



# AGENDA

## SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, February 26, 2018  
5:45 p.m.

Conference Room 303 · Shoreline City Hall  
17500 Midvale Avenue North

**TOPIC/GUESTS:** Climate Reality Presentation

## SHORELINE CITY COUNCIL REGULAR MEETING

Monday, February 26, 2018  
7:00 p.m.

Council Chamber · Shoreline City Hall  
17500 Midvale Avenue North

	<u>Page</u>	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>		7:00
<b>2. FLAG SALUTE/ROLL CALL</b>		
<b>3. REPORT OF THE CITY MANAGER</b>		
<b>4. COUNCIL REPORTS</b>		
<b>5. PUBLIC COMMENT</b>		
<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>		
<b>6. APPROVAL OF THE AGENDA</b>		7:20
<b>7. CONSENT CALENDAR</b>		7:20
(a) Approving Minutes of Regular Meeting of December 11, 2017	<u>7a1-1</u>	
Approving Minutes of Special Meeting of January 22, 2018	<u>7a2-1</u>	
Approving Minutes of Special Meeting of January 29, 2018	<u>7a3-1</u>	
(b) Approving Expenses and Payroll as of February 9, 2018 in the Amount of \$6,233,051.40	<u>7b-1</u>	
(c) Adopting Ordinance No. 813 – Amendments to SMC 12.15.130 Temporary Street Closure Requirements	<u>7c-1</u>	
(d) Adopting Resolution No. 423 – Repealing Resolution No. 394 Recreation Program Refund Policies and Procedures and Replacing with New Refund Policies and Procedures	<u>7d-1</u>	
(e) Authorizing the City Manager to Execute Amendment No. 1 to Contract #8630 with AECOM Technical Services for Construction Administration and Document Control Services in an Amount Not to Exceed \$185,887.49	<u>7e-1</u>	

- (f) Authorizing the City Manager to Execute Amendment 2 to Contract 8824 with DKS Associated for Phase II – Consultant Services for Outside Plant Fiber and Conduit Inventory 7f-1
- (g) Authorizing the City Manager to Execute an Interlocal Agreement Between the City of Shoreline and the Office of the Secretary of State, Washington State Library Division to Provide City of Shoreline Sidewalk Advisory Committee Materials in Audio Format 7g-1

**8. ACTION ITEMS**

- (a) 2018 Planning Commission Appointments 8a-1 7:20
- (b) Adopting Ordinance No. 789 – Amending Development Code Sections 20.20, 20.30, 20.40, 20.50, 20.70, 20.80, 20.230 and Amending Shoreline Municipal Code Section 13.12.700 8b-1 7:30

**9. STUDY ITEMS**

- (a) Discussing the Climate Action Analysis for the 185<sup>th</sup> Street Station Subarea 9a-1 7:50

**10. ADJOURNMENT**

8:30

*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](http://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 REGULAR MEETING**

Monday, December 11, 2017  
7:00 p.m.

Council Chambers - Shoreline City Hall  
17500 Midvale Avenue North

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

ABSENT: None

### 1. CALL TO ORDER

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

### 2. FLAG SALUTE/ROLL CALL

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

Mayor Roberts honored Deputy Mayor Winstead for her tireless work for the City, and on behalf of the City Council, thanked her for her dedication and service to Shoreline. He recognized her work on the Richmond Little League Board, the 2006 Parks Trails and Open Space Parks Bond Campaign, the Echo Lake Neighborhood Association, Shoreline's Breakfast Rotary, and the Parks Board. He acknowledged her contribution in developing regional and national policies through her work on the National League of Cities Human Development Committee, the King County Law Safety and Justice Committee, and the Regional Water Quality Committee. He said her accomplishments as a member of the City Council include developing the Shoreline Healthy Cities Initiative, completion of the Aurora Avenue Corridor Project, and planning for two Light Rail Stations. Mayor Roberts then presented Deputy Mayor Winstead with a plaque of appreciation.

Deputy Mayor Winstead expressed her gratitude to the citizens of Shoreline, noting it was a true honor to serve them. She said she did her best to make life better for everyone that lives in Shoreline. She also expressed gratitude to her fellow Councilmembers and said it has been an honor and privilege to serve with them.

### 3. REPORT OF CITY MANAGER

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

### 4. COUNCIL REPORTS

Deputy Mayor Winstead reported attending a Regional Water Quality Committee Meeting and said the discussion consisted of a review and summary of the work being done on combined sewer outflows.

Councilmember Hall reported attending the Association of Washington Cities Board of Directors Meeting and said they modified the rate structure to make membership rates more equitable between large and small cities. He said as a result of this, he anticipates Shoreline's rates will decrease slightly. He said the need for the State Legislature to adopt a capital budget was also discussed. He reported attending a Puget Sound Partnership Meeting and said the State of the Sound Report emphasized the need to address stormwater issues and that members will be visiting cities to get them engaged in stormwater improvements.

Mayor Roberts announced the appointment of Councilmember Scully to the King County Emergency Medical Services Advisory Task Force. He reported that the Sound Cities Association Public Issues Nomination Committee is recommending the reappointment of Councilmember Salomon to the Children and Youth Advisory Board, and Mayor Roberts to the Puget Sound Regional Council Executive Board, and as an alternate on the King County Growth Management Board.

5. PUBLIC COMMENT

Debora DeMoss, Shoreline resident, asked the Council to consider seniors who are on fixed incomes in deciding whether to increase car tabs by \$20. She said it will be a hardship for them.

Gene Monger, Shoreline resident, thanked Deputy Mayor Winstead for her service on the Council and said she has done great things for Shoreline.

6. APPROVAL OF THE AGENDA

Mayor Roberts stated that Consent Calendar Item 7d is moving to Action Item 8a, and Study Item 9a is being removed from the Agenda.

**Councilmember McGlashan moved to approve the agenda as suggested by Mayor Roberts. The motion was seconded by Councilmember Hall and passed unanimously, 7-0.**

7. CONSENT CALENDAR

**Upon motion by Councilmember Hall and seconded by Councilmember McGlashan and unanimously carried, 7-0, the following Consent Calendar items were approved:**

- (a) Approving Minutes of Regular Meeting of October 16, 2017 and Special Meeting of November 14, 2017**
- (b) Approving Expenses and Payroll as of November 22, 2017 in the Amount of \$2,534,157**

**\*Payroll and Benefits:**

<b>Payroll Period</b>	<b>Payment Date</b>	<b>EFT Numbers (EF)</b>	<b>Payroll Checks (PR)</b>	<b>Benefit Checks (AP)</b>	<b>Amount Paid</b>
10/22/17-11/04/17	11/10/2017	75091-75309	15299-15330	68663-68668	\$600,586.53
					<u>\$600,586.53</u>

**\*Accounts Payable Claims:**

<b>Expense Register Dated</b>	<b>Check Number (Begin)</b>	<b>Check Number (End)</b>	<b>Amount Paid</b>
11/16/2017	68573	68606	\$220,225.89
11/16/2017	68607	68659	\$1,156,319.65
11/16/2017	68660	68660	\$6,799.43
11/17/2017	68661	68662	\$85,001.07
11/17/2017	68669	68676	\$465,225.11
			<u>\$1,933,571.15</u>

(c) **Adopting Resolution No. 421 - Amending Resolution No. 411 to permit the sale of the surplus Shoreline Police Station at N 185th Street by Real Estate Broker**

(d) **Moved to Action Item 8a**

(e) **Adopting Ordinance No. 809 – Amending Shoreline Municipal Code Chapter 3.55 to Allow for Real Estate Broker Sale as a Method of Sale for Surplus Real Property**

(f) **Authorizing the City Manager to Execute a Contract with the Center for Human Services in the Amount of \$341,738 to Provide Services for the Youth Outreach Leadership and Opportunities Program**

**8. ACTION ITEMS**

(a) **Adopting Resolution No. 422 - Amending the Council Rules of Procedure Relating to Dinner Meeting Room Location and Public Comment/Testimony Visual Aids**

Jessica Simulcik Smith, City Clerk, reviewed proposed amendments to the Council Rules of Procedure, discussed at the November 14, 2017 Council Workshop Dinner Meeting, are as follows:

- Section 5.5 - to change the room location of the Workshop Dinner Meetings to Conference Room 303.
- Section 6 - Public Testimony: to add a new subsection regarding the public’s use of visual aids to support their public comment/testimony at meetings.

**Deputy Mayor Winstead moved adoption of Resolution No. 422 with the additional amendment to Section 6.10 as presented by staff. The motion was seconded by Councilmember Hall and passed unanimously, 7-0.**

- (b) Adopting Ordinance No. 772 – Authorizing an Additional Vehicle License Fee of Twenty Dollars to Preserve, Maintain and Operate the Transportation Infrastructure of the City of Shoreline, Including Funding for Sidewalk Repairs and Retrofits

Tricia Juhnke, City Engineer, reviewed the Vehicle License Fee discussion timeline and recalled that the City has 74 miles of sidewalks but only 10.8 miles are fully compliant with the American with Disability Act (ADA). She presented key issues that render the remaining sidewalks non-ADA compliant. She stated that preliminary estimates of the funding needed for sidewalk repair and improvement range from \$65 - \$119 Million.

Sara Lane, Administrative Services Director, reviewed ongoing funding options for sidewalk repair and improvement are: a \$20 Vehicle License Fee (VLF); additional sales tax of 0.2%; and a property tax measure. She shared that current funding ranges from \$180,000 - \$200,000 per year. She noted that at their November 30, 2017 meeting, a majority of the Sidewalk Advisory Committee Members recommended not approving the VLF increase and waiting to present a voter package that will address new sidewalks and sidewalk repair. She explained why staff is recommending increasing the VLF by \$20 starting January 2018. Ms. Juhnke explained why the VLF should be implemented now. She reviewed the proposed repair timeline with the VLF and the impact of delaying this proposal.

**Councilmember Hall moved adoption of Ordinance 772. The motion was seconded by Deputy Mayor Winstead.**

Councilmember Hall stressed the importance of sidewalk repair and improvements to allow people to get around the City safely. He shared that although it is important to build new infrastructure, the City must maintain what it already has. He explained that cities previously used the Motor Vehicle Excise Tax to fund infrastructure and said the Tim Eyman initiative took that away. Since then, cities have been using the General Fund to pay for repair and improvements which takes away funding from other services, like the Senior Center and Human Services. He said for years cities asked Legislators to give them back tools to fund infrastructure, and the VLF is the tool that was provided. He stressed the importance of using the tools provided when they align with community priorities. He urged support of the motion.

Deputy Mayor Winstead talked about the loss of revenue to fund infrastructure once provided by the Motor Vehicle Excise Tax and emphasized the importance of taking care of the City's infrastructure and eventually building new sidewalks. She said while she understands the impact of raising car tabs, this is something the City needs to do to improve infrastructure. She noted it is only twenty dollars a year for vehicle owners; but a sales tax increase will impact everyone. She said the City is obligated to keep its citizens safe and to take care of what it has. She expressed concern about including the VLF in a voter package because it would make the package too large.

Councilmember Scully stated the Sidewalk Advisory Committee has been tasked with addressing this issue and he is baffled why Council is voting on this now. He expressed concern that approving an increase to the VLF now will turn off citizens when the City introduces a comprehensive tax proposal to the voters. For these reasons he said he will be voting no.

Councilmember Salomon shared that he wants to have the Sidewalk Advisory Committee's recommendation and proposal before moving forward with increasing the VLF. He said he is concerned about the message Council would be sending to the Committee if they voted for it now. He stated he will be voting no.

Councilmember McGlashan said the City has been discussing this issue for more than 8 years now and needs to get started on sidewalk repair. He stressed the City needs to address improving and repairing sidewalks before adding more inventory; it is the City's responsibility to make sidewalks walkable and passable; and to limit the City's risk. He said he will be supporting the motion.

Mayor Roberts acknowledged the need for the City to repair sidewalks. He recalled Council adopted a Proactive Management Strategy to improve surface water infrastructure, and acknowledged the need to make improvements to all of the City's assets. He said the Council needs to wait for the Sidewalk Advisory Committee to finish their work and provide a recommendation, and cautioned against short circuiting that process. He said he will be voting no.

Councilmember McConnell shared that she prefers to support the Sidewalk Citizen Advisory Committee's recommendation. She said that although the Citizen Survey identifies sidewalks as a community priority, it has not identified a funding mechanism that would be supported by residents. She pointed out that it has not yet been determined how ST3 will impact the VLF. She said she does not want to override what the citizens' want, and therefore will not be supporting the motion.

**The motion failed 3-4 with Mayor Roberts and Councilmembers Scully, McConnell, and Salomon voting no.**

9. ADJOURNMENT

At 7:55 p.m., Mayor Roberts declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF SPECIAL MEETING**

Monday, January 22, 2018  
5:45 p.m.

Conference Room 303 - Shoreline City Hall  
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor Salomon, Councilmembers McGlashan, Scully, McConnell, Chang, and Roberts

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Rachael Markle, Planning and Community Services Director; Steve Szafran, Senior Planner; and Bonita Roznos, Deputy City Clerk

GUESTS: Planning Commission: Vice Chair William Montero, and Commissioners Jack Malek, David Maul, Laura Mork, and Donna Thomas

At 5:50 p.m., the meeting was called to order by Mayor Hall.

Rachael Markle, Planning and Community Services Director, provided highlights of 2017 Permit Activity, and noted an increase in development activity with permit fee revenue totaling \$2.4 Million dollars. She reviewed the 2017-2018 Planning Projects, 2018-2019 Work Plan Projects, and other requested projects that include single-family attached design standards and housing choices in single-family zones. She explained that to include a project from the requested project list that an item from the 2018-2019 Work Plan would likely have to be removed or timelines for item completion would need to be extended based on staff capacity and workload.

Councilmembers and Commissioners discussed 2018-2019 Work Plan Projects and the other requested projects. There was consensus to retain all the items on the 2018-2019 Work Plan and to add single-family attached design standards to the Work Plan with the understanding that some projects may be delayed and/or timelines for completion would need to be extended.

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

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Bonita Roznos, Deputy City Clerk

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF SPECIAL MEETING**

Monday, January 29, 2018  
5:30 p.m.

Conference Room 303 - Shoreline City Hall  
17500 Midvale Avenue North

PRESENT: Mayor Hall, Deputy Mayor Salomon, Councilmembers McGlashan, Scully, McConnell, Chang, and Roberts

ABSENT: None

STAFF: Debbie Tarry, City Manager; John Norris, Assistant City Manager; Randy Witt, Public Works Director; Nytasha Sowers, Transportation Services Manager; Nora Daley-Peng, Senior Planner-Transportation; Tricia Juhnke, City Engineer; and Bonita Roznos, Deputy City Clerk

GUESTS: Sidewalk Advisory Committee: Andrew Hellman, Cara Hutchison, David Anderson, David Dailey, Dennis Terpstra, Dustin McIntyre, Julie Miller, Pamela Cross, Robin McClelland, Rosa Singer, Tana Knowlton, and Tim Friedrichsen

At 5:42 p.m., the meeting was called to order by Mayor Hall.

Nora Daley-Peng, Senior Planner-Transportation, provided a brief overview of the work completed by the Sidewalk Advisory Committee (SAC) to date, and shared that four subcommittees were formed to address sidewalk prioritization, communications, sidewalk treatments, and funding options. She said the SAC conducted site visits, open houses, and plans to present a recommendation to the Council in spring 2018.

Dustin McIntyre, SAC Member, presented SAC's Charter and explained that the focus is on prioritizing and funding for the repair of existing sidewalks and the installation of new ones. He shared that SAC developed a scorecard with a data driven approach to analyze and evaluate safety, equity, proximity, and connectivity, and reviewed the criteria for each one. He shared that the scorecard will be applied to reported areas of need and to the 2011 Transportation Plan Sidewalk Priority List to inform the sidewalk prioritization plan. He reviewed future discussion items, the timeline, and said he anticipates the final plan will be submitted to Council on May 21, 2018.

Councilmembers expressed that repairing and maintaining city owned assets is a priority, and urged staff to continue to look and apply for grants to assist with costs to fund expanding Shoreline's sidewalk network. Sidewalk connectivity was not viewed as a priority for the Councilmembers, but they did advise staff to be aware of where frontage improvements will be made by developers that could result in the installation of new sidewalks. They also suggested adding road speed to the evaluation criteria.

SAC Members commented on the need to address equity, safety issues, and to meet the needs of residents in low income and senior housing areas which tend to have less automobiles, but a higher need for people to walk to connect to services and transit.

Andrew Hellman, SAC Member, stressed the importance of developing a two-way communication plan that builds support for sidewalks, sidewalk funding, has community input, and demonstrates to the Community how their money will be spent. He reviewed components of the communications plan and recommended using images showing various sidewalk usages and sidewalk challenges. He shared that communication must also address residents' sidewalk priorities, safety, finances, and emphasize the benefits to individual residents, the Community, and the City, through proactive and targeted messaging. SAC members recommended the use of various communication platforms, including social media.

SAC Members and Councilmembers discussed what success measures would look like. Debbie Tarry, City Manager, responded that measures would be both qualitative and quantitative, and could be measured through the Citizens Satisfaction Survey.

Councilmembers asked how the City can build as many sidewalks as possible for the least amount of money and ensure sidewalk prioritization is based on what residents want. They advised promoting the funding of sidewalks as an investments and finding out how much money the Community is willing to invest in sidewalks. They recommended being mindful of other tax assessments and fees residents will be required to pay like funding Sound Transit 3 and property tax increases to fund the McCleary Decision. They cautioned that there will be competing funding needs on the ballot and that it must be clearly identified how money will be spent on sidewalks.

Ms. Daley-Peng stated the next Joint SAC-City Council Meeting is scheduled for April 9, 2018.

At 6:52 p.m. the meeting adjourned.

