



CITY OF EDGEWOOD COUNCIL STUDY SESSION AGENDA

December 18, 2018 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Pledge of Allegiance & Roll Call

2. COUNCIL BUSINESS

- A.  **Discussion** - Development Review
- B.  **Discussion** (*no material*) - Council Retreat Dates
- C.  **Discussion** - Resolution – 24th St. E. /Meridian Ave. E Sidewalk Project
- D.  **Review/Discussion** - Resolution – Westlaw (Computerized Legal Research Services)
- E.  **Review/Discussion** - Edgewood Heights Phase 1 Sewer Easement
- F.  **Discussion** - Comprehensive Plan Development Agreements
- G.  **Review/Discussion** - Comprehensive Plan Amendment
- H.  **Review/Discussion** - Office Manager Job Description

3. OTHER COUNCIL ITEMS

4. ADJOURN

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



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Monthly Development Review		Agenda Item #:		2A
		For Agenda of:		December 18, 2018
		Prepared by:		Kristin Moerler & Darren Groth
ATTACHMENTS (list): ☒ November 2018 Monthly Permit Tally ☒ Ground Disturbing Projects Activity Map ☒ Ground Disturbing Projects List ☒ Permit Activity Recap Report ☒ Permit History Report ☒ Front Desk Workload Summary				
Review of Materials:				
Mayor, Daryl Eiding		☒	Expenditure Required:	<u> \$0 </u>
Asst. City Administrator, Dave Gray		☒	Amount Budgeted:	<u> \$0 </u>
City Attorney, Carol Morris		☒	Appropriation Required:	<u> \$0 </u>
City Clerk, Rachel Pitzel		☒	Timeline: N/A	
Community Development Director, Darren Groth		☒		
Public Works, Jeremy Metzler		☒	BARS:	
Fiscal Note/Consideration: N/A				
SUMMARY STATEMENT: The City's Community Development Department (CDD) is entrusted by City Council, Edgewood citizens, and the State of Washington to provide growth management and development review, neighborhood preservation and revitalization, property inspection and maintenance, and other programs and business development services necessary to ensure the healthy, safety, and quality of life of Edgewood residents. To carry out these responsibilities, the CDD staff members perform numerous customer interactions, code interpretations, permitting functions, project reviews, on-site inspections, and multiple other functions. Some of the materials included this month are substantially revised, reflecting updated approaches to reporting the workload as discussed in past updates with Council. You will notice that the Ground Disturbing Projects Map and Project List reflect the same data. This reflects the work going on to better utilize the database in tracking permit status and the work to clean up older cases, which has started. Please note that Building permits were omitted this month from this report and mapping. Staff is working to get the Building permits re-added as we work to improve the reporting methods. The attachments also include the reports prepared by the AHBL Consulting staff on Permit History and Front Desk Workload. In addition, this month's development discussion should include providing staff direction regarding the implementation of recently modified portions of the Edgewood Municipal Code (EMC).				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Receive a briefing, hold a discussion, and provide any direction to staff regarding the reporting of community development project and permit statuses.				

November 2018

Number of Applications Received and Issued

Department	Received	Issued	YTD RECEIVED	YTD ISSUED
# of Building Permits	27	35	371	366
# of Planning Permits	4	2	58	18
# of Public Works Permits	8	8	109	76

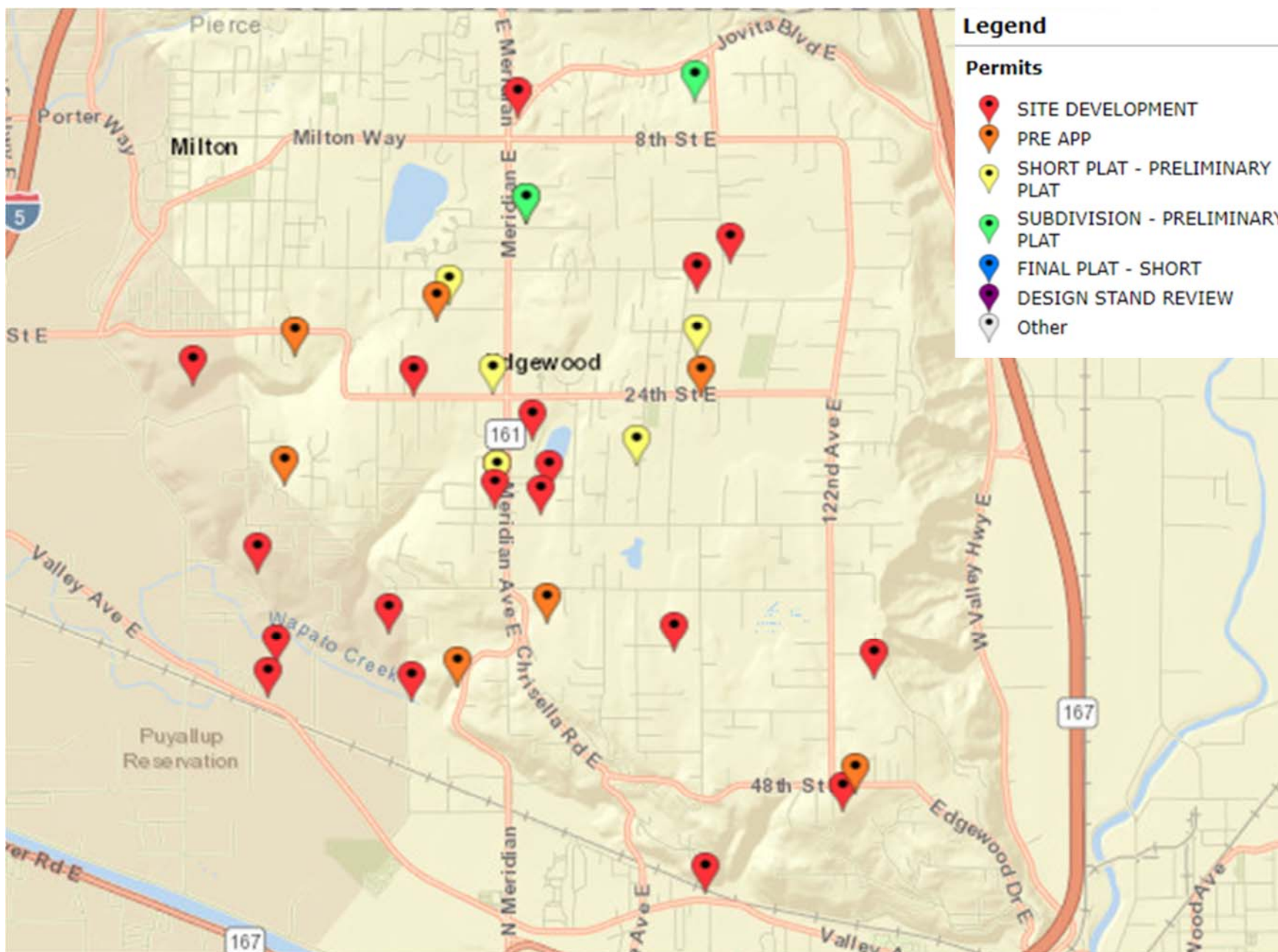
Inspections Completed

Department	# of Stops Made	# of Inspections	YTD # of Inspections
Public Works Inspections	39	43	1256
Building Inspections	206	430	4920

Number of Inspections By Inspector

Inspector	# of Inspections
Dean	83
Gene	70
Cory	277
Taylor	78
Jeremy	11

Ground Disturbing Project Activity Map



Date: 12/12/18

All Applications

37 Records

Permit #	Project					Site Address		Department	Type
18-1453	BARTH ESTATES SUBDIVISION PRE-APP	3624 96TH AV E	PLANNING	PRE APP	APPLICATION	11/29/2018	05/28/2019	Pending	12/13/2018 12:19
18-1449	YURINA-COLLINS SHORT PLAT FINAL PLAT	3826 114TH AV E	PLANNING	FINAL PLAT - SHORT	APPLICATION	11/28/2018	12/28/2018	Pending	12/11/2018 10:47
18-1447	BARTH PRELIMINARY PLAT	XXX 96TH AV E	PLANNING	SUBDIVISION - PRELIMINARY PLAT	APPLICATION	11/26/2018	12/24/2018	Pending	12/06/2018 16:50
18-1438	JENNA ACRES SHORT PLAT PRE-APPLICATION	1419 114TH AV E	PLANNING	PRE APP	APPLICATION	11/14/2018	05/13/2019	Pending	12/13/2018 12:16
18-1428	GREENE CLEAR AND GRADE	2818 105TH AV E	PUBLIC WORKS	CLEAR AND GRADE	APPLICATION	11/06/2018	03/04/2019	Pending	12/07/2018 13:20
18-1421	GROUND UP ROAD CONSTRUCTION PRE-APPLICATION	3005 MERIDIAN AV E	PLANNING	PRE APP	APPLICATION	10/31/2018	04/29/2019	Pending	12/13/2018 12:15
18-1418	MT VIEW EDGEWOOD WATER PRE-APPLICATION	12224 48TH ST E	PLANNING	PRE APP	APPLICATION	10/29/2018	04/27/2019	Pending	12/13/2018 12:13
18-1412	2818 MERIDIAN APARTMENTS SITE DEVELOPMENT	2818 MERIDIAN AV E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	10/25/2018	04/23/2019	Pending	12/06/2018 14:25
18-084	ROW 18-084	2222 MERIDIAN AV E	PUBLIC WORKS	RIGHT OF WAY	UNDER REVIEW	10/24/2018	11/07/2018	Technically Complete	12/06/2018 14:59
18-1408	OPFER DRIVEWAY ACCESS	4016 CALDWELL RD E	PUBLIC WORKS	DRIVEWAY ACCESS	APPLICATION	10/19/2018	04/17/2019	Pending	12/06/2018 14:16
18-1405	T GARRETT SHORT PLAT	10412 36TH ST E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	10/17/2018	02/12/2019	Technically Complete	12/11/2018 14:07
18-1393	ONE POINTE EDGEWOOD SHORT PLAT PRE-APPLICATION	5210 113TH AVCT E	PLANNING	PRE APP	APPLICATION	10/11/2018	04/09/2019	Pending	11/20/2018 11:25
18-1342	EDGEWOOD VIEW ESTATES SITE DEVELOPMENT	8224 20TH ST E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	09/05/2018	03/04/2019	Pending	11/27/2018 09:17
18-1333	2818 MERIDIAN APARTMENTS DESIGN REVIEW	2818 MERIDIAN AV E	PLANNING	DESIGN STAND REVIEW	UNDER REVIEW	08/28/2018	03/13/2019	Technically Complete	12/04/2018 16:24

Permit #	Project	Site Address	Department	Type	Status	Submitted	Expires	Process State	Last Activity
18-1316	CHUMAKIN SHORT PLAT SITE DEVELOPMENT	2005 112TH AV E	PUBLIC WORKS	SITE DEVELOPMENT	UNDER REVIEW	08/13/2018	02/09/2019	Technically Complete	12/10/2018 09:59
18-1310	RAINIER RIDGE SUBDIVISION FINAL PLAT (FORMERLY RAINIER VISTA)	9810 TAYLOR ST E	PLANNING	FINAL PLAT - SUBDIV	UNDER REVIEW	08/08/2018		Technically Complete	12/06/2018 14:20
18-1305	KRACHKO PAVING	2712 110TH AV E	PUBLIC WORKS	SURFACE WATER	UNDER REVIEW	08/06/2018	02/02/2019	Technically Complete	11/27/2018 14:55
18-1280	VIEW POINTE SELF STORAGE BLA	10315 12TH STCT E	PLANNING	BLA	UNDER REVIEW	07/23/2018	01/19/2019	Technically Complete	11/01/2018 11:15
18-1259	MAKSIMCHUK SHORT PLAT	24TH ST E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	07/13/2018	01/17/2019	Technically Complete	12/06/2018 13:37
18-1237	EDGEWOOD STORAGE CUP	2920 MERIDIAN AV E	PLANNING	CONDITIONAL USE PERMIT (CUP)	APPLICATION	07/03/2018	12/30/2018	Pending	10/26/2018 16:05
18-1214	GRUBB SHORT PLAT	12325 48TH ST E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	06/15/2018	01/31/2019	Technically Complete	11/02/2018 13:55
18-1146	CURRAN ESTATES FINAL PLAT	412 114TH AV E	PLANNING	FINAL PLAT - SHORT	INCOMPLETE	04/27/2018	12/20/2018	Pending	12/06/2018 13:34
18-1130	HEART & SOUL PRELIMINARY SHORT PLAT	9725 18TH STCT E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	04/17/2018	12/13/2018	Technically Complete	12/06/2018 13:58
18-1132	MICKELSON SUBDIVISION PRELIMINARY PLAT	2804 90TH AV E	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	04/17/2018	11/19/2018	Technically Complete	12/12/2018 17:01
18-1072	BENNETT SHORT PLAT PRE-APPLICATION	3926 90TH AV E	PLANNING	PRE APP	APPLICATION	02/27/2018	08/26/2018	Pending	04/18/2018 07:43
18-1045	BEREZNYOV SHORT PLAT PRELIMINARY PLAT	8904 20TH ST E	PLANNING	SHORT PLAT - PRELIMINARY PLAT	WAITING ON REVISIONS	02/08/2018		Technically Complete	11/06/2018 14:41
18-1040	VIEW POINTE SELF STORAGE RV STORAGE SITE DEVELOPMENT	10315 12TH STCT E	PUBLIC WORKS	SITE DEVELOPMENT	INCOMPLETE	02/05/2018	11/15/2018	Pending	09/20/2018 13:58
17-1549	UCHIDA FARMS COMP PLAN AMENDMENT		PLANNING	CODE UPDATES/CHANGES	APPLICATION	12/27/2017	06/25/2018	Pending	12/28/2017 12:05
17-1550	PROJECT S22 COMP PLAN AMENDMENT		PLANNING	CODE UPDATES/CHANGES	APPLICATION	12/27/2017	06/25/2018	Pending	12/28/2017 08:26
17-1535	NORTHWOOD ESTATES PHASE II DESIGN REVIEW		PLANNING	DESIGN STAND REVIEW	APPLICATION	12/12/2017	06/10/2018	Pending	04/11/2018 11:59

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Permit #	Project	Site Address	Department	Type	Status	Submitted	Expires	Process State	Last Activity
17-1531	CIRILIUM SUBDIVISION PRELIMINARY PLAT	12311 31ST ST E	PLANNING	SUBDIVISION - PRELIMINARY PLAT	UNDER REVIEW	12/06/2017		Technically Complete	12/06/2018 13:24
17-1527	NORTHWOOD ESTATES WEST PHASE 2 SITE DEVELOPMENT	9609 24TH ST E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	12/05/2017	01/11/2019	Pending	12/06/2018 13:41
17-1498	THE LEARNING CENTER DESIGN REVIEW	XXX JOVITA BLVD E	PLANNING	DESIGN STAND REVIEW	APPLICATION	11/21/2017	12/04/2018	Pending	11/05/2018 13:17
17-1472	GERVAIS SHORT PLAT SITE DEVELOPMENT	1607 112TH AV E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	10/27/2017	07/18/2018	Pending	07/19/2018 13:28
17-1444	WOLF POINT SUBDIVISION PRELIMINARY PLAT	XXX MERIDIAN AV E	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	10/10/2017	02/06/2018	Technically Complete	10/12/2018 10:43
17-1435	VOLENTE SUBDIVISION SITE DEVELOPMENT	8626 33RD ST E	PUBLIC WORKS	SITE DEVELOPMENT	APPLICATION	09/29/2017	12/06/2018	Pending	12/06/2018 13:42
17-1351	CRITICAL AREAS ORDINANCE UPDATE		PLANNING	CODE UPDATES/CHANGES	APPLICATION	08/15/2017	02/11/2018	Pending	08/24/2017 16:03

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Permit Activity Recap Report

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November 2018

Report run on: 12/13/2018 01:25 PM

Department	Group	Permit Type	November 2018			November 2017			2018 YTM			November 2017 YTM		
				Valuations	Revenue		Valuations	Revenue		Valuations	Revenue		Valuations	Revenue
Building Department	Commercial Applications	Commercial Addition	-	-	-	-	-	-	-	-	-	-	-	-
		Commercial New	-	-	-	-	-	-	6	\$17,446,361.42	\$295,860.82	16	\$10,056,494.96	\$150,325.22
		Commercial New Multi-Family	4	\$7,493,305.80	\$365,345.95	-	-	-	23	\$48,652,464.32	\$2,651,204.99	2	\$506,343.98	\$53,626.97
		Group Total	4	\$7,493,305.80	\$365,345.95	-	-	-	29	\$66,098,825.74	\$2,947,065.81	18	\$10,562,838.94	\$203,952.19
	Housing Unit Group for Recap Report	Commercial New Multi-Family	4	\$7,493,305.80	\$365,345.95	-	-	-	23	\$48,652,464.32	\$2,651,204.99	2	\$506,343.98	\$53,626.97
		Single Family Residence - New	8	\$3,435,143.16	\$97,833.39	8	\$2,742,627.07	\$91,655.25	92	\$35,525,917.04	\$1,208,870.97	153	\$54,816,335.67	\$1,723,416.53
		Group Total	12	\$10,928,448.96	\$463,179.34	8	\$2,742,627.07	\$91,655.25	115	\$84,178,381.36	\$3,860,075.96	155	\$55,322,679.65	\$1,777,043.50
	Multi Family Applications	Commercial New Multi-Family	4	\$7,493,305.80	\$365,345.95	-	-	-	23	\$48,652,464.32	\$2,651,204.99	2	\$506,343.98	\$53,626.97
		Group Total	4	\$7,493,305.80	\$365,345.95	-	-	-	23	\$48,652,464.32	\$2,651,204.99	2	\$506,343.98	\$53,626.97
	Department Total		20	\$25,915,060.56	\$1,193,871.24	8	\$2,742,627.07	\$91,655.25	167	\$198,929,671.42	\$9,458,346.76	175	\$66,391,862.57	\$2,034,622.66
Planning	Commercial Applications	Commercial-Site Development	-	-	-	-	-	-	-	-	-	-	-	\$1,505.00
		Group Total	-	-	-	-	-	-	-	-	-	-	-	\$1,505.00
	Planning Applications	Boundary Line Adjustment	-	-	-	-	-	\$765.00	1	-	\$4,590.00	-	-	\$9,180.00
		Conditional Use Permit	-	-	-	-	-	-	-	-	\$6,835.00	1	-	\$19,828.13
		Design Standards Review	-	-	-	-	-	\$1,025.00	-	-	\$4,745.00	-	-	\$35,875.00
		SEPA	-	-	-	-	-	-	1	-	\$3,250.00	-	-	-
		Short Plat	-	-	-	-	-	-	4	-	\$36,450.00	-	-	\$17,954.25
		Alteration/Amendmen	1	-	\$11,980.00	-	-	\$7,275.00	1	-	\$22,251.25	3	-	\$72,032.23
		Subdivision	-	-	-	-	-	-	1	-	\$855.00	1	-	\$685.00
		Alteration/Amendmen Temporary Use Permit	-	-	-	-	-	-	-	-	-	-	-	-
		Group Total	1	-	\$11,980.00	-	-	\$9,065.00	8	-	\$78,976.25	5	-	\$155,554.61
	Department Total		1	-	\$11,980.00	-	-	\$9,065.00	8	-	\$78,976.25	5	-	\$157,059.61
Public Works	Planning Applications	Clear and Grade Permit	1	-	\$3,232.00	1	-	\$5,649.80	7	-	\$6,725.90	6	-	\$10,666.60

		Site Development	-	-	-	-	-	\$7,960.00	7	-	\$39,295.00	7	-	\$62,480.90
		Group Total	1	-	\$3,232.00	1	-	\$13,609.80	14	-	\$46,020.90	13	-	\$73,147.50
	Department Total		1	-	\$3,232.00	1	-	\$13,609.80	14	-	\$46,020.90	13	-	\$73,147.50
Total			22	\$25,915,060.56	\$1,209,083.24	9	\$2,742,627.07	\$114,330.05	189	\$198,929,671.42	\$9,583,343.91	193	\$66,391,862.57	\$2,264,829.77

Construction Valuation

Group	Permit Type	2018	November 2017	November 2016	2015 Data Not Available	2014 Data Not Available	2013 Data Not Available	2012 Data Not Available	2011 Data Not Available	2010 Data Not Available	2009 Data Not Available
Commercial Applications	Commercial Addition	-	-	\$580,355.60	-	-	-	-	-	-	-
	Commercial New	\$17,446,361.42	\$10,056,494.96	\$2,195,449.36	-	-	-	-	-	-	-
	Commercial New Multi-Family	\$48,652,464.32	\$506,343.98	\$12,070,097.24	-	-	-	-	-	-	-
	Commercial-Site Development	-	-	-	-	-	-	-	-	-	-
	Total	\$66,098,825.74	\$10,562,838.94	\$14,845,902.20	-	-	-	-	-	-	-
Housing Unit Group for Recap Report	Commercial New Multi-Family	\$48,652,464.32	\$506,343.98	\$12,070,097.24	-	-	-	-	-	-	-
	Single Family Residence New	\$35,525,917.04	\$54,816,335.67	\$13,627,986.40	-	-	-	-	-	-	-
	Total	\$84,178,381.36	\$55,322,679.65	\$25,698,083.64	-	-	-	-	-	-	-
Multi Family Applications	Commercial New Multi-Family	\$48,652,464.32	\$506,343.98	\$12,070,097.24	-	-	-	-	-	-	-
	Total	\$48,652,464.32	\$506,343.98	\$12,070,097.24	-	-	-	-	-	-	-
Total		\$198,929,671.42	\$66,391,862.57	\$52,614,083.08	-	-	-	-	-	-	-

Revenue Totals By Dept

Department	2018	November 2017	November 2016	2015 Data Not Available	2014 Data Not Available	2013 Data Not Available	2012 Data Not Available	2011 Data Not Available	2010 Data Not Available	2009 Data Not Available
Admin	\$32,239.90	-	-	-	-	-	-	-	-	-
Building Department	\$4,649,077.44	\$2,081,391.81	\$1,291,238.62	-	-	-	-	-	-	-
Code Enforcement	-	-	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-	-	-
Fire	-	-	-	-	-	-	-	-	-	-
Land Use	-	-	-	-	-	-	-	-	-	-
Licensing Department	-	-	-	-	-	-	-	-	-	-
Planning	\$120,681.25	\$290,150.91	\$234,915.91	-	-	-	-	-	-	-

Public Works	\$62,460.86	\$70,190.68	\$20,191.80	-	-	-	-	-	-
Total	\$4,864,459.45	\$2,441,733.40	\$1,546,346.33	-	-	-	-	-	-

PROJECT MEMO



TO: Darren Groth, AICP
FROM: Colin Poff, AICP

DATE: November 16, 2108
PROJECT NO.: 2180349.32
PROJECT NAME: Edgewood On-Site Staffing

SUBJECT: Permit History Summary

The purpose of this summary is to quantify recent major development review in the City, in order to forecast future permit activity and indicate future workload. AHBL collected data from the City's permit file database and SMARTGov system to create a snap shot picture of permit activity at the City. The tables below summarize development review in recent years for subdivision, commercial, and multi-family applications.

It should be noted that most of these projects include associated files that are not listed in this report such as design review, SEPA, clear and grade, etc. Smaller reviews are also excluded from this summary, including carports, ADUs, or other miscellaneous building and land use permits.

I. Short Plat and Subdivision Summary:

Land Division accounts for the largest portion of development review in the City. Short plats and subdivisions often require ongoing review, as the process involves preliminary approval, site development permits, final approval, building permits, and inspections. The summary below shows that most short plats and subdivisions are either in review or approved, but homes have not yet been built, indicating that there are many vacant lots that may be developed soon. Many lots have preliminary approval and are in the site development phase.

Since 2013, 39 applications have been submitted for short plats or subdivisions, for a total of 879 lots. Only 53% of these applications have received final plat approval, and 26 of 39 applications are still in some phase of review (excluding inspections). Of all applications, 761 lots have either preliminary or final approval, but only 312 of these lots have been developed. It can be expected that many of these will result in new single-family building permit applications. In addition, it can be expected that new applications for short plats and subdivisions will be submitted at a similar rate to previous years.

Applications: 39

Total lots for all applications: 879

Lots with preliminary approval: 296

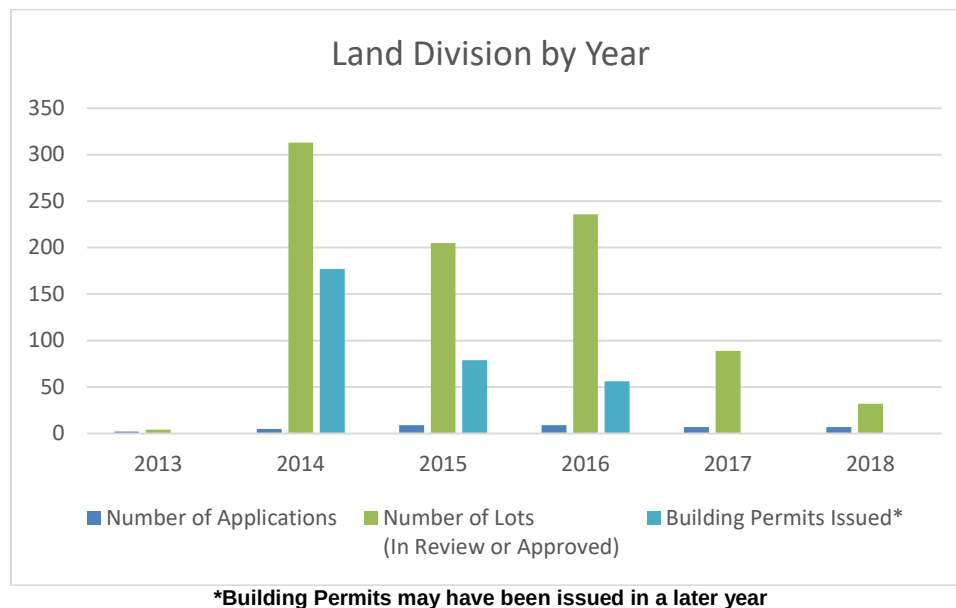
Lots with final approval: 465

Building Permits Issued on Approved Lots: 312 of 761

LAND DIVISIONS

Name	Permit #	# of Lots in Application	Building Permits Issued	Undeveloped Lots	Status
2013					
Miller	4442	2	0	0	Preliminary Approved
Mount	4570	2	0	0	Preliminary Approved
2014					
Lisitsyn (AKA Fietz)	4663	6	0	6	Preliminary Approved
Nolan	4701	2	0	2	Preliminary Approved
Forest Wood Estates	4716	4	0	4	Cancelled
Wampold	4873	6	4	2	Final Plat Approval
Westridge	4493	295	173	122	Final Plat Approved
2015					
Rainier Vista	5225	13	0	13	Preliminary Approved
Curran Estates	4938	9	0	9	Preliminary Approved
Nicklaus	8561	38	0	38	Preliminary Approved
Maple Grove	4939	9	0	9	Preliminary Approved
View Pointe	4965	46	41	5	Final Plat Approved
Edgewood Estates	5113	14	0	14	Preliminary Approved
Northwood Estates	4532	33	33	0	Final Plat Approved
Edgewood Terrace	5325	28	0	28	Preliminary Approved
Caldwell Crest	5226	15	5	10	Final Plat Approved
2016					
Volente	16-5459	15	0	15	Preliminary Approved
Domus (aka Edgewood Townhomes)	16-5633	55	48	7	Final Plat Approved
Northwood Estates West (Phase I)	16-5431	5	5	0	Final Plat Approved
Northwood Estates West (Phase II)	16-5431	40	0	40	Preliminary Approved
Pascolo	16-5366	19	0	19	Preliminary Approved
Edgewood View Estates	16-5614	92	0	92	Preliminary Approved
Peterson	16-5403	3	0	3	Preliminary Approved
Gervais	16-5426	2	0	2	Preliminary Approved
Daffodil	16-5521	5	3	2	Final Plat Approved
2017					
Cirilium (aka Sack)	17-1531	18	0	18	Preliminary Approved

Pazurusi	17-1399	4	N/A	4	Pre-App Only
Wolf Pointe	17-1444	56	0	56	Under Review
Chamberlain	17-1450	2	0	2	Final Plat Approved
Leeper	17-1459	3	0	3	Final Plat Approved
Chumakin	17-1489	4	0	4	Preliminary Approved
Gagnon	17-1126	2	0	2	Preliminary Approved
2018 (as of Oct 31)					
Mickelson	18-1132	10	0	10	Under Review
Bereznyov	18-1045	4	0	4	Under Review
Abel	18-1012	6	0	6	Preliminary Approved
HSPS	18-1130	4	0	4	Under Review
Maksimchuk	18-1259	2	0	2	Under Review
Grubb	18-1214	3	0	3	Under Review
Worthen	18-1186	3	0	3	Preliminary Approved
TOTALS		879	312	567	



II. Commercial Development Summary:

Since 2015, 15 Commercial applications have been submitted, excluding Tenant Improvements. Many of the applications below, such as schools, and storage facilities, require a design review and land use process, followed by site development and building permits. Of these commercial applications, 9 have been complete, 4 are currently in review, and 3 are yet to be formally submitted.

In this same timeframe 185,833 sq. ft. of commercial buildings have been constructed, and 32,000 sq. ft. are in review. One additional commercial project is presently incomplete to construct RV storage. There have also been 3 recent pre-application meetings, and numerous inquiries for new commercial development along Meridian, and these may result in new applications in the near future. In addition, two comprehensive plan amendments are under review that would convert approximately 72 acres of single family land to Industrial and Town Center. The approval of this amendment would result in future commercial permit activity.

Commercial Applications Approved: 9
Commercial Applications in Review: 3 (4 Pre-application meetings)
Building Sq. Ft. Constructed: 185,833
Building Sq. Ft. In Review: 32,000

COMMERCIAL DEVELOPMENT

Name	Permit #	Building Sq. Ft.	Status
2015			
Mountain View Lutheran Church	4910	39,948	Complete
Jupiter Tennis Center	5168	40,590	Complete
Verizon Wireless CUP	5128	N/A	Complete
Taco Time	5197	3,067	Complete
T-Mobile CUP	5146	N/A	Complete
T-Mobile CUP	5158	N/A	Complete
2016			
Storage Units (Docken)	16-5761	N/A	Pre-app for Edgewood Storage CUP
AT&T CUP	16-5622	N/A	Complete
Northwood Elementary CUP	16-5676	30,400	Complete
Stor House Storage	16-5680	N/A	Pre-App only
View Pointe Self Storage	16-5715	71,828	Complete (phase 1)
2017			
Sprint MD7 PWSF	17-1241	N/A	Approved
Chevron Gas Station	17-1280	N/A	Pre-App only
The Learning Center	17-1488	10,000	In Review (waiting for response)
Edgewood Vet Clinic	17-1424	N/A	Pre-App Only
2018 (as of Oct 31)			
Edgewood Storage CUP	18-1237	22,000	In Review(waiting for response)
View Pointe RV Storage	18-1040/ 18-1039	N/A	Incomplete
Uchida Farms Comp. Plan Amendment	17-1549 / 17-1550	N/A	In Review

III. Multi-Family Development Summary:

Since 2014, 6 applications for apartments or senior living projects have been received. Of these projects, 342 units have completed construction/received occupancy, 744 have been approved but are not complete, and 20 are in review.

Based on recent pre-application meetings and discussions with applicants, at least 4 multi-family projects are expected to be submitted, which could result in 619 units that require review. Review of these projects would include Design review, SEPA, site development permits, and building permits.

Apartment Units Constructed: 342 units
Apartment Units Approved but Not Constructed: 744 units

Apartment Units in Review: 20 units
Apartment Units Pending Submittal: 619 units

MULTI-FAMILY DEVELOPMENT / ASSISTED LIVING

Name	Permit #	# of Units	Status
2014			
Arbors (aka Overlook)	4772	130	Complete
Cottages	4808	60	Complete
2015			
Edgewood Apartments (aka Simon's Mill)	4909	152	Complete
North Edgewood Apartments	5138	292	Approved / Under Construction
Edgewood Heights	4670	452	Approved / Under Construction
2018 (as of Oct 31)			
Meridian Apartments	18-1333	20	Design Review
Potential Upcoming Projects			
Lake Chalet	-	190	Pending Submittal
Potentia	-	75	Pending Submittal
Satwat (aka Edgewood Multifamily)	-	240	Pending Submittal
Fieldstone Assisted Living	-	114 (143 beds)	Pending Submittal

IV. Other Permit Applications:

New SFR

2016: 83

2017: 145

2018 (as of Oct 31): 86 (20 complete; 66 in review)

Boundary Line Adjustments

2016: 3

2017: 14

2018 (as of Oct 31): 6

Sign Permits

2016: 10

2017: 3

2018 (as of Oct 31): 5



PROJECT MEMO

TO:	Darren Groth, AICP and Dave Gray	DATE:	November 16, 2018
FROM:	Colin Poff, AICP, Josh Kubitzka, and Wayne Carlson, FAICP, LEED AP	PROJECT NO.:	2180349.32
		PROJECT NAME:	Edgewood On-Site Staffing
SUBJECT:	Front Desk Work Observations		

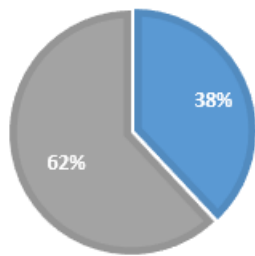
This memorandum summarizes AHBL's time spent with customers at the front desk, including interactions both on the phone and at the counter. This provides a rough estimate of the number of interactions, and the time devoted by activity. The purpose of this information is to project future staffing needs at the front desk. The entire log is included as Attachment A to this memorandum.

Over 8 weeks between August 22 and October 12, we logged 434 interactions. These interactions account for approximately 60 percent of AHBL's work. The pace of the front counter did not lend itself to documenting every interaction. We project that the other 40 percent of our front counter interactions have the same mix of development and non-development related characteristics. The total does not include e-mail correspondence.

1. Of all interactions, 38 percent were "development related." Development related interactions do not include transfer calls or questions related to things such as pet licenses, park reservations, inspections scheduling, voting, or miscellaneous concerns. Note that while inspection scheduling is "development related," the scheduling of an inspection is administrative in nature.
2. Development related questions typically require a longer period of time to answer. *While amounting for approximately 38 percent of total interactions, development related concerns take approximately 72 percent of the time.* The average development related interaction is approximately 10.3 minutes, while other interactions average approximately 2.5 minutes. Some of these interactions, such as guiding a customer on a potential short plat, may take as long as 30 minutes to one hour to complete thoroughly. This time is inclusive of additional research time that may occur outside of phone and counter interaction.

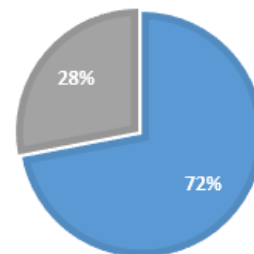
TYPE OF INTERACTION

■ Development Related ■ Other



TIME SPENT

■ Development Related ■ Other



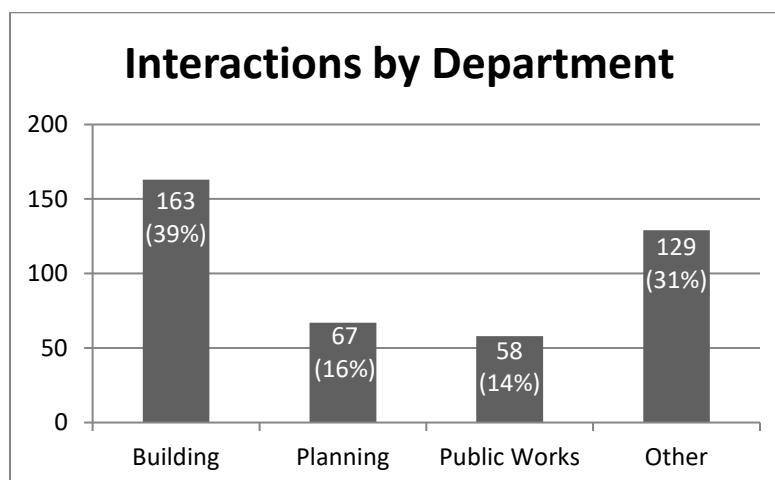
- Every interaction was categorized. The most common type of planning related questions were about the feasibility of short plats or subdivisions. Other common questions involved zoning and land use information related to setbacks, allowed uses, and critical areas. Other typical development related interactions included permit intake and payment processing.

For non-development related interactions, the majority were transfer calls and triage. Many calls were for scheduling inspections. Miscellaneous interactions were very broad and included inquiries related to gun licenses, to filing domestic violence police reports, to pet licenses, and citizen action requests.

Type – Development Related	#
Short Plat Questions	20
Other Zoning Questions	74
Other Development-Related	67
Type – Non-Development Related	#
Transfer Calls or Triage	144
Inspection Scheduling	41
Misc.	88
TOTAL	434

- In addition to AHBL's tracked interactions, front desk staff (other than AHBL) maintained a tally of interactions. This tally was less detailed than AHBL's, but served to count the number of interactions in a given day, and which department it was related to. Over three weeks, a total of 417 interactions were tallied, or an average of 30 per day. This accounts for approximately 2/3 of total volume for other staff over these days. Of these interactions, 32 percent were over the counter, and 68 percent were over the phone.

For each tally, staff recorded the department associated with the interactions. Thirty-nine percent were associated with the building department, 16 percent with the planning department, 14 percent with public works department, and 31 percent were categorized as "other." Building accounts for the most due to inspection scheduling. The "other" category includes police, accounting, management, and other staff.



Summary:

The volume of traffic at the front counter, as well as the wide variety of inquiries, require the Planning Technician and Permit Technician to perform a significant number of administrative functions. The involvement in administrative tasks may shift the attention away from other higher priority tasks. The workload also often requires assistance for other staff such as the Senior Planner or Public Works Director. Effectively managing the workload and traffic at the front counter would allow other staff to focus on case-load work.

Many of the interactions above, including the development-related interactions, have administrative functions. Based on AHBL's experience and the data above, our observations can be summarized as follows:

1. Administrative support would be helpful to manage workload such as triage of phone calls, concerns for the police department, processing animal licenses, payment processing, records requests, filing, and preparing inspection schedules.
2. The data show that development-related interactions take far more time than administrative interactions. Some planning related questions may take as long as 30 minutes to one hour to complete. Additional administrative support would allow the Planning Technician to focus a larger percentage of time and effort on development review and land use questions. Examples of this work include reviewing building permits, boundary line adjustments, and short plats. The Planning Technician could focus on quality interactions with customers related to zoning, critical areas, and other land use related concerns.
3. The Permit Technician currently spends a significant portion of time on administrative responsibilities, such as daily deposits, LID payments, mail, phone calls, etc. Delegating some of these tasks allow the Permit Technician to focus on updating the database, running reports from Smart Gov., and managing the fast growth in permit activity.

