



AGENDA

SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, January 25, 2016
5:45 p.m.

Conference Room 104 · Shoreline City Hall
17500 Midvale Avenue North

TOPIC/GUESTS: Planning for the Council Goal Setting Workshop

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, January 25, 2016
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. FLAG SALUTE/ROLL CALL		
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Minutes of Business Meeting of November 30, 2015	<u>7a1-1</u>	
Minutes of Business Meeting of December 7, 2015	<u>7a2-1</u>	
Minutes of Special Meeting of December 14, 2015	<u>7a3-1</u>	
(b) Approval of expenses and payroll as of January 8, 2016 in the amount of \$1,815,927.18	<u>7b-1</u>	
(c) Motion to Authorize the City Manager to Execute an Agreement with MIG (Moore Iacofano Goltsman Inc.) in the Amount of \$186,227 for the Parks, Recreation and Open Space (PROS) Planning and Analysis Project	<u>7c-1</u>	
8. STUDY ITEMS		
(a) Discussion and Update of King County Solid Waste Comprehensive Plan	<u>8a-1</u>	7:20
(b) Discussion of Ordinance Nos. 737 and 738 - Amending Fee Table, Chapter 3.01 of the Shoreline Municipal Code to Correct Errors and	<u>8b-1</u>	8:05

Add an Additional Fee

- (c) Discussion of Proposed Ordinances Nos. 734 and 735 Regarding 8c-1 8:20
Collective Garden Regulations and Cannabis Regulations

9. ADJOURNMENT 8:50

The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the web page at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, November 30, 2015
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: None

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Winstead, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Winstead led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

There were no Council Reports.

5. PUBLIC COMMENT

Brad Lancaster, Shoreline resident, said last week he asked Council to declare homelessness as an emergency in Shoreline. He thanked Council for allocating funds to homelessness in the 2016 Budget. He shared that homelessness should be declared as an emergency in Shoreline to support Seattle, King County, Portland, Hawaii and Los Angeles; to make changes to zoning code; and because it is a moral imperative to care for the homeless. He asked Council to suspend zoning enforcement that effect homeless people from December through March 2016, and encouraged everyone to treat the homeless with the respect that they deserve.

Aaron Ervin, Shoreline, said that he is homeless and trying to do everything he can to change his situation. He shared that he struggles with being judged, and explained that there are many reasons why people are homeless. He asked that people talk to homeless people to get a better

understanding of their situation, and suggested that people come together to create programs to end homelessness.

Janet Way, Shoreline Preservation Society, talked about hearing important discussions at the City Council Workshop Dinner Meetings, and said in some instances a consensus was reached. She commented that Council decisions are supposed to be made in open public meetings. She shared that Councilmembers and staff made good comments on important matters that people who live in the area would like to hear. She said substantive discussions should be in the Council Chamber and televised, and that it is unfair for the public not to have an opportunity to make public comment.

Elaine Phelps, Shoreline resident, read a Seattle Times article about the mental restoration benefits of being exposed to nature. She expressed concern that the rezone will prevent backyards from having nature. She asked that greenery and tree canopies in the rezone areas not be destroyed. She submitted the article for the record.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Councilmember Hall, seconded by Deputy Mayor Eggen and unanimously carried, the following Consent Calendar items were approved:

- a) **Minutes of Business Meeting of October 26, 2015**
- b) **Approval of an Interlocal Funding Agreement with King County for LiDAR Acquisition**

8. STUDY ITEMS

- a) Discussion of Ord. Nos. 732 and 733 - Amendments to Title 12 Streets, Sidewalks and Public Spaces

Tricia Juhnke, City Engineer, provided an overview of Ordinance No. 732 and Ordinance No. 733. She stated Ordinance No. 732 amends SMC 12.10 providing authority for approval of the Engineering Development Manual and Bridge Load Limits. She said Ordinance No. 733 amends SMC 12.40 revising Transportation Impact Fee increases to utilize the Washington Department of Transportation's Construction Cost Index three year average, and clarifies the appeals process.

- b) Discussion and Update of Jail Services Contracts

Alex Herzog, Management Analyst, introduced Ed Campbell, Director of Yakima County Jail. Mr. Herzog reported that jail costs are increasing due to daily rates and activity levels. He reviewed daily rates for King County, SCORE, and Yakima, and jail cost and activity levels. He

stated that staff's recommendation is to house inmates with sentences greater than 3 days at Yakima County Jail; amend the SCORE contract to a lower guaranteed number of beds; not house sentenced inmates at Snohomish County Jail; and discontinue prosecuting Driving While License Suspended 3rd Degree (DWLS3).

Mr. Herzog explained that housing for sentenced inmates typically require less frequent access to Counsel, and shared that access can be accommodate if needed. He conveyed that staff reached out to public defense firms and learned that they are not concerned about the distance in providing defense. Mr. Herzog shared that inmate transportation will be provided by Yakima County Jail.

Ed Campbell, Director of Yakima County Corrections, commented that inmates can have access to family and friends through the telephone system. He said a video system for visitation of individuals outside of Yakima is coming in January or February. He said online services for Professional (attorneys) visitation will be available in December. He shared that the Yakima Jail has a full medical department and provides medical intake physicals and mental health screenings. He listed the Jail's credentials and certifications. He stated that 700-750 beds are currently in use and that the jail capacity is 953.

Mr. Herzog advised that if Council proceeds with Yakima County Jail that the SCORE contract will need to be amended. He then provided negotiated 2016 Jail Rates, and said adoption to proceed with a contract with Yakima County Jail is scheduled for the December 14, 2015 City Council Meeting.

Councilmembers asked about costs, potential savings to the City, and questioned why prices at Yakima Jail are remaining the same as last year. Mr. Herzog responded that \$200,000 is the projected savings for the Yakima Contract. Mr. Campbell shared that he was brought in to deconstruct the Jail after losing the King County Consortium Contract, and said that with applied management principals and keeping cost down, they are able to keep the price the same as last year. He said that he does anticipate a 3-5% rate increase at the end of 2016. Councilmembers asked what credentials professionals performing mental health screenings possess and about the 14-day physical. Mr. Campbell responded that the mental health professions are certified, act under the supervision of a psychiatrist, and have a master's degree or higher. He explained that everyone booked in the Jail gets a physical within 14 days of incarceration.

Councilmembers asked what the telephone call daily rate is, if visitation costs are incurred by the family, and if other facilities have in person visitations. Mr. Campbell responded that the telephone rate is less than three dollars for 15 minutes. He shared that there is no cost to visit the Jail, but said family members would have to bear travel costs. He said that the Yakima Jail can offer supervised contact visits and that the most common visitation occurs between glass.

Councilmember Roberts expressed concern with sending inmates under the responsibility of Shoreline across the mountains. He said he is concerned that there is no in-person visitation and shared that he would like to keep inmates closer to their families.

Councilmember Hall said he shares Councilmember Roberts' concern and recalled that a correctional facility was to be built locally, but said that did not happen. He commented that given the two hundred thousand dollar price differential, he supports moving forward with staff's proposal. Mayor Winstead, Deputy Mayor Eggen and Councilmembers McGlashan and McConnell also communicated their support to move forward with the Yakima Jail contact.

Mayor Winstead stated she shares the concern over housing inmates in Yakima. She said she is happy to hear about video visitation calls and that she supports staff's recommendation as the City wrestles to tackle other issues like homelessness. Deputy Mayor Eggen commented that it would be ideal to have inmates housed locally for visitation but said he is cognizant that there are limits on the City's budget. He said that this is a good compromise and the right thing to do right now. He suggested having a rating for jails to make sure prisoners are being served adequately.

c) Discussion and Update of Metro Long Range Plan

Nytasha Sowers, Transportation Services Manager, introduced Lisa Shafer, Transportation Planner with King County Metro. Ms. Shafer explained that Metro is in the beginning stages of creating a Long Range Plan. She explained the goals are to plan for a growing region by coordinating growth, providing access for all, and having regional coordination. She discussed Metro's regional coordination planning efforts and pointed out that they have been working with Sound Transit to integrate planning. She identified agency partnerships, planning timelines, and reviewed the outreach process. She said Metro anticipates having the Long Range Plan completed in June 2016.

Ms. Shafer stated that Metro is currently in the alternative phase and explained that the concepts being analyzed are Frequent Service; Express Service; and Local Service. She commented on the goal of building a tailored network by getting feedback from cities and the public. She shared feedback received from North King County include: wanting improved connections between centers and high capacity transit; improving services on State Route 522; adding more Park & Rides; creating better east/west connections; adding transit connections into Snohomish County; and adding transit services to developing town centers. She presented a map developed by Metro from the feedback provided. She reviewed the next steps are to have a draft preliminary concept review and public outreach in the spring.

Ms. Shafer explained that Metro wants to understand Shoreline's vision for transit, including what service characteristics are wanted and what the City is attempting to accomplish with the service.

Ms. Sowers commented that working with Metro's Technical Advisory Committee has been a positive and transparent process, and shared her appreciation for the tools they have been able to look at. She reviewed that Shorelines' key service considerations are Convenience/Accessibility; Affordability; Frequency; Reliability; and Travel Time. She reviewed Shoreline's current service, proposed service, recommendations that support the Transportation Master Plan, and proposed service modifications. She asked Council to provide confirmation on whether staff is providing the right feedback to Metro and she presented the next steps in the process.

Councilmember Hall commented that he appreciates King County Executive Dow Constantine's commitment to integrate Metro and Sound Transit. He said he looks forward to seeing this level of commitment of coordination between Metro and Community Transit to support the City's Plan of a single ride across county boundaries. He questioned if requesting an express bus to the University of Washington (UW) is still a priority since Light Rail will be going there. He shared that it is great to see east to west connections in the Plan, and said he would like to minimize residents taking two buses within Shoreline to get to the Light Rail Station.

Councilmember Roberts commented that it is hard to tell how well the routes on the map connect to the Light Rail Stations. He agreed that there is no need for an express bus to UW as long as there is Light Rail.

Councilmember Salomon commented that it is important to connect to Light Rail, to keep long range bus routes connecting to Greenwood, and to have frequent east to west connections to the Light Rail Stations.

Deputy Mayor Eggen said he appreciates cities now being able to participate in transportation planning. He commented that it is an aspirational Plan that needs additional funding. He pointed out that Metro is defining "express" differently and that it is now being used for all day routes.

Mayor Winstead asked about the coordination of the Long Range Plan. She questioned the timing of ending bus service and beginning the light rail service. She stated that she would like to see the local service connectivity addressed before Light Rail starts and agrees that an express bus to UW is not needed since there will be Light Rail.

Ms. Sowers summarized that Council would like to take another look at redundant services and a visual aid to see how buses will connect to the Stations.

Councilmember Roberts requested seeing where all buses go, and Councilmember Hall requested seeing all the areas within Shoreline that are a quarter mile of a one bus trip to the Stations.

9. ADJOURNMENT

At 8:48 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, December 7, 2015
7:00 p.m.

Council Chambers - Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, and Roberts

ABSENT: Councilmember Salomon

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Winstead, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Winstead led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present with the exception of Councilmember Salomon.

Councilmember McConnell moved to excuse Councilmember Salomon for personal reasons. The motion was seconded by Councilmember Hall and passed unanimously, 6-0.

3. REPORT OF CITY MANAGER

John Norris, Assistant City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Councilmember McConnell reported attending the SeaShore Transportation Meeting and shared there is a focus to improve communication among transit agencies. She said Nytasha Sowers, City of Shoreline Transportation Manager, provided an update on the 145th Corridor Study and announced that the next Open House is scheduled for February 24, 2016. Councilmember McConnell emphasized that there will be numerous opportunities for the public to provide input to the Study. She also reported that the Washington State Department of Transportation presented a final update and sketch planning for the Corridor.

5. PUBLIC COMMENT

Brad Lancaster, Shoreline resident, asked Council to make homelessness a high priority in Shoreline and to look at the zoning code from the perspective of a homeless person. He commented on the high cost and lengthy time it takes to process a limited use permit for a Tent

City in Shoreline. He said that Shoreline does not have places for the poor and homeless to live, and he urged the Council to address homelessness.

Carol Mariano, Seattle United Methodist Church District Representative and Pastor of Haller Lake United Methodist Church, read a statement from District Superintendent Rich Lang. Mr. Lang asked that the City Council declare homelessness in Shoreline, address the plight of homelessness, and assist with finding shelter for the homeless. Ms. Mariano commended the City for the hospitality provided to the homeless. She said her Church has been hosting Tent City for the past 13 years and the need is great. She shared that she lives in close proximity to an encampment and said she feels safer when the encampment is there. She commented that the Church is an advocate for United We Stand, and said they are trying to find churches to host their encampments.

Michael Ramos, Executive Director Church Council of Greater Seattle, thanked the City for their hospitality of allowing short term encampments in Shoreline and for collaborating with the faith community to meet human needs on a variety of fronts. He asked for support for declaring homelessness as emergency. He shared that it meets the needs of the homeless and helps to save lives. He commented on the legal rights of religious establishments' to host encampments. He asked for an emergency provision to allow United We Stand to exist on a private property and for Council to respond to homelessness.

