



**CITY OF EDGEWOOD
COUNCIL STUDY SESSION AGENDA**

Tuesday, July 6, 2021 – 7:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

1. CALL TO ORDER

Roll Call, Pledge of Allegiance

2. COUNCIL BUSINESS

A. Discussion - Be Culture

B. Discussion - Parks and Recreation Advisory Board (PRAB) Interview

C. Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)

D. Discussion - Solar Grants

E. Discussion - Ordinance - Traffic Impact Fees Code Amendment

F. Discussion - Ordinance - Traffic Concurrency

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

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



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Be Culture	Agenda Item #: 2.A
	For Agenda of: 7/6/2021
	Prepared by: Dave Gray
Attachments (list): 1. Resolution 21-XXXX Be Culture 2. EXHIBIT A Be Culture 2021 SCOPE OF WORK OUTLINE 3. Be Culture and City of Edgewood Overview	
Approval of Materials: Dave Gray Rachel Pitzel 7/1/2021 Dave Gray 7/1/2021 Daryl Eidinger 7/1/2021	Expenditure Required: Not to Exceed Sixty Thousand Dollars (\$60,000) Amount Budgeted: \$150k for Strat Plan, Fee Schedule & EDI. Timeline: Second half of 2021 Fiscal Year

Summary Statement:

Be Culture helps boards, executives, and other leaders strategically mobilize people across their organizations and/or communities to effectively and sustainably develop the culture they desire. Customized to fit the unique aspects of each engagement, the Be Culture approach is rooted in the system change and equity tenants of Adaptive Leadership and Beloved Community.

Item History:

Study Session July 6th, 2021
 Regular Council Meeting July 13th, 2021
 Kick Off Meeting with Be Culture is scheduled for just after Labor Day

Recommended Action:

Discuss the program process and why the City is choosing Be Culture to help identify and incorporate the training and coaching we will learn through our engagement with James and Kristen Whitfield.

Fiscal Note/Consideration:

The City anticipated several professional development service expenditures during the budget process including EDI and the beginning of creating our long term strategic plan.

RESOLUTION NO. 21-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A PURCHASE ORDER NOT TO EXCEED SIXTY THOUSAND DOLLARS WITH BE CULTURE TO HELP ESTABLISH POLICY AND PROCEDURES TO ACHIEVE EXCELLENCE IN COMMUNICATION, TRANSPARENCY, INTERPERSONAL INTERACTION AMONG STAFF, ELECTED OFFICIALS AND OUR COMMUNITY.

WHEREAS, the City Council and Mayor have been focused on the growing national awareness that bias, driving inequality of opportunity, continues to effect large percentages of our population; and

WHEREAS, the City of Edgewood, a municipal publicly funded service provider, has a responsibility to serve the community and public at large with a level of excellence measured not only by metrics and statistics but also the level of equity, inclusion and diversity the recipients of services receive; and

WHEREAS, Be Culture, a Washington State based Adaptive Leadership training and coaching company, known for delivering excellence in the process of helping government design and implement change that overcomes the status quo's tendency to resist changes and assist staff and elected officials build frameworks for equitable, thriving organizational cultures; and

WHEREAS, as the Staff, Council and Mayor begin to engage the community in the development of a long term, multiyear Strategic Plan, incorporating a "living" business model, guided by internal policy and processes that will inform the creation of our next and future Comprehensive Plans; and

WHEREAS, Staff, Council and Mayor all agree the quality of that engagement within the City is directly related to the cultural and communication prowess of the people representing the City.

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

Section 1. The City of Edgewood City Council does hereby resolve to authorize the Mayor to execute a purchase order in an amount not to exceed sixty thousand dollars to engage Be Culture to pursue with Staff, Council and the Mayor those goals and objectives outlined in Exhibit A, attached hereto and incorporated herein.

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

ADOPTED THIS XTH DAY OF XXXXXXXXXXXX, 2021

Daryl Eiding, Mayor

ATTEST:

Rachel Pitzel, CMC
City Clerk

BE CULTURE OVERVIEW

Culture makes the difference. The performance and satisfaction of any group is determined by the systems that make up the group's culture. Improving outcomes requires seeing and changing those culture systems in ways that overcome the status quo.

BE CULTURE helps boards, executives, and other leaders strategically mobilize people across their organizations and/or communities to effectively and sustainably develop the culture they desire. Customized to fit the unique aspects of each engagement, the **BE CULTURE** approach is rooted in the system change and equity tenants of Adaptive Leadership and Beloved Community.

It is common for organizations to invest time and resources on strategic, equity, and/or other efforts, only to have the organization's status quo reinforce existing outcomes. **BE CULTURE** works with leadership to design and implement engagements that overcome the status quo's tendency to resist change and does so in ways that unify and engage people, even across hierarchical, demographic, and ideological spectrums. Leading with the primary value of Love, **BE CULTURE** replaces contempt and polarization with equitable and thriving organizations, communities, and teams.

BE CULTURE Values

- Love. We believe everyone always deserves to be loved.
- Equity. We believe justice results from authentic shared determination.
- Thriving. We believe in nurturing people's unique gifts, talents, and purpose.
- Systemic Solutions. We believe effective, sustainable solutions engage individuals, their relationships, and their guiding structures.

BE CULTURE Framework for Equitable, Thriving Organizational Cultures

Each engagement is customized to address the organization/community's unique needs, effectively and sustainably mobilizing people to:

BE Committed to the "Why"

We help participants clarify and collectively own the equitable shared purpose and core values, balancing pursuit of purpose with authentic care for the people involved.

BE Collectively Responsible for the "How"

We help spread the responsibility for successful interactions across the system rather than limiting that function to positions of authority. Each person is equipped and encouraged to "HOST" the culture through:

- **H**onorable Collaboration
- **O**penness to Learn and Adapt
- **S**hared Accountability
- **T**ending to Relationships

BE Effective with the "What"

We help ensure each functional group within the system understands how their priorities and unique characteristics contribute to collective success, while being interdependent with the broader group.