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Bonita Roznos, Deputy City Clerk

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approval of Expenses and Payroll as of February 9, 2018
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	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 \$6,233,051.40 specified in the following detail:

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
12/17/17-12/30/17	1/5/2018	76023-76247	15386-15403	69160-69165	\$610,946.25
12/31/17-1/13/18	1/19/2018	76248-76473	15404-15424	69284-69292	\$815,949.34
1/14/18-1/27/18	2/2/2018	76474-76705	15425-15442	69405-69409	\$634,685.00
					<u>\$2,061,580.59</u>

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
1/26/2018	1130	\$3,695.66
		<u>\$3,695.66</u>

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/11/2018	69079	69079	\$2,046.00

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/11/2018	69080	69087	\$130,795.93
1/11/2018	69088	69118	\$460,920.48
1/11/2018	69119	69135	\$19,333.81
1/11/2018	69136	69159	\$1,035,685.76
1/18/2018	69166	69175	\$21,724.84
1/18/2018	69176	69187	\$57,301.22
1/18/2018	69188	69205	\$90,672.61
1/22/2018	69206	69207	\$69,627.05
1/22/2018	69208	69208	\$3,690.00
1/25/2018	69209	69213	\$23,631.59
1/25/2018	69214	69223	\$22,309.41
1/25/2018	69224	69246	\$268,313.25
1/25/2018	69247	69266	\$419,507.93
1/25/2018	69267	69283	\$394,426.93
1/26/2018	69293	69293	\$44,941.71
1/26/2018	69294	69294	\$2,000.00
1/30/2018	69170	69170	(\$10,397.14)
1/30/2018	69295	69295	\$10,397.14
2/1/2018	69296	69302	\$22,200.05
2/1/2018	69303	69326	\$739,191.79
2/1/2018	69327	69334	\$52,597.41
2/1/2018	69335	69343	\$43,290.92
2/1/2018	69344	69359	\$100,768.56
2/8/2018	69360	69361	\$1,979.28
2/8/2018	69362	69368	\$26,046.82
2/8/2018	69369	69378	\$51,377.80
2/8/2018	69379	69401	\$61,025.45
2/8/2018	69402	69402	\$2,005.00
2/8/2018	64637	64637	(\$41.20)
2/8/2018	69403	69403	\$41.20
2/8/2018	69365	69365	(\$7,271.01)
2/8/2018	69404	69404	\$7,634.56
			<u>\$4,167,775.15</u>

Approved By: City Manager *DT*

City Attorney *MK*

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 813 – Amendments to SMC 12.15.130 Temporary Street Closure Requirements
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Kendra Dedinsky, City Traffic Engineer
<b>ACTION:</b>	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City’s current temporary street closure code, Shoreline Municipal Code (SMC) 12.15.130, requires a sign to be posted three calendar days in advance as notification of the closure. This applies to all closures, including those of short duration. Every year Shoreline neighborhoods participate in National Night Out block parties, which close off streets for a short period of time. Participation in National Night Out has continued to increase, however the City’s stock of standard road closure signs to loan to the hosts of these events is limited and short of the demand. Last year, to bridge this gap, staff ordered and had residents use banner versions of the sign, a low cost and readily available solution, which can be attached to Shoreline/Recology waste bins placed in the roadway in order to serve as the notice and regulatory sign (see Attachment A).

After use of the banners last year, staff heard this option was slightly challenging to some residents since the three day posting can conflict with their garbage collection date and having their bins so far from their home for three days was an inconvenience. Staff proposes to continue use of the banners as it reduces staff time issuing and collecting signs, reduces the storage space requirement, and is lower cost than the standard A-board signs previously used. Staff considers the waste bins the best option for mounting and displaying banner signs since collection bins are now required in Shoreline, ensuring consistency in attachment, and providing a physical barrier.

In order to provide more flexibility for residents and staff, proposed Ordinance No. 813 (Attachment B) amends the temporary street closures ordinance, providing the ability for exception to the three calendar day street closure notice as determined during the Right of Way Permit review process.

Given the publication of the National Night Out date in *Currents*, the information typically broadcast by other media outlets, and due to the fact that this three day notice is not otherwise required by State law, staff consider a decreased notification window to be appropriate.

The proposed amendment was discussed with Council on February 5<sup>th</sup>, with direction to place the adoption of proposed Ordinance No. 813 on tonight's consent calendar.

**RESOURCE/FINANCIAL IMPACT:**

The proposed amendment has no direct financial impact to the City.

**RECOMMENDATION**

Staff recommends that City Council adopt Ordinance No. 813 to allow exceptions to the three day notification standard for temporary street closures.

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

## **INTRODUCTION**

In order to accommodate the growing number of participants in the Neighborhood Night Out program last year, Shoreline staff adapted an idea used by the City of Seattle - providing residents roll up banner versions of the regulatory road closure signs for block parties, to be attached to waste collection bins and placed on the street. This was successful in addressing the increased number of events so that residents were not denied a permit and was generally more efficient for staff. However, residents did express two main concerns. First, residents stated having their collection bins away from their home for three days prior to the event was inconvenient and, second, that their garbage collection day sometimes fell within the notice time frame.

In order to resolve these concerns, staff recommends an amendment to the temporary street closure regulations, SMC 12.15.130, allowing staff discretion in conditioning the permit to allow for a minimal notification for this broadly publicized event.

## **BACKGROUND**

The City of Shoreline, by Ordinance No. 339, re-codified regulations pertaining to the use of the public rights-of-way from SMC 20.70 to SMC 12.15. SMC 12.15.130 contains regulations related to temporary street closures. Currently, any temporary street closures require a sign notifying the public to be posted three calendar days in advance of the closure. This applies to all closures, including those of a short duration.

This three day notice requirement, at times, may be problematic. A prime example is the National Night Out block parties. Every year Shoreline neighborhoods participate in National Night Out block parties, which close off streets for a short period of time. Last year, the Shoreline community hosted more than 30 block parties. The hosts of these block parties must secure a Neighborhood Block Party Permit which authorizes closure of roads and requires posting of road closure signs three days prior to the event. Given that participation in National Night Out has continued to increase, the City's stock of standard road closure signs available to loan (currently, the City has 48 A-board signs which cost approx. \$150 each) to the hosts of these events does not meet the demand which ranged from one to three signs per event. Last year, to bridge this gap, staff ordered and had residents use banner versions of the sign, a low cost (\$66 each) and readily available solution, which can be attached to Shoreline/Recology waste bins that are placed in the roadway in order to serve as the notice and regulatory sign (see Attachment A). Not only is the cost of a banner substantially less than the A-board signs, but they require less storage space and can be stored at City Hall, thereby reducing transport time to and from event sites. A-board signs require off site storage. This reduces transport time to and from event sites.

While the use of the banners last year provided the required notice and alleviated the need to purchase additional A-board signs, staff heard this option was slightly challenging to some residents since the three day posting can conflict with their garbage collection date and having their bins so far from their home for three days was also an inconvenience. Staff proposes to continue use of the banners as it reduces staff time issuing and collecting signs, reduces the storage space requirement, and is lower cost than the standard A-board signs. In addition, this will allow as many events as possible

to be hosted within the community without a concern for road closure notice constraints. Staff considers garbage/recycle bins the best option for mounting and displaying banner signs since collection bins are now required in Shoreline, ensuring consistency in attachment, and providing a physical barrier for the road closure.

### **BACKGROUND**

In order to provide more flexibility for residents and staff, proposed Ordinance No. 813 (Attachment B) amends the temporary street closures regulations, SMC 12.15.130, providing the ability for an exception to the three calendar day street closure notice as determined during the permit review process. Given the publication of the National Night Out date in *Currents*, information typically broadcast by other media outlets, and due to the fact that this three day notice is not otherwise required by State law, staff consider a decreased notification window to be appropriate.

This discretionary decreased notification window allows staff to utilize the banner option, which is significantly lower cost and less resource intensive, while mitigating the concerns raised by residents last year in order to accommodate the continued increase in the number of National Night Out event related road closures.

On February 5, 2018, Council discussed proposed Ordinance No. 813. The staff report for this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2018/staffreport020518-9a.pdf>. Council was generally supportive of this proposed ordinance and directed staff to place the adoption of proposed Ordinance No. 813 on tonight's consent calendar.

### **RESOURCE/FINANCIAL IMPACT**

The proposed amendment by staff has no direct financial impact to the City.

### **RECOMMENDATION**

Staff recommends that City Council adopt Ordinance No. 813 to allow exceptions to the three day notification standard for temporary street closures.

### **ATTACHMENTS**

Attachment A: Banner Sign Configuration and Instructions

Attachment B: Proposed Ordinance No. 813



Thanks for participating in Shoreline’s National Night Out. The following are instructions for how to place road closure signs on your street.

1. Please use the enclosed cards to, legibly and in large font, write the date and times (from/to) of your closure using a dark marker and tape to the banner in the appropriate location.
2. Using your garbage, compost, and/or recycle cans and the zip ties provided, mount the sign as shown below. If you don’t have two of the same sized cans, use a participating neighbor’s can.



3. Place the sign (and associated garbage/compost/recycle cans) on the corner of the street to be closed at least 3 days prior to closure. During the closure, move the assembly to the center of the street.
4. When your event is finished, remove the cards from the sign, clip the empty bag back to the sign and leave it in the same location it was dropped off.

**ORDINANCE NO. 813**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING SHORELINE MUNICIPAL CODE SECTION 12.15.130 TEMPORARY STREET CLOSURES TO PROVIDE FOR ALTERNATIVE NOTICING REQUIREMENTS.**

**WHEREAS**, with the adoption of Ordinance No. 339, the City Council established Chapter 12 Use of Right-of-Way of the Shoreline Municipal Code (SMC); and

**WHEREAS**, SMC 12.15.030(D)(1) requires a right-of-way use permit for the temporary closure of roadways, including the closure for community events such as the National Night Out Block Parties and other neighborhood block party events; and

**WHEREAS**, SMC 12.15.130 sets forth the standards that apply when a street is to be temporarily closed; and

**WHEREAS**, SMC 12.15.130(B) requires that signs be posted no later than three calendar days prior to the proposed closure; and

**WHEREAS**, hosts of neighborhood block party events are required to secure a Neighborhood Block Party Permit that sets forth terms and conditions of the use of the City's rights-of-way for the event; and

**WHEREAS**, for some well publicized events, and given limited City resources, it may be appropriate to allow for the authorizing of a reduction in the required three calendar day notice; and

**WHEREAS**, modifications to SMC 12.15.130 are necessary to provide flexibility in the notice requirement and greater clarity for the public in regards to what will be required;

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

**Section 1. Amendment SMC Section 12.15.130 Temporary Street Closures.** SMC 12.15.130 is amended as follow:

**12.15.130 Temporary street closures.** The convenience of an open roadway is consistent with the idea of good customer service. The city will discourage street closures and strongly discourage arterial street closures. In the event of street closure, the following standards apply except when a Right-of-Way Permit issued pursuant to this chapter provides otherwise:

A. Signs notifying the public of the upcoming closure shall be posted in a conspicuous place at each end of the roadway to be closed and at all intersections associated and/or adjacent to the closed segment of the street.

B. The signs shall be posted no later than three calendar days prior to the proposed closure unless a different time period is required by the Right-of-Way Permit.

C. Any residential street closures greater than 12 consecutive hours will require a detour route plan, signage, and a public notice published in the newspaper of record a minimum of three calendar days prior to closure.

D. For all nonemergency arterial street closures, ~~the publication of the closure is required~~ in addition to posting signs, public notice published in the newspaper of record is required a minimum of three calendar days ~~in advance~~ prior to the closure, regardless of the length of the closure.

E. For all street closures described above, the permittee is required to notify in writing the following agencies a minimum of three calendar days prior to the closure:

1. The Shoreline police department;
2. The Shoreline fire district;
3. The Shoreline school district; and
4. King County transportation division.

F. These standards shall be considered a minimum; other notifications may be required as deemed appropriate by the director.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 4. 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 26, 2018.**

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Mayor Will Hall

**ATTEST:**

**APPROVED AS TO FORM:**

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Jessica Simulcik Smith  
City Clerk

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Margaret King  
City Attorney

Date of Publication:  
Effective Date:

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Resolution No. 423 - Repealing Resolution No. 394 Recreation Program Refund Policies and Procedures and Replacing with New Refund Policies and Procedures
<b>DEPARTMENT:</b>	Parks, Recreation, and Cultural Services
<b>PRESENTED BY:</b>	Mary Reidy, Recreation Superintendent
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

On October 3, 2016, via Resolution No. 394, the City Council adopted a Recreation Program Refund Policy and Procedures so as to outline under what circumstances and through what process refunds for programs will be given. The Parks, Recreational, and Cultural Services (PRCS) Department has determined that modifications to the adopted Recreation Program Refund Policy and Procedures are necessary. Proposed Resolution No. 423 would repeal Resolution No. 394 and put in place an updated Refund Policy and Procedure based on recent experiences with implementing the Recreation Program Refund Policy and Procedures. The Council discussed the proposed Resolution No. 423 at its January 29, 2018 meeting and directed staff to bring back the proposed resolution for adoption.

**RESOURCE/FINANCIAL IMPACT:**

Proposed Resolution No. 423 does not have a financial impact to the City. PRCS revenue projections accounts for a certain amount of refunds. It is not anticipated that the new policy will result in a change in the number or amount of refunds granted.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 423.

Approved By:

City Manager **DT**

City Attorney **MK**

## **BACKGROUND**

Prior to the adoption of Resolution No. 394 in 2016, the Parks, Recreation and Cultural Services (PRCS) Department did not have a refund policy, but rather a broad refund philosophy which allowed for differing interpretations and potentially inconsistent application of how refunds were administered. In an effort to formalize the PRCS Department's financial management and monitoring around refunds, as well as standardize customer service, the Recreation Program Refund Policy and Procedures was developed. PRCS staff have been using the Recreation Program Refund Policy and Procedures to guide its approval and distribution of refunds since October 2016.

The PRCS Department has subsequently determined that modifications to the adopted Recreation Program Refund Policy and Procedures are necessary. Proposed Resolution No. 423 (Attachment A) would repeal Resolution No. 394 and put in place an updated Refund Policy and Procedure based on recent experiences with implementing the Recreation Program Refund Policy and Procedures.

The Council discussed the proposed Resolution No. 423 at its January 29, 2018 meeting and directed staff to bring back the proposed resolution for adoption. The staff report for the January 29<sup>th</sup> Council discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2018/staffreport012918-8a.pdf>. As noted in the staff report for the January 29<sup>th</sup> discussion, the Parks, Recreation and Cultural Services Board unanimously recommended approval of the proposed changes at its December 7, 2017 meeting.

## **DISCUSSION**

As discussion on January 29<sup>th</sup>, the purpose of the proposed Recreation Program Refund Policy and Procedures is to describe under what circumstances refunds will be awarded and describe the necessary steps to refund payment for services and use of facilities. The policy addresses several types of reasons customers request refunds, including cancellation of events, programs, or classes by the City; weather-related cancellations; customer decisions to withdraw from a class; refund of a damage deposit; and refunds for facility rental cancellation outside of renter control; among other issues. The policy also defines how much of a refund the customer is entitled to, based on when the cancellation request is made or when notice is given for withdrawal from a class or program, and describes the mechanism by which a refund will be made.

The three primary changes are to the policy and procedures are:

1. More detailed Section 5.3.7 - Camp Shoreline
2. New Section 5.3.9 - Park and Open Space Non-Exclusive Use Permit
3. New Section 5.3.10 - Concession Permit

### **More detailed Section 5.3.7 - Camp Shoreline**

The current Refund Policy for Day Camp Cancellation allows for a full refund if a request is made at least three days prior to the beginning of the weekly camp session. No refunds are allowed less than three days prior to camp. This allows parents to register kids for camps as early as March and wait until just before camp in June July or August to decide if they actually want to use that camp slot. In 2017, City staff

performed over 1,000 Camp Shoreline registration refunds and transfers. Most of these changes were within the five days prior to the camp start date which required staff to scramble to move people off waitlists during our busiest time of year.

The proposed Policy allows for full refunds up until the first Monday in June. After the first Monday in June, refunds will still be allowed up until seven days prior to the first day of camp, but a \$50.00 administrative fee will be withheld. No refunds will be approved less than seven days prior to the first day of camp.

The changes proposed are an attempt to minimize patrons using the system to 'reserve' spots without consequence and then make multiple changes directly prior to the program start date.

*New Section 5.3.9 - Park and Open Space Non-Exclusive Use Permit*

The 2016 Refund Policy did not include any language regarding Park and Open Space Non-Exclusive Use Permits. This proposal allows for refunds up to seven days prior to the start date of the permit, a 50% refund between seven and one day, and no refund for cancellations by the permittee less than one day prior to the start date of the permit.

*New Section 5.3.10 - Concession Permit*

Concession Permits are included in this updated policy and procedure to be clear that no refunds are allowed for concession permits.

**RESOURCE/FINANCIAL IMPACT**

Proposed Resolution No. 423 does not have a financial impact to the City. PRCS revenue projections accounts for a certain amount of refunds. It is not anticipated that the new policy will result in a change in the number or amount of refunds granted.

**RECOMMENDATION**

Staff recommends that the City Council adopt Resolution No. 423.

**ATTACHMENTS**

Attachment A: Proposed Resolution No. 423, including Exhibit A

**RESOLUTION NO. 423**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, REPEALING RESOLUTION 394 THAT ADOPTED A RECREATION PROGRAM REFUND POLICY AND PROCEDURES IN ITS ENTIRETY AND ADOPTING A NEW RECREATION PROGRAM REFUND POLICY AND PROCEDURES.**

WHEREAS, on October 3, 2016, via Resolution No. 394, the City Council adopted a Recreation Program Refund Policy and Procedures so as to outline under what circumstances and through what process refunds for programs will be given; and

WHEREAS, the Parks, Recreational, and Cultural Services Department has determined that modifications to the adopted Recreation Program Refund Policy and Procedures are necessary that would best be facilitated by replacement of the document in its entirety; and

WHEREAS, the City of Shoreline Parks Board considered the new Recreation Program Refund Policy and Procedures at its December 7, 2017 meeting and recommended adoption of the new Recreation Refund Program Policy and Procedures;

WHEREAS, the City Council considered the new Recreation Program Refund Policy and Procedures at its January 22, 2018 regular meeting and accepts the Department's and Parks Board's recommended Recreation Program Refund Policy and Procedures;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, HEREBY RESOLVES:**

**Section 1. Repeal of Resolution No. 394.** Resolution No. 394, adopted on October 3, 2016, is repealed in its entirety.

**Section 2. Adoption of Recreation Program Refund Policy and Procedures.** The City Council hereby adopts those policies and procedures set forth in the "Recreation Program Refund Policy and Procedures" attached as Exhibit A.

**Section 3. Effective Date.** This Resolution shall take effect and be in full force immediately upon passage by the City Council.

**ADOPTED BY THE CITY COUNCIL ON FEBRUARY 26, 2018.**

\_\_\_\_\_  
Mayor Will Hall

**ATTEST:**

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

Shoreline Policy and Procedure

**Recreation Program Refund Policy and Procedures**

<b>Category and Number:</b> 7.161003	<b>Receiving Number:</b> To be determined
<b>Code and statutory authority:</b> Resolution No. 423	<b>Authorized:</b> Effective Date: By:
<b>Supersedes:</b> 8623	

**1.0 PURPOSE**

The purpose of this Recreation Program Refund Policy and Procedures is to describe under what circumstances refunds will be awarded and describe the necessary steps to refund payment for services and use of facilities.