Jane Kiker, representing the Innis Arden Club and EKW Law, commented on the Critical Areas Ordinance (CAO) Amendment #2 regarding Very High Risk (VHR) Landslide Areas. She shared that a 21 foot high slope of 40% is not a very steep slope. She commented that Innis Arden supports the recommendation of the Planning Commission and the third party review provision to allow development on VHR Landslide areas. She commented that the current blanket formulas should be substituted with site specific expert evaluation based on Best Available Science (BAS). She referenced letters submitted to the City Council on October 30, 2015 written by the Innis Arden Club President and her, explaining why they support the Planning Commission's language recommendation. She commented that Option 3, permitting vegetation removal, should apply to all projects.

Gary Horvitz, Shoreline resident and licensed GeoTech Engineer, shared that he concurs with using BAS to address VHR Landslide Areas. He described the definition of VHR Landslide Areas as a label used for enhanced scrutiny for development in high risk areas. He commented that it does not mean the risk cannot be quantified, accounted for and mitigated. He added that it is the City's responsibility to establish acceptable risk based on policy and that it is the engineer's responsibility to meet those risks based on standards.

Steve Johnston, Shoreline resident, thanked the advocates for the homeless for being here tonight and said he hopes Council can help with the issue. He asked the City Council to adopt the Planning Commission's Critical Areas Ordinance recommendation and for Amendment #2 to be excluded. He said the Planning Commission's recommendation is the outcome of months of thoughtful work, included public participation, and ensures safety and the fair use of private property.

Ginny Scantlebury, Shoreline resident, expressed concern that residents have not had enough time to review the CAO. She said a three month extension was requested and 30 days was provided. She remarked that it appears as if the CAO takes precedent over the Shoreline Master Program (SMP). She explained that Shoreline residents worked on the SMP and resolved bulkhead issues, and said now the CAO considers them to be a steep slope. She shared that Juniper Nammi, Associate Planner, made comments at a November 2015 meeting explaining that the CAO can be amended in 2016 with the integration of the SMP. She said she would like to see Ms. Nammi's comments in writing.

Tia Mia Redditt, Shoreline resident, thanked the homeless speakers. She commented that she has asked the City questions about trees that were cut down on the Lower Storm Creek which is a steep hill. She said she was looking for the permits and the City could not find them. She stated that she would like to review them.

John Norris, Assistant City Manager, commented that staff will follow up with Ms. Scantlebury and Ms. Redditt. He explained that the CAO has worked through the City's Legislative Process. He also shared that the City Council will be holding a Study Session to look at homelessness in Shoreline and in the Region, and said Council is adopting a regional resolution to support ending homelessness.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

Upon motion by Deputy Mayor Eggen, seconded by Councilmember Roberts and unanimously carried, the following Consent Calendar items were approved:

- a) Minutes of Business Meeting of November 2, 2015 and Minutes of Special Meeting of November 16, 2015**
- b) Motion to Authorize the City Manager to Obligate \$290,625 in State of Washington Department of Ecology Stormwater Financial Assistance Program Grant Funding for the NE 148th Street Infiltration Facilities Project**
- c) Motion to Authorize the City Manager to Obligate \$250,000 in State of Washington Department of Ecology SFY2016 Stormwater Pre-Construction Grant Funding for the 10th Avenue NE Stormwater Improvements**
- d) Motion to Authorize the City Manager to Execute a Third Amendment to the Interlocal Agreement Between the City of Shoreline and the City of Lake Forest Park Regarding Access to Recreation Services and Facilities**
- e) Motion to Authorize the City Manager to Execute Two Contracts with SunGard Public Sector, Inc. in the Amounts of \$263,885 and \$185,220 for the**

Procurement of Licenses and Implementation Services for the Computerized Permit and Customer Service System

f) Approval of an Amendment to the City Manager's Employment Agreement

8. ACTION ITEMS

- a) Adoption of Ord. Nos. 723 and 724 - Critical Areas Ordinance Regulations Update and Related Title 20 Amendments

Paul Cohen, Planning Manager, provided a brief overview of the Critical Areas Ordinance Update process. He reviewed that the potential amendments to the Ordinances are:

- Amendment 1: Correct steep slope methodology to remove confusion without definition change
- Amendment 2: Reject Planning Commission recommendation to conditionally allow development on Very High Risk Slope and to retain existing regulations with the following three options:
 - Option I: Cities, CASUP, CARUP, or provisions of the SMP as alternative to prohibition
 - Option II: Allow development with general criteria
 - Option III: Allow minor additions and vegetation removal/restoration with specific criteria which is the least three restrictive of the options
- Amendment 3: Update with current species lists
- Amendment 4 :
 - Articulates that CAO is outside the Shoreline Master Plan (SMP) Jurisdictions
 - Articulates that Special Use is not in conflict with CAO regulations and is outside the SMP Jurisdiction
 - Ord. No. 724, Ex. A

He stated that staff is recommending adoption of Ordinance Nos. 723 and 724.

Councilmember Hall asked clarifying questions regarding Amendment #2 and if the options provided changes the ability for someone to seek a reasonable use exemption. Mr. Cohen responded that it does not and Ms. Markle, Planning & Community Development Director, concurred.

Councilmember McGlashan moved to adopt Ordinance No. 723 to update the Critical Areas Ordinance and Ordinance No. 724 for miscellaneous Title 20 Development Code amendments related to the Critical Areas Ordinance as recommended by Planning Commission with a delayed effective date of February 1, 2016. The motion was seconded by Deputy Mayor Eggen.

Councilmember McGlashan stated the he supports the Planning Commission's recommendation and said he will not be moving any of the Amendments.

Councilmember McConnell stated that she supports the Planning Commission recommendation and that she will not be supporting any of the Amendments.

Deputy Mayor Eggen moved to amend Ordinance No. 723 Exhibit A as stated in Attachment C. The motion was seconded by Councilmember Hall.

Deputy Mayor Eggen commented that this amendment provides a clarification of a definition, is an improvement to the Ordinance, and does not alter the basic provision. Councilmember Hall and McConnell concurred.

The motion passed unanimously, 6-0.

Deputy Mayor Eggen moved to amend Ordinance No. 724 Exhibit A as stated in Attachment F. The motion was seconded by Councilmember Hall.

Deputy Mayor Eggen pointed out the Community's concern that these two Ordinances would override the SMP, and stated that the amendment clarifies that the SMP provisions will not be negated. Councilmember Hall concurred and added that the amendment also provides clarity.

Councilmember McConnell said she is not sure that the amendment is not going to do harm, and asked about the references to bulkheads and slopes. Ms. Markle replied that the amendment clarifies that the CAO regulations are outside the jurisdiction of the SMP and the regulations do not apply until changes are made to the SMP.

The motion passed unanimously, 6-0.

Deputy Mayor Eggen moved to amend Ordinance No. 723 Exhibit A as stated in Attachment E. The motion was seconded by Councilmember Hall.

Deputy Mayor Eggen stated that the amendment updates the currents species lists. Councilmember Hall recalled his suggestion to completely remove it from Shoreline Municipal Code and that he recommended adoption of the State's list by reference to avoid having to update the Code each time the list changed. Councilmember Roberts and Deputy Mayor Eggen concurred.

The motion passed unanimously, 6-0.

The vote on main motion, as amended, passed unanimously, 6-0.

b) Adoption of Ord. No. 731 - Development Code Amendments

Steve Szafran, Senior Planner, provided an overview of Ordinance 731 Development Code Amendments. He reviewed that Council requested the removal of 20.20.034 (New definition for multi-modal access improvements) and 20.50.204(F)(6) (Public amenities at high capacity transit

stations) and the recommendation to process them with other Sound Transit Amendments in March/April 2016.

Mr. Szafran reviewed SMC 20.40.535 Transitional Encampment and Council's concern with the ability for encampment residents to provide a valid identification. He said Shoreline Police Chief Shawn Ledford stated that an expired license can serve as a valid identification. Mr. Szafran added that a State issued identification card can also be used. He said staff is recommending that the word "valid" be deleted and that State issued identification cards be added to the list of documents used for identification.

Mr. Szafran reviewed SMC 20.40.400 – Home Occupation and parking for vehicles. He recounted Council's concern regarding vehicles related to a home-based business being parked onsite and on approved parking surfaces. He said staff is recommending moving #3 from H to E and adding "associated with the home occupation" to clarify that this provision includes vehicles associated with a home based business.

Councilmember McGlashan moved to adopt Ordinance No. 731 amending Shoreline Municipal Code Title 20. The motion was seconded by Councilmember Hall.

Councilmember Hall moved to amend Ordinance No. 731 Exhibit A by deleting proposed amendments to SMC 20.20.034 and the addition of item (g) to SMC 20.50.204(F)(6). The motion was seconded by Councilmember Roberts, and passed unanimously, 6-0.

Councilmembers Roberts moved to amend Ordinance No. & 731 SMC 20.40.535(C) to read: "The applicant shall utilize only government-issued identification such as a state or tribal issued identification card, driver's license, military identification card, or passport from prospective encampment residents to develop a list for the purpose of obtaining sex offender and warrant checks. The applicant shall submit the identification list to the King County Sheriff's Office Communications Center." The motion was seconded by Deputy Mayor Eggen and pass unanimously, 6-0.

Councilmember Hall moved to amend Ordinance No. 731 Exhibit A by moving SMC 20.40.400(H)(3) to SMC 20.40.400(E)(3) and amend to read as follows: Parking for the vehicle(s) associated with the home occupation must be provided on site, in accordance with parking design standards and dimensional requirements under SMC 20.50.390, 20.50.410 and 20.50.420. Such parking spaces must be in addition to those required for the residence. The motion was seconded by Councilmember Roberts.

Councilmembers Hall commented that parking continues to be a challenge in some neighborhoods and communicated that members of the Community have complained about the dangers of large and commercial trucks parking in their neighborhoods. He said the amendment makes it work better than what was previously recommended.

Councilmember Roberts commented that the City needs to take a closer look at parking requirements for home based businesses across the City. He feels that generally the City is requiring too much parking for a home based business.

The main motion, as amended passed, unanimously, 6-0.

9. ADJOURNMENT

At 8:25 p.m., Mayor Winstead declared the meeting adjourned.

Jessica Simulcik Smith, City Clerk

DRAFT

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF SPECIAL MEETING

Monday, December 14, 2015
5:30 p.m.

Lobby – Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Rob Beem, Community Services Manager; Constance Perenyi, Neighborhoods Coordinator

GUESTS: Nan Colton and Jay Sundahl, Echo Lake Neighborhood Association; Cyndi Robinson and Suzan Shayler, Highland Terrace Neighborhood Association; Ann Erickson, Hillwood Neighborhood Association; June Howard and Domenick Dellino, Innis Arden Neighborhood Association; Gretchen Atkinson, Meridian park Neighborhood Association; Dan Dale, North City Neighborhood Association; Katie Shielke and Chris Goodwin, Parkwood Neighborhood Association; Sheri Ashleman and David Davis, Richmond Beach Neighborhood Association; Kathy Plant, Richmond Highlands Neighborhood Association; Patty Hale, Rebecca Sargent, and Tess Bammert, Ridgecrest Neighborhood Association; Andy McRea, The Highlands

At 5:30 p.m., the meeting was called to order by Mayor Winstead.

After a welcome by the Mayor, the City Council and members of the Council of Neighborhoods (CON) enjoyed dinner together and discussed neighborhood accomplishments in 2015. The Mayor thanked CON members for their work, and encouraged ongoing collaboration. June Howard, CON Chairperson, thanked the Mayor and City Council, and then read a poem written for the occasion to recognize the year's events in each neighborhood.

At 6:50 p.m., the meeting was adjourned.

Constance Perenyi, Neighborhoods Coordinator

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Expenses and Payroll as of January 8, 2016
DEPARTMENT: Administrative Services
PRESENTED BY: Sara S. Lane, Administrative Services Director

EXECUTIVE / COUNCIL SUMMARY

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$1,185,927.18 specified in the following detail:

***Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
12/29/2015	1103	\$3,587.88
		<u>\$3,587.88</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
12/29/2015	62099	62099	\$3,162.36
12/29/2015	62100	62125	\$145,861.39
12/30/2015	62126	62141	\$121,160.55
12/30/2015	62142	62164	\$125,178.66
1/5/2016	62165	62166	\$2,059.00
1/5/2016	62167	62167	\$8,289.59
1/7/2016	62168	62196	\$8,003.53
1/7/2016	62197	62208	\$18,969.81
1/7/2016	62209	62227	\$17,852.63
1/7/2016	62228	62258	\$209,019.52
1/7/2016	62259	62280	\$522,782.26
			<u>\$1,182,339.30</u>

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Motion to Authorize the City Manager to Execute an Agreement with MIG (Moore Iacofano Goltsman Inc.) in the Amount of \$186,227 for the Parks, Recreation and Open Space (PROS) Planning and Analysis Project

DEPARTMENT: Parks, Recreation and Cultural Services (PRCS) Department

PRESENTED BY: Eric Friedli, PRCS Director

ACTION: _____ Ordinance _____ Resolution X Motion
 _____ Discussion _____ Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting that Council authorize the City Manager to execute a professional services agreement with MIG in the amount of \$186,227 to provide planning, design and analysis services for the Parks, Recreation and Open Space (PROS) Plan Update, including a pool and recreation facility feasibility study, light rail station subarea park and open space plan and asset inventory and assessments of major outdoor park facilities such as restrooms, picnic shelters, playgrounds and athletic fields.