Activity (counter and phone)

Request	Type of Activity	Development Related	Type	Comments	Response	Date	Time	Approx. Length of Call (Minutes)	Approx. Additional Research Time
Land Use Questions	Phone	1	Z	Questions regarding zoning for single-family with ADUS	Answered questions on the phone and followed up with additional answers	8/22/2018	4:00 AM	15	15
Ask to be transferred	Phone		T	Trasfered to Rachel Pitzel		8/22/2018	9:30 AM	1	
Inspection Request	Phone		I	Transferred to Jamie		8/22/2018	9:40 AM	1	
Inspection Request	Phone		I	Transferred to Jamie		8/22/2018	10:26 AM	1	
Permit Submittal Question	Phone	1	OD	Two questions were asked. 1) If septic has to be fully approved before submittal or if the application is good enough for submittal. 2) Do we electric or hard copy of the stormwater calculation?	1) A full septic approval is required at the time of application. 2) For SFR we request a hard copy of the stormwater calculations.	8/22/2018	10:40 AM	5	
Zoning and project Notification Question	Phone	1	Z	Requested to know why they didn't receive a Notice of Application and had a question regarding zoning	Called back and answered the customer questions.	8/22/2018	11:00 AM	5	20
Request for project Plat Map	Phone	1	OD	Request for a copy of the Caldwell Crest Development Plat Map	Sent a copy of requested plat	8/22/2018	11:26 AM	5	5
Request for Plat information and wetland map discussion	Counter	1	Z	Customer wanted a copy of the plat map and review a wetland question	Found plat map and discussed wetland with the over the county customer	8/22/2018	11:30 AM	0	20
Permit Question	Phone	1	OD	Can a Driveway Access Permit be submitted online or e-mailed	No, the permit must be physically divlered to pay fee	8/22/2018	11:32 AM	2	
Ask to be transferred	Phone		T	Transferred to Dean		8/22/2018	12:50 PM	1	
Citizen Action Request	Phone	1	OD	Wanted to do a Citizen Action Request	Filled out Form and log	8/22/2018	1:00 PM	5	5
Citizen Action Request	Phone	1	OD	Wanted to do a Citizen Action Request	Filled out Form and log	8/22/2018	2:30 PM	5	5
Police Vacation Form	Counter		M	Police Vacation Form	Gave to police	8/22/2018	3:00 PM	1	
Thank you message for Jamie	Phone		M	Message for Jamie		8/22/2018	3:22 PM	1	
Home Occupaction Question	Internal question	1	Z	Question regarding AirBnB and home occupation	Reviewed home occupation code and followed up	8/23/2018	12:30 AM	0	20
Inspection Request	Phone		I	Transferred to Jamie		8/23/2018	8:15 AM	1	
Inspection Request	Phone		I	Transferred to Jamie		8/23/2018	8:20 AM	1	
Land Use Questions	Phone	1	Z	Question regarding short plat, zoning, water and driveway access, and request for application information.		8/23/2018	8:30 AM	10	
Inspection Request	Phone		T	Transferred to Jamie		8/23/2018	8:55 AM	1	
Transfer to Kristin	Phone	1	T	Transfer to Kristin		8/23/2018	8:58 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	9:30 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	9:35 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	9:45 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	10:00 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	10:30 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	11:00 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	11:30 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	12:30 PM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	12:45 PM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	1:00 PM	1	
Transfer call	Phone		T	Transfer to requested party		8/23/2018	1:14 PM	1	
Transfer call	Phone		T	Transfer to requested party		8/24/2018	9:17 AM	1	
Transfer call	Phone		T	Transfer to Police		8/24/2018	9:18 AM	1	
Transfer call	Phone		M	Wrong Number		8/24/2018	9:53 AM	1	

Noise Complaint Question	Counter	1	OD	Complaint about noise of construction and animals	Given Citizen Action Request	8/24/2018	10:08 AM	5	
Short Meeting w/ Jeremy	Counter	1	OD			8/24/2018	10:20 AM	5	
Looking for form	Counter		M		Answered by Police Department	8/24/2018	10:31 AM	1	
Transfer call	Phone		T	Transfer to requested party		8/24/2018	11:00 AM	1	
Transfer call	Phone		T	Transfer to Rachel		8/24/2018	11:16 AM	1	
Land Use Questions	Counter	1	Z	Man looking for plans as part of permit 18-1202		8/24/2018	11:30 AM	2	
Transfer call	Phone		T	Asking about Business Licenses	Transferred to Stephanie	8/24/2018	12:46 PM	1	
Land Use Questions	Counter	1	Z	Needed information about easment on Mont Vista	Used plat map from auditors website to show no easement was recorded	8/24/2018	1:00 PM	10	
Looking to talk to mayor	Counter		T			8/24/2018	1:34 PM	3	
Pay for park reservation	Counter		M		Jamie took payment and reservation	8/24/2018	2:03 PM	3	
Transfer call	Phone		T	Transfer to requested party		8/24/2018	2:13 PM	1	
Transfer call	Counter		T	Land Use questions for Kristin	Kristin Resolved	8/24/2018	2:14 PM	30	
Transfer call	Phone		T	Wanted to know how big a shed can be built without a permit, also had setback questions.	Told them maximum without a permit was 120 sq. ft.	8/24/2018	2:20 PM	2	
Payment	Counter		M		Jamie processed payment	8/24/2018	2:41 PM	2	
Transfer call	Phone		T	Inspection scheduling		8/24/2018	3:15 PM	2	
Transfer call	Phone		T			8/24/2018	3:15 PM	1	
Land Use Questions	Counter	1	Z	Wanted tree survey for Pascolo Estates	Had him fill out public records request and gave to Jill	8/24/2018	4:00 PM	10	
Land Use Questions	Phone	1	OD	Ted Christy upset that he wasn't noticed for short plat	Told applicant I will research the permits.	8/24/2018	5:00 PM	10	
Permit Question	Phone		M	Need Help Finding Mechanical Permit	It was available on the portal.	8/24/2018		1	
Land Use Questions	Phone	1	Z	Needed critical area and floodplain information	Gave information based on City GIS	8/25/2018	9:55 AM	5	
Building Questions	Counter		T	Answered by building official		8/25/2018	10:00 AM	15	
Transfer call	Phone		T	Transfer to requested party		8/25/2018	10:22 AM	1	
Building Questions	Phone	1	OD	Questions of building final for SFR 17-1315	Will ask Cory M. what else is needed for final	8/25/2018	10:43 AM	5	
Looking for Kristin	Counter	1	OD		Kristin resolved	8/25/2018	4:33 PM	1	
Land Use Questions	Counter	1	OD	Man was concerned with dumping soil near a wetland	Man filled out complaint form	8/25/2018	4:44 PM	5	
Right of Way Use Permit	Counter	1	OD	Needed right of way use permit for rockery/ tree removal	Set up permit, took in payment, etc.	8/25/2018	1:31PM	20	
Transfer	Phone		T	Transfer to requested party		8/25/2018	1:45PM	1	
Transfer	Phone		T	Transfer to requested party		8/25/2018	1:45PM	1	
Transfer call	Phone		T			8/25/2018	11:05AM	1	
Transfer	Counter		T	Looking for Taylor	Called taylor's cell phone to schedule call	8/25/2018	11:05AM	6	
Land Use Questions	Counter	1	S	Questions about subdivision	Gave applicant information on process and standards	8/25/2018	11:30AM	12	
Land Use Questions	Counter	1	Z		Answered by Darren	8/25/2018	12:20PM	10	
Transfer	Phone		T			8/25/2018	12:27PM	1	
Transfer	Phone		T			8/25/2018	12:30PM	1	
Questions about Bids	Phone		M	wanted to know what projects are in review and accepting Bids	Explained bids process	8/25/2018	12:35PM	7	
unused medication dropoff	Phone		M			8/25/2018	2:19PM	1	
Land Use Questions	Counter	1	Z			8/25/2018	4:20PM	10	
	Counter		M	Woman dropped off a Gypsy moth in a ziploc bag	?	8/25/2018	4:30PM	5	
Transfer call	Phone		T			8/25/2018	9:36AM	1	
Transfer call	Phone		T			8/25/2018	9:50AM	1	

Land Use Questions	Phone	1	OD	David Follansbee wants to understand the process for altering a recorded short plat.	Plans on sending an email with information	8/28/2018	9:32 AM	5	
Permit Number Request	Phone	1	OD	Debbie with Puyallup School District wants to know permit number for Building 1 of The Woodlands so the school impact fee is attributed to the correct permit	Told her that the project number is 17-1017	8/28/2018	10:40 AM	5	
Land Use Questions	Counter	1	Z	Mr. Murphy asking about zoning standards for property along 11th Street East. Property is zoned Commercial.	Printed standards for Commercial zone as well as wetland buffer requirements. Large wetland is shown on the City's GIS layer	8/28/2018	10:50 AM	25	
Transfer call	Phone		T	Transfer to Police		8/28/2018	11:30 AM	1	
Transfer call	Phone		T	Transfer to Jeremy Metzler	Call about asset management software	8/28/2018	11:53 AM	1	
Phone call	Phone		M	Robo call about air duct cleaning	Hang up	8/28/2018	11:55 AM	1	
File Review	Counter	1	OD	Staff with the Pierce County Assessor-Treasurer's office wanted to review the ViewPoint Self Storage project and the Edgewood Heights projects.	With the assistance of Kristin Moerler, the files were tracked down and shared with the Pierce County Assessor Treasurer staff	8/28/2018	12:15 PM	20	
Phone call	Phone		M	Jennifer (253) 341-1584 wants to know about operating her dog training business out of a site at 3415 100th Avenue Ct. E.	Use is not allowed in the Mixed Use Residential (MUR) zoning classification	8/28/2018	12:30 PM	10	
Phone call	Phone	1	S	Realtor Greg Pubols wants to understand the zoning and platting process associated with a property off of Caldwell Road	Email sent with links to relevant codes to gpubols@hotmail.com	8/28/2018	1:45 PM	10	
Phone call	Phone	1	M	Jennifer (253) 341-1584 wants to know about operating her dog training business out of a site at 3415 100th Avenue Ct. E.	Discussed the fact that her existing dog training use is considered a home business	8/28/2018	2:22 PM	15	
Phone call	Phone		M	Status of Bid Award	Transferred to Dave Gray	8/28/2018	3:05 PM	2	
Phone call	Phone		T	Transfer to Jill Herrera		8/28/2018	3:08 PM	1	
Building Department & Public Works Questions	Counter	1	OD	John Denzler came in to the office and asked about two things. First was some sloughing that was occurring on 48th Street East where his mailbox is located. The second was related to paving his driveway.	Sent an email to Darren Groth about the sloughing on 48th Street East for his distribution to Rick Pedersen (Public Works Roads Supervisor). Answered the second question related to the allowable building coverage, impervious surface coverage, and hard surface coverage at the counter.	8/28/2018	3:50 PM	25	
Phone Call	Phone		M	Citizen Action Request	Created Citizen action request	8/29/2018	8:15 AM	5	
Counter Help	Counter	1	OD	Slight building location change that is different from the approved site location	With deans approval, reviewed the site plan for setbacks and approved the changes and put into project folder.	8/29/2018	8:45 AM	10	
Check on permit payment	Phone		M	Asking about expiration of a permit	Called back with information	8/29/2018	9:10 AM	5	2
Critical Area Review Checklist Submittal	Counter	1	OD	Submitting a CAO Review Checklist and making a payment	Created permit and gave checklist to Kristin	8/29/2018	9:25 AM	10	5
Building Permit Submittal	Counter	1	OD	Building permit Submittal and payment	Created an estimate for fees, review materials, explained payment is needed at submittal, and waiting on payment	8/29/2018	10:00 AM	15	
Phone call	Phone		T	Transfer	Transfer	8/29/2018	11:00 AM		
Question regarding reclassifying a building as a ADU	Phone	1	Z	Question on how to reclassify a building as a ADU	Ask Kristen and called the customer back.	8/29/2018	3:45 PM		

Wetland and Variace question	Counter	1	Z	Question regarding a potential property and the wetland issues on the site.	Helped answer a few questions and consulted with Kristin regarding the permit use of the site that is covered with wetlands.	8/29/2018	4:00 PM	30	
LID Payment	Counter		M	Question regarding LID Payment Amount	It took awhile to determine the payment of LID due to the name not accurately labeled on LID 2018.	8/29/2018	4:15 PM	30	
Phone call	Phone		T	Transfer		8/30/2018	8:30 AM	1	
Phone call	Phone		T	Transfer		8/30/2018	9:00 AM	1	
Zoning Question	Phone	1	Z	Question regarding Zoning and potential BLA	Answered questions over the phone	8/30/2018	9:30 AM	8	
Phone call	Phone		T	Transfer		8/30/2018	10:00 AM	1	
Phone call	Phone		T	Transfer		8/30/2018	10:10 AM	1	
Counter Help	Counter	1	OD	Pre-app	Helping with pre app application	8/30/2018	11:00 AM	5	
Zoning use question	Counter	1	Z	Question regarding zoning use for a group home	Answered basic questions	8/30/2018	11:30 AM	10	
Zoning / Short Plat Question	Phone	1	S	Question regarding potential subdividing a parcel into two.	Answered basic questions	8/30/2018	12:15 PM	20	
LID Payment	Counter		M	LID Payment	Completed transaction and e-mailed the appropriate individuals	8/30/2018	12:45 PM	15	
Zoning / Subdivision questions	Phone	1	S	Wanted to know Critical Areas on a parcel and if it can be subdivided	Gave general critical area answers and basic subdividing information and the required permits. Stressed that the critical areas is likely the biggest onsite issue.	8/30/2018	2:50 PM	15	
Counter Help	Counter	1	M	Fish Friendly Car Kit Check-Out	Checked-out the fish friendly care kit	8/30/2018	3:05 PM	5	
Counter Help	Counter	1	Z	Question regarding subdividing / ADU on a property	Provided basic answers to their questions	8/30/2018	3:45 PM	10	
Phone call	Phone		I	Inspection Transfer		8/30/2018	3:50 PM	1	
Phone call	Phone		I	Inspection Transfer		8/30/2018	4:00 PM	1	
Inspection Request	Phone		I	Inspection Transfer		8/31/2018	8:45 AM	1	
Permit Request	Phone		M	Unable to get alarm permit, Viewpoint neighborhood addressing problem	Research for addressing needed	8/31/2018	8:45 AM	5	
Inspection Request	Phone		I	Inspection Transfer		8/31/2018	8:50 AM	1	
Transfer Call	Phone		T	Transfer		8/31/2018	9:00 AM	1	
Counter Help	Counter	1	M	Needed to drop off vacation request form	Put in police drop off	8/31/2018	9:05 AM	3	
Transfer Call	Phone		M	AC inspection		8/31/2018	9:24 AM	1	
Counter Help	Counter	1	OD	Needed to get critical areas signed off for septic design	We asked for a critical areas report	8/31/2018	9:28 AM	10	
Transfer Call	Phone		T	Transfer Call		8/31/2018	9:31 AM	1	
Transfer Call	Phone		T	Looking for Aaron Nix, transferred to Darren		8/31/2018	10:17 AM	3	
Counter Help	Counter		M	Dropping off medication		8/31/2018	11:07 AM	2	
Transfer Call	Phone		T			8/31/2018	12:15PM	1	
Counter Help	Counter		M	Park Reservation Payment		8/31/2018	12:20PM	2	
Counter Help	Counter	1	OD	Drop off BLA for signatures	Routed to Darren	8/31/2018	12:20PM	5	
Counter Help	Counter		M			8/31/2018	12:25PM	5	
Park Question	Phone		M	Wanted to know if Edgemont park could be used for protests	Said City was not aware of any special events or restrictions those days	8/31/2018	12:30PM	5	
Counter Help	Counter		M	Meeting with Sheriff		8/31/2018	12:40PM	1	
Park Question	Phone		M			8/31/2018	12:40PM	1	
Inspection Request			I			8/31/2018	1:00PM	1	
Business License Question	Counter	1	OD	Needed Biz License ID # and correct certificate form		8/31/2018	1:15PM	5	

Employment Question	Counter		M	Wanted to know about job openings	Gave him city employment website and AWC website	8/31/2018	1:16PM	5	
Permit Records	Phone	1	OD	Asked about open permits for parcel	Searched database - none currently	8/31/2018	1:20PM	3	
Parks Question	Phone		M	Wanted to do a "latern walk" after dark	Gave park hours and said may require special permission	8/31/2018	3:56PM	7	
Zoning Question	Phone	1	Z	Wanted to know if horse allowed in SF-3 zone	Additional research needed, will get back. Per EMC 18.100.030, horses are allowed in all districts	9/4/2018	8:49 AM	5	5
Transfer Call	Phone		T	Transfer Call		9/4/2018	9:27AM	1	
Transfer Call	Phone		T	Transfer Call		9/4/2018	9:38AM	1	
Permit Question	Phone	1	OD	Verify Submittal Checklist		9/4/2018	9:41AM	2	
Transfer Call	Phone		T	Transfer Call		9/4/2018	9:42AM	2	
Transfer Call	Phone		T	Transfer Call		9/4/2018	9:45AM	1	
Park Charges Question	Phone		M	Man was concerned about charges from park reservation	Let him know it appeared to be an unrelated charge on his credit card	9/4/2018	10:10AM	10	
Transfer Call	Phone		T	Transfer Call		9/4/2018	10:15AM	1	
Question	Phone		M	Follow up on Gypsy Moth concern	Told woman it was not a gypsy moth but she can contact WSDA for more information.	9/4/2018	10:40AM	5	
Transfer Call	Phone		T	Transfer Call		9/4/2018	10:46AM	1	
Transfer Call	Phone		T	Transfer Call		9/4/2018	10:48AM	1	
Transfer Call	Phone		T	Transfer Call		9/4/2018	10:51AM	1	
Sensitive Area ID form	Counter	1	OD	Wanted to know if sensitive area ID form had been completed for his septic design	Will have Kristin call him if complete	9/4/2018	11:05AM	4	
Transfer Call	Phone		T	Transfer Call		9/4/2018	11:07AM	1	
Park Reservation	Phone		M	Wanted to reserve park on Sept. 22	Sent link to application and fees	9/4/2018	11:15AM	3	
Transfer Call	Phone		T	Transfer Call		9/4/2018	12:42AM	1	
Transfer Call	Phone		T	Transfer Call		9/4/2018	1:50PM	1	
Transfer Call	Phone		T	Transfer Call		9/4/2018	1:15PM	1	
Inspection Request	Phone		I	Scheduled inspection for 3 permits		9/4/2018	2:00PM	10	
Land Use Questions	Phone	1	Z	Questions about permitted uses on two properties	Research GIS and gave list of permitted uses	9/4/2018	2:22PM	10	
Question	Phone	1	OD	Problem with traffic lights	Routed to Jeremy	9/4/2018	2:58PM	7	
Transfer Request	Phone	1	T	Asked to be transferred to Dean	Routed to Dean	9/5/2018	8:16am	1	
Subdivision Question	Phone	1	S	Question about subdividing a property	Answered over the Phone	9/5/2018	8:58 AM	10	
Counter Help	Counter	1	Z	Question about a house being built and if it meets beuilding height codes.	Answered questions	9/5/2018	11:00 AM	10	
Animal License	Counter		M	Animal License	Animal License	9/5/2018	12:00 PM	5	
Animal License	Counter		M	Animal License	Animal License	9/5/2018	12:20 PM	5	
BLA Question	Counter	1	OD	Question on BLA status	Answered and followed up with Kristin	9/5/2018	1:00 PM	10	
Counter Help	Counter	1	Z	Detached Garage Questions and possible Adu	Answered questions	9/5/2018	3:00 PM	15	
Zoning Question	Phone	1	Z	Question regarding tire store on a property	Called back to answer questions	9/5/2018	3:20 PM	10	5
Zoning Question	Phone	1	Z	Question regarding shed placement on property	answered questions	9/5/2018	3:25 PM	3	
Zoning Question	Phone	1	Z	Question regarding using a trailer to live in during a remodel	answered questions	9/5/2018	3:35 AM	5	
Citizen Action Request	Phone		M	Request property clean up at site	Comepleted CAR form	9/5/2018	4:00 PM	5	
Transfer Request	Phone		T	Asked to be transferred to Dean		9/6/2018	8:15 AM	1	
Citizen Action Request	Phone		M	Request property clean up at site	Comepleted CAR form	9/6/2018	8:20 AM	5	
Transfer Request	Phone		T	Asked to be transferred to Darren		9/6/2018	8:30 AM	1	
Transfer Request	Phone		T	Asked to be transferred to Jeremy		9/6/2018	8:45 AM	1	
Zoning Question	Counter	1	Z	Ask zoning questions	Answered questions	9/6/2018	9:30 AM	8	

Zoning Question	Counter	1	Z	Setback Question	Confirmed frontage with Darren due to lot layout and answered additional questions	9/6/2018	10:20 AM	20	
Land Use Questions	Counter	1	Z	Land Use Questions	Answered questions	9/6/2018	2:30 PM	10	
BLA Question	Phone	1	OD	Question regarding BLA	Returned phone call	9/6/2018	4:30 PM	5	
Buildable Land Questions	Phone	1	Z	Question Regarding buildable land	Returned phone call	9/6/2018	4:45 PM	5	
Citizen Action Request	Phone		M	Request citizen action request		9/6/2018		1	
Citizen Action Request	Phone		M	Request citizen action request		9/6/2018		1	
Citizen Action Request	Phone		M	Request citizen action request		9/6/2018		1	
Transfer Request	Phone		T			9/7/2018	9:06AM	1	
Land Use Questions	Phone	1	OD	Need address prior to septic design	Address not available on vacant lot	9/7/2018	9:06AM	3	
Transfer Request	Phone		T			9/7/2018	9:08AM	1	
Transfer Request	Phone		T			9/7/2018	9:10AM	1	
Parking Violations	Phone	1	M			9/7/2018	9:50AM	5	
Land Use Questions	Counter	1	Z	Setback Question	Jeremy answered setback question	9/7/2018	10:45AM	1	
Land Use Questions	Counter	1	Z	Wanted to do setback averaging	Not possible in this case	9/7/2018	11:30AM	10	
Transfer Request	Phone		T			9/7/2018	11:48AM	1	
BLA Question	Counter	1	OD	Asked for signed BLA	Handed off	9/7/2018	11:55AM	2	
Land Use Questions	Counter	1	Z	Wanted to know process for short plat		9/7/2018	1:19PM	8	
Transfer Request	Phone		T			9/7/2018	2:29PM	1	
Land Use Questions	Phone	1	Z	wanted to complain about neighbor making a make-shift carport with a tarp		9/7/2018	2:10PM	1	10
Land Use Questions	Phone	1	Z	Asked if trailers were allowed on property for friend to live in		9/7/2018	2:10PM	1	10
Land Use Questions	Phone	1	Z	Asked if townhomes allowed outright in Comm. Zone	additional research	9/7/2018	3:03PM	10	10
Transfer Request	Phone		T			9/7/2018	3:21PM	1	
Land Use Questions	Phone	1	Z	Wanted information on open space requirement for View Point BLA		9/7/2018	4:04PM	2	10
Re-roof	Phone	1	OD	Wanted fees for a reroof, and to know if permit needed	1, fee is \$156	9/7/2018	4:28PM	3	
Police Question	Phone		M	Complaint about response time of police	Man was making racial slurs, told him to speak with the police at a later time.	9/10/2018	9:10AM	5	
Land Use Questions	Counter	1	Z	Questions about subdivision	Answered with help of Taylor	9/10/2018	9:53AM	10	
Transfer Request	Phone		T			9/10/2018	10:10AM	1	
Inspection	Phone		I	Wanted inspectors phone #		9/10/2018	10:30AM	1	
Land Use Questions	Email	1	Z	Asked if RV parks are allowed in City	Researched code and responded.	9/10/2018	11:00AM		20
Inspection Request	Phone		I	Scheduled inspection for 3 framing		9/10/2018	11:32AM	4	
Records Request	Counter	1	OD	Wanted to understand stormwater for Nicklaus subdivision	Needed to explain drainage from plans, provide records request	9/10/2018	1:20PM	15	
Inspection	Phone		I	Wanted inspectors phone #		9/10/2018	1:32PM	2	
Land Use Questions	Phone	1	Z	Wanted to know about multifamily in commercial zones	Additional code research over the phone and discussion	9/10/2018	1:59PM	15	
Business License Question	Phone		T	Transferred to Stephanie		9/10/2018	2:06PM	2	
Transfer Call	Phone		T	Transferred to Kristin		9/10/2018	3:19PM	1	
Reinspection Fee	Phone		M	Check if fee has been paid		9/10/2018	3:28PM	2	
Permit Status	Phone	1	OD	Status of Manegold Deck	Looked up in SmartGov, gave update	9/11/2018	8:47AM	5	
Transfer Call	Phone		T			9/11/2018	9:21AM	1	
Building Codes	Phone	1	OD	Wanted to know about what building codes apply	2015 IRC applies to residential decks	9/11/2018	9:39AM	3	
Land Use Questions	Counter	1	Z	Possibility of contractors yard in MUR zone	Potentially possible but many development standards to comply with	9/11/2018	10:20AM	10	20
Inspection Request	Phone		I	Scheduled four inspections		9/11/2018	11:00AM	7	
Land Use Questions	Counter	1	Z	Feasibility of commercial development		9/11/2018	12:57PM	12	

Land Use Questions	Counter	1	Z	Verify zoning- property used to be split zoned	Property is commercial as of 2015	9/11/2018	1:18PM	6	
Permit questions	Phone		M	Needed electrical and mechanical permit		9/11/2018	1:42PM	5	
Submittal questions	Phone	1	OD			9/11/2018	1:48PM	2	
Transfer Call	Phone		T	Transferred to Jeremy		9/11/2018	1:51PM	1	
Schedule Inspection	Phone		I			9/11/2018	1:55PM	2	
Land Use Questions	Counter	1	S	Questions about shortplat		9/11/2018	5:00PM	12	
Transfer Call	Phone		T	Tranfer to Jeremy		9/12/2018	8:33 AM	1	
Police Question	Phone		M	Asked for police dispatch no emergency number	Asked for police dispatch no emergency number	9/12/2018	8:54 AM	1	
Inspection Request	Phone		T	Transferred		9/12/2018	9:10 AM	1	
Pre-App Question	Counter	1	OD	Asked about Pre-App meeting with Kristin		9/12/2018	9:15 AM	1	
Land Use Question	Phone	1	OD	Question regarding submittal	answered question	9/12/2018	10:55 AM	10	
Inspection Request	Phone		T	Transferred		9/12/2018	11:00 AM	1	
Land Use Question	Phone	1	S	Question regarding a preliminary plat	Answered questions after researching the pplication	9/12/2018	11:15 AM	10	10
Inspection Request	Phone		I	Transferred		9/12/2018	12:05 PM	1	
Inspection Request	Phone		I	Transferred		9/12/2018	12:15 PM	1	
Inspection Request	Phone		I	Transferred		9/12/2018	12:30 PM	1	
Land Use Question	Phone	1	Z	Left message regarding Semi Sotrage on property	Reviewing outdoor storage code and need to review with Darren	9/13/2018	8:30 AM	5	20
Inspection Request	Phone		I	Transferred		9/13/2018	9:00	1	
Inspection Request	Phone		I	Transferred		9/13/2018	9:10	1	
Inspection Request	Phone		I	Transferred		9/13/2018	9:20	1	
Inspection Request	Phone		I	Transferred		9/13/2018	9:25	1	
Transfer Call	Phone		T	Transferred		9/13/2018	9:35	1	
Land Use Question	Counter	1	S	Question regarding BLA and short plat	Answered basic questions	9/13/2018	10:25	10	
Counter Help	Counter	1	OD	CAR Check UP	Looked up CAR case number and told jeeremy to call the resident back if a CAR update.	9/13/2018	3:00	5	
Permit Status	Phone	1	OD	Permit status		9/14/2018	10:16AM	2	
Transfer	Phone		T			9/15/2018	10:17AM	1	
Looking for Police	Counter		M			9/15/2018	10:57AM	1	
Building Question	Counter		T	Looking for Cory		9/15/2018	1:05PM	1	
Land Use Question	Phone	1	Z	Question about easement and max density		9/15/2018	1:18PM	10	
Counter Help	Counter		M	Looking for Dave		9/15/2018	1:31PM	2	
Transfer	Phone		T			9/15/2018	1:33PM	1	
Transfer	Phone		T			9/15/2018	2:38PM	1	
Looking for application	Counter		M	Needed application for alarm		9/15/2018	4:28PM	1	
Transfer	Phone		T			9/17/2018	9:20AM	1	
Transfer	Phone		T			9/17/2018	9:44AM	1	
Transfer	Phone		T			9/17/2018	9:45AM	1	
Transfer	Phone		T			9/17/2018	10:00AM	1	
Inspection	Phone		I			9/17/2018	10:32AM	2	
Road Kill	Phone		M	Needed deer on road taken care of	Deferred to Pierce County Road Maintenance	9/17/2018	1:11PM	5	
Land use Question	Counter	1	Z	Needed traffic concurrency requirements		9/17/2018	3:28PM	5	2
Transfer	Phone		T			9/17/2018	4:00PM	1	
Land use Question	Phone	1	Z	Information about max density and an easement		9/17/2018	4:39PM	5	
Vacation Form	Counter		M			9/17/2018	5:00PM	1	
Schedule Inspection	Phone		I			9/18/2018	8:43AM	2	
Vehical licensing	Phone		M			9/18/2018	9:50AM	3	
Transfer	Phone		T			9/18/2018	9:52AM	1	
Spam	Phone		M			9/18/2018	9:54AM	1	

Permit Lookup	Phone	1	S	Need inspection status on short plat		9/18/2018	10:17AM	3	
Transfer	Phone		T			9/18/2018	11:31AM	1	
Transfer	Phone		T			9/18/2018	3:38PM	1	
Transfer	Phone		T			9/18/2018	4:24PM	1	
Permit Status	Counter	1	OD	Inspections on Collins Yurina SP		9/18/2018	4:35PM	4	
Landuse Question	Phone	1	Z	Landuse questions	Answered basic questions over the phone but will look up additional information and e-mail additional resposne	9/19/2018	9:14	10	
Tree Permit Question	Counter	1	OD	Tree permit question	Answered Question	9/19/2018	9:24	10	
Transfer	Phone		T			9/19/2018	10:15		
Transfer	Phone		T			9/19/2018	11:00		
Short Plat Question	Phone	1	S	Short Plat question about how many lots can be subdivided	Answered Questions	9/19/2018	12:40	5	
Shed size question	Phone	1	Z	Question regarding shed size without permit	Answered questions	9/19/2018	1:00	8	
Lot Line question	Counter	1	Z	Question regarding lot lines and lot distances	Answered basic questions	9/19/2018	3:00	20	
Various Questions	Phone	1	OD	Question about land use, issues with the city, issues with neighbors, etc.	Answered basic questions and contacted Dean, Jeremy, and Taylor about the phone call	9/19/2018	4:30	30	
Transfer	Phone		T			9/20/2018	10:00	1	
Zoning Question	Counter	1	Z	Zoning question on a parcel	Answered basic questions	9/20/2018	11:15	15	
Transfer	Phone		T			9/20/2018	11:42	1	
Transfer	Phone		T			9/20/2018	12:10	1	
Transfer	Phone		T			9/20/2018	12:20	1	
Transfer	Phone		T			9/20/2018	12:35	1	
Transfer	Phone		T			9/20/2018	12:36	1	
Question regarding driveway permits	Phone	1	OD	Questions regarding permits	Answered basic information and provided online permit locations	9/20/2018	1:15	10	
Business License	Counter	1	OD	Question regarding buisness Licenses	Answered questions	9/20/2018	12:45	5	
Zoning Questions	Counter	1	Z	Questions regarding setback on property	answered basic questions	9/20/2018	2:30	10	
Sign question	Counter	1	Z	Question regarding signs	answered basic questions	9/20/2018	2:45	10	20
Land use question	Phone	1	Z	Question regarding permits and land use	Answered basic questions. Plans on visiting next Friday for more detials.	9/20/2018	3:00	15	
Revised Plans	Phone	1	OD	Questions regarding corrections letter lot #96		9/21/2018	11:09AM	6	
Inspections	Phone		I			9/21/2018	11:25AM	4	
Transfer	Phone		T			9/21/2018	1:04PM	1	
Inspections	Phone		I			9/21/2018	1:10PM	3	
Transfer	Phone		T			9/21/2018	2:42PM	1	
Zoning Questions	Counter	1	Z	Questions regarding possibilities for comm/multi fam dev		9/21/2018	3:57PM	25	
Transfer	Phone		T			9/21/2018	4:30PM	1	
Misc.	Phone		M			9/24/2018	9:10AM	1	
Permit Question	Phone	1	OD	Type of permit needed		9/24/2018	9:36AM	3	
Transfer	Phone		T			9/24/2018	9:40AM	1	
Fence Question	Counter	1	OD	Fence Height on sloped property		9/24/2018	9:42AM	4	
Medicine Drop-off	Counter		M			9/24/2018	9:46AM	1	
Transfer	Phone		T			9/24/2018	10:01AM	1	
Transfer	Phone		T			9/24/2018	10:17AM	1	
Transfer	Counter		T			9/24/2018	10:30AM	1	
Transfer	Phone		T			9/24/2018	10:31AM	1	
Traffic Compliant	Phone		M	Light out on hwy	WsDoT Jurisdiction	9/24/2018	11:38AM	3	
Transfer	Phone		T			9/24/2018	1:30PM	1	
Pet License	Counter		M			9/24/2018	1:44PM	3	

Submittal questions	Counter	1	OD	Needed to set up appointment		9/24/2018	1:58PM	3	
Pet License	Counter		M			9/24/2018	3:20PM	3	
Animals on property	Phone	1	OD	Chickens allowed		9/24/2018	3:28PM	4	15
Subdivision	Counter	1	S	Wanted to know about possibility of short platting		9/24/2018	3:51PM	20	
Complaint	Phone	1	OD	Claimed nextdoor was building without permit		9/25/2018	8:51AM	4	
Misc.	Phone		M	Garbage Problem			9:30AM	3	
Transfer	Phone		T				9:32AM	1	
Code Compliance	Phone		M	Asked if property 0420033050 had any code enforcement	no		9:47AM	2	
Transfer	Phone		T				10:00AM	1	
Resubmittal	Counter	1	OD	Maksimchuck revisions			12:00PM	25	
Police Report	Counter		M				2:00PM	7	
Pet license	Counter		M				2:15PM	5	
Land Use Question	Counter	1	Z				3:30PM	12	
Transfer	Phone		T				3:53PM	1	
Citizen Action Request	Counter		M			9/26/2018	8:30	1	
Transfer	Phone		T			9/26/2018	9:07	8	
Citizen Action Request	Phone		M			9/26/2018	9:45	8	
Citizen Action Request	Phone		M			9/26/2018	10:03	1	
Transfer	Phone		T			9/26/2018	11:00	1	
Transfer	Phone		T			9/26/2018	12:44	1	
Transfer	Phone		T			9/26/2018	12:56	1	
Animal License	Counter		M			9/26/2018	1:00	5	
Citizen Action Request	Phone		M			9/26/2018	2:36	1	
Complaints	Counter	1	OD	Complaints regarding trucks and development on street.	Tried to answer questions, but resident requested Darren	9/26/2018	3:15	10	
Water Heater Question	Counter	1	OD	Question regarding permits for water heater replacement	Provided basic questions	9/26/2018	3:40	5	
Transfer	Phone		T			9/26/2018	3:46	1	
Transfer	Phone		T			9/26/2018	3:47	1	
Transfer	Phone		T			9/26/2018	4:01	1	
Transfer	Phone		T			9/27/2018	8:20	1	
Transfer	Phone		T			9/27/2018	8:35	1	
Land Use Question	Phone	1	Z	Wondering what uses are allowed on a property	Answered basic questions and provided use table link	9/27/2018	9:00	15	
Subdividing Land Question	Phone	1	S			9/27/2018	9:27	10	
Alarm Use	Phone		M			9/27/2018	10:00	10	10
Transfer	Phone		T			9/27/2018	10:29	1	
Transfer	Phone		T			9/27/2018	10:33	1	
Zoning Question	Phone	1	Z	Question regarding zoning and sewer	Answered basic questions	9/27/2018	11:30	5	
Transfer	Phone		T			9/27/2018	2:38	1	
Transfer	Phone		T			9/27/2018	3:49	1	
Water and zoning question	Counter	1	Z	Water and Zoning question	Answered basic information	9/27/2018	3:15	15	
Zoning Questions	Phone	1	Z	Question regarding development in commercial	Answered basic questions	9/27/2018	4:00	30	
Transfer	Phone		T			9/28/2018	8:49AM	1	
Property Research	Phone	1	Z	Potential land for sale		9/28/2018	9:50AM	9	
Business License	Phone		M	How to apply		9/28/2018	11:20AM	4	
Pet License	Counter		M			9/28/2018	1:00PM	5	
Police	Counter		M			9/28/2018	1:00PM	2	
Misc.	Phone		M	Update contact for biz licensing		9/28/2018	1:35PM	2	
Fee Schedule Questions	Counter	1	OD			9/28/2018	1:35PM	4	

Property Dispute	Phone	1	OD	Research easements on previous subdivison		9/28/2018	2:04PM	10	
Zoning Question	Phone	1	Z	Detached shed question		9/28/2018	3:08PM	7	
Police	Counter		M			9/28/2018	3:10PM	2	
Transfer	Phone		T			9/28/2018	3:12PM	1	
Transfer	Phone		T			9/28/2018	3:12PM	1	
Transfer	Phone		T			9/28/2018	9:03AM	1	
Transfer	Phone		T			10/1/2018	9:03AM	1	
Building Q	Counter		M			10/1/2018	9:03AM	1	
BLA County	Counter	1	OD	Cost/Process of BLA		10/1/2018	9:08AM	4	
Submittal questions	Phone	1	OD	Wants to set up appt for submittal		10/1/2018	9:13AM	3	
Zoning Questions	Counter	1	Z			10/1/2018	9:49AM	6	
Inspections	Phone		I			10/1/2018	10:00AM	4	
Inspections	Phone		I			10/1/2018	10:32AM	3	
Transfer	Phone		T			10/1/2018	10:36AM	1	
Concealed Carry	Phone		M	Need info for South Sound 911		10/1/2018	11:38AM	2	
Critical Area Review Checklist Submittal	Counter	1	OD	Take payment, fill out form, review		10/1/2018	12:00PM	10	20
Transfer	Phone		T			10/1/2018	2:11PM	1	
Expiration extension	Phone		M	Describe process		10/1/2018	2:49AM	3	
Land Segregation	Phone	1	Z	Information about old plat maps	Researched and sent call back to Kristin	10/1/2018	3:16PM	5	5
Transfer	Phone		T			10/1/2018	4:07PM	1	
Short Plat Question	Counter	1	S			10/1/2018	4:27PM	20	
Transfer	Phone		T			10/2/2018	8:47AM	1	
Septic Question	Phone	1	OD	Needed septic as built		10/2/2018	8:59AM	5	
SEPA	Phone		M	Who is our SEPA official	Darren	10/2/2018	10:40AM	3	
Inspections	Phone		I			10/2/2018	11:00AM	3	
Transfer	Phone		T			10/2/2018	11:02AM	1	
Inspections	Phone		I			10/2/2018	1:32PM	3	
Misc.	Phone		M			10/2/2018	1:34PM	1	
Short Plat Question	Phone	1	S			10/2/2018	3:25PM	4	
Inspections	Phone		I			10/3/2018	8:30	1	
Revised Plans	Counter	1	OD		Only brought 1 setp of plans. The applicant will provide a second set before we can continue.	10/3/2018	8:56	5	
Inspections	Phone		I			10/3/2018	9:14	1	
Inspections	Phone		I			10/3/2018	10:47	1	
Zoning Question	Phone	1	Z		Answered basic questions	10/3/2018	11:11	10	5
Zoning Questions	Counter	1	Z		Answered basic questions	10/3/2018	12:47	10	
Submittal	Counter	1	Z	Carport		10/5/2018	9:30AM	10	
Power Outage	Phone		M	Contacted PSE		10/5/2018	9:51AM	8	
Subdivision Question	Phone	1	S			10/5/2018	10:07AM	7	
Zoning Question	Phone	1	Z			10/5/2018	10:26AM	10	
Zoning Question	Counter	1	Z	Interested if RV parks are allowed use	Further research needed	10/5/2018	11:33AM	10	
Inspections	Phone		I	Where is inspector?		10/5/2018	1:41PM	2	
Transfer	Phone		T			10/5/2018	1:52PM	1	
Permit Status	Phone	1	OD			10/5/2018	4:05PM	3	
Sewer availability	Phone		M	Researched and then transferred		10/8/2018	9:11AM	3	
Inspections	Phone		I			10/8/2018	9:50AM	2	
Transfer	Phone		T			10/8/2018	9:52AM	1	
Subdivision Q	Phone	1	S			10/8/2018	10:31AM	5	
Property Q	Phone	1	Z	Feasibility for SFR		10/8/2018	12:04PM	11	
Inspections	Phone		I			10/8/2018	1:53PM	3	
Transfer	Phone		T			10/8/2018	1:55PM	1	
Police Call	Phone		M			10/8/2018	2:17PM	6	

Short Plat Question	Counter	1	S			10/8/2018	3:30PM	15	
Short Plat Question	Counter	1	S			10/8/2018	3:50PM	6	
Zoning Questions	Counter	1	S			10/8/2018	4:40PM	13	
Business License for	Phone		M	License needed for Airbnb?	Not at this time	10/9/2018	9:03AM	2	
Zoning Questions	Counter	1	Z	Feasibility		10/9/2018	9:17AM	9	
Building Questions	Counter	1	Z	Information for building garage on property		10/9/2018	9:48AM	12	
Inspections	Phone		I	Is a framing ispection needed for ground deck?	no	10/9/2018	10:24AM	2	
Transfer	Phone		T	Need bldg requiremetns		10/9/2018	11:26AM	2	
Zoning Questions	Counter	1	Z	Feasibility		10/9/2018	1:13PM	7	
Critical Area Review Checklist Submittal	Phone	1	OD	Check Status		10/9/2018	1:59PM	2	
Transfer	Phone		T			10/9/2018	2:03PM	1	
Transfer	Phone		T			10/9/2018	4:15PM	1	
Citizen Complaints	Counter		M	Complaining about City inaction on property stakes adjacent to City Hall, other misc. complaints		10/10/2018	12:00PM	15	
Permit Update	Phone	1	OD	Confused about additional charges		10/10/2018	1:16PM	3	
Transfer	Phone		T			10/10/2018	2:00PM	1	
Schedule Meeting	Phone		M	Wanted to file report		10/10/2018	1:57PM	5	
Police	Counter		M			10/10/2018	1:59PM	1	
Transfer	Phone		T			10/10/2018	4:39PM	1	
Zoning Question	Phone	1	Z	Feasibility		10/10/2018	4:57PM	6	
Feasibility	Phone	1	Z	Wetland Questions		10/12/2018	9:30AM	5	
Permit	Phone	1	OD	Permit needed for removing brush?	no	10/12/2018	9:45AM	2	
Lighting standards	Phone	1	OD	How many footcandles? Can you average?	2 per point, 4 at entrances.	10/12/2018	10:17AM	3	
Feasibility	Counter	1	Z			10/12/2018	11:00AM	20	
Short Plat Question	Counter	1	S			10/12/2018	11:20AM	30	
Transfer	Phone		T			10/12/2018	11:45AM	1	
Permit Q	Counter		M	Permit needed for electrical box?	only through L and I	10/12/2018	1:50PM	3	
Inspections	Counter		I			10/12/2018	1:59PM	1	
Access	Phone	1	OD	Multiple access points allowed?		10/12/2018	2:06PM	3	
Complaint	Phone		M	Cory Ferger wants "slow children at play" sign on 2115 86th ave Ct E		10/12/2018	2:24PM	8	
Street Light out	Phone		M			10/12/2018	3:44PM	1	
Business Licence	Phone		M			10/12/2018	4:00PM	4	
Transfer	Phone		T			10/12/2018	4:40PM	1	



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: 24 th & Meridian Sidewalk Project		Agenda Item #:		2C
		For Agenda of:		December 18, 2018
		Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ 2018 Sidewalk Funding Application ☒ DRAFT Resolution 19-0xxx ☒ TIB Grant Agreement				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$571,800 (est. local)	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$1,321,800 (total)	
City Attorney, Carol Morris	☒	Appropriation Required:	\$571,800 (2019/20)	
City Clerk, Rachel Pitzel	☒	Timeline: Council Consideration – 1/8/2019		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
Fiscal Note/Consideration: Funding for this project is included in the approved 2019 – 2024 CIP and approved 2019 Budget. Transportation Impact Fee revenues can be applied to 20% of all costs associated with design, contract administration, and construction. Remaining costs will be funded by Real Estate Excise Tax (REET) and/or General Fund revenues.				
SUMMARY STATEMENT: Improving pedestrian mobility throughout the City has been identified as a high priority in the City's adopted Comprehensive Plan and Capital Improvement Plan (CIP). Meridian Avenue East (State Route 161) was widened to five lanes by the Washington State Department of Transportation (WSDOT), and that project included installation of 10-foot sidewalks on both sides of the highway from near 8 th Street East to just south of 24 th Street East. Major intersections along this corridor were also improved, including extension of sidewalks along 24 th Street East to the west just beyond the fire station. The Simon's Mill apartment complex was constructed in 2016, located south of the WSDOT project, and its frontage was improved to include a new sidewalk segment. Recent development activity along the north side of 24 th Street East has resulted in construction of a new separated pedestrian walkway on the north side of the street, from near 94 th Avenue East to the Northwood Elementary School property. These projects have resulted in short "gap" segments of 24 th and Meridian without separated pedestrian facilities. In August 2018, Staff submitted a grant application (attached) to the Transportation Improvement Board (TIB) to close these gaps, with some preliminary design assistance by the City's on-call consultant Transpo. The application anticipated design beginning in February 2019, construction bid in February 2020, and completion by October 2020. At the November TIB meeting, the City's application was selected for \$750,000 in reimbursable grant funding. Attached is the draft resolution authorizing execution of the TIB grant agreement (also attached). Before construction can begin, a design needs to be prepared and any needs for right-of-way or easements must be reconciled. Because this work can only be done by an engineer, the City is required to use the procedure established in chapter 39.80 RCW. However, this procedure has already been satisfied as the City has executed on-call consultant contracts in the disciplines necessary to assist with these needs.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Bring forward Resolution No. 19-0xxx to the next Regular Council Meeting for consideration and action.				
ALTERNATIVES TO RECOMMENDED ACTION: Forward to future study session for further discussion.				



2018 Sidewalk Funding Application

Urban Sidewalk Program (USP) & Small City Sidewalk Program (SCSP)

Mail **ONE** signed application and required attachments to the TIB Office postmarked no later than **August 17, 2018**.