**2.0 DEFINITIONS**

- 2.1 Cancellation** – City notification of class, camp, program or event being cancelled.
- 2.2 Security**
- 2.3 Deposit** – Any payment received in addition to the facility rental fee required to compensate for damage to City facilities incurred during the rental period, not adhering to rental permit conditions or requiring extra on-site staff time
- 2.4 Late Payment** – Payments received or owed after the deadline set by the rental agreement, or as otherwise noted in Facility Rental Policy and Procedures.
- 2.5 League** - Organized on-going rental with scheduled games.
- 2.6 Pass** – A purchased amount of time that allows for entrance to specified drop-in activities.
- 2.7 Point of Sale Item** – Any product sold for purchase that is not a program or service.
- 2.8 PRCS Director** – The Director of the City of Shoreline Parks, Recreation and Cultural Services Department.
- 2.9 Refund** - Any money once received by City of Shoreline and then returned to a customer per this policy.
- 2.10 Registration** – The process by which the rental of a facility is secured including receipt of full payment and confirmation of completed Rental Use Permit or the process of paying for and receiving confirmation of acceptance to participate in a class, trip/workshop or special event by the City of Shoreline.
- 2.11 Rental Use Permit** – Signed agreement governing the use of City of Shoreline facilities, including both indoor and outdoor spaces.
- 2.12 Renter** – Person(s) or party on the signature line of a Rental Use Permit who is legally obligated to terms and conditions of agreement.
- 2.13 Course** – A class or specialty camp (not Camp Shoreline).

### 3.0 REFERENCES AND FORMS

- 3.1 Facilities Rental Policies and Procedures
- 3.2 Code of Conduct for Use of City Facilities

### 4.0 DEPARTMENTS AFFECTED

- 4.1 Parks, Recreation and Cultural Services Department
- 4.2 Administrative Services Department

### 5.0 PROCESS

- 5.1 **Refund Due to City Cancellation.** Classes, camps, programs, trips or workshops/special events cancelled by the City of Shoreline will result in a 100% Refund of the program fee paid.
- 5.2 **Cancellation Due to Weather.** Refunds will not be issued for reasons of inclement weather, unless it results in the closure of the City facility hosting the event during the time of session or rental.
- 5.3 **Refund Request Deadlines.**
  - 5.3.1 **Course fee first day.** Program fees may be refunded in full for any reason after the first day of class, as long as the refund is requested prior to the second day of class. Aquatics programs requests must be made through the pool registration desk. All other recreation program requests must be made at the Spartan Recreation Center registration desk.
  - 5.3.2 **Course fee second day.** After the second day of class, but prior to the third, requested refunds will be pro-rated per the registration fee paid and the total number of classes.
  - 5.3.3 **Course fee third day.** Refunds will not be issued after the third day of class, unless an exception is granted. Exception requests are to be submitted per 5.9 of this policy. The City has sole discretion to decide whether or not to grant this exception.
  - 5.3.4 **One Day Class.** Refunds may be issued if requested at least three (3) calendar days prior to (not including) the event date.
  - 5.3.5 **Point of sale admissions.** Refund requests must be made in writing and submitted to the registration desk prior to leaving the facility on the day of use. All requests are at the discretion of the PRCS Director.
  - 5.3.6 **Single Trips:** Refunds may be issued if requested at least seven (7) calendar days prior to (not including) event date.

**5.3.7 Camp Shoreline camps**

- 5.3.7.1** Full\_refunds will be given until the close of business on the first Monday in June.
- 5.3.7.2** Refunds requested after COB the first Monday in June, but prior to 7 days before (but not including) the first day of camp, will be subject to an administration fee for each weekly camper registration.
- 5.3.7.3** No refunds will be given less than seven (7) days (not including) the first day of camp.
- 5.3.7.4** If transferring from one Camp Shoreline Day Camp into another the administration fee will be waived during the transfer. The transfer must be made at the same time as the cancellation.
- 5.3.7.5** Transfer can only be made into a camp that has an available spot.

**5.3.8 Facility rental cancellation.** Rentals cancelled by the Renter seven (7) or more calendar days before the event will be refunded in full. Rentals cancelled by the Renter less than seven (7) days, but before 24 hours prior to the date/time of reservation, will be issued a 50% refund of the fees already collected or \$50, whichever is less. Reservations cancelled 24 hours or less prior to the rental will not receive a refund. Any Security Deposit received associated with this rental will be 100% refunded.

**5.3.9 Park and Open Space Non-Exclusive Use Permit.** Permits cancelled by the Renter seven (7) or more calendar days before the event will be refunded in full. Permits cancelled by the Permittee less than seven (7) days, but before 24 hours prior to the date/time of reservation, will be issued a 50% refund of the fees already collected or \$50, whichever is less. Reservations cancelled 24 hours or less prior to the rental will not receive a refund. Any Security Deposit received associated with this permit will be 100% refunded.

**5.3.10 Concession Permit.** Concession Permits are non-refundable.

**5.4 Waitlist and Pro-rated Refunds.**

**5.4.1 Waitlist refunds.** For those that are on a class waitlist that attend after the start date, requests for refund shall be treated as if the first day of attendance is the first day of class.

**5.4.2 Pro-rated refunds.** Class fee refunds will not be pro-rated when registering after the start date except for those entering from the waitlist.

**5.5 Refund of Security Deposits.** The City will inspect the permitted area in the Rental Use Permit after usage to determine if any damage occurred. If damage occurred, the City will assess a cost to fix the damage and retain that amount from the Security

Deposit. Security Deposit may also be retained if all conditions of the permit are not adhered to or extra on-site staff time is required. Any remainder of the Security Deposit will be refunded. Should no damage occur, all conditions of the permit are met and extra staff time is not required then 100% of Security Deposit will be refunded

- 5.6 Facility Rental Cancellation Outside of Renter Control.** The City may, at its sole discretion, cancel a rental anytime due to an emergency, severe weather which merits either School District or City facility closures, power outage, or situations that may result in facility damage or personal injury as determined by the PRCS Director. In such instances, the Renter will be entitled to a 100% refund. If a field is deemed unusable by City staff on the day of the rental, a credit will be issued to the Renter's account. If a field is deemed unusable on the day of rental by a League official, the Renter must notify the City in writing so that the City receives such notice within five (5) calendar days of event cancellation in order to have a credit issued on their account.
- 5.7 No Pro-Rated Pass Refunds.** All passes are for the specified amount of time from purchase date. Pro-rated refunds are not permitted for unused portion of purchased time.
- 5.8 Refund for Defective Products.** Point of Sale Items may be returned for a full refund within one week of purchase if product has a manufacturing defect.
- 5.9 Exceptions.** Requested exceptions from this policy may be submitted on the Refund Request Waiver Form to the Recreation Superintendent and require approval by the PRCS Director.
- 5.10 10 Punch Passes** expire on December 31<sup>st</sup> of the calendar year purchased with the remaining punches value refunded.
- 5.11 Registrations associated with special events** are non-refundable.

## **6.0 PROCEDURE AND METHOD FOR ISSUING REFUNDS**

- 6.1** Debit/credit card payments will be refunded to the debit/credit account from which the payment was made if within 120 days of the original purchase date. If past 120 days a check will be issued within six (6) weeks or refund request.
- 6.2** If paid in cash or check, the City of Shoreline will issue, remit and mail a refund check within six (6) weeks to the customer who made payment.
- 6.3** No cash refunds will be made.

- 6.4** Any standing credit on accounts will be refunded after six (6) months by a City of Shoreline issued check.
- 6.5** Security Deposits may be refunded in full or part after completion of the activity and assessed by City staff for damage, breach of permit or staffing requirements.. Rentals paid via credit card shall be refunded with a credit to the Renter's card. If paid by cash or check, the City of Shoreline Finance Department will issue, remit, and mail a refund check to Renters within six (6) weeks. No cash refunds will be made.
- 6.6** Fees paid through scholarship funds are not refunded in cash. They are reassigned to account per City of Shoreline Scholarship Policy.
- 6.7** Any payment made via State of Washington Department of Social and Health Services (DSHS) shall not be refunded to an individual but rather will be taken off prior to billing balance sent to State quarterly.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Motion to Authorize the City Manager to Execute Amendment No. 1 to Contract #8630 with AECOM Technical Services for Construction Administration and Document Control Services in an Amount Not to Exceed \$185,887.49
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting Council to authorize the City Manager to execute an amendment to Contract #8630 with AECOM Technical Services to provide construction administration and document control services in support of the 2018-2023 Capital Improvement Plan (CIP).

**RESOURCE/FINANCIAL IMPACT:**

Funding for this contract comes from approved projects included in the 2018-2023 CIP. These expenditures are already programmed into the approved project budgets.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute an amendment to Contract #8630 with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$185,887.49.

Approved By:

City Manager **DT**

City Attorney **MK**

## **BACKGROUND**

In February 2017, Council authorized the City Manager to execute a contract with AECOM Technical Services to provide contract administration and document control services for an amount not to exceed \$200,000. Contract #8630 was executed on March 28, 2017 for an amount of \$178,801.13 with an expiration date of December 31, 2018. Anticipating a reduced work load during the winter, the contract amount allowed for approximately 12 months of full time work spread over a period of 22 months. However, staff has realized a consistent need for full time services involving work on 2017 project closeout activities, construction review of 2018 projects and administration of currently active capital projects.

## **DISCUSSION**

This amendment will increase the contract amount by \$185,887.49 from \$178,801.13 to \$364,688.62 for continued contract administration and document control services through the end of 2018. Projects identified in the CIP that will utilize this support include:

- Meridian and 155<sup>th</sup> Intersection Improvements (federally funded)
- Annual Road Surface Maintenance Program
- Radar Speed Signs (federally funded)
- Curb, Ramp and Sidewalk replacement
- Shoreline A&B Field Turf Replacement
- Richmond Beach Road Rechannelization
- Surface water small projects
- Police Station at City Hall

### **Consultant Selection**

AECOM was selected through a competitive process. A Request for Qualifications (RFQ #8630) was issued and three Statements of Qualifications were received. Two firms were interviewed and AECOM was selected as the best qualified to meet the needs of this contract. The scope of work for this amendment remains within the scope of work of the original RFQ #8630; no other selection process was needed.

## **RESOURCE/FINANCIAL IMPACT**

Funding for this contract comes from approved projects included in the 2018-2023 CIP. These expenditures are already programmed into the approved project budgets.

## **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute an amendment to Contract #8630 with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$185,887.49.

## **ATTACHMENTS**

Attachment A: AECOM Technical Services Supplemental Agreement



<b>Supplemental Agreement Number</b> <u>01</u>		Organization and Address	
Original Agreement Number 8630		AECOM Technical Services, Inc. 1111 3rd Ave., Suite 1600 Seattle, WA 98101	
Project Number 2018-2023 CIP		Execution Date 3/28/17	Completion Date 12/31/18
Project Title Construction Administration and Doc Control Support		New Maximum Amount Payable \$364,688.62	
Description of Work No changes to scope of work. Adding budget to allow for services to continue into 2018 on the following additional projects: Meridian and 155th Intersection Improvements (federally funded), Annual Road Surface Maintenance Program, Radar Speed Signs (federally funded), Curb, Ramp and Sidewalk replacement, Shoreline A&B Turf Replacement, Richmond Beach Road Rechannelization, Surface water small projects, and Westminster and 155th Improvements.			

The Local Agency of City of Shoreline  
 desires to supplement the agreement entered in to with AECOM Technical Services, Inc.  
 and executed on 3/28/17 and identified as Agreement No. 8630

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
 The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:  
 No changes to scope of work. Additional projects and budget added to account for work in 2018.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No change to end date.

III

Section V, PAYMENT, shall be amended as follows:  
 See Exhibit A for supplemental budget that is added to the original agreement budget.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
 If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: \_\_\_\_\_ By: \_\_\_\_\_

\_\_\_\_\_  
 Consultant Signature

\_\_\_\_\_  
 Approving Authority Signature

\_\_\_\_\_  
 Date

**Exhibit "A"  
Summary of Payments**

	Basic Agreement	Supplement #1	Total
Direct Salary Cost			
Overhead (Including Payroll Additives)			
Direct Non-Salary Costs			
Fixed Fee			
Total	\$178,801.13	\$185,887.49	\$364,688.62



**City of Shoreline**  
**BUDGET FOR SERVICES**  
**Office Engineering Assistance**  
**Various Projects**

**Task 100: Project Management/Quality Control**

<u>Employee</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost (DSC)</u>
Tyron Bardwell	Senior Construction Manager	43	\$ 88.79	\$ 3,817.27
Patty Coughlin	Administrative Support	14	\$ 30.23	\$ 423.22
		<u>57</u>		<u>\$ 4,240.49</u>

Overhead (OH Cost -- Including Salary Additives):  
 OH Rate x DSC of 135.09% x \$ 4,241.19 = \$ 5,729.19

Fee:  
 Fee Rate x DSC of 30.00% x \$ 4,241.19 = \$ 1,272.36

**Labor Subtotal - Project Management \$ 11,242.04**

**Task 200: Contract Administration Assistance**

<u>Employee</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost (DSC)</u>
Mallari, Janette	Senior Contract Administrator	1,600	\$ 45.39	\$ 72,624.00
		<u>1,600</u>		<u>\$ 72,624.00</u>

Overhead (OH Cost -- Including Salary Additives):  
 OH Rate x DSC of 110.34% x \$ 72,624.00 = \$ 80,133.78

Fee:  
 Fee Rate x DSC of 30.00% x \$ 72,624.00 = \$ 21,787.20

**Labor Subtotal - Contract Administration Assistance \$ 174,544.98**

**Labor Total \$ 185,787.02**

**Reimbursable**  
 Expenses (Misc Supplies, printing, and shipping) \$ 100.00  
\$ 100.00

**Subconsultants or Services**  
 N/A \$  
\$

**Total \$ 185,887.02**

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute Amendment 2 to Contract 8824 with DKS Associated for Phase II – Consultant Services for Outside Plant Fiber and Conduit Inventory
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting that Council authorize the City Manager to execute a contract with DKS Associates for the completion of the Outside Plant (OSP) Fiber and Conduit Inventory, Phase II project. DKS Associates completed Phase I of the OSP Inventory project, which explored only the fiber infrastructure along Aurora Avenue N.

The second phase of this project will focus on the fiber inventory for the remainder of the City. The cost estimate for Phase II is \$79,710. Phase II will entail gathering the remaining citywide inventory information within the City's boundaries from record drawings of past conduit and fiber construction. This will be followed by field verification of the location, size and capacity of City-owned conduit and of other conduit owners and fiber operators. After field verification, all inventory information will be entered into a GIS mapping database and CityWorks, the City's asset management system.

**RESOURCE/FINANCIAL IMPACT:**

The DKS Associates fee for services will be \$79,710. The City will use available general funds to fund Phase II of this project. The project cost and budget summary is as follows:

**EXPENDITURES**

City Staff and Direct Expenses	\$ 15,000
Consultant Contracts	
Phase I ( <i>DKS Associates</i> )	\$ 19,600
Phase I Amendment 1 ( <i>DKS Associates</i> )	\$ 14,000
Phase II ( <i>DKS Associates</i> )	\$ <b>79,700</b>
Consultant Contracts Total	\$ <b>113,300</b>
Contingency	\$ 15,000
<b>Total Expenditures</b>	<b>\$ 143,300</b>

**REVENUE**

General Fund (100%)	\$ 143,300
<b>Total Expenditures</b>	<b>\$ 143,300</b>

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract amendment with DKS Associates for consultant services on the Outside Plant (OSP) Fiber and Conduit Inventory Project, Phase II with a new contract total not to exceed \$79,700.

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

## **BACKGROUND**

The City has developed a network of fiber optic resources that includes underground conduits and underground and overhead fiber optic lines for use in traffic control, communications and data information tasks. The City needs to expand its knowledge of the exact nature, location and capacity of the existing fiber optic resources that are located near Aurora Avenue N and throughout the city.

The City desires to create an Intelligent Transportation System (ITS) Master Plan that identifies existing fiber optic cable and conduit locations, and their current uses or capacities both overhead and underground. This information will also be used for non-transportation uses of the fiber optic network. As this does not exist, current information for existing fiber optic resources on Aurora Avenue was assembled from several sources, including record drawings from the Aurora Avenue N corridor projects. Information for other fiber optic resources outside of Aurora Avenue are obtained from as – built drawings for various projects. Because of the piecemeal nature of the available records, confirmation and consolidation of these asset records is needed.

This project seeks to identify all City of Shoreline fiber optic resources and conduit capacities within the City of Shoreline. Phase I of this project focused on fiber optic and conduit infrastructure within the Aurora Avenue N corridor in support of the interests of Verizon to lease conduit space within this conduit. Phase II will entail gathering the fiber optic resources and conduit capacity through the remainder of the city. This citywide inventory will be gathered from record drawings of past conduit and fiber construction. This will be followed by field verification of the location, size and capacity of City-owned conduits and of other conduit owners and fiber operators. After field verification, all inventory information will be entered into a GIS mapping database and CityWorks, the City's asset management system. This information will then be utilized to inform future planning and policy decisions as they relate to fiber optic resources.

## **ALTERNATIVES ANALYZED**

Between May and June 2017, the City reviewed the Municipal Research Services Center (MRSC) Roster and identified Butsko Utility Design, Inc., Northwest, Casne Engineering, Inc., and DKS Associates as potential consultants to deliver the Outside Plant (OSP) Fiber and Conduit Inventory Project. Through evaluation of qualifications, DKS Associates was selected based on ability to meet schedule and historical experience with the City.

DKS Associates conducted Phase I of this contract and provided good results for the City. Attachment A to this staff report provides a proposed Scope of Work for DKS Associates for Phase II of the project. To proceed with this contract amendment, a waiver has been approved by the City Manager to waive the requirement to advertise for selection on projects over \$50,000. This approach was recommended primarily because of the unique skills and abilities of DKS to perform this type of work.

The alternatives to this contract amendment include:

1. Not proceeding with Phase II of the project and not completing the inventory of the City's fiber system, and

2. Not executing this contract with DKS Associates and preparing a formal Request for Proposal (RFP) to solicit and select a consultant to conduct Phase II.

Given DKS Associates' familiarity with the City of Shoreline and their work on Phase I of the project, staff recommends that Council authorize the City Manager to execute this contract amendment.

**COUNCIL GOAL ADDRESSED**

This project addresses Council Goal #2, Improve Shoreline's infrastructure to continue the delivery of highly valued public services.