RESOURCE/FINANCIAL IMPACT:

The cost of this contract will be paid based on the following funding:

EXPENDITURES

Parks, Recreation and Open Space (PROS) Plan Update	\$51,227
Pool & Recreation Facility Master Planning	\$115,000
Park Maintenance Operating Budget	\$20,000
Total Project Cost	\$186,227

REVENUE

General Capital Fund	\$186,227
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Total Funding	\$186,227
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RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a professional services agreement with MIG for \$186,227 to provide planning, design and analysis services for the PROS Plan update including a pool and recreation facility feasibility study, light rail station subarea park and open space plan and asset inventory and assessments of major outdoor facilities such as restrooms, picnic shelters, playgrounds and athletic fields.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The Parks, Recreation and Open Space (PROS) Plan is a 20-year visioning document that will serve as a framework for the development of park and recreation facilities in Shoreline. It is required to be updated every six years to qualify the City for state and federal grants through the State of Washington's Recreation and Conservation Office. The current PROS Plan (2016-2017) was adopted by the Shoreline City Council in July 2011.

The PROS Plan is used to assess our citizen's needs and prioritize recreation programs, park maintenance and facility capital needs with the Parks, Recreation and Cultural Service (PRCS) Department's core mission and goals. It also includes a capital improvement project list and identifies projects that can qualify for state and federal grants. A statistically valid community survey will be administered by separate contract in January 2016 that will help identify community needs related to the PROS Plan.

The PROS Plan will be developed in 2016 and presented to City Council for review and adoption in mid-2017.

DISCUSSION

Consultant Selection Process

The PRCS Department solicited statements of qualifications (RFQ 8347) from consultants or teams of consultants interested in the PROS Planning & Analysis Project. Four consultant teams submitted materials in response to the request for qualifications. Staff formed two teams, one to review the Statement of Qualifications (SOQ) and another to conduct in-person interviews. The team members included: a PRCS/Tree Board Member, Senior Planner, Communication Specialist, Neighborhood Coordinator, Park Maintenance Superintendent, Recreation Superintendent, Parks Project Coordinator, PRCS Administrative Assistant, and the PRCS Director.

After reviewing the statements of qualifications, three consultant teams were selected to be interviewed. Teams invited for in-person interviews include:

- MIG (Moore Iacofano Goltsman Inc.)
- Beckwith Consulting Group
- Hough Beck & Baird, Inc.

Staff rated each consultant team on how they responded to the criteria provided prior to the interview. Based on ratings, follow-up discussions and reference checks, staff selected MIG as the most qualified firm to complete the PROS Planning and Analysis project.

Project Description

This project will complete major components necessary to update the City of Shoreline's PROS Plan. In addition to typical PROS Plan elements, this project includes a feasibility study for a future aquatic and community center and a park and open space plan for the City's two future light rail station subareas.

Attachment A includes the consultant scope of services. The primary objectives of this project are as follows:

- Conduct and prepare a recreation demand study;
- Conduct and prepare an aquatic/community center feasibility study;
- Conduct and prepare an inventory and condition assessment report of major park assets such as outdoor restrooms and playgrounds;
- Create a park and open space plan for the City's two light rail station subareas;
- Prepare and implement a community outreach plan for the PROS Plan update; and,
- Draft specific written chapters of the PROS Plan document that relate to the work components identified above.

Aquatic/Community Center Feasibility Study

An important component of the PROS Plan update is consideration of the City's pool and recreation center. The Shoreline Pool was constructed in 1971 as part of the King County Forward Thrust Bond program. Based on an assessment of the pool completed in 2013, it is in need of health and safety upgrades and other major maintenance to keep it operational. In addition, the Spartan Recreation Center is in a School District-owned building and its long-term future is uncertain. Given the level of re-investment being called for at the Pool and the long-term uncertainty about the Spartan Recreation Center, the City believes this is an opportune time to develop a comprehensive, long range plan for the pool and community center.

The purpose of this aquatic/community center feasibility study is to research options for replacing the Shoreline Pool and Spartan Recreation Center. The study will analyze community needs and potential sites for a new aquatic and community center.

Light Rail Station Subarea Park and Open Space Plan

A unique opportunity and challenge that requires special attention in this PROS Plan update is the potential for increased residential density around future light rail stations. In Shoreline, light rail service is anticipated to begin in 2023. Sound Transit plans on two Shoreline light rail stations on the east side of I-5 at 145th Street and 185th Street. Changes in the neighborhoods near the light rail stations will take place over decades. Through adoption of a subarea plans for each station area, the City is setting the stage for how the neighborhood may transition over time.

The subarea plans identify key areas of need, so that the City and its partners can begin to proactively plan for park and recreation facilities. The light rail station subarea park and open space planning effort will analyze how to enhance existing park and recreation facilities as well as seek new property for parks and open space use to meet the demand for these facilities in the future.

Additional Project Components

Additional components to be included in this project include:

- A communication and public outreach plan and to assist with outreach for the entire PROS Plan update process;
- A recreation demand study to analyze future demand for recreation services; and,

- An inventory and condition assessment of major park assets such as restrooms and playgrounds.

Anticipated Project Schedule

The following is the anticipated schedule to adopt the PROS Plan and submit it to the State of Washington's Recreation and Conservation Office for acceptance.

October-December 2015

- ✓ Consultant selection process

January-March 2016

- Kick-off meeting with Consultant Team
- Create communication and public outreach plan
- Receive results of the community survey conducted by ETC Institute
- Begin recreation demand study
- Begin aquatic/community center feasibility study
- Begin asset inventory
- Begin asset assessments

April-September 2016

- Begin light rail station subarea park and open space planning
- Complete the recreation demand study report
- Finish park asset inventory
- Finish park asset assessments
- PROS Plan community engagement
- Aquatic/community center feasibility study community engagement
- Light rail Station subarea park and open space planning community engagement

October-December 2016

- PROS Plan community engagement
- Complete the light rail station subarea park and open space plan report
- Complete the aquatic/community center feasibility study report

January-March 2017

- Write the draft PROS Plan Document
- City Council aquatic/community center feasibility study report review

April-September 2017

- Parks, Recreation and Cultural Services (PRCS)/Tree Board review draft PROS Plan
- PROS Plan Document SEPA Process
- Planning Commission Reviews PROS Plan goals and policies
- City Council reviews draft PROS Plan
- Adopt the 2017-2013 PROS Plan
- Submit Adopted PROS Plan to the Recreation and Conservation Office (RCO) for acceptance

RESOURCE/FINANCIAL IMPACT

The cost of this contract will be paid based on the following funding:

EXPENDITURES

Parks, Recreation and Open Space (PROS) Plan Update	\$51,227
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ATTACHMENTS

Attachment A: PROS Plan MIG Contract – Scope of Work

Shoreline Parks, Recreation and Open Space (PROS) Planning and Analysis Final Scope of Work – January 13, 2016

MIG will receive written authorization by the City prior to beginning work of a future phase.

Phase 1: Establishing a Foundation (January – August 2016) Fee: \$34,340

In Phase 1, the MIG|SvR Team will gain a deeper understanding of the Shoreline park, recreation and open space system, building on our Team's existing knowledge and recent local and regional planning efforts.

1.1 Project Initiation and Steering Team Meetings

To initiate the project, MIG|SvR will participate in a kick-off meeting with the Steering Team, Technical Team and key PRCS maintenance and operations staff to discuss the engagement plan, roles and responsibilities for community engagement, and key City initiatives and projects that have relevance to the Master Plan. Following the meeting, MIG|SvR will prepare a brief summary of key decision points and provide this to the City Project Manager for distribution to the meeting participants. This task is intended to occur in conjunction with task 1.5, so that key team members from the City and consultant teams visit key sites together.

MIG|SvR will meet with the Steering Team at key points in the process to solicit feedback on technical work products and seek guidance on the plan development, including aligning projects with existing City efforts. MIG|SvR may also meet with the Technical Team and other topic-specific groups. This scope of work allows for additional in-person meetings in the Project Management and Administration tasks within each phase, as specified under those tasks.

- MIG responsibility: Meeting materials and facilitation
- MIG deliverable(s) to City: Meeting summaries
- City responsibility: Scheduling and logistics support

1.2 Background Information Review

MIG|SvR will review key background information provided by the City. This documentation will include relevant site, city-wide and regional plans, City budget and capital improvement plan, recreation program guides, and other documents related to the planning effort. Information from this background review will be incorporated into other project deliverables over the course of the project. In task 1.11, MIG|SvR will prepare a request for information identifying the desired background information for the project.

- MIG responsibility: Information request, coordination with staff
- MIG deliverable(s) to City: Ongoing
- City responsibility: Data and background materials

1.3 Communication and Staff/Public Engagement Plan

MIG|SvR will prepare a draft Communication and Staff/Public Engagement Plan, identifying target audiences including underserved communities, defining how public engagement techniques will be deployed for each target audience, clarifying roles and responsibilities for both consultant and City, developing a schedule of events and meetings where staff/the public will be engaged. The plan will account for the busy summer season and holidays. Following review by the City, MIG|SvR will finalize the Communication and Public Engagement Plan and begin developing engagement activities and materials.

- MIG responsibility: Develop document and coordination edits with City
- MIG deliverable(s) to City: Draft and Final Document
- City responsibility: Review and editing

1.4 Base Map/Inventory Review and Analysis

MIG|SvR will review electronic and hard copy park, recreation facility, open space and trail inventory data provided by the City, working with the City's Geographic Information System (GIS) contact. We will work with the City to prepare a base map of Shoreline's system based on the available GIS data, and ensure that the base map will work for all subsequent analysis deliverables. Beginning in February, City will update the inventory in GIS for the PROS Update and for implementing CityWorks. Coordination between MIG and staff will be needed to coordinate inventory, deciding what asset types will be assessed by City or MIG|SvR and developing the rating system employed by both staff and MIG|SvR.

- MIG responsibility: GIS and inventory updates, draft and final maps
- MIG deliverable(s) to City: Draft and final maps, updated inventory
- City responsibility: Provide GIS and inventory data and review draft maps and inventory

1.5 Site Tour

MIG|SvR will participate in six hours of site touring following the project initiation meeting (Task 1.1) to familiarize the project team with the specifics of Shoreline's parks, recreation facilities and open spaces. This tour should include City staff members with on-the-ground knowledge of the best and the worst of the park and recreation system and are able to share current or future concerns/issues. Observations of park and facility condition from this tour will be used to help focus the condition assessments conducted in task 1.6.

- MIG responsibility: listen and ask questions of City staff as we tour the sites, document/take photographs
- MIG deliverable(s) to City: N/A
- City responsibility: develop tour "itinerary" highlighting representative sites and critical issues for the community

1.6 Condition Assessments and Summary Report

Expanding upon existing City of Shoreline documentation, MIG|SvR, with NAC Architecture, will conduct a physical assessment of existing major outdoor assets including restrooms, play equipment, shelters, hard courts and grass/dirt play fields. The assessment will identify potential

Contract 8347
Exhibit A: Scope of Work

needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable design, management practices and increasing health opportunities. The assessment will be based on the approved system inventory (Task 1.4), existing documentation (Task 1.2), and will align with the City's ongoing adoption of asset management tools using the CityWorks software system. As part of this task, MIG |SvR will meet with operations staff to discuss facility design, needs, operations and maintenance. At the end of this effort, the City will have a confirmed asset inventory with condition evaluations and recommendations of up to 10 asset classes. The asset in the field will be rated using a scoring system agreed to by the City and that aligns with the CityWorks asset management system in February 2016. MIG |SvR will provide a summary report documenting conditions of existing parks and recreation facilities and will provide a final draft based on comments from the City.

- MIG responsibility: Physical assessment, documentation, staff coordination
- MIG deliverable(s) to City: Draft and Final Summary Report
- City responsibility: Evaluation review and document edits

1.7 Public Engagement Toolkit

MIG |SvR will prepare a package of materials for use at intercept activities, stakeholder interviews and community meetings to be organized and staffed by City of Shoreline personnel. The toolkit will ensure a consistent message and common design theme throughout the duration of the project. MIG |SvR will develop and provide pdf files for up to three display boards, along with talking points and feedback forms to support staff extending the public input process. Using the pdf format, the City to print on demand and will provide an online data entry portal for City staff to input results. Once each engagement activity is complete and all data is entered, MIG will analyze the results and provide summaries to the City.

- MIG responsibility: Coordination and review with City, toolkit development
- MIG deliverable(s) to City: Public Engagement Toolkit, outreach summaries
- City responsibility: Review materials, print materials as needed

1.8 Stakeholder Interviews

The MIG |SvR Team will facilitate one day of stakeholder interviews, up to five meetings of 1-1.5 hours each, or in conjunction with a scheduled stakeholder meeting. The topics and invitees will be identified within the final Communication and Public Engagement Plan. The City will initiate outreach, provide meeting rooms and logistics support. MIG |SvR will provide a summary of the discussions that identifies issues and ideas raised by the participants and increase the diversity of responses.

- MIG responsibility: Conduct interviews, develop interview summary
- MIG deliverable(s) to City: Draft and Final Interview Summary
- City responsibility: Stakeholder outreach and invitations

1.9 Training of and Staffing of Intercepts at Events

MIG|SvR will conduct one 1-hour training session with key City staff to teach staff how to use the Engagement Toolkit to employ intercepts at different events/locations to broaden the feedback of users. In Phase 2, Diving Deep, MIG will spend up to four hours at major city events, such as Celebrate Shoreline to conduct intercepts to engage a broad cross-section of residents and users and alert them to opportunities to provide additional feedback in the upcoming online questionnaire on the City's behalf.