The mailing address for the TIB Office: Post Office Box 40901 ❖ Olympia WA 98504-0901

After mailing a hard copy, please email a copy of this workbook to Greg Armstrong at GregA@tib.wa.gov

For assistance contact Greg Armstrong, TIB Project Engineer, at (360) 586-1142 or via email at GregA@tib.wa.gov

Funding Program	Urban Sidewalk Program (USP)	
Agency Name	EDGEWOOD	Legislative District(s) <u>31</u>
Arterial Name	Meridian Ave & 24th St E	
Project Limits	100' east of 98th Ave Ct E & 1000' north of 29th St E	Congressional District(s) <u>10</u>
Total Length in Feet	960 feet	Find Legislative or Congressional District
Average Daily Traffic (ADT)	23,400 (Meridian)	
Agency Contact	Jeremy Metzler	Phone Number <u>(253) 952-3299</u>
Email Address	jeremy@cityofedgewood.org	

PROJECT ELIGIBILITY

Check all of the following statements that apply to your project

Small City

- ☐ Sidewalk located adjacent to TIB arterial
- ☐ Serves as a route connecting local generators such as schools, medical facilities, commercial or industrial sites, social centers or recreational areas

Urban

Federal Route 0161 Functional Class Urban Principal

APPLICATION ATTACHMENTS

Include the following attachments with your application

- ☐ Excerpt from adopted Six-Year Transportation Improvement Program showing project
- ☐ Detailed vicinity map clearly showing project limits
- ☐ Detailed project cost estimate signed by a professional engineer registered in Washington State
- ☐ Typical roadway section(s) including sidewalk (please send digital copy through email also)
- ☐ Funding commitment from all funding partners Number Attached _____
- ☐ Written concurrence from WSDOT if project is on or connects to a state highway
- ☐ Pedestrian Crash Data Documentation [Link to Request Crash Data from WSDOT](#)

PROJECT SCHEDULE

Provide actual completion or target date

	Date
Start Design Engineering	<u>Feb 2019</u>
Contract Advertisement	<u>Feb 2020</u>
Contract Completion	<u>Oct 2020</u>

PROJECT FUNDING

Enter Requested Total TIB Funds \$ 750,000 Max TIB ratio 85.0%

Is this a construction ready project? NO

Are TIB funds distributed proportionally through all project phases? YES

Fill out total costs in F44 to F48. Do not fill in TIB Funds

Enter the Total Project Costs to the nearest dollar in cells F44 to F48

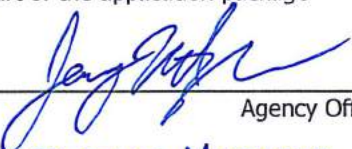
Phase	Total Project	TIB Funds	Local Funds
Design Engineering	200,300	113,652	86,648
Right-of-Way		Not Eligible	
Construction Engineering	120,200	68,202	51,998
Construction Other	0		
Construction Contract	1,001,300	568,146	433,154
TOTAL	1,321,800	750,000	571,800
Noneligible Engineering			75,033
Engineering exceeding 30% of eligible construction costs is not eligible for TIB reimbursement			
Other Noneligible Costs			183,075
(i.e. landscaping greater than 5% of eligible construction contract cost)			
TOTAL ELIGIBLE COST			1,063,693
TIB Matching Ratio			70.5%
Total TIB Funds/Total Eligible Cost			

FUNDING PARTNERS

Source	Public or Private	Commitment Letter	Amount
EDGEWOOD	Public	In CIP	571,800
TOTAL			571,800
Local funds are correct			

CERTIFICATION

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package


 Agency Official Signature
JEREMY METZLER, PUBLIC WORKS DIRECTOR
 Printed or Typed Name & Title

8/15/2018
 Date Signed

PROJECT DESCRIPTION

Identify the community's need for this project

Currently there is no continuous sidewalk along 24th St E connecting Northwood Elementary School to the signalized SR 161 (Meridian Ave E)/24th St E intersection, or along the east side of SR 161 (Meridian Ave E) between the signalized intersection and multifamily residences to the south. This limits pedestrian connections to school, transit stops and businesses for several multifamily developments and a senior living community. Northwood Elementary school is attended by historically underserved populations with a 31% free and reduced lunch rate. Modal choices are critical in this area to provide for mobility and equity of all users of the transportation system. The sidewalk gaps addressed by this project currently limit the pedestrian and bicycle network's utility to residents.

Identify the solution to the need described above

Construct new curb, gutter, shoulder/bike lane, planter strip or tree wells, illumination, catch basins and drainage pipe, LID drainage features and sidewalk to fill gaps in the active transportation network on the east side of Meridian Ave and north side of 24th St E. Sidewalks on Meridian will be 10' in width with tree wells and illumination. Sidewalks on 24th St E will be 5' in width with a 4' planter strip/bioswale and 5' bike lane with a 1' striped buffer. These sidewalks will create a continuous safe route to school on sidewalks when combined with in-progress frontage improvements at Northwood Elementary School.

Describe the project benefits

The project will provide a safe route to school serving several multifamily developments, a senior center and transit stops. With continuous sidewalks and new bike lanes, the positive impact to public health and equity associated with walking and biking will be available to residents of all ages and abilities.

Describe drainage improvements

Existing drainage consists of ditches along narrow paved shoulders (<2'). New curb, gutter, catch basins, drainage pipe and LID elements, such as bioswales along 24th St E, in accordance with Pierce County standards will be installed along new sidewalks. The existing culvert on 24th will be extended and connected into new drainage pipe.

Are any overhead utilities being moved underground? NO

Describe the utility relocations necessary for the project

Any utility relocations necessary for construction will be relocated per the City's franchise agreements at the cost of the utility

Describe Construction Other work

None

Describe Non-eligible work

The design includes asphalt paving to provide a bike lane on 24th St E and Meridian Ave and provide a continuous curb line and travel lanes. The cost of asphalt paving, marking of bike lanes and drainage associated with roadway surfaces is non-eligible.

ROADWAY GEOMETRICS

Enter the parameters as they currently exist and after the project is constructed

Segment Termini Type of Improvement	SEGMENT ONE		SEGMENT TWO	
	SR 161 (Meridian Ave E)		24th St E	
	Fill gaps in sidewalk system		Fill gaps in sidewalk system	
	EXISTING	PROPOSED	EXISTING	PROPOSED
Posted Speed Limit	35 MPH	35 MPH	35 MPH	35 MPH
Pavement Width Curb to Curb or Edge to Edge	52 feet	56 feet	28 feet	34 feet
Number of Travel Lanes Do NOT include Parking Lanes	2 lanes	2 lanes	2 lanes	2 lanes
Shoulder or Parking Width Enter Average Width per Side	4 feet	4 feet	2 feet	6 feet
Shoulder or Parking Placement	One Side	Both Sides	Intermittent	One Side
Shoulder or Parking Surfacing	Surfaced	Surfaced	Unsurfaced	Surfaced
Curb Placement	One Side	Both Sides	None	One Side
Pedestrian Buffer Width between Curb and Sidewalk	3 feet	1 feet	N/A	4 feet
Sidewalk Placement	One Side	Both Sides	None	One Side
Sidewalk Surfacing	None	Concrete	None	Concrete
Sidewalk Width ¹	0 feet	10 feet	0 feet	5 feet
¹ Sidewalk is required only on one side Minimum width is five feet with NO obstructions				

SAFETY

Enter the total numbers for crash history within the project limits

Include crash history from last **three** years

Crash documentation must be attached so TIB staff can analyze the information

WSDOT does not provide pedestrian only incident information, this must be documented by your agency.

Number of crashes involving pedestrians and vehicles 0

Number of pedestrian only crashes 0

PROJECT DEFICIENCIES

Select Deficiency Type from the dropdown menu and describe the existing deficiency within the project limits.

Describe the project corrective measure(s) that eliminates or mitigates the deficiency.

DEFICIENCY 1 **School Zone**

Describe School walking route to Northwood Elementary School does not have continuous sidewalks, especially to multiple existing and proposed multifamily developments near the intersection of Meridian Ave and 24th St E

Corrective Measure(s) Fill sidewalk gaps and provide continuous sidewalk through school zone

DEFICIENCY 2 **Deep Ditches**

Describe Deep ditches/side slopes on 24th St E limit available room for pedestrians outside of vehicle travel lanes and narrow shoulder. Route does not meet accessibility mobility requirements.

Corrective Measure(s) Fill sidewalk gaps and provide facilities to separate stormwater from sidewalks

DEFICIENCY 3 **Obstruction**

Describe Undefined driveways and sidewalk gaps are barriers to comfortable and accessible mobility within the project limits. Pedestrians must use narrow unpaved shoulders for walking, especially along 24th St E.

Corrective Measure(s) Fill sidewalk gaps and provide continuous sidewalk separated by curb and buffer

DEFICIENCY 4 **Illumination**

Describe Gaps in illumination existing along Meridian at the sidewalk gap, no illumination along 24th St E

Corrective Measure(s) Construct lighting improvements as part of sidewalk gap project (Meridian only)

LOCAL SUPPORT**COMMUNITY FACILITIES SERVED****BUSINESS/HIGH DENSITY HOUSING/INDUSTRIAL AREAS**

Select Development Type, enter Location and enter X in Direct Access or Indirect Access

Type	Street Location	DIRECT ACCESS Within Project Limits	INDIRECT ACCESS Within 2-3 Blocks on same corridor
High Density Housing	Simon's Mill Apartments, 2629 Meridian Ave	X	
High Density Housing	Lake Chalet Park, 2506 103rd St E, Edgewood		X
Commercial Development	Java Junkie, 2425 Meridian Ave	X	

SCHOOLS

Select School Type, enter School Name and enter X in Direct Access or Indirect Access

Type	School Name	DIRECT ACCESS Within Project Limits	INDIRECT ACCESS Within 2-3 Blocks on same corridor
Elementary	Northwood Elementary School	X	
Middle/Jr High	Edgemont Jr High		X

PUBLIC FACILITIES

Enter Facility Name, select Facility Type and enter X in Direct Access or Indirect Access

Type	Facility Name	DIRECT ACCESS Within Project Limits	INDIRECT ACCESS Within 2-3 Blocks on same corridor
Government Facility	East Pierce Fire & Rescue Station 118	X	
Doctor Office	North Hill Dental, 2511 Meridian Ave E	X	
Transit Stop	Meridian Ave E & 24th St E (both directions)		X
Senior/Assisted Living	Cottages at Edgewood, 2510 Meridian Ave		X

☒ Agency has adopted TBD or other locally dedicated transportation funding by ordinance

 Enter Ordinance Number 16-0480 Adoption Date September 27, 2016

SUSTAINABILITY

- ☐ Agency has adopted Complete Streets ordinance

Enter Ordinance Number _____ Adoption Date _____

- ☐ Agency has adopted Greenhouse Gas Emissions policy

Enter Policy Number _____ Adoption Date _____

SUSTAINABILITY MEASURES

Select the sustainable elements within the project limits

- ☐ Add Solar-powered pedestrian signal
- ☒ Project Incorporates Low Impact Drainage Practices
- ☒ Hardscaping or climate appropriate planting

Describe the elements below

Planter strips on 24th St E will be used as bioswales for flow control and water quality, as project will exceed Pierce County LID requirement thresholds. Both project areas will require analysis of flow quantities and may require additional detention or water quality control. Plantings within bioswales and planter strips will be climate appropriate.



City of Edgewood

[Back to Agenda](#)

Phone: (253) 952-3299 Fax: (253) 952-3537

2224 104th Avenue East, Edgewood, Washington 98372-1513

August 15, 2018

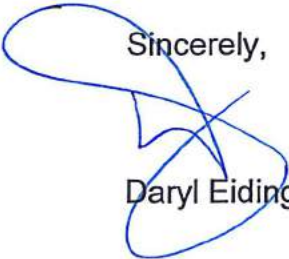
Transportation Improvement Board
Attn: Greg Armstrong, TIB Project Engineer
PO Box 40901
Olympia, WA 98504-0901

RE: 2018 Sidewalk Funding Application – Meridian Ave & 24th St E

Dear Mr. Armstrong,

Please accept this letter and attached City Council Ordinance in support of the City of Edgewood's application for the Urban Sidewalk Program, committing matching funds for the project. The City has set aside \$571,800 in Transportation Impact Fees, Real Estate Excise Tax (REET) funds, and other general funds as needed to match a potential grant award from the TIB, for a match of up to 30% the cost of design and construction as defined within the application materials. Please do not hesitate to contact me if you have any questions regarding the availability of the matching funds at the time of a grant award.

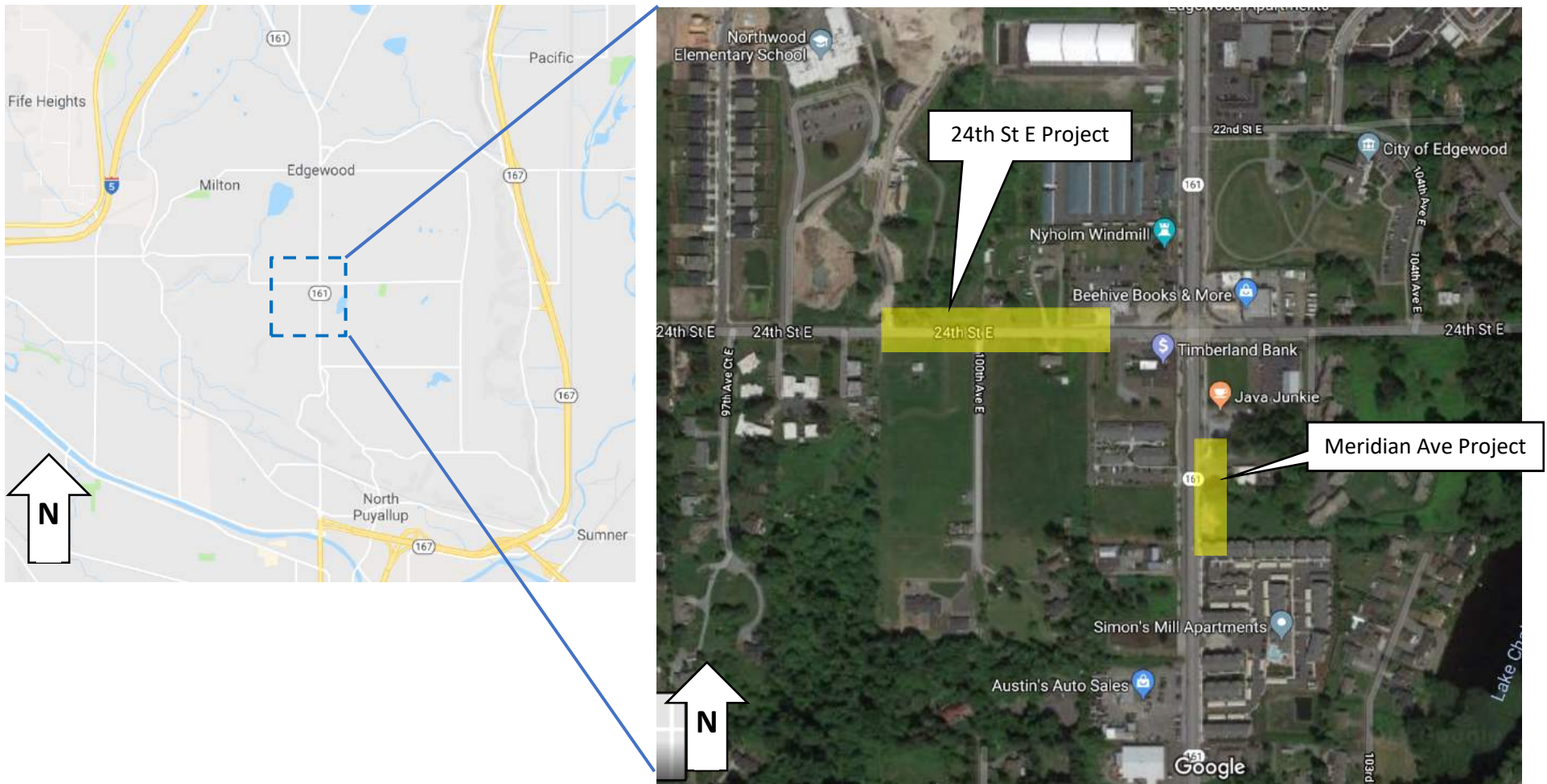
Sincerely,



Daryl Eidinger, Mayor

Enclosures: TIB Grant Application, Ordinance 18-0525, Conceptual Plans, Engineer's Cost Estimate, WSDOT Letter of Support

cc: Dave Gray, Assistant City Administrator of Administrative Services
Jeremy Metzler, PE, Public Works Director



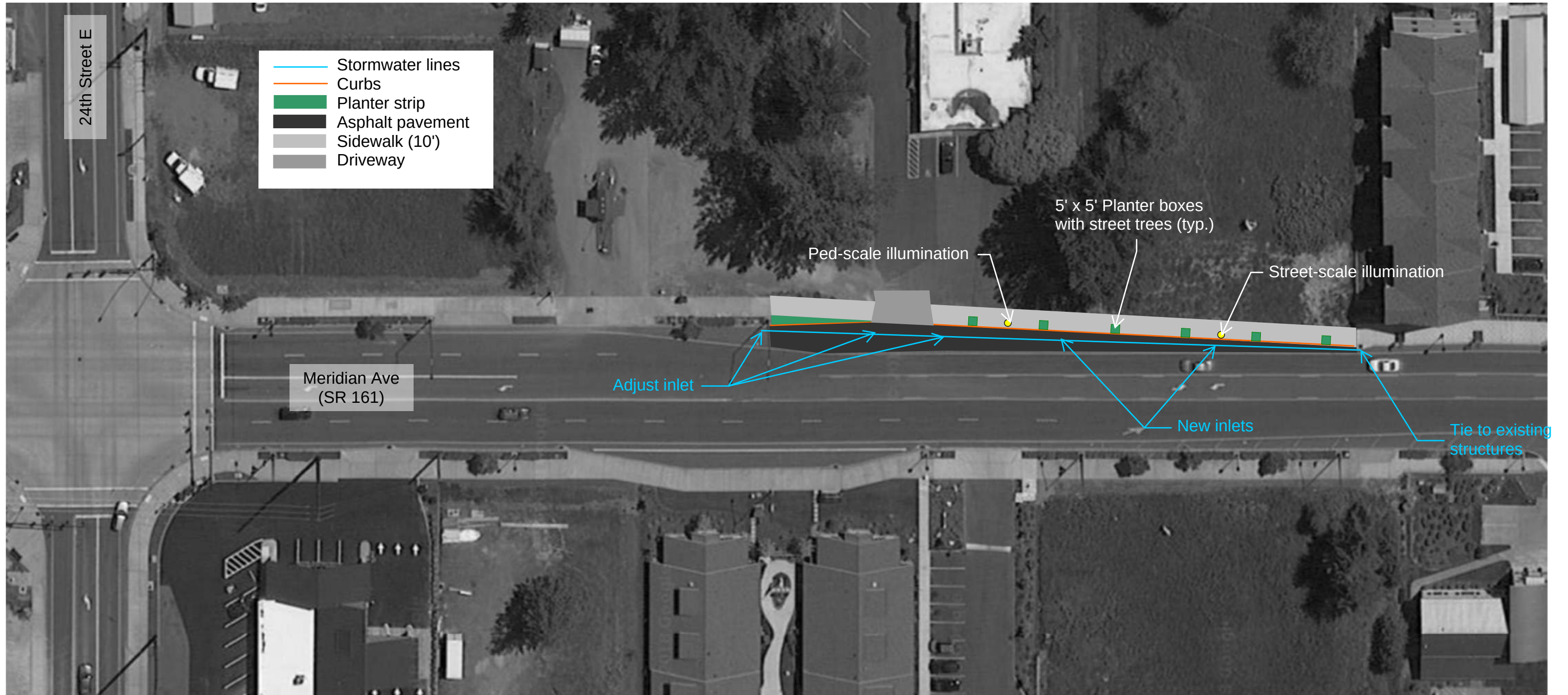
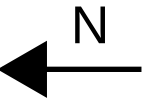
Sidewalk Gaps Conceptual Design - Vicinity Map

City of Edgewood

August 15, 2018

General Notes:

1. Drawing is not to scale
2. Figure represents a preliminary design for cost estimating purposes. Not for construction.
3. Right of way is not shown



Sidewalk Gaps Conceptual Design - Meridian Avenue Plan

August 15, 2018

City of Edgewood

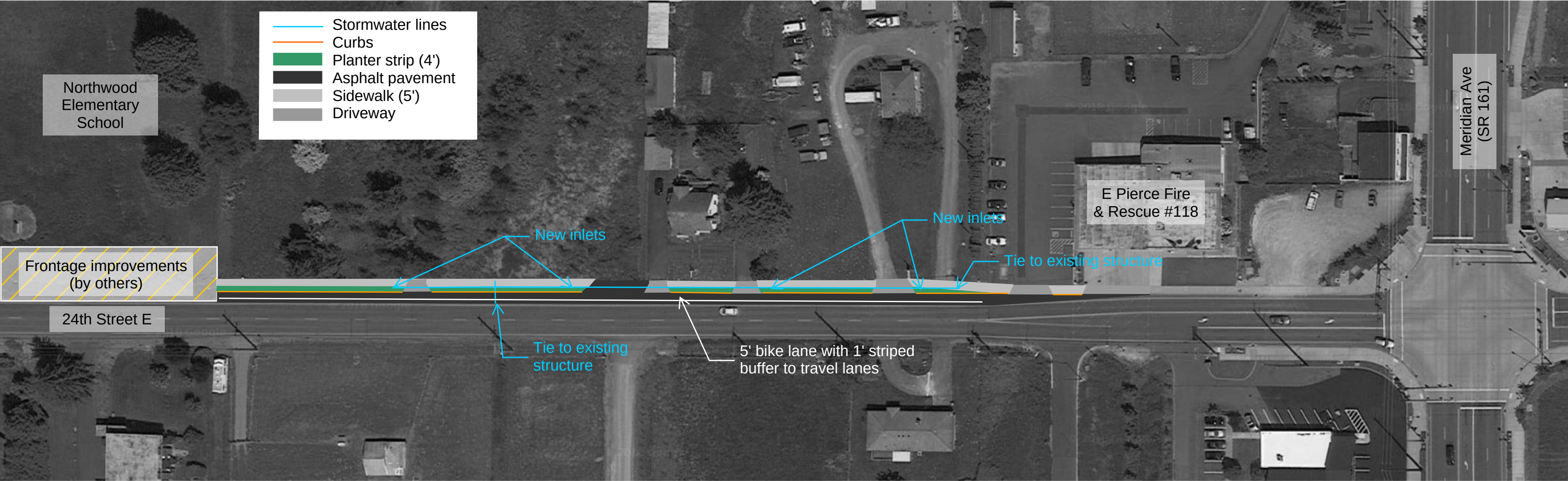
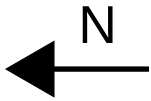
transpogroup 

Study Session 12.18.2018
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Figure
2 / 5

General Notes:

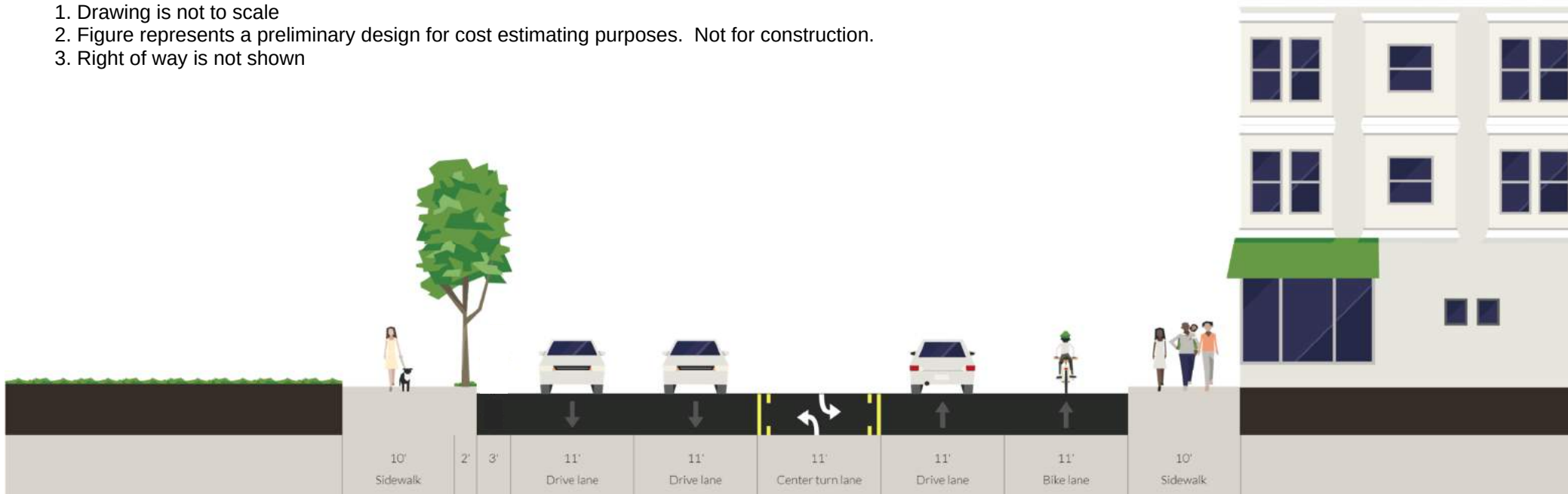
- 1. Drawing is not to scale
- 2. Figure represents a preliminary design for cost estimating purposes. Not for construction.
- 3. Right of way is not shown



Sidewalk Gaps Conceptual Design - 24th Street E Plan

General Notes:

1. Drawing is not to scale
2. Figure represents a preliminary design for cost estimating purposes. Not for construction.
3. Right of way is not shown



Sidewalk Gaps Conceptual Design - Meridian Avenue Section

August 15, 2018

City of Edgewood

transpogroup 

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Figure
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General Notes:

1. Drawing is not to scale
2. Figure represents a preliminary design for cost estimating purposes. Not for construction.
3. Right of way is not shown



Sidewalk Gaps Conceptual Design - 24th Street E Section

August 15, 2018

City of Edgewood



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Figure
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City of Edgewood Sidewalk Improvements

Transpo Job No.: 1.17286.00

Engineer's Opinion of Probable Cost for TIB Grant Application

Description of Work:

This opinion of probable cost is based on 5% conceptual design. The design includes sidewalk, stormwater drainage, and bike lane improvements along 24th St E and Meridian Ave E in Edgewood.

Assumptions:

1. Does not include right-of-way cost.
2. Does not include potential utility design or reconstruction fees.

WA PE #52551

Last Edit: 8/14/2018 BAS

	Item Description	Quantity	Unit	Unit Cost	Total
1	Mobilization (7.5%)	1	LS	\$ 43,040.00	43,040
2	Temporary Traffic Control (15%)	1	LS	\$ 86,070.00	86,070
3	Clearing and Grubbing, Removal of Structure and Obstruction (5%)	1	LS	\$ 28,690.00	28,690
4	Excavation and Backfill (10%)	1	LS	\$ 57,380.00	57,380
5	Spill Pollution Control Countermeasure Plan	1	LS	\$ 2,000.00	2,000
6	Stormwater Pollution Prevention	1	LS	\$ 10,000.00	10,000
7	Concrete Sidewalk	699	SY	\$ 178.00	124,422
8	Curb Ramp	3	EA	\$ 5,900.00	17,700
9	Curb and Gutter	750	LF	\$ 100.00	75,000
10	Driveway	283	SY	\$ 175.00	49,525
11	Hot Mix Asphalt ²	193	TON	\$ 115.00	22,195
12	Crushed Surfacing Top Course ²	107	TON	\$ 65.00	6,955
13	Crushed Surfacing Base Course ²	576	TON	\$ 50.00	28,800
14	Compacted Roadway Subgrade ²	152	TON	\$ 50.00	7,600
15	Seeding, Fertilizing, and Mulching	0.320	AC	\$ 9,000.00	2,880
16	Meridian Ave Street Trees and boxes	1.000	LS	\$ 5,000.00	5,000
17	24th Ave E Bioswales and planter strip plantings	1.000	LS	\$ 10,000.00	10,000
18	Signing and Pavement Markings ⁴	1	LS	\$ 5,000.00	5,000
19	Roadway Illumination (Meridian Ave)	1	LS	\$ 15,000.00	15,000
20	Storm Sewer Pipe (assume Schedule A, 12 in) ³	335	LF	\$ 78.00	26,130
21	Storm Sewer Pipe (assume Schedule A, 18 in) ³	450	LF	\$ 130.00	58,500
22	Catch Basin (assume Type 1) ³	6	EA	\$ 2,540.00	15,240
23	Adjust Inlet ³	3	EA	\$ 875.00	2,625
24	Connection to Existing Structure ³	4	EA	\$ 2,400.00	9,600
25	LID Drainage Elements (Meridian Ave) ³	1	LS	\$ 10,000.00	10,000
26	LID Drainage Elements (24th St) ³	1	LS	\$ 20,000.00	20,000
27	Block Wall	330	SF	\$ 100.00	33,000
28	Pedestrian Handrail on Block Wall	140	LF	\$ 125.00	17,500
29	Gravel Backfill for Wall	37	CY	\$ 130.00	4,810
30	4" Drain Pipe Behind Block Wall	140	LF	\$ 45.00	6,300
Sub Total ¹					801,000
	Contingency (25% of Sub Total ¹)			\$	200,300
	Design Fee (20% + 5% City Staff Time)			\$	200,300
	Construction Management Fee (10% + 5% City Staff Time)			\$	120,200
TOTAL PROJECT PLANNING-LEVEL ESTIMATE¹					\$ 1,322,000
	Construction Contract Estimate (including 25% contingency)			\$	1,001,300
	Non-eligible costs (including 25% contingency)			\$	183,075
1. This estimate is based on 5% conceptual design. Estimates for construction costs are based on the best information available at this time and will require adjustments as more detailed information becomes available. 2. These costs are ineligible for TIB grant funding through the Urban Sidewalk program 3. Drainage for roadway is ineligible, assumed 50% of cost is attributable to roadway and 100% of adjustments and connections 4. Bike lane markings and roadway markings are ineligible, assumed 75% of cost					

ORDINANCE NO. 18-0525

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO STREETS AND TRANSPORTATION, ADOPTING THE 2019-2024 SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN.

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

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

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

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

WHEREAS, the City's SEPA Responsible Official has determined that this procedural action is categorically exempt from SEPA threshold determination and EIS requirements pursuant to WAC 197-11-800(19); and

WHEREAS, per RCW 35.77.010, a public hearing was held on July 24th, 2018 on the proposed updates to the Transportation Improvement Plan;

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

Section 1. The City Council does hereby adopt the 2019-2024 Six-Year Transportation Improvement Plan (TIP), a copy of which is attached as Exhibit A and incorporated herein by reference.

Section 2. Effective Date. This Ordinance will take effect five days after publication as required by law.

ADOPTED THIS 14TH DAY OF AUGUST, 2018.



Daryl Eiding, Mayor

ATTEST:



Rachel Pitzel, City Clerk

APPROVED AS TO FORM:



Carol Morris, City Attorney

Date Published: *August 16, 2018*

Effective Date: *August 21, 2018*

Exhibit A
2019-2024 Transportation Improvement Plan (TIP)

Transportation Improvement Program (TIP)
Years 2019-2024

TIP Project No.	Transportation Project	Estimated Annual Project Expenditures									Total Project Cost	Comments
		Prior Years (Actual)	2018 Estimate	2019	2020	2021	2022	2023	2024	Future Years		
1	Meridian Ave E / 32nd St E Intersection improvements	\$ -	\$ -	\$ 60,000	\$ 340,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000	Coordinate inersection design with WSDOT (signal?), make pedestrian ADA upgrades. (50% TIF Eligible)
2	Meridian Ave E (SR-161) Preliminary Design	\$ -	\$ -	\$ 120,000	\$ 360,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480,000	Complete corridor study and preliminary design of cross section and supporting intersection treatments. (100% TIF Eligible)
3	Emergency Road Repair <i>(Weather Related)</i>	N/A	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	N/A	\$ 150,000	Road failures associaed with severe weather events, wear and tear from freeze/thaw events and other causes.
4	Edgewood Drive Safety Improvements	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 1,200,000	\$ 250,000	\$ -	\$ -	\$ 1,700,000	Roadway widening, curb & gutter, stormwater system and pedestrian walkway. (20% TIF Eligible)
5	Chrisella Road East Safety Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 1,700,000	\$ 750,000	\$ -	\$ 2,700,000	Improve pavement markings, signage, lighting, sight distance; improve intersection with 36th Street East and possible traffic calming measures. (20% TIF Eligible)
6	Citywide Road Preservation Program	N/A	\$ 250,000	\$ 260,000	\$ 270,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 310,000	N/A	\$ 1,960,000	Annual program - Full width rubberized chipseal and/or 2" HMA grind and overlay. Minor crack sealing and digout repairs are included.
7	Interurban Trail Phase III, Connection Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ 75,000	Develop approximately 1.05 miles as a trail from 114th Avenue East to the City of Pacific.
8	Citywide Pedestrian Mobility and Safety Improvements <i>(Highest Priority)</i>	N/A	\$ 20,000	\$ 225,000	\$ 1,200,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	N/A	\$ 1,845,000	Annual Program - Walkways and/or trails with vegetated buffers for traffic safety, low level pedestrian lighting where appropriate, signs and pavement markings, as shown in the 2004 Pedestrian Study (20% TIF Eligible)
9	Meridian Interconnect Signalization Project	\$ -	\$ -	\$ 50,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	Meridian interconnect signalization project. (100% TIF Eligible)
10	Citywide Traffic Safety Program	N/A	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	N/A	\$ 140,000	Annual program - Neighborhood Traffic Calming Projects, Safety Projects and reconstruciton of ADA deficiencies.
11	Citywide Road Maintenance Program (Traffic)	N/A	\$ 55,000	\$ 70,000	\$ 72,100	\$ 74,263	\$ 76,491	\$ 78,786	\$ 81,149	N/A	\$ 507,789	Annual program - Repair and maintenance of City transportation infrastructure, including traffic operations, signing and markings
Annual Totals		\$ -	\$ 345,000	\$ 830,000	\$ 2,687,100	\$ 999,263	\$ 1,961,491	\$ 2,548,786	\$ 1,286,149	\$ -	\$ 10,657,789	
				Proposed 6-Year Program Total:				\$ 10,312,789				
TIB Funding:			\$ -	\$ 113,630	\$ 636,370	\$ 20,000	\$ 920,000	\$ 207,500	\$ 20,000		\$ 1,917,500	2019/2020: Sidewalk connections (24th/Meridian) Applications for 2023/2024 due in 2020 2019/2020: SRTS (119th), Ped (Meridian)
STP/CMAQ Funding (PSRC/PCRC):			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,385,000	\$ 600,000		\$ 1,985,000	
WSDOT Funding:			\$ -	\$ 112,200	\$ 417,600	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000		\$ 829,800	
Public Works Trust Fund Loan:			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
Total Unidentified Grant Funds:			\$ -	\$ -	\$ 80,000	\$ 200,000	\$ 150,000	\$ 150,000	\$ 150,000		\$ 730,000	
Total Anticipated Grant Funding:			\$ -	\$ 225,830	\$ 1,133,970	\$ 295,000	\$ 1,145,000	\$ 1,817,500	\$ 845,000		\$ 5,462,300	
Total City Funds Needed:			\$ 345,000	\$ 604,170	\$ 1,553,130	\$ 704,263	\$ 816,491	\$ 731,286	\$ 441,149		\$ 5,195,489	
Traffic Impact Fees			\$ 4,000	\$ 149,000	\$ 882,000	\$ 195,000	\$ 310,000	\$ 410,000	\$ 170,000		\$ 2,120,000	
REET Funds			\$ 341,000	\$ 455,170	\$ 671,130	\$ 450,000	\$ 450,000	\$ 275,000	\$ 250,000		\$ 2,892,300	
Surface Water Fund			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	
General Fund			\$ -	\$ -	\$ -	\$ 59,263	\$ 56,491	\$ 46,286	\$ 21,149		\$ 183,189	

Prepared by: Jeremy Metzler, P.E.
Date Prepared: 8/9/2018



**Washington State
Department of Transportation**

Olympic Region
5720 Capitol Boulevard, Tumwater
P.O. Box 47440
Olympia, WA 98504-7440
360-357-2600 / FAX: 360-357-2601
TTY: 1-800-833-6388
www.wsdot.wa.gov

May 2, 2018

Jeremy Metzler, P.E.
Public Works Director
City of Edgewood
2224 104th Avenue East
Edgewood, WA 98372

RE: SR 161 Funding Opportunity
2018 Active Transportation Pedestrian & Bicycle Program
WSDOT Letter of Support for City of Edgewood

Dear Mr. Metzler:

On behalf of the Washington State Department of Transportation (WSDOT), I would like to express our Region's support for the City of Edgewood's effort to seek Active Transportation funding for adding a bike lane and missing sidewalks on the east side of SR 161 between 36th and 24th.

Based on the conceptual information provided to us to date, Olympic Region supports the City of Edgewood's request for the Active Transportation funding with the understanding that WSDOT design and construction requirements, including Americans with Disabilities Act compliance, will be addressed during project development.

Thank you for the opportunity to express our support for this proposed City of Edgewood's pedestrian and bicycle project. If you have any questions please contact me at (360) 357-2607 or email at roarks@wsdot.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steve Roark'.

Steve Roark, P.E.
Assistant Regional Administrator
for Multimodal Development and Delivery

SBR:dcs

cc: Neal Campbell, P.E. - WSDOT
Steve Kim, P.E. - WSDOT

RESOLUTION NO. 19-0xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, RELATING TO THE PROPOSED SIDEWALK PROJECT ALONG 24TH AND MERIDIAN, AUTHORIZING THE MAYOR TO EXECUTE THE TRANSPORTATION IMPROVEMENT BOARD (TIB) GRANT AGREEMENT FOR RELATED DESIGN AND CONSTRUCTION SERVICES

WHEREAS, improving pedestrian mobility throughout the City has been identified as a high priority in the City’s Capital Improvement Plan (CIP) for several years; and

WHEREAS, recent capital and private development projects have constructed various segments of separated pedestrian facilities throughout the City; and

WHEREAS, these projects have resulted in short “gap” segments in the vicinity of 24th Street East and Meridian Avenue East; and

WHEREAS, with some preliminary design assistance by the City’s on-call consultant Transpo, staff submitted a grant application to the Transportation Improvement Board (TIB) requesting funds to close these gaps; and

WHEREAS, at the November TIB meeting, the City’s application was selected for \$750,000 in reimbursable grant funding; and

WHEREAS, this Resolution is categorically exempt from SEPA under WAC 197-11-800(19); and

WHEREAS, a project-based SEPA evaluation will be performed during project design; and

WHEREAS, the Council considered this Resolution during its January 8, 2019 regular City Council meeting;

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

Section 1. The City Council authorizes the Mayor to execute the TIB grant agreement attached hereto as Exhibit A and incorporated herein by this reference, for the design and construction work relating to the 24th and Meridian sidewalk project in Edgewood.

Section 2. This Resolution shall become effective upon passage.

PASSED THIS 8TH DAY OF JANUARY, 2019.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk

DRAFT

Exhibit A
TIB Grant Agreement

DRAFT



City of Edgewood
P-E-201(P03)-1
Meridian Avenue and 24th Street E
100' East of 98th Ave Ct E to 1000' North of 29th St E

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Edgewood
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the Meridian Avenue and 24th Street E, 100' East of 98th Ave Ct E to 1000' North of 29th St E (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Edgewood, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

TIB hereby grants funds in the amount of \$750,000 for the project specified above, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Project Funding Status Form
- b) Bid Authorization Form with plans and engineers estimate
- c) Award Updated Cost Estimate
- d) Bid Tabulations
- e) Contract Completion Updated Cost Estimate with final summary of quantities
- f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as



often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:



- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for costs incurred in excess of the grant amount. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the original ratio between TIB funds and total project costs.



12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.



15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Westlaw (Computerized Legal Research Services)		Agenda Item #:		2D
		For Agenda of:		December 18, 2018
		Prepared by:		Carol Morris
ATTACHMENTS (list): ☒ DRAFT Resolution 19-0xxx ☒ Contract with Thomson Reuters				
Approval of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:		
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:		
City Attorney, Carol Morris	☒	Appropriation Required:		
City Clerk, Rachel Pitzel	☒	Timeline: Council Consideration –		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
Fiscal Note/Consideration: The contract is for two years at \$250.00 per month.				
Summary: Every attorney needs to have access to computerized legal research services. While these services are provided by more than one company, Westlaw provides the most comprehensive and easy-to-use service. Westlaw is also integrated into the “key” number system, which is the way your city attorney learned to perform legal research, beginning in 1984. It would be difficult and time consuming for the city attorney to learn a totally new system, but the fact that the other services are substantially less comprehensive is the most important consideration here. Under RCW 39.04.270, the City is required to follow “competitive negotiation” in order to acquire electronic data processing or services. To the extent that computerized legal research services fits into this category, the process should be waived under RCW 39.04.280 as “clearly and legitimately limited to a single source of supply.” As required by RCW 39.04.280, the factual basis for determining that this contract is “sole source” is set forth in the attached Resolution.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Bring forward Resolution No. 19-0xxx to the next Regular Council Meeting for consideration and action. ALTERNATIVES TO RECOMMENDED ACTION: Forward to future study session for further discussion.				

RESOLUTION NO. 19-0xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE EXECUTION OF A CONTRACT WITH THOMSON REUTERS FOR THE PROVISION OF COMPUTERIZED LEGAL RESEARCH SERVICES (WESTLAW) FOR USE BY THE CITY ATTORNEY FOR A PERIOD OF TWO YEARS AT A RATE OF \$250. PER MONTH.

WHEREAS, the City has recently hired an in-house city attorney; and

WHEREAS, every city attorney needs to use computerized legal research services in order to perform her/his job; and

WHEREAS, while there is at least one other company that provides computerized legal research services, they are very different; and

WHEREAS, the City Attorney has been using Westlaw since 1984 and would experience a learning curve with any other service; and

WHEREAS, the City Attorney has compared Westlaw to these other computerized legal research services in the past, greatly prefers Westlaw;

WHEREAS, as a result, the City Council declares that purchase of this service is clearly and legitimately limited to a single source of supply; and

WHEREAS, the Council considered this Resolution during its January __, 2019 regular City Council meeting;

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

Section 1. The City Council authorizes the Mayor to execute the contract with Thomson Reuters, attached hereto as Exhibit A and incorporated herein by this reference, to provide computerized legal research services to the City Attorney.

Section 2. This Resolution shall become effective upon passage.

PASSED THIS __TH DAY OF JANUARY, 2019.

Daryl Eidinger, Mayor

ATTEST:

Rachel Pitzel, City Clerk

Exhibit A
Thomson Reuters contract

DRAFT



Order Form

Order ID: Q-00358496

[Back to Agenda](#)

Contact your representative rick.grant@thomsonreuters.com with any questions. Thank you.

Account Address

Account #:
City of Edgewood
City Attorney
2224 104TH AVE E
EDGEWOOD WA 98372-1513 US

Shipping Address

Account #:
City of Edgewood
City Attorney
2224 104TH AVE E
EDGEWOOD WA 98372-1513 US

Billing Address

Account #:
City of Edgewood
City Attorney
2224 104TH AVE E
EDGEWOOD, WA 98372-1513 US

This Order Form is a legal document between West Publishing Corporation and Subscriber. West Publishing Corporation also means "West", "we" or "our" and Subscriber means "you", or "I". Subscription terms, if any, follow the ordering grids below.

ProFlex Products See Attachment for details

Service Material	Product	Monthly Charges	Minimum Term (Months)	Year Over Year Increase During Minimum Term
40757482	WEST PROFLEX	\$250.00	24	5%

Minimum Terms

Online/ Practice Solution/Software/ProFlex Products : Monthly Charges begin on the date we process your order and will be prorated for the number of days remaining in that calendar month, if any. Your Monthly Charges will continue for the number of complete calendar months listed in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Subscriber ("you" or "I") is also responsible for all Excluded Charges. Excluded Charges are for accessing Westlaw data or a Practice Solutions service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

For Window Products: Monthly Charges begin on the date we process your order and will continue for the number of complete calendar months in the Minimum Term column above. The percent increases for multi-year orders appear in the Term Increases column above. Monthly Charges are due regardless of the level of your usage. Transactional usage charges that exceed the Monthly Charges are waived up to the Monthly Window amount stated above. In addition to the Monthly Charges you are responsible for transactional usage charges in excess of the Monthly Window. Transactional charges are calculated based upon our then-current Schedule A rates. You are also responsible for all Excluded Charges. Excluded Charges are charges for accessing a service that is not included in your subscription. Excluded Charges may change after at least 30 days written or online notice.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Post Minimum Terms

For Online/Practice Solutions/Software /ProFlex Products: At the end of the Minimum Term your Monthly Charges will increase by 7%. Thereafter, the Monthly Charges will increase every 12 months unless we notify you of a different rate at least 90 days before the annual increase. You are also responsible for all Excluded Charges. Excluded Charges may change after at least 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN 55123-1803.