**RESOURCE/FINANCIAL IMPACT**

The DKS Associates fee for services will be \$79,710. The City will use available general funds to fund Phase II of this project. The project cost and budget summary is as follows:

**EXPENDITURES**

City Staff & Direct Expenses	\$	15,000
Consultant Contracts		
Phase I ( <i><b>DKS Associates</b></i> )	\$	19,600
Phase I Amendment 1 ( <i><b>DKS Associates</b></i> )	\$	14,000
Phase II ( <i><b>DKS Associates</b></i> )	\$	<b>79,700</b>
Consultant Contracts Total	\$	<b>113,300</b>
Contingency	\$	15,000
<b>Total Expenditures</b>	<b>\$</b>	<b>143,300</b>

**REVENUE**

City Funds (100%)	\$	143,300
<b>Total Expenditures</b>	<b>\$</b>	<b>143,300</b>

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract amendment with DKS Associates for consultant services on the Outside Plant (OSP) Fiber and Conduit Inventory Project, Phase II with a new contract total not to exceed \$79,700.

**ATTACHMENTS**

Attachment A: DKS Associates OSP Fiber and Conduit Inventory Project, Phase II Scope of Work and Fee



**Attachement A: Scope and Fee**  
**Scope of Work**  
**City of Shoreline**  
**Outside Plant (OSP) Fiber and Conduit**  
**Inventory Amendment 2, Phase II – Citywide**

*OCTOBER 20, 2017*

## **Purpose**

The purpose of this effort is to allow for the consolidation of existing information on the City's Outside Plant (OSP) fiber optic and conduit network into a comprehensive, connected GIS database.

It is important for the City to know where its OSP infrastructure is located, available capacity and ownership. This information is used for many strategic partnerships, including:

- Requests from service providers requesting access to available conduit or unused fiber to achieve their business goals. This supports economic development goals within the city and provides residents and business with greater choice.
- The City needs to do long-term planning for its infrastructure, including knowing the age and condition of assets for repair, maintenance and replacement purposes to ensure the networks that ride on the OSP remain highly available.
- There are regional partnerships connecting schools, hospitals, universities and other cities, where connectivity between agencies is needed and information must be shared to achieve project goals.
- The City's network is expanding beyond its facilities with greater IT mobility and wireless connectivity to support work that is done outside city facilities.

This phase will entail gathering existing inventory information from record drawings of past conduit and fiber design work along with capturing and confirming the information in the field. All inventory information will be inputted into a GIS database and map clearly showing the available City owned conduit pathway, including location, size, conduit available capacity, and conduit owner and fiber operator within the City limits.

## **Assumptions**

This scope of work is based on the following assumptions:

- a. Budget for the project scope is based on a project schedule of 4 months.
- b. The fee for this Phase II level of effort will be as shown in the attached fee schedule. CONSULTANT reserves the right to move time between tasks as needed to accomplish the overall goals of the project.
- c. See "Items and Services to be Furnished by CITY" below.



## Information Provided by City

The following Information will be provided by the CITY:

- The CITY will provide any pertinent GIS, spreadsheet and as-built record drawings to the CONSULTANT including but not limited to: fiber documentation, splicing information, termination information, interconnect plans, signal plans, ITS plans.
- The CITY will provide all available as-built drawings for the existing fiber and conduit equipment for use by the CONSULTANT at the time of notice to proceed

## Project Management

The Consultant shall manage the project schedule and budget; keep the City's project manager updated on the progress of the work effort; prepare monthly invoices with progress reports; and track all project decisions and action items.

The estimate for project management is based on the project being completed in four months.

### *Deliverables:*

Monthly invoices and progress reports

## Existing Documentation Review

The City of Shoreline has documentation of the existing conduit and fiber network in the following formats:

- Map and tabular data in the City's GIS Database recorded previously using GPS data collection
- PDF copies of all relevant Transportation Department project plans and Utilities Department's record drawings

The Consultant shall begin this project by reviewing all of this existing data and determine where holes in the data may exist. The Consultant will use the following steps to complete this task.

## Record Drawings Review

The Consultant shall review all record drawing/design plans and identify any inconsistencies.

The Consultant shall review all fiber cable documentation that includes strand assignments and confirm it matches the splicing and termination tables provided by the City. The Consultant shall hold up to one meeting with City staff to determine fiber existing conditions and gather any information about fiber elements not covered in any of the documentation.

### *Assumptions*

All record drawing/design plan information related to the fiber network will be made available as soon as the Consultant receives notice to proceed. The Consultant will not be required to obtain any other records from the City.



***Deliverables:***

Meeting notes from up to one fiber interview meeting.

**Missing Link Identification**

The Consultant shall compile all record drawings/design plans for fiber related inventory citywide. The Consultant shall also create a map that shows the City depicting information from the as-builts for confirmation and missing links to be filled in through field investigation.

***Deliverables:***

Map showing locations where fieldwork shall be performed.

**Field Data Collection**

The field data collection shall be performed through the following sub-tasks.

**Field Work Preparation**

Record drawings/design plans shall also be used in the field to help locate junction boxes, vaults and cabinets. The Consultant shall prepare a one page summary sheet describing data to be collected in the field.

***Deliverables***

Data collection summary sheet

Map showing proposed segmentation of the data collection

**Field Work Data Collection**

The Consultant shall field verify fiber cables that are identified in the Missing Link Identification task. The Consultant shall field verify conduit runs, fiber cables, by opening and recording information as needed from junction boxes, poles, vaults and cabinets to complete the fiber tracing necessary.

***Assumptions***

City staff will be available, as needed, to help track fiber routes at intersections and to open cabinets.

Traffic control will not be needed for any field inventory work. All conduit/fiber routes in the street are well documented in record drawings/design plans.

Photos will be taken of any junction boxes, poles or vaults that are field located.

However, a complete photo inventory of all junction boxes and vaults will not be a final deliverable of this project.

Precise line segments for conduit or fiber will not be collected in the field. Fiber and conduit will be represented as straight line segments between junction boxes, vaults and cabinets. Precision will not be to a GPS level, rather an approximation.

Only conduit containing, or intended to contain, fiber will be included in the data collection.

Fiber testing tools will not be required for any inventory work.



## GIS Mapping

The GIS mapping and database shall be prepared for the City's fiber network through the following subtasks:

### Needs Assessment

The Consultant shall work with the GIS, Transportation and IT departments to confirm the project needs that reflect the desired use and functionality of the GIS mapping by all three departments. The Consultant shall meet with City staff to identify and confirm the information that is critical, and how the City would like to use the information.

Level of detail in GIS mapping shall be discussed between the Consultant and all City departments and an agreement on GIS level of detail will be approved prior to beginning work on the geometric network. The level of detail requested by the City shall consider the level of effort described in this scope related to the amount data collected. If additional detail is required, the Consultant's level of effort may need to be revised.

It is assumed that up to two meetings will be needed for all three City departments to attend with the Consultant to discuss needs for use and functionality. It is assumed that one additional meeting will be required between the GIS department, IT department and the Consultant to discuss and confirm schema and proposed information for feature classes.

### Assumptions

- City GIS staff will be available for in person meeting to discuss needs and functionality.

- City GIS staff will be available to discuss schema and proposed information for feature classes.

- City GIS staff will develop schema. (If not, optional task provided for schema development by the Consultant)

- Expected information to be provided by Consultant for incorporation into GIS includes the following:

  - Junction Box/Vault type and size, conduit type and size, fiber count, signal controller cabinet, splice points, and pole location and ID

### Deliverables

- Draft and final Excel spreadsheet with proposed information for GIS feature classes

## Prepare Geometric Network

The Consultant shall use record drawings and all field collected data to map the fiber network of the City. This will include work collected and documented in Phase I of the project for the Aurora Trunk Line.

It is assumed that the fiber network detail shall include junction boxes, poles, conduits, fiber cables, termination points and splice points. For cables entering buildings, the cable segment shall be drawn to a point representing the building. Cable segments are drawn between each splice/termination point and through other access points.



Fiber shall be mapped to the cable level and not the strand level. Based on needs assessment, strand level data, if provided by City, may be incorporated in attribute table for cable segments.

The City departments will review the GIS database and map of fiber network for GIS functionality, and accuracy of fiber network data. The City will provide consolidated comments and will send those comments to the Consultant.

### ***Deliverables***

Draft and Final GIS database and map of fiber network

### ***Assumptions***

City will provide all splicing information for fiber up to termination points.

GIS department staff will work with Transportation and IT department staff to review database and GIS map and provide comments to the Consultant to finalize GIS database.

## **Final Submittal**

The Consultant shall package the following written documentation into one hard copy and one electronic submittal to represent the completion of the project:

- Map of field work to be performed.
- Approved Data collection field checklist
- GIS database and map of fiber optic resources
  - Fiber cables
  - Junction boxes and poles
  - Termination and splice points
  - Conduit location
  - Conduit size

## **Develop GIS Schema and Relationship Tables (Optional)**

The Consultant shall develop GIS schema and relationship tables for GIS fiber network and database reflecting needs assessment. It is assumed that one meeting will be required between the GIS department, IT department and the Consultant to develop and confirm schema requirements.

### ***Assumptions***

GIS and IT staff will provide input on schema.

### ***Deliverables***

Draft and final schema

**City of Shoreline - Outside Plant (OSP) Fiber and Conduit Inventory Project Amendment 2 Phase II - Citywide  
Fee Estimate for Engineering Services**

Position	Principal Engineer	Senior Engineer	Associate Engineer	Assistant Engineer	Admin	Total Hours by Task	Total Costs by Task
Standard Billing Rate	\$ 210.00	\$ 155.00	\$ 130.00	\$ 110.00	\$ 90.00		
<b>Project Management</b>	<b>13</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>12</b>	<b>37</b>	<b>\$ 5,420.00</b>
Project Set-Up	1		2		8		
Invoicing and Progress Reports	4				4		
Project Coordination	2	2	2				
Meetings (4)	6		6				
<b>Existing Documentation Review</b>	<b>4</b>	<b>8</b>	<b>28</b>	<b>60</b>	<b>0</b>	<b>100</b>	<b>\$ 12,320.00</b>
Records Drawing Review	2	4	20	40			
Review Splicing and Termination Information		2	4	12			
Missing Link Identification	2	2	4	8			
<b>Field Data Collection</b>	<b>4</b>	<b>10</b>	<b>104</b>	<b>104</b>	<b>0</b>	<b>222</b>	<b>\$ 27,350.00</b>
Field Work Preparation	2	2	8	8			
Field Work Data Collection	2	8	96	96			
<b>GIS Mapping</b>	<b>0</b>	<b>16</b>	<b>64</b>	<b>64</b>	<b>0</b>	<b>144</b>	<b>\$ 17,840.00</b>
Needs Assessment		8	16	16			
Prepare Geometric Network		8	48	48			
<b>GIS Mapping (Optional Task)</b>	<b>4</b>	<b>10</b>	<b>26</b>	<b>24</b>	<b>0</b>	<b>64</b>	<b>\$ 8,410.00</b>
Meeting (1)	2		2				
Develop GIS Schema and Relationship Tables	2	10	24	24			
Total Hours	21	46	232	252	12	563	
Labor Costs	\$ 4,410.00	\$ 7,130.00	\$ 30,160.00	\$ 27,720.00	\$ 1,080.00	\$ 70,500.00	
Total Hours (Optional Task)	4	10	26	24	0	64	
Labor Costs (Optional Task)	\$ 840.00	\$ 1,550.00	\$ 3,380.00	\$ 2,640.00	\$ -	\$ 8,410.00	
<b>SUMMARY</b>							
<b>Labor Costs</b>							\$ 70,500.00
<b>Expenses</b>	Mileage						\$ 800.00
<b>Optional Task Labor Costs</b>							\$ 8,410.00
<b>TOTAL COST (Labor + Overhead + Expenses + Fee)</b>							<b>\$ 71,300.00</b>
<b>TOTAL COST WITH OPTIONAL TASK (Labor + Overhead + Expenses + Fee)</b>							<b>\$ 79,710.00</b>

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute an Interlocal Agreement Between the City of Shoreline and the Office of the Secretary of State, Washington State Library Division to Provide City of Shoreline Sidewalk Advisory Committee Materials in Audio Format
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Nora Daley-Peng, Senior Transportation Planner
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City has begun a year-long process to create a Sidewalk Prioritization Plan as directed by the City Council. The project's public process includes input from a Sidewalk Advisory Committee (SAC), which is made up of 15 citizens who were appointed by the City Manager. One of the SAC members is visually impaired and depends on audio translation of the project's materials (e.g. agendas, meeting summaries, etc.) in order to fully participate in SAC meetings and activities. City staff have been relying on the services of the Washington Talking Book & Braille Library (Library) to read and record the project material in an audio format for the visually impaired SAC member.

The volume of project material that the City has been forwarding for conversion to audio format exceeds the resources that the Library typically provides to its patrons. In order to secure Library staff availability for processing translation services in a timely manner and not deplete the Library's resources, City staff would like to enter into an interlocal agreement with the Office of the Secretary of State, Washington State Library Division to receive their audio translation services for the visually impaired SAC member.

**FINANCIAL IMPACT:**

The City will be invoiced for audio translation services, plus associated direct expenses billed at cost (postage/flash drives). The proposed interlocal agreement would be in effect throughout 2018. City staff anticipate that total charges will not exceed \$5,000.00. Funding is available in the project budget for this expenditure.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to enter into an interlocal agreement with the Office of the Secretary of State, Washington State Library Division to provide City of Shoreline Sidewalk Advisory Committee materials in an audio format.

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

## **BACKGROUND**

At the Council Goal Setting Workshop in March 2017, Council expressed a desire to make improvements to the current sidewalk network, both in constructing new sidewalks (or alternative pedestrian facilities) and maintaining and bringing existing sidewalks up to Americans with Disabilities Act (ADA) standards. Council provided direction for staff to develop a Sidewalk Prioritization Plan that re-evaluates and updates how the City prioritizes and funds sidewalk improvements.

As part of the public process component, in June 2017, through an open solicitation for Sidewalk Advisory Committee (SAC) volunteers, the City Manager appointed 15 citizens to serve on the SAC. The committee consists of members from a diverse cross section of Shoreline neighborhoods with a broad range of interests such as financing, aesthetics, ecology, youth, elderly, access and mobility for people with disabilities and from under-represented communities.

The SAC is scheduled to meet a total of 12 times during the process, and have been and will continue to review extensive project materials. One of the SAC members is visually impaired and requires audio translation of project materials in order to fully participate on the committee. The City is fortunate to have a visually-impaired member on the SAC who contributes her unique perspective to committee discussions in regard to access and mobility for people with disabilities.

## **DISCUSSION**

City staff can procure audio translation services from the Washington Talking Book & Braille Library (Library), a division of the Washington State Library. Although many services from the Library are of no charge to its patrons, the volume of project materials that the City has been forwarding for translation to audio format exceeds the resources that the Library typically has for patron support. In order to secure Library staffing for processing audio translation requests in a timely manner and not deplete the Library's resources, City staff would like to enter into an interlocal agreement for their services (Attachment A).

The SAC members are serving a vital role in the development of recommendation for the Sidewalk Prioritization Plan. In order to provide the SAC with necessary materials to develop informed recommendations, several meetings have been added to their schedule which will require additional translation services from the Library. Formal SAC meetings will conclude in May 2018, but it is assumed there will be some post meeting follow-up. The proposed contract for translation services will be in effect through the end of 2018.

## **COUNCIL GOAL ADDRESSED**

The accommodation of audio translation services to allow a visually impaired SAC member's full participation on the SAC supports Council Goal 4 – Expand the City's focus on equity and inclusion to enhance opportunities for community engagement.

### **FINANCIAL IMPACT**

The City will be invoiced for audio translation services, plus associated direct expenses billed at cost (postage/flash drives). The proposed interlocal agreement would be in effect throughout 2018. City staff anticipate that total charges will not exceed \$5,000.00. Funding is available in the project budget for this expenditure.

### **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to enter into an interlocal agreement with the Office of the Secretary of State, Washington State Library Division to provide City of Shoreline Sidewalk Advisory Committee materials in an audio format.

### **ATTACHMENTS**

Attachment A: Intergovernmental Agreement Between Office of the Secretary of State, Washington State Library Division and City of Shoreline

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
OFFICE OF THE SECRETARY OF STATE  
WASHINGTON STATE LIBRARY DIVISION  
AND  
CITY OF SHORELINE**

This Intergovernmental Agreement (this “Agreement”) is made and entered into by and between the Office of the Secretary of State, Washington State Library Division, P.O. Box 42460, Olympia, WA 98504-2460 and City of Shoreline, 17500 Midvale Ave. N., Shoreline, WA 98133 and is issued pursuant to the Interlocal Cooperation Act, chapter 39.34 RCW.

**RECITALS**

WHEREAS, The City of Shoreline wants to have the City of Shoreline Sidewalk Advisory Committee materials in audio format, and

WHEREAS, the Washington Talking Book & Braille Library, a division of the Washington State Library, can provide said materials in audio format, and

WHEREAS, The City of Shoreline, hereinafter referred to as “CS”, and The Washington Talking Book & Braille Library, hereinafter referred to as “OSOS”, agrees to do the formatting for the City of Shoreline, and

NOW, THEREFORE, in consideration of the terms and conditions contained herein, or attached and incorporated and made a part hereof, OSOS and Contractor mutually agree as follows:

**1. PURPOSE**

The purpose of this Agreement is for OSOS to do audio production of print meeting materials such as minutes, agendas, city construction, building and maintenance plans and descriptions, planning summaries, etc., related to the City of Shoreline Sidewalk Advisory Committee in order to provide reasonable accommodation for a blind member of the committee.

**2. STATEMENT OF WORK**

OSOS shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of work set forth below:

CS Responsibility

Materials will be provided to OSOS on a monthly basis within two weeks of scheduled meetings.

OSOS Responsibility

Said Materials will be put into audio format.

**3. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Agreement shall commence on the date of execution of this Agreement, that being the date of the last signatory, and remain open until duration of the committee life span or the blind member's term, or expire on 12/31/2018, unless terminated sooner as provided in this Agreement, or extended through a properly executed amendment.

**4. COMPENSATION AND BILLING**

CS will pay OSOS for the services provided under this Agreement for reimbursement of OSOS material cost and time/work at the following rates:

Cost of narration, sound editing and compiling of sound files will be billed at \$60/hour. Associated materials e.g., flash drive or postage will be billed at cost.

Send invoice c/o Nora Daley-Peng at [accountspayable@shorelinewa.gov](mailto:accountspayable@shorelinewa.gov) with cc to [ndaleypeng@shorelinewa.gov](mailto:ndaleypeng@shorelinewa.gov) each month for work done in the prior month.

CS shall make payment by checks, journal voucher, or credit card of amount due within thirty (30) calendar days after receiving a properly executed invoice. CS shall make checks payable to the Office of the Secretary of State and send payment to [payables@sos.wa.gov](mailto:payables@sos.wa.gov), Financial Services, Operations Division, P.O. Box 40224, Olympia, WA 98504-0224. **Payment must reference the Agreement number IG-5975.**

**5. DUPLICATION OF BILLED COSTS**

OSOS shall not bill CS for services performed under this contract, and the CS shall not pay the OSOS, if the CS is entitled to payment or has been or will be paid by any other source, including grants, for that service.