BE CULTURE creates enjoyable learning/working environments and weaves together a mix of interactive presentations, expert counsel, large-group exercises, small-group discussions, and structured individual reflection to help leaders mobilize their companies and communities – using the system change and equity tenants of Adaptive Leadership and Beloved Community.

Overcome the status quo with **BE CULTURE**. And be the culture you wish to see.

PROPOSAL OVERVIEW

As the City of Edgewood continues to grow, it is important to formalize the culture to be instilled and propagated. A risk many organizations face are the values, relationships, and processes that brought them their current success might not translate to a larger and more diverse organization. This can keep an organization on a reactive footing, surviving from crisis response to crisis response. We propose formalizing 'The Edgewood Way' and institutionalizing Adaptive, Equitable Relationships and Processes will help to ensure cohesion and success as the City of Edgewood grows.

This proposal suggests working with the Leadership Team, a group of staff members that we call a 'Design Team' and the City Council to align the city for future success and growth.

High Level Proposal Overview:

Regular Check-In meetings with Assistant City Administrator.

Work with Assistant City Administrator and the Leadership Team to clarify the 'The Edgewood Way' Non-negotiables: *(Estimated Subtotal: \$4,000 for 2, 2 hr. sessions)*

- Develop Baseline Charter:
 - Purpose Statement
 - Core values
 - Unique methodology
 - Roles and division of labor

Adaptive Culture Development, Level Setting Equity Learning, and Culture Management for Leadership Team (Plus additional staff?) – This will lay the foundation necessary to instill the culture you want to grow. *(Estimated Subtotal: \$17,500 for design and facilitation of 5, 2-hr sessions)*

- Growing an individual/personal equity mindset through learning and reflection
 - Understand historical and structural roots of inequities and bias
 - Assign content and individual reflection exercises.
- Build Equitable Leadership Capacity among the Leadership Team
 - Working understanding of DE&I
 - Working understanding of Systemic Equity
 - Working understanding of Culture Development and Management
- Build Equitable Culture Development Capacity among the Leadership Team
 - Working understanding of system dynamics and culture development cycles
 - Working understanding of culture development and adaptation during organizational expansion
 - Update Charter

Develop Adaptive, Equitable Relationships and Processes. Working with a 'Design Team' made up of staff members from across the organization to uncover successes and barriers staff is experiencing working in the city. We then bring together the 'Design Team' and Leadership for the development of working agreements and shared understanding. The final step will be to work with the Leadership team to make any protocols and structural changes for the City. *(Estimated Subtotal: \$31,500 for design and facilitation of 9, 2-hr sessions)*

- Objectives
 - Develop Working Agreements for Equitable relationships within adaptive organizations.

EXHIBIT A Proposal: Culture Strategy Proposal

For: City of Edgewood

By: James Whitfield and Kristen Whitfield, Principals

- Develop Equitable Processes for use within adaptive organizations.
- Deliverables
 - Facilitated conversations to collectively Identify existing processes and structures that need to change to be consistent with equitable relationships.
 - Development of Success and Barriers Document
 - Be Culture will recommend additional structural changes to support future work.
 - Be Culture works together with the Leadership Team to develop leadership and management expectations that reinforce equitable relationships and processes. These become HR and performance expectations.
 - Finalize Charter
 - Develop Culture Management Strategy
- Meeting Structure
 - Level Set Equity Learning for Design Team – 4, 2-hr meetings.
 - Leadership Team and Design Team Meetings -3, 2-hour meetings.
 - Leadership Team Meetings to finalize Culture Management Strategy – 2, 2-hour meetings.

City Council

- Adaptive Culture and Level Setting Equity Learning for the City Council Members consistent with “sunshine” protocols.
 - Understanding Systems
 - Grow an individual/personal equity mindset through learning and reflection.
 - Build a shared understanding of DE&I.
 - Adaptive Culture

Proposal date: 5/14/2021 (*expires in 30 days*)

Submitted to: City of Edgewood
2224 104th Ave E
Edgewood, WA 98372

Point of contact: Dave Gray
Assistant City Administrator



EDGEWOOD

Washington

Organizational Culture Development





WHY BE CULTURE EXISTS

Equip leaders to mobilize their people to integrate equity into their organizational culture – to be the culture they wish to see.

- **Adaptive Leadership:** System change
- **Beloved Community:** Equity and justice



VALUES: HOW BE CULTURE

EXISTS

- **Love:** Everyone, always deserves to be.
- **Equity:** Justice through authentic, shared determination.
- **Thriving:** Nurturing unique gifts, talents, and purpose.
- **Systemic Solutions:** Sustainable. Engage people, relationships, and structures.



SYSTEM CULTURE DEFINED

A group's collective expectations and patterns of behavior – reflecting values which are shared among people, influence relationships, and underlie rules creating context within a system.



DEVELOP CULTURE TO SUPPORT GROWTH

- Clarify the “Edgewood Way”
- Level-Set Staff Leadership with new Culture and Equity Baseline
- Design and Deploy Culture and Equity Next Steps
- Engage the City Council for Cohesion



***James & Kristen
Whitfield***

<https://www.betheculture.com/about>



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Parks and Recreation Advisory Board (PRAB) Interview	Agenda Item #: 2.B
	For Agenda of: 7/6/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. PRAB Roster Current Public_July 2021	
Approval of Materials: Jeremy Metzler Rachel Pitzel 7/1/2021 Dave Gray 7/1/2021 Daryl Eidingen 7/1/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 07/06/2021 SS 07/13/2021 RCM

Summary Statement:

In accordance with Section 2.31.020 of the Edgewood Municipal Code (EMC), appointment and reappointment to the Parks and Recreation Advisory Board (aka PRAB) shall follow the City Council Rules of Procedures, which require applications and interviews for each applicant. The City Council shall interview candidates in a panel format, with all candidates participating in the interview session concurrently. The Mayor shall call on each Council Member to ask questions. Upon completing the interviews, each Council Member will announce their candidate rankings and the City Clerk shall tally the rankings. The rankings shall be provided to the Council and shall be used by the Mayor for consideration in the appointment process. At the Mayor's discretion, the appointment process may take place at a regularly scheduled Council meeting or a special Council meeting following the interview session. The Mayor shall appoint or reappoint and the Council shall confirm or deny the appointments proposed by the Mayor.

