, the City Clerk will announce the results of the vote.
- 12.16 When a question has been decided, any Councilmember who voted in the majority may move for reconsideration but no motion for reconsideration of a vote shall be made after the meeting has adjourned.
- 12.17 The City Attorney shall decide all questions of interpretations of these rules and other questions of a parliamentary nature which may arise at a Council meeting. All cases not provided for in these rules shall be governed by the most current version of Robert's Rules of Order Newly Revised. In the event of a conflict, these rules shall prevail.

### **SECTION 13. ORDINANCES**

- 13.1 All ordinances shall be prepared or reviewed by the City Attorney. No ordinance shall be prepared for presentation to the Council unless requested by a majority of the Council or requested by the Mayor or City Attorney.
- 13.2 The Mayor shall read the title of the ordinance prior to voting. Each ordinance shall carry an agenda bill number which shall be the ordinance number.
- [Passage of an ordinance requires an affirmative vote of the majority of the council, or four votes, not simply a majority of the council in attendance at the meeting.](#)
- 13.3 Upon enactment of the ordinance, the City Clerk shall obtain the signature of the Mayor and the City Attorney.
- 13.4 Ordinances or ordinance summaries shall be published in the official newspaper as a legal publication immediately following enactment in the manner prescribed by law.
- 13.5 Unless expressly prohibited by law, ordinances may be adopted by the Council upon first reading. The Council may in its discretion require a second reading of any ordinance prior to adoption.

### **SECTION 14. COUNCILMEMBER ATTENDANCE AT REGULAR MEETINGS**

- 14.1 Councilmembers will ~~inform-email~~ inform the ~~Mayor, a Councilmember, or~~ City Clerk if they are unable to attend any regular Council meeting or if they knowingly will be late to any meeting, ~~and will cc/the Mayor and Assistant City Administrator.~~ The minutes will show the Councilmember as having an excused absence. If notification is not given, that Councilmember will be noted as absent in the Council minutes. Pursuant to RCW 35A.12.060, a Council position shall become vacant if the Councilmember fails to attend three consecutive regular meetings of the Council without being excused.

### **SECTION 15. PUBLIC HEARINGS**

- 15.1 Quasi-judicial hearings require a decision be made by the Council using a certain process which may include a record of evidence considered and specific findings be made.
- 15.2 Legislative or informational hearings do not require a decision be made even though information is presented.
- 15.3 Councilmembers shall comply with all applicable laws related to the Code of Ethics for Public Officers (chapter 42.23 RCW), conflict of interest requirements, and the Appearance of Fairness doctrine.

Public Hearing Types: There are two types of public hearings. The legislative/informational public hearing is a formal opportunity for citizens to give their views for consideration in the legislative or policy-decision-making process. Quasi-judicial public hearings are hearings on quasi-judicial actions which determine the legal rights, duties, or privileges of specific parties.

A. Subject to any other applicable procedures established by state law or City ordinance, the following procedure shall be followed during public hearings on:

Legislative/Informational

- The mayor will open the public hearing.
- Staff will make their presentation.
- Citizens comments will be limited to ~~three (3)~~ **five (5)** minutes for individuals and ~~five (5)~~ **seven (7)** minutes for a person representing an official position of a recognized organization.
- Additional staff comments will be made.
- The mayor will close public hearing.
- Council discussion will ensue.
- Council action will be taken.

Quasi-Judicial Hearings

- The mayor will open the public hearing.
- Open for declarations of conflict of interest, appearance of fairness and other preliminary matters.
- Staff will make their presentation (15 min).
- Proponent presentation will be made. (15 min)
- Opponent presentation will be made. (15 min)
- Proponent rebuttal will be heard. (10 min)
- Staff comments will be made.
- Public hearing will be closed.
- Council discussion will ensue.
- Council action will be taken.

B. The following rules shall be observed:

Legislative/Information Gathering Public Hearings

- For an initial presentation of background information from a city department, board, commission, committee, or an organization, no more than twenty (20) minutes will be allowed unless otherwise authorized by the Mayor.
- If a speaker purports to speak for an organization, club or others so as to lead Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.
- Comments should be limited to ~~three (3)~~ **five (5)** minutes for each individual or ~~five (5)~~ **seven (7)** minutes if representing the official position of a recognized organization.
- The mayor may allow additional time for receipt of written testimony when needed.
- The City Clerk shall be the official timekeeper.