Automatic Renewal Term for Window Products. At the end of the Minimum Term your Monthly Charges will be billed at up to our then-current rate. Thereafter, we may modify the Monthly Charges if we notify you of a different rate with at least 90 days notice. The Monthly Window will remain unchanged. You are also responsible for all Excluded Charges. Excluded Charges may change after 30 days written or online notice. Either of us may cancel the Post-Minimum Term subscription by sending at least 60 days written notice. Send your notice of cancellation to Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan MN 55123-1803.

To apply Window charges to a specific month, the request must be submitted at least five (5) business days prior to the end of the month.

Federal Government Subscribers Optional Minimum Term. Federal government subscribers that chose a multi-year Minimum Term, those additional months will be implemented at your option pursuant to federal law.

Miscellaneous

Charges, Payments & Taxes. You agree to pay all charges in full within 30 days of the date of invoice. You are responsible for any applicable sales, use, value added tax (VAT), etc. unless you are tax exempt. If you are a non-government subscriber and fail to pay your invoiced charges, you are responsible for collection costs including attorneys' fees.

Settling a Disputed Balance. Payments marked 'paid in full', or with any other restrictive language will not operate as an accord and satisfaction without our prior written approval. We reserve our right to collect any remaining amount due to us on your account. Partial payments intended to settle an outstanding balance in full must be sent to: Customer Service, 610 Opperman Drive, P.O. Box 64833, Eagan, MN

55123-1803, along with a written explanation of the disagreement or dispute. This address is different from the address you use to make account payments.

Credit Verification. If you are applying for credit as an individual, we may request a consumer credit report to determine your creditworthiness. If we obtain a consumer credit report, you may request the name, address and telephone number of the agency that supplied the credit report. If you are applying for credit on behalf of a business, we may request a current business financial statement from you to consider your request.

Auto Charge Credit Card/Electronic Funds Transfer Election Payment Terms. You may authorize us to automatically charge a credit card, debit card or electronic fund transfer to pay charges due. Contact Customer Service at 1-800-328-4880 for authorization procedures. If you have previously authorized us to bill a credit card, debit card or make electronic fund transfers for West subscriptions on an ongoing basis, or authorizing the same as part of this order, no further action is needed.

Returns and Refunds. You may return a print product to us within 45 days of the original shipment date if you are not completely satisfied. Assured Print Pricing, Library Savings Plan, West Complete, Library Maintenance Agreements, ePack, WestPack, Westlaw, CLEAR, Monitor Suite, ProView eBook, Software, West LegalEdcenter, Practice Solutions, TREWS, Peer Monitor, and Data Privacy Advisor charges are not refundable. Please see <http://static.legalsolutions.thomsonreuters.com/static/returns-refunds.pdf> or contact Customer Service at 1-800-328-4880 for additional details regarding our policies on returns and refunds.

Applicable Law. If you are a state or local governmental entity, your state's law will apply and any claim may be brought in the state or federal courts located in your state. If you are a non-government entity, this Order Form will be interpreted under Minnesota state law. Any claim by one of us may be brought in the state or federal courts in Minnesota. If you are a United States Federal Government subscriber, United States federal law will apply and any claim may be brought in any federal court.

Excluded Charges. If you access services that are not included in your subscription you will be charged our then-current rate ("Excluded Charges"). Excluded Charges will be invoiced and due with your next payment. For your reference, the current Excluded Charges schedules are located at the links below. Excluded Charges may change after at least 30 days written or online notice.

<http://static.legalsolutions.thomsonreuters.com/static/agreement/plan-2-pro-govt-agencies.pdf>

<http://static.legalsolutions.thomsonreuters.com/static/agreement/schedule-a-concourse-case-notebook-hosted.pdf>

The General Terms and Conditions, apply to all products ordered, except print and is located at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions.pdf>

The General Terms and Conditions for Federal Subscribers are located at <https://static.legalsolutions.thomsonreuters.com/static/Federal-ThomsonReuters-General-Terms-Conditions.pdf>. In the event that there is a conflict of terms between the General Terms and Conditions and this Order Form, the terms of this Order Form control. This Order Form is subject to our approval.

Banded Product Subscriptions You certify the total number of attorneys (partners, shareholders, associates, contract or staff attorneys, of counsel, and the like), corporate users, personnel or full-time-equivalent students is indicated in the applicable Quantity column. Our pricing for banded products is made in reliance upon your certification. If we learn that the actual number is greater, we reserve the right to increase your charges as applicable

Product Specific Terms. The following products have specific terms which are incorporated by reference and made part of this Order Form if they apply to your order. They can be found at <https://static.legalsolutions.thomsonreuters.com/static/ThomsonReuters-General-Terms-Conditions-PST.pdf> If the product is not part of your order, the product specific terms do not apply. If there is a conflict between product specific terms and the Order Form, the product specific terms control.

- Campus Research
- Contract Express
- Hosted Practice Solutions
- ProView eBooks
- Time and Billing
- West km Software
- West LegalEdcenter
- Westlaw
- Westlaw Doc & Form Builder
- Westlaw Paralegal
- Westlaw Patron Access
- Westlaw Public Records

Additional Order Form Terms and Conditions

Government Non Availability of Funds for Online, Practice Solutions or Software Products

You may cancel a product or service with at least 60 days written notice if you do not receive sufficient appropriation of funds. Your notice must include an official document,(e.g., executive order, an officially printed budget or other official government communication) certifying the non-availability of funds. You will be invoiced for all charges incurred up to the effective date of the cancellation.

Acknowledgement: Order ID: Q-00358496

Signature of Authorized Representative for order

Title

Printed Name

Date

© 2018 West, a Thomson Reuters business. All rights reserved.

This Order Form will expire and will not be accepted after 1/25/2019.



THOMSON REUTERS™

Attachment**Order ID: Q-00358496**[Back to Agenda](#)Contact your representative rick.grant@thomsonreuters.com with any questions. Thank you.**Payment, Shipping, and Contact Information****Payment Method:**

Payment Method: Bill to Account

Account Number:

Order Confirmation Contact (#28)

Contact Name: Carol Morris

Email: carol@cityofedgewood.org**Shipping Information:**

Shipping Method: Ground Shipping - U.S. Only

ProFlex Multiple Location Details			
Account Number	Account Name	Account Address	Action
	City of Seabeck	PO BOX 948 SEABECK WA 98380-0948 US	New

ProFlex Product Details			
Quantity	Unit	Service Material #	Description
1	Attorneys	42077764	Washington State Primary Core for Govt
1	Attorneys	42077755	Gvt - Analytical Plus for Government

Account Contact First Name	Account Contact Last Name	Account Contact Email Address	Account Contact Customer Type Description
Carol	Morris	carol@cityofedgewood.org	EML PSWD CONTACT



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Edgewood Heights Apartments – Phase 1 Sanitary Sewer Easement		Agenda Item #:		2E
		For Agenda of:		December 18, 2018
		Prepared by:		Jeremy Metzler
ATTACHMENTS (list): ☒ DRAFT Resolution 19-0xxx ☒ Easement for Sewer Facilities				
Approval of Materials:				
Mayor, Daryl Eidinger		☒	Expenditure Required:	N/A
Asst. City Administrator, Dave Gray		☒	Amount Budgeted:	N/A
City Attorney, Carol Morris		☒	Appropriation Required:	N/A
City Clerk, Rachel Pitzel		☒	Timeline: Council Consideration – 1/8/2019	
Community Development Director, Darren Groth		☒		
Public Works, Jeremy Metzler		☒		
Fiscal Note/Consideration: All costs associated with developer sewer extensions are coordinated between the developer and the City's sanitary sewer service provider, Lakehaven Water & Sewer District.				
SUMMARY STATEMENT: The Edgewood Heights Apartment project is located north of the City Hall campus, at the northeast corner of the intersection of Meridian Ave E (SR-161) and 20 th St E. The developer prepared and submitted sanitary sewer construction plans to the City's sewer service provider, Lakehaven Water & Sewer District, for review in early 2017. These plans were approved for construction on August 1, 2017. The developer has been constructing the approved sanitary sewer in accordance with said plans and specifications under the inspection purview of Lakehaven. The developer has recently requested final inspection of their Phase One installation, including all work completed west of 104 th Ave E. Lakehaven must deem the work substantially complete before the City can allow final building inspections and occupancy of the buildings served by this sewer. One of the steps necessary for substantial completion is the execution of an Easement for Sewer Facilities. Lakehaven has coordinated with the developer on executing the City's standard sanitary sewer easement form. Staff has reviewed the legal description and map exhibit prepared by the developer and finds them to be consistent with the approved sewer plans. Because an easement is an interest in land, the City Council is required to accept and approve the easement before it can be recorded against the property. The attached resolution will confirm said acceptance and approval, authorizing the Mayor to execute the easement as required.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: N/A				
RECOMMENDED ACTION: Bring forward Resolution No. 19-0xxx to the next Regular Council Meeting for consideration and action. ALTERNATIVES TO RECOMMENDED ACTION: Forward to future study session for further discussion.				

RESOLUTION NO. 19-0xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A SANITARY SEWER EASEMENT FOR THE EDGEWOOD HEIGHTS APARTMENT PROJECT LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF MERIDIAN AVE. E. (SR-161) AND 20TH STREET EAST IN EDGEWOOD.

WHEREAS, the City has delegated its authority to inspect sanitary sewer construction in the Edgewood Heights Apartment Project to Lakehaven Water and Sewer District; and

WHEREAS, according to Lakehaven Water and Sewer District, the developer of the Edgewood Heights Apartment Project has constructed the sanitary sewer in accordance with the approved plans; and

WHEREAS, the developer has requested final inspection of the sanitary sewer installation, and Lakehaven must determine that the work is substantially complete before the City can allow final building inspections and occupancy of the buildings; and

WHEREAS, one of the steps in the determination that the work is substantially complete is the City's acceptance and approval of the easement for the sanitary sewer facilities; and

WHEREAS, the property owner has submitted the attached easement for acceptance and approval by the City Council; and

WHEREAS, the Council considered this Resolution during its meeting of January 8, 2018;

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

Section 1. The City Council authorizes the Mayor to sign the Edgewood Heights Sanitary Sewer Easement, Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 2. Effective Date. This Resolution will take effect upon passage.

PASSED THIS 8th day of January, 2019.

Daryl Eidinger, Mayor

ATTEST:

Exhibit A

DRAFT

EASEMENT FOR SEWER FACILITIES

THIS EASEMENT FOR SEWER FACILITIES ("Easement") is hereby entered into this _____ day of _____, _____ ("the "Effective Date") by and between the City of Edgewood, a municipal corporation of Pierce County, Washington, hereinafter termed "Grantee" and **EDGEWOOD HEIGHTS, LLC**, hereinafter termed "Grantor".

WITNESSETH:

Grantor, for and in consideration of TEN AND NO/100 (\$10.00) DOLLARS, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, hereby conveys to the Grantee:

A perpetual, non-exclusive easement for sewer facilities, including without limitation sewer mains, conveyance pipes, laterals, cleanouts, pumps and manholes, and all appurtenances related thereto (collectively, "Grantee's Facilities"), under, through, over and across the real property described in Exhibit "A" attached hereto and incorporated herein by reference (hereinafter, the "Property"). The location of said easement upon the Property (hereinafter, "Easement Area") shall be as described in Exhibit "B", and as depicted in Exhibit "C", both of which are attached hereto and incorporated herein by reference.

Grantor and Grantee hereby covenant and agree to the following terms, provisions and conditions:

1. *Right of Access and Use.* Grantee and its agents, contractors, designees or assigns shall have the right at such time as Grantee deems necessary, to install, construct, repair, replace, reconstruct, operate and maintain Grantee's facilities within the Easement Area, and to enter upon the Property for such purposes, without incurring any legal obligation or liability therefore. Except for emergent situations, Grantee shall reasonably endeavor to provide 24 hours written or verbal notice to Grantor prior to such entry. Grantee's rights hereunder shall expressly include without limitation the right, but not the requirement, to improve and maintain the surface of Easement Area as deemed necessary in Grantee's sole discretion to reasonably accommodate vehicular access to Grantee's Facilities. Grantee's rights hereunder shall be exercised in a manner that prevents unnecessary destruction or unreasonable disturbance of existing private improvements upon the Property, except as provided hereunder.

2. *Noninterference.* Grantee's access to and across the Easement Area shall be unrestricted. Grantor shall avoid and prevent interference with and/or obstruction of the Easement Area and Grantee's Facilities as follows:

A. Grantor shall not construct, plant or install, or allow to be constructed, planted or installed, any building, wall, fence, tree, rockery or structure of any kind within the Easement Area unless approved in writing by Grantee.

B. Grantor shall not deposit, or allow to be deposited, any fill material within the Easement Area.

EASEMENT FOR SEWER FACILITIES

C. Grantor shall not dig, tunnel or excavate, or allow any digging, tunneling or excavation, within three feet (3') of Grantee's Facilities, and Grantor shall ensure that the ground surface within the Easement Area is maintained at the level and grade approximately extant at the time Grantee's Facilities were installed, except for minor, temporary disturbances not affecting Grantee's Facilities.

D. Grantor shall not construct or install, or allow to be constructed or installed, any water or sewer facilities or appurtenance, other than Grantee's Facilities, within or proximate to the Easement Area without Grantee's prior written authorization. If authorized by Grantee, any such facilities shall comply with all applicable regulatory standards, including without limitation the then-current edition of the "Criteria for Sewage Works Design" published by the Washington Department of Ecology.

E. Grantor shall not construct or install, or allow to be constructed or installed, any other utility facilities or appurtenances of any kind, including without limitation any utility service connections, within three feet (3'), measured horizontally for parallel alignments, or within six inches (6''), measured vertically for crossing or perpendicular alignments, of any portion of Grantee's Facilities.

F. Grantor shall not in any manner block, restrict or impede, or allow to be blocked, restricted or impeded, Grantee's access to or use of the Easement Area.

G. Grantor shall not convey to any third party any easement, license or other interest or right of use involving the Easement Area that would impair, interfere with or limit the easement rights granted herein.

3. ***Maintenance; Removal of Encroachments and Obstructions.*** The Easement Area shall be maintained by Grantee in accordance with applicable local regulatory standards. In the event of any encroachment, obstruction or interference of or upon the Easement Area or Grantee's Facilities, Grantee may require removal and/or termination thereof, and the same shall be accomplished promptly at Grantor's expense. Alternatively, Grantee may take such action as deemed necessary in Grantee's reasonable discretion to accomplish such removal and/or termination, and may charge to Grantor all expenses incurred therefor. Grantee's failure to require removal or termination of any encroachment, obstruction or interference shall neither constitute a waiver of Grantee's rights nor preclude any other remedy available to Grantee.

4. ***Site Remediation.*** Any existing improvements upon the Property that neither encroach upon, nor conflict with, the rights conveyed to Grantee hereunder that may be disturbed or destroyed by Grantee's Facilities, or Grantee's activities related thereto, shall be replaced, repaired, or otherwise restored as reasonably practicable, to the pre-event condition by and at Grantee's expense.

5. ***Warranty of Title.*** Grantor represents and warrants that Grantor is the lawful owner of the Property, that the rights and privileges set forth herein do not breach or otherwise violate the legal rights of any third-party, and that Grantor is fully authorized to execute and grant this Easement.

EASEMENT FOR SEWER FACILITIES

6. **Indemnification.** Grantee shall indemnify and hold harmless Grantor from and against any and all claims, losses, costs, suits and causes of action, including attorneys' fees, for any injury, damage, loss of expense arising out of or otherwise resulting from Grantee's use of the Easement Area. Grantor shall indemnify and hold harmless Grantee from and against any and all claims, losses, costs, suits and causes of action, including attorneys' fees, for any injury, damage, loss or expense arising out of or otherwise resulting from any breach or violation by Grantor hereunder. Each party's obligations under this section shall apply only to the extent such injury, damage, loss or expense is proximately caused by the negligence or willful misconduct of that party or the party's agents or invitees.

7. **Dispute Resolution.** This Easement shall be governed by the laws of the State of Washington. The exclusive venue for any litigation arising out of this Easement shall be the Superior Court for Pierce County, Washington. The substantially prevailing party in any such litigation shall be entitled to its reasonable attorneys' fees from the nonprevailing party.

8. **Binding Effect; Modification.** This Easement, and each of the terms, provisions, conditions and covenants set forth herein shall run with the land and be binding upon and apply to the benefit of the parties hereto and their respective successors, agents, designees or assigns. This Easement may be modified only by a recorded, written instrument mutually executed by the parties hereto or their respective successors or assigns.

9. **Side Sewers.** Grantee shall have the right to issue permits to third parties to operate and maintain side sewers within the Easement Area.

10. **No Third-Party Beneficiary.** The rights, duties and obligations set forth in this Easement are for the exclusive benefit of the signatory parties and their respective successors, agents, designees or assigns, and may only be enforced thereby. Nothing herein shall be construed as vesting any rights for or in any third-party.

11. **City Council Approval.** This Easement is contingent upon acceptance and approval by the Edgewood City Council. It is expressly acknowledged and understood by the parties that the terms and provisions hereof shall not become binding upon Grantee unless and until such acceptance and approval has occurred.

~~EASEMENT FOR SEWER FACILITIES~~

Date: _____

EDGEWOOD HEIGHTS, LLC

By [Signature]

Its Mr GM DGB

Accepted and Approved

CITY OF EDGEWOOD

By: _____

Date: _____

Attest

By: _____

Date: _____

STATE OF Washington)
County of King) ss:

I certify that I know or have satisfactory evidence that Cary Falk is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the member of EDGEWOOD HEIGHTS LLC to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: November 20-2018



(Signature) _____

Notary Public J. L. Janer

Title Notary

My appointment expires 3-16-19

For recording in the State of Washington, the Notarial Seal must be fully legible and cannot intrude into document margins. Please affix seal in the space provided.

Notary Public
State of Washington
D L Saner
Commission Expires 03-16-19

EASEMENT FOR SEWER FACILITIES

EXHIBIT "A"
LEGAL DESCRIPTION
PROPERTY
PIERCE COUNTY TAX PARCEL NUMBER 0420106034

LOT 1 OR CITY OF EDGEWOOD SHORT PLAT NO. 5212, RECORDED WITH THE PIERCE
COUNTY AUDITOR, RECORDING NUMBER 201705045005

EASEMENT FOR SEWER FACILITIES

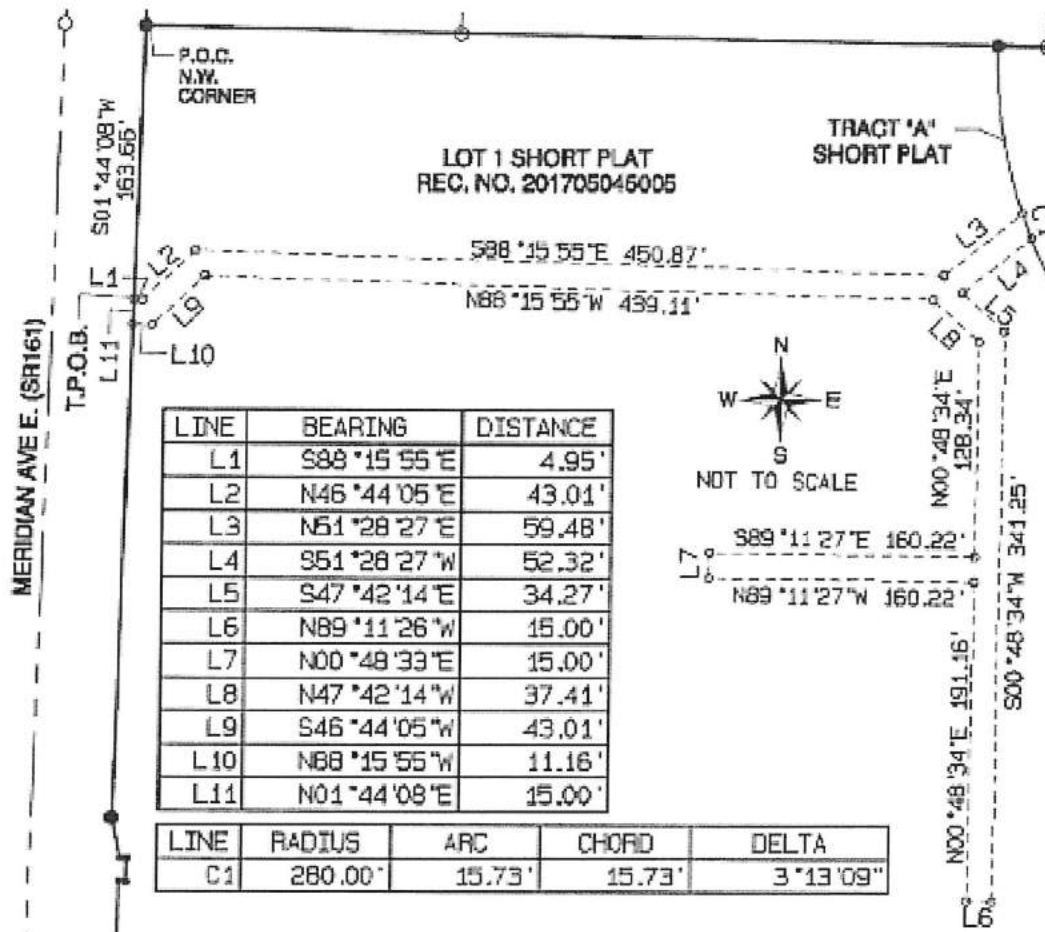
EXHIBIT "B" LEGAL DESCRIPTION EASEMENT

COMMENCING AT THE NORTHWEST CORNER OF LOT 1, CITY OF EDGEWOOD SHORT PLAT NO. 5212, RECORDING NO. 201705045005, RECORDS OF THE PIERCE COUNTY AUDITOR, LOCATED IN THE NW ¼ AND THE NE ¼ OF THE NW ¼ OF SECTION 10, TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE W.M, ON THE EAST MARGIN OF MERIDIAN AVE E (SR161);
THENCE SOUTH 01°44'08" WEST, ALONG SAID EAST MARGIN, AND WEST LINE OF SAID LOT 1, A DISTANCE OF 163.66 FEET, TO THE TRUE POINT OF BEGINNING;
THENCE SOUTH 88°15'55" EAST, LEAVING SAID EAST MARGIN, AND SAID WEST LINE, A DISTANCE OF 4.95 FEET;
THENCE NORTH 46°44'05" EAST, A DISTANCE OF 43.01 FEET;
THENCE SOUTH 88°15'55" EAST, A DISTANCE OF 450.87 FEET;
THENCE NORTH 51°42'29" EAST, A DISTANCE OF 59.48 FEET, TO THE WEST LINE OF TRACT "A" OF SAID SHORT PLAT, AND TO A POINT OF CUSP ON A CURVE CONCAVE TO THE EAST HAVING A RADIUS OF 280.00 FEET AND A CENTRAL ANGLE OF 3°13'09" AND BEING SUBTENDED BY A CHORD WHICH BEARS SOUTH 20°59'56" EAST 15.73 FEET; THENCE SOUTHERLY AND SOUTHEASTERLY ALONG SAID CURVE, AND WEST LINE OF SAID TRACT "A", A DISTANCE OF 15.73 FEET;
THENCE SOUTH 51°28'27" WEST, LEAVING SAID WEST LINE, A DISTANCE OF 52.32 FEET;
THENCE SOUTH 47°42'14" EAST, A DISTANCE OF 34.27 FEET;
THENCE SOUTH 00°48'34" WEST, A DISTANCE OF 341.25 FEET;
THENCE NORTH 89°11'26" WEST, A DISTANCE OF 15.00 FEET;
THENCE NORTH 00°48'34" EAST, A DISTANCE OF 191.16 FEET;
THENCE NORTH 89°11'27" WEST, A DISTANCE OF 160.22 FEET;
THENCE NORTH 00°48'33" EAST, A DISTANCE OF 15.00 FEET;
THENCE SOUTH 89°11'27" EAST, A DISTANCE OF 160.22 FEET;
THENCE NORTH 00°48'34" EAST, A DISTANCE OF 128.34 FEET;
THENCE NORTH 47°42'14" WEST, A DISTANCE OF 37.41 FEET;
THENCE NORTH 88°15'55" WEST, A DISTANCE OF 439.11 FEET;
THENCE SOUTH 46°44'05" WEST, A DISTANCE OF 43.01 FEET;
THENCE NORTH 88°15'55" WEST, A DISTANCE OF 11.16 FEET, TO THE EAST MARGIN OF SAID MERIDIAN AVE E, AND THE WEST LINE OF SAID LOT 1;
THENCE NORTH 01°44'08" EAST, ALONG SAID EAST MARGIN AND SAID WEST LINE A DISTANCE OF 15.00 FEET TO THE TRUE POINT OF BEGINNING.



EASEMENT FOR SEWER FACILITIES

EXHIBIT "C" EASEMENT DEPICTION





City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Development Agreements associated with the proposed Comprehensive Plan amendments		Agenda Item #: 2F	
		For Agenda of: December 18, 2018	
		Department: Comm. Dev.	
		Prepared by: Darren Groth	
ATTACHMENTS (list):			
Review of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0
City Attorney, Carol Morris	☒	Appropriation Required:	\$0
City Clerk, Rachel Pitzel	☒	Timeline: December 18: Study Session January 8, 2019: Public Hearing January 8, 2019: Final Action	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒		
SUMMARY STATEMENT: The City may considered amendments to its Comprehensive Plan once every year. Associated with the Comprehensive Plan amendments, the City may enter into a Development Agreement (DA) that sets forth the development standards and other provisions that shall apply to, govern and vest the development, use and mitigation of the development of the real property for the duration specified in the agreement.			
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: None			
RECOMMENDED ACTION: Hold a discussion regarding the Development Agreements associated with the Comprehensive Plan amendments.			



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Comprehensive Plan Amendment		Agenda Item #:		2G
		For Agenda of:		December 18, 2018
		Department:		Comm. Dev.
		Prepared by:		Darren Groth
ATTACHMENTS (list): ☒ AHBL Staff Report with Exhibits				
Review of Materials:				
Mayor, Daryl Eidinger	☒	Expenditure Required:	_\$0_	
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	_\$0_	
City Attorney, Carol Morris	☒	Appropriation Required:	_\$0_	
City Clerk, Rachel Pitzel	☒	Timeline: November 20: Study Session November 27: Public Hearing December 18: Study Session January 8, 2019: Final Action		
Community Development Director, Darren Groth	☒			
Public Works, Jeremy Metzler	☒			
SUMMARY STATEMENT: The City may considered amendments to its Comprehensive Plan once every year. Applications for Comprehensive Plan amendments are submitted before December 31st in order to be considered during the following year's amendment process. In 2017, the City received two applications that met the required deadline to be processed in 2018. Both items were approved by City Council to proceed onto the Final Docket that the City would consider in 2018. The Final Docket consists of project file 17-1549 for the application known as Uchida Farms, which was named after the individual owning the most property within the application area, and project file 17-1550 for the application submitted by Project S22, LLC for their request near Lake Chalet. The Commission unanimously approved the request for file 17-1549, Uchida Farms; however, file 17-1550, Lake Chalet, was approved with a split 3-2 vote. Several of the dissenting voters expressed concern over the fact the 2013 amendment for this site was approved for a less intensive zoning district than the current TC request. The main point was focused on the increased density of the 2013 amendment and what that means in terms of screening and compatibility of adjoining land uses. One question asked if the request could be changed to allow TC up to the parallel road and keep the existing designation (or possibly change to the 2013 designation) on the east side of 104th Ave E. To help process the Final Docket in accordance with state law and the Edgewood Municipal Code (EMC), the City contracted with AHBL to serve as the project manager for this case. The AHBL staff report is attached and includes analysis, findings, and recommendations for each submitted request. The AHBL report was prepared under the direction and guidance of City staff.				
COUNCIL COMMITTEE REVIEW AND RECOMMENDATION: On November 5, 2018, the Planning Commission recommended APPROVAL of both project file 17-1549 and project file 17-1550 by a 5-0 and 3-2 vote, respectively.				
RECOMMENDED ACTION: Hold a follow up discussion after the public hearing regarding the proposed annual amendment to the Edgewood Comprehensive Plan.				



City of Edgewood, Washington

2224 104th Avenue East, Edgewood WA 98372-1513

Phone: (253) 952-3299 Fax: (253) 952-3537

Staff Report

Comprehensive Plan Amendments

File # 17-1549 & 17-1550

Public Hearing November 27, 2018 at 7:00 PM

To:	City of Edgewood City Council
From:	Wayne Carlson, FAICP, Brittany Port, AICP and Ryan Givens, AICP (Contract Planners)
Date:	November 21, 2018
Subject:	Annual Comprehensive Plan Amendment

Part 1 – Background

Pursuant to RCW 36.70A.130(4), the City of Edgewood must update its comprehensive plan every eight years. The deadline for the next major update is June 2023; however, per Edgewood Municipal Code (EMC) Section 18.60.130, the City may consider amendments to its Comprehensive Plan once every year. Applications for Comprehensive Plan amendments must be submitted on or before December 31st in order to be considered during the following year's amendment process. All applications submitted by the December 31st deadline are identified on the preliminary docket that is maintained by the Planning Director. In 2017, the City received two applications that met the required deadline to be processed on the 2018 docket.

EMC Chapter 18.60 establishes a process and criteria for comprehensive plan amendments. The City Council shall consider the proposed amendment to the development regulations and the Planning Commission recommendation at a regularly scheduled meeting. City Council shall also apply the criteria set forth in EMC 18.60.220, as applicable, in order to make a final decision.

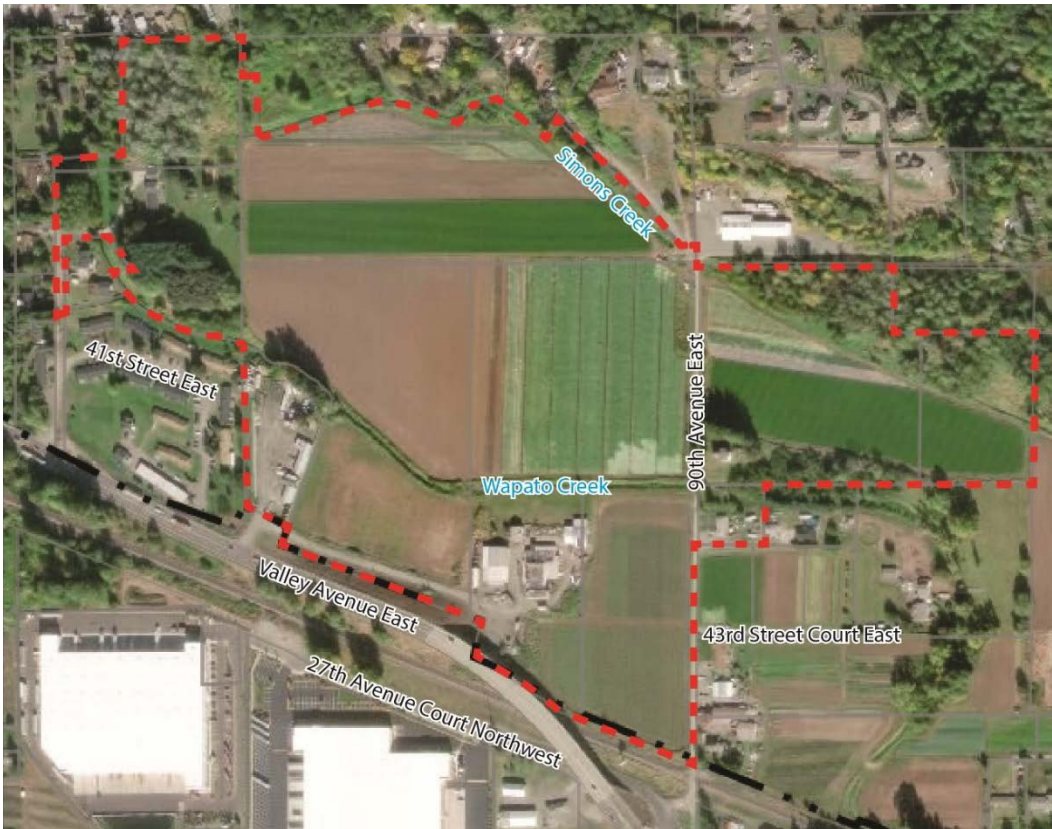
If the city council concludes that no change in the recommendation of the planning commission is necessary, the city council may make a final determination on the proposed amendment(s) without holding another public hearing, and make a final decision.

If the city council concludes that a change in the recommendation of the planning commission is necessary, the city council shall consider whether another opportunity for public review and comment is needed under RCW 36.70A.035(2)(a) and, if so, it shall hold another public hearing before making a final decision.

This annual update includes two citizen-initiated requests for amendments to Comprehensive Plan designations and zoning. The site-specific requests are described in Part 2 of this staff report.

Part 2 – Citizen-Initiated Site-Specific Requests

1. SITE SPECIFIC REQUEST #1 – UCHIDA FARMS



FILE NUMBER: 17-1549 – Uchida Farms

LOCATION: 8819 Valley Avenue East

TAX PARCEL(S): Parcel Nos. 0420163054, 0420163055, 0420163702, 0420163047, 0420163026, 0420163023, 0420163052, 0420162700, 0420165004, 0420166003, 0420175005

APPLICANT: Uchida Farms LLC, 8819 Valley Avenue East, Edgewood, WA 98371

EXISTING COMPREHENSIVE PLAN: Moderate Density Residential

REQUESTED COMPREHENSIVE PLAN: Industrial

EXISTING ZONING: Single-Family Moderate (SF-3)

REQUESTED ZONING: Industrial (I)

REASON FOR REQUEST:

The applicant requests concurrent approval of a Comprehensive Plan Map Amendment to the 2015 Edgewood Comprehensive Plan, Future Land Use Map (FLUM) and a rezoning or zone change to Industrial (I) of eleven (11) tax parcels within the southwest corner of Edgewood immediately adjacent to Valley Avenue East. The applicant states their reason for the request is to develop the property as an industrial complex, and cites the need for additional industrial zoned land in Edgewood as the basis for rezoning the property.

Within the Edgewood/Puyallup/Fife area, there is virtually no vacant industrial space. Since 2005, fifteen (15) new industrial sites have been developed within 1.5 miles of the Uchida Farm LLC site; more than 5.2 million square feet of industrial space has been constructed – with nearly 100% occupancy of the new space.

The rezone of the Uchida Farm LLC property is supported by the existing industrial development in the area, and infrastructure improvements made in the area by adjacent jurisdictions including:

- The City of Fife widened and reconstructed Freeman Road from Valley Avenue to 20th Street.
- The City of Puyallup created, widened and signalized the intersection on Valley Avenue immediately adjacent the Uchida Farm LLC property.
- WSDOT is proposing the extension of Highway 167 from its current terminus at Meridian Avenue to the Port of Tacoma, with an interchange proposed in the immediate vicinity of the Uchida Farm LLC property.

The benefits of the proposed comprehensive plan amendment and development of the Uchida Farms LLC property to the City of Edgewood include acceleration of job creation within the City, spurring: growth within the local housing market and increased tax revenues.

The request may also the cities of Edgewood, Fife, and Puyallup, someday achieve designation as an Industrial Center within Pierce County, making the City eligible for transportation funding from Puget Sound Regional Council.

SURROUNDING ZONING & LAND USE:

The Uchida Farm LLC property is surrounded by the following land uses:

	Zoning	Existing Land Use
North	Single-Family Moderate (SF-3)	Single-family residences located above the project site on top of the hill
South	City of Puyallup, Limited-Manufacturing (ML)	Valley Avenue, industrial development
East	Single-Family Moderate (SF-3)	Single-family residences
West	Single-Family Moderate (SF-3)	Multi-family residences

AVAILABILITY OF UTILITIES:

The Uchida Farms LLC property is located in an area where utilities and infrastructure are readily available. The applicant realizes improvements may be required to fully provide the infrastructure necessary to bring these resources to bear on the proposed industrial development. The applicant will bear the responsibility for the design and installation of the improvements required to meet Edgewood's development codes.

AVAILABILITY OF PUBLIC SERVICES:

There are no known public service deficiencies in this area. The City requires future development proposals to demonstrate service demand and available capacity as part of the permitting process. The applicant has submitted a traffic impact analysis demonstrating that the nearby traffic network has sufficient capacity to accommodate the proposed development. In addition, the applicant recognizes that they may be responsible for the construction of off-site improvements necessary to facilitate their proposed development in accordance with Edgewood's development codes and standards.

SITE CHARACTERISTICS:

While site constraints exist in the form of watersheds, the overall topography of the site lends itself to development of large-scale industrial projects. The conceptual plan for the Uchida Logistics Center offers an initial insight into how the needs of a particular use can be accommodated on a unique site. The site's suitability for the intended development is supported by the substantial amount of development in the immediate area.

CRITICAL AREAS:

The applicant contracted Soundview Consultants LLC to prepare a fish and wildlife habitat and wetland inventory as the City's wetlands inventory map identifies potential wetlands on and adjacent to the subject property. These wetland areas are located along three streams that are mapped as flowing through the property as well as offsite in adjoining agricultural fields or undeveloped land. Pierce County stream maps and DNR stream typing maps identify three streams on and adjacent to the property: Wapato Creek, Simons Creek, and an unidentified Simons Creek tributary in the northwest portion of the property. The site investigation evaluated wetland hydrology, hydrophytic vegetation, and hydric soils to determine standard buffer widths, which include 165 feet for Category II wetlands on the property, and vary from 60-105 feet for Category III wetlands on the property. Wapato Creek, Simons Creek, and the unnamed tributary are Type F streams with a standard buffer of 100 feet. Future on-site industrial development would need to avoid impacts to the critical areas on or adjacent to the site and incorporate these buffers into their plan, though buffer averaging can be evaluated on an individual project basis.

ACCESS:

Vehicular access to the site would be provided from 90th Ave E, which provides access to Valley Avenue East via 27th Avenue Court Northwest. The applicant contracted Transportation Engineering NorthWest to prepare a transportation analysis. The analysis found that the level of service for the intersection would operate at LOS C or better in 2024 and 2030 with or without the project. While secondary access may become available, this traffic analysis is based on a single access at 90th Avenue East. A more detailed operational analysis would be completed with a formal project application.

2. SITE SPECIFIC REQUEST #2 – LAKE CHALET



FILE NUMBER:	17-1550 – Lake Chalet
LOCATION:	10304 24th Street East
TAX PARCEL(s):	Parcel No. 0420107031
APPLICANT:	Project S22 LLC, 18605 17th Avenue Northwest, Shoreline WA 98177
EXISTING COMPREHENSIVE PLAN:	Town Center (1.36-ac.) & Moderate Density Residential (5.16-ac.)
REQUESTED COMPREHENSIVE PLAN:	Town Center
EXISTING ZONING:	Single-Family Moderate (SF-3)
REQUESTED ZONING:	TC (1.36-ac.) & SF-3 (5.16-ac.)

REASON FOR REQUEST:

The applicant owns a +/-10.23-acre site on the south side of 24th Street E directly across from 104th Avenue East. The site includes two tax lots (0420107030 and 0420107031). The western lot includes the Lake Chalet Park Apartments and has six existing buildings each with 6 apartment units (for a total of 36 dwelling units). The eastern property is undeveloped.

The applicant would like to build additional apartments on the undeveloped site areas. The proposed project that may be developed as a result of this Comprehensive Plan FLUM amendment could include 106 additional apartment units and 37 freestanding cottages (143 total dwelling units).

The applicant requests to amend the City of Edgewood Comprehensive Plan FLUM from *Single-Family Moderate* to *Town Center* for tax lot 0420107031 (eastern parcel). The applicant also requests to change the zoning from SF-3 to TC. The subject parcel is 6.52-acres; whereas, +/-1.36-acres has a *Town Center* designation and the remaining +/-5.16 acres has a *Single-Family Moderate* designation.

The applicant would like to build additional dwelling units on the undeveloped site areas. The applicant submitted a site plan that illustrates the site accommodating 106 additional apartment units and 37 freestanding cottages.

TOWN CENTER PLANNING

The Comprehensive Plan envisions the Town Center as the City's commercial hub and its policies anticipated a walkable, mixed-use district. To date, most of the Town Center has developed as single-use multi-family or commercial projects. The Town Center area has no true mixed-use projects. The Town Center has not yet developed as originally intended, but there is opportunity to achieve the envisioned mixed-use center.

In mid-2017, the City adopted several code updates that require ground level non-residential uses in all Town Center projects fronting along arterial roadways. These code changes provide certainty that the Town Center will develop as a true mixed-use district.

There is an opportunity for the City to expand the Town Center designation and create a mixed-use corridor along 24th Street East and a planned north-south Neighborhood Collector (see Access subsection below). If the City adopts the amendment, development at this location must include active ground floor uses (retail) and a mix of other uses.

PAST AND FUTURE LAND USE AND ZONING ACTIONS:

The site was classified as Town Center/TC Single-Family Moderate/SF-3 in the City's initial Comprehensive Plan. In 2013, the City approved the property for a land use amendment/zone change from Town Center/TC and Single-Family Moderate/SF-3 to Mixed Use Residential/MU-R. Through the 2015 Comprehensive Plan adoption, the Future Land Use/zoning reverted back to Town Center/TC and Single-Family Moderate/SF-3. Staff is unaware why the Comprehensive Plan did not carry forward the approved amendment/zone change since the City found the site to be appropriate for higher intensity in 2013.

SURROUNDING ZONING & LAND USE:

The subject property is surrounded by the following land uses:

	Zoning	Existing Land Use
North	Public, Single-Family Moderate (SF-3)	City Hall and single-family residences located across 24th St E
South	Single-Family Moderate (SF-3)	Lake Chalet and single-family residences
East	Public, Single-Family Moderate (SF-3)	Single-family residences
West	Town Center (TC)	Multi-family residences

ZONING COMPARISON:

The following table summarizes the permitted uses and dimensional standards for the current, proposed, and previously approved zoning districts.

ZONING COMPARISON TABLE			
EDGEWOOD MUNICIPAL CODE STANDARD	ZONING DISTRICTS		
	SF-3 (CURRENT ZONE)	TC (CURRENT AND PROPOSED ZONE)	MU-R (PREVIOUSLY APPROVED ZONE)
Land Uses (condensed list)			
Single-Family Detached	Permitted	Not Permitted	Permitted
Single-Family Attached	Not Permitted	Not Permitted	Permitted
Multifamily	Not Permitted	Permitted	Permitted
Retail	Not Permitted	Permitted ¹	Permitted
Office	Not Permitted	Permitted ¹	Permitted
Density	Min. 1 du/a ² Max. 3 du/a ²	Min. 24 du/a Max. 48 du/a	Min. 10 du/a Max. 24 du/a Max. 48 du/a (mixed-use)
Floor Area Ratio (FAR) <i>(FAR does not apply to single-family detached dwelling or cottage housing)</i>	N/A	1:1 OR 4:1 w/ bonus	0.5:1 OR 2:1 w/ bonus
Height (Max.)	35-ft	45-ft OR 55-ft w/ bonus	35-ft OR 35-ft w/ bonus

ZONING COMPARISON TABLE			
EDGEWOOD MUNICIPAL CODE STANDARD	ZONING DISTRICTS		
	SF-3 (CURRENT ZONE)	TC (CURRENT AND PROPOSED ZONE)	MU-R (PREVIOUSLY APPROVED ZONE)
Setbacks from non TC & MUR zones	N/A	25-ft	20-ft
Lot Dimensions	50-ft width (min.) 8,750-sf (min.)	N/A	N/A
Design Guidelines	No	Yes, applicable	Yes, applicable

¹ 30% of the area within 150' of the arterial ROW line is required to be reserved for or developed with office or retail type commercial uses.