At this time, we have one vacant position, and we have received one new application for that position.

Item History:

N/A

Recommended Action:

Receive a briefing, conduct interview, and make a recommendation to the Mayor regarding the candidate seeking appointment to PRAB position 4.

Fiscal Note/Consideration:

N/A



CITY OF EDGEWOOD
PARKS AND RECREATION ADVISORY BOARD
CURRENT ROSTER

Revised July 2021

Brian Levenhagen, Chair

blevenhagen@cityofedgewood.org

Chair Term ends 9/30/2021

Position 1 – *Term ending September 30, 2021*

Mary Grace Eala

mgeala@cityofedgewood.org

Position 2 – *Term ending September 30, 2021*

Bill Hilton

bhilton@cityofedgewood.org

Position 3 – *Term ending September 30, 2021*

VACANT

Position 4 – *Term ending September 30, 2022*

Jeff Southard

Vice Chair – Term ending September 30, 2021

jsouthard@cityofedgewood.org

Position 5 – *Term ending September 30, 2022*

Linda Howard

lhoward@cityofedgewood.org

Position 6 – *Term ending September 30, 2022*

Anne Percival

apercival@cityofedgewood.org

Position 7 – *Term ending September 30, 2022*



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion – Equity, Diversity and Inclusion (Trainings, Planning, etc.)	Agenda Item #: 2.C
	For Agenda of: 7/6/2021
	Prepared by: Daryl Eiding
Attachments (list):	
Approval of Materials: Daryl Eiding Rachel Pitzel 6/28/2021	Expenditure Required:
	Amount Budgeted:
	Timeline: Topic to be added to all future Study Sessions (see item history below)

Summary Statement:

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

Item History:

The Subcommittee requested bringing forward items from the 21 Day Racial Equity Habit Building Challenge. This is a comprehensive list of resources, and it is their hope that sharing an item from each discussion will help Council continue to have important conversations as they work to build a framework for the city. The committee would like Council to watch the 9 minute video titled "Intergroup Anxiety: Can You Try Too Hard to Be Fair?" produced by the Christian Science Monitor
<https://www.youtube.com/watch?v=UsBpGmUeAsI>

Council has asked that this topic be a discussion item at all future study sessions for the foreseeable future. Council has discussed Equity, Diversity and Inclusion trainings and planning at the following meetings:

09/01/2020 Study Session
 09/15/2020 Study Session
 09/29/2020 Study Session
 10/06/2020 Study Session
 10/20/2020 Study Session
 11/03/2020 Study Session
 11/24/2020 Study Session
 12/05/2020 Part I - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
 12/12/2020 Part II - National League of Cities - REAL Action: Advancing Racial Equity in Edgewood
 01/05/2021 Study Session
 01/19/2021 Study Session
 02/08/2021 Council Subcommittee Meeting
 02/16/2021 Study Session
 03/08/2021 Council Subcommittee Meeting

03/16/2021 Study Session
03/30/2021 Study Session
04/06/2021 Study Session
04/12/2021 Council Subcommittee Meeting
04/20/2021 Study Session
05/04/2021 Study Session
05/10/2021 Council Subcommittee Meeting
05/11/2021 Regular Council Meeting to discuss alternates to Subcommittee
05/18/2021 Study Session
06/01/2021 Study Session
06/08/2021 Council Subcommittee Meeting
06/15/2021 Study Session
06/29/2021 Study Session

Recommended Action:

N/A

Fiscal Note/Consideration:

N/A



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Solar Grants	Agenda Item #: 2.D
	For Agenda of: 7/6/2021
	Prepared by: Matthew Ray
Attachments (list): 1. RFP Solar Grant	
Approval of Materials: Matthew Ray Rachel Pitzel 6/30/2021 Dave Gray 7/1/2021 Daryl Eidingen 7/1/2021	Expenditure Required: 2021 up to \$25,000 2022 \$200,000 estimate - with up to half being eligible for grant funding
	Amount Budgeted:
	Timeline: 07/06/2021 SS 07/13/2021 RCM

Summary Statement:

Washington State Department of Commerce opened applications for its Solar Grant Program on June 24, 2021. This will be the first time it has been available since 2018. The program provides competitive funding to install solar energy systems on public facilities.

<https://www.commerce.wa.gov/growing-the-economy/energy/solar-grants/>

Question 1

Would you like the city to peruse this opportunity?

If yes the City would put forward an RFP for an Energy Savings Performance Contract. This would bring on a firm that specializes in solar energy systems to apply for the grant, spec the system and then manage the installation.

Timeline:

Publish the RFP by July 9th and run for two weeks.

Regular Council meeting on July 27 Council would select the Contractor.

Solar Grant deadline August 19th

Grants will be Awarded in November 2021

Construction window would be 1st quarter 2022

Grants who meet the following criteria will be graded higher:

- Projects with shorter simple payback period
- Projects that provide more funding from other sources, above the minimum requirements
- Applicant has not received funding for solar from this program previously
- Projects that use modules and inverters manufactured in Washington

- Projects with lower cost per watt

Question 2

What are we willing to do to score higher?

Example: We would be required to at least split the cost with Commerce but if we were willing to cover more than half, we have a better chance of receiving the grant.

Estimate:

Looking at our electrical bill we are estimating that we need solar panels to produce 65k Watts of electricity and this will cost around \$225,000 including the Energy Service Contractor fee. If we receive the Grant to cover half of the cost we are looking at a 13 year payback period.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Discussion - Solar Grants

Fiscal Note/Consideration:

10% of the total amount of the project could be due in 2021 with the remainder due in 2022. In addition up to 50% of the total cost could be covered by a grant through Washington State Department of Commerce.