- MIG responsibility: Conduct training session, staff two intercept events
- MIG deliverable(s) to City: Outreach summary
- City responsibility: Organize training and hold additional events as needed

1.10 Public Information Update

MIG|SvR will prepare a public information update for each phase of the project that describes the process, interesting facts and findings in a series of short paragraphs that can be easily utilized in a wide range of existing City communications (including social media, newsletters and website updates). The Phase 1 update will include a description of the process, key dates and preliminary facts and figures about the park system from the background analysis.

- MIG responsibility: Develop update
- MIG deliverable(s) to City: Public information update
- City responsibility: Post update to outlets as suggested in Public Engagement Plan

1.11 Project Management and Administration

This task will ensure a consistent basis for project management and follow-up. As part of this task, MIG|SvR will prepare a request for information identifying the desired background information for the project. MIG|SvR will coordinate with the City on project activities and progress in biweekly phone calls including up to 2 in-person meetings as needed, resolve issues that may arise regarding schedule and deliverables, and recommend direction for completing project tasks. Project Management and Coordination for this phase is based on a 4-month duration and includes bi-weekly project team conference calls. A project management protocol will be developed that will define MIG and City roles and responsibilities including coordination of document review and editing.

- MIG responsibility: Provide project management for duration of Phase 1. Participate in a discussion to create a 1-2 page Project Management Protocol document.
- MIG deliverable(s) to City: Attend two (1-2- hour) in-person meetings to update the City at a Staff, the PRCS/Tree Board and/or City Council meeting as determined by the City and provide written updates or progress reports as needed.
- City responsibility: Coordinate and convene meetings, Participate in and create the Project Management Protocol document.

Phase 2: Diving Deep (April – December 2016) Fee: \$121,426

During Phase 2, the MIG|SvR Team will explore the broader challenges and opportunities facing Shoreline's parks, recreation and open space system based on input from the community. This phase will result in the market analysis and recreation demand study, as well as direction on the aquatic/community center and station area planning.

2.1 Online Questionnaire

The MIG|SvR Team will develop an accessible online survey with input from the City to gather feedback from residents of Shoreline. This online survey will be designed to give all interested parties a voice in the planning process, and will collect community input about community desires, initial priorities and important park and recreation activities. The MIG|SvR Team will design and program the online survey, and analyze the results, including a brief memo summarizing key findings. The City will post the link to the City website and distribute it as widely as possible using existing communications networks and newsletters. The City will provide input on what subject matter will be included in the survey.

- MIG responsibility: Develop questions and administer questionnaire implement
- MIG deliverable(s) to City: Draft and final questions, questionnaire hosting
- City responsibility: Collaborate on question development, review and approve online questionnaire

2.2 Focus Groups

The MIG|SvR Team will facilitate discussions with hard to reach populations, under-represented, and underserved groups to determine needs and barriers to meeting these perceived needs. Topics and invitation lists will be determined in the Communication and Public Engagement Plan. MIG|SvR will hold up to five 1-1.5 hour focus group meetings. MIG|SvR will provide an agenda prior to the meeting. Following the meetings, MIG|SvR will prepare a single summary memo documenting key findings.

- MIG responsibility: Provide meeting materials, conduct meetings
- MIG deliverable(s) to City: Meeting summary
- City responsibility: Logistical support

2.3 Public Workshops

MIG|SvR will design and facilitate three topic-specific community workshops at times and locations convenient to the target populations. One will address the Station Area Parks and Open Space Plan (Task 2.8) , the second will focus on the Aquatics/Community Center Feasibility Study (Task 2.7) and the last will focus on cultural services to assist in developing the cultural services needs analysis and the update to the Public Art Plan. During each event, the Team will present findings from the community survey, stakeholder interviews, focus groups, questionnaire, Market Analysis (Task 2.5) and Recreation Demand Study (Task 2.6). In addition to focusing on three specific topics, these events will provide options for the community to allow for greater participation. Following the events, the Team will also provide a single online version of the workshops using materials from these events to hear from a greater number of

residents and park users. MIG|SvR will provide a summary of the set of workshops and online feedback, identifying the specific ideas and overlapping themes raised by participants.

- MIG responsibility: Workshop invitations and announcements, materials and facilitation
- MIG deliverable(s) to City: Draft and final materials, workshop summary
- City responsibility: Meeting logistics and coordination

2.4 Market Analysis

The MIG|SvR Team will evaluate demographic data, recreation spending and recreation participation trends that affect the current and future market. The analysis will help identify the demand for different types of programming and the spending level in Shoreline relative to the greater Seattle area and the State of Washington. Along with information for broader recreation programming and services, findings from this document will provide insight and detailed understanding of future direction for the aquatic/community center. The Market Analysis will be provided to the City in pdf format for distribution and include a draft and final document.

- MIG responsibility: Conduct analysis
- MIG deliverable(s) to City: Draft and final Market Analysis
- City responsibility: Review and edit document

2.5 Draft and Final Recreation Demand Study

The Recreation Demand Study will provide a specific needs assessment for recreation programs and services in Shoreline. It will incorporate user feedback garnered through the City's separate statistically valid survey, the online questionnaire and other outreach methods. It will incorporate market information from the Market Analysis, and analyze best practices and areas of latent demand. This task includes comparison of up to three comparable cities recreational programs to be approved by the City. The result will be a stand-alone report designed to guide Shoreline's recreation services, feed into the Aquatic/Community Center Feasibility Study and provide recommendations for the PROS Plan document. This task includes a draft and final document.

- MIG responsibility: Conduct study
- MIG deliverable(s) to City: Draft and Final Recreation Demand Study
- City responsibility: Provide review and edits of study

2.6 Draft and Final Aquatic/Community Center Feasibility Study Report

For this task, the MIG|SvR Team will conduct a detailed study of the future aquatic/community center. The Team will base the study on a set of site evaluation criteria which will include a range of considerations related to size, location, availability, proximities, adjacencies, topography and infrastructure. Team members will visit and evaluate potential new sites and review the site analysis with the City to determine the preferred site or sites. The resulting report will describe recommendations for the preferred site or sites and summarize program areas and options based on findings from Phase 2. Based on review and discussion with the City,

the Team will then develop a final program for the preferred concept and cost estimate. The report will also detail the operational plan and one year operational budget for the preferred concept. This task will include a draft and final report.

- MIG responsibility: Conduct study
- MIG deliverable(s) to City: Draft and Final Report
- City responsibility: Provide review and edits of study

2.7 Draft and Final Light Rail Station Areas Park and Open Space Plan Report

This task will result in a plan for park and open space improvements for Shoreline's future light rail station areas. The MIG|SvR Team will review the City's survey and project questionnaire to assess community needs and determine future park/open space, recreation and cultural needs for the two new light rail station subareas based on anticipated land use and transportation changes. Beginning with a review of existing documentation (EISs, planning studies, etc) for both the 145th and 185th light rail subareas, and findings from the Recreation Demand Study, the Team will discuss the potential for future park/open space, recreation and cultural facilities based on input from the public, including the focused discussion during the public workshops (Task 2.4). The Team will review and analyze existing nearby park sites within the two subareas to determine opportunities for these sites to better serve current and future park and recreation users, and make recommendations for new park/open space site locations, connections and improvements. During Task 2.3, the City/project team may choose to focus on getting input from residents concerned about the future of these station subareas. This study will also explore and identify connections between the subareas via parks and recreation facilities. Following this thorough review, the Team will complete the City's light rail station subareas parks and open space plan report, providing a draft and final document.

- MIG responsibility: Conduct planning and analysis, coordinate with City for potential public feedback and communication
- MIG deliverable(s) to City: Draft and Final Report
- City responsibility: Support public review logistics, review and edit of draft report

2.8 Public Open House

Working with City Staff, MIG|SvR will coordinate and conduct a public open house to present the draft list of prioritized potential projects and improvements and present draft products from Tasks 2.6, 2.7, 2.8 et al. The workshop will be structured to ensure clear understanding of the issues and opportunities, the options available and their impacts, and preferred visions and strategies. This final open house can also feature interactive polling technology which can also be extended through a companion online workshop, similar to the online workshop offered in Task 2.4. MIG|SvR will provide agendas, public comment sheets, and produce a summary memo of the results of the workshop.

- MIG responsibility: Meeting announcements, materials and facilitation
- MIG deliverable(s) to City: Meeting announcements, materials and summary memo
- City responsibility: Coordinate meeting logistics

2.9 Public Information Update

The Phase 2 update will include outcomes from the community input process and a summary of important findings from the asset assessment/inventory, market analysis and studies.

- MIG responsibility: Develop update
- MIG deliverable(s) to City: Public information update
- City responsibility: Post update to outlets as suggested in Public Engagement Plan

2.10 Project Management and Administration

Project Management and Coordination for this phase is based on an 8-month duration and includes bi-weekly project team conference calls including up to six in-person meetings.

- MIG responsibility: Provide project management for duration of Phase 1
- MIG deliverable(s) to City: Attend six (1-2- hour) in-person meetings to update Staff, the PRCS/Tree Board or City Council as determined by the City and written updates or progress reports as needed.
- City responsibility: Coordinate and convene meetings

Phase 3: Bringing it All Together (October 2016 – July 2017) Fee: \$24,491

In Phase 3, the MIG|SvR Team will support City staff to refine and document outcomes from Phase 2 into a functional, actionable and visionary plan for Shoreline's parks, open space and recreation system.

3.1 Prioritized Capital Project List and Cost Estimates

MIG|SvR will build a prioritized 20-year capital projects (CIP) list, divided into short, mid and long-term projects with order of magnitude cost estimates, and a planning model of the cost for operating the sites and facilities recommended in the draft PROS Plan. The assumptions for costs will be derived from any recent Shoreline projects and the MIG|SvR team experience. The model will be a working document that can be updated with new cost assumptions during and following the planning process. For review the document will be provided in Excel and pdf formats.

- MIG responsibility: develop a draft and final capital projects list and operating cost model for O+M.
- MIG deliverable(s) to City: draft and final capital projects list, operating cost model for O+M.
- City responsibility: review draft CIP list and operating cost model

3.2 Draft PROS Plan Document Chapters

In Phase 3, MIG|SvR will draft specific written chapters of the PROS plan document that relate to earlier deliverables, working in collaboration with the City who will be the primary author of the Administrative Draft PROS Plan document. Specific chapters MIG will draft include:

- MIG responsibility: develop and or compile and format deliverables listed below as chapters to include in the draft PROS plan document

- MIG deliverable(s) to City: demographics profile, demand and needs analysis, PROS plan implementation (20-year CIP)
- City responsibility: format and include text in the draft PROS plan document

3.3 Public Draft Plan Support

MIG|SvR will work with staff to support necessary revisions to the Administrative Draft Plan based on project team comments (received at the meeting and in written form), a full plan will be released to the public and provided to City Council for comment and consideration for adoption. This draft is intended to support the community discussion of the plan through the adoption process. Rather than creating multiple versions as comments are received, the City will track comments and corrections in a separate memo, allowing City Council to consider the comments together and City Staff to recommend changes to incorporate in the final plan and which to address in other ways.

- MIG responsibility: support for the Administrative Draft Plan
- MIG deliverable(s) to City: written/verbal comments to the City on the Administrative Draft Plan
- City responsibility: Administrative Draft Plan, tracking memorandum (memo template provided by MIG) with compiled comments from various stakeholders/public.

3.4 Adoption Support

MIG|SvR will provide a PowerPoint presentation to accompany the Public Review Draft Plan that can be presented by City staff as needed during the review and adoption process. MIG|SvR will also be available to respond to questions and comments as the plan moves forward. This task includes coordination for the City's SEPA review and compliance prior to Council adoption and RCO compliance following adoption.

- MIG responsibility: Provide Draft Plan adoption support as needed
- MIG deliverable(s) to City: PowerPoint presentation
- City responsibility: Coordinate presentation and Q/A as needed

3.5 Final Plan Support

Following adoption of the plan, MIG|SvR will support City staff to complete one round of final edits based on feedback received during the adoption process (as approved by City Council) and deliver the final version of Shoreline's plan to the City in pdf files suitable for printing and for publishing online and the original InDesign files.

- MIG responsibility: Provide final document edits in coordination with City
- MIG deliverable(s) to City: Final Plan chapters in coordination with City
- City responsibility: Coordinate plan edits and review needs

3.6 Project Management and Administration

Project Management and Administration for this phase is based on a 7-month duration and includes bi-weekly project team conference calls including up to two in-person meetings. This task includes the packaging and delivery of project files and other close-out activities.

Contract 8347
Exhibit A: Scope of Work

- MIG responsibility: Provide project management for duration of Phase 1
- MIG deliverable(s) to City: Attend two (1-2- hour) in-person meetings to update Staff, the PRCS/Tree Board or City Council as determined by the City and written updates or progress reports as needed
- City responsibility: Coordinate and convene meetings

*Note about deadlines and draft review: Unless otherwise specified in this scope or by other prearrangement, all materials due to the City will be delivered by the end of the day they are due, if not sooner. All draft review materials will be sent to the City electronically (eg. Word or pdf file) for one consolidated set of City comments using track changes or similar. The City is responsible for resolving any conflicting comments or changes prior to submitting edits.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion and Update of the King County Solid Waste Comprehensive Plan		
DEPARTMENT:	Public Works		
PRESENTED BY:	Rika Cecil, Environmental Services Analyst		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

As the population in King County increases, the only operating landfill in the County, Cedar Hills Regional Landfill, gets closer to its capacity as a solid waste disposal site. In response, King County is working with cities to develop strategies that slow the rate and amount of solid waste disposal in order to extend the life of the landfill and keep solid waste disposal rates low for as long as possible. King County is also working with cities to review and amend the Comprehensive Solid Waste Management Plan, of which the City is party.