² Based on net area

AVAILABILITY OF UTILITIES:

Water and sewer lines are adjacent to the site. Existing service lines are also present on the applicant's adjacent property. The site is located within the City's local improvement district (LID). The City established the LID to provide sanitary sewer service to the Meridian corridor. The water and sewer providers indicated to staff that adequate capacity is available to service this site and the vicinity. The City requires applicants to demonstrate utility capacity as part of the permitting process.

AVAILABILITY OF PUBLIC SERVICES:

There are no known public service deficiencies in this area. The City requires development proposals to demonstrate service demand and available capacity as part of the permitting process. Staff anticipates this analysis will occur closer to the time of site development.

SITE CHARACTERISTICS:

The subject site is presently undeveloped. Vegetation covers most of the site. The property has a heavy tree canopy along the eastern property line and a cluster along 24th Street East. Lake Chalet abuts the site at the southeast corner and shoreline vegetation extends onto the property. The site slopes down toward Lake Chalet.

CRITICAL AREAS:

The Edgewood's GIS Map shows a potential wetland in the southeast corner of the site and along the Lake Chalet shoreline. Lake Chalet shoreline vegetation extends into the site. The applicant will provide a wetland delineation as part of site development permitting. As described above, the site is heavily vegetated with trees, grasses, and understory shrubs. The property has mature trees are clustered along the eastern boundary and in an isolated cluster along 24th Street East.

ACCESS:

The site has roadway access from 24th Street East. The property is associated with the property to the west. The western site has an existing apartment community with drive aisles that terminate at the subject site. If this development occurs, there is an opportunity to provide internal vehicle access to the existing drive aisles.

The Comprehensive Plan includes plans for a new Neighborhood Collector to extend south into the site from 104th Avenue East (Edgewood Comprehensive Plan Figure 10 Meridian Corridor Collector Street Classifications). The Meridian Avenue/State Route Corridor Roadway Network Ordinance (Ord. 07-0279) plans for the Neighborhood Collector alignment to wrap around the Edgewood Dale residential neighborhood and connect to 29th Street East. The Ordinance does not show a street connection to 103rd Avenue Court East. Future development on the subject site will incorporate this new Neighborhood Collector and provide bicycle/pedestrian connections to the adjacent neighborhoods.

Part 3 – Compliance with EMC 18.60.220

Edgewood Municipal Code section 18.60.220 establishes the evaluation criteria for proposed amendments to the comprehensive plan and development regulations. Pursuant to Section 18.60.010(B), the development regulations are the controls placed on development or land use, including, but not limited to, the city's codes on zoning, critical areas, official controls, planned unit developments, subdivisions, binding site plans and the shoreline master program. Applicants provide responses to said criteria as part of their submittal packages. The following lists the review criteria and staff's assessment of the applicants' responses:

A. All Amendments. All of the comprehensive plan amendments shall be reviewed under the following criteria:

1. Whether the proposed amendment(s) conform to the Growth Management Act (Chapter 36.70A RCW);

SITE SPECIFIC REQUEST #1

Applicant Response: As stated in the Project Narrative submitted with the application, the applicant believes the proposed map amendment and rezoning is consistent not only with the City of Edgewood's Comprehensive Plan, but also regional plan goals set forth in the Puget Sound Regional Council's Vision 2040 Plan and procedural requirements established in the State of Washington's Growth Management Act (GMA).

Beginning with the most wide-ranging element – conformance with the requirements of the GMA, specifically RCW 36.70A – the applicant has submitted the requisite documents in accordance with Edgewood's protocols for amendments and rezoning. Staff will continue the process in a manner which ensures public participation and review by the appropriate commissions and elected officials.

RCW 36.70A.110.2 mandates each urban growth area/city to include "...areas sufficient to accommodate the broad range of needs and uses that will accompany the projected urban growth including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses." Going further, the same section states, "...An urban growth area determination may include a reasonable land market supply factor and shall permit a range of urban densities and uses. In determining this market factor, cities and counties may consider local circumstances. Cities and counties have discretion in their comprehensive plans to make many choices about accommodating growth."

An analysis of the data provided in support of this application leads the applicant to believe the need for Edgewood to acknowledge a limited local land capacity to address existing and projected industrial demand have been clearly demonstrated in a manner and to the full extent of consistency with GMA.

Staff Response: Staff concurs with the applicant's assessment. The City's Municipal Code outlines a process for amendments to the Comprehensive Plan FLUM in accordance with GMA. By following the City's process and incorporating citizen participation, the amendments conform to the procedural requirements of GMA. In particular, the amendment supports the following Statewide planning goals: Encourage economic development throughout the state that is consistent with adopted comprehensive plans, promote economic opportunity for all citizens of this state, especially for unemployed and for disadvantaged persons, promote the retention and expansion of existing businesses and recruitment of new businesses, recognize regional differences impacting economic development opportunities, and encourage growth in areas experiencing insufficient economic growth, all within the capacities of the state's natural resources, public services, and public facilities.

The proposed amendment from *Single-Family Moderate* to *Industrial* supports this effort to promote economic development within the City of Edgewood, the recruitment of new businesses, and employment opportunities within the City of Edgewood. The Uchida Farms LLC property is located within a City, where GMA prioritizes growth which requires a wide range of uses (such as industrial) that support urban growth.

SITE SPECIFIC REQUEST #2

Applicant Response: The change from SF-3 to TC conforms to the GMA. The proposed development will encourage urban growth in a consolidated manner, developing inner center (urban infill) and reduce sprawl. Because the development is in the urban area, people will also have access to multimodal transportation systems. This meets GMA in providing design and layout that shape the City into more livable and healthy spaces.

The applicant will be able to provide open space, trails and bikeways within the development. Even with a buffer from the environmentally critical areas adjacent Lake Chalet, the applicant will be able to create a mini-park with walkways, seating and view to the lake. This also meets with GMA in its planning goal to retain open space, enhance recreational opportunities, and develop parks and recreation facilities.

Staff Response: GMA requires the City of Edgewood to develop a Comprehensive Plan that aligns with and implements the Statewide goals. As it relates to this proposal, the applicable Statewide goals direct the City to (i) contain urban development near adequate public services, (ii) reduce urban sprawl and keep growth close to establishes areas, and (iii) provide a variety of housing in terms of size and affordability.

The proposed amendment from *Single-Family Moderate* to *Town Center* aligns with the applicable Statewide goals. The site is within an established urban area and the

Town Center designation creates opportunity for housing variety within the City. First, the site is near existing utilities, transit, and parks. The amendment does not represent outward urban expansion into rural or resource areas. Second, the property is located within the City's core development area, whereas, the surrounding properties have existing development. Third, the proposed *Town Center* designation allows for several housing types that could provide diverse living choices for Edgewood citizens.

2. Whether the proposed amendment(s) are consistent with and implement the city's comprehensive plan, including the goals, policies and implementation strategies of the various elements of the plan;

SITE SPECIFIC REQUEST #1

Applicant Response: In addition to the compliance with Comprehensive Plan goals outlined earlier in this document, the Uchida Farm LLC proposal is a direct response to market factors which led to the City of Edgewood's intention to establish a Special Land Use Study Overlay to investigate redesignation of land uses within the study area to potentially accommodate industrial development (Volume 1, Page 22). Goal LU.VII best states the Community's position on industrial uses and future growth opportunities.

The Uchida Farm LLC proposal – including the conceptual development of the Uchida Logistics Center – addresses the Land Use Goal for Industrial Uses (LU.I.m, Volume 1, Page 25). While the development is conceptual at this time, the Uchida plan demonstrates the applicant's intent to fully comply with a goal of achieving transitional standards which help protect adjacent single-family residential areas (LU.V.i, Page 27).

Edgewood's Comprehensive Plan acknowledges the predominance of residential land use (58.6%) within the community and indirectly, a priority to develop multi-family and mixed-use projects in appropriate locations, thereby increasing residential density. A limited industrial base (0.3%) is acknowledged; indicating the regional focus of industrial demand has been primarily directed elsewhere – most likely towards the neighboring communities of Fife, Puyallup, and Sumner.

Staff Response: Staff concurs with the applicant's assessment. Though the request is not consistent with the future land use map designations, it is consistent with many instances of Comprehensive Plan text, goals and policies. Of most relevance, the incorporation of this area into a "Special Land Use Study Overlay" in the City's 2015 Comprehensive Plan (Volume 1, Page 22) denotes the City's identification of the changing character of this area as well as its acknowledgement of the need for industrial development to support local job creation in the City of Edgewood. The proposed amendment from *Single-Family Moderate* to *Industrial* and accompanying application materials serve to address a portion of the Special Land Use Study Overlay area with its findings of an *Industrial* designation being appropriate for the amendment area.

The Land Use Element provides several policies that support this amendment, including policies for studying new land use designations and responding to changing community conditions. The potential for economic development, recruitment of businesses,

transportation access, availability of public facilities and services, compatibility with surrounding development, and property owner interests are all listed as factors for considering new land use designations. The redesignation of the Uchida Farms property to *Industrial* meets most of these requirements.

SITE SPECIFIC REQUEST #2

Applicant Response: The proposed amendment will maintain the small-town character, ambiance, and charm of the City of Edgewood as described in the Comprehensive Plan. The applicant is doing this by maintaining a buffer from Lake Chalet and using it as a mini-park. It will also provide open space, trails, and bikeways throughout the new community. The proposed amendment is an urban infill that also capitalizes the opportunities offered by the proposed TC zone development - commercial amenities, open space and outdoor activities - and encourages the Comprehensive Plan's general goal of increased commercial use. The proposal concentrates the growth of multi-family housing within the City Urban Center that is zoned for TC and protects future growth from sprawling into the SF-3 and SF-2 zones. Portions of the site is already zoned TC.

Staff Response: Though the request is not consistent with the future land use map designations, it is consistent with many instances of Comprehensive Plan text, goals and policies. The Edgewood Comprehensive Plan provides Land Use, Housing, and Transportation goals and policies that support the proposed Future Land Use Plan amendment from *Single-Family Moderate* to *Town Center*. The Plan's vision statement reads, "[the] Town Center is our commercial hub and home to a vibrant local economy. Pedestrian and bike paths connect people and places throughout our community."

The Land Use Element provides several policies that call for a well-designed, pedestrian-friendly community that is compatible with the surrounding development. The Plan directs the City to promote a mix of uses and to create a Town Center to serve the community and to attract regional visitors. The policies call for compatible transition to adjacent single-family residential areas.

The Housing Element directs the City to ensure new housing development supports City and regional growth plans and to provide adequate land supply to accommodate growth. The Housing Element encourages a supply of rental units to provide housing choices for those who are not homebuyers. The Plan encourages new residential units within the Town Center land use designation. Finally, the Housing Element encourages new affordable housing units to locate near amenities and services to lower residents' transportation costs.

3. **Whether circumstances related to the proposed amendment(s) and/or the area in which it is located have substantially changed since the adoption of the city's comprehensive plan;**

SITE SPECIFIC REQUEST #1

Applicant Response: Whereas the national and regional economies have shown a degree of sustainable growth in a variety of sectors, Edgewood has lagged behind in recent times (Page 21). While recession may create the initial circumstances, one of the main drivers of growth consistently lies in the development of industrial land uses. Besides the benefits of increased tax revenues, industrial development drives employment; which in turn radiates economic growth into residential and retail sectors. The City of Edgewood has responded to this need by designating much of the southwest portion of Edgewood – including the entire Uchida Logistics Center site – as the subject to a Special Land Use Overlay Study Area.

While certain observers catalog a surplus of available industrial land in Edgewood (12.82 acres according to the Puget Sound Regional Council), the applicant believes the perceived underutilization of Edgewood’s industrial base is essentially incorrect and does not reflect current market conditions. Local market activity indicates a shortage of industrial land in all submarkets stretching from Tacoma to Seattle – and this particular submarket is one of the region’s most sought-after industrial locations. Over the past four years, approximately 2.6 million square feet of Class A industrial buildings have been developed on 175 acres of industrial land located within 1½ miles of the Uchida Farms LLC site. The majority of this development is located within ½ mile of the site - and serving as an even greater indicator of demand – all of the 12 industrial structures are 100% occupied.

Being a “first mover” in a competitive marketplace and able to provide the size, scale and location of market-driven industrial infrastructure needed by tenants, is an advantage provided to the City of Edgewood by the applicant’s proposal –which focuses regional industrial interest in Edgewood.

Whereas the national and regional economies have shown a degree of sustainable growth in a variety of sectors, Edgewood has lagged behind in recent times (Page 21). While recession may create the initial circumstances, one of the main drivers of growth consistently lies in the development of industrial land uses. Besides the benefits of increased tax revenues, industrial development drives employment; which in turn radiates economic growth into residential and retail sectors. The City of Edgewood has responded to this need by designating much of the southwest portion of Edgewood – including the entire Uchida Logistics Center site – as the subject to a Special Land Use Overlay Study Area.

Staff Response: As discussed above, the area in question had been identified within the 2015 Comprehensive Plan as an area where “a number of factors have led to interest in possible redesignation of land uses in the overlay area, including industrial development in the surrounding area, support for local job creation, and changes in the economics of the small-scale farming activities that are currently practiced in the area.” As the applicant has assessed in their analysis of the changing market factors in the area:

industrial growth in both Fife and Puyallup and a lack of vacant industrial space lend this property to have a more productive use under an *Industrial* land use designation.

SITE SPECIFIC REQUEST #2

Applicant Response: The population decreased from 2011 to 2012, which is commonly attributed to the recession. The current zoning policies are based on the drop in population. However, the recent population growth in the City of Edgewood may affect future zoning policies. There are large multi-family developments being built to both west and north of the Lake Chalet Development to serve the growing population in the City of Edgewood. Our proposal to increase the density from SF-3 to TC will only serve the growing population, where there is already high density, as well as sustaining the small-town character, ambiance and charm in the surrounding City of Edgewood in accordance with the comprehensive plan, as mentioned before.

Staff Response: The Comprehensive Plan originally envisioned the Town Center as the City's commercial hub and its policies anticipated the Town Center to develop into a walkable, mixed-use district. However, as it stands a large portion of the Town Center has developed as single-use, multi-family residential with few non-residential uses and no mixed-use projects.

This single-use development pattern occurred due to zoning standards that did not require a mixed-use component within the *Town Center* designation. In mid-2017, the City adopted an ordinance amending EMC 18.80.080 to require a non-residential component within Town Center projects fronting arterial roadways.

A lot of the Town Center is already developed and Meridian Avenue East is a large highway with heavy traffic volumes. These factors make it challenging to attract/accommodate future mixed-use projects in Edgewood. However, there is an opportunity for the City to expand the *Town Center* designation and create a mixed-use corridor along 24th Street East and a new Neighborhood Collector. This arrangement will place active ground floor uses (retail) on smaller streets which lend itself to a more comfortable pedestrian environment. This also creates an opportunity to use urban design techniques to weave together the surrounding neighborhoods, Civic Center Park, and City Hall into a cohesive, interconnected neighborhood.

4. **Whether the assumptions upon which the city's comprehensive plan is based are no longer valid, or whether new information is available which was not considered during the adoption process or any annual amendments of the city's comprehensive plan; and**

SITE SPECIFIC REQUEST #1

Applicant Response: The Uchida Logistics Center would be a prime example of the validity of assumptions serving as the foundation of Edgewood's comprehensive planning effort; including the projection that 30% of future industrial growth would

occur in the southwest corner of Edgewood – where the Uchida Farm LLC site is located.

Projecting industrial growth in an area zoned and planned for residential growth under current planning tools is a procedural inconsistency which seems to foresee a need for the amendment process - such as the applicant's proposal - in order to realize that projection and achieve the desired economic growth.

Staff Response: Staff concurs with the applicant's assessment - the assumptions within the City's Comprehensive Plan are valid. The Future Land Use Map of the City's 2015 Comprehensive Plan identifies a "Special Land Use Study Overlay" including the Uchida Farms property that the City intends for possible redesignation after further study to align with the industrial development in the surrounding area. The Transportation Element of the City's 2015 Comprehensive Plan already identifies within its land use forecasts in as the southwestern areas of the City near the railroad corridor accommodating 30% of the employment growth in manufacturing and industrial/warehousing uses.

SITE SPECIFIC REQUEST #2

Applicant Response: See response to question A.2.

Staff Response: As summarized in question A.3, the Comprehensive Plan originally envisioned the Town Center as the City's commercial hub and home to a vibrant local economy. Several policies suggest the Town Center will develop as a walkable, mixed-use district. However, much of the Town Center developed quickly with single-use, multi-family projects with no active ground floor uses. This left the Town Center falling short of its intended goal.

In April 2017, the City amended EMC 18.80.080 to require a non-residential component to all Town Center projects fronting on arterial roadways (Ord. 17.0496). This ordinance ensures that the remainder of the Town Center will develop with mixed-use projects.

Coupled with the recently adopted code changes, the proposed amendment creates an opportunity to achieve a vibrant, mixed-use district along 24th Street East and the planned Neighborhood Collector. The amendment will provide more vacant land in the Town Center to accommodate true mixed-use style development, whereas, much of the current designation is built-out or exists in fragmented ownership patterns.

5. Whether the proposed amendment(s) reflects current, widely held values of the residents of the city.

SITE SPECIFIC REQUEST #1

Applicant Response: The applicant's proposal conforms and supports community values in two ways; first, through the collective engagement process used to debate the proposal's merits; and second, in the proposal's obvious efforts to address any and all

issues which may arise from the approval of this amendment and the implementation of development (LU.V.11/Page 28).

Staff Response: This criteria is difficult to determine compliance with at this stage. It is likely that the proposed amendment will reflect the values of some residents and not others. The City is soliciting for public feedback through comments, a neighborhood meeting, and a public hearing. Following the conclusion of these efforts, it is hoped that a consensus can be formed as to the merits of the project and its reflection of the community's values.

SITE SPECIFIC REQUEST #2

Applicant Response: The proposed amendment from SF-3 to TC reflects the values of the residents. There appears to be a demand for multi-family housing due to the number of these building types being constructed in the central core of the City. Portions of the parcel is already zoned TC and it is the natural place to increase density. So it is a natural to make the rest of the parcel TC with little impact to the City. It concentrates the higher density where it should.

Staff Response: The Comprehensive Plan envisions a small town character and family-friendly neighborhoods. It also calls for a Town Center that is the commercial hub and home to a vibrant local economy. The Plan includes several references to walkability, housing options, and land use compatibility. The City strengthened this vision through a series of amendments to its Municipal Codes in April 2017 to require a non-residential component to all Town Center projects fronting on arterial roadways (Ord. 17.0496).

The amendment provides opportunity to strengthen the Town Center by creating a mixed-use corridor along 24th Street East and the planned Neighborhood Collector (104th Avenue East extension). With the prior amendments to the EMC, the proposed amendment will provide opportunity for the community to achieve its vision for a vibrant, mixed-use Town Center by adding land and development potential.

The amendment may present some compatibility challenges along the eastern and southern boundaries. The proposed designation represents a change in intensity for the areas that abut the Single-Family Moderate designation. However, the intensity change will occur along rear and side lot lines of the abutting homes. Furthermore, the EMC requires buffers, landscaping, and building design solutions where higher intensity zones abut residential. For these reasons, the proposed amendment aligns with the community values addressed in the Comprehensive Plan.

- B. Amendments for Site-Specific Proposals. In addition to the above, any proposal for a site-specific development or amendment shall be reviewed under the following criteria:
- 1. Whether the proposed site-specific amendment(s) meets concurrency requirements for transportation and does not adversely affect adopted level of service standards for other public facilities and services (e.g., police, fire and emergency medical services, parks, fire flow and general governmental services);**

SITE SPECIFIC REQUEST #1

Applicant Response: The proposed amendment does not specifically address transportation issues, but the concurrency evaluation prepared by The Transpo Group as part of the staff's analysis of the Uchida Farm LLC application provides an initial assessment of projected impacts on levels of service associated with the proposed reclassification.

The Transpo Group assessment indicates the Uchida proposal meets the adopted level of service requirements pursuant to EMC Chapter 18.105. The assessment indicates a projected trip generation of 346 new PM peak hour trips – with 80% of the trips using Valley Avenue to leave the site, with the remaining 20% being handled by the City's roadway system. Levels of service associated with various intersections evaluated under the City's 2035 travel demand model would remain unchanged by the reclassification, with the exception of a single intersection (Meridian Avenue East and 36th Street East).

To confirm the Transpo assessment and lay the groundwork for future analysis of traffic issues, the applicant commissioned an independent transportation analysis, prepared by Transportation Engineering NorthWest (TENW), dated August 21, 2018. The preliminary TENW study analyzed vehicular access, trip generation, level of service and outlined parameters for future traffic analysis for a proposed industrial development of up to 865,000 square feet on the Uchida Farms LLC site. The preliminary findings are summarized below:

- **Access ...** Vehicular access to the site would be provided from 90th Avenue East, which provides access to Valley Avenue East via 27th Avenue Court Northwest. While secondary access may become available, this traffic analysis is based on a single access at 90th Avenue East. The expected year of opening for the project is 2024.
- **Trip Generation ...** The proposed Uchida Farms project is estimated to generate 2,883 weekday daily trips with 346 trips occurring during the weekday AM peak hour (280 in, 66 out), and 346 trips occurring during the weekday PM peak hour (73 in, 273 out).
- **Level of Service Analysis ...** Level of service (LOS) analyses were conducted at three study intersections adjacent to the project site, one of which is stop-controlled and would provide access to the proposed project (90th Avenue East/27th Avenue Court Northwest). The signalized study intersections and controlled movements at the stop-controlled study intersection are estimated to operate at LOS C or better in 2024 and 2030 without or with the proposed project during both the weekday AM and PM peak hours.

Future Traffic Analysis ... A more detailed operational analysis will be completed with a formal project application, which is expected to include evaluation of peak hour queues at the 27th Avenue Court Northwest/Valley Avenue Northwest and 90th Avenue

East/27th Avenue Court Northwest intersections. Alternate access is also expected to be considered in the comprehensive traffic analysis with the formal project application.

Staff Response: The applicant's assessment of transportation impacts on the City's adopted level of service provide an initial indication that the proposed amendment will not have an adverse impact on the City's transportation network. The proposed amendment from *Single-Family Moderate* to *Industrial* will not have an impact on the City's adopted Level of Service for parks and it will have a positive impact on general government services, as it is typical that local governments receive more in taxes than is spent on commercial/industrial uses as compared to residential uses. Full compliance with concurrency standards will be determined at the time of project application.

SITE SPECIFIC REQUEST #2

Applicant Response: The proposed amendment from SF-3 to TC will meet concurrency requirements for transportation and does not adversely affect any other public facilities and services. A concern might be overtaking public services such as fire and emergency medical services by creating more density. The applicant notes that development of the site will not adversely affect public services because the overall density in the Lake Chalet Development will not exceed the maximum density allowed on the development.

Staff Response: Staff does not expect that the proposed amendment from *Single-Family Moderate* to *Town Center* will adversely affect the adopted level of service standards for transportation and public services. Pursuant to the Comprehensive Plan, the City's streets and parks have available capacity to accommodate future development. The City will determine other service capacity at the time of project application to better assess the direct impact.

The proposed amendment will increase the site's development potential from 77 residential units to 312. The change will also allow retail and office. The *Town Center* designation requires several urban design components such as pedestrian facilities, open space, and a mix of land uses. These design requirements will help mitigate demands on public services. Furthermore, services and amenities are located within close proximity to the amendment area.

Future development proposals will require administrative and/or hearing examiner review (Process II or III), based on land use. The City will require the applicants to provide a transportation and utilities analysis as part of the review procedures. Furthermore, the City will assess the impacts on other public services based on the time of development and the project scale.

2. **Any proposed site-specific amendment(s) will not result in probable significant adverse impacts to the city's transportation network, capital facilities, utilities, parks and environmental features that cannot be mitigated, and will not place uncompensated burdens upon existing or planned service capabilities;**

SITE SPECIFIC REQUEST #1

Applicant Response: While new growth of any kind will add to the potential for increased demand for public services, the applicant believes the Uchida Farm LLC proposal will minimize demand by developing within an area where existing services are available; limiting any growth in service demand to minimal levels.

A secondary impact – with the potential of tremendous benefit - is found in the City of Edgewood’s Proposed Capital Improvement Plan, 2015-2020. The applicant’s proposal and resulting development may help structure and accelerate a significant program element in the Transportation Category – the Railroad Frontage Road – which has feasibility expenditures scheduled for FY2019-20. Likewise, the extension of sewer service from Fife will provide benefit to properties along the frontage of Valley Avenue.

Staff Response: Staff concurs with the applicant’s assessment. Similar to evaluation criteria B.1 above, full impacts will be analyzed at the time of project application; however, any development that occurs as a result of this proposed amendment will be required to comply with all adopted City of Edgewood development regulations and standards, including preservation of environmentally sensitive areas.

SITE SPECIFIC REQUEST #2

Applicant Response: Our initial design proposal has confirmed that there will be no adverse impacts to the City's transportation network, capital facilities, utilities, and parks because the project does not require more facilities than it did in its original zoning. The applicant intends to provide open space, a buffer from Lake Chalet (while utilizing the buffer as a park with trails, seating and other amenities), trails and bikeways, which support the transportation network, capital facilities, utilities, parks, and environmental features.

Staff Response: As stated in evaluation criteria B.2., staff does not expect that the proposed amendment from *Single-Family Moderate* to *Town Center* will cause significant adverse impacts to the city’s transportation network, capital facilities, utilities, parks, and environmental features. Services are located within close proximity to the amendment area.

Future development that occurs as a result of the proposed amendment must demonstrate that proposed service demands and impacts on transportation and public services are mitigated. Applicants must mitigate these impacts on the transportation network and provide solutions where other public services are unavailable. The future analysis will consider the project’s land uses, scale, and intensity.

3. **In the case of a site-specific amendment(s) to the comprehensive plan’s land use map, that the subject parcels are physically suitable for the requested land use designation and the anticipated land use development, including, but not limited to, the following: (a) access; (b) provision of utilities; and (c) compatibility with existing and planned surrounding land uses;**

SITE SPECIFIC REQUEST #1

Applicant Response: While site constraints exist in the form of watersheds, the overall topography of the site lends itself to development of large-scale industrial projects. The conceptual plan for the Uchida Logistics Center offers an initial insight into how the needs of a particular use might be accommodated within the amendment area. The area's suitability for the intended industrial development is supported by the substantial amount of development in the immediate area.

Staff Response: As the applicant has noted, the property is physically suitable for industrial uses. The property has utilities either readily available or available to extend, sufficient access is available, and further access may be provided. The site will also be accessible to the new SR-167 extension and an interchange, linking it to the Port of Tacoma and further supporting its designation as Industrial. The character of nearby development in adjacent jurisdictions also supports the designation of the Uchida Farms LLC property as Industrial. Where existing uses are incompatible with the proposed use of the property as Industrial (such as existing residential uses in the area), any proposed development will be required to comply with the City's Municipal Code which requires buffers, screening, and landscaping where higher intensity zones abut residential zoned uses.

SITE SPECIFIC REQUEST #2

Applicant Response: The Lake Chalet Development will provide a new north to south road, 103rd Avenue East, in compliance with Ordinance No. 07-0279. Utilities will be provided from 24th Street East on the north. The amendment will have minimal impact on the SF-3 community surrounding the Lake Chalet Development on the east and south. The area north of the 24th Street East has been rezoned for the new City of Edgewood City Hall. To the east of the City Hall, the property is zoned SF-3 but 24th Street East provides a natural buffer to the Lake Chalet Development. The requested amendment area with a rezoning of TC will provide higher, more compatible, density to the City Hall than would the current SF-3. The applicant contends that the amendment will not have an adverse impact on the area.

Staff Response: Upon staff's review of the proposed amendment, the subject parcel appears to be physically suitable for the requested land use designation. The request represents a +/-5.16-acre Town Center designation that will allow for a broad range of land uses. The site's topography allows for urban development and its critical areas appear to be clustered to the southeast corner. The parcel has multiple opportunities for access including 24th Street East and the planned Neighborhood Collector. The site is located near existing utilities and can extend service lines from the developed portions of the applicant's larger land holdings (the existing apartment community to the west).

The *Town Center* designation allows for a broad range of land uses including commercial, office, and residential, whereas, these uses are compatible with the surrounding multi-family and single-family communities. Furthermore, the City's Municipal Code has several design requirements to ensure compatibility and buffering with lower intensity

uses. Specifically, the code includes design guidelines to address building scale and requires larger buffers/setbacks when abutting residential zones.

4. **The proposed site-specific amendment(s) will not create pressure to change the land use designation of other properties, unless the change of land use designation for other properties is in the long-term best interests of the city as a whole;**

SITE SPECIFIC REQUEST #1

Applicant Response: The applicant demonstrated their commitment to avoid potential spot zoning serving as a precursor to the initiation of similar requests from other property owners in the immediate area.

However, it must be noted, the successful development of other industrial properties in the immediate vicinity, in neighboring communities, serving as an indicator of successful industrial demand, is a factor more likely than the applicant's proposal, to create pressure for industrial land uses within the region. Edgewood's stated goals of increased industrial growth and the targeting of this area as a candidate for industrial development as evidenced by the overlay district, indicate a response to market forces which may be mutually reinforcing and consistent with goals and policies expressed in the Comprehensive Plan.

Staff Response: Staff concurs with the applicant's response. The proposed amendment may create pressure to change the land use designation of other properties within the "Special Land Use Study Overlay." However, this is not contrary to the City's Comprehensive Plan as it designated a larger area as potentially appropriate for industrial uses. In addition, it is likely that the pressure to rezone may come from permitted development in adjacent jurisdictions (Fife and Puyallup), as a subcenter is created within the valley. The applicant has done their best to incorporate as many properties into their request. It may be appropriate to reconsider additional redesignations in the future, where this proposal may serve as a catalyst for economic development.

SITE SPECIFIC REQUEST #2

Applicant Response: The applicant does not anticipate the change from SF-3 to TC on the east portion of the Lake Chalet Development will create pressure on the City of Edgewood to change land use designations on adjacent properties. The TC zone to the west of the property would not prefer to downzone to an MR-2. On the southeast portion, adjacent the Lake Chalet Development is public property. This property is complemented, rather than pressured to change by the development. All the properties to the south of the Lake Chalet Development are single-family lots that have already been developed with recently constructed homes. The applicant does not anticipate that these properties would want to rezone due to the infeasibility. On the northeast of the Lake Chalet Development are small SF-3 properties that are owned by individuals. While we do not believe because of the size of the properties and the difficulty inherent in the property owners having to work together to request rezoning. The properties east

of the City Hall and across the street to the north of the Lake Chalet Development is zoned SF-3, but because it sits across 24th Street East, a busy street, the applicant expects the street to create a natural barrier between higher density and single-family zones.

Staff Response: The proposed amendment represents a gradual extension of the *Town Center* designation onto vacant land. The proposed amendment is not expected to produce pressure to change the land use designation on neighboring properties since the abutting sites contain existing development. These neighboring properties are in good condition and do not warrant redevelopment.

5. The proposed site-specific amendment(s) does not materially affect the land use and population growth projections that are the bases of the comprehensive plan;

SITE SPECIFIC REQUESTS #1 AND #2

For the purpose of analyzing the impacts of Comprehensive Plan amendments, staff has combined the two requests for analysis of the City's land use and population growth projections and impacts.

Site Specific Request #1 Applicant Response: There is no doubt that approval of this amendment and the development of the Uchida Logistics Center will serve as catalysts for additional changes in land use categories and planning designations. Population growth may follow on a slower pace, but the development of employment centers typically provide for some increase in local populations as workers relocate to shorten their commutes and/or improve their lifestyle.

Site Specific Request #2 Applicant Response: The population growth projection and land use will only minimally change with the proposed site-specific amendment. It provides increased density to TC since it will be adjacent to a TC zone and is in the same block bordering Meridian Avenue East. It does not materially affect the basis of the Comprehensive Plan. The area will still mainly support housing, concentrates higher density in the center of the City, and many of the Comprehensive Plan's goals are being implemented. The rezoning will increase density without affecting existing pockets of existing SF-2 and SF-3 in the remainder of the City.

Staff Response: The City's Comprehensive Plan strives to achieve a balance with housing, commercial, jobs, and open space. The proposed Comprehensive Plan amendments do not negatively affect the City's ability to accommodate/achieve its growth projections. Moreover, the amendments could provide for a wider range of housing types and employment opportunities to accommodate future populations. Staff does not expect the proposed amendments to change the basis of the Comprehensive Plan.

The Comprehensive Plan estimates a 2035 capacity surplus for both jobs and housing. Staff acknowledges that the proposed amendments (Site Specific Request #1 and #2)

may increase this surplus marginally. Additionally, both amendments could increase jobs, commercial uses, and open space amenities in the City.

This proposed amendment at the Uchida Farms LLC property from *Single-Family Moderate* to *Industrial* would lower the housing capacity for the City by approximately 54 units using the methodology described in the Pierce County Buildable Lands Report:

	Single-Family Moderate (Existing)	Industrial (Proposed)
Gross Acres	68.51	68.51
Residential Split¹	68.51	0
Public Facilities²	1.30	0
Adjusted Gross Acres	67.21	0
Plat Deductions		
Roads³	6.59	0
Critical Areas	38.82	0
Parks and Open Space⁴	3.36	0
Net Acres	18.44	0
Assumed Density	3 du/ac	0
Unit Capacity	55	0
Displaced Units	1	1
Total Capacity	54	0

¹The residential/commercial split for SF-3 zoned properties is assumed to be 100% (residential).

²Public facilities are assumed to encompass 1.90% of the gross acres

³Roads are assumed to encompass 9.80% of the gross acres

⁴Parks and open space are assumed to encompass 5% of the gross acres

The proposed amendment on the Lake Chalet property represents an approximate increase in residential density potential from 30 units to 87 using the methodology described in the Pierce County Buildable Lands Report. The current site includes two land use designations; approximately 5.16 acres has a Single-Family Moderate designation and the residual area is Town Center. The applicant requests the entire property be designated *Town Center*.

	Town Center (Existing)	Single-Family Moderate (Existing)	Town Center (Proposed)

Gross Acres	1.36	5.16	6.52
Residential Split¹	0.95	5.16	5.02
Public Facilities²	0.03	0.10	0.12
Adjusted Gross Acres	0.93	5.06	4.90
Plat Deductions			
Roads³	0.09	0.50	0.48
Critical Areas	0	0.56	0.56
Parks and Open Space⁴	0.05	0.25	0.24
Net Acres	0.79	3.75	3.61
Assumed Density	24 du/ac	3 du/ac	24 du/ac
Unit Capacity	19	11	87
Displaced Units	0	0	0
Total Capacity	30		87

¹The residential/commercial split for TC zoned properties is assumed to be 70% (residential) /30% (commercial). The residential/commercial split for SF-3 zoned properties is assumed to be 100% (residential).

²Public facilities are assumed to encompass 1.90% of the gross acres

³Roads are assumed to encompass 9.80% of the gross acres

⁴Parks and open space are assumed to encompass 5% of the gross acres

The total proposed change as a result of the Lake Chalet rezone would be an increase of 56 dwelling units. The total proposed change as a result of the Uchida Farms LLC rezone would be a loss of 54 dwelling units. Combined, the City-wide residential development potential could increase by 2 dwelling units.

6. **If within an incorporated urban growth area (UGA), the proposed site-specific amendment(s) does not materially affect the adequacy or availability of urban facilities and services to the immediate area and the overall UGA;**

SITE SPECIFIC REQUEST #1

Applicant Response: No response.

Staff Response: As part of the Comprehensive Plan Amendment application, the applicant has applied for a Concurrency Reservation Certificate, which implements the concurrency provisions of the transportation and utilities elements of the City's Comprehensive Plan.

SITE SPECIFIC REQUEST #2

Applicant Response: The adequacy or availability of urban facilities and services might be affected if amended density exceeded what is currently allowed on the property. The

Comprehensive Plan already takes into account the possible density growth within the subject parcels, thus the applicant contends that their site-specific amendment does not materially affect the adequacy or availability of urban facilities and services in the immediate area and the UGA.

Staff Response: The amendment area is within close proximity to urban services. The property currently allows for residential urban development but its eastern portions are restricted to single-family homes. The proposed amendment from *Single-Family Moderate* to *Town Center* will increase the development potential on the subject parcel to allow additional density and land uses. The Town Center designation requires urban design elements, on-site amenities, and multi-modal features.

Staff does not anticipate that the proposed amendment will materially affect the adequacy or availability of urban facilities and services. Future development that occurs as a result of this proposed amendment will require land use review (e.g., Process I, II, or III). During this review, future projects must demonstrate that proposed service demands and impacts on transportation and public services are mitigated. The future analysis will consider the project's land uses, scale, and intensity. Currently, staff is unaware of any service deficiencies in this immediate area.

7. The proposed amendment(s) is consistent with any applicable county-wide policies for the city and any other applicable interjurisdictional policies or agreements, and any other local, state or federal laws.

SITE SPECIFIC REQUEST #1

Applicant Response: Regionally, the planning process described in Vision 2040 emphasizes growth being directed towards the manufacturing distribution centers and regional growth centers as defined by the Puget Sound Regional Council (PSRC). While not a defined growth center under Vision 2040, Edgewood's strategic location within an urban growth area and adjacent to one of the region's transportation projects (Highway 167 Expansion) suggests consideration under the same growth projections used by PSRC to define said centers. Vision 2040 states that, "...Subregional centers, such as those designated through county-wide processes or identified locally, will also play important roles in accommodating planned growth according to the regional vision. (PSRC Vision 2040, Page 49)."

With the approval of the applicant's proposed map amendment and rezoning, Edgewood will significantly support this regional goal; enabling the community to complement nearby growth centers while achieving a level of diversity in both the local economy and land use inventory which can only lead to benefits being realized by every sector of Edgewood's economic base; including support for residential growth - which complies with a key goal of GMA planning. The City's expressed desire for retail and mixed-use growth, particularly in the Meridian Corridor, could also support additional residential growth from the projected 600 employees who may consider living in the community in which they work. This could help increase residential growth.

A review of the regional manufacturing/industrial centers goal and policies articulated in the Vision 2040 Plan is featured above. The applicant's proposal clearly focuses on supporting viable regional centers by creating a "subcenter" within Edgewood's corporate boundaries, separate, but readily accessible to neighboring centers within 1½ miles and would be capable of accepting any outstanding or unique requirements the market may have. The Highway 167 Expansion project could clearly provide and enhance transportation access required for Edgewood to meet this goal. Edgewood could prepare a subarea plan for regional evaluation of the inclusion of the "subcenter" within the regional planning framework.

Staff Response: Staff concurs with the applicant's response.

SITE SPECIFIC REQUEST #2

Applicant Response: The amendment, changing the zoning from SF-3 to TC, is consistent with all applicable county-wide policies for the city and any other applicable interjurisdictional policies or agreements, and any other local, state, or federal laws. It is adjacent the urban growth area and other high-density developments.

Staff Response: The County-wide Planning Policies (CCPs) help implement the Puget Sound Regional Council's (PSRC) Vision 2040 plan for the region. The CPPs' purpose is to achieve consistency amongst area plans on regional matters. Staff finds that the proposed amendment is consistent with the CPPs. Specifically, the following CCPs support the amendment:

- Goal AH-5. Jurisdictions should plan to meet their affordable and moderate-income housing needs goal by utilizing a range of strategies that will result in the preservation of existing, and production of new, affordable and moderate-income housing that is safe and healthy.
 - 5.2 Jurisdictions should promote the use of reasonable measures and innovative techniques (e.g., clustering, accessory dwelling units, cottage housing, small lots, planned urban developments, and mixed use) to stimulate new higher-density affordable and moderate-income housing stock on residentially-zoned vacant and underutilized parcels.
- Goal CU-1. The County, and each municipality in the County, will develop high quality, compact communities that: 1.1 impart a sense of place; 1.2 preserve local character; 1.3 provide for mixed uses and choices in housing types; and 1.4 encourage walking, bicycling, and transit use.
- Goal CU-4. Promote context-sensitive design of transportation facilities, both for facilities to fit in the context of the communities in which they are located, as well as applying urban design principles for projects in centers/transit station areas.
- Goal EC-2. The County, and each municipality in the County, shall promote diverse economic opportunities for all citizens of the County, especially the

unemployed, disadvantaged persons, minorities and small businesses. The following measures may be used in accomplishing this policy, where appropriate:

- o 2.5 encouraging flexibility in local zoning and land use controls in order to permit a variety of economic uses, but doing so without sacrificing sound design and development standards;
- Goal HW-1. The County, and each municipality in the County, will be designed to promote physical, social, and mental well-being so that all people can live healthier and more active lives by:
 - o 1.1 designing communities to provide an improved environment for walking and bicycling; and
 - o 1.2 developing and implementing design guidelines to encourage construction of healthy buildings and facilities to promote healthy people.
- Goal HW-3. The County, and each municipality in the County, shall promote cooperation and coordination among transportation providers, local government, and developers to ensure that joint- and mixed-use developments are designed to promote and improve physical, mental, and social health and reduce the impacts of climate change on the natural and built environments.
- Goal HW-4. The County, and each municipality in the County, shall promote and develop transportation systems and options that minimize negative impacts to human health by:
 - o 4.2 improve local street patterns-including their design and how they are used, for walking, bicycling, and transit use to enhance communities, connectivity, and physical activity, such as through the adoption of “Complete Streets” policies.
- Goal Rur-9. Direct commercial, retail, and community services that serve rural residents into neighboring cities and existing activity areas to prevent the conversion of rural land into commercial uses.

Part 4 – Compliance with Comprehensive Plan Goals and Policies

The following existing Comprehensive Plan goals and policies support the proposed Comprehensive Plan amendments:

1. SITE SPECIFIC REQUEST #1

Staff Response: The City of Edgewood Comprehensive Plan includes several goals and policies to help guide staff, the Planning Commission, City Council, and the public to decide whether the proposed Future Land Use amendment and rezone are appropriate at this location. Staff provided an analysis in evaluation criterion A.2 in Part 3 of this report.

The request is to amend the Comprehensive Plan Future Land Use Map (FLUM) to redesignate the Uchida Farms LLC property from its existing designation of *Single-Family Moderate* to *Industrial*. The *Industrial* designation allows for a range of light-industrial, manufacturing, warehousing, and research uses. In 2015, the City designated this area a “Special Land Use Study Overlay” that it intended to study and potentially redesignate to accommodate industrial development (Volume I, Page 22).

Staff did not discover any goals or policies that specifically discourage this type of amendment at this location. The following goals and policies support the proposed amendment:

Land Use Element

GOAL LU.1.a: Ensure land use policies and regulations support the City’s vision

Beginning with an initial effort in 2015, the applicants have focused on a need for changes to the land use designations for this area within the context of supporting the City’s vision, while realizing the development potential of their own properties.

The Uchida Farms LLC request for an industrial designation is based on the cumulative effects of small-scale farming activity over the years and the limited potential for single-family residential development based on locational constraints and financial limitations.