**NOTICE OF REQUEST FOR PROPOSALS
IN PREPARATION FOR AN ENERGY SAVINGS PERFORMANCE CONTRACT**

Edgewood, WA

NOTICE IS HEREBY GIVEN that proposals will be received on **July 16, 2021 until 3:00 pm** at the City of Edgewood City Hall: 2224 104th Ave E, Edgewood, WA 98372, or by email to Matthew Ray, Maintenance & Facilities Manager, at matthew@cityofedgewood.org

ITEM FOR BID:

The Project includes Architectural and Engineering Services, completion of an Investment Grade Audit, grant applications, along with project management for the construction of a roof-mounted solar photovoltaic array. The Project site is located at the City of Edgewood City Hall: 2224 104th Ave E, Edgewood, WA 98372. It will be the responsibility of the interested firms to develop guaranteed maximum costs and the energy production for the following scope of work:

- Instillation of a roof mounted photo-voltaic solar array rated at 65kW DC STC, that is net metered through the facility's electric meter and is cost-effective in compliance with alternative procurement requirements, Chapter 39.10 of the Revised Code of Washington;
- Investment grade audit; and
- The Energy Savings Company (ESCO) will assist the City in applying for and helping to secure Solar Grants in order to help finance the proposed project. The City reserves the right to apply for the grants again in subsequent rounds if unsuccessful the first time, and to delay or cancel the project if no grants are received.

SUBMITTAL REQUIREMENTS:

The ESCOs submitting an RFP must have demonstrated technical and managerial capability across a broad range of energy, design, construction, operations, and maintenance areas. The City of Edgewood will consider the following background and experience factors in the evaluation of all proposals.

Section 1) ESCO Qualifications

Limit response to ten, double-sided pages. Responses should include:

- a) History and location of the firm.
- b) Resumes and relevant experience of key personnel who will be assigned to the project. **The key personnel will form the ESCO Project Team and will execute all project work. The City will not allow Project Team substitutions without approval (additional team members ok).**
- c) Proposed self-performed/subcontracted scopes of work.
- d) Description of in-house engineering services.
- e) Experience of the Project Team executing ESCO and other turnkey work.
- f) Relevant project experience in the State of Washington.

Section 2) Energy Services Proposal ("ESP")

The ESP will contain at a minimum the following elements:

1. Proposed Scope of Work
 - a. Proposed additional-alternate scopes, if applicable.

2. Construction activities and expected project timeline.
3. Financial Section.
 - a. Guaranteed Maximum Costs.
 - b. Guaranteed energy savings.
 - c. Demonstration of cost-effectiveness.
4. Measurement and Verification Methodology.

Failure to include these basic elements in a proposal may disqualify the ESCO from consideration. Submittal requirements will be scored as unsatisfactory, satisfactory, exceeds expectations for each of the above submittal requirements. The City of Edgewood may award a contract to the firm that, in its sole opinion, is most capable of providing the range of services described and anticipated by this RFP, and in the long-term best interest of the City. The City of Edgewood will negotiate a performance-based contract with the ESCO that submits the best proposal. In the event contract negotiations are not successful, the City of Edgewood may select another ESCO and continue negotiations until a performance-based contract is reached, or the selection process is terminated.

PROPOSAL EVALUATION PROCESS:

The City of Edgewood's evaluation and selection process require that the appropriate specifications and terms of the RFP be included in the submission.

The City will notify firms of their selection on **July ??, 2021**.

The City's goal is to enter into a contract with a qualified firm no later than **July ??, 2021**.

The successful ESCO will negotiate their fee for the Investment Grade Audit (IGA) proposal. This cost will be included in the Guaranteed Maximum Construction Cost.

Note: This RFP does not commit the City of Edgewood to negotiate a contract, nor does it obligate the above mentioned to pay for any cost incurred in the preparation and submission of proposal or in anticipation of a contract. The City of Edgewood reserves the right to contract with any of the firms responding to this RFP based solely upon its judgment of the qualifications and capabilities of the firm.

RIGHT TO ACCEPT OR REJECT:

The City shall reserve the right to reject any or all proposals and the right to waive any irregularities or informalities in any proposal, subject to the Laws of the State of Washington as pertinent to Public Works and congruent with requirements and policies of the City of Edgewood, and as may be deemed in the best interest of the City. In particular, the City reserves the right to reject incomplete or irregular proposals which may exclude any item(s) as may be required by the Bid Documents. NO PROPOSALS WILL BE ACCEPTED AFTER THE TIME SET FOR RECEIPT OF BID PROPOSALS.

WITHDRAWAL OF PROPOSAL:

No proposal may be withdrawn after the time set for the opening thereof, unless the Award of the Contract is delayed for a period of forty-five (45) calendar days.



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Ordinance - Traffic Impact Fees Code Amendment	Agenda Item #: 2.E
	For Agenda of: 7/6/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. 1 - TIF Final Signed PC Recommendation 2. 2 - Acknowledge-Letter-2021-S-2708 3. 3a - DRAFT Ordinance 21-xxxx - Chapter 4.30 Transportation Impact Fees 4. 3b - DRAFT Exhibit A - TIF Chapter	
Approval of Materials: Jeremy Metzler Rachel Pitzel 7/1/2021 Dave Gray 7/1/2021 Daryl Eidinger 7/1/2021	Expenditure Required: N/A
	Amount Budgeted: N/A
	Timeline: 07/06/2021 SS 07/13/2021 RCM PH 07/20/2021 SS 07/27/2021 RCM

Summary Statement:

As currently codified, Traffic Impact Fees are established and regulated under Edgewood Municipal Code (EMC) Chapter 4.30. This section of code specifically references *"the City of Edgewood Transportation Impact Fee Program Report dated October 2016, attached hereto as Exhibit A"*. Due to this very direct reference, any updates to the City's Transportation Impact Fee (TIF) program and/or fee would require an amendment to EMC.