Tonight, King County Solid Waste Division Director, Pat McLaughlin, and Solid Waste Division Recycling & Environmental Services Manager, Jeff Gaisford, will discuss these strategies and concept level options designed to explore potential Comprehensive Plan actions and strategic choices, including possible options to achieve 70% recycling by 2020.

RESOURCE/FINANCIAL IMPACT:

There are no costs available for the options at this time. When the updated Solid Waste Comprehensive Plan comes to Council for adoption, costs will be discussed. If Shoreline fully participates with the County to increase recycling, then our residents, businesses and the City will benefit from lower solid waste disposal fees for the longest period of time.

RECOMMENDATION

As this item is for discussion purposes only, no action is required. However, Council guidance on the preferred strategy to increase recycling is requested.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

In August 1995, the City Council adopted Resolution No. 26 authorizing the execution of an Interlocal Agreement (ILA) between the City and King County for solid waste management services. The ILA designates King County as the entity to prepare a Comprehensive Solid Waste Management Plan (the Plan) to manage regional solid waste transfer and disposal for participating cities and unincorporated areas in the County. On November 28, 2001, the County transmitted the completed Plan to the City, which the City Council adopted on March 25, 2002. The 2001 Solid Waste Comprehensive Plan can be found on King County's website at the following link: <http://your.kingcounty.gov/solidwaste/about/planning/documents-planning.asp#comp>. It should also be noted that a draft update to this plan was worked on in 2013 (also linked on the County's website), but was never adopted by the County or the ILA cities.

Since the 2001 Plan was adopted, the Council has continued to work with the King County Solid Waste Division in approving solid waste management actions that help to protect our public health, natural environment and property values. In July 2009, the Council was presented with an update by King County staff on the progress of a required Plan update. Since then, the County has involved stakeholders, such as the King County Regional Policy Council, the Sound Cities Association, and the Metropolitan Solid Waste Management Advisory Committee (MSWMAC), among others. Former Councilmember Eggen served as the City's representative to MSWMAC from 2008 – 2015.

As well, in January 2011, the Council discussed the County's need for bonds in the near term to finance construction improvements beyond the term of the ILA. Council provided support of staff's recommendation to discuss the term of the ILA and other potential ILA amendments at MSWMAC meetings. The ILA was subsequently amended and approved by MSWMAC and the King County Council.

DISCUSSION

The only operating solid waste disposal site where Shoreline's garbage can be disposed is King County's Cedar Hills Regional Landfill. In 1995, the King County Council passed Ordinance No. 11949, which established the policy that "Once the Cedar Hills Regional Landfill closes, it will not be replaced with another landfill in King County, and the County will pursue waste export as its long-term disposal option." Waste export is expected to be much more expensive than using the County's local landfill for solid waste disposal.

With the population in King County increasing, and the Cedar Hills Regional Landfill beginning to reach its capacity, King County is working with cities to review and amend the Plan, and to develop strategies that reduce the rate and amount of solid waste disposal in the landfill.

One strategy is to increase the recycling of recyclable materials at the curb, instead of disposing of them as garbage in the landfill. In that way, the life of the landfill would be extended, and solid waste disposal rates will remain low for the longest period of time.

To this end, King County will update the Plan to include policies to guide County and city recycling efforts over the next several years.

Tonight, King County Solid Waste Division Director, Pat McLaughlin, and Solid Waste Division Recycling & Environmental Services Manager, Jeff Gaisford, will discuss these strategies and concept level options designed to explore potential Plan actions and strategic choices, including possible options to achieve 70% recycling by 2020 (Attachment A).

The three options for increased recycling are as follows:

- Option A - An immediate implementation by the City and County of 70% recycling
- Option B - Jurisdictional self-determination where the City and County set recycling goals
- Option C - Regional push forward with the County leading in practices that lead to the 70% goal

RESOURCE/FINANCIAL IMPACT

There are no costs available for the options at this time. When the updated Solid Waste Comprehensive Plan comes to Council for adoption, costs will be discussed. If Shoreline fully participates with the County to increase recycling, then our residents, businesses and the City will likely benefit from lower solid waste disposal fees for the longest period of time.

RECOMMENDATION

As this item is for discussion purposes only, no action is required. However, Council guidance on the preferred strategy to increase recycling is requested.

ATTACHMENTS

Attachment A: King County 70% Recycling Strategies

70% Recycling: A Case for Change

Executive Summary

The cities and the county have been national leaders in waste prevention and recycling for over 25 years. With our private sector partners, we have built one of the best solid waste management system in the country. Our solid waste system provides residents, schools and businesses with a comprehensive set of services to reduce waste and recycle more. By working together for a common purpose, taking bold actions, and setting ambitious goals we have achieved a lot.

As of 2013, we've reached an overall recycling rate of 53%. While this represents true progress from our 18% starting point in the 1980s, it is far from the 65% goal that was to be achieved by 2000. In fact, recycling rates have moved very little in the last 8 years and are virtually flat for the last 3 years. The bold and innovative action that got us here is not capable of closing the gap.

The Comprehensive Solid Waste Management Plan (Comp Plan) update will include policies to guide county and city recycling efforts over the next several years. These policies could range from reaffirming the regional plan to achieve 70% recycling by 2020 to allowing regional participants to make their own independent recycling choices without firm performance targets.

This paper outlines three possible options for the Comp Plan that include different policy choices. The table below is a summary of the major elements of each option:

Major Elements	Option A Immediate Implementation of Roadmap to 70%	Option B Jurisdictional Self- Determination	Option C Regional Push Forward with County Leading
County and City Actions			
Require all single-family, multi-family and non-residential customers to separate recyclables and food scraps from garbage at the curb	✓		
Require self-haul customers to recycle all materials that can be separated at transfer stations	✓		
Require the cities and county to set an ambitious interim recycling goal(s)		✓	
Require the cities and county to select from a menu of actions to reach recycling goal(s)		✓	
Incentivize jurisdictions to take substantial action with repercussions for those who don't		✓	
Develop a contingency plan if selected actions are not enough to achieve an overall 70 percent recycling rate		✓	
Increase single family food scrap recycling through a 3-year educational cart tagging program			✓
Make recycling at multi-family complexes convenient by implementing best practices			✓
Increase food scrap collection from businesses, schools and other institutions			✓
Use existing and new grant funds to support effective efforts			✓
County Actions			
Require single family recycling and composting in the unincorporated areas			✓
Require self-haul recycling at new transfer stations			✓

70% Recycling: A Case for Change

Background

From 1986 – 1988 there were plans to build several incinerators to manage our waste. Citizens and elected leaders said they wanted to invest in recycling instead. At that time our recycling rate was about 18%. As a region, we agreed to work together to achieve a 65% waste prevention and recycling rate by 2000.

In 1988, the legislature adopted changes to the state solid waste management law to establish a solid waste management hierarchy that prioritizes waste prevention and recycling over disposal (RCW 70.95).

As a region we took bold steps.

- Late 1980s and early 1990s. Single family recycling and yard waste collection programs were implemented in cities and the unincorporated areas.
- 1989 – 2015. The county has provided grant funds to cities to support recycling activities since the adoption of the 1989 Comprehensive Solid Waste Management Plan(Comp Plan). That was the first plan developed after the cities signed interlocal agreements with the county.
- Late 1980s & early 2000s. The private sector invested in technology that increased the efficiency of our collection system as well as increasing the amount of material that can be recycled. Single stream recycling was introduced in the cities and the county in the early 2000s and recycling rates increased.
- Early 1990s. Multi-family recycling programs in cities and the unincorporated areas were initiated. Great effort has been made over the past 20 years to address participation and contamination issues at multi-family complexes through education.
- 1992. Zoning code standards requiring adequate space for garbage and recycling at multi-family and commercial buildings were developed and implemented.
- 1993. A prohibition on disposing yard waste in single family garbage cans was implemented. As a region, 97% of our single family yard waste is now recycled.
- Early 1990s – 2015. Considerable resources have been invested in recycling education campaigns aimed at residents, businesses and schools. Many partnerships have been formed with the private sector in an effort to influence recycling behaviors. The result of the educational efforts is that our programs produce clean, quality materials ready for market.
- 2005. System wide implementation of food scraps started giving 99% of single family households the opportunity to put food scraps in their curbside yard waste carts.
- 1993 (Enumclaw), 1999 (Vashon), 2008 (Shoreline), 2012 (Bow Lake). The county started rebuilding transfer stations. New stations are able to provide a wide range of recycling services that the older stations are not equipped to provide. The Shoreline Recycling and Transfer Station now accounts for 49% of all recyclables recovered from all county stations system wide. This success will be repeated at Bow Lake, Enumclaw, Vashon and the new Factoria.

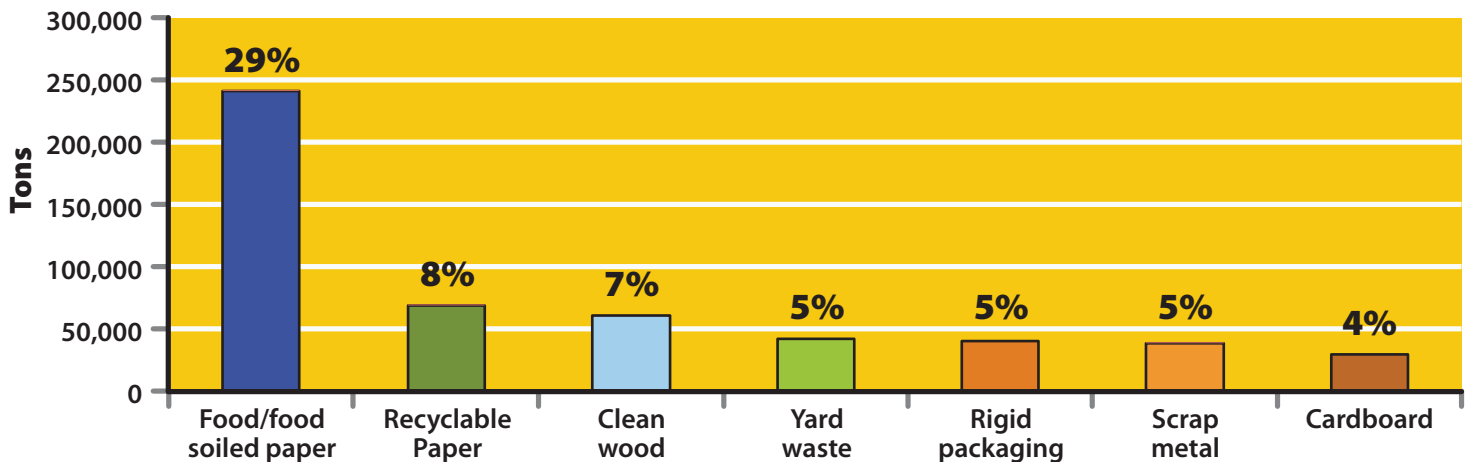
Recycling Rates Have Stalled – New Bold Action Is Needed

As of 2013, we've achieved an overall recycling rate of 53%. While this represents true progress from our 18% starting point in the 1980s, it is far from the 65% goal that was to be achieved by 2000. In fact, recycling rates have moved very little in the last 8 years and are virtually flat for the last 3 years. The bold and innovative action that got us here is not capable of closing the gap.

70% Recycling: A Case for Change

78% of the Landfilled Materials Could Be Recycled Instead – A \$92 Million Value!

Today, a staggering 78% of what is taken to the landfill could be recycled instead. The most commonly disposed materials (shown in the bar chart below) could have been easily recycled have an estimated annual combined economic, environmental and health value of \$92 million, given current market prices. These material resources can be put directly back into the economy and used to manufacture new business and consumer products. Additional materials such as carpet, textiles, furniture and gypsum, have additional value but are less readily recyclable today and thus their value has not been calculated at this time.



Precious Capacity is Being Unnecessarily Consumed– Maximizing Diversion from Disposal Is Key

The finite nature of Cedar Hills highlights the importance of diverting as many recyclables from disposal as possible. Potentially recyclable materials are unnecessarily consuming our capacity and will cause the region to implement other disposal options much sooner. All disposal solutions are costly, including developing new areas at Cedar Hills, waste export and waste-to-energy solutions.

Existing Infrastructure is Available to Channel Resources to the Marketplace

Largely, the infrastructure is already in place to divert these materials from the landfill back into the economy. City collection contracts already have provisions for enforcement, education and assistance to multi-family and businesses. Materials commonly disposed in the garbage from homes, businesses, and institutions across King County should instead be placed in the curbside recycling and yard/food waste carts or transfer station drop boxes.

Prevention and Recycling Actions Improve the Environment

Recycling and composting also protect our climate by reducing greenhouse gas emissions. Reaching the 2030 zero waste of resources goal would reduce greenhouse gas emissions by approximately 2.1 million MTCO_{2e} (carbon equivalents) annually.