The applicant believes the current 2018 proposal will confirm the underlying conditions which fostered the City’s designation of the area as a Special Land Use Study Overlay and the applicants’ previous effort, while building upon specific goals (LU.VII) supporting industrial growth found within the Comprehensive Plan.

GOAL LU.1.b: Create a “first-mover” advantage for quality projects which respect the City’s vision.

Being the first to realize a potential need for change is often a difficult position to occupy, but the applicant’s previous efforts in 2015 indicate the Uchida Farms LLC proposal occupies this niche. The proposal reflects a commitment to the need for change established through exhaustive market research and an examination of similar industrial development opportunities realized by neighboring communities. The applicant’s proposal supports the City’s vision, as articulated on Page 7 of the Comprehensive Plan:

- By presenting an option for future land use which preserves the character, neighborhoods, and natural features which comprise the Edgewood of today.
- By demonstrating how the designation of the Uchida Farms properties as industrial may produce development accomplished in a fiscally responsible manner without burdening the City’s finances.
- By developing a preliminary development plan which demonstrates a commitment to environmental sustainability and minimizes impacts on adjacent natural systems.

GOAL LU.1.c: Continue to use the adopted FLUM to guide land use and development regulations; updating as needed.

The applicant's proposal is based on the need to update the FLUM to reflect a need for additional industrial land use within Edgewood, as identified through an analysis of current market trends within the industrial sector.

2. SITE SPECIFIC REQUEST #2

Staff Response: The amendment area has two future land use designations and two zoning districts; Town Center (TC) and Single-Family Moderate (SF-3). The *Town Center* designation allows for a wide range of land uses including retail, office, and multi-family. The Town Center is intended to create a pedestrian-oriented, mixed-use environment with compact, urban-scaled projects. The Comprehensive Plan includes plans for an interconnected parallel road network that weaves together other properties in the Town Center and adjacent neighborhoods. The Comprehensive Plan delineates a future Neighborhood Collector across the site.

As stated in evaluation criterion A.2, the amendment provides opportunity for a larger Town Center that would weave together existing multi-family communities, Civic Center Park, and City Hall. Future development on this property will require a new Neighborhood Collector roadway (an extension of 104th Avenue East) and new sidewalks along 24th Street East. Future projects must provide non-residential uses along 30 percent of their arterial frontage. The design requirements and the surrounding land use pattern create an opportunity for 24th Street East to develop as a vibrant, mixed-use corridor. This site provides an opportunity for the City to achieve the mixed-use Town Center it envisions. In addition, the amendment allows for housing variety and can support the City's housing goals.

Staff does not find any goals or policies that discourage this amendment proposal. The following goals and policies support the proposed amendment:

Land Use Element

Goal LU.I

Establish a future land use pattern that is consistent with the City's vision.

- Town Center LU.I.j: "The Town Center designation is intended to support a well-designed, pedestrian-friendly community center that reflects Edgewood's unique local character and rural roots. It allows for a range of uses including a variety of vertical and horizontal mixed use development, pedestrian-oriented retail, multifamily residential, senior housing and civic uses. Compatible uses are also allowed."

Goal LU.II: Promote a land use pattern that strengthens Edgewood's identity and sense of place.

- LU.II.b: Promote community character and identity, including consideration of the following: Compatibility with natural site characteristics, Development at a scale and character appropriate to the site and surrounding vicinity, Design that reflects the community's current and historic character, AND Landscaping to enhance building and site appearance.

Goal LU.IV: Promote the quality, character and function of residential neighborhoods.

- LU.IV.b: Support innovative design options that help to preserve significant natural features and provide transitions between single-family and other uses, such as zero lot line housing and locating townhouses and cottage housing in areas near services.
- LU.IV.c: Encourage infill development that is compatible with surrounding development.
- LU.IV.e: Focus multi-family development in areas nearest to transportation facilities, commercial services and other amenities.

Goal LU.V Establish Town Center as the commercial, mixed use heart of Edgewood.

- LU.V.a Support the continued development of the Town Center to better serve the community and to attract regional visitors.
- LU.V.e Promote a mix of uses in Town Center, including residential, retail, office and community gathering places.
- LU.V.g Encourage ground floor commercial or public uses in all development.
- LU.V.i Consider standards to ensure a smooth and compatible transition to adjacent single-family residential areas, including: Limitations on building height and bulk, lighting and parking adjacent to single-family areas, Clustering of buildings away from single-family residential development, Preservation and enhancement of critical areas and open space adjacent to single-family areas, AND Provision of pedestrian and bicycle connections to residential areas.

Housing Element

Goal H.I: Ensure new housing development supports City and regional growth plans.

- H.I.a: Provide an adequate supply of land to accommodate the city's housing growth target.
- H.I.b: Encourage new housing development within the following land use designations, in order to support community objectives such as a vibrant Meridian Corridor and preservation of existing single-family neighborhoods: Town Center, Mixed Use Residential and Commercial.
- H.I.e: Develop implementation plans and strategies to ensure that adequate housing is available for all community members in the future, in accordance with the policies contained in the Comprehensive Plan.

Goal H.II: Encourage housing design that provides quality living spaces and contributes to the character of existing neighborhoods.

- H.II.d: Promote site planning techniques that create quality outdoor spaces and are in harmony with neighboring properties.

- H.II.f: Provide guidelines for transitions and buffers around different types of residential uses, in order to mitigate any negative impacts associated with higher intensity uses and foster quality living environments for all community members.

Goal H.III: Promote a mix of housing types to meet the needs of current and future residents.

- H.III.d: Increase the diversity of the City's housing stock by encouraging construction of moderate- and higher-density housing, such as apartment buildings, mixed use developments, townhomes, cottage housing and garden apartments, in appropriate land use designations.
- H.III.f: Encourage a supply of rental units in the City to provide housing choice for community members who are not home buyers.

Goal H.IV Promote a range of housing costs that are affordable for all community members.

- H.IV.f: Encourage the location of new affordable housing units near community amenities and services, in order to provide low transportation costs for future residents.

Transportation Element

Goal T.I Develop a safe and efficient street system that accommodates all transportation modes and maximizes people-carrying capacity. Improve the operating efficiency of the existing system and maintain the capacity to adequately serve present and future travel demand.

- T.I.c: Require dedication of roadway rights-of-way as part of new development consistent with the appropriate functional classification, adopted road standards and Comprehensive Plan.
- T.I.f: Design transportation facilities to fit within the context of the built or natural environments in which these facilities are located.
- T.I.g: Assure that transportation systems are appropriately sized and designed to support the land use element, serve the surrounding land uses and minimize the negative impacts of growth.

Goal T.X Maintain a dynamic relationship between transportation and land use along the Meridian Avenue E corridor.

- T.X.b: Work to create an interconnected transportation system by requiring new roadway connections consistent with the Comprehensive Plan.

Goal T.XI Protect the livability and safety of residential neighborhoods from the adverse impacts of the automobile.

- T.XI.a: Design new residential streets to discourage cut-through traffic while maintaining the connectivity of the transportation system

Part 5 – Public Notices and Comment:

1. PUBLIC NOTICES:

SITE SPECIFIC REQUEST #1

The City received an application to amend the Comprehensive Plan Future Land Use Map (FLUM) on December 27, 2017, prior to the December 31, 2017, deadline for inclusion in the 2018 preliminary docket.

On May 8, 2018, the Planning Director issued a recommendation to City Council to include the proposed amendment on its final docket.

The City held a Neighborhood Meeting on the proposed amendment at City Hall on September 25, 2018. Notice of said neighborhood meeting was mailed to property owners within 1,000 feet of the Uchida Farms LLC property on September 11, 2018. Approximately 8 members of the public were in attendance and the meeting lasted approximately one hour. Questions/concerns that were addressed regarding Site Specific Request #1 related primarily to the buffering/screening of an industrial complex from adjacent land uses, and compensatory flood storage that could be accomplished through the enhancement of streams on the property.

SITE SPECIFIC REQUEST #2

The City received an application to amend the Comprehensive Plan Future Land Use Map (FLUM) on December 27, 2017, prior to the December 31, 2017, deadline for inclusion in the 2018 preliminary docket.

On May 8, 2018, the Planning Director issued a recommendation to City Council to include the proposed amendment on its final docket.

The City held a Neighborhood Meeting on the proposed amendment at City Hall on September 25, 2018. Notice of said neighborhood meeting was mailed to property owners within 1,000 feet of the Lake Chalet property on September 11, 2018. Approximately 8 members of the public were in attendance and the meeting lasted approximately one hour. Questions/concerns that were addressed regarding Site Specific Request #2 related primarily to the quantity of apartments being constructed in Edgewood and the need for additional apartments. In addition, concerns were addressed regarding the perception that the parallel road that would be constructed would punch through to the cul-de-sac to the south, which staff clarified would not be the case.

2. PUBLIC COMMENTS:

At the time of preparation of this staff report, no public comments have been received on the proposed comprehensive plan amendments.

Part 6 – State Environmental Policy Act Compliance and Agency Comment:

The Notice of Consultation and Environmental Checklist was routed electronically to Agencies with jurisdiction on September 12, 2018. The comment period for this notice concluded on September 26, 2018.

The City of Edgewood issued a Determination of Nonsignificance (DNS) on September 27, 2018. One comment was received from Pierce County, relating to Site Specific Request #1, which is summarized below. The decision was not appealed.

1. AGENCY COMMENTS:

Pierce County Planning & Public Works: The project will access Valley Avenue East at 42nd Street Court East, a Pierce County roadway, when developed. Pierce County requests to be included in any traffic impact analysis scoping and study review, where it relates to Pierce County infrastructure. Pierce County traffic impact fees may be requested of this project, when developed.

Part 7 – Staff Recommendations:

1. SITE SPECIFIC REQUEST #1

- Staff recommends that the City Council approve the proposed Future Land Amendment from *Single-Family Moderate* to *Industrial*.
- Staff recommends that the City Council approve the change in zone from SF-3 to I.
- Staff recommends that the City Council approve amendments to the applicable text, figures, tables, and maps in the Comprehensive Plan to reflect the Future Land Use Map amendment.

2. SITE SPECIFIC REQUEST #2

- Staff recommends that the City Council approve the proposed Future Land Amendment from *Single-Family Moderate* to *Town Center*.
- Staff recommends that the City Council approve the change the zone from SF-3 to TC.
- Staff recommends that the City Council approve amendments to the applicable text, figures, tables, and maps in the Comprehensive Plan to reflect the Future Land Use Map amendment.

Part 8 – Planning Commission Recommendation:

On November 5, 2018, Planning Commission held the required public hearing on the proposed amendments. Their recommendations are as follows:

- (5-0) Vote to recommend approval of the proposed Future Land Use Amendment from *Single-Family Moderate* to *Industrial* for Site Specific Request #1. Planning Commission recommended that the zone change from SF-3 to I also be approved, and that staff make the applicable changes to the text, figure, tables and maps within the Comprehensive Plan.
- (3-2) Vote to recommend approval of the proposed Future Land Use Amendment from *Single-Family Moderate* to *Town Center* for Site Specific Request #2. Planning Commission recommended that the zone change from SF-3 to TC also be approved, and that staff make the applicable changes to the text, figure, tables and maps within the Comprehensive Plan.

Part 9 – City Council

On November 20, 2018, the proposed Comprehensive Plan amendments were presented to the City Council as an introduction to the requests in advance of the scheduled November 27, 2018 public hearing. The City Council discussed with staff the two site-specific requests and sought additional information regarding the overall impact of the Growth Management Act (GMA) on Edgewood, as well as the Department of Commerce's comments regarding Edgewood's future under the GMA.

Part 10 – Staff Report Exhibits

The following exhibits are found in the binder submitted with the Staff Report:

- Exhibit A Vicinity Map of Site Specific Request #1
- Exhibit B Current Zoning Map of Site Specific Request #1
- Exhibit C Future Land Use Map of Site Specific Request #1
- Exhibit D Applicant Staff Report and Analysis of Site Specific Request #1
- Exhibit E Vicinity Map of Site Specific Request #2
- Exhibit F Current Zoning Map of Site Specific Request #2
- Exhibit G Future Land Use Map of Site Specific Request #2
- Exhibit H Meridian Corridor Collector System Map of Site Specific Request #2
- Exhibit I Staff Presentation

Exhibit A
Site Specific Request #1 -Uchida Farms Property
Vicinity Map

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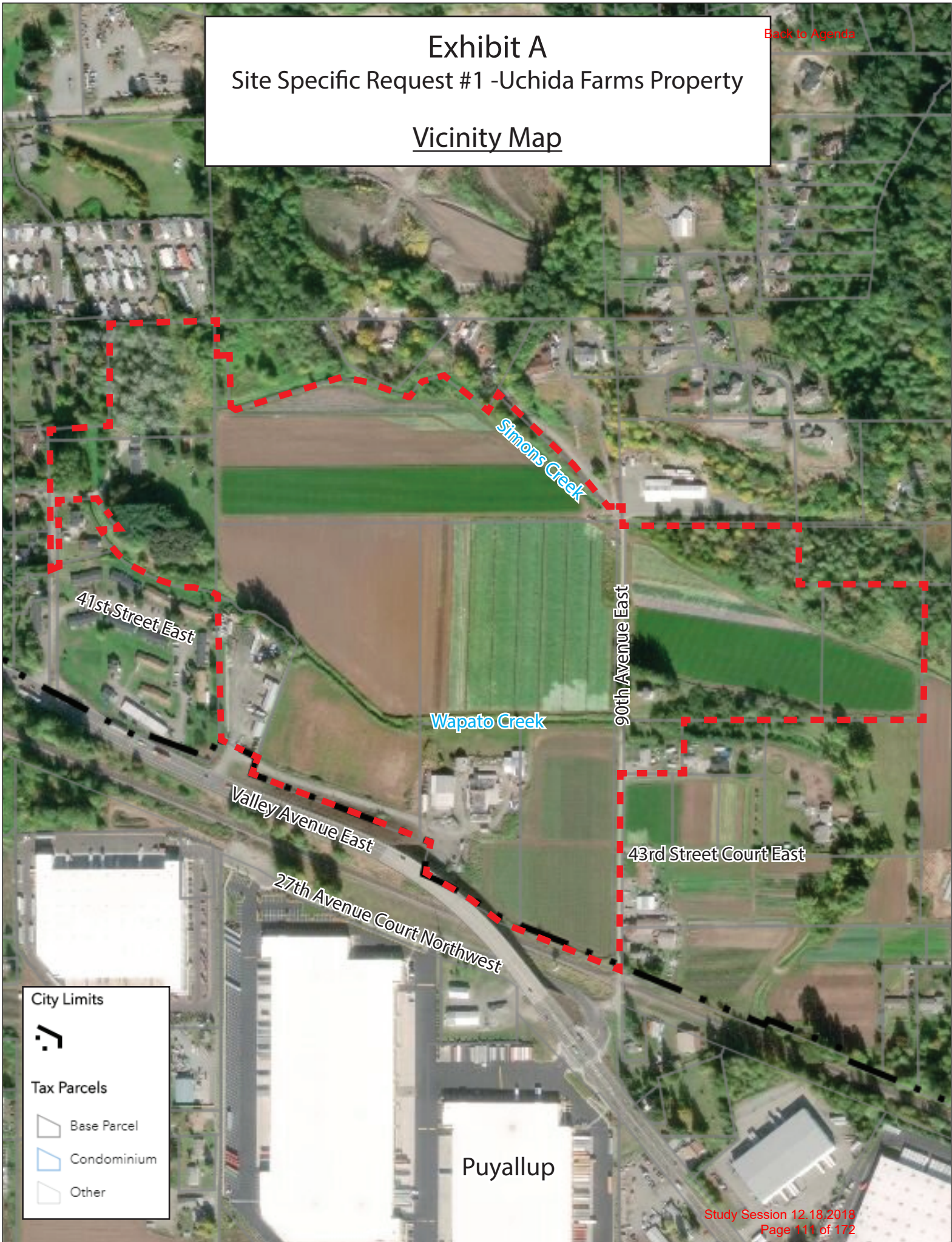


Exhibit B

Site Specific Request #1 -Uchida Farms Property

Future Land Use Map

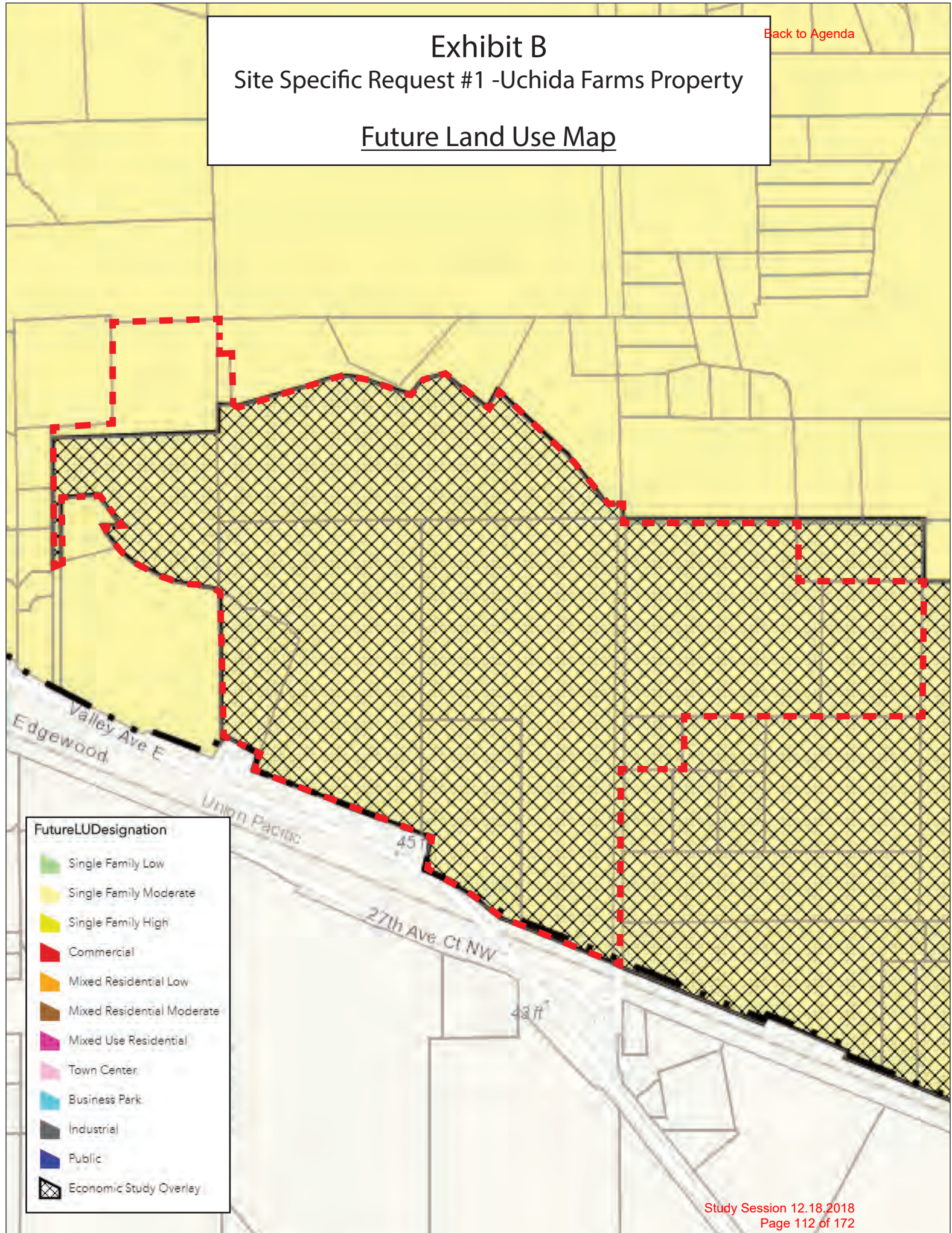


Exhibit C

Site Specific Request #1 -Uchida Farms Property

Current Zoning Map



COMPREHENSIVE PLAN MAP AMENDMENT AND ZONE CHANGE: PROJECT NARRATIVE AND EXHIBITS SUPPLEMENTAL RESPONSE: STAFF REPORT AND ANALYSIS

**8819 Valley Avenue East
Edgewood, Washington**

**Prepared for:
Uchida Farm LLC**

August 2018

January 2018

**Submittal Date: December 29, 2017
Our Job No. 18957**



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**SUPPLEMENTAL RESPONSE:
STAFF REPORT and ANALYSIS
8819 Valley Avenue East
Edgewood, Washington 98371-2535**

**In Support of an Application Requesting Approval of a
Comprehensive Plan Map Amendment
and
Zone Change**

**Proposed by
Uchida Farm LLC**

**Supplemental Report Prepared by
Barghausen Consulting Engineers, Inc.
18215 72nd Avenue South
Kent, Washington 98032**

August 2018

Introduction

Prior to the City of Edgewood's incorporation in 1995, the Uchida Farm area was located in Pierce County and historically used for agriculture. After incorporation, the City of Edgewood zoned the property SF-3 (single-family residential / 3 units per acre), with a Comprehensive Plan Land Use designation of Single Family Moderate.

During the 2015 Comprehensive Plan update, the City of Edgewood held public input meetings to discuss the possibility for a change to the Future Land Use Map (FLUM) in the Uchida Farm area. In lieu of amending the map, the City adopted a Special Land Use Study Overlay. The intent of the Overlay was to continue studying the area for a FLUM amendment after the Comprehensive Plan update was complete.

Consequently, in December 2017, Uchida Farm LLC submitted the required application, fees, narrative and supporting documentation for a Comprehensive Plan Amendment and to rezone 68.51 acres of land from residential (SF-3) to Industrial (I). On April 16, 2018, City staff and the City of Edgewood Planning Commission recommended placing the request on the 2018 docket of amendments. On May 8, 2018, the City Council unanimously approved the inclusion of the request on the docket. A public hearing for the request is anticipated in the fall of 2018.

This narrative discusses the overall benefits of the proposal, the need for additional industrial zoned land in Edgewood, and methods to achieve responsible development of the site. This document also provides findings for approval of the amendment based on the criteria outlined in the City's April 16, 2018, staff report.

This narrative is comprised of two sections: Part 1, Issues Analysis, discusses a number of key factors including market demand, infrastructure, environmental impacts, and future land use. Part 2, Comprehensive Planning Goals and Policies, provides findings for approval based on the goals, policies, and criteria contained in the City's Comprehensive Plan and Municipal Code.

Part 1: Issues Analysis

As part of the City of Edgewood's review of the Uchida Farm LLC application seeking a Comprehensive Plan map amendment and concurrent rezoning of ±66 acres of land from residential (SF-3) to Industrial (I), many factors must be considered:

- Identify recent changes in the local real estate market that point towards increasing market demand for industrial space.
- Illustrate how communities have responded to demand by investing in supporting infrastructure, and identify the benefits of WSDOT's proposed Highway 167 Expansion project.
- Discuss the benefits of designating the area as a regional Manufacturing / Industrial Center (MIC) similar to the Sumner / Pacific MIC.
- Project the financial benefits that can be accrued in Edgewood's tax base from existing industrial projects; providing an indicator of future jobs and revenues from projects such as the proposed Uchida Logistics Center. Compare these benefits to the development of the site under existing zoning.
- Examine alternate zoning for the site in terms of economic feasibility and compatibility with the existing and emerging land use.
- Discuss how site-specific impacts of industrial development can be appropriately mitigated through design development.
- Consider the pressure to rezone nearby property resulting from the proposed zone change, and discuss the applicability of spot rezoning.

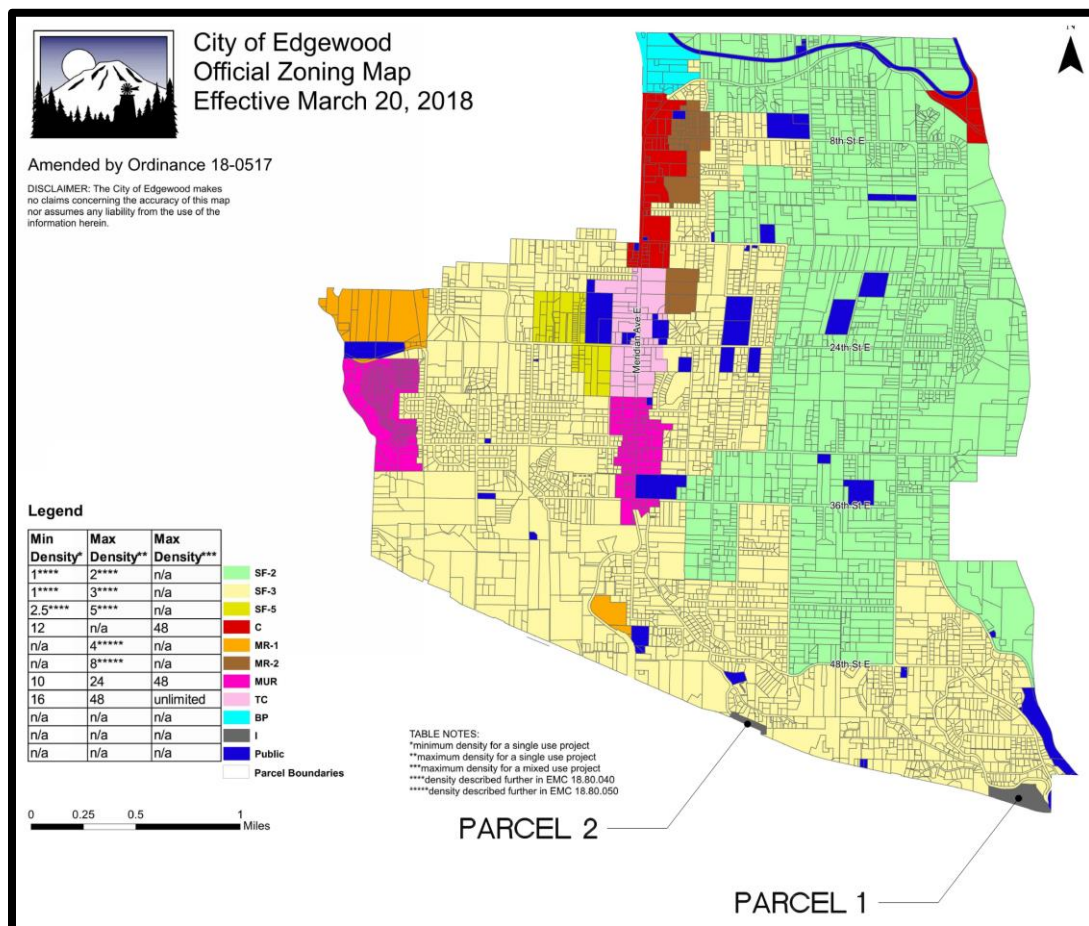
- The City's need to evaluate the proposal in terms of compliance with existing planning initiatives, goals, and objectives and consistency at the local and regional level – including the region's Vision 2040 Plan. Additionally, the need to evaluate potential impacts concerning utilities, critical areas, and transportation. (See Part 2).

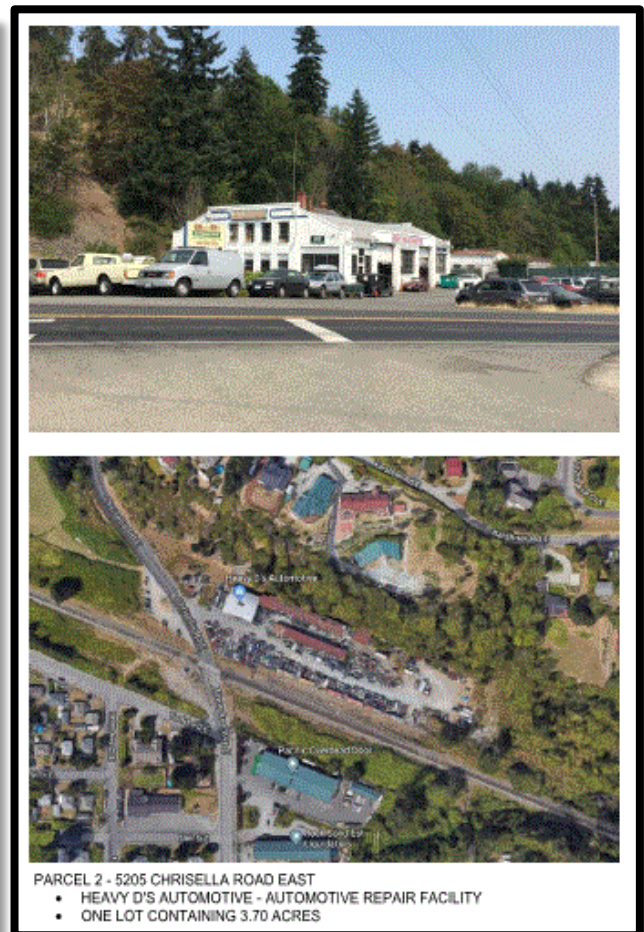
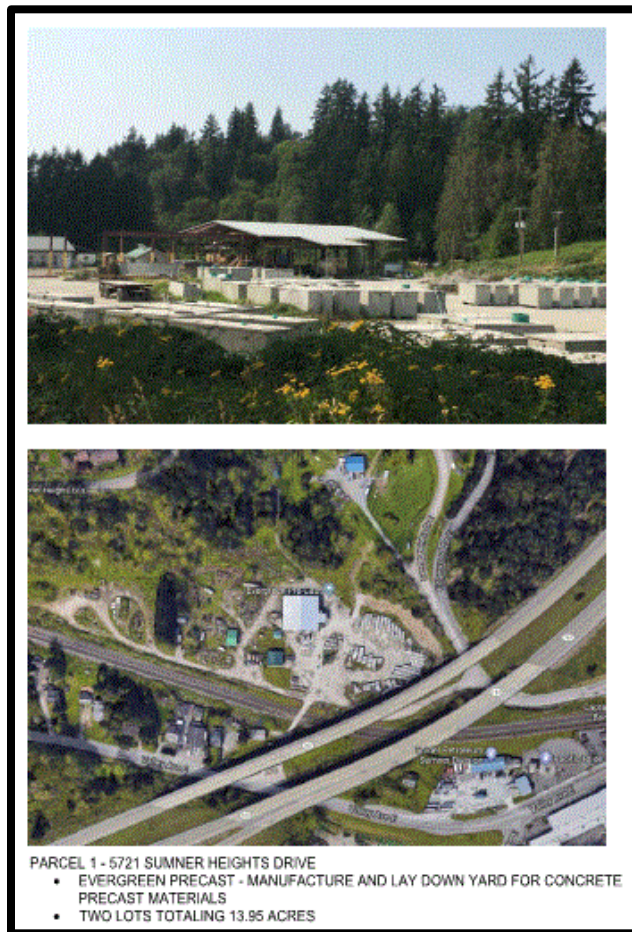
A. Market Demand

A sustainable local or regional economy is obviously driven by inherent advantages in location, resources, work force, education, transportation, etc., and perhaps most uniquely, by a dynamic balance between the diverse variety of land uses associated within the typical community and a willingness to acknowledge and respond to changes in the economic marketplace.

The Uchida Farm LLC proposal is derived from an analysis of the local industrial real estate market and an understanding of the unique opportunity presented for its properties in Edgewood. Possibly best known as a bedroom community serving other regional growth centers as a residential resource, Edgewood has a small portion of land available for industrial use; consisting of three (3) parcels and approximately 17.65 acres of industrial use and an estimated ±10,000 square feet of usable space – an industrial base of only 0.3% of land area - featuring pre-cast concrete and auto repair as principal uses (see exhibit and photos below)..

EXISTING INDUSTRIAL USES IN EDGEWOOD





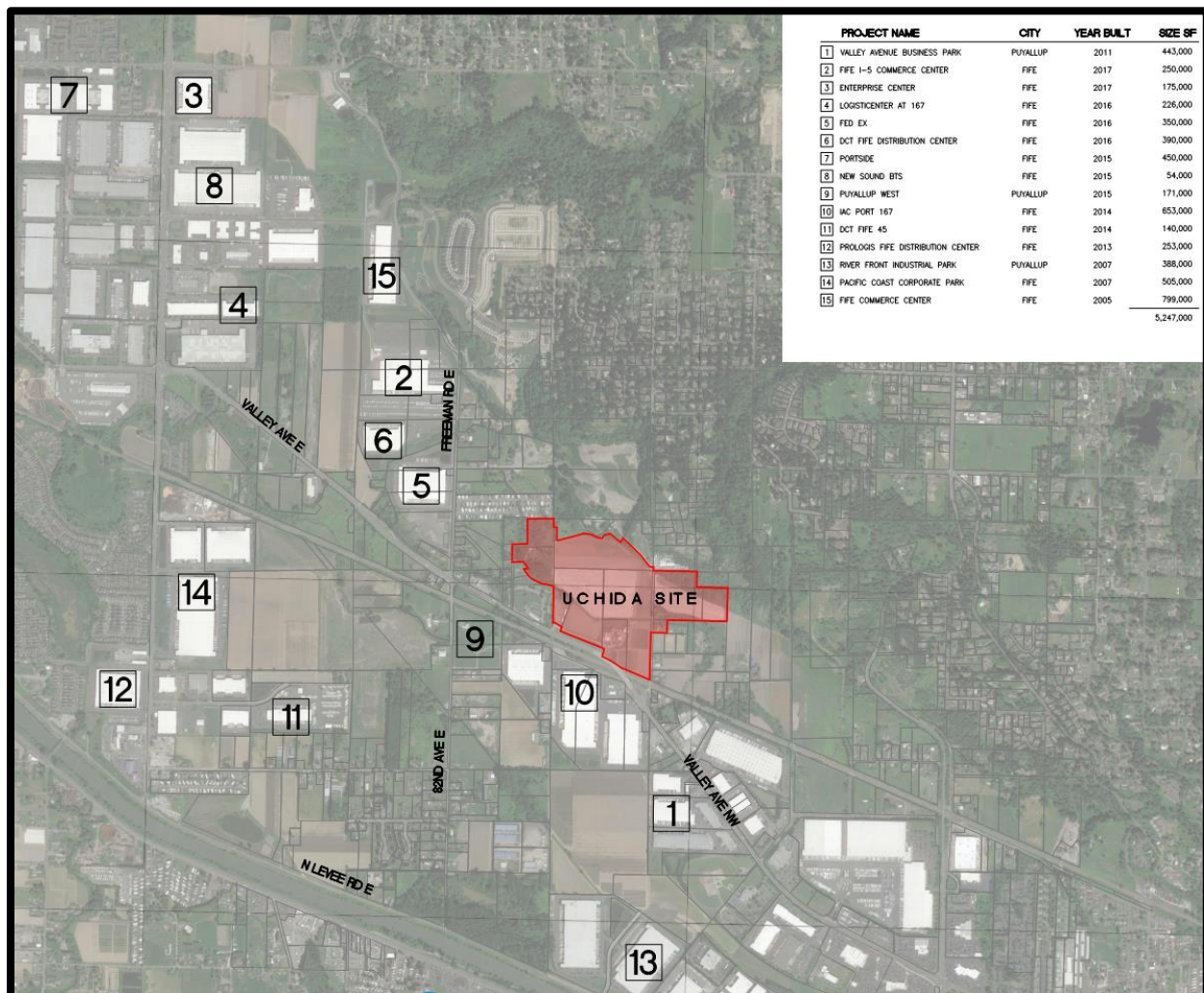
However industrial growth has been a driving force in the regional economy as indicated by tremendous growth of industrial properties in the adjacent communities of Fife and Puyallup. Starting in the early 1960's, industrial development slowly expanded southward; extending through South King County, the Kent Valley, into Auburn and more recently, the Puyallup Valley and Fife. Both the Fife and Puyallup submarkets have been consistently growing since 2012, as reflected in the table below. As projects have been delivered, vacancy rates rose, but absorption has allowed both of these submarkets to achieve some of the strongest demand / lowest vacancy rates within the Puget Sound region.

Industrial Market Demand in Edgewood's Neighbors Market Statistics per CBRE				
	Fife Submarket		Puyallup Submarket	
Year	Market Base (SF)	Vacancy (%)	Market Base (SF)	Vacancy (%)
2012	10,068,000	7.2	4,331,000	5.3
2013	10,361,000	3.6	4,621,000	3.3
2014	10,361,000	3.5	4,904,000	8.7
2015	11,376,000	5.3	5,288,000	3.1
2016	11,995,000	6.4	5,941,000	9.9
2017	12,469,000	3.5	5,986,000	2.5

Today, available industrial tenancy is virtually non-existent in the Edgewood / Puyallup / Fife area; one project is currently under construction in Puyallup and none in Fife. According to local analysts, as of late 2017, there are as many as 36 industrial requirements, seeking 5.9 million square feet of new space in the region – an opportunity Edgewood could take advantage of through approval of the Uchida Farm LLC proposal.

The demand for new space is not a recent phenomenon, but rather a consistent factor in local and regional growth. Since 2005, fifteen (15) new industrial sites have been developed by some of the premier industrial developers in the region within 1.5 miles of the Uchida Farm LLC site; more than 5.2 million square feet of industrial space has been constructed – with 100% occupancy of the new space.

INDUSTRIAL CORRIDOR GROWTH SINCE 2005



Changes in the Market: 2001 to 2018 Industrial Projects Developed in the Cities of Puyallup and Fife Within 1½ Miles of the Uchida Farm LLC Site				
Project Name Location & Developer	Year Built	Buildings	Square Footage	Tenants
Fife Commerce Center Fife WA ... NW Building Corp	2005	2	799,000	Western Container, UPS Supply Chain Logistics, Trans-Trade, Inc., Bargreen Ellingson
River Front Industrial Park Puyallup WA ... Prologis	2007	1	388,000	XPO Logistics, SuperValu
Pacific Coast Corporate Park Fife WA ... Opus / Clarion	2007	2	505,000	Bridgewell Industries, Village Farms, Johnson Controls, Recall Corporation, Prologis Distribution Service, Mercer Distribution, CMI Transportation
Valley Avenue Business Park Puyallup WA ... Schnitzer / IAC	2011	5	443,000	Panera Bread, Advanced Filter & Mechanical, Roof Truss Supply, 1-800 Pack Rat, Apex Moving & Storage, Danson's, Peoples Injury Network NW, Mens Wearhouse, TGR Logistics, Container Graphics, Service Partners Gutter Supply NW, Northwest Healthcare, Steelcase Furniture, Environmental Chemical Solutions, Clopay Building Products, Safelite Fulfillment
Prologis Fife Distribution Center Fife WA ... Prologis	2013	1	253,000	Government Services Administration (GSA), Acme Distributing
DCT Fife 45 Fife WA ... DCT Industrial	2014	2	140,000	Danson's, Crystal Distribution, Roof Truss Supply, Scott's Dental, Flair Flexible Packaging Corp.
IAC Port 167 Fife WA ... Trammell Crow / IAC	2014	2	653,000	Simmons Mattress, UPS Supply Chain Logistics, Inc., Cabela's, Niagara Bottling, L.J. Smith
New Sound BTS Fife WA ... Benaroya / New Sound	2015	1	54,000	New Sound Transportation
Puyallup West Puyallup WA ... Avenue 55 / Cabot	2015	1	171,000	LSI Logistic Service Solutions
Portside Fife WA ... Davis / LBA	2015	5	450,000	Regal Logistics, MWI Veterinary Supply, Roofline Supply, Cascade Millwork & Supply, Commercial Distribution Specialists, Hanes Industries, Mud Bay, Crate & Barrel
Fed Ex Fife WA ... SunCap / Fed Ex	2016	1	350,000	Federal Express

DCT Fife Distribution Center Fife WA ... DCT Industrial	2016	1	390,000	Milgard, United Parcel Service, Pet Food Experts
LogistiCenter at 167 Fife WA ... Dermody	2016	1	226,000	Regal Logistics
Fife I-5 Commerce Center Fife WA ... Trammell Crow	2017	1	250,000	Associated Materials, Inc.
Enterprise Center Fife WA ... Panattoni	2017	1	175,000	Lennox Industries Pioneer Human Services
15 Properties ... 27 Buildings ... 5,247,000 SF of Industrial Space				

As the table above illustrates, demand has consistently produced a diverse list of tenants at these sites. National brands such as Panera Bread, Men's Wearhouse, Steelcase Office Furniture and Safelite Fulfillment Center call the Valley Avenue Business Park in Puyallup, their home – sharing the site with local businesses such as Northwest Healthcare, TGR Logistics, Container Graphics and Roof Truss Supply. The DCT Distribution Center in Fife features Milgard, United Parcel Service and Pet Food Experts on their current list of tenants.

This listing illustrates not only diversity in tenants, but also dramatically illustrates the discrepancy between the current Edgewood inventory of industrial sites and the market potential being offered by the Uchida Farm LLC proposal. A review of the occupants will also find a dearth of older, traditional large-scale heavy manufacturing and industrial uses - uses often cited by those opposed to adding industrial land to a community's inventory due to problems typically characterized as public nuisances (noise, odors, etc.).

B. Response to Demand

Having available land and construction of new industrial space is not enough to seize the opportunities presented in a competitive market which often sees properties fully leased prior to the start of construction. Edgewood's neighbors and Washington State have recognized the local market's needs and responded with improvements designed to encourage economic development, improve transportation access and by extension - support industrial growth

- The City of Fife widened and reconstructed Freeman Road, from Valley Avenue to 20th Street; including substantial improvements to the intersection of Freeman Road and Valley Avenue. This project was specifically designed and constructed to ease the flow of truck traffic to accommodate industrial development.
- The City of Puyallup created, widened and signalized the intersection on Valley Avenue, immediately adjacent to the proposed site; accommodating traffic flow into and out of the IAC Port 167 and Puyallup West developments.
- WSDOT is proposing the extension of Highway 167 from its current terminus at Meridian Avenue to the Port of Tacoma – an improvement recently funded by Washington State. Right-of-way has been acquired and construction is projected to occur in phases over the next 13 years.

An interchange is proposed in the immediate vicinity of the Uchida Farm LLC property; enabling easier access from both Kent Valley and the Port of Tacoma to the proposed

Uchida Logistics Center. It is important to note that in almost all cases, land immediately adjacent to the proposed extension is zoned for industrial use; serving not only as a buffer for nearby residential uses, but also to take advantage of the transportation access provided by the project.