With this chapter of code qualifying as a development regulation under GMA, amendments to this chapter require consideration by the Planning Commission and appropriate notice to the Department of Commerce. The Planning Commission held a public hearing on this matter at their June 14, 2021 meeting and passed the attached recommendation to the Council. Also attached for reference is the Department of Commerce's acknowledgement letter, stating that the noticing period ends on July 25, 2021. This matter is scheduled for a public hearing with the City Council at next week's regular meeting, followed by further consideration at the July 20, 2021 study session, and the soonest action would be considered is at the July 27, 2021 regular meeting (following the noticing period end date).

Finally, the TIF program and fee are not in and of themselves considered to be development regulations. The attached draft code amendment would remove the specific reference mentioned above, allowing the Council to update the TIF program and fee by resolution in the future.

Item History:

N/A

Recommended Action:

Hold a discussion and provide staff guidance regarding Discussion - Ordinance - Traffic Impact Fees Code Amendment

Fiscal Note/Consideration:

Following approval of this ordinance, review and/or revision of the TIF program and/or fee could be accomplished by Council resolution at a future date. There are no changes to the TIF program and/or fee proposed under this item at this time.



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted 7-0 to recommend APPROVAL of the proposed code amendment to the Edgewood Municipal Code (EMC) pertaining to the Traffic Impact Fees (TIF) program, and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted EMC amendments as presented in the staff report and attachments submitted by Public Works Director Jeremy Metzler for the June 14, 2021 Planning Commission agenda.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 14TH DAY OF JUNE 2021.**

Attest by:

A handwritten signature in cursive script, appearing to read "Evan Hietpas", written over a horizontal line.

Evan Hietpas
Associate Planner

A handwritten signature in cursive script, appearing to read "John R. Woodfield, Chair", written over a horizontal line.

Planning Commission Chair



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

05/27/2021

Mr. Jeremy Metzler
Senior Engineer / Surface Water Program Manager
City of Edgewood
2224 104th Avenue East
Edgewood, WA 98372

Sent Via Electronic Mail

Re: City of Edgewood--2021-S-2708--60-day Notice of Intent to Adopt Amendment

Dear Mr. Metzler:

Thank you for sending the Washington State Department of Commerce (Commerce) the 60-day Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

Proposed code amendments pertaining to Edgewood Municipal Code (EMC) Title 4, including the deletion of references to previous ordinances in the following Sections: EMC 4.30.075 Project List, EMC 4.30.090 Impact Fee Adjustment, Independent Calculations EMC 4.30.100 Impact fee credits. EMC 4.

We received your submittal on 05/26/2021 and processed it with the Submittal ID 2021-S-2708. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 07/25/2021.

We have forwarded a copy of this notice to other state agencies for comment.

Please remember to submit the final adopted amendment to Commerce within ten days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Anne Fritzel, (360) 725-3064.

Sincerely,

Review Team
Growth Management Services

ORDINANCE NO. 21-xxxx

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING
CHAPTER 4.30 OF THE EDGEWOOD MUNICIPAL CODE
RELATED TO TRANSPORTATION IMPACT FEES;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City of Edgewood imposes a transportation impact fee, as authorized by Chapters 36.70A and 82.02 RCW, to ensure that public facilities and services necessary to support development are adequate and that new development pays a proportionate share of the costs of new facilities and services; and

WHEREAS, Chapter 4.30 of the Edgewood Municipal Code (“EMC”) establishes the standards, procedures, projects, and fees that apply to transportation impacts; and

WHEREAS, the EMC, as currently written, requires an amendment to the code whenever updates to the project list and/or fees are necessary; and

WHEREAS, the Planning Commission held a Public Hearing at their June 14, 2021 meeting and made a recommendation to the City Council; and

WHEREAS, the City Council considered the Planning Commission’s recommendation at their July 6, 2021 study session;

WHEREAS, the City Council held a Public Hearing at their July 13, 2021 regular meeting;

WHEREAS, the City Council has determined that amendments to the EMC would provide the City with greater flexibility whenever updates are needed, considering said code amendment at their July 20, 2021 study session and July 27, 2021 regular meeting;

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

Section 1. EMC Section 4.30.075, Project list, Amended. EMC Section 4.30.075, Project list, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 2. EMC Section 4.30.090, Impact fee adjustments, independent calculations, Amended. EMC Section 4.30.090, Impact fee adjustments, independent calculations, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. EMC Section 4.30.100, Impact fee credits, Amended. EMC Section 4.30.100, Impact fee credits, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 4. EMC Section 4.30.130, Council review of impact fees, Amended. EMC Section 4.30.130, Council review of impact fees, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 5. EMC Section 4.30.150, Impact fee calculations, Amended. EMC Section 4.30.150, Impact fee calculations, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 6. EMC Section 4.30.160, Schedule of fees, Amended. EMC Section 4.30.160, Schedule of fees, is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 7. EMC Section 4.30.190, Repealed. EMC Section 4.30.190 is hereby repealed in its entirety, as shown in Exhibit A, attached hereto and incorporated herein by this reference.

Section 8. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 9. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication. The full text of this Ordinance shall be mailed without charge, upon request.

PASSED BY THE CITY COUNCIL ON THE 27TH DAY OF JULY, 2021

Mayor Daryl Eiding

ATTEST/AUTHENTICATED:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

City Attorney, Ann Marie J. Soto

Date of Publication:
Effective Date:

4.30.075 Project list.

A. The director shall annually review the city's six-year road plan and shall:

1. Identify each project in the comprehensive plan that is growth-related and the proportion of each such project that is growth-related;
2. Forecast the total money available from taxes and other public sources for transportation improvements for the next six years;
3. Update the population, building activity and demand and supply data for transportation facilities and the impact fee schedule for the next six-year period;
4. Calculate the amount of impact fees already paid;
5. Identify those comprehensive plan projects that have been or are being built but whose performance capacity has not been fully utilized.