70% Recycling: A Case for Change

Key Foundational Elements Are In Place to Support Bold Action

- Adopted 2001 Comprehensive Solid Waste Management Plan. The 2001 Plan includes the following policy: “The council finds that existing county policies for waste reduction and recycling have been valuable for guiding the efforts of King County, suburban cities and the private sector. These policies recognize that successful waste reduction and recycling efforts depend on changing the behavior of individuals and organizations rather than accommodating existing behavior. Based on these findings, the mission of King County’s waste reduction and recycling programs is to divert as much material as possible from disposal in a manner which reduces the overall costs of solid waste management to county residents and businesses, conserves resources, protects the environment and strengthens the county’s economy.”(WRR-1)
- Strategic Climate Action Plan (SCAP). The plan outlines a series of initiatives the Solid Waste Division will support including the development of frequency and separation policies for curbside collection of garbage, recyclables and organics in the unincorporated area. Additionally, the Division will consider the safety and effectiveness of banning recyclable materials from transfer stations.
- The King County – Cities Climate Collaboration (K4C). K4C agreed in July 2014 to ambitious countywide commitments including by 2020, achieving a 70% recycling rate countywide; and by 2030, achieving zero waste of resources that have economic value for reuse, resale and recycling.
- King County Commitment to Zero Waste of Resources. Since 2003, King County Code (10.14.020) has required King County to achieve zero waste of resources by the year 2030.

How Do We Get There Together? Options

The Comp Plan update will include policies to guide county and city recycling efforts over the next several years. The following concept-level options are designed to explore cities’ interest in potential Comp Plan actions and strategic choices. These range from reaffirming the regional plan to achieve 70% recycling by 2020 to allowing regional participants to make their own independent recycling choices without firm performance targets.

Option A. Immediate Implementation of Roadmap to 70%

The Comp Plan could recommend immediate implementation by the county and cities of all actions in the Roadmap, with an assumption that actions could be deployed and achieve expected results by the 2020 SCAP target date. The primary actions of the Roadmap to 70% are:

- Require all single family, multi-family and non-residential customers to separate recyclables and food scraps from garbage at the curb.
- Require self-haul customers to recycle at transfer stations that provide recycling services for scrap metal, clean wood, cardboard, and yard waste.
- As markets mature, require self-haul customers to recycle at transfer stations that provide recycling services for carpet, tires, mattresses, asphalt shingles and gypsum.

Questions:

1. Are the county and cities ready to approve and implement Roadmap actions?
2. Could jurisdictions deploy and achieve full 70% recycling in five years?

70% Recycling: A Case for Change

Option B. Jurisdictional Self-Determination

If a uniform plan of action is not possible, the Comp Plan could allow each jurisdiction to choose its own path. The cities and the county could choose to focus on a particular waste generator or material. To help make progress toward 70%, this option could:

- Require the county and each city to set an ambitious interim recycling goal(s).
- Require the county and each city to select from a menu of actions to reach the goal(s) by a specified date. The menu for actions to be implemented by the county and cities would include those actions described for implementation by King County in unincorporated areas and listed for collective action, both under Option C (see below). Additional menu items could include:
 - Expand efficient and affordable options for curbside collection of bulky items, to reduce reliance on recycling collection events.
 - Develop and implement projects that focus on reuse, sharing, and similar waste prevention strategies.
 - Pursue product stewardship strategies for products that contain toxic materials or are difficult and expensive to manage.
- Incentivize jurisdictions to take substantial action and have repercussions (such as higher disposal rates) for those that don't.
- Develop a contingency plan if selected actions are not enough. For example, develop a stand-alone materials recovery facility (MRF) for recovering recyclables and organics from garbage.

Questions:

1. Will this option produce predictable recycling results?
2. What is the acceptance of a system of incentives and repercussions?
3. What is the date that our interim goals need to be met, 2020?
4. How ready are jurisdictions to support a facility, such as a MRF, if recycling rates aren't achieved by jurisdiction-specific action plans?

Option C. Regional Push Forward with County Leading

King County is poised to lead the region on a path to 70% and zero waste of resources. The Comp Plan could recommend the county pursue aggressive tactics in the unincorporated areas and at transfer stations. In addition the cities and county would work together on collective voluntary action that includes single family cart tagging, best practices for multi-family, focusing on food and making the most of grant funds.

King County Leads

The county will work with our policy makers to ask for support to take the following actions which could increase the overall recycling rate by nearly 5%:

- Maximize single family recycling in the unincorporated areas
 - Include the cost of organics in the garbage collection fee.
 - Collect garbage every-other-week and organics weekly.
 - Provide three years of extensive education through cart tagging.
 - Require customers to separate their recyclables and food scraps from their garbage, after the extensive education campaign.
- Maximize self-haul recycling at our new transfer stations
 - Provide easy, convenient opportunities for customers to recycle with a focus on scrap metal, clean wood, cardboard and yard waste.
 - Engage with customers and provide extensive education.
 - Require self-haul customers to recycle at transfer stations that provide recycling services for scrap metal, clean wood, cardboard and yard waste.
 - Expand resource recovery and recycling at transfer stations that have space. Examples of how this could be accomplished include providing additional recycling bins, floor and mechanical sorting or pick lines.
 - Analyze additional materials to collect at transfer stations, such as mattresses, carpet, asphalt shingles and tires.

70% Recycling: A Case for Change

Option C. Regional Push Forward with County Leading Continued

Collective Action

Both the cities and the county, working with our service providers, will take the following actions over the next six years:

- Increase single family food scrap recycling through a rigorous three-year regional educational cart tagging program in every city and unincorporated area. To increase recycling, carts will be tagged with educational messages to encourage customers to put the right materials in the right cart.
- Make recycling at multi-family complexes as convenient as disposing of garbage by implementing these best practices at all multi-family complexes in every city and unincorporated area:
 - Confirm that all multi-family complexes have recycling services.
 - Ensure recycling containers are adequate and are serviced frequently enough.
 - Ensure that recycling containers are as conveniently located as garbage.
 - Update zoning codes to ensure adequate space for recycling at all new buildings.
 - *Support organics collecting and processing infrastructure development.*
 - *Test alternative collection techniques and organics management technologies.*
- Focus on diverting food from businesses, schools and other institutions
 - Determine the businesses that generate a lot of food waste.
 - Provide extensive outreach and education to those businesses about food waste prevention and recycling.
 - Use existing collection and composting systems and develop alternatives such as anaerobic digestion and other technologies.
- Use grant funds to support effective, goal-oriented activities
 - Provide new grants that focus solely on actions that measurably increase landfill diversion
 - Update the existing grant program to more closely align with our goals

Questions:

1. Are the cities supportive of taking collective actions that do not involve mandates?
2. Are the cities and the county willing to implement these strategies, knowing they will increase the recycling rates but will not likely get us to 70% but could increase recycling rates by about 5%?
3. Are we willing to take this hybrid of voluntary and mandatory actions?

**When we take collective action the results are amazing.
Let's build on the region's success and commit to achieving
a 70% recycling goal and zero waste of resources by 2030.**



CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Ordinance Nos. 737 and 738 - Amending Fee Table, Chapter 3.01 of the Shoreline Municipal Code to Correct Errors and Add an Additional Fee		
DEPARTMENT:	Administrative Services Department		
PRESENTED BY:	Rick Kirkwood, Budget Supervisor		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

On November 23, 2015, with the enactment of Ordinance No. 728, Council adopted the 2016 budget, including a new fee schedule located in Shoreline Municipal Code 3.01. After adoption of Ordinance No. 728, staff identified errors in the administrative fee associated with Transportation Impact Fees, Building Permits, and Surface Water management rate table. Amendments to SMC 3.01.010(A), 3.01.015(B), and 3.01.400(B) are needed to correct these errors. Proposed Ordinance No. 737 makes these corrections.

In addition, given recent activity of public records requests, SMC 3.01.220 needs to be amended to include a rate for additional storage media that may be need to respond to request. Proposed Ordinance No. 738 makes this addition.

RESOURCE/FINANCIAL IMPACT:

There is no financial impact resulting from these amendments. The rates or provisions were established based on erroneous methodologies which were not intended or were inadvertently omitted. The additional fee for public records media storage is only intended to reimburse the City for actual costs incurred.

RECOMMENDATION

No action is required at this time; this item is for discussion purposes only. Staff does recommend adoption of proposed Ordinance Nos. 737 and 738 when they are brought back for Council adoption on February 1, 2016.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

On November 23, 2015, with the enactment of Ordinance No. 728, Council adopted the 2016 budget, including a new fee schedule located in Shoreline Municipal Code 3.01. After adoption of Ordinance No. 728, staff identified errors in the administrative fee associated with Transportation Impact Fees, Building Permits, and Surface Water management rate table. Amendments to SMC 3.01.010(A), 3.01.015(B), and 3.01.400(B) are needed to correct these errors. Proposed Ordinance No. 737, included as Attachment A, makes these corrections.

In addition, given recent activity of public records requests, SMC 3.01.220 needs to be amended to include a rate for additional storage media that may be need to respond to request. Proposed Ordinance No. 738, included as Attachment B, makes this addition.

DISCUSSION

Administrative Fee Associated with the Transportation Impact Fee

As adopted, the administrative fees defined in SMC 3.01.15(B) for Transportation impact fees were increased from 2015 based on the WSDOT Construction Cost Index (CCI), a methodology used to escalate the Transportation Impact Fees. However, this was an incorrect methodology to use as these administrative fees are to be consistent with those used for Planning and Community Development fees, which are adjusted based on Consumer Price Index (CPI). Furthermore, several footnotes to the rate table related to the administration of these fees were inadvertently omitted from the fee schedule as was the administrative fee for the Single-Family Residential Deferral Program.

Building Permit Fee

As adopted in SMC 3.01.010, the base hourly rate for Planning and Community Development fees was increased from the 2015 rates, establishing a new hourly rate of \$161.25. However, when it comes to building valuations set forth in SMC 3.01.010(A), the range of valuation needed to be increased to a maximum of \$8,000 in (A)(1) and a minimum of \$8,001 in (A)(2) in order to ensure that the minimum hourly rate was consistent. Specifically, (A)(2) requires at least a one-hour minimum charge, or \$161.25. But, utilizing the codified formula set forth in this section, the fee for a permit valued at \$7,001 would be \$145.00, less than the newly established minimum hourly rate. By increasing the range to \$8,000/\$8,001 respectively, the fee will be consistent with the established hourly rate.

Surface Water Management Fee

As adopted in SMC 3.01.400(B), the Surface water management rate table includes a discount for certain parcels which was originally intended to be phased out with a 50 percent reduction in 2016 and completely eliminated in 2017. On November 9, 2015, during presentations on the 2016 budget, staff advised the City Council that King County could not accommodate the elimination of the credit in two phases and thereby recommended that the full credit be provided in 2016 with full elimination in 2017. The November 9, 2015 staff report is available here:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport110915-8a.pdf>

However, the language proposed at the time of adoption was not correctly modified and attached to the final budget ordinance that Council adopted on November 23, 2015. Therefore, an amendment is needed to correct this omission.

In addition, as adopted, SMC 3.01.400(B)(2) reflects the 50 percent reduction to the credit in 2016. The published rates, however, do not accurately reflect the full credit to which a property owner is entitled. The correct rate reflecting the full credit being provided in 2016, \$80.39 per parcel and \$186.70 per acre, were presented to the Council at the November 9 meeting (see link above). In addition, the formula in SMC 3.01.400(B)(2)(c) must also be removed as it is no longer relevant.

Additional Public Records Fee

After adoption of the 2016 budget, the City received a voluminous public records request. In reviewing this request, it was determined that the City may need to utilize various mechanisms of media storage to fulfill the request, such as external hard drives. The Public Records Act, 42.56 RCW, permits the City to recoup actual costs directly incident to providing copies. Therefore, SMC 3.01.220 needs to be amended to provide a generic “other” media storage at the cost incurred by the City. Proposed Ordinance No. 738 provides for this amendment.

RESOURCE/FINANCIAL IMPACT

There is no financial impact resulting from these amendments. The rates or provisions were established based on erroneous methodologies which were not intended or were inadvertently omitted. The additional fee for public records media storage is only intended to reimburse the City for actual costs incurred.

RECOMMENDATION

No action is required at this time; this item is for discussion purposes only. Staff does recommend adoption of proposed Ordinance Nos. 737 and 738 when they are brought back for Council adoption on February 1, 2016.

ATTACHMENTS

Attachment A – Proposed Ordinance No. 737
Attachment B – Proposed Ordinance No. 738

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 737

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.01 TO THE SHORELINE MUNICIPAL CODE TO CORRECT THE BUILDING PERMIT VALUATIONS RANGE, ADMINISTRATIVE FEE FOR IMPACT FEES, AND TO INCLUDE INADVERTENTLY OMITTED PROVISIONS FOR THE IMPACT FEE DEFERRAL PROGRAM FEE AND ADMINSTRATIVE OF THE ADMINISTRATIVE FEES FOR IMPACT FEES AND TO MODIFY THE STORMWATER MANAGEMENT FEE RATE TABLE RATES AND CREDITS.