C. Manufacturing / Industrial Center (MIC) Designation

Rezoning the Uchida Farm properties to Industrial provides the opportunity for the City of Edgewood to join with adjacent cities such as Fife, Milton, and/or Puyallup to create a Manufacturing / Industrial Center, which would qualify for priority for local and regional infrastructure investments pursuant to the Policy Framework for Puget Sound Regional Council's Federal Funds. PSRC describes the MIC as follows:

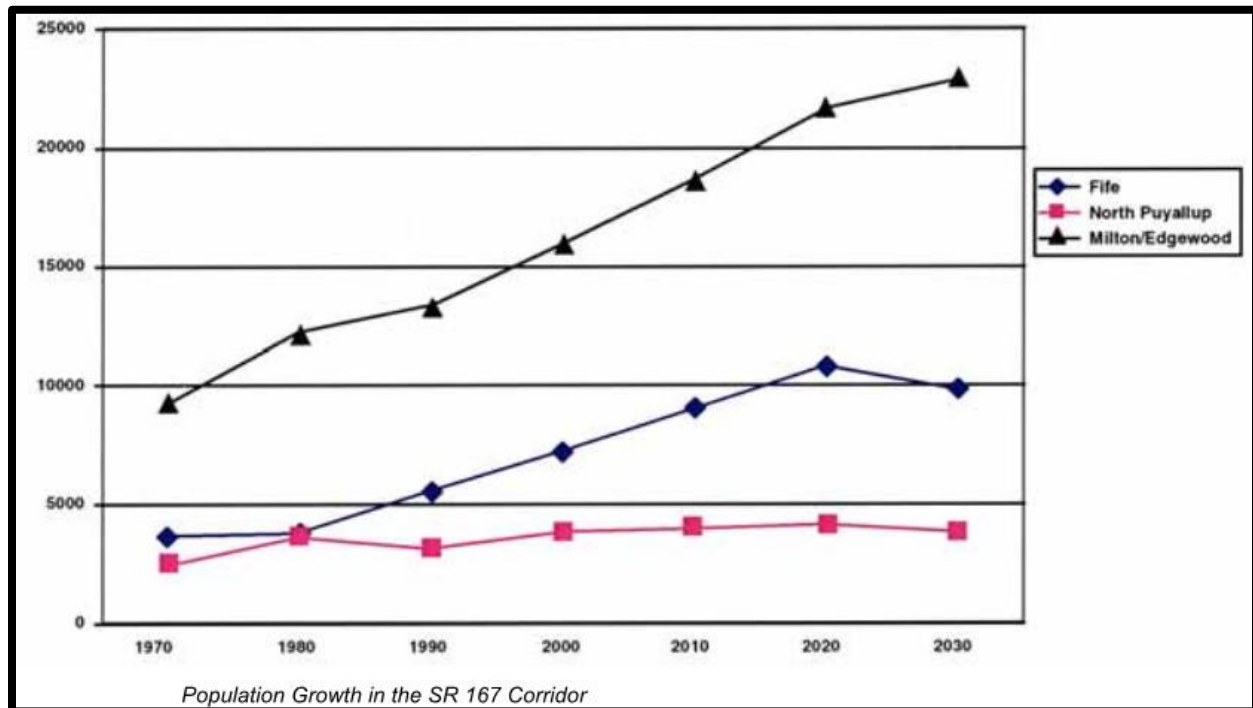
Manufacturing/industrial centers are identified as concentrations of employment that will accommodate a significant share of regional employment growth, promote efficient use of land and provision of infrastructure, and support the industrial and manufacturing sectors of the region's economy. Because centers serve as an organizing framework for an efficient multimodal transportation system and are targeted to accommodate significant growth, they have been given priority for local and regional infrastructure investments since 2002, when designated regional centers and the corridors that connect them became the policy focus in the regional Policy Framework for PSRC's Federal Funds.

In April 2016, PSRC approved a provisional designation for the Sumner-Pacific MIC. Designation procedures require the cities of Sumner and Pacific to adopt a center subarea plan within two years. This process is currently underway. A similar effort can be initiated in the southern Edgewood area where industrial demand is already robust.

D. Population, Jobs and Revenues

When government agencies invest in improvements oriented towards a specific market segment or unique situation within a jurisdiction, officials tend to focus on revenues and expenditures and the benefits they will produce – specifically job creation and tax revenues.

Given the cyclical nature of our economy, major investments such as the Highway 167 Expansion place a heavier emphasis on job creation than may typically be brought to bear on smaller, localized projects, both in construction and longer-term employment to areas served by the project. As population grows in a transportation corridor, development of all types tends to keep pace. WSDOT projects growth in the Milton/Edgewood Corridor will grow exponentially through 2030, as illustrated in the chart below.



With population growth, industrial demand and increasing challenges to land use decision-making will likely become topics of debate in each community. The type of growth Edgewood may reasonably expect as a by-product of the Highway 167 project will increase market forces as agricultural land is repurposed for industrial and accompanying residential and commercial growth. The table below features WSDOT's projected employment by industry sector; data used in support of the Highway 167 extension. Edgewood is part of FAZ 1200 – a focused activity zone roughly equivalent to the area projected for population growth as evidenced in the previous chart.

Typically, office uses generate approximately four (4) employees per 1,000 square feet of space, while warehousing would create less than one employee (.5) per 1,000 square feet of space. For a project such as the proposed Uchida Logistics Center, employment projections show as many as 605 employees working onsite – a number consistent with proposed parking onsite and likely leading to secondary, related growth in Edgewood’s residential and retail sectors.

The Applicant is highly motivated by the growth trend exhibited in the relevant sectors targeted as potential tenants and uses for the proposed Uchida Logistics Center – manufacturing, transportation, wholesale, communications and utilities. Combined with market demand factors and growth trends since 2000, the Applicant sees a strong case for the need and desirability of adding industrial land to Edgewood’s inventory; supporting the need for a change in the Comprehensive Plan and zoning of the subject property.

The definition of industrial use detailed in Edgewood’s Comprehensive Plan Current Land Use (Volume II, Page 91), “...provides for regional research, light manufacturing, warehousing and other major regional employment uses. Industrial lands are limited to areas where regional transportation is available.” These statements define and clearly support the Applicant’s contention that the Uchida Farm LLC proposal is not only consistent with Edgewood’s own goals, but when considered as part of a regional focus, complements existing plans/projects designed to support job growth in manufacturing industrial centers in neighboring communities and regional growth centers on a scale outlined in the Puget Sound Regional Council’s long-range plan – Vision 2040.

Table 3.11-4: Current and Projected Employment by Industry Sector

Industry Sector	FAZ 1130*		FAZ 1200*		FAZ 2000*		Pierce County	
	2000	2030	2000	2030	2000	2030	2000	2030
Retail	456	1,807	957	2,040	1,603	2,493	50,045	77,097
Services (Finance, Insurance, Real Estate)	202	1,556	694	1,336	2,707	4,424	89,340	149,315
Government/ Education	46	240	451	632	356	896	74,401	86,001
Wholesale, Transportation, Communications, Utilities	278	1,347	323	822	4,656	7,115	23,917	41,718
Manufacturing	359	1,375	381	763	3,226	2,000	23,992	30,496
Total Employment	1,341	6,325	2,806	5,593	12,995	16,929	261,695	384,627

*FAZ 1130 = North Puyallup (Census Tract equivalent 705) FAZ 1200= Milton/Edgewood (Census Tract equivalent 707.01, 707.03, 707.04)

FAZ 2000 = Fife (Census Tract equivalent 709)

Puget Sound Regional Council 2001b Employment Working Forecasts

Revenues are often a concern as well when viewed as a return on investment, but industrial properties tally fairly well on the property tax side of the balance sheet. While future projections are always difficult and only an estimate, the Applicant has researched a similar property in neighboring Fife to project Edgewood revenues in the future.

With a cumulative assessed value of nearly \$38.7 million on almost 535,000 square feet of industrial space, the figures show an estimated \$72.26 per square foot of assessed value. The property's total millage rate is \$13.3846 per \$1,000 of value, or 1.33%; Fife's share of the millage is \$1.4085 per \$1,000 of value, or 0.14%. Projecting the Fife example onto the Uchida Farm LLC proposal, and specifically, the proposed Uchida Logistics Center will provide an estimate of tax revenue. With a base of 865,395 square feet and using \$72.26 as a multiplier for assessed value, the estimated assessed value tallies \$62.5 million; using Fife's millage as a multiplier, the projected annual property tax revenue for Edgewood would be approximately \$88,000 if developed as industrial. By contrast, the subject properties currently generate roughly \$ 30,519 in tax revenue according to Pierce County Assessor records. In addition to this revenue source, Edgewood could receive significant traffic impact fees and permit fees.

The recent adoption of a six percent (6%) utility tax by Edgewood will add to the advantages of the proposed industrial use, versus the use of the property for residential under current zoning. With 48.34 acres defined as usable for residential development, the approximate tally of 116 homes/households (see Item E below) would likely generate far less revenue than a fully developed industrial park.

E. Alternative Land Use Analysis

Under current codes, Edgewood allows a number of uses within the Single-Family Residential 3 (SF3) zoning district; whether permitted outright, under a conditional use permit or an administrative conditional use permit, the Applicant feels the development of the property under any of these uses – agriculture, civic or religious uses – would produce value, but would certainly not produce the highest and best use of the property in terms of economic return on investment, employment or growth management.

Our team's environmental analysis projects 38.82 acres of the Uchida site as being unencumbered with critical area restrictions. Given the unlikely possibility of agricultural uses or civic uses being realistic alternatives, the Uchida Farm LLC

team focused our comparative analysis on the use of the subject property for large-scale residential development. The table at right shows a comparison of residential development options under current Edgewood code. The Mixed Use Residential (MUR) zones are not included because they are targeted for Edgewood's downtown core.

Potential Residential Uses by Edgewood Zoning District			
Single-Family Residential 3	SF3	3 Units / Acre	116
Single-Family Residential 5	SF5	5 Units / Acre	194
Mixed Residential 1	MR1	4 Units / Acre	155
Mixed Residential 2	MR2	8 Units / Acre	310

To evaluate the potential for residential development on the Uchida parcels, the development costs must be considered. There are significant costs that are unique to the Uchida Farms parcels, including the costs for earthwork, stormwater, flood storage, stream channelization (widening and restoration), road realignment and railroad crossing improvements, and a significantly long sewer extension with a pump station. Barghausen Consulting Engineers has prepared a basic cost analysis for some projected costs associated with grading and utilities. The estimate is attached to this narrative and summarized below:

\$ 2,500,000	Earthwork & Grading
\$ 1,500,000	Detention and Water Quality including Flood Compensation
\$ 1,800,000	Frontage & Road Improvements

\$ 1,200,000	Wetland Buffer and Mitigation Improvements
\$ 600,000	Water Connection
\$ 850,000	Sanitary Sewer Connection & Pump Station
\$ 400,000	<u>Railroad Crossing Improvements</u>
\$ 8,850,000	Infrastructure Costs
\$ 440,000	Estimated Design Costs
\$ 800,000	<u>Contingencies</u>
\$10,090,000	Grand Total

Based on the above numbers, the projected special costs for development on the Uchida site would add approximately \$87,862 per lot using the SF3 category and a maximum of 116 lots. This does not include soft costs such as professional fees, impact and mitigation fees, power/dry utility fees, and any other special development fees specific to the City of Edgewood, which could add another \$25,000 to \$40,000 per lot. In addition, the basic costs to construct the plat itself, including streets, sidewalks, utilities, lighting, landscaping, etc., will add about \$50,000 per lot. In today's marketplace, the average price to develop a detached residential plat in the South Puget Sound area averages a low of \$80,000 per lot to a high end of as much as \$130,000 per lot (including contingencies). Even when economies of scale are factored into residential development, costs approaching \$180,000 per lot would likely prove to be prohibitive for the Uchida Farm LLC site being feasible for single-family homes.

Additionally, consideration must be given to the adjacent land development pattern. While adjoining properties are vacant and/or developed with very low-density residential homes, the area is becoming increasingly industrial as demonstrated earlier in this narrative. In addition, the site is adjacent to high noise generators, including railroad tracks along the south property line, SR167, and Valley Avenue. Finally, the site is also substantially lower in elevation from homes to the north in southern Edgewood. Development of the site with industrial buildings will not block views or be incompatible with the views of industrial development in the area.

Lastly, the City of Edgewood is already flush with residentially zoned land, whereas industrial land represents only .3 percent of the City's total land area. Edgewood has plenty of residential land capacity to meet its residential growth targets, whereas the City's economic base is constrained by the lack of industrial zoned land.

F. Design Development

Given the Uchida Farm LLC property's location within Edgewood, but adjacent to other communities as well, infrastructure and utility connections could originate from different sources. The developer would bear the costs of all onsite and offsite improvements. No out-of-pocket costs would be borne by the City of Edgewood taxpayers. Demand for public safety services would likely be relatively consistent with the demand generated by existing retail and industrial uses in Edgewood.

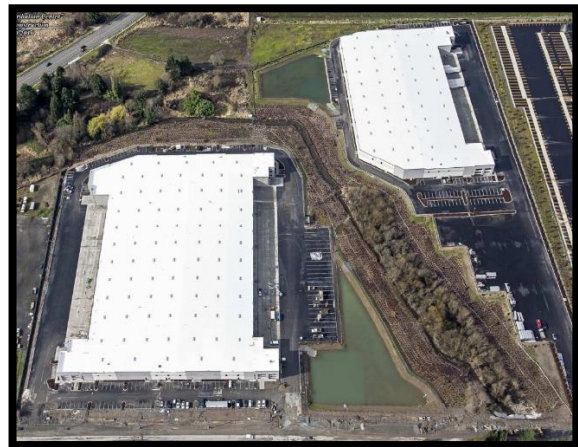
Adjacent properties have a legitimate interest in insisting Edgewood address any adverse impacts identified as being associated with the potential rezoning of the Uchida Farm LLC property, or subsequent use of the site for a large-scale industrial project such as the proposed Uchida Logistics Center. Site-specific issues await development review at a future date, but perhaps the best way to demonstrate how impacts can be appropriately addressed is by examining a recently completed nearby project, the DCT Fife Distribution Center.

The DCT Fife Distribution Center is located less than one half mile west of the Uchida Farm properties. The site is slightly smaller, but similar to the Uchida site. The site is very similar to the Uchida Farm LLC

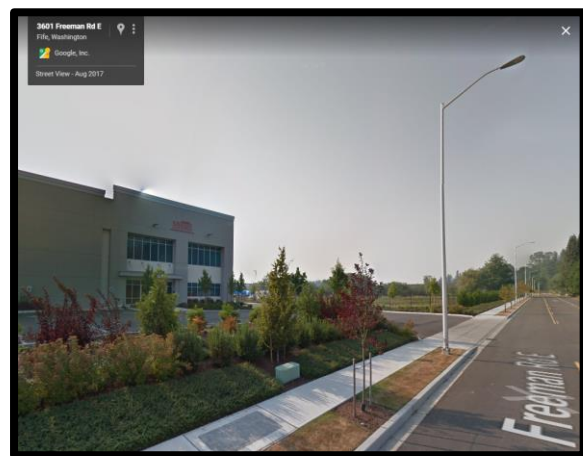
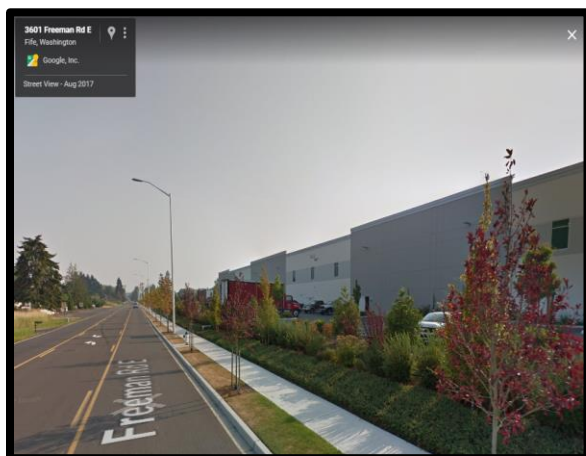
site – featuring nearby residential uses and a need to protect and preserve the environment of adjacent Wapato Creek. It is important to note this project also supports the goals and objectives not only the Vision 2040 plan, but also WSDOT's Highway 167 Expansion project.

The developer invested significantly in terms of environmental preservation and enhancement of the Wapato Creek watershed and improving access to adjacent residential properties on Freeman Road. The developer widened and restored Wapato Creek to accommodate flood storage, stormwater, and improve the environmental habitat. The same approach would apply to the Uchida properties because the creek is the natural discharge point and offers capacity for flood storage and stormwater runoff in lieu of constructing large detention vaults. The pictures below offer an idea of the site development investment pursued on the Fife site – which could be replicated on the Uchida Farm LLC property.

DCT Fife - Before and After



Please note the improved streetscape; offering pedestrian access with a landscaped parkway bordered by perimeter landscaping separating the parking areas from the right-of-way. In addition to a dedicated left turn lane to address congestion and backups from turning traffic, each direction has a paved travel lane with street lights at driveways and improved access to adjacent residential properties on the east side of the road.



Finally, the architecture of the buildings is varied and attractive. The intent was to avoid a monotonous appearance by using different rooflines, colors, and window placement.

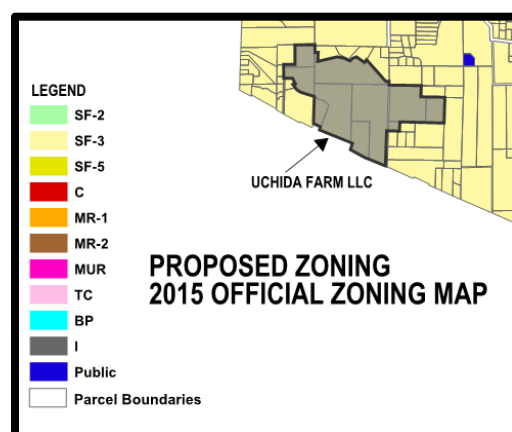
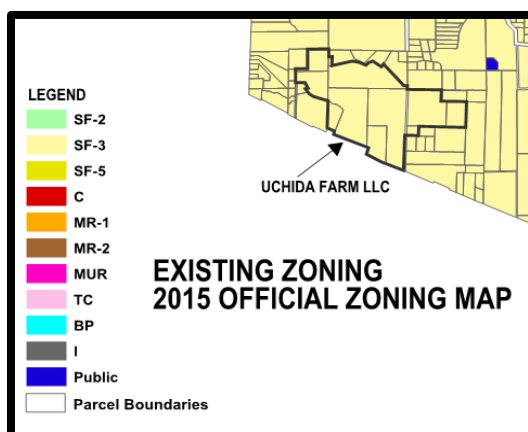
Analysis of impacts on utilities, critical areas, and transportation relative to the Uchida site are discussed in Part 2 of this narrative, Comprehensive Planning Goals and Findings.

G. Pressure to Rezone and Spot Zoning

The Applicant has taken note of the concern expressed by staff regarding pressure to rezone other property in the area, in particular those between the main Uchida site and the singular outlier parcel. After consultation with the affected property owners, a collective decision resulted in the removal of the outlying parcel from the application to remove pressure from properties in between to rezone.

Spot zoning is singling out a small parcel of land for a rezone that is different from that of the surrounding area for the benefit of an individual property owner. The Uchida Farm LLC request is to rezone an area over 66 acres in size that consists of eleven (11) parcels owned by five (5) different property owners. The Uchida proposal is not spot zoning due to the size of the rezone area, the number of parcels, and the number of owners. The City of Edgewood recognized this as an area rezone when it created an overlay designation.

REVISED Parcel Information Table – Uchida Farm LLC					
Parcel No	Acreage	Square Footage	Zoning	Primary Use	Ownership
042016-3054	44.7	1,947,132	SF-3 Moderate Density Single-Family Residential	Farmland	Minoru Uchida
042016-3055					
042016-3702					
042016-3047					
042016-3026					
042016-3023					
042016-3052	2	82,764		Warehouse / Storage	Darth & Andrea Castan
042016-2700	11	469,557		Farmland	William Bennett
042017-5004	5.1	220,849		Farmland	Gary & Linda Todd
042016-6003	3.1	134,601		Vacant / Undeveloped	Cathy V Canorro
042017-5005					



Part 2 - Comprehensive Planning Goals and Findings

The staff report briefly discusses previous efforts to address the status of area properties as part of a Comprehensive Plan update process in 2015; noting designation of the area as a Special Land Use Study Overlay focusing on possible changes for the southwest portion of Edgewood, and by reference, the need for a land use study covering the area in question.

While the City has not commissioned such a study, the staff report correctly points to the Uchida Farm LLC application as providing an opportunity for the development of such a study; serving as a basis for review of not only the Uchida Farm LLC application, but also as possible evidence of unrealized development opportunities for the City of Edgewood.

City staff correctly points to the evaluation of the Uchida Farm LLC application relative to goals outlined in Edgewood's Comprehensive Plan; specifically, those identified under Goal LU.1 – a listing to guide residents and officials in the consideration of changes in the future land use pattern in a manner which maintains consistency with the City's vision.

The following responses to these goals and the remaining materials contained herein will not only highlight the need for additional industrial land in Edgewood, but also provide insight into how future development potential may provide benefits to Edgewood's growth, while addressing adverse impacts cited by some objecting to the proposed changes.

Comprehensive Planning Goals

❖ **GOAL LU.1.a**
Ensure land use policies and regulations support the City's vision

Beginning with an initial effort in 2015, the Applicants have focused on a need for changes to the land use designations for this area within the context of supporting the City's vision, while realizing the development potential of their own properties.

The Uchida Farm LLC application's request for an industrial designation is based on the cumulative effects of small-scale farming activity over the years and the limited potential for single-family residential development in terms of locational constraints and financial limitations.

The Applicant believes the current 2018 proposal will confirm the underlying conditions which fostered the City's designation of the area as a Special Land Use Study Overlay in 2015, and the Applicants' previous effort, while building upon specific goals (LU.VII) relative to proposed industrial growth found within the Comprehensive Plan (see text box above).

GOAL LU.VII

Accommodate and facilitate industrial development that positively contributes to Edgewood's economy and character.

❖ **GOAL LU.VII.a**

Establish opportunities for a range of industrial uses, such as regional research, manufacturing, warehousing or other regional employment centers.

❖ **GOAL LU.VII.b**

Expand the number and type of industrial uses in the City through more intensive use of existing industrial lands and expansion of industrial uses in appropriate locations.

❖ **GOAL LU.1.b**

Create a “first-mover” advantage for quality projects which respect the City’s vision.

Being the first to realize a potential need for change is often a difficult position to occupy, but the Applicants’ previous efforts in 2015 indicate the Uchida Farm LLC proposal occupies this niche. The proposal clearly reflects a commitment to the need for change having been identified through not only exhaustive market research, but also examination of similar industrial development opportunities realized by neighboring communities. The Applicant’s proposal – from a detailed application through to the inclusion of a preliminary development plan demonstrating how the Uchida Farm properties could be responsibly developed as an industrial or logistics center – demonstrably supports the City’s vision, as articulated on Page 7 of the Comprehensive Plan:

- By presenting a necessary option for future land use which preserves the character, neighborhoods and natural features which comprise the Edgewood of today.
- By demonstrating how the designation of the Uchida Farm properties as industrial may produce development accomplished in a fiscally responsible manner without burdening the City’s finances.
- By developing a preliminary development plan which demonstrates a commitment to environmental sustainability and is reflective of impacts on adjacent natural systems.

❖ **GOAL LU.1.c**

Continue to use the adopted FLUM to guide land use and development regulations; updating as needed.

The Applicant’s proposal is based on the need to update the FLUM to reflect a need for additional industrial land use within Edgewood, as identified by results of their analysis of current market trends within the industrial sector. Updating the City’s development regulations will likely be an ongoing process driven by a staff experience and a cooperative effort with the Uchida Farm LLC team.

❖ **GOAL LU.1.d**

Study the potential for new land use designations on an as-needed basis; responding to changing community conditions and/or regulatory requirements; considering the following...

- *Potential for a master plan or small area plan*

Early on, both the City of Edgewood and the Applicant identified potential for a coordinated planning effort or master plan on this portion of Edgewood. The Applicant proceeded with their own effort, based on their goal of eventually achieving a planned industrial project onsite, similar to those in adjacent communities such as Fife and Puyallup; resulting in the preparation of the preliminary plan for the Uchida Logistics Center included with this application as an example of industrial development potential.

- *Potential for economic development, recruitment of businesses providing family-wage jobs and support for locally-owned businesses*

In terms of economic development potential, realizing employment opportunities generating family-wage incomes while providing economic support for Edgewood businesses, the Applicant believes industrial uses offer a greater potential for achieving this goal. The Applicant believes most industrial jobs consistently pay a living wage which provides a solid foundation for economic prosperity and upward social mobility for workers and their families.

- *Transportation access*

The potential for increased economic growth being realized through the addition of industrial land to Edgewood's land inventory is solidly rooted in the accessibility of the Uchida Farm LLC property to local transportation assets. Proximity to Interstate 5 and State Highway 167, offering unmatched access for trucking and the nearby presence of rail lines for transcontinental shipping provide excellent incentives for industrial tenants to consider land in Edgewood. The local highway system also provides easy access to employment opportunities for those seeking to better their employment situation.

- *Availability of public facilities and services*

While located along Edgewood's southern boundary, the Uchida Farm LLC property is located in an area where public facilities, services, utilities and infrastructure are readily available. The Applicant realizes improvements may be required to fully provide the infrastructure necessary to bring these resources to bear on the proposed industrial development. The Uchida Farm LLC team is fully committed to bearing responsibility for the design and installation of the improvements required to meet Edgewood's development codes.

- *Environmental constraints*

The Applicant's proposal recognizes that transforming what is essentially a small-scale farming use into a fully developed industrial area will require working within the existing environmental constraints to responsibly develop the property. A closer look at the preliminary plan for the Uchida Logistics Center provides the best indication of how the proposed development of an industrial use onsite can not only consider, but work with environmental constraints onsite.

By necessity at this stage, the plan is general in nature, providing a sample of larger scale industrial development with multiple structures scattered across the site. While final plans await the preparation of a boundary and topographical survey, this initial site plan assumes a useable development area of 48.34 acres; allowing nearly 18 acres of buffer area onsite – approximately twenty-five percent (25%) of the site – a larger percentage of open space onsite than currently available citywide (2.1%). Subject to permitting and plan review, this plan also presumes required landscaping, parking, creek buffers and provides ample opportunity for onsite stormwater facilities with a number of detention ponds providing over 900,000 cubic feet of detention capacity. Perimeter and interior landscaping would provide a natural aesthetic for a number of internal access drives and parking areas.

- *Compatibility with surrounding development*

The Applicant believes the change in use proposed for the site will have minimal impacts on adjacent properties. While adjacent residential uses will be, by definition, somewhat incompatible; however a responsible developer will utilize every possible buffer technique to minimize adverse impacts. Consequently, any development plan will almost certainly build around the natural features of Wapato Creek and Simons Creek and incorporate some form of creek/stream enhancement into the development plan, along with dense vegetation within the perimeter buffers.

The Uchida Farm LLC site is within a short distance of a number of similarly scaled industrial properties in nearby Fife and Puyallup. To the degree they would be similar in terms of tenants and uses, they reinforce the compatibility of small-scale industrial development within a checkerboard of commercial and residential uses.

- *Community input*

The Applicant supports and encourages the participation of the community in an ongoing dialogue regarding the proposed change to industrial use, and later, during the permitting and plan review process, when specific projects plans begin to take shape.

- *Property owner interests*

The Uchida Farm LLC properties are owned by individuals who have agreed on a common purpose – to realize the highest and best use of their property in a manner which is supportive of the community's goals, as expressed in the Comprehensive Plan; including the need to periodically evaluate different land use scenarios within the context of proven factors pointing towards the need for change.

- *Consistency with City plans and policies*

To the extent that the City of Edgewood has already seen fit to designate the area for additional study through an overlay district mechanism, the Uchida Farm LLC proposal is clearly consistent; focusing an array of market research on the justification of the proposed land use change and corresponding rezone; discussed thoroughly in the Part 1 – Market Research section of this report's discussion of the local and regional industrial market .

- *Open space preservation*

The change in land use proposed by the Uchida Farm LLC application will result in a larger amount of impervious surface onsite than under the current residential/small-scale farming use. While open space in an environmental or recreational sense is not found onsite, responsible development of the properties will result in a significant amount of open space used for landscaping and detention purposes, along with creekside improvements along Wapato and Simons Creeks.

❖ **GOAL LU.1.e**

Ensure that the City's functional plans (sewer, etc.) are supportive of land use patterns.

The degree to which this goal is addressed will be compiled during permitting and plan review, but the Applicant is aware that all of the necessary utilities are readily available, either onsite already or readily available for extension to the site.

Issue: Amendment Application Review Criteria

The Planning Commission and City Council are obligated to review applications for Comprehensive Plan amendments under the following criteria set forth in Edgewood Municipal Code Section 18.60.220 – formulated below as questions:

1. *Does the amendment conform to the Growth Management Act (Chapter 36.70A RCW)?*

As previously stated in the Project Narrative submitted with the application, the Applicant believes the proposed map amendment and rezoning is consistent not only with the City of Edgewood's Comprehensive Plan, but also regional plan goals set forth in the Puget Sound Regional Council's Vision 2040 Plan and procedural requirements established in the State of Washington's Growth Management Act (GMA).

Beginning with the most wide-ranging element – conformance with the requirements of the Growth Management Act (GMA), specifically RCW 36.70A – the Applicant has submitted the requisite documents in accordance with Edgewood's protocols for amendments and rezoning. Staff will continue the process in a manner which ensures public participation and review by the appropriate commissions and elected officials.

LAND USE CATEGORY	ACREAGE	PERCENT OF TOTAL CITY ACREAGE
Single-Family	3,152	58.6%
Multi-Family	246	4.6%
Retail	33	0.6%
Services	84	1.6%
Industrial	16	0.3%
Civic	9	0.2%
Parks & Open Space	111	2.1%
Schools	56	1.0%
Utilities	41	0.8%
Resource Lands	303	5.6%
Unimproved Lands	883	16.4%
All Other Uses (Including Roads)	448	8.3%

RCW 36.70A.110.2 mandates each urban growth area/city to include “...areas sufficient to accommodate the broad range of needs and uses that will accompany the projected urban growth including, as appropriate, medical, governmental, institutional, commercial, service, retail, and other nonresidential uses.” Going further, the same section states, “...An urban growth area determination may include a reasonable land market supply factor and shall permit a range of urban densities and uses. In determining this market factor, cities and counties may consider local circumstances. Cities and counties have discretion in their comprehensive plans to make many choices about accommodating growth.”

An analysis of the data provided in support of this application leads the Applicant to believe the need for Edgewood to acknowledge a limited local land capacity to address existing and projected industrial demand have been clearly demonstrated in a manner and to the full extent of consistency with GMA.

2. *Is the amendment consistent with the City’s Comprehensive Plan, including goals, policies and implementation strategies of the various elements of the plan?*

In addition to the compliance with Comprehensive Plan goals outlined earlier in this document, the Uchida Farm LLC proposal is a direct response to market factors which led to the City of Edgewood’s intention to establish a Special Land Use Study Overlay to investigate redesignation of land uses within the study area to potentially accommodate industrial development (Volume 1, Page 22). Goal LU.VII best states the Community’s position on industrial uses and future growth opportunities.

The Uchida Farm LLC proposal – including the conceptual development of the Uchida Logistics Center – addresses the Land Use Goal for Industrial Uses (LU.I.m, Volume 1, Page 25). While the development is conceptual at this time, the Uchida plan demonstrates the Applicant’s intent to fully comply with a goal of achieving transitional standards which help protect adjacent single-family residential areas (LU.V.i, Page 27).

Edgewood’s Comprehensive Plan acknowledges the predominance of residential land use (58.6%) within the community and indirectly, a priority to develop multi-family and mixed-use projects in appropriate locations, thereby increasing residential density. A limited industrial base (0.3%) is acknowledged; indicating the regional focus of industrial demand has been primarily directed elsewhere – most likely towards the neighboring communities of Fife, Puyallup and Sumner (see Table 3 above).

3. *Have circumstances related to the proposed amendment substantially changed since the adoption of the City’s Comprehensive Plan?*

Whereas the national and regional economies have shown a degree of sustainable growth in a variety of sectors, Edgewood has lagged behind in recent times (Page 21). While recession may create the initial circumstances, one of the main drivers of growth consistently lies in the development of industrial land uses. Besides the benefits of increased tax revenues, industrial development drives employment; which in turn radiates economic growth into residential and retail sectors. The City of Edgewood has responded to this need by designating much of the southwest portion of Edgewood – including the entire Uchida Logistics Center site – as the subject to a Special Land Use Overlay Study Area.

While certain observers catalog a surplus of available industrial land in Edgewood (12.82 acres according to the Puget Sound Regional Council), the Applicant believes the perceived underutilization of Edgewood’s industrial base is essentially incorrect and does not reflect current

market conditions. Local market activity indicates a shortage of industrial land in all submarkets stretching from Tacoma to Seattle – and this particular submarket is one of the region's most sought-after industrial locations. Over the past four (4) years approximately 2.6 million square feet of Class A industrial buildings have been developed on 175 acres of industrial land located within 1½ miles of the Uchida Farm LLC site. The majority of this development is located within ½ mile of the site - and serving as an even greater indicator of demand – all of the twelve (12) industrial structures are 100% occupied.

Being a “first mover” in a competitive marketplace and able to provide the size, scale and location of market-driven industrial infrastructure needed by tenants, is an advantage provided to the City of Edgewood by the Applicant's proposal –which focuses regional industrial interest on a signature project for Edgewood.

4. *Are the assumptions upon which the City's Comprehensive Plan is based no longer valid, or is new information available which was not considered during the adoption process?*

The Uchida Logistics Center would be a prime example of the validity of assumptions serving as the foundation of Edgewood's comprehensive planning effort; including the projection that 30% of future industrial growth would occur in the southwest corner of Edgewood – where the Uchida Farm LLC site is located (Page 121).

Projecting industrial growth in an area zoned and planned for residential growth under current planning tools is a procedural inconsistency which seems to foresee a need for the amendment process - such as the Applicant's proposal - in order to realize that projection and achieve the desired economic growth.

5. *Does the amendment reflect current, widely held values of Edgewood residents?*

The Applicant's proposal conforms and supports community values in two ways; first, through the collective engagement process used to debate the proposal's merits; and second, in the proposal's obvious efforts to address any and all issues which may arise from the approval of this amendment and the implementation of development (LU.V.11/Page 28).

6. *Does the amendment meet concurrency requirements for transportation and will the amendment not adversely affect adopted level of service standards for other public facilities and services?*

The proposed amendment does not specifically address transportation issues, but the concurrency evaluation prepared by The Transpo Group as part of the staff's analysis of the Uchida Farm LLC application provides an initial assessment of projected impacts on levels of service associated with the proposed Uchida Logistics Center.

The Transpo assessment indicates the Uchida proposal meets the adopted level of service requirements pursuant to EMC Chapter 18.105. The assessment indicates a projected trip generation of 346 new PM peak hour trips for the proposed Uchida Logistics Center – with eighty percent (80%) of the trips using Valley Avenue to leave the site, with the remaining twenty percent (20%) being handled by the City's roadway system. Levels of service associated with various intersections evaluated under the City's 2035 travel demand model would remain unchanged by the presence of the Uchida Logistics Center, with the exception of a single intersection (Meridian Avenue and 36th Street).

To confirm the Transpo assessment and lay the groundwork for future analysis of traffic issues, the Applicant commissioned an independent transportation analysis, prepared by Transportation Engineering NorthWest (TENW), dated August 21, 2018, and provided with this submittal. The preliminary TENW study analyzed vehicular access, trip generation, level of service and outlines parameters for future traffic analysis for a proposed industrial development of up to 865,000 square feet on the Uchida Farm LLC site. The preliminary findings are summarized below:

- ❖ Access ... Vehicular access to the site would be provided from 90th Ave E, which provides access to Valley Ave E via 27th Ave Ct NW. While secondary access may become available, this traffic analysis is based on a single access at 90th Ave E. The expected year of opening for the project is 2024.
- ❖ Trip Generation ... The proposed Uchida Farm project is estimated to generate 2,883 weekday daily trips with 346 trips occurring during the weekday AM peak hour (280 in, 66 out), and 346 trips occurring during the weekday PM peak hour (73 in, 273 out).
- ❖ Level of Service Analysis ... Level of service (LOS) analyses were conducted at three study intersections adjacent to the project site, one of which is stop-controlled and would provide access to the proposed project (90th Ave E/27th Ave Ct NW). The signalized study intersections and controlled movements at the stop-controlled study intersection are estimated to operate at LOS C or better in 2024 and 2030 without or with the proposed project during both the weekday AM and PM peak hours.
- ❖ Future Traffic Analysis ... A more detailed operational analysis will be completed with a formal project application, which is expected to include evaluation of peak hour queues at the 27th Ave Ct NW/Valley Ave NW and 90th Ave E/27th Ave Ct NW intersections. Alternate access is also expected to be considered in the comprehensive traffic analysis with the formal project application.

7. *Will the amendment avoid creating probable significant adverse impacts to the City's transportation network, capital facilities, utilities, parks and environmental features; impacts that cannot be mitigated and/or place uncompensated burdens upon existing or planned service capabilities?*

While new growth of any kind will add to the potential for increased demand for public services, the Applicant believes the Uchida Farm LLC proposal will minimize demand by developing within an area where existing services are available; limiting any growth in service demand to minimal levels.

A secondary impact – with the potential of tremendous benefit - is found in the City of Edgewood's Proposed Capital Improvement Plan, 2015-2020. The Applicant's proposal and resulting development may help structure and accelerate a significant program element in the Transportation Category – the Railroad Frontage Road – which has feasibility expenditures scheduled for FY2019-20. Likewise, the extension of sewer service from Fife will provide benefit to properties along the frontage of Valley Avenue.

8. *Are the subject parcels physically suitable for the requested land use designation and the anticipated land use development, including, but not limited to, access, utilities and compatibility with existing and planned surrounding land uses?*

While site constraints exist in the form of watersheds, the overall topography of the site lends itself to development of large-scale industrial projects. The conceptual plan for the Uchida Logistics Center offers an initial insight into how the needs of a particular use can be accommodated on a unique site. The site's suitability for the intended industrial development is supported by the substantial amount of development in the immediate area; occurring on industrial-zoned land with strikingly similar characteristics to the Uchida site.

9. *Will the amendment create pressure to change the land use designation of other properties or influence changes in the best interests of Edgewood?*

Previously in this document, the Applicant demonstrated their commitment to avoid potential spot zoning serving as a precursor to the initiation of similar requests from other property owners in the immediate area.

However, it must be noted, the successful development of other industrial properties in the immediate vicinity, in neighboring communities, serving as an indicator of successful industrial demand, is a factor more likely than the Applicant's proposal, to create pressure for industrial land uses within the region. Edgewood's stated goals of increased industrial growth and the targeting of this area as a candidate for industrial development as evidenced by the overlay district, indicate a response to market forces which may be mutually reinforcing and consistent with goals and policies expressed in the Comprehensive Plan.

10. *Will the amendment not materially affect land use and population growth projections which are the bases of the comprehensive plan?*

There is no doubt that approval of this amendment and the development of the Uchida Logistics Center will serve as catalysts for additional changes in land use categories and planning designations. Population growth may follow on a slower pace, but the development of employment centers typically provides for some increase in local populations as workers relocate to shorten their commutes and/or improve their lifestyle.

11. *Is the amendment consistent with applicable county-wide policies for the city and any other applicable interjurisdictional policies or agreements, and any other local, state or federal laws?*

Regionally, the planning process described in Vision 2040 emphasizes growth being directed towards the manufacturing distribution centers and regional growth centers as defined by the Puget Sound Regional Council (PSRC). While not a defined growth center under Vision 2040, Edgewood's strategic location within an urban growth area and adjacent to one of the region's signature transportation projects (Highway 167 Expansion) mandates consideration under the same growth projections used by PSRC to define said centers. Vision 2040 states that, *"...Subregional centers, such as those designated through countywide processes or identified locally, will also play important roles in accommodating planned growth according to the regional vision. (PSRC Vision 2040, Page 49)."*

With the approval of the Applicant's proposed map amendment and rezoning, Edgewood will significantly support this regional goal; enabling the community to complement nearby growth centers while achieving a level of diversity in both the local economy and land use inventory which can only lead to benefits being realized by every sector of Edgewood's economic base; including support for residential growth - which complies with a key goal of GMA planning. The City's expressed desire for retail and mixed-use growth, particularly in the Meridian Corridor, could also

be supportive of additional residential growth – promoted by the projected addition of more than 600 employees to Edgewood's daytime population – may consider living in the community in which they work. This could help increase residential growth in the neighborhood of six (6) units per acre – achieving another long-term goal articulated by Edgewood staff.

A review of the regional manufacturing/industrial centers goal and policies articulated in the Vision 2040 Plan is featured above; the Applicant's proposal clearly focuses on supporting viable regional centers by creating a "subcenter" within Edgewood's corporate boundaries, separate, but readily accessible to neighboring centers within 1½ miles and would be capable of accepting any outstanding or unique requirements the market may have. As previously discussed in this report, the Highway 167 Expansion project could clearly provide and enhance transportation access required for Edgewood to meet this goal. Edgewood could prepare a subarea plan for regional evaluation of the inclusion of the "subcenter" within the regional planning framework; basing it on the conceptual plan proposed for the Uchida Logistics Center.

Issue: Analysis of Criteria Supporting Quasi-Judicial Map Amendment

The Applicant is required to demonstrate compliance with the criteria outlined in Edgewood Municipal Code Section 18.40.114, to ensure the associated zoning classification is analyzed for the criteria specified below. The zoning being sought is Industrial (I) and the preliminary plan for the Uchida Logistics Center is serving as a basis for our compliance with criteria.

1. Consistency with the Existing Comprehensive Plan

The Applicant's request for a map amendment and rezoning to Industrial is consistent with the current Comprehensive Plan due to the Uchida Farm LLC proposal's commitment to fulfilling citywide and regional planning goals for expanding the industrial base, providing for growth in employment and updating the Plan itself to reflect changes in the regional marketplace.

2. Consistency with the Purpose of the Proposed Zoning District

Under EMC 18.80.100, the Industrial (I) zoning district provides for regional research, light manufacturing, warehousing, and other major regional employment uses. Industrial lands are limited to areas where regional transportation access is available. The Uchida Farm LLC proposal fully complies with this criterion; the proposed Uchida Logistics Center is designed with research, light manufacturing and warehousing uses in mind; with as many as 600 employees projected to be working onsite. The site also complies by being adjacent to, or in the vicinity of, regional transportation access.

3. Consistency between Zone Criteria and Area Characteristics

The Industrial zoning district allows for a preponderance of large-scale uses (including the site's current use, agricultural), either permitted by right, or through the conditional use process. With the consolidation of parcels proposed to accommodate the development of an industrial center, the site offers an opportunity to create a development in excess of sixty acres.

4. Zoning History and Precedential Effect

To the best of the Applicant's knowledge, there is a limited history of zoning changes in the Uchida Farm LLC area – excluding the Applicant's previous effort in 2015 which did not proceed through the approval stage. In 2015, the site was changed from Agricultural (AG) to the current Single-

Family 3 (SF3) Residential. It should also be noted that Pierce County had the area zoned for General Use, prior to the Edgewood annexation.

5. *Impacts on Adjacent Zones of Differing Intensity through the Use of Buffers*

Site constraints onsite which may require the use of buffers are likely limited to peripheral area near or adjacent to the watersheds of either/both Wapato Creek and Simons Creek. The Applicant's preliminary plan for the Uchida Logistics Center offers the best way to analyze how the use of buffers can separate industrial buildings/uses.

It is also important to note, the geographical separation of the Uchida Farm LLC site from residential and commercial areas adjacent to the Meridian Avenue corridor. Located on the Valley floor, the location supports the development of a separate use; using natural features and buffer landscaping to further achieve separation from adjacent uses.

6. *Zone Boundaries*

The Uchida Farm LLC proposal follows natural boundaries, established parcel lines and public rights-of-way as the proposed boundaries for the proposed rezone area which is the same as the proposed area outlined by the preliminary development plan for the Uchida Logistics Center.

7. *Height Limits*

The Industrial zone's maximum building height of thirty-five (35) feet is anticipated to be adequate for many of the industrial uses likely to consider the rezone area. It is important to realize the degree of compliance with Industrial district development standards could be determined through a development agreement covering bulk regulations.

8. *Impact Evaluation*

There are a number of specific criteria outlined in the code which are to be addressed in this section. Again, it is important to realize most if not all of these areas are likely to be subject to the particulars associated with an approved development plan.