B. The director shall use this information to prepare an annual draft amendment to the project list and to the fee schedule ~~in Exhibit A attached to the ordinance codified~~adopted pursuant to in this chapter, which shall comprise:

1. The projects in the comprehensive plan that are growth-related and that should be funded with forecast public monies and the impact fees already paid; and
2. The projects in the comprehensive plan that are growth-related and that should be funded with forecast public monies and the impact fees already paid; and
3. The projects already built or funded pursuant to this chapter whose performance capacity has not been fully utilized.

C. The city council, at the same time that it adopts the annual budget and appropriates funds for capital improvement projects, shall, by separate ordinance, establish the annual project list by adopting, with or without modification, the director's draft amendment.

D. Once a project is integrated into the project list and fee schedule ~~in Exhibit A~~, a fee shall be imposed on every development until the project is removed from the project list by one of the following means:

1. The city council by ordinance removes the project from the project list, in which case the fees already collected will be refunded if necessary to ensure that impact fees remain reasonably related to transportation impacts of development that have paid an impact fee; provided, that a refund shall not be necessary if the council transfers the fees to the budget of another project that the council determines will mitigate essentially the same transportation impacts; or
2. The capacity created by the project has been fully utilized, in which case the director shall remove the project from the project list.

4.30.090 Impact fee adjustments, independent calculations.

An applicant may request an adjustment to the impact fees determined, in accordance with RCW 82.02.060(6), according to the fee schedule adopted ~~by the ordinance codified in~~[pursuant to](#) this chapter, by preparing and submitting to the mayor or designee an independent fee calculation for the development activity for which a building permit is sought. The documentation submitted shall show the basis upon which the independent fee calculation was made. Independent fee calculations for traffic impact fees shall use the same formulas and methodology used to establish the impact fees in this chapter and shall be limited to adjustments in trip generation rates used in the traffic impact fee study, and shall not include travel demand forecasts, trip distribution, traffic assignment, transportation service areas, costs of road projects, or cost allocation procedures.

A. If the mayor or designee agrees with the independent fee calculation, a written agreement to accept such amount shall be transmitted to the applicant who shall, in turn, present it to the city upon impact fee collection.

B. If the mayor or designee does not agree with the independent fee calculation, the fee payer may appeal this decision to the hearing examiner through procedures outlined in Chapter 2.40 EMC.

4.30.100 Impact fee credits.

A. An applicant shall be entitled to a credit against the applicable traffic impact fee collected, in accordance with RCW 82.02.060(4), under the fee schedule adopted ~~by the ordinance codified in~~[pursuant to](#) this chapter for the value of any dedication of land for, improvement to, or new construction of, any system improvements provided by the applicant, to facilities that are:

1. Included within the six-year transportation improvement program and identified as system improvements that are to be funded in part by traffic impact fees; and
2. At suitable sites and constructed at an acceptable quality as determined by the city; and
3. Completed, dedicated, or otherwise transferred to the city prior to the determination and award of a credit as set forth in this section.

B. No credit shall be given for project improvements.

C. The value of a credit for improvements shall be established by original receipts provided by the applicant for one or more of the same system improvements for which the impact fee is charged.

D. The value of a credit for land shall be established on a case-by-case basis by an appraiser selected by, or acceptable to, the city. The appraiser must be licensed and in good standing with the state of Washington for the category of the property appraised. The appraisal shall be in accordance with the most recent version of the Uniform Standards of Professional Appraisal Practice and shall be subject to review and acceptance by the city. The appraisal and review shall be at the expense of the applicant.

E. Whenever a development is granted approval subject to a condition the system improvements that are identified in the six-year transportation improvement program be constructed or provided, or whenever the applicant has agreed, pursuant to the terms of a voluntary agreement with the city of Edgewood, to donate or dedicate land for road facilities that are identified in the six-year

transportation improvement program, and which are included in the list of road projects that are used to determine the traffic impact fee, as listed in the traffic impact fee study, the applicant shall be entitled to a credit for the value of the land or actual costs of capital facility construction against the fee that would be chargeable under the formula provided. The land value or costs of construction shall be determined pursuant to this section.

F. This subsection applies only to residential developments and the residential portion of a mixed use development. In cases where a developer would be entitled to a credit under this section, but the amount of the credit has yet to be determined on a per dwelling unit basis, the city shall take the total credit amount available to the entire plat or project, calculated by applying subsections (A) through (E) of this section, and divide that amount by the number of dwelling units approved for that plat or project. The impact fee and credit may then be calculated and collected on a per dwelling unit basis as building permits are issued for those dwelling units. Where building permits for some, but not all, of the dwelling units within a plat or project have already been obtained at the time the ordinance codified in this chapter becomes effective, the credit for the unpermitted dwelling units will be calculated to arrive at a per dwelling unit amount in the same manner. For example, if a plat has been approved for 20 dwelling units, and building permits have only been issued for 10 of those units, the per dwelling unit credit for the remaining 10 units will equal the total credit amount divided by 20 dwelling units.

G. This subsection applies to nonresidential developments, or the nonresidential portion of a mixed use development. In cases where a developer would be entitled to a credit under this section, but the amount of the credit has yet to be determined on a per square foot basis, the city shall take the total credit amount available to the entire plat or project, calculated by applying subsections (A) through (C) of this section, and divide that amount by the number of square feet approved for that plat or project. The impact fee and credit may then be calculated and collected on a per square foot basis as building permits are issued for that square footage. Where building permits for some, but not all, of the dwelling units within a plat or project have already been obtained at the time the ordinance codified in this chapter becomes effective, the credit for the unpermitted square footage will be calculated to arrive at a per square footage amount in the same manner. For example, if a 20,000 square foot commercial project has been approved, and building permits have only been issued for 10,000 square feet of the project, the per square foot credit for the remaining 10,000 square feet will equal the total credit amount divided by 20,000 square feet.