#### Quasi-Judicial Public Hearings

- If a quasi-judicial hearing is on the agenda, the Council will be informed by the City Attorney as to what state law permits as to public comments.
- Quasi-judicial hearings will be conducted in conformance to procedures outlined in applicable state law, and City ordinances, resolutions and policies.
- Testimony will be limited as set forth herein, except that the Presiding Officer shall ask the rest of the Councilmembers if they have any comments or questions before the citizen is excused.
- If comments are provided in writing, they shall be filed with the City Clerk by 1:00 PM of the calendar day preceding the hearing.

Notwithstanding any other provision of these rules, the City Council may in its discretion adopt case-specific procedures to govern any public hearing before the Council. Such procedures may supplement, modify or supersede the provisions of this section. Any such procedures shall be made available to interested parties at least 14 days in advance of the Council hearing.

### **SECTION 16. MEDIA REPRESENTATION AT COUNCIL MEETINGS**

16.1 All public meetings of the Council and its advisory committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meeting. Seating space shall be provided for the media at each public meeting.

### **SECTION 17. COUNCIL COMMITTEE LIAISONS, SERVICE ON REGIONAL BOARDS, AND REPRESENTATION ON BEHALF OF THE CITY**

17.1 Council Committee Liaisons. The Council may designate, by motion, councilmembers to serve as liaisons to each of the city advisory bodies, boards, and commissions (“Council Committee Liaisons”). A Council Committee Liaison is not a “member” of the city advisory body, board, and commission; rather, they are a

positive resource to support the City advisory bodies, boards, and commissions in the completion of its annual Work Plan approved by Council. As such, a Council Committee Liaison shall be recognized by the Chair as being in attendance. Liaisons shall not take part in the City advisory bodies, boards, and commissions deliberations or discussions unless the Committee requests the Liaison's participation in a particular discussion. Liaisons shall not take part in any votes or decision making of the City advisory bodies, boards, and commissions. Council Committee Liaisons are expected to speak on behalf of the Council as a whole, and therefore should avoid taking positions and making comments based on their personal opinions if they differ from the Council majority. Any personal opinions should be clearly identified as such and not be portrayed as the position of the Council majority. Council Committee Liaisons should provide updates to the entire Council, generally at the next regular meeting after the committee or board meeting.

17.2 Service on Regional Bodies. The Council may designate, by motion, individual(s) to serve in liaison roles for regional bodies based on the desire, qualifications, and skills of those interested. Councilmembers and the Mayor should indicate their interest in being a representative prior to the time the representative is considered for eligibility. Any "votes" attributed to the city must be based on Council consensus and not the individual position of the representative serving in that role. Regional Body Liaisons should provide updates to the entire Council, generally at the next regular meeting after the regional body's meeting.

17.3 For the purpose of commenting on an issue, Council Committee Liaisons and Councilmembers appearing on behalf of the City before another governmental agency, a community organization, through the media, or in their capacity as a regional body representative shall state the majority position of the Council, if known, on such issue. Personal opinions and comments which differ from the Council majority may be expressed if the Councilmember clarifies that these statements do not represent the Council's position. Councilmembers need to have other Councilmember's concurrence before representing another Councilmember's view or position with the media, regional body, another governmental agency, or community organization.

17.4 Committee and Board minutes shall reflect the attendance/absence of Council Committee Liaisons and/or Councilmember's attendance. Councilmembers who are not the appointed liaison or alternate liaison must refrain from joining the meeting if there are more than three councilmembers present, unless appropriate notice was given by the city in advance, in compliance with the OPMA.

## **SECTION 18. CONFIDENTIALITY**

18.1 Councilmembers shall keep confidential all written materials and verbal information provided to them during executive sessions, to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of executive sessions when the information is considered to be exempt from disclosure under exemptions set forth in applicable state law.

18.2 If the Council, in executive session, has discussed any type of issue related to a third party, all contact with that party should be effectuated by the designated City staff

representative handling the issue. Councilmembers should obtain the permission of the mayor prior to discussing the information with anyone other than other Councilmembers, the City Attorney or City staff designated by the mayor. Any Councilmember having any contact or discussion shall make full disclosure to the mayor and/or the City Council in a timely manner.