**6. AMENDMENT**

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

**7. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising under this Agreement, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

**8. ASSURANCES**

The parties agree that all activity pursuant to this Agreement shall be in accordance with all applicable federal, state and local laws, rules, and regulations as they currently exist or as amended.

**9. AGREEMENT MANAGEMENT**

The Agreement Manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement. Should questions arise during processing of invoices send inquiries to [payables@sos.wa.gov](mailto:payables@sos.wa.gov).

<b>The Agreement Manager for City of Shoreline is:</b>	<b>The Agreement Manager for Office of the Secretary of State is:</b>
<p><b>Nora Daley-Peng</b>, Senior Planner - Transportation</p> <p>City of Shoreline 17500 Midvale Avenue N Shoreline, WA 98133</p> <p>Phone: (206) 801-2483 E-Mail: <a href="mailto:ndaleypeng@shorelinewa.gov">ndaleypeng@shorelinewa.gov</a> and <a href="mailto:accountspayable@shorelinewa.gov">accountspayable@shorelinewa.gov</a></p>	<p><b>Alycia Ensminger</b></p> <p>Office of the Secretary of State Washington Talking Book &amp; Braille Library 2021 9th Ave Seattle, WA 98121-2783</p> <p>Phone:206-256-6280 Fax: 206-615-0441 E-mail: <a href="mailto:alycia.ensminger@sos.wa.gov">alycia.ensminger@sos.wa.gov</a></p>

**10. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall evaluate the facts, Agreement terms, applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on both parties.

**11. GOVERNING LAW AND VENUE**

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

**12. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

**13. MAINTENANCE OF RECORDS**

- a. The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.
- b. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- c. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available any confidential information to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties. However, the parties acknowledge that State Agencies are subject to chapter 42.56 RCW, the Public Records Act.

**14. RESPONSIBILITIES OF THE PARTIES**

Each party to this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act, or omission of any person, agency, firm, or corporation not a part to this Agreement.

**15. SEVERABILITY**

If any term or condition of this Agreement is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Agreement.

**16. SUBCONTRACTING**

- a. "Subcontractor" means one not in the employment of a party to this Agreement, who is performing all or part of those services under this Agreement under a separate contract with a party to this Agreement. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

b. Except as otherwise provided in the Agreement, OSOS shall not subcontract any of the contracted services without the prior approval of CS.

**17. TERMINATION FOR CAUSE**

If for any cause either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

**18. TERMINATION FOR CONVENIENCE**

Either party may terminate this Agreement upon 30 calendar days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

**19. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement. Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by personnel authorized to bind each of the parties.

**20. ALL WRITINGS CONTAINED HEREIN**

This Agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

*IN WITNESS WHEREOF*, the parties have executed this Agreement.

**CITY OF SHORELINE**

**OFFICE OF THE SECRETARY OF STATE**

\_\_\_\_\_  
Name: \_\_\_\_\_ Date \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Cindy Aden \_\_\_\_\_ Date \_\_\_\_\_  
State Librarian

APPROVED AS TO FORM:  
Attorney General's Office

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	2018 Planning Commission Appointments		
<b>DEPARTMENT:</b>	Planning & Community Development		
<b>PRESENTED BY:</b>	Rachael Markle, AICP, Director Steven Szafran, AICP, Senior Planner		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input checked="" type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

On March 31, 2018, the terms of Planning Commissioners Donna Thomas, Laura Mork, and Jack Malek are set to expire. The Commission also needs a member to fill the vacancy left by former Commissioner Susan Chang who was elected to the Shoreline City Council in January. The rules for Planning Commission Membership in the Shoreline Municipal Code (SMC 2.20.020(A)) state: "...No member shall serve longer than two consecutive terms". Since Donna Thomas has already served two consecutive terms, she is not eligible for reappointment. The two other Commissioners whose terms are expiring, Laura Mork and Jack Malek, are eligible for Council reappointment to the Planning Commission.

On January 22<sup>nd</sup>, in accordance with Council Rules of Procedure governing Council appointments to Boards and Commissions, the Mayor appointed a Council subcommittee to screen, interview and make recommendations to the full Council about which candidates to appoint to the four Planning Commission positions. The subcommittee included Mayor Hall and Councilmembers Scully and McConnell. The subcommittee subsequently met on February 13<sup>th</sup> to conduct the Planning Commission interviews, and after deliberations, unanimously recommended that the full Council appoint Mei-shiou Lin, Suzanne Davis, Jack Malek, and Laura Mork to the Planning Commission for four-year terms that will run from April 1, 2018 through March 31, 2022.

**RESOURCES/FINANCIAL IMPACT:**

There is no financial impact for this Council action.

**RECOMMENDATION**

Staff recommends that the Council move to appoint Mei-shiou Lin, Suzanne Davis, Jack Malek, and Laura Mork to the Planning Commission for four-year terms that will run from April 1, 2018 through March 31, 2022.

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

## BACKGROUND

On March 31, 2018, the terms of Planning Commissioners Donna Thomas, Laura Mork, and Jack Malek are set to expire. The Commission also needs a member to fill the vacancy left by former Commissioner Susan Chang who was elected to the Shoreline City Council in January. The rules for Planning Commission Membership in the Shoreline Municipal Code (SMC 2.20.020(A)) state: "...No member shall serve longer than two consecutive terms". Since Donna Thomas has already served two consecutive terms, she is not be eligible for reappointment. The two other Commissioners whose terms are expiring, Laura Mork and Jack Malek, are eligible for Council reappointment to the Planning Commission.

The three Planning Commission members whose terms are not set to expire this year are David Maul, Easton Craft, and William Montero.

## DISCUSSION

In order to fill these four positions on the Planning Commission, the positions were advertised starting in November 2017 with the application period closing January 12, 2018. The City notified the public of these openings through *Currents*, the City's webpage, Shoreline Area News, Planning Commission Agenda Email, Shoreline E-News, City Manager's Report to Council, Facebook, Twitter, and the Council of Neighborhoods. A notice was also posted at Libraries, the Shoreline Police Station and the Spartan Recreation Center.

On January 22<sup>nd</sup>, in accordance with Council Rules of Procedure governing Council appointments to Boards and Commissions, the Mayor appointed a Council subcommittee to screen, interview and make recommendations to the full Council about which candidates to appoint to the four Planning Commission positions. The subcommittee included Mayor Hall and Councilmembers Scully and McConnell. The subcommittee met on February 5<sup>th</sup> to determine the Planning Commission finalists for further review from the following field of 38 candidates. The six finalists are shown in bold underline below, and their applications are attached as Attachment A.

### **2018 Planning Commission Applicants**

Ademasu, Annette <b><u>Amtmann, Lindsey</u></b> Baker, Nicole Beltran, Marie G. Buchheit, Marcellus Charnley, Alan D. Clark, Amber Cole, John Cross, Pamela <b><u>Davis, Suzanne</u></b> Dellino, Domenick J. Doll, Bradford Donovan, Cassandra	Dragovich, Douglas M. Ederer, Donald Faino, Nicolaus Fordice, Bob Fulford-Foster, Jeremiah Garwood, Rob Heller, Dennis L. Hickey, William King-Jahnke, Hannah <b><u>Kiros, Bereket</u></b> Leitzelar, Lisa <b><u>Lin, Mei-shiou</u></b>	<b><u>Malek, Jack</u></b> Martin, Julie <b><u>Mork, Laura</u></b> Myers, Jessica Nardone, David Pollowitz, Jacob Smith, Gordon Sohng, Hee Yon Spingler, Clifford Tang, Calvin Virdeh, Lindsey Vojnikovic, Elvira Walsh, Thomas C.
---	--	---

The Council subcommittee decided that the meetings that the Council has already held with current Planning Commissioners Jack Malek and Laura Mork provided them with all the information they would be able to gather from an interview, so the subcommittee waived the interview requirement for those applicants. For the remaining four applicants, the subcommittee met on February 13<sup>th</sup> to conduct interviews. After the interviews were conducted, the subcommittee deliberated and unanimously recommended that the full Council appoint Suzanne Davis, Mei-shiou Lin, Jack Malek, and Laura Mork to the Planning Commission for four year terms.

### **RESOURCES/FINANCIAL IMPACT**

There is no financial impact for this Council action.

### **RECOMMENDATION**

Staff recommends that the Council move to appoint Mei-shiou Lin, Suzanne Davis, Jack Malek, and Laura Mork to the Planning Commission for four-year terms that will run from April 1, 2018 through March 31, 2022.

### **ATTACHMENTS**

Attachment A – Applications of Planning Commission Appointee Finalists



# COMMUNITY SERVICE APPLICATION

## FOR MEMBERSHIP ON THE

Planning Commission

City Board or Commission

Name Lindsey Amtmann

Are you a Shoreline resident or property owner? Yes, both

Length of residence 13 years

### List your educational background.

A. B. Dramatic Literature, Duke University

M. S. Natural Resources, University of Michigan-Ann Arbor/School of Natural Resources and Environment

### 1. Please state your occupational background, beginning with your current occupation and employer.

- Owner, Lindsey Amtmann LLC, Shoreline, WA, 2013 - present: As a small business, I provide strategic management of environmental projects and programs for public sector clients, private sector companies, and neighborhood groups. I develop environmental regulatory compliance strategies that support clients in meeting project environmental requirements, achieving milestones, and getting to construction on schedule. I specialize in NEPA/SEPA compliance and avoiding legal challenges. I also write and review documents and manuals for technical and non-technical audiences in a plain talk, reader-friendly style.
- HDR Engineering, Inc. Senior Environmental Project Manager, 2010-2013
- Herrera Environmental Consultants, Environmental Project Manager, 2000-2013

### 2. Describe your involvement in the Shoreline community.

- I've participated in multiple public outreach events for the light rail stations (and provided formal EIS comments) and for the city bike and pedestrian master plan.
- Co-Leader, Burke Avenue Cul de Sac Block Watch: organize an annual potluck during National Night Out, a bicycle and pedestrian safety plan for the cul de sac, and a neighborhood crime and safety communication network.
- Hillwood Soccer and Edmonds Lacrosse: Designed and implemented youth strength and conditioning program for U-9 to U-13 soccer and lacrosse teams.

3. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. \_\_\_\_\_

- Professionally, I have expertise as a senior environmental manager with 15 years of experience in program management, project delivery, and legal and policy strategy and analysis.
- I lead teams from a handful of members to 200 individuals and multiple stakeholders in successfully developing and implementing environmental compliance strategies for primarily public projects, ranging from road improvements to flood control and salmon habitat.
- As a volunteer, I have led Peace Corps projects in West Africa, Destination Imagination youth teams, a Crazy Eights Math Club for youths, led Junior Achievement youth classes and field trips, and led a strength and conditioning program with a Hillwood Soccer team.

- List the addresses of property you own in Shoreline and the type of property (residential or commercial). Residential: 16022 Burke Ave N., Shoreline, WA 98133

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Are you an official representative of a homeowners' association or other group? If so, please name the group. Co-Leader, Burke Avenue Cul de Sac Block Watch

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Describe why you are interested in serving in this position. I would like to be directly involved in creating a well-planned Shoreline with excellent infrastructure and parks.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.**

Are you available for evening meetings? yes Daytime meetings? yes

\*\*\*\*\*

Please return this application by the deadline to: City of Shoreline, City Clerk  
 17500 Midvale Avenue North  
 Shoreline, WA 98133  
 (206) 801- 2230

*Disclosure Notice: Please note that your responses to the above application questions may be disclosed to the public under Washington State Law. The Personal Information form (page 3), however, is not subject to public disclosure.*

*Thank you for taking the time to fill out this application.  
Volunteers play a vital role in the Shoreline government. We appreciate your interest.*

Attachment A  
RECEIVED

JAN 12 2018

CITY CLERK  
CITY OF SHORELINE



## COMMUNITY SERVICE APPLICATION

### *FOR MEMBERSHIP ON THE*

Shoreline Planning Commission  
City Board or Commission

*(Please type or print)*

Name Suzanne Davis

Are you a Shoreline resident or property owner? I am both a Shoreline resident and property owner.

Length of residence 23 years.

1. List your educational background. I graduated from Shorewood Highschool in 2001, attended Macalester College from 2001-2002, and graduated with a Bachelor of Architecture (BArch) professional degree from the California College of the Arts in 2005. I became a LEED Accredited Professional in 2005.
2. Please state your occupational background, beginning with your current occupation and employer. I am the Co-founder and Director of Community Outreach at Third Place Design Co-operative, a full-service Architecture, Interiors, and Landscape Architecture firm located in Seattle. As the first corporate co-operative in the state of Washington, Third Place Design Co-op has a democratic business model that provides the opportunity for all staff to participate as voting members of the co-operative and to be elected by the membership to serve on the Co-operative Board. Previous to this endeavor, I worked as Architectural Staff at SMR Architects for 8 years.
3. Describe your involvement in the Shoreline community. As a design professional, I collaborated with the City of Shoreline, Shoreline residents, Ronald United Methodist Church, Hopelink and Compass Housing Alliance on the Ronald Commons affordable housing, food bank and service center development completed in 2017. At the project community outreach meetings, we carefully listened to Shoreline community members and gathered input for the design. We took this feedback along with the Shoreline Comprehensive Plan goals and incorporated them into the final project design.

- 4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. In my decade of experience in Architecture I have worked on projects in various Cities that successfully adhere to rigorous planning, land-use and zoning standards. I have presented many affordable housing, service-based and mixed-use projects to local communities, neighborhood Design Review Boards, the City Planning Commission and the City Council for design review, feedback and approval. This professional experience along with my detailed understanding of the Shoreline Comprehensive Plan make me uniquely qualified to serve on the Shoreline Planning Commission.
- 5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). Residential property owner: 303 NW 193rd Court, Shoreline, WA 98177  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6. Are you an official representative of a homeowners' association or other group? If so, please name the group. No.  
\_\_\_\_\_  
\_\_\_\_\_
- 7. Describe why you are interested in serving in this position. I care deeply about and take great pride in my Shoreline community, the City where my husband and I were raised and where we have chosen to raise our daughter. In my career and life I am deeply invested in giving back to my community. By serving on the Planning Commission I would have the opportunity to share my passion for building a sustainable, thriving community by thoughtfully listening to, considering and serving the needs of Shoreline residents and helping to plan for future generations.

**Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.**

Are you available for evening meetings? Y Daytime meetings? Y

\*\*\*\*\*

Please return this application by the deadline to: City of Shoreline, City Clerk  
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Shoreline, WA 98133  
(206) 801- 2230

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*Thank you for taking the time to fill out this application.  
Volunteers play a vital role in the Shoreline government. We appreciate your interest.*



# COMMUNITY SERVICE APPLICATION

## FOR MEMBERSHIP ON THE

\_\_\_\_\_  
City Planning Commission  
City Board or Commission

*(Please type or print)*

Name Bereket Kiros

Are you a Shoreline resident or property owner? Yes

Length of residence 1998

- List your educational background. \_\_\_\_\_  
 Master's Degree In Business Administration  
 \_\_\_\_\_  
 BS in Liberal Arts(Teconology and Environmental Sciences  
 \_\_\_\_\_  
 AAS in Heating Ventilation and Air Condition Teconology  
 \_\_\_\_\_  
 Certificate Lead training 12 months program City of Seattle  
 \_\_\_\_\_

- Please state your occupational background, beginning with your current occupation and employer. Community organizer for non profit and own Transpoartion Busines.  
 \_\_\_\_\_  
 Community Engagement Commisioner for City of Seattle to advice the Mayor and City Council  
 \_\_\_\_\_  
 Worked for City of Seattle for 13 years at Human Resources and different department. Served as Liaison  
 \_\_\_\_\_  
 on Race and Social Justice to apply racial equity to a department programs and projects. Board for 23  
 \_\_\_\_\_  
 Alliance for Equity and Livability, to help mitigate the need for affordable transit, the loss of low income housing  
 \_\_\_\_\_  
 and impact of homeless people as a result of the University of Washington master plan to increse 13%  
 \_\_\_\_\_  
 growth increase the building without community conceren. Coalition of Immigrnts Refugee and Community Board  
 \_\_\_\_\_

- Describe your involvement in the Shoreline community. \_\_\_\_\_  
 I am a board member for Merdian Neighbourhood Association  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. \_\_\_\_\_  
 I have over twenty years experience in public advocacy with civic and non profit organization  
 Worked and lead with diverse group of people to be effective, At Seattle city Hall a frequent advocacy and  
 participated in many panal discussions policy issues. Still working with other Alliance University of Washington  
 Master Plan to mitigate its impact on employee and property owners, traffic zoning. My experience can be  
 utilized effctively in those areas. \_\_\_\_\_
  
5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). \_\_\_\_\_  
 17829 Wayne Avenue N shoreline a residential  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
6. Are you an official representative of a homeowners' association or other group? If so, please name the group. \_\_\_\_\_  
 No  
 \_\_\_\_\_  
 \_\_\_\_\_
  
7. Describe why you are interested in serving in this position. \_\_\_\_\_  
 As a resident of Shoreline over 16 years I will like to contrbiute my know how to address  
 issues that I am working with other aliances to mitigate Community needs as a result of unprecedent  
 growth in King County.  
 \_\_\_\_\_  
 \_\_\_\_\_

**Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.**

Are you available for evening meetings? yes Daytime meetings? flexible

\*\*\*\*\*

Please return this application by the deadline to: City of Shoreline, City Clerk  
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Shoreline, WA 98133  
(206) 801- 2230

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Volunteers play a vital role in the Shoreline government. We appreciate your interest.*



# COMMUNITY SERVICE APPLICATION

## FOR MEMBERSHIP ON THE

Planning Commission  
City Board or Commission

*(Please type or print)*

Name Mei-shiou Lin

Are you a Shoreline resident or property owner? Yes

Length of residence 15 years

- List your educational background. The Ohio State University. Columbus, OH. Master of Landscape Architecture  
Nation Taiwan University. Taipei, Taiwan. Master of Science in Agronomy  
Nation Taiwan University. Taipei, Taiwan. Bachelor of Science in Agronomy
- Please state your occupational background, beginning with your current occupation and employer. I am currently employed by WSDOT as a transportation planning specialist in Shoreline. Prior to this position, I have worked 4 years in Taichung City Government in Taiwan as an Agriculture Specialist; 13 years in land development consulting at Triad Associates; and 6 years at AECOM Shanghai as a senior designer/director managing international projects in their design, planning & economics studio. I have been a practicing landscape architect for over 20 years.
- Describe your involvement in the Shoreline community. I was an active member in Richmond Highland neighborhood association before working overseas and now connect to the neighbors through NextDoor, an online group. I participated in Sunset park and in the Shorewood Highschool community design process; participated in various public meetings involving the shaping of Shoreline. I volunteer as a 'Nature Leaders' at Shorewood High School to bridge families/ community and school. I connect to neighbors through gardening and soil & water stewardship.