WHEREAS, on November 23, 2015, the City Council enacted Ordinance No. 728 approving the annual budget which included the repeal of the exhibit Shoreline Municipal Code (SMC) Chapter 3.01 *Fee Schedule* and the adoption of a new Chapter 3.01 as set forth in Exhibit A to the Ordinance; and

WHEREAS, after enactment of Ordinance No. 728, City Staff noted an error in the building permit valuations range in SMC 3.01.010(A) which sets the fee for building permits; and

WHEREAS, after enactment of Ordinance No. 728, City Staff noted an error in the administrative fee rate in SMC 3.01.015(B) which arose from the use of an incorrect index methodology for establishing the administrative fee rate; and

WHEREAS, after enactment of Ordinance No. 728, City Staff noted that the administrative fee for the Single-Family Residential Impact Fee Deferral Program and the notes relating to the administration of the transportation impact fee administrative fees were inadvertently omitted in their entirety; and

WHEREAS, after enactment of Ordinance No. 728, City Staff noted that the wording for the discount available for the surface water management fee was incorrect as it could no longer be phased for elimination and the annual fees with tax were overstated; and

WHEREAS, an amendment is needed to correct these errors;

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

Section 1. SMC 3.01.010(A). SMC 3.01.010(A) is amended as shown below:

3.01.010 Planning and community development.

Type of Permit Application	2016 Fee Schedule
	Fee Based on \$161.25 Per Hour
A. BUILDING	
Valuation (the total valuation is the “building permit valuations” as delineated in Section R108.3 of the International Residential Code and Section 108.3 109.3 of the International Building Code):	
1. \$0 – \$7,000 <u>8,000</u>	1-hour minimum (\$161.25 per hour)
2. \$7,001 <u>8,001</u> – \$25,000	\$75.00 for the first \$2,000 + \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000 (one-hour minimum)
3. \$25,001 – \$50,000	\$397.00 for the first \$25,000 + \$11.00 for each additional \$1,000, or fraction thereof, to and including \$50,000
4. \$50,001 – \$100,000	\$672.00 for the first \$50,000 + \$9.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
5. \$100,001 – \$500,000	\$1,122 for the first \$100,000 + \$7.00 for each additional \$1,000, or fraction thereof, to and including \$500,000
6. \$500,001 – \$1,000,000	\$3,922 for the first \$500,000 + \$5.00 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
7. \$1,000,001 +	\$6,422 for the first \$1,000,000 + \$3.15 for each additional \$1,000, or fraction thereof
8. Building/structure plan review	65% of the building permit fee
9. Civil plan review, commercial (if applicable)	Hourly rate, 5-hour minimum \$806.25
10. Civil plan review, residential (if applicable)	Hourly rate, 3-hour minimum \$483.75
11. Floodplain permit	Hourly rate, 1-hour minimum \$161.25

Type of Permit Application	2016 Fee Schedule
	Fee Based on \$161.25 Per Hour
12. Floodplain variance	Hourly rate, 3-hour minimum \$483.75
13. Demolition, commercial	Hourly rate, 3-hour minimum \$483.75
14. Demolition, residential	Hourly rate, 1-hour minimum \$161.25

Section 2. SMC 3.01.015(B). SMC 3.01.015(B) is amended as shown below:

B. Administrative Fees		2016 Fee Schedule
1.	Administrative Fee – All Applicable Projects	\$176.37 <u>\$161.25</u>
2.	Administrative Fee – Impact fee estimate/preliminary determination	Hourly rate, 1-hour minimum \$176.37 <u>\$161.25</u>
3.	Administrative Fee – Independent fee calculation	Hourly rate, 1-hour minimum \$176.37 <u>\$161.25</u>
4.	<u>Administrative Fee – Deferral Program</u>	<u>\$161.25</u>
<u>All administrative fees are nonrefundable.</u> <u>Administrative fees shall not be credited against the impact fee.</u> <u>Administrative fees applicable to all projects shall be paid at the time of building permit issuance.</u> <u>Administrative fees for impact fee estimates or preliminary determination shall be paid at the time the request is submitted to the city.</u> <u>Administrative fees for independent fee calculation shall be paid prior to issuance of the director's determination.</u>		

Section 3. SMC 3.01.400(B). SMC 3.01.400(B) is amended as shown below:

B. Credits. Several special rate categories will automatically be assigned to those who qualify:

1. An exemption for any home owned and occupied by a low-income senior citizen determined by the assessor to qualify under RCW 84.36.381.
2. A discount for any parcel served by a city approved retention/detention (R/D) facility maintained by the owner. This discount ~~is being phased out with a 50 percent reduction beginning January 1, 2016, and the discount will be eliminated beginning January 1, 2017.~~

Categories with Retention/Detention Facilities. The following categories are eligible for reduced rates if they have an approved retention/detention facility until January 1, 2017:

Rate Category	Percent Impervious Surface	2016 Annual Service Charge	Per Unit	6% Utility Tax	Fee + Utility Tax
Residential: Single-Family Home	50%	\$113.75 <u>\$75.84</u>	Parcel	\$6.83 <u>\$4.55</u>	\$120.58 <u>\$80.39</u>
a. Very Light	50%	\$113.75 <u>\$75.84</u>	Parcel	\$6.83 <u>\$4.55</u>	\$120.58 <u>\$80.39</u>
b. Light	50%	\$264.20 <u>\$176.13</u>	Acre	\$15.85 <u>\$10.57</u>	\$280.05 <u>\$186.70</u>
c. All other categories will be discounted to the fee and tax applicable to the preceding rate category in the rate table in subsection A of this section according to the following equation: $RC_{(n)}(\text{discounted}) = [RC_{(n)} + RC_{(n-1)}] \div 2$ Where $RC_{(n)}$ is the rate class to receive the discount and $RC_{(n-1)}$ is the next lower rate class and n = rate categories 4 — 7.					

3. Alternative Mobile Home Park Charge. Mobile home park assessment can be the lower of the appropriate rate category or the number of mobile home spaces multiplied by the single-family residential rate.

Section 4. Severability. If any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared invalid or unenforceable for any reason by a court of competent jurisdiction, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON FEBRUARY 1, 2016

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2016

Effective Date: _____, 2016

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 738

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING CHAPTER 3.01 TO THE SHORELINE MUNICIPAL CODE,
SECTION 3.01.220 PUBLIC RECORDS.**

WHEREAS, Shoreline Municipal Code (SMC) Chapter 3.01 *Fee Schedule*, Section 3.01.220 *Public Records* contains the City's published rates for providing copies of public records; and

WHEREAS, the Public Records Act, 42.56, RCW, and its implementing regulations, WAC 44-14, permit the City to recover the actual costs of providing copies of public records; and

WHEREAS, with the continued advancement of technology, other mechanisms are available to the City to provide copies on electronic format, such as external hard or USB drives; and

WHEREAS, an amendment is needed to appropriately include such other storage media in the Fee Schedule;

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

Section 1. SMC 3.01.220. SMC 3.01.220 is amended as shown below:

3.01.220 Public records.

2016 Fee Schedule		
1.	Black and white photocopies or scanned copies from paper up to 11 by 17 inches – if more than five pages	\$0.15 per page
2.	Black and white photocopies larger than 11 by 17 inches – city produced	\$3.50 per page
3.	Black and white photocopies larger than 11 by 17 inches – vendor produced	Cost charged by vendor, depending on size and process
4.	Color photocopies up to 11 by 17 inches – if more than one page	\$0.70 per page
5.	CD or DVD	\$0.50 each

2016 Fee Schedule		
6.	Photographic prints and slides	Cost charged by vendor, depending on size and process
7.	GIS maps smaller than 11 by 17 inches	\$0.50 per page
8.	GIS maps larger than 11 by 17 inches	\$1.70 per square foot
9.	Mylar sheets	\$6.40 per sheet
10.	Clerk certification	\$1.10 per document
11.	Custom GIS mapping and data requests	\$90.00 per hour (1-hour minimum)
<u>12.</u>	<u>Other storage media</u>	<u>Cost incurred by City</u>

Section 2. Severability. If any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared invalid or unenforceable for any reason by a court of competent jurisdiction, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 3. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

PASSED BY THE CITY COUNCIL ON FEBRUARY 1, 2016

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2016
Effective Date: _____, 2016

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussion of Proposed Ordinances Nos. 734 and 735 Regarding Collective Garden Regulations and Cannabis Regulations
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Alex Herzog, Management Analyst
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The 2015 Washington State Legislature passed comprehensive legislation amending existing laws and adding new provisions regarding medical cannabis (marijuana) and recreational cannabis. The most notable changes are revision and remediation of the unregulated collective garden market via abolishment of collective gardens as a means to grow, process, buy, and, sell cannabis for medical use. And, recently, the State Liquor and Cannabis Board (LCB) began accepting applications for additional marijuana retailer licenses above the initial quota per jurisdiction. Shoreline has been allotted two additional retail marijuana licenses, for a total of four.

Proposed Ordinance No. 734 (Attachment A), would eliminate Collective Garden provisions from the City's municipal code. If Council were to adopt this ordinance, changes to the City's code regarding Collective Gardens would go into effect at midnight on June 30, 2016.

Proposed Ordinance No. 735 (Attachment B) establishes four categories for recreational marijuana retail, processing and producing and medical cannabis cooperatives on the City's Residential, Nonresidential, and Station Area Use Tables and adds a new buffer provision of 1,000 feet between retail operations.

At its December 17, 2015 meeting, the Planning Commission recommended both proposed ordinances for Council adoption.

RESOURCE/FINANCIAL IMPACT:

There is no direct significant financial impact of proposed Ordinances Nos. 734 and 735. While adoption of a 1,000 foot buffer between retail marijuana businesses and zoning restrictions (as included in Ordinance No. 735) may limit areas in the City where retail sales businesses may locate, the LCB has a more significant role in regulation via allotment and licensing of marijuana businesses.

RECOMMENDATION

No action is required as this item is for discussion purposes only. However, staff recommends that Council adopt proposed Ordinances Nos. 734 and 735 to delete Collective Garden provisions in the City's municipal code, and establish development codes related to marijuana businesses, including a 1,000 foot buffer between retail marijuana locations, respectively, when these ordinances are brought back for Council adoption on February 8, 2016.

Approved By: City Manager ***DT*** City Attorney ***MK***

BACKGROUND

On November 9, 2015, the City Council held a discussion on recent changes to state law and the number of ways in which local jurisdictions can impact or control the number and location of marijuana businesses. Specifically, Council expressed interest in adopting a regulation for marijuana retail businesses similar to an existing provision of Shoreline Municipal Code (20.40.275 (C)) relating to collective gardens. While this provision requires a 1,000 foot buffer between collective gardens, Council was interested in implementing a similar requirement of marijuana retail businesses.

Additionally, staff proposed to repeal collective garden provisions in the SMC effective midnight June 30, 2016 as state legislation prohibits collective gardens effective July 1, 2016. The staff report and supporting materials of the November 9, 2015 City Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport110915-9b.pdf>.

On December 17, 2015, the Planning Commission discussed and recommended that Council adopt proposed Ordinances Nos. 734 and 735. Proposed Ordinance No. 734 would, effective June 30, 2016, repeal provisions related to Collective Gardens in Regulatory License Fee schedules; repeal sections relating to Collective Gardens in Regulatory Business license sections; remove Collective Gardens from Non-residential and Station Area use tables; and repeal sections relating to Collective Gardens in zoning and use provisions. Proposed Ordinance No. 735 would require 1,000 feet between retailer locations to prevent clustering of these businesses and seek to limit the vehicular and pedestrian impacts to the surrounding community.

The Planning Commission also amended a recital ("WHEREAS" statement) in proposed Ordinance No. 735 in regards to the requirement that a medical cannabis cooperative may not be located closer than one mile from a marijuana retailer. While recital provisions are not codified and therefore have no regulatory authority, this amendment cannot be moved forward as the Planning Commission had no authority to modify this locational requirement.

RCW 69.51A.250(3) expressly states that "No cooperative may be located in any of the following areas: (a) within one mile of a marijuana retailer ..." Unlike RCW 69.50.331, which speaks to recreational marijuana licensing and grants the City authority to reduce the 1,000 foot buffer, the State has established for certain protected uses (e.g. parks, public transit, library), RCW 69.51A does not have parallel language. All medical cannabis cooperatives must conform to the RCW locational criteria.

The staff report and supporting materials of the December 17, 2015 Planning Commission discussion can be found at the following link:

<http://shorelinewa.gov/home/showdocument?id=24693>

DISCUSSION

Proposed Ordinance No. 734

Proposed Ordinance No. 734 would delete the following Collective Garden provisions in the City's code pursuant to SB 5052:

- **SMC 3.01: Fee schedules**
 - SMC 3.01.200(B)(5) Regulatory License Fee – Collective gardens is REPEALED in its entirety.
- **SMC 5.07.740-755: Article VIII: Collective Gardens**
 - SMC 5.07 Article VIII Collective Gardens is REPEALED in its entirety.
- **SMC 20.40.130: Nonresidential Uses Table**
 - Table 20.40.130 Non Residential Uses is amended to delete the specific land use of “Collective Gardens” from the use table.
- **SMC 20.40.160 Station Area Uses.**
 - Table 20.40.160 Station Areas Uses is amended to delete the specific land use of “Collective Garden” from the use table.
- **SMC 20.40.275: Collective Gardens**
 - SMC 20.40.275 Collective Gardens is REPEALED in its entirety effective June 30, 2016.

As proposed, these changes would go into effect at midnight on June 30, 2016.

Proposed Ordinance No. 735

Proposed Ordinance No. 735 establishes four categories for recreational marijuana retail, processing and producing and medical cannabis cooperatives on the City's Residential, Nonresidential, and Station Area Use Tables and adding a new buffer provision for retail operations as follows:

Section 3. SMC 20.40.445 Marijuana Operations. A new section, SMC 20.40.445, is added to the supplemental index criteria as follows:

SMC 20.40.445 Marijuana Operations.