- a) Housing: There is no proposed residential component envisioned under the Uchida Farm LLC proposal. Future development would be limited to industrial and/or manufacturing uses similar to those outlined in the EMC Section 18.80.100.
- b) Public Services: The Applicant does not anticipate any additional demands will be placed on Edgewood's public services beyond those normally associated with typical industrial, warehousing and/or light manufacturing uses – market sectors likely to be targeted as tenants for the Uchida Logistics Center.
- c) Environmental Factors: Municipal development codes typically establish standards for nuisances such as noise, glare and odor; often prohibiting specific types of industrial uses which are known to emit noxious odors or excessive noise. The Applicant has every intent of cooperating with Edgewood officials to limit the types of uses either permitted-by-right or under a conditional use permit, which may be deemed as candidates for such violations.

Other environmental factors such as air and water quality, impacts on aquatic life and wildlife habitats will require a thorough evaluation with recommendations for best management practices to minimize adverse impacts or specific mitigation measures linked to the site's

unique environment. Energy conservation will be addressed through compliance with state and local standards for the construction of buildings and supporting site improvements.

- d) Pedestrian Safety: The Applicant's preliminary design for the Uchida Logistics Center offers glimpse of the onsite circulation patterns for both pedestrians and vehicles. Every effort will be made to maximize pedestrian access to the site and to the surrounding natural features such as walkways along the banks of creeks and detention facilities onsite.
- e) Manufacturing Activity: Needless to say, an application to change zoning and land use designation to an industrial use will support the development of industrial or manufacturing facilities. The Applicant's intent is to recruit light industrial uses or warehousing uses to the site; providing support for a growing market in logistics and related uses.
- f) Employment Activity: The Uchida Farm LLC proposal projects as many as 600 employees may ultimately be employed by the industrial uses recruited to the site. In terms of economic pass-through, the manufacturing sector has the highest multiplier of any economic sector – with every dollar spent on manufacturing sales realizing \$1.33 in additional economic output; widely exceeding the economic output produced by either retail (\$0.66) or professional/business services (\$0.61).
- g) Character of Areas having Architectural or Historic Value: To the best of the Applicant's knowledge, none of the properties or structures currently occupying the subject properties have been identified as having any architectural or historic value.
- h) Shoreline View, Public Access and Recreation: As private property, the site currently does not have either public access or recreational opportunities; nor are any under consideration for inclusion in future industrial development.

With two small creeks occupying strategic locations onsite, shoreline development and the preservation of the watershed, while simultaneously incorporating the area into future development, will be constraints faced by a responsible developer. The Uchida Farm LLC proposal for a logistics center offers an example of how to accomplish both goals at the same time. The Applicant is aware further analysis will be required to identify specific elements in a development which can guarantee the preservation and/or enhancement of a natural shoreline.

- i) Service Capacities: The Applicant believes the Uchida Farm LLC proposal, in whatever form the final development plan assumes, will incorporate sufficient infrastructure to serve the uses onsite without adversely affecting the services available to Edgewood residents

9. Changed Circumstances

The Applicant believes the City of Edgewood's own designation of the Uchida Farm LLC site as a Special Land Use Study area, combined with the surge in industrial land use demand on a localized and regional basis, clearly indicate circumstances have changed since the original zoning and/or land use classifications were identified.

10. Critical Areas

The evaluation of critical areas – their identification, delineation and classification - will be governed by Edgewood code; using the recently revised ordinance. The Applicant has commissioned a professional analysis of the Uchida Farm LLC site to conduct a preliminary evaluation of potential wetlands and/or fish and wildlife habitats located on or near the subject properties. The Applicant

realizes protection of critical areas is vital in protecting human safety and their properties from natural hazards, preserving environmentally sensitive areas and enhancing our quality of life.

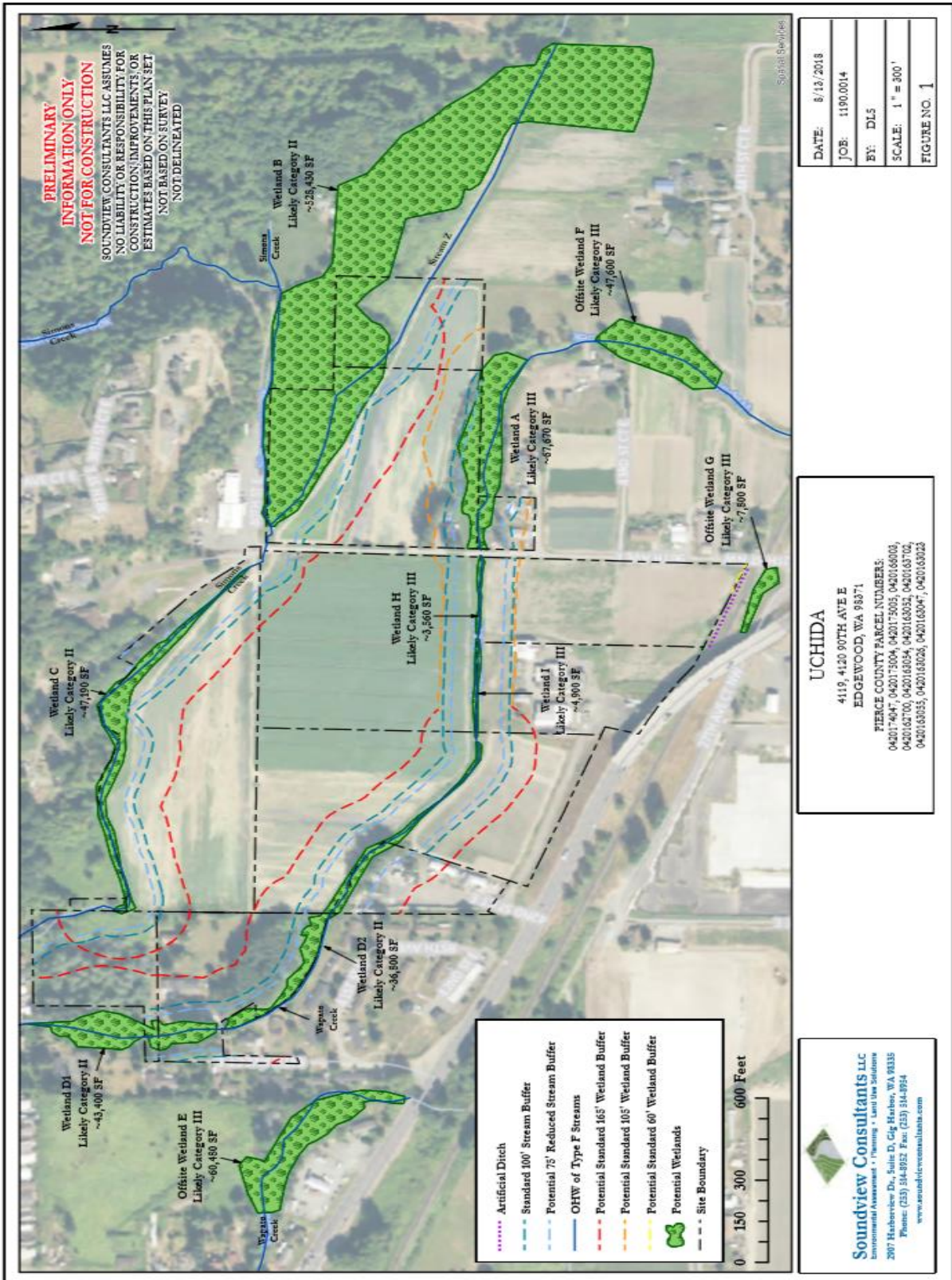
The Uchida Farm LLC analysis, “*Technical Memorandum*,” prepared by Soundview Consultants, and dated August 15, 2018, is intended to support the long-term planning goals associated with this application and is not intended for project-specific planning purposes. The study focuses on potential wetlands related to three (3) streams located onsite or immediately adjacent to the site; Wapato Creek, Simons Creek and an unidentified tributary to Simons Creek in the northeastern portion of the site. While not a formal delineation assessment, this analysis provides a snapshot of existing conditions.

Wetland	Predominant Wetland Classification / Rating				Buffer Width (feet) ^E
	Cowardin ^A	HGM ^B	WSDOE ^C	City of Edgewood ^D	
A	PFO/EMCD	Depressional	III	III	105
B	PFO/SS/EMCD	Depressional	II	II	165
C	PSS/EMCD	Riverine	II	II	165
D1	PSS/EMCD	Riverine	II	II	165
D2	PEM/SS/CD	Riverine	II	II	165
E (offsite)	PFOCD	Riverine	II	II	165
G (offsite)	PEMCD	Depressional	III	III	60
H	PEMC	Riverine	III	III	105
I	PEMC	Riverine	III	III	105

The site investigation identified seven (7) potentially-regulated onsite wetlands (A, B, C, D1, D2, H and I) and three (3) offsite wetlands (E, F and G). Wetland F is not relevant to this study as it falls more than 300-feet offsite, to the southeast (please refer to the Existing Conditions Exhibit on the next page).

Each identified wetland exhibited indicators of wetland hydrology, hydric soils and a predominance of hydrophytic vegetation. Each has been evaluated as to typology and classified as either a Category III or Category II wetland; an important step in that wetland buffers vary in size based on the habitat score; buffers for Category III wetlands vary from 60- to 225-feet depending on the habitat score, while similarly, buffers for Category II wetlands vary from 75- to 225-feet. In addition to the standard buffers, future development would also require a 15-foot buffer setback from the regulated wetland buffer edge.

UCHIDA - EXISTING CONDITIONS



The analysis not only delineates the standard buffer width, but also provides a list of minimization measures which are presumed to minimize impacts and are incorporated within the minimum buffer width required by code. The Soundview Consultants' analysis outlines minimization measures and criteria set forth in Edgewood code which can allow for an averaging process to be implemented when specific criteria are met; buffer averaging should be evaluated on an individual project basis. While more central to a future development proposal, it is important to note that the Applicant's preliminary proposal for the Uchida Farm LLC has incorporated buffers into the plan; indicating a clear willingness to respect and enhance protected buffers.

Summary

The Uchida Farm LLC proposal is calling for a number of changes; a change in planning land use designation, a basic change in the character of a small portion of the community to accommodate future growth and diversify in Edgewood, and a willingness to accept a small, but significant shift in the manner in which the community views a commodity – industrial land use – which has been on the decline in traditional terms in many markets, but which has been thriving within those markets which remain in tune with real estate demands. Industrial markets have shifted away from the dated images of smokestacks and heavy industry spewing pollutants and inflicting noxious odors, noise and a less than aesthetic approach to the design of buildings and surrounding landscaping.

Today's demands have successfully transformed the Puget Sound regional marketplace; eliminating the image of traditional industrial projects with their history of public nuisances and environmental issues and replacing it with an image of warehousing and light assembly uses, technology companies and research facilities within a landscaped, sustainable environment which respects its neighbors and originates with developers who work with communities to achieve responsible growth. Edgewood's comprehensive plan emphasizes exactly the type of project Uchida Farm LLC is bringing to the table, in a single paragraph on Page 101.

Quality community design is essential in Edgewood to ensure that the growth anticipated in the next 20 years will maintain and enhance community character. New commercial, industrial and multi-family development is anticipated during this time in areas near existing single-family residential neighborhoods. For this development to be compatible with existing neighborhoods, it is necessary to have appropriate transitions and mitigate for potential negative impacts. If designed thoughtfully, new development can have positive impacts such as increased access to local services and improved pedestrian connectivity.

Uchida Farm LLC stands ready to accept a role as Edgewood's partner in accommodating future growth while preserving and enhancing the community's character through appropriate transitions and a partner's commitment to identify and mitigate negative impacts.

Exhibit E
Site Specific Request #2 - Lake Chalet Property
Vicinity Map

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Exhibit F

Site Specific Request #2 - Lake Chalet Property

Future Land Use Map

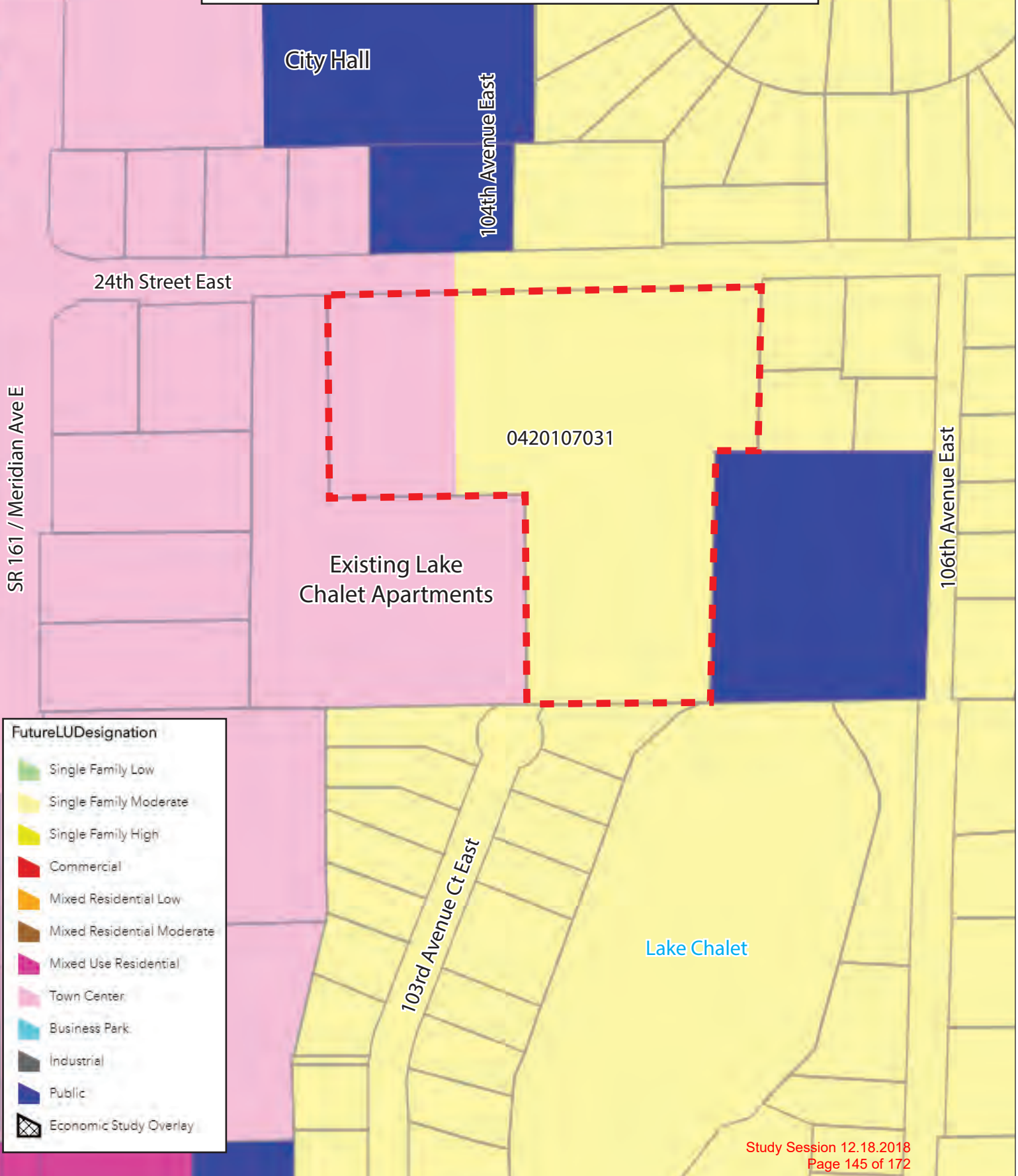
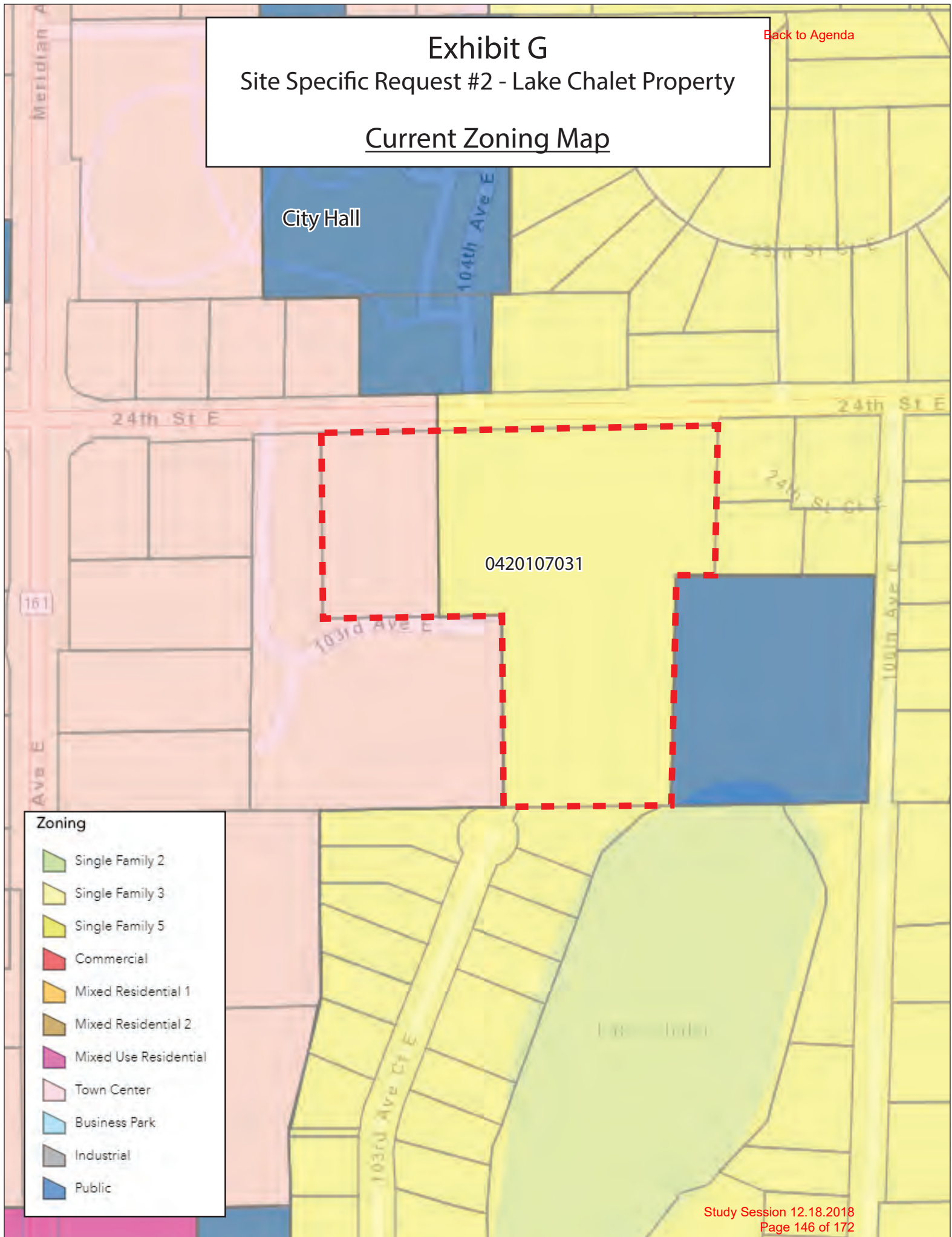


Exhibit G

Site Specific Request #2 - Lake Chalet Property

Current Zoning Map

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114TH AV



-

0 0.25 0.5 miles

EXHIBIT I



City of Edgewood
City Council - **Public Hearing**
November 27, 2018

COMPREHENSIVE PLAN AMENDMENT REQUESTS

FILE NO. 17-1549 & 17-1550

UCHIDA FARMS LLC & LAKE CHALET

INTRODUCTIONS

City of Edgewood

- Darren Groth, AICP, CPM

AHBL, Inc.

- Brittany Port, AICP
- Wayne Carlson, FAICP

BACKGROUND

- **EMC Section 18.60.130:**
 - Property owners may apply for site-specific comprehensive plan amendments
 - Applications must be submitted by December 31st of each calendar year
 - Director to include suggested amendments for consideration on City Council docket
 - Amendments can only be considered once a year

AMENDMENT REVIEW CRITERIA

- **EMC Section 18.60.220:**
 - Establishes review criteria for proposed amendments to the Comprehensive Plan
 - Applicant and staff findings can be found in Part 3 of the staff report
- **Compliance with existing Comprehensive Plan goals and policies found in Part 4 of the staff report**

SEPA COMPLIANCE & COMMENTS

- Notice of Consultation and SEPA checklist issued on September 12, 2018
 - Comment period ended on September 26, 2018
 - 1 comment letter received from the County relating to traffic impact fees
- SEPA DNS issued on September 27, 2018
 - Appeal period ended on October 12, 2018, no appeals filed.

SITE SPECIFIC REQUEST #1

File No. 17-1549 Uchida Farms LLC	
Existing Comprehensive Plan:	Moderate Density Residential
Requested Comprehensive Plan:	Industrial
Existing Zoning:	Single-Family Moderate (SF-3)
Requested Zoning:	Industrial (I)

VICINITY MAP

Uchida Farms LLC Property

- 11 tax parcels comprising ~67 acres



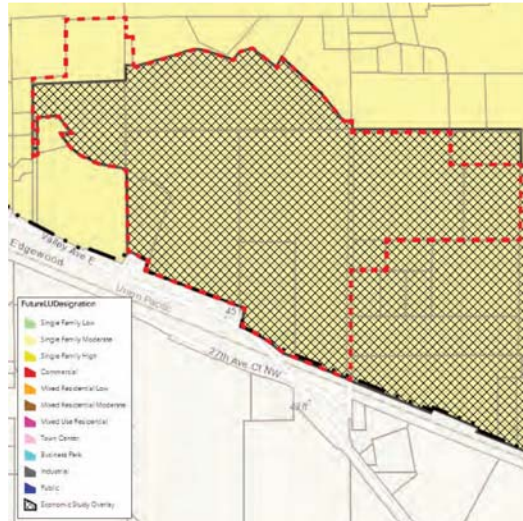
EXISTING ZONING

- Single-Family Moderate (SF3)



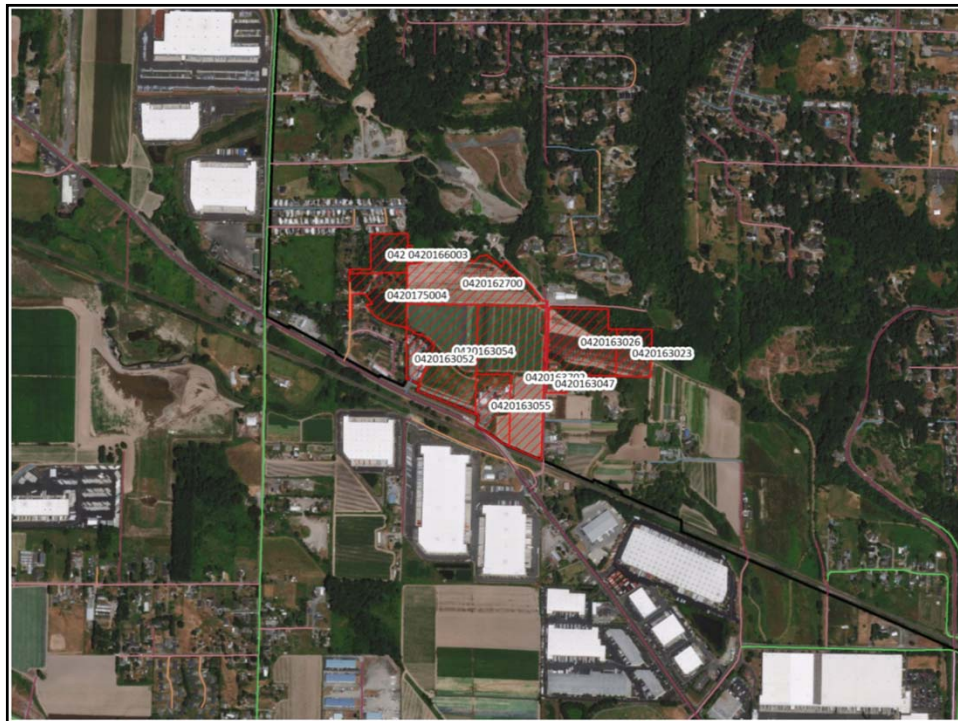
EXISTING FLUM

- Moderate Density Residential
- Economic Study Overlay



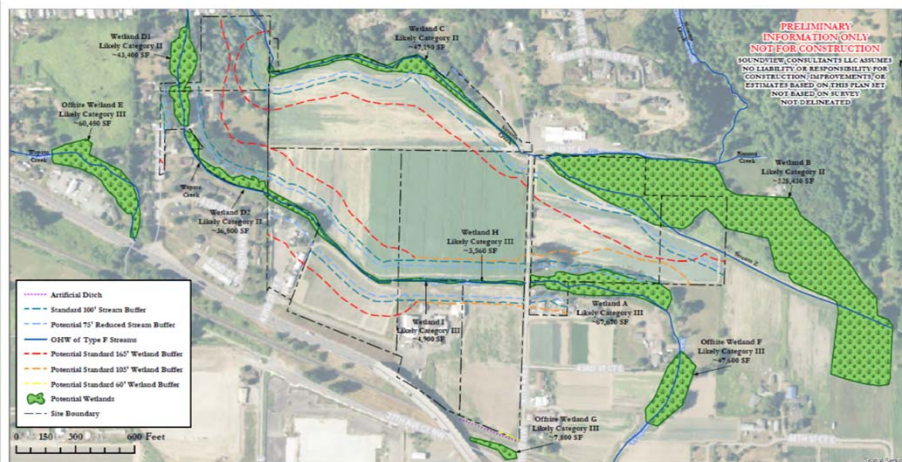
INDUSTRIAL LAND IN EDGEWOOD

Zoning Designation	Acres	Percent
Single Family 2 (SF-2)	2,106	37.5%
Single Family 3 (SF-3)	2,311 2,239	42.9 41.6
Single Family 5 (SF-5)	46	0.8
Mixed Residential 1 (MR-1)	101	1.9
Mixed Residential 2 (MR-2)	69	1.3
Town Center (TC)	84 86	1.3 1.6
Commercial (C)	82	1.5
Mixed Use Residential (MUR)	126	2.3
Business Park (BP)	32	0.6
Industrial (I)	178 4	0.3 1.6
Public (P)	177	3.3
Unzoned Areas (Including Roads)	325	6



CONSISTENCY WITH ADJACENT LAND USES

- I (Industrial) zones that abut Single-family zones: Type IV, solid barrier, 25-foot landscape strip



SITE SPECIFIC REQUEST #2

File No. 17-1550 Lake Chalet	
Comprehensive Plan (Existing):	Town Center (1.36-ac) & Moderate Density Residential (5.16 ac)
Comprehensive Plan (Requested):	Town Center
Zoning (Existing):	Town Center (TC) & Single-Family Moderate (SF-3)
Zoning (Requested):	Town Center (TC)

VICINITY MAP

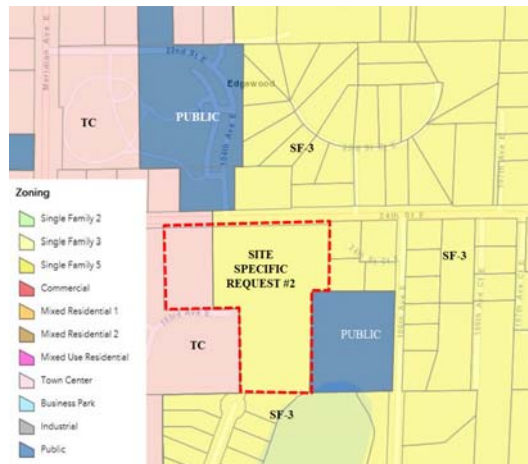
Lake Chalet

- One tax parcel comprising 6.52 acres
- Applicant also owns tax parcel 0420107030 (existing Lake Chalet apartments)



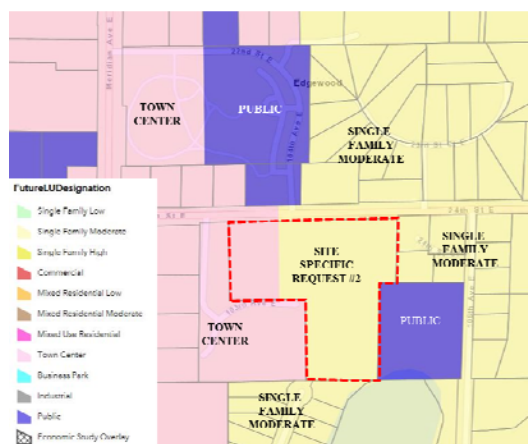
EXISTING FLUM

- Town Center
(1.36 ac)
- Moderate
Density
Residential
(5.16 ac)



EXISTING ZONING MAP

- Town Center
(TC) +/- 1.36 ac
- Single-Family
Moderate (SF3)
+/- 5.16 ac



2013 REZONE REQUEST

- Mixed-Use Residential
- Inadvertently NOT carried forward in 2015 Comprehensive Plan



MERIDIAN CORRIDOR NETWORK



CITY OF EDGEWOOD
MERIDIAN CORRIDOR PROPOSED
ROADWAY NETWORK PLAN

MAP LEGEND

- Potential Supplemental Traffic Signal Location
- Potential Supplemental Pedestrian Crossings
- Proposed Roadway Network (Approximate - Subject to Change)
- Proposed and Existing SR 161 Traffic Signals

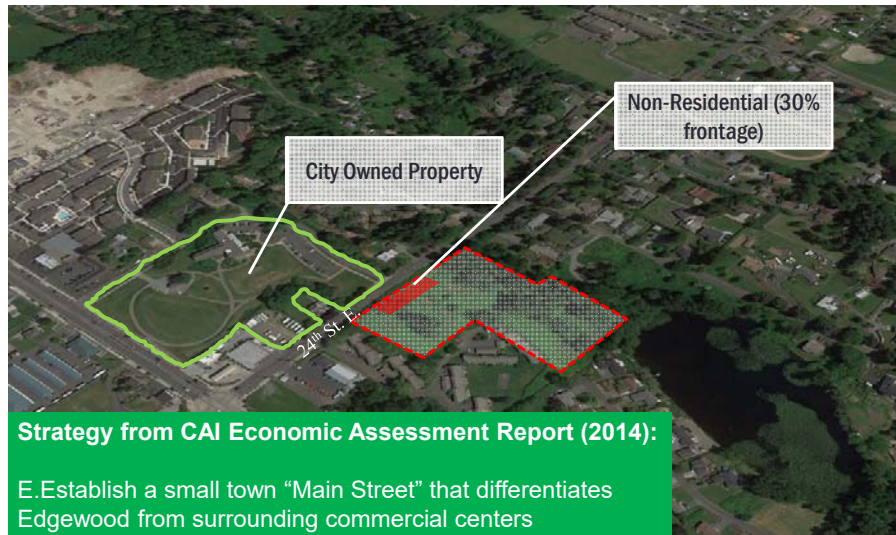
TOWN CENTER PLANNING



TOWN CENTER PLANNING



TOWN CENTER PLANNING



ZONING COMPARISON

	Zoning Districts		
	SF-3 (current zone)	TC (current and proposed zone)	MU-R (previously approved zone)
Land Uses (condensed list)			
Single-Family Detached	Permitted	Not Permitted	Permitted
Single-Family Attached	Not Permitted	Not Permitted	Permitted
Multifamily	Not Permitted	Permitted	Permitted
Retail	Not Permitted	Permitted ¹	Permitted
Office	Not Permitted	Permitted ¹	Permitted
Density	Min. 1 du/a ² Max. 3 du/a ²	Min. 24 du/a Max. 48 du/a	Min. 10 du/a Max. 24 du/a Max. 48 du/a
Floor Area Ratio (FAR)	N/A	1:1 OR 4:1 w/ bonus	0.5:1 OR 2:1 w/ bonus
Height (Max.)	35-ft	45-ft OR 55-ft w/ bonus	35-ft OR 35-ft w/ bonus
Setbacks from non TC/MUR zones	N/A	25-ft	20-ft
Lot Dimensions	50-ft width (min.) 8,750-sf (min.)	N/A	N/A
Design Guidelines	No	Yes, applicable	Yes, applicable

HOUSING/EMPLOYMENT TARGETS



	EXISTING	2035 TARGET	AVAILABLE CAPACITY	SURPLUS
Housing Units	3,814 units	6,003 units	5,744 <u>5,857</u> units	3,555 <u>3,668</u> units
Employment	1,191 jobs	3,094 jobs	2,308 <u>3,063</u> jobs	405 <u>1,160</u> jobs

PLANNING COMMISSION

- On November 5, 2018, the Planning Commission voted 5-0 to recommend approval of Site Specific Request #1.
- On November 5, 2018, the Planning Commission voted 3-2 to recommend approval of Site Specific Request #2.



City Of Edgewood Council Agenda Summary Sheet

SUBJECT: Office Manager Job Description	Agenda Item #:	2H
	For Agenda of:	December 18, 2018
	Prepared by:	Rachel Pitzel and Darren Groth

ATTACHMENTS (list): ☒ Initial Office Manager Job Description;
☒ Redlined Office Manager Job Description; and
☒ Job Description Template

Approval of Materials:			
Mayor, Daryl Eidinger	☒	Expenditure Required:	\$0
Asst. City Administrator, Dave Gray	☒	Amount Budgeted:	\$0
City Attorney, Carol Morris	☒	Appropriation Required:	\$0
City Clerk, Rachel Pitzel	☒	Timeline: December 18: Study Session	
Community Development Director, Darren Groth	☒		
Public Works, Jeremy Metzler	☒		

Fiscal Note/Consideration:

SUMMARY STATEMENT:

Per the ongoing discussion with City Council, staff recognized a need to revise the Office Manager job description. As a result of City Council discussion, input, and direct redline submittals, the attached Redlined Office Manager Job Description was modified to mimic the City's job description template, also attached.

This position was approved at the same pay scale as the Accounting Manager and the Plans Examiner/Building Inspector (Range FT-19-08).

COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:

RECOMMENDED ACTION: Approve the attached redlined job description for the new Office Manager position.

ALTERNATIVES TO RECOMMENDED ACTION:
 1) Do not adopt
 2) Forward to Study Session for further review



CITY OF EDGEWOOD

OFFICE MANAGER - Job Description

Department: Administration

Salary Range: \$6,729-\$7,647/mo.

Opening Date:

Closing Date: Open until Filled

This position is a full-time, non-union, FLSA exempt position.

GENERAL SCOPE OF WORK:

The Office Manager is responsible for managing and overseeing the City of Edgewood's day-to-day office activities by providing adequate support to City staff, ensuring high levels of organizational efficiency, and providing effective communication. This position may come in contact with sensitive and confidential information that may be of critical or strategic nature. The Office Manager is responsible for intra-office communication protocols, administrative procedures, inventory control, office staff supervision, project management, and task delegation, and the primary backup for the Permit Coordinator. This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall. Work is often performed independently, with a high degree of discretion; however, the position serves at the direction of the City Clerk.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential functions.

1. Manages office services by ensuring office operations and procedures are organized; correspondence is controlled; filing systems are designed; supply requisitions are reviewed and approved; and that clerical functions are properly assigned and monitored.
2. Maintains office efficiency by carrying out planning and execution of equipment procurement, layouts, and office systems.
3. Develops and implements office policies by setting up procedures and standards to guide the operation of the office; ensures that results are measured against standards, while making necessary changes along the way.
4. Assigns project tasks to other staff members, as necessary, and monitors the performance of each assigned task.
5. Reviews and analyzes special projects and keeps the City's executive team properly informed.
6. Ensures top performance of office staff by providing adequate coaching and guidance.

7. Attends educational workshops, reviews industry publications, joins professional associations, and builds networks with fellow professionals in order to remain updated of technical and professional knowledge and responsibilities.
8. Participates actively in the planning and execution of company events.
9. Develops standards to enhance operational procedures.
10. Manages the City's relationship with the Information Technology (IT) Department to assess equipment needs and deal with issues quickly to return staff and equipment to full operation.
11. Assists with new employment - processing and initiating benefit enrollment.
12. Partners with the Accounting Manager to assist with mailings, purchase orders, and other necessary accounting tasks.
13. Coordinates schedules, appointments, and leaves of absence.
14. Maintains knowledge of Front Counter tasks and standard operating procedures.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Required

- High School diploma, GED, or equivalent.
- Strong administrative skills, with knowledge of modern office and clerical practices and procedures, and skills in the operation of a personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.
- Ability to keep sensitive information confidential
- Ability to plan and execute diverse tasks at the same time without supervision.
- Ability to effectively communicate both orally and in writing.
- Documentation to fulfill the requirements of the Immigration and Nationality Act is mandatory within 3 days of employment.

Preferred

- Bachelor's degree in business, public administration, or other related discipline.
- Three (3) years of office management experience.

SPECIAL CONSIDERATIONS:

The incumbent will be joining an organization with fewer than 20 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs talk and

hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are generally performed indoors, and some outdoor work may be necessary as described earlier. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS:

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT

The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute a contract or agreement for employment. It is subject to change by the City as the needs of the City and requirements of the job change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, supplemental questions, and signed EOCC statement to:

**City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513**

Submittals may also be e-mailed to humanresources@cityofedgewood.org.

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Employee signature below constitutes the employee's understanding of the requirements, expectations, essential functions and duties of this position.

Employee

Date



City of Edgewood

2224 104h Ave E, Edgewood WA 98372-1513

Phone (253) 952-3299 | Fax (253) 952-3537

Office Manager – Job Description

Department: Administration

Salary Range: \$6,729 - \$7,647/mo.

Opening Date: MONTH DAY, YEAR

Closing Date: Open until Filled

First Review: MONTH DAY, YEAR

This position is a full-time, non-union, FLSA non-exempt position.

GENERAL SCOPE OF WORK



~~CITY OF EDGEWOOD~~

~~OFFICE MANAGER – Job Description~~

~~Department:~~ Administration

~~Salary Range:~~ \$6,729-

~~\$7,647/mo.~~

~~Opening Date:~~

~~Closing Date:~~ Open until

~~Filled~~

The Office Manager is classified as a mid-level managerial position within the City and operates within its own specific functional area as part of the City's Administration Department. The person in this position ~~Office Manager~~ is responsible for managing and overseeing the City of Edgewood's day-to-day office activities by providing adequate support to all City staff, ensuring high levels of organizational efficiency, facilitating the management of various City projects, and providing effective communication. ~~This position may come in contact with sensitive and confidential information that may be of critical or strategic nature. In addition, The the~~ Office Manager is responsible for intra-office communication protocols, administrative procedures, inventory control, ~~office staff~~ supervision of the Administrative Assistant position, project management, and project task delegation and timelines, and is the primary backup for the administration of front counter management ~~Permit Coordinator. This position performs a wide~~

~~range of cross functional office duties, teaming with all departments at City Hall. Work is often performed independently, with a high degree of discretion; however, the position serves at the direction of the City Clerk.~~

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION

This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall. Work is often performed independently, with a high degree of discretion; however, the position serves at the direction of the City Clerk. ~~this position reports to the City Clerk/HR Director, but may be asked to perform work under the general supervision of the Assistant City Administrator, Public Works Director, Community Development Director, or City Attorney. Minimal employee supervision is expected for this position.~~

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential functions.

1. Manages office services by ensuring office operations and procedures are organized; correspondence is controlled; filing systems are designed; supply requisitions are reviewed and approved; and that clerical functions are properly assigned and monitored.
2. Maintains office efficiency by carrying out planning and execution of equipment procurement, layouts, and office systems.
3. Develops and implements office policies by setting up procedures and standards to guide the operation of the office; ensures that results are measured against standards, while making necessary changes along the way.
4. Assigns project tasks to other staff members, as necessary, and monitors the performance of each assigned task.
5. Reviews and analyzes special projects and keeps the City's executive team properly informed.
6. Ensures top performance of office staff by providing adequate coaching and guidance.
7. Attends educational workshops, reviews industry publications, joins professional associations, and builds networks with fellow professionals in order to remain updated of technical and professional knowledge and responsibilities.
8. Participates actively in the planning and execution of company-organizational events.
9. Develops standards to enhance operational procedures.
10. Manages-Oversees the City's contractual relationship with the Information Technology (IT) Department to assess equipment needs and deal with issues quickly to return staff and equipment to full operation.

11. Assists the HR Department with ~~new employment~~ processing and initiating employee benefit enrollment.
12. Partners with the Accounting Manager to assist with mailings, purchase orders, and other necessary accounting tasks.
13. Coordinates schedules, appointments, and leaves of absences.
14. Maintains knowledge of Front Counter tasks and standard operating procedures.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

Required

- ~~1. High School diploma, GED, or equivalent.~~
- ~~1. Experience demonstrating strong administrative skills, with~~
- ~~2. Prior staff supervision experience or other leadership skills.~~
- ~~2-3. Knowledge of modern office and clerical practices and procedures, and skills in the operation of a personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.~~
- ~~3-4. Ability to keep sensitive information confidential~~
- ~~4-5. Ability to plan and execute diverse tasks at the same time without supervision.~~
- ~~6. Ability to effectively communicate both orally and in writing.~~
- ~~7. Ability to learn to interpret, apply and explain laws, codes, regulations, policies and procedures.~~
- ~~5-8. High level of confidentiality, attention to detail, ability to meet deadlines, and ability to effectively prioritize tasks.~~
- ~~9. Documentation to fulfill the requirements of the Immigration and Nationality Act is mandatory within 3 days of employment.~~
- ~~10. A sense of humor and positive attitude are essential.~~
- ~~6.~~

Preferred

- ~~7. Bachelor's degree in business, public administration, or other related discipline.~~
- ~~8. Three (3) years of office management experience.~~

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

Bachelor's degree in business, public administration, or related field with two (2) years progressively responsible administrative or management experience.

OR

Two (2) years of college coursework with four (4) years of progressively responsible administrative or management experience, including such areas as budget preparation, data gathering, analysis and report writing.

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

AND

The ability to obtain, and maintain a valid Washington State Driver's License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred

Certified Business Office Manager (CBOM) or similar certifications.

SPECIAL CONSIDERATIONS

The incumbent will be joining an organization with approximately 20 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

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APPLICATION SUBMITTAL

If you meet the minimum qualifications and are interested in applying for this position, please email your application packet consisting of a cover letter, resume, signed EOCC statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Application packets may also be sent to the City of Edgewood via regular mail to the following address:

**City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513**

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Name

Date

SUPPLEMENTAL QUESTIONS

(add as necessary)



City of Edgewood

2224 104th Avenue East, Edgewood WA 98372-1513

Phone (253) 952-3299 Fax (253) 952-3537

Office Manager – Job Description

Department: Add

Salary Range: \$add range/mo.

Opening Date: MONTH DAY, YEAR

Closing Date: Open until Filled

First Review: MONTH DAY, YEAR

This position is a full-time, non-union, FLSA non-exempt position.

GENERAL SCOPE OF WORK

(Add general scope of work statement).

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION

This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall. (Add who this position reports to), but may be asked to perform work under the general supervision of the Assistant City Administrator, Public Works Director, Community Development Director, or City Attorney. Minimal employee supervision is expected for this position.

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1. (Add)
- 2.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

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1. (Add)

2.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required

(Add any certain requirement fields)

OR

(Add any other coursework or college training)

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

AND

The ability to obtain, and maintain a valid Washington State Driver's License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred

(Add preferred)

SPECIAL CONSIDERATIONS

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Employee signature below constitutes the employee's understanding of the requirements, expectations, essential functions and duties of this position.

Name

Date

SUPPLEMENTAL QUESTIONS

(add as necessary)