- 4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. I have leadership experience in managing a landscape studio of 43 professionals. I have the expertise in a wide variety of landscape practices including, waterfront and urban renewal/renovation, and design/planning projects locally and aboard which will bring value to our City projects. Both my professional training and passion in building a better community will bring value to the position.
  
- 5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). \_\_\_\_\_  
I own a residential property in Shoreline. The address is:  
524 N. 170th Place, Shoreline WA 98133
  
- 6. Are you an official representative of a homeowners' association or other group? If so, please name the group. \_\_\_\_\_  
No
  
- 7. Describe why you are interested in serving in this position. I am passionate about contributing to the enhancement of our communities. Shoreline is where I rooted in the United States and raise my family. No matter how fast changes are happening in the world, this is the home base that I find refuge and strength. I want to live and work in a vibrant and resilient City with a long term vision of creating an even more livable environment. The best way to realize this desire, is to actively participate in its planning.

**Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.**

Are you available for evening meetings? Yes Daytime meetings? Yes on Fridays

\*\*\*\*\*

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Shoreline, WA 98133  
(206) 801- 2230

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## COMMUNITY SERVICE APPLICATION

FOR MEMBERSHIP ON THE

Planning Commission  
City Board or Commission

(Please type or print)

Name JACK MALEK

Are you a Shoreline resident or property owner? Yes

Length of residence 16 years

1. List your educational background.

1989 Undergraduate B.S. Molecular Biology Uof A - Tucson AZ  
1992 Graduate M.S. Physician's Assistant YALE/QUINNIPIAC  
NEW HAVEN, CT

2. Please state your occupational background, beginning with your current occupation and employer.

2009-2017 MANAGING BROKER, Windermere REAL ESTATE  
2001-2009 Director of Surgical Pathology, Group Health Cooperative  
SEATTLE, WA  
1992-2001 PA at TRI-CORE LABS, Albuquerque, NM

3. Describe your involvement in the Shoreline community.

2013-2017 Planning Commission  
2010-2012 President of Council of Neighborhoods  
2008-2013 Board Member Richmond Beach Community Association - 2 Terms  
2006-2017 Volunteer Event Coordinator - Sand Castle Contest

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying. \_\_\_\_\_

Please see lines 2 and 3.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). \_\_\_\_\_

Personal residence 20224 23rd Pl. NW, Shoreline 98177  
\_\_\_\_\_  
\_\_\_\_\_

6. Are you an official representative of a homeowners' association or other group? If so, please name the group. \_\_\_\_\_

-NA-  
\_\_\_\_\_  
\_\_\_\_\_

7. Describe why you are interested in serving in this position. \_\_\_\_\_

I've enjoyed serving on the PC these past 4 years and value the importance of fostering responsible development. My career level knowledge of real estate and land development brings a practical perspective and an important understanding of future trends.  
\_\_\_\_\_

Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.

Are you available for evening meetings? yes Daytime meetings? yes

\*\*\*\*\*

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(206) 801-2230

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Thank you for taking the time to fill out this application.  
Volunteers play a vital role in the Shoreline government. We appreciate your interest.



RECEIVED  
DEC 11 2017  
CITY CLERK  
CITY OF SHORELINE

# COMMUNITY SERVICE APPLICATION

## FOR MEMBERSHIP ON THE

Planning Commission

City Board or Commission

*(Please type or print)*

Name: Laura Mork

Arc you a Shoreline resident or property owner? Yes

Length of residence 21 years

1. List your educational background. BS Chemical Engineering from University of Washington
  
2. Please state your occupational background, beginning with your current occupation and employer. Facilities Manager – Aviation Technical Services 1997-present  
Previous employers: ZymoGenetics, Lederle Labs, Bethlehem Steel  
Facilities Management involves managing budgets, assets, personnel, and projects. Compliance with regulations including permitting, life safety, and environmental. Particular expertise in sustainability, and energy conservation. Originally initiated a corporate Earth Day event, and have continued it for 12 years.
  
3. Describe your involvement in the Shoreline community.  
Shoreline Planning Commission 2014 to present  
Cascade Youth Symphony board member 2002 – 2012  
PTA Legislative chair 2004, 2005 (Shorewood)  
Ronald Wastewater Commission 2017  
Volunteer for various local groups: Shoreline Arts Council, History Day, Math Olympiad, etc.

- 4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.  
Member of the Shoreline Planning Commission since September 2014. Have attended three Planning Conferences and two local training events.  
Particular interest in Livable Communities, Transit-Oriented Development (TOD), enabling vibrant multi-modal transportation, and Sustainable Design.
  
- 5. List the addresses of property you own in Shoreline and the type of property (residential or commercial). \_\_\_\_\_  
355 NW 200<sup>th</sup> Street (residential)
  
- 6. Are you an official representative of a homeowners' association or other group? If so, please name the group. \_\_\_\_\_  
No
  
- 7. Describe why you are interested in serving in this position. I have been honored to serve on the Shoreline Planning Commission for the last 3-1/2 years: it has been a privilege to have input into the cities development during this critical time. I am passionate about Shoreline, and want to be part of advancing our sustainable environmental footprint, as well as the livability for all ages and incomes within our budgetary parameters.

**Appointment to this board or commission will require your consistent attendance at regularly scheduled meetings.**

Are you available for evening meetings? Yes Daytime meetings? Yes

\*\*\*\*\*

Please return this application by the deadline to: City of Shoreline, City Clerk  
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Shoreline, WA 98133  
(206) 801- 2230

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*Thank you for taking the time to fill out this application.*

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adopting Ordinance No. 789 - Amending Development Code Sections 20.20, 20.30, 20.40, 20.50, 20.70, 20.80, 20.230 and Amending Shoreline Municipal Code Section 13.12.700
<b>DEPARTMENT:</b>	Planning & Community Development
<b>PRESENTED BY:</b>	Steven Szafran, AICP, Sr. Planner Paul Cohen, Planning Manager Rachael Markle, AICP, Director
<b>ACTION:</b>	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Amendments to the Development Code are processed as legislative decisions – they are non-project decisions made by the City Council under its authority to establish policies and regulations. Proposed Ordinance No. 789 includes a “batch” of Development Code amendments for Council consideration.

The Planning Commission held study sessions to discuss the proposed amendments and give staff direction on the amendments in 2017 on September 7, October 5, and October 19. The Planning Commission held the required public hearing for these amendments on November 2, 2017. The Planning Commission recommended that the City Council adopt the proposed amendments as detailed in Exhibit A to Ordinance No. 789 (Attachment A).

The Council discussed the proposed amendments on January 22, 2018 and had comments and/or concerns on some of the amendments. Staff has reflected those comments/concerns in the Discussion section of this report. Staff also has received one proposed Council amendment to Amendment 25(B) and Amendment 27, and is offering a staff-suggested amendment to Amendment 25(A). Tonight, Council is scheduled to discuss and adopt proposed Ordinance No. 789.

**RESOURCE/FINANCIAL IMPACT:**

The proposed amendments have no direct financial impact to the City.

**RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 789 as recommended by the Planning Commission with the staff proposed amendments to Amendment 25(A), Amendment 33, Amendment 40 and Amendment 41 as outlined in this staff report.

Approved By:            City Manager **DT**    City Attorney **JA-T**

## **BACKGROUND**

Amendments to the Development Code (Shoreline Municipal Code Title 20) are processed as legislative decisions as they are non-project decisions made by the City Council under its authority to establish policies and regulations. The Planning Commission is the review authority for these legislative decisions and is responsible for holding a public hearing on proposed Development Code amendments and making a recommendation to the City Council on each amendment.

Proposed Ordinance No. 789 includes a “batch” of Development Code amendments for the Council’s consideration. The Planning Commission held study sessions to discuss the proposed Development Code amendments and give staff direction on the amendments in 2017 on September 7, October 5, and October 19. The Planning Commission held the required public hearing for these amendments on November 2, 2017. Staff reports for the Planning Commission’s discussion session and public hearing can be found at the following links:

- September 7: <http://www.cityofshoreline.com/home/showdocument?id=32073>.
- October 5: <http://www.cityofshoreline.com/home/showdocument?id=32576>.
- October 19: <http://www.shorelinewa.gov/home/showdocument?id=32736>.
- November 2: <http://www.shorelinewa.gov/home/showdocument?id=33623>.

The Planning Commission recommended that the City Council adopt the proposed amendments as detailed in Exhibit A to Ordinance No. 789 (Attachment A).

The Council discussed the proposed Development Code amendments on January 22, 2018. The staff report for this Council discussion can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2018/staffreport012218-9a.pdf>.

The Council had comments and/or concerns on some of the amendments, which staff has reflected in the Discussion section of this report below. Staff also has received one proposed Council amendment to Amendment 25, and is offering a staff-suggested amendment to Amendment 25. These are also discussed below. Tonight, Council is scheduled to discuss and adopt proposed Ordinance No. 789.

## **DISCUSSION**

Council reviewed the 2017 Development Code amendments and had questions and/or concerns on the following amendments:

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### **Amendment #1**

20.20.012 – B Definitions

Brewpub – An eating establishment that includes the brewing of beer as an accessory use. The brewery shall not produce more than 1,500 barrels of beer or ale per year.

**Planning Commission Recommendation** – Planning Commission recommended APPROVAL of Amendment 1

**January 22<sup>nd</sup> Council Discussion in Regards to Amendment #1** – Some Councilmembers inquired about the volume of barrels of beer that a brewpub or microbrewery would be allowed to produce. Research shows that the production limitation for most brewpubs throughout the country is 1,500 barrels of beer and the American Planning Association's *Planners Dictionary* also limits the production of beer in brewpubs to 1,500 barrels.

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**Amendment #4**

20.20.024 – H Definitions

Hardscape – Any structure or other covering on or above the ground that includes materials commonly used in building construction such as wood, asphalt and concrete, and also includes, but is not limited to, all structures, decks and patios, paving including gravel, pervious or impervious concrete and asphalt. Retaining walls, gravel or paver paths less than four feet wide with open spacing are not considered hardscape. Artificial turf with subsurface drain fields and decks that drain to soil underneath have a 50% hardscape and 50% pervious value.

**Planning Commission Recommendation** – Planning Commission recommended APPROVAL of Amendment 4

**January 22<sup>nd</sup> Council Discussion in Regards to Amendment #4** – Some Councilmembers had questions about hardscape and concerns about changing the definition of hardscape to exclude items that were once considered hardscape such as gravel paths and turf fields. The Councilmembers were concerned that the amendment to the Hardscape definition will encourage more impervious surfaces and more run-off into the Puget Sound.

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**Amendment #5**

20.20.034 – M Definitions

Microbrewery – A facility for the production and packaging of alcoholic beverages for distribution, retail, or wholesale, consumption on or off premise. Production is limited to no more than 15,000 barrels per year. The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.

Microdistillery – A small operation that produces distilled spirits of no more than 4,800 barrels per year. In addition to production, tastings and sales of products for on or off premises are allowed. The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.

**Planning Commission Recommendation** – Planning Commission recommended APPROVAL of Amendment 5

**January 22<sup>nd</sup> Council Discussion in Regards to Amendment #5** – Some Councilmembers inquired about the volume of barrels of beer that a microbrewery and Microdistillery would be allowed to produce under the definition. Research shows that the production level of most Microbreweries and Microdistilleries throughout the country are limited to 15,000 barrels of beer and 4,800 barrels of spirits per year, respectively. Anything over that amount of beer and spirits would be considered a brewery or distillery and would be categorized as an industrial use.

**Amendment #6**

20.30.045 Neighborhood meeting for certain Type A proposals.  
 20.30.050 Administrative Decision – Type B

**20.30.045 Neighborhood meeting for certain Type A proposals.**

A. A neighborhood meeting shall be conducted by the applicant for temporary use permits for transitional encampment proposals.

B. A neighborhood meeting shall be conducted by the applicant or owner for the following in the R-4 or R-6 zones:

~~1. Developments consisting of more than one single family detached dwelling unit on a single parcel. This requirement does not apply to accessory dwelling units (ADUs); or~~

~~1. 2.~~ Developments requesting departures under the Deep Green Incentive Program, Chapter 20.50 SMC, Subchapter 9.

~~This neighborhood meeting will satisfy the neighborhood meeting requirements when and if an applicant or owner applies for a subdivision (refer to SMC 20.30.090 for meeting requirements).~~

**20.30.050 Administrative decisions – Type B.**

Table 20.30.050 – Summary of Type B Actions, Notice Requirements, Target Time Limits for Decision, and Appeal Authority

Action	Notice Requirements: Application and Decision <sup>(1), (2), (3)</sup>	Target Time Limits for Decision	Appeal Authority	Section
Type B:				
1. Binding Site Plan <u>(4)</u>	Mail	90 days	HE	20.30.480
2. Conditional Use Permit (CUP)	Mail, Post Site, Newspaper	90 days	HE	20.30.300

Action	Notice Requirements: Application and Decision <sup>(1), (2), (3)</sup>	Target Time Limits for Decision	Appeal Authority	Section
3. Preliminary Short Subdivision <u>(4)</u>	Mail, Post Site, Newspaper	90 days	HE	20.30.410
4. SEPA Threshold Determination	Mail, Post Site, Newspaper	60 days	HE	20.30.490 – 20.30.710
5. Shoreline Substantial Development Permit, Shoreline Variance and Shoreline CUP	Mail, Post Site, Newspaper	120 days	State Shorelines Hearings Board	Shoreline Master Program
6. Zoning Variances	Mail, Post Site, Newspaper	90 days	HE	20.30.310

Key: HE = Hearing Examiner

(1) Public hearing notification requirements are specified in SMC 20.30.120.

(2) Notice of application requirements are specified in SMC 20.30.120.

(3) Notice of decision requirements are specified in SMC 20.30.150.

(4) These Type B Actions do not require a neighborhood meeting. A Notice of Development will be sent to adjacent properties.

**Planning Commission Recommendation** – Planning Commission recommended APPROVAL of Amendment 6

**January 22<sup>nd</sup> Council Discussion in Regards to Amendment #6** – Some Councilmembers expressed concerns about eliminating the requirement for a neighborhood meeting for preliminary short plats, binding site plans, and the development of more than one detached single-family home on a single lot. Some Councilmembers believe that even though community input can't change the outcome of a development proposal, the community should still be able to have a chance to express their opinions in an open forum. Staff informed the Council that the City would still send a Notice of Application to all properties within 500-feet and a new type of notice, a Notice of Development, would be sent to adjacent property owners to take place of the neighborhood meeting.

**Amendment #13**

20.40.210 Accessory dwelling units.

A. Only one accessory dwelling unit per lot, not subject to base density calculations.

B. Accessory dwelling unit may be located in the principal residence, or in a detached structure.

~~C. Either the primary residence or the accessory dwelling unit shall be occupied by an owner of the property or an immediate family member of the property owner. Immediate family includes parents, grandparents, brothers and sisters, children, and grandchildren.~~

~~—Accessory dwelling unit shall be converted to another permitted use or shall be removed, if one of the dwelling units ceases to be occupied by the owner as specified above. (Amendment A)~~

~~C. D.~~ Accessory dwelling unit shall not be larger than 50 percent of the living area of the primary residence.

Exception to SMC 20.40.210(D): An accessory dwelling unit interior to the residence may be larger than 50 percent of the primary residence where the unit is located on a separate floor and shares a common roof with the primary residence.

~~E. One additional off-street parking space shall be provided for the accessory dwelling unit. (Amendment B)~~

~~D. F.~~ Accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.

~~E. G.~~ Accessory dwelling unit shall comply with all applicable codes and standards. Dwelling units that replace existing accessory structures must meet current setback standards. (Amendment C)

~~F. H.~~ Approval of the accessory dwelling unit shall be subject to the applicant recording a document with the King County Department of Records and Elections prior to approval which runs with the land and identifies the address of the property, states that the owner(s) resides in either the principal dwelling unit or the accessory dwelling unit, includes a statement that the owner(s) will notify any prospective purchasers of the limitations of this Code, and provides for the removal of the accessory dwelling unit if any of the requirements of this Code are violated.

**Planning Commission Recommendation** – Planning Commission recommended DENIAL of Amendments 13(A) and 13(B). Planning Commission recommended APPROVAL of Amendment 13(C).

**January 22<sup>nd</sup> Council Discussion in Regards to Amendment #13** – Some Councilmembers were in support of Amendment 13(B), which would eliminate the requirement for an additional parking space for an ADU. Some Councilmembers believe that the required parking stall for the ADU encourages more hardscape on a single-family lot which, in turn, encourages more run-off and greater pollution to the Puget Sound.

## Amendment #25

### 20.50.310 Exemptions from permit

**A. Complete Exemptions.** The following activities are exempt from the provisions of this subchapter and do not require a permit:

~~1. Emergency situation on private property involving danger to life or property or substantial fire hazards.~~

~~a. **Statement of Purpose.** Retention of significant trees and vegetation is necessary in order to utilize natural systems to control surface water runoff, reduce erosion and associated water quality impacts, reduce the risk of floods and landslides, maintain fish and wildlife habitat and preserve the City's natural, wooded character. Nevertheless, when certain trees become unstable or damaged, they may constitute a hazard requiring cutting in whole or part. Therefore, it is the purpose of this section to provide a reasonable and effective mechanism to minimize the risk to human health and property while preventing needless loss of healthy, significant trees and vegetation, especially in critical areas and their buffers.~~

~~b. For purposes of this section, "Director" means the Director of the Department and his or her designee.~~

~~c. In addition to other exemptions of SMC 20.50.290 through 20.50.370, a request for the cutting of any tree that is an active and imminent hazard such as tree limbs or trunks that are demonstrably cracked, leaning toward overhead utility lines or structures, or are uprooted by flooding, heavy winds or storm events. After the tree removal, the City will need photographic proof or other documentation and the appropriate application approval, if any. The City retains the right to dispute the emergency and require that the party obtain a clearing permit and/or require that replacement trees be replanted as mitigation. **(Amendment A)**~~

1. ~~2.~~ Removal of trees and/or ground cover by the City and/or utility provider in situations involving immediate danger to life or property, substantial fire hazards, or interruption of services provided by a utility. The City retains the right to dispute the emergency and require that the party obtain a clearing permit and/or require that replacement trees be replanted as mitigation.

2. ~~3.~~ Installation and regular maintenance of public utilities, under direction of the Director, except substation construction and installation or construction of utilities in parks or environmentally critical areas.

3. ~~4.~~ Cemetery graves involving less than 50 cubic yards of excavation, and related fill per each cemetery plot.