Marijuana producers, processors, and retailers licensed by the State of Washington pursuant to RCW 69.50 are subject to the following requirements:

1. Marijuana retailers shall not be located closer the one thousand feet (measured from the main entrance of the retailer) from another marijuana retailer.

A 1,000 foot buffer between retail operations would prevent clustering of retail operations in close proximity to each other. This separation requirement further seeks to limit the impacts (vehicular and pedestrian) to the surrounding community.

FINANCIAL IMPACT

There is no direct significant financial impact of proposed Ordinances Nos. 734 and 735. While adoption of a 1,000 foot buffer between retail marijuana businesses and zoning restrictions (as included in Ordinance No. 735) may limit areas in the City where retail sales businesses may locate, the LCB has a more significant role in regulation via allotment and licensing of marijuana businesses.

RECOMMENDATION

No action is required as this item is for discussion purposes only. However, staff recommends that Council adopt proposed Ordinances Nos. 734 and 735 to delete Collective Garden provisions in the City's municipal code, and establish development codes related to marijuana businesses, including a 1,000 foot buffer between retail marijuana locations, respectively, when these ordinances are brought back for Council adoption on February 8, 2016.

ATTACHMENTS

- Attachment A – Proposed Ordinance No. 734 - Deleting Collective Garden Provisions in the City's Municipal Code
- Attachment B – Proposed Ordinance No. 735 - Amending the City's Development Code to Establish Regulations Related to Recreational and Medical Cannabis

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 734

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, REPEALING SECTION 5.07 ARTICLE VIII COLLECTIVE GARDENS OF CHAPTER 5.07 REGULATORY BUSINESS LICENSES AND SECTION 3.01.200(B)((8) OF THE BUSINESS LICENSE FEE TABLE IN CHAPTER 3.01, AND AMENDING SECTIONS 20.40.130, 20.40.160, AND 20.40.275 OF CHAPTER 20.40 OF THE SHORELINE MUNICIPAL CODE IN REGARDS TO ALL REGULATIONS RELATED TO RCW 69.51A COLLECTIVE GARDENS.

WHEREAS, with Ordinance Nos. 625, 643, 654, and 706, the City established zoning and business license regulations related to Collective Gardens authorized pursuant to RCW 69.51A.085; and

WHEREAS, in April 2015, the Legislature passed Second Substitute Senate Bill 5052 (SSSB 5052) establishing the Cannabis Patient Protection Act; and

WHEREAS, SSSB 5052 expressly repealed RCW 69.51A.085 effective July 1, 2016; and,

WHEREAS, given the repeal of RCW 69.51A.085, the City's regulations are no longer legally sustainable; and

WHEREAS, pursuant to RCW 36.70A.106, notice of the City's intent repeal SMC 20.40.130, 20.40.160, and 20.40.275 was sent to the Washington State Department of Commerce; and

WHEREAS, since Title 20 regulations are being amended, the Planning Commission, at properly noticed meetings, has reviewed the amendments to Title 20 and held a properly noticed public hearing on December 17, 2015, to consider the amendments to Title 20; and

WHEREAS, the City Council, at properly noticed meetings, has considered the entire public record, the Legislature's passage of SSSB 5052 and its repeal of RCW 69.51A.085, and the Planning Commission's recommendation in regards to Title 20 amendments;

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

Section 1. SMC 5.07 Regulatory Business Licenses. SMC 5.07 Article VIII Collective Gardens is REPEALED in its entirety.

Section 2. SMC 3.01 Fee Schedules. SMC 3.01.200(B)(5) Regulatory License Fee – Collective gardens is REPEALED in its entirety.

Section 3. SMC 20.40.275 Collective Gardens. SMC 20.40.274 Collective gardens is REPEALED in its entirety.

Section 4. SMC 20.40.130 Non Residential Uses. Table 20.40.130 Non Residential Uses is amended to delete the specific land use of “Collective Gardens” from the use table.

Section 5. SMC 20.40.160 Station Area Uses. Table 20.40.160 Station Areas Uses is amended to delete the specific land use of “Collective Garden” from the use table.

Section 6. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 7. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect on July 1, 2016 at 12:01 AM.

PASSED BY THE CITY COUNCIL ON FEBRUARY 8, 2016

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2016

Effective Date: _____, 2016

CITY OF SHORELINE, WASHINGTON

ORDINANCE NO. 735

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON,
AMENDING TITLE 20 UNIFIED DEVELOPMENT CODE OF THE
SHORELINE MUNICIPAL CODE TO ESTABLISH DEVELOPMENT
REGULATIONS RELATED TO RECREATIONAL MARIJUANA AND
MEDICAL CANNABIS.**

WHEREAS, the voters of the State of Washington approved Initiative 502, authorizing the licensing and regulation of marijuana production, distribution, and sale to persons over 21 years of age, commonly referred to as recreational marijuana; and

WHEREAS, Initiative 502 has been codified in the Revised Code of Washington (RCW) Chapter 69.50 and this RCW establishes three types of license categories – Marijuana Producer, Marijuana Processor, and Marijuana Retailer; and

WHEREAS, RCW 69.50 establishes one thousand feet as an appropriate buffer for all license categories and the advertisements for the same from certain types of facilities; and

WHEREAS, the City believes that utilizing this same buffer distance to prevent the proliferation and/or clustering of retail marijuana operations is in the best interests of the public health, safety, and welfare of the citizens of the City; and

WHEREAS, with the adoption of Section 26 of Engrossed Substitute Senate Bill 5052 in April 2015, the Washington State Legislature added a new section to RCW 69.51A, establishing Medical Cannabis Cooperatives so as to provide marijuana only for the medical use of the cooperative's members; and

WHEREAS, the new legislation for Medical Cannabis Cooperatives establishes criteria for the location and operation of the cooperative including that it must be location in a participant's domicile, no closer than one mile from a marijuana retailer, and only one cooperative per tax parcel; and

WHEREAS, pursuant to RCW 36.70A.106, notice of the City's intent to amend Title 20 to include these regulations was sent to the Washington State Department of Commerce; and

WHEREAS, the Planning Commission, at properly noticed meetings, reviewed the amendments to Title 20 and held a properly noticed public hearing on December 17, 2015, to consider the amendments to Title 20; and

WHEREAS, the City Council, at properly noticed meetings, has considered the entire public record and the Planning Commission's recommendation in regards to Title 20 amendments;

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

Section 1. SMC 20.40.130 Nonresidential uses. Table 20.40.130 Nonresidential uses is amended as follows:

Table 20.40.130 Nonresidential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
RETAIL/SERVICE									
532	Automotive Rental and Leasing						P	P	P only in TC-1
81111	Automotive Repair and Service					P	P	P	P only in TC-1
451	Book and Video Stores/Rental (excludes Adult Use Facilities)			C	C	P	P	P	P
513	Broadcasting and Telecommunications							P	P
812220	Cemetery, Columbarium	C-i	C-i	C-i	C-i	P-i	P-i	P-i	P-i
	Houses of Worship	C	C	P	P	P	P	P	P
	Collective Gardens					P-i	P-i	P-i	
	Construction Retail, Freight, Cargo Service							P	
	Daycare I Facilities	P-i	P-i	P	P	P	P	P	P
	Daycare II Facilities	P-i	P-i	P	P	P	P	P	P
722	Eating and Drinking Establishments (Excluding Gambling Uses)	C-i	C-i	C-i	C-i	P-i	P-i	P-i	P-i
812210	Funeral Home/Crematory	C-i	C-i	C-i	C-i		P-i	P-i	P-i
447	Fuel and Service Stations					P	P	P	P
	General Retail Trade/Services					P	P	P	P
811310	Heavy Equipment and Truck Repair							P	
481	Helistop			S	S	S	S	C	C

Table 20.40.130 Nonresidential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
485	Individual Transportation and Taxi						C	P	P only in TC-1
812910	Kennel or Cattery						C-i	P-i	P-i
	Library Adaptive Reuse	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
31	Light Manufacturing							S	P
	<u>Marijuana Operations – Medical Cooperative</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
	<u>Marijuana Operations - Retail</u>					<u>P-i</u>	<u>P-i</u>	<u>P-i</u>	<u>P-i</u>
	<u>Marijuana Operations - Processer</u>							<u>S</u>	<u>P-i</u>
	<u>Marijuana Operations - Producer</u>							<u>P-i</u>	
441	Motor Vehicle and Boat Sales							P	P only in TC-1
	Professional Office			C	C	P	P	P	P
5417	Research, Development and Testing							P	P
484	Trucking and Courier Service						P-i	P-i	P-i
541940	Veterinary Clinics and Hospitals			C-i		P-i	P-i	P-i	P-i
	Warehousing and Wholesale Trade							P	
	Wireless Telecommunication Facility	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
P = Permitted Use C = Conditional Use S = Special Use -i = Indexed Supplemental Criteria									

Section 2. SMC 20.40.160 Stations Area Uses. Table 20.40.160 Station Area Uses is amended as follows:

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
RESIDENTIAL				
	Accessory Dwelling Unit	P-i	P-i	P-i
	Affordable Housing	P-i	P-i	P-i
	Apartment	P	P	P
	Bed and Breakfast	P-i	P-i	P-i
	Boarding House	P-i	P-i	P-i
	Duplex, Townhouse, Rowhouse	P-i	P-i	P-i
	Home Occupation	P-i	P-i	P-i
	Hotel/Motel			P
	Live/Work	P (Adjacent to Arterial Street)	P	P
	Microhousing			
	Single-Family Attached	P-i	P-i	P-i
	Single-Family Detached	P-i		
	Tent City	P-i	P-i	P-i
COMMERCIAL				
	Book and Video Stores/Rental (excludes Adult Use Facilities)	P (Adjacent to Arterial Street)	P (Adjacent to Arterial Street)	P
	Collective Garden			
	House of Worship	C	C	P
	Daycare I Facilities	P	P	P
	Daycare II Facilities	P	P	P
	Eating and Drinking Establishment (Excluding Gambling Uses)	P-i (Adjacent to Arterial Street)	P-i (Adjacent to Arterial Street)	P-i

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
	General Retail Trade/Services	P-i (Adjacent to Arterial Street)	P-i (Adjacent to Arterial Street)	P-i
	Individual Transportation and Taxi			P -A
	Kennel or Cattery			C -A
	<u>Marijuana Operations – Medical Cooperative</u>	<u>P</u>	<u>P</u>	<u>P</u>
	<u>Marijuana Operations - Retail</u>			
	<u>Marijuana Operations - Processor</u>			
	<u>Marijuana Operations - Producer</u>			
	Mini-Storage		C –A	C -A
	Professional Office	P-i (Adjacent to Arterial Street)	P-i (Adjacent to Arterial Street)	P
	Research, Development and Testing			P
	Veterinary Clinic and Hospital			P-i
	Wireless Telecommunication Facility	P-i	P-i	P-i
EDUCATION, ENTERTAINMENT, CULTURE, AND RECREATION				
	Amusement Arcade		P –A	P -A
	Bowling Center		P-i (Adjacent to Arterial Street)	P
	College and University			P
	Conference Center		P-i (Adjacent to Arterial Street)	P
	Elementary School, Middle/Junior High School	C	C	P
	Library		P-i (Adjacent to	P

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
			Arterial Street)	
	Museum		P-i (Adjacent to Arterial Street)	P
	Outdoor Performance Center		P –A	P -A
	Parks and Trails	P	P	P
	Performing Arts Companies/Theater (excludes Adult Use Facilities)		P –A	P -A
	School District Support Facility		C	C
	Secondary or High School	C	C	P
	Specialized Instruction School		P-i (Adjacent to Arterial Street)	P
	Sports/Social Club		P-i (Adjacent to Arterial Street)	P
	Vocational School		P-i (Adjacent to Arterial Street)	P
GOVERNMENT				
	Fire Facility		C-i	C-i
	Police Facility		C-i	C-i
	Public Agency Office/Yard or Public Utility Office/Yard	S	S	S
	Utility Facility	C	C	C
HEALTH				
	Hospital	C	C	C
	Medical Lab	C	C	C
	Medical Office/Outpatient Clinic		P-i (Adjacent to	P

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
			Arterial Street)	
	Nursing and Personal Care Facilities		P-i (Adjacent to Arterial Street)	P
OTHER				
	Animals, Small, Keeping and Raising	P-i	P-i	P-i
	Light Rail Transit System/Facility	P-i	P-i	P-i
	Transit Park and Ride Lot		S	P
	Unlisted Uses	P-i	P-i	P-i

P = Permitted Use

C = Conditional Use

S = Special Use

-i = Indexed Supplemental Criteria

A= Accessory = Thirty percent (30%) of the gross floor area of a building or the first level of a multi-level building.

Section 3. SMC 20.40.445 Marijuana Operations. A new section, SMC 20.40.445, is added to the supplemental index criteria as follows:

SMC 20.40.445 Marijuana Operations.

A. Marijuana producers, processors, and retailers licensed by the State of Washington pursuant to RCW 69.50 are subject to the following requirements:

1. Marijuana retailers shall not be located closer the one thousand feet (from another marijuana retailer.

Section 4. Severability. If any portion of this chapter is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other chapter or any other section of this chapter.

Section 5. Publication and Effective Date. A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect within five (5) days of publication.

PASSED BY THE CITY COUNCIL ON FEBRUARY 8, 2016

Mayor Christopher Roberts

ATTEST:

APPROVED AS TO FORM:

Jessica Simulcik-Smith
City Clerk

Margaret King
City Attorney

Date of Publication: _____, 2016

Effective Date: _____, 2016