H. Pursuant to and consistent with the requirements of RCW 82.02.060(1)(b), impact fee schedules have been adjusted for future taxes and other revenue sources to be paid by the new development which are earmarked or proratable to the same new public facilities which will serve the new development.

I. After receiving the receipts for improvements, the appraisal of land value, the receipts and calculations of prior payments earmarked or pro-ratable to the same system improvements for which the impact fee is imposed, the mayor or designee shall provide the applicant with a letter setting forth the dollar amount of the credit, the reason for the credit, the legal description of the site donated where applicable, and the legal description or other adequate description of the project or development to which the credit may be applied. The applicant must sign and date a duplicate copy of such letter indicating their agreement to the terms of the letter and return such signed document to the city before the impact fee credit will be awarded. The failure of the applicant to sign, date, and return such document within 60 calendar days shall nullify the credit.

J. If the amount of the credit is less than the calculated fee amount, the difference remaining shall be chargeable as an impact fee and paid at the time of application for the building permit. In the event

the amount of the credit is calculated to be greater than the amount of the impact fee due, no further sums shall be due from the applicant.

K. A claim for credit will be processed by the city using whichever of the following options is selected by the applicant:

1. Claims for credits that are submitted prior to, or with, an application for a building permit for which an impact fee will be due will be processed by the city before payment of the impact fee is due in order to allow any credit authorized by the city to reduce the amount of the impact fee; or
2. Claims for credits that are submitted no later than 30 days after the issuance of a building permit for which an impact fee is due shall be processed by the city after the impact fee is paid in full, and any credit authorized by the city will be refunded to the applicant within 90 days of receipt of the claim for credit.

L. Claims for credits that are submitted more than six months after the issuance of a building permit for which an impact fee is due are deemed to be waived and shall be denied.

M. Determinations made by the mayor or designee pursuant to this section shall be subject to appeal to the examiner subject to the procedures set forth in Chapter 2.40 EMC.

4.30.130 Council review of impact fees.

The impact fee schedule adopted ~~by the ordinance codified in~~[pursuant to](#) this chapter shall be reviewed by the city council, as it deems necessary and appropriate, in conjunction with the update of the city's transportation improvement program. [Amendments or updates to the impact fee schedule may be adopted by resolution.](#)

4.30.150 Impact fee calculations.

The traffic impact fee shall be calculated using a schedule that identifies a particular fee amount for a particular type of development, as supported by and consistent with the City of Edgewood Transportation Impact Fee Program Report dated October 2016, [and any adopted updates or amendments thereto, attached hereto as Exhibit A, and incorporated herein by this reference as if set forth in full.](#) Accessory dwelling units shall be calculated using ITE number 220, Apartment customer type.

4.30.160 Schedule of fees.

A traffic impact fee shall be assessed against all new development ~~as set forth in Exhibit A, in the~~ Transportation Impact Fee Schedule, ~~attached to the ordinance codified in~~[adopted pursuant to](#) this chapter ~~and incorporated herein by reference as if set forth in full.~~ This fee schedule represents the city's determination of the appropriate share of system improvement costs to be paid by new growth and development.

~~4.30.190 Effective date.~~

~~The ordinance codified in this chapter or a summary thereof consisting of the title shall be published in the official newspaper of the city, and shall take effect and be in full force five days after publication. (Ord. 07-282 § 1).~~

DRAFT



City Of Edgewood Council Agenda Summary Sheet

Subject: Discussion - Ordinance - Traffic Concurrency	Agenda Item #: 2.F
	For Agenda of: 7/6/2021
	Prepared by: Jeremy Metzler
Attachments (list): 1. 1 - DRAFT Ordinance 21-xxxx - Concurrency Review Threshold 2. 2 - Traffic Concurrency Final Signed PC Recommendation 3. 3 - Acknowledge-Letter-2021-S-2619	
Approval of Materials: Jeremy Metzler Rachel Pitzel 7/1/2021 Dave Gray 7/1/2021 Daryl Eidinger 7/1/2021	Expenditure Required: N/A Amount Budgeted: N/A Timeline: 07/06/2021 SS 07/13/2021 RCM PH 07/20/2021 SS 07/27/2021 RCM

Summary Statement:

Staff reviewed the Annual Concurrency Report, prepared in accordance with Edgewood Municipal Code (EMC) 18.105.220, with the council at the April 6, 2021 study session. In said report, the city's on-call transportation engineering consultant, the Transpo Group, recommended the city update the concurrency review threshold prescribed in EMC 18.105.030, stating:

The Edgewood Municipal Code (EMC) currently requires that all developments be tested for concurrency, even small, short-plats that generate few new vehicle trips. The concurrency report has demonstrated that there is generally sufficient capacity in the transportation system to accommodate the City's land use plan. In the past 5 years, only one development has not met concurrency. In that specific case, the development generated more than 300 PM peak hour trips, and the primary access was a two-way stop-controlled intersection along Meridian Avenue.

We recommend that the language in the EMC 18.105 be revised to exempt developments generating fewer than 15 PM peak hour trips from the concurrency process, consistent with the City's current traffic study guidelines. Developments that generate fewer than 15 PM peak hour trips are typically 'captured' in the annual growth rate applied to traffic counts and have negligible impact on the transportation system. Developments still may be reviewed under the State Environmental Policy Act (SEPA) and the City's development review process to evaluate impacts and potential mitigation to address site access and safety issues.

Following the above recommendation, staff presented the attached draft ordinance for discussion at the April

20, 2021 council study session. In that discussion, Council asked for more information regarding the review threshold used in other cities. Here is a summary of staff's findings:

- Sumner, Algona, Auburn – N/A
- Pacific – Any new peak hour trips (same as current Edgewood code)
- Black Diamond, Buckley, Burien, Covington, Federal Way, Fircrest, Lakewood, Puyallup, Tacoma, University Place – Any new peak hour trips (same threshold, different model code)
- Enumclaw – 5 or more peak hour trips
- Bonney Lake, Kent – 10 or more peak hour trips
- Maple Valley, Orting – 15 or more peak hour trips

As this ordinance relates to an existing development regulation, this must first be considered by the Planning Commission and undergo a 60-day noticing period through the Department of Commerce. The Planning Commission held a public hearing at their June 14, 2021 meeting and passed the attached recommendation to the Council. Also attached for reference is the Department of Commerce's acknowledgement letter, stating the noticing period end date of June 28, 2021. This matter is scheduled for a public hearing with the City Council at next week's regular meeting, followed by further consideration at the July 20, 2021 study session and July 27, 2021 regular meeting.