4. ~~5.~~ Removal of trees from property zoned NB, CB, MB and TC-1, 2 and 3, and MUR-70' **(Amendment B)** unless within a critical area or **(Amendment C)** critical area buffer.

5. 6- Removal and restoration of vegetation within critical areas or their buffers consistent with the provisions of SMC 20.80.030(E) or removal of trees consistent with SMC 20.80.030(G) unless a permit is specifically noted under SMC 20.80.030(E).

**B. Partial Exemptions.** With the exception of the general requirements listed in SMC 20.50.300, the following are exempt from the provisions of this subchapter, provided the development activity does not occur in a critical area or critical area buffer. For those exemptions that refer to size or number, the thresholds are cumulative during a 36-month period for any given parcel:

1. The removal of up to a maximum of six significant trees (excluding trees greater than 30 inches DBH per tree) in accordance with Table 20.50.310(B)(1) (see Chapter 20.20 SMC, Definitions).

**Table 20.50.310(B)(1) – Exempt Trees**

<b>Lot size in square feet</b>	<b>Number of trees</b>
Up to 7,200	3
7,201 to 14,400	4
14,401 to 21,780	5
21,781 and above	6

2. The removal of any tree greater than 30 inches DBH, or exceeding the numbers of trees specified in the table above, shall require a clearing and grading permit (SMC 20.50.320 through 20.50.370).

3. Landscape maintenance and alterations on any property that involve the clearing of less than 3,000 square feet, or less than 1,500 square feet if located in a special drainage area, provided the tree removal threshold listed above is not exceeded.

4. Emergency tree removal on private property. A tree may be removed in whole or part if it is creating an active and imminent hazard to life and/or property, such as tree limbs or trunks that are demonstrably cracked, leaning toward overhead utility lines or structures, or are uprooted by flooding, heavy winds or storm events, so as to require immediate action within a time too short to allow full compliance with this chapter. After removal, the property owner shall provide the City with photographic or other types of evidence to demonstrate the hazard and the need for emergency removal. If upon review of this evidence the City determines that emergency removal was not warranted, then the property owner will be required to obtain the necessary permits and mitigate for the tree removal as set forth in this chapter.

**(Amendment A)**

**Planning Commission Recommendation** – Planning Commission recommended APPROVAL of Amendments 25(A) and 25(C). Planning Commission recommended DENIAL of Amendment 25(B).

**Staff Proposed Amendments in regards to Amendment #25(A), Amendment #33, Amendment #40 and Amendment #41** – After the Planning Commission issued its recommendation, staff realized that if Amendment 25(A) is approved, there would be other sections of the code that would also need to be amended in order to facilitate the amendment. Staff recommends that this amendment be withdrawn from the batch in order for staff to more closely study the impact of Amendment 25(A). As well, Amendments 33, 40, and 41 were proposed to change code citations in response to Amendment 25(A). If Amendment 25(A) is withdrawn, then these amendments must also be withdrawn.

→ Amendatory Motion - A motion is needed to modify the Planning Commission's recommendation of approval for Amendment 25(A). Staff recommends that a Councilmember make the following motion:

*I move that the Planning Commission's recommendation to approve Amendment 25(A) should be denied so as to retain the language of SMC 20.50.310(A)(1) as it presently exists allowing Planning Department staff more time to study the impact of such an amendment.*

→ Amendatory Motion – As noted above, Amendments 33, 40, and 41 are housekeeping amendments changing the code citation in response to Amendment 25(A). The Planning Commission recommended approval of these amendments and, thus, if the above Motion is adopted, a Councilmember would need to make the following motion:

*I move that the Planning Commission's recommendation to approve Amendment 33, Amendment 40, and Amendment 41 should be denied so as to retain the existing language of the SMC these amendments modified.*

**Amendment #25(B) will be discussed below in conjunction with Amendment #27 below.**

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### **Amendment #27**

20.50.360(C) Tree replacement and site restoration.

C. Replacement Required. Trees removed under the partial exemption in SMC 20.50.310(B)(1) may be removed per parcel with no replacement of trees required. Any significant tree proposed for removal beyond this limit should be replaced as follows:

1. One existing significant tree of eight inches in diameter at breast height for conifers or 12 inches in diameter at breast height for all others equals one new tree.
2. Each additional three inches in diameter at breast height equals one additional new tree, up to three trees per significant tree removed.

3. Minimum size requirements for replacement trees under this provision: Deciduous trees shall be at least 1.5 inches in caliper and evergreens six feet in height.

Exception 20.50.360(C):

a. No tree replacement is required when the tree is proposed for relocation to another suitable planting site; provided, that relocation complies with the standards of this section.

b. The Director may allow a reduction in the minimum replacement trees required or off-site planting of replacement trees if all of the following criteria are satisfied:

i. There are special circumstances related to the size, shape, topography, location or surroundings of the subject property.

ii. Strict compliance with the provisions of this Code may jeopardize reasonable use of property.

iii. Proposed vegetation removal, replacement, and any mitigation measures are consistent with the purpose and intent of the regulations.

iv. The granting of the exception or standard reduction will not be detrimental to the public welfare or injurious to other property in the vicinity.

c. The Director may waive this provision for site restoration or enhancement projects conducted under an approved vegetation management plan.

4. Replacement trees required for the Lynnwood Link Extension project shall be native conifer and deciduous trees proportional to the number and type of trees removed for construction, unless as part of the plan required in subsection A of this section the qualified professional demonstrates that a native conifer is not likely to survive in a specific location.

5. Tree replacement where tree removal is necessary on adjoining properties to meet requirements in SMC 20.50.350(D) or as a part of the development shall be at the same ratios in subsections (C)(1), (2), and (3) of this section with a minimum tree size of eight feet in height. Any tree for which replacement is required in connection with the construction of a light rail system/facility, regardless of its location, may be replaced on the project site.

6. Tree replacement related to development of a light rail transit system/facility must comply with this subsection C.

D. Tree Retention and Replacement in the MUR-70' Zone. Tree removal in the MUR-70' zone shall comply with the following requirement:

1. Removal of 30-inch diameter or larger trees shall be replaced by three trees within a quarter mile of the property and maintained for three years.

2. One tree must be planted and maintained onsite.

3. Incentives for greater tree retention shall be provided by the Director. Incentives include tax breaks, additional building height, and reduced parking.

E. D. The Director may require that a portion of the replacement trees be native species in order to restore or enhance the site to predevelopment character.

F. E. The condition of replacement trees shall meet or exceed current American Nursery and Landscape Association or equivalent organization's standards for nursery stock.

G. F. Replacement of removed trees with appropriate native trees at a ratio consistent with subsection C of this section, or as determined by the Director based on recommendations in a critical area report, will be required in critical areas.

H. G. The Director may consider smaller-sized replacement plants if the applicant can demonstrate that smaller plants are more suited to the species, site conditions, and to the purposes of this subchapter, and are planted in sufficient quantities to meet the intent of this subchapter.

I. H. All required replacement trees and relocated trees shown on an approved permit shall be maintained in healthy condition by the property owner throughout the life of the project, unless otherwise approved by the Director in a subsequent permit.

J. I. Where development activity has occurred that does not comply with the requirements of this subchapter, the requirements of any other section of the Shoreline Development Code, or approved permit conditions, the Director may require the site to be restored to as near pre-project original condition as possible. Such restoration shall be determined by the Director and may include, but shall not be limited to, the following:

1. Filling, stabilizing and landscaping with vegetation similar to that which was removed, cut or filled;
2. Planting and maintenance of trees of a size and number that will reasonably assure survival and that replace functions and values of removed trees; and
3. Reseeding and landscaping with vegetation similar to that which was removed, in areas without significant trees where bare ground exists.

K. J. Significant trees which would otherwise be retained, but which were unlawfully removed or damaged or destroyed through some fault of the applicant or their representatives shall be replaced in a manner determined by the Director.

L. K. Performance Assurance.

1. The Director may require a performance bond for tree replacement and site restoration permits to ensure the installation of replacement trees, and/or compliance with other landscaping requirements as identified on the approved site plans.

2. A maintenance bond shall be required after the installation of required site improvements and prior to the issuance of a certificate of occupancy or finalization of permit and following required landscape installation or tree replacement. The maintenance bond and associated agreement shall be in place to ensure adequate maintenance and protection of retained trees and site improvements. The maintenance bond shall be for an amount not to exceed the estimated cost of maintenance and protection measures for a minimum of 36 months or as determined by the Director.

3. The Director shall exempt individual single-family lots from a maintenance bond, except where a clearing violation has occurred or tree replacement is located within critical areas or critical area buffers.

M. L. Monitoring. The Director may require submittal of periodic monitoring reports as necessary to ensure survival of replacement trees. The contents of the monitoring report shall be determined by the Director.

N. M. Discovery of Undocumented Critical Areas. The Director may stop work authorized by a clearing and grading permit if previously undocumented critical areas are discovered on the site. The Director has the authority to require additional studies, plans and mitigations should previously undocumented critical areas be found on a site.

**Planning Commission Recommendation** – The Planning Commission recommended DENIAL of Amendment 27. Since the Commission recommended DENIAL, Amendment 27 was excluded from proposed Ordinance No. 789.

**City Council Requested Amendment regarding Amendment #25(B) and Amendment #27:** Councilmember Roberts requested that staff draft a proposed modification to the Planning Commission’s recommendation to include related Amendment 25(B) *and* Amendment 27. As noted above, the Planning Commission’s recommendation of denial of Amendment 25(B) would leave the MUR-70’ zone within the complete exemption category for tree removal. The requested amendment would remove the MUR-70’ zone from the exemption category and require tree retention and replacement.

→ Amendatory Motion - A motion is needed to modify the Planning Commission’s recommendation regarding Amendment 25(B) and 27, both of which were denial. A Councilmember would need to make the following motion:

*I move that the Planning Commission’s recommendation to deny Amendment 25(B) and Amendment 27 should be denied and that these amendments be approved so that removal of trees from the MUR-70 zone is not completely exempted from SMC 20.50 and that specific tree retention and replacement requirements are included in SMC 20.50.360.*

## **RESOURCE/FINANCIAL IMPACT**

The proposed amendments have no direct financial impact to the City.

## **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 789 as recommended by the Planning Commission with the staff proposed amendments to Amendment 25(A), Amendment 33, Amendment 40 and Amendment 41 as outlined in this staff report.

## **ATTACHMENTS**

Attachment A – Proposed Ordinance No. 789

Attachment A, Exhibit A – Proposed Development Code Batch Amendments

**ORDINANCE NO. 789**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING CERTAIN SECTIONS OF THE SHORELINE MUNICIPAL CODE TITLE 20, THE UNIFIED DEVELOPMENT CODE, AND SHORELINE MUNICIPAL CODE 13.12.700, REPRESENTING THE 2017 DEVELOPMENT CODE BATCH AMENDMENTS WHICH CLARIFY EXISTING REGULATIONS, PROVIDE FOR BETTER ADMINISTRATION OF THE REGULATIONS, AND REFLECT POLICY MODIFICATIONS TO RESPOND TO THE CHANGING NEEDS OF THE CITY.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and planning pursuant to the Growth Management Act, Title 36.70A RCW; and

WHEREAS, in 2000 the City adopted Shoreline Municipal Code (SMC) Title 20, the Unified Development Code; and

WHEREAS, Title 20 has been amended on several occasions since its original adoption; and

WHEREAS, a nominal amendment is required for SMC 13.12.700, a section of the City's Floodplain Management Code relating to permits, to account for numbering amendments that are part of the 2017 Development Code Batch Amendments; and

WHEREAS, pursuant to RCW 36.70A.370, the City has utilized the process established by the Washington State Attorney General so as to assure the protection of private property rights; and

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the amendment(s) to its Unified Development Code; and

WHEREAS, the environmental impacts of the amendments to the Unified Development Code resulted in the issuance of a Determination of Non-Significance (DNS) on August 31, 2017; and

WHEREAS, on September 7, 2017, October 5, 2017, and October 19, 2017, the City of Shoreline Planning Commission reviewed the proposed Development Code amendments; and

WHEREAS, on November 2, 2017, the City of Shoreline Planning Commission held a public hearing on the proposed Development Code amendments so as to receive public testimony; and

WHEREAS, at the conclusion of public hearing, the City of Shoreline Planning Commission voted that the proposed Development Code, as amended by the Planning Commission, be approved by the City Council; and

WHEREAS, on January 22, 2018, the City Council held a study session on the proposed Development Code amendments; and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, the City provided public notice of the amendments and the public hearing as provided in SMC 20.30.070; and

WHEREAS, the City Council has determined that the amendments are consistent with and implement the Shoreline Comprehensive Plan and serves the purpose of the Unified Development Code as set forth in SMC 20.10.020;

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

**Section 1. Amendment.** Title 20 of the Shoreline Municipal Code, Unified Development Code, and Shoreline Municipal Code Section 13.12.700, Floodplain Management Permits, are amended as set forth in Exhibit A to this Ordinance.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 4. 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 26, 2018.**

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Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

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Jessica Simulcik-Smith  
City Clerk

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Margaret King  
City Attorney

Date of Publication: , 2018  
Effective Date: , 2018

**SMC Title 20 Development Code and SMC Chapter 13.12 Flood Plain Management  
2017 Batch Amendments**

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**20.20 Amendments**

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**Amendment #1**

**20.20.012 – B Definitions**

Brewpub – An eating establishment that includes the brewing of beer as an accessory use. The brewery shall not produce more than 1,500 barrels of beer or ale per year.

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**Amendment #2**

**20.20.016 – D Definitions**

Dwelling, Apartment – A building containing multiple dwelling units that are usually located above other dwelling units in a multi-unit configuration and/or above commercial spaces. Apartments are not considered single family attached dwellings.

Driveway, Shared – A jointly owned and maintained tract or easement serving up to four dwelling two or more units properties.

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**Amendment #3**

**20.20.018 – E Definitions**

Engineer, City – City Engineer having authorities specified in State law or authorized representative.

Enhancements - Alteration of an existing resource to improve or increase its characteristics and processes without degrading other existing functions. Enhancements are to be distinguished from resource creation or restoration mitigation projects.

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**Amendment #4**

**20.20.024 – H Definitions**

Hardscape – Any structure or other covering on or above the ground that includes materials commonly used in building construction such as wood, asphalt and concrete, and also includes, but is not limited to, all structures, decks and patios, paving including gravel, pervious or impervious concrete and asphalt. Retaining walls, gravel or paver paths less than four feet wide with open spacing are not considered hardscape. Artificial turf with subsurface drain fields and decks that drain to soil underneath have a 50% hardscape and 50% pervious value.

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**Amendment #5**

**20.20.034 – M Definitions**

Microbrewery – A facility for the production and packaging of alcoholic beverages for distribution, retail, or wholesale, consumption on or off premise. Production is limited to no more than 15,000 barrels per year. The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.

Microdistillery – A small operation that produces distilled spirits of no more than 4,800 barrels per year. In addition to production, tastings and sales of products for on or off premises are allowed. The development may include other uses such as a standard restaurant, bar or live entertainment as otherwise permitted in the zoning district.

Mitigation – The action taken to minimize, rectify, reduce, or eliminate adverse impacts over time and/or compensate for the loss of ecological functions resulting from development or use. Avoiding, minimizing, or compensating for adverse impacts, including use of any or all of the following actions listed in descending order of preference:

- ~~A.— Avoiding the impact by not taking a certain action or parts of an action;~~
- ~~B.— Minimizing the impact by limiting the degree or magnitude of the action and its implementation, by using appropriate technology or by taking affirmative steps to avoid or reduce the impact;~~
- ~~C.— Rectifying the impact by repairing, rehabilitating or restoring the affected critical area or buffer to the conditions existing at the time of initiation of the project;~~
- ~~D.— Minimizing or eliminating the hazard by restoring or stabilizing the hazard area through biological, engineered, or other methods;~~
- ~~E.— Reducing or eliminating the impact or hazard over time by preservation or maintenance operations during the life of the development proposal;~~
- ~~F.— Compensating for the impact by replacing, enhancing or providing substitute critical areas and environments; and~~
- ~~G.— Monitoring the hazard or required mitigation and taking appropriate corrective measures when necessary.~~

~~Mitigation for individual actions may include a combination of the above measures.~~

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## 20.30 Amendments

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**Amendment #6****20.30.045 Neighborhood meeting for certain Type A proposals.****20.30.050 Administrative Decision – Type B****20.30.045 Neighborhood meeting for certain Type A proposals.**

A. A neighborhood meeting shall be conducted by the applicant for temporary use permits for transitional encampment proposals.

B. A neighborhood meeting shall be conducted by the applicant or owner for the following in the R-4 or R-6 zones:

~~1. Developments consisting of more than one single-family detached dwelling unit on a single parcel. This requirement does not apply to accessory dwelling units (ADUs); or~~

~~1. 2.~~ Developments requesting departures under the Deep Green Incentive Program, Chapter 20.50 SMC, Subchapter 9.

~~This neighborhood meeting will satisfy the neighborhood meeting requirements when and if an applicant or owner applies for a subdivision (refer to SMC 20.30.090 for meeting requirements).~~

**20.30.050 Administrative decisions – Type B.**

Table 20.30.050 – Summary of Type B Actions, Notice Requirements, Target Time Limits for Decision, and Appeal Authority

Action	Notice Requirements: Application and Decision <sup>(1), (2), (3)</sup>	Target Time Limits for Decision	Appeal Authority	Section
Type B:				
1. Binding Site Plan <u>(4)</u>	Mail	90 days	HE	20.30.480
2. Conditional Use Permit (CUP)	Mail, Post Site, Newspaper	90 days	HE	20.30.300
3. Preliminary Short Subdivision <u>(4)</u>	Mail, Post Site, Newspaper	90 days	HE	20.30.410
4. SEPA Threshold Determination	Mail, Post Site, Newspaper	60 days	HE	20.30.490 – 20.30.710
5. Shoreline Substantial Development Permit, Shoreline Variance and Shoreline CUP	Mail, Post Site, Newspaper	120 days	State Shorelines	Shoreline Master Program

Action	Notice Requirements: Application and Decision <sup>(1), (2), (3)</sup>	Target Time Limits for Decision	Appeal Authority	Section
			Hearings Board	
6. Zoning Variances	Mail, Post Site, Newspaper	90 days	HE	20.30.310

Key: HE = Hearing Examiner

(1) Public hearing notification requirements are specified in SMC 20.30.120.

(2) Notice of application requirements are specified in SMC 20.30.120.

(3) Notice of decision requirements are specified in SMC 20.30.150.

(4) These Type B Actions do not require a neighborhood meeting. A Notice of Development will be sent to adjacent properties.