## **SECTION 19. ADMINISTRATION AND HOUSEKEEPING**

- 19.1 When Councilmembers register to attend an official conference requiring voting delegates such as the annual National League of Cities or Association of Washington Cities, the Council shall designate the voting delegate(s) and alternate voting delegate(s) during a public meeting by a majority vote. When possible, said selection of voting delegate(s) shall be done on a rotating basis for the purpose of allowing all Councilmembers the opportunity to be an official voting delegate.
- 19.2 Open Government Trainings Act. Effective July 1, 2014, the Open Government Trainings Act was enacted requiring all elected officials to complete training courses related to the Public Records Act (RCW 42.56.150), Open Public Meetings Act (RCW 42.30.205) and RCW 40.14 related to records retention.
- (a) Each local elected official appointed to fill a vacancy in a local or statewide office, must complete a training course regarding the provisions as indicated above.
  - (b) Officials required to complete training under this section may complete their training before assuming office but must:
    - Complete training no later than ninety (90) calendar days after the date the official:
      - Takes the oath of office, if the official is required to take an oath to assume his or her duties; or
      - Otherwise assumes his or her duties as a public official.
    - Complete refresher training at intervals of no more than four years for as long as he or she holds office.
  - (c) Training must be consistent with the Attorney General's model rules for compliance with the Public Records Act.
  - (d) Training may be completed remotely with technology including but not limited to internet-based training.
  - (e) Additional information and online courses are available on the Washington State Attorney General's website at <http://www.atg.wa.gov/open-government-training>.
- 19.3 Social Media Usage. As an elected official or employee of the City of Edgewood, your social media posts and the ensuing comment threads may qualify as public records that must be retained, disclosed, or moderated in order to comply with state and federal law and the City's rules and policies. This is true even for your personal social media accounts if you discuss City business. Inappropriate use of social media can expose you and the city to allegations of criminal and ethical wrongdoing. Please refer to our policies and procedures regarding the Public Records Act, the Open Public Meetings Act, and other policies related to the conduct and responsibilities of City of Edgewood employees and officials.

## **SECTION 20. SUSPENSION AND AMENDMENT OF RULES; IMPLIED WAIVER**

- 20.1 Any provision of these rules not governed by state law or ordinance may be temporarily suspended by the entire membership of the Council.
- 20.2 These rules may be amended or new rules adopted by a majority vote of the quorum necessary to conduct business.
- 20.3 Unless identified and corrected in accordance with these rules, any action taken in violation of these rules shall be deemed an implied waiver thereof.

## **SECTION 21. MINUTES**

21.1 Minutes Generally. Pursuant to RCW 42.32.030 and RCW 35A.12.110, the City Clerk shall keep minutes of all regular and special meetings of the City Council, which shall constitute the City's record of proceedings. Working copies or file copies of all minutes shall be kept in the City Clerk's office. The official, originally signed copies of all minutes shall be maintained and stored in a fire-proof vault. The minutes will be archived in accordance with applicable records retention requirements.

21.2 Content of Minutes. Minutes shall document the actions taken at Council meetings, and shall at a minimum include the following:

1. Date of meeting
2. Location of meeting
3. Type of meeting (regular, continued, special, etc.)
4. Time of meeting
5. Time meeting commenced
6. Officials/members present\*
7. Officials/members absent or excused\*
8. Topics of business
9. Actions taken on each business matter
10. Record of motions
11. Record of voting
12. Time of adjournment
13. Signature blocks for Presiding Officer and Clerk/designee

\*If a Councilmember leaves during a meeting, the time of departure and time of return, if applicable, shall be noted. If a Councilmember arrives after commencement of the meeting, the time of arrival shall be noted.

21.3 Approval of Previous Minutes. Proposed minutes shall be placed on the consent agenda for approval. The Council shall approve the minutes, after consideration of the minutes and making any necessary corrections to the minutes. Upon approval by the Council, the minutes shall constitute the official record of the City Council's meeting.

21.4 Signing the Minutes. The minutes shall be signed by the City Clerk and the Mayor.

21.5 Corrections to Minutes. All authorized corrections to the approved minutes shall be recorded as a business transaction made at the meeting at which the amendment was approved. Following the meeting, the minutes shall be corrected to include the amendment(s) prior to placement of the final, executed minutes in the minute book.

If, after approval of the minutes, a correction must be made, a notation is marked in the margin opposite the correction which states: "Amended, see minutes of \_\_\_\_\_." "or "Scriber's Error, corrected by (initials of person making correction)", and shall include the date the correction was noted. Errors corrected in the official minutes shall not be corrected by white out, cross-outs or erasures.

21.6 Preservation of Minutes. Minutes shall be preserved by the City for the period specified by applicable record retention requirements of state law. Special attention, care and security measures shall be taken to protect the orderly and safe keeping of minutes.