Item History:

04/20/2021 SS

Recommended Action:

Hold a discussion and provide staff guidance regarding Discussion - Ordinance - Traffic Concurrency

Fiscal Note/Consideration:

N/A

ORDINANCE NO. 21-xxxx

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, PIERCE COUNTY, WASHINGTON, AMENDING EDGEWOOD MUNICIPAL CODE (EMC) CHAPTER 18.105, CONCURRENCY MANAGEMENT, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City's on-call transportation engineering consultant, Transpo Group, issued their 2021 Annual Transportation Concurrency Report on March 26, 2021; and

WHEREAS, one of Transpo Group's recommendations was to update the trip threshold for concurrency evaluation listed in Edgewood Municipal Code (EMC) Chapter 18.105, revising the code to exempt developments generating fewer than 15 PM peak hour trips from the concurrency process, consistent with the City's current traffic study guidelines; and

WHEREAS, the City Council was briefed on the Annual Transportation Concurrency report at their April 6, 2021 study session, and acknowledged the recommendation; and

WHEREAS, the Planning Commission held a Public Hearing at their June 14, 2021 meeting and made a recommendation to the City Council; and

WHEREAS, the City Council considered the Planning Commission's recommendation at their July 6, 2021 study session;

WHEREAS, the City Council held a Public Hearing at their July 13, 2021 regular meeting;

WHEREAS, the City Council considered amending said code at their July 20, 2021 study session and July 27, 2021 regular meeting;

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

Section 1. EMC Section 18.105.030 Amended. Section 18.105.030, "Exempt development," of the EMC is hereby amended to read as shown in Exhibit A, attached hereto and incorporated herein by this reference.

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

Section 3. Effective Date. A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5)

days after the date of publication. The full text of this Ordinance shall be mailed without charge, upon request.

PASSED BY THE CITY COUNCIL ON THE 27TH DAY OF JULY, 2021

Mayor Daryl Eiding

ATTEST/AUTHENTICATED:

Rachel Pitzel, CMC
City Clerk

APPROVED AS TO FORM:

City Attorney, Ann Marie J. Soto

Date of Publication:
Effective Date:

Exhibit A
Amendments to EMC 18.105.030

18.105.030 Exempt development.

A. No development activity (as defined in EMC 18.20.070) shall be exempt from the requirements of this chapter, unless the permit is listed below. The following types of permits are not subject to the capacity reservation certificate (CRC) process because they do not create additional long-term impacts on transportation facilities:

...

Notwithstanding the above, if any of the above permit applications will ~~generate any new p.m. peak hour trips, require additional sewer capacity, or increase water consumption~~ exceed the thresholds identified in Subsection B below, such application shall not be exempt from the requirements of this chapter.

B. Transportation. This chapter shall apply to all applications for development or redevelopment, excluding an individual single-family residence, if the proposal or use will generate ~~any~~ one or more new projected vehicle trips that will pass through an intersection or roadway section identified with a level of service below the acceptable level noted in the transportation element of the city's comprehensive plan, and/or a total of fifteen (15) or more new p.m. peak-hour trips. Every application for development exceeding these thresholds shall be accompanied by a concurrency application, requiring the city to prepare a traffic report as defined in EMC 18.105.090. ~~Developments or redevelopments, excluding an individual single-family residence, that will generate one or more new projected vehicle trips that will pass through an intersection or roadway section identified with a level of service below the acceptable level noted in the transportation element in the city's comprehensive plan, or that will generate 15 or more new p.m. peak-hour trips, shall also be required to have the city prepare a traffic report as defined in EMC 18.105.090.~~



**CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION**

The Planning Commission voted 7-0 to recommend APPROVAL of the proposed code amendment to the Edgewood Municipal Code (EMC) pertaining to Traffic Concurrency Management thresholds, and to send their recommendation to the City Council for consideration.

It is the recommendation of the City of Edgewood Planning Commission to approve the drafted EMC amendments as presented in the staff report and attachments submitted by Public Works Director Jeremy Metzler for the June 14, 2021 Planning Commission agenda.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 14TH DAY OF JUNE 2021.**


Planning Commission Chair

Attest by:



Evan Hietpas
Associate Planner



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

05/03/2021

Mr. Jeremy Metzler
Senior Engineer / Surface Water Program Manager
City of Edgewood
2224 104th Avenue East
Edgewood, WA 98372

Sent Via Electronic Mail

Re: City of Edgewood--2021-S-2619--60-day Notice of Intent to Adopt Amendment

Dear Mr. Metzler:

Thank you for sending the Washington State Department of Commerce (Commerce) the 60-day Notice of Intent to Adopt Amendment as required under [RCW 36.70A.106](#). We received your submittal with the following description.

An amendment to the Edgewood Municipal Code (EMC) Chapter 18.105 to revise the trip threshold for concurrency evaluation to exempt developments generating fewer than 15 PM peak hour trips from the concurrency process, consistent with the City's current traffic study guidelines.

We received your submittal on 04/29/2021 and processed it with the Submittal ID 2021-S-2619. Please keep this letter as documentation that you have met this procedural requirement. Your 60-day notice period ends on 06/28/2021.

We have forwarded a copy of this notice to other state agencies for comment.

Please remember to submit the final adopted amendment to Commerce within ten days of adoption.

If you have any questions, please contact Growth Management Services at reviewteam@commerce.wa.gov, or call Anne Fritz, (360) 725-3064.

Sincerely,

Review Team
Growth Management Services