### **Amendment #7**

#### **20.30.060 Quasi-judicial decisions – Type C.**

**Table 20.30.060 – Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time Limits for Decisions**

Action	Notice Requirements for Application and Decision <sup>(3), (4)</sup>	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
<b>Type C:</b>					
1. Preliminary Formal Subdivision	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>	City Council	120 days	20.30.410
2. Rezone of Property and Zoning Map Change	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>	City Council	120 days	20.30.320
3. Special Use Permit (SUP)	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.330

Action	Notice Requirements for Application and Decision <sup>(3), (4)</sup>	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
4. Critical Areas Special Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.333
5. Critical Areas Reasonable Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.336
6. Final Formal Plat	None	Review by Director	City Council	30 days	20.30.450
7. SCTF – Special Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	<b>20.40.5025</b>
8. Master Development Plan	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.353

**Amendment #8****20.30.400 Lot line adjustment – Type A action.****20.30.400 Lot line adjustment and lot merger – Type A action.**

A. Lot line adjustment and lot merger are is exempt from subdivision review. All proposals for lot line adjustment and lot merger shall be submitted to the Director for approval. The Director shall not approve the proposed lot line adjustment or lot merger if the proposed adjustment will:

1. Create a new lot, tract, parcel, site or division;
2. Would otherwise result in a lot which is in violation of any requirement of the Code.

B. Expiration. An application for a lot line adjustment and lot merger shall expire one year after a complete application has been filed with the City. An extension up to an additional year may be granted by the City, upon a showing by the applicant of reasonable cause.

**Amendment #9**

**20.30.430 Site development permit for required subdivision improvements – Type A action.**

Engineering plans for improvements required as a condition of preliminary approval of a subdivision shall be submitted to the Department for review and approval of a site development permit, allowing sufficient time for review before expiration of the preliminary subdivision approval. A separate Site Development Permit is not required if a Site Development Permit was reviewed and approved through a building permit. Permit expiration time limits for site development permits shall be as indicated in SMC 20.30.165.

**20.40 Amendments**

**Amendment #10**

**Subchapter 3. Index of Supplemental Use Criteria**

**20.40.5025 Secure community transitional facility.**

**Amendment #11**

**20.40.130 Nonresidential uses.**

**Table 20.40.130**

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
	<u>Brewpub</u>					<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
	<u>Microdistillery</u>						<u>P</u>	<u>P</u>	<u>P</u>
	<u>Microbrewery</u>						<u>P</u>	<u>P</u>	<u>P</u>

**Amendment #12**  
**20.40.160 Station area uses.**

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
<b>COMMERCIAL</b>				
	Book and Video Stores/Rental (excludes Adult Use Facilities)	P (Adjacent to Arterial Street)	P (Adjacent to Arterial Street)	P
	<b><u>Brewpub</u></b>	<b><u>P (Adjacent to Arterial Street)</u></b>	<b><u>P (Adjacent to Arterial Street)</u></b>	<b><u>P</u></b>
	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
	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
	Marijuana Operations – Medical Cooperative	P	P	P
	Marijuana Operations – Retail			
	Marijuana Operations – Processor			
	Marijuana Operations – Producer			
	<b><u>Microbrewery</u></b>		<b><u>P (Adjacent to Arterial Street, cannot abut R-6 zone)</u></b>	<b><u>P</u></b>

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
	<b><u>Microdistillery</u></b>		<b><u>P (Adjacent to Arterial Street, cannot abut R-6 zone)</u></b>	<b><u>P</u></b>
	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-i
	Veterinary Clinic and Hospital			P-i
	Wireless Telecommunication Facility	P-i	P-i	P-i
<p>P = Permitted Use <span style="float: right;">C = Conditional Use</span></p> <p>S = Special Use <span style="float: right;">-i = Indexed Supplemental Criteria</span></p> <p>A= Accessory = Thirty percent (30%) of the gross floor area of a building or the first level of a multi-level building.</p>				

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**Amendment #13**  
**20.40.210 Accessory dwelling units.**

- A. Only one accessory dwelling unit per lot, not subject to base density calculations.
- B. Accessory dwelling unit may be located in the principal residence, or in a detached structure.
- C. Either the primary residence or the accessory dwelling unit shall be occupied by an owner of the property or an immediate family member of the property owner. Immediate family includes parents, grandparents, brothers and sisters, children, and grandchildren.

Accessory dwelling unit shall be converted to another permitted use or shall be removed, if one of the dwelling units ceases to be occupied by the owner as specified above.

D. Accessory dwelling unit shall not be larger than 50 percent of the living area of the primary residence.

Exception to SMC 20.40.210(D): An accessory dwelling unit interior to the residence may be larger than 50 percent of the primary residence where the unit is located on a separate floor and shares a common roof with the primary residence.

E. One additional off-street parking space shall be provided for the accessory dwelling unit.

F. Accessory dwelling unit shall not be subdivided or otherwise segregated in ownership from the primary residence.

G. Accessory dwelling unit shall comply with all applicable codes and standards. Dwelling units that replace existing accessory structures must meet current setback standards.

H. Approval of the accessory dwelling unit shall be subject to the applicant recording a document with the King County Department of Records and Elections prior to approval which runs with the land and identifies the address of the property, states that the owner(s) resides in either the principal dwelling unit or the accessory dwelling unit, includes a statement that the owner(s) will notify any prospective purchasers of the limitations of this Code, and provides for the removal of the accessory dwelling unit if any of the requirements of this Code are violated.

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#### **Amendment #14**

#### **20.40.235 Affordable housing, light rail station subareas.**

A. The purpose of this index criterion is to implement the goals and policies adopted in the Comprehensive Plan to provide housing opportunities for all economic groups in the City's light rail station subareas. It is also the purpose of this criterion to:

1. Ensure a portion of the housing provided in the City is affordable housing;
2. Create an affordable housing program that may be used with other local housing incentives authorized by the City Council, such as a multifamily tax exemption program, and other public and private resources to promote affordable housing;
3. Use increased development capacity created by the mixed-use residential zones to develop voluntary and mandatory programs for affordable housing.

B. Affordable housing is voluntary in MUR-35' and mandatory in the MUR-45' and MUR-70' zones. The following provisions shall apply to all affordable housing units required by, or allowed through, any provisions of the Shoreline Municipal Code:

1. The City provides various incentives and other public resources to promote affordable housing. Specific regulations providing for affordable housing are described below:

	MUR-70'+	MUR-70'	MUR-45'	MUR-35'
Mandatory Participation	Yes	Yes	Yes	No
Incentives (3)(4)	Height may be increased above 70 ft.; <u>no density limits; and</u> may be eligible for: 12-year property tax exemption (PTE) <u>upon designation authorization by City Council pursuant to RCW 84.14 and SMC 3.27; permit fee reduction pursuant to 20.40.235(F); and impact fee reduction pursuant to Title 3</u> <del>and no density limits.</del>	<u>Entitlement of 70 ft. height; no density limits; and</u> <del>m</del> May be eligible for 12-year property tax exemption (PTE) <u>upon designation authorization by City Council pursuant to RCW 84.14 and SMC 3.27; permit fee reduction pursuant to 20.40.235(F); and impact fee reduction pursuant to Title 3</u> <del>and</del> entitlement of 70 ft. height and no density limits.	<u>Entitlement of 45 ft. height; no density limits; and</u> <del>M</del> may be eligible for 12-year property tax exemption (PTE) and permit fee reduction <u>upon designation authorization by City Council pursuant to RCW 84.14 and SMC 3.27; permit fee reduction pursuant to 20.40.235(F); and impact fee reduction pursuant to Title 3</u> <del>entitlement of 45 ft. height and no density limits.</del>	<u>No density limits; and</u> <del>M</del> may be eligible for 12-year property tax exemption (PTE) and permit fee reduction <u>upon designation authorization by City Council pursuant to RCW 84.14 and SMC 3.27; permit fee reduction pursuant to 20.40.235(F); and impact fee reduction pursuant to Title 3</u> <del>and no density limits.</del>
Studio, 1 bedroom (3)(4)	20% of rental units shall be affordable to households making 60% or less of the median income for King County adjusted for household size; or 10% of rental units shall be affordable to households making 50% or less of the median income for King County adjusted for household size.	20% of rental units shall be affordable to households making 70% or less of the median income for King County adjusted for household size; or 10% of rental units shall be affordable to households making 60% or less of the median income for King County adjusted for household size.		

	MUR-70'+	MUR-70'	MUR-45'	MUR-35'
2+ bedrooms <u>(3)(4)</u>	20% of the rental units shall be affordable to households making 70% or less of the median income for King County adjusted for household size; or 10% of the rental units shall be affordable to households making 60% or less of the median income for King County adjusted for household size.	20% of the rental units shall be affordable to households making 80% or less of the median income for King County adjusted for household size; or 10% of the rental units shall be affordable to households making 70% or less of the median income for King County adjusted for household size.		

2. Payment in lieu of constructing any fractional portion of mandatory units is available upon City Council’s establishment of a fee in lieu formula. See subsection (E)(1) of this section. Full units are not eligible for fee in lieu option and must be built on-site.

~~3. Catalyst Program. The first 300 multifamily units constructed for rent or sale in any MUR zone may be eligible for an eight-year property tax exemption (PTE) upon designation by the City Council pursuant to RCW 84.14 and SMC 3.27 with no affordability requirement in exchange for the purchase of transfer of development right (TDR) credits at a rate of one TDR credit for every four units constructed upon authorization of a TDR program by City Council.~~

3. In order to be eligible for a property tax exemption pursuant to SMC chapter 3.27, 20% of units must be built to affordability standards.

4. In order to be eligible for permit or impact fee reductions or waivers, units must be affordable to households making 60% or less of the King County Area Median Income.

**Amendment #15**

**20.40.438 Light rail transit system/facility.<sup>1</sup>**

F. Project and Permitting Processes Light Rail System/Facility.

1. Accelerated Project and Permitting Process.

a. All City permit reviews will be completed within a mutually agreed upon reduced number of working days within receiving complete permit applications and including subsequent revisions in accordance with a fully executed accelerated project and permitting staffing agreement between the City and the project proponent.

- b. The fees for permit processing will be determined as part of the accelerated project permitting staffing agreement.
  - c. An accelerated project and permitting staffing agreement shall be executed prior to the applicant's submittal of the special use permit application; or the applicant may choose to utilize the City's standard project and permitting processes set forth in subsection (F)(2) of this section.
2. Standard Project and Permit Process.
- a. All complete permit applications will be processed and reviewed in the order in which they are received and based on existing resources at the time of submittal.
  - b. Cost. Permit fees will be charged in accordance with Chapter 3.01 SMC SMC 3.01.040. This includes the ability for the City to charge its established hourly rate for all hours spent in excess of the estimated hours for each permit.
  - c. Due to the volume of permits anticipated for development of a light rail system/facilities in the City, in absence of an accelerated project permitting staffing agreement, the target time limits for decisions denoted in Chapter 20.30 SMC may be extended by the Director if adequate staffing is not available to meet demand.

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**Amendment #16**  
**20.40.505 Secure community transitional facility.**

20.40.505~~2~~ Secure community transitional facility.

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**Amendment #17**  
**20.40.504 Self-storage facility.**

- A. Location of Self-Storage Facilities.
  - 1. Self-storage facilities shall not be permitted on property located on a corner on an arterial street. For the purposes of this criterion, corners are defined as all private property adjacent to two or more intersecting arterial streets for a minimum distance of 200 feet in length by a width of 200 feet as measured from the property lines that face the arterials.
  - 2. Self-storage facilities shall not be permitted in the Aurora Square Community Renewal Area.
  - 3. In the Community Business zone, self-storage facilities are allowed adjacent to Ballinger Way NE, 19th Ave NE and Bothell Way NE only.
- B. Restrictions on Use of Self-Storage Facilities.

1. The only activities permitted in individual storage units shall be the rental of the unit and the pickup and deposit of goods and/or property in storage. Storage units shall not be used for activities such as: residences, offices, workshops, studios, hobby or rehearsal areas.

Self-storage units shall not be used for:

- a. Manufacturing, fabrication, or processing of goods, service or repair of vehicles, engines, appliances or other electrical equipment, or any other industrial activity is prohibited.
  - b. Conducting garage or estate sales is prohibited. This does not preclude auctions or sales for the disposition of abandoned or unclaimed property.
  - c. Storage of flammable, perishable or hazardous materials or the keeping of animals is prohibited.
2. Outdoor storage is prohibited. All goods and property stored at a self-storage facility shall be stored in an enclosed building. No outdoor storage of boats, RVs, vehicles, etc., or storage in outdoor storage pods or shipping containers is permitted.

C. Additional Design Requirements.

1. Self-storage facilities are permitted only within multistory structures.
2. Self-storage facilities shall not exceed 130,000 square feet.
3. All storage units shall gain access from the interior of the building(s) or site – no unit doors may face the street or be visible from off the property.
4. Loading docks, entrances or bays shall be screened with screens, fences, walls, or evergreen landscaping from adjacent right-of-ways.
5. If a Fences or and walls around and including entry is proposed then they shall be compatible with the design and materials of the building(s) and site. Decorative metal or wrought iron fences are preferred. Chain-link (or similar) fences, barbed or razor wire fences, and walls made of precast concrete blocks are prohibited. Fences or walls are not allowed between the main or front building on the site and the street. Landscape areas required by the design guidelines or elsewhere in this code shall not be fenced.
6. Each floor above the ground floor of a self-storage facility building that is facing a street shall at a minimum be comprised of 20 percent glass. All other building elevations shall include windows (or translucent cladding materials that closely resemble windows) such that not less than seven and one-half percent of said elevations provide either transparency or the illusion of transparency when viewed from the abutting street or property.
7. Unfaced concrete block, painted masonry, tilt-up and precast concrete panels and prefabricated metal sheets are prohibited. Prefabricated buildings are not allowed.
8. Exterior colors, including any internal corridors or doors visible through windows, shall be muted tones.

9. Prohibited cladding materials include: ~~(a)~~ unbacked, noncomposite sheet metal products that can easily dent; ~~(b)~~ smooth face CMUs that are painted or unfinished; ~~(c)~~ plastic or vinyl siding; and ~~(d)~~ unfinished wood.

10. Electrical service to storage units shall be for lighting and climate control only. No electrical outlets are permitted inside individual storage units. Lighting fixtures and switches shall be of a secure design that will not allow tapping the fixtures for other purposes.

11. Self-storage facilities are required to be Leadership in Energy and Environmental Design (LEED) certified.

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### 20.50 Amendments

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#### Amendment #18

#### **20.50.020(1) and (2) – Densities and Dimensions in MUR Zones**

Table 20.50.020(1)

<b>Residential Zones</b>								
<b>STANDARDS</b>	<b>R-4</b>	<b>R-6</b>	<b>R-8</b>	<b>R-12</b>	<b>R-18</b>	<b>R-24</b>	<b>R-48</b>	<b>TC-4</b>
Base Density: Dwelling Units/Acre	4 du/ac	6 du/ac (7)	8 du/ac	12 du/ac	18 du/ac	24 du/ac	48 du/ac	Based on bldg. bulk limits
Min. Density	4 du/ac	4 du/ac	4 du/ac	6 du/ac	8 du/ac	10 du/ac	12 du/ac	Based on bldg. bulk limits
Min. Lot Width (2)	50 ft	50 ft	50 ft	30 ft	30 ft	30 ft	30 ft	N/A
Min. Lot Area (2) (13)	7,200 sq ft	7,200 sq ft	5,000 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	N/A
Min. Front Yard Setback (2) (3) (14)	20 ft	20 ft	10 ft					

<b>Residential Zones</b>								
<b>STANDARDS</b>	<b>R-4</b>	<b>R-6</b>	<b>R-8</b>	<b>R-12</b>	<b>R-18</b>	<b>R-24</b>	<b>R-48</b>	<b>TC-4</b>
Min. Rear Yard Setback (2) (4) (5)	15 ft	15 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft min.	5 ft min.	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Base Height (9)	30 ft (35 ft with pitched roof)	30 ft (35 ft with pitched roof)	35 ft	35 ft	35 ft (40 ft with pitched roof)	35 ft (40 ft with pitched roof)	35 ft (40 ft with pitched roof) (8)	35 ft
Max. Building Coverage (2) (6)	35%	35%	45%	55%	60%	70%	70%	N/A
Max. Hardscape (2) (6)	45%	50%	65%	75%	85%	85%	90%	90%

(14) *The exact setback along 145th Street (Lake City Way to Fremont Avenue) and 185th Street (Fremont Avenue to 10<sup>th</sup> Avenue NE), up to the maximum described in Table 20.50.020(2), will be determined by the Public Works Department through a development application.*

**Table 20.50.020(2) – Densities and Dimensions in Mixed Use Residential Zones.**

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>STANDARDS</b>	<b>MUR-35'</b>	<b>MUR-45'</b>	<b>MUR-70' (10)</b>
Base Density: Dwelling Units/Acre	N/A	N/A	N/A
Min. Density	12 du/ac (16)	18 du/ac	48 du/ac
Min. Lot Width (2)	N/A	N/A	N/A

<b>STANDARDS</b>	<b>MUR-35'</b>	<b>MUR-45'</b>	<b>MUR-70' (10)</b>
Min. Lot Area (2)	N/A	N/A	N/A
Min. Front Yard Setback (2) (3)	0 ft if located on an arterial street 10 ft on nonarterial street <del>20</del> <u>22</u> ft if located on 145th Street (14)	15 ft if located on 185th Street (14) 0 ft if located on an arterial street 10 ft on nonarterial street <del>20</del> <u>22</u> ft if located on 145th Street (14)	15 ft if located on 185th Street (14) <del>20</del> <u>22</u> ft if located on 145th Street (14) 0 ft if located on an arterial street 10 ft on nonarterial street
Min. Rear Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft
Base Height (9)	35 ft (15)	45 ft (15)	70 ft (11) (12) (15)
Max. Building Coverage (2) (6)	N/A	N/A	N/A
Max. Hardscape (2) (6)	85%	90%	90%

*Exceptions to Table 20.50.020(1) and Table 20.50.020(2):*

(1) *Repealed by Ord. 462.*

(2) *These standards may be modified to allow zero lot line and unit lot developments. Setback variations apply to internal lot lines only. Overall site must comply with setbacks, building coverage and hardscape limitations; limitations for individual lots may be modified.*

(3) *For single-family detached development exceptions to front yard setback requirements, please see SMC 20.50.070.*

(4) *For single-family detached development exceptions to rear and side yard setbacks, please see SMC 20.50.080.*

- (5) For developments consisting of three or more dwellings located on a single parcel, the building setback shall be 15 feet along any property line abutting R-4 or R-6 zones. Please see SMC 20.50.130.
- (6) The maximum building coverage shall be 35 percent and the maximum hardscape area shall be 50 percent for single-family detached development located in the R-12 zone.
- (7) The base density for single-family detached dwellings on a single lot that is less than 14,400 square feet shall be calculated using a whole number, without rounding up.
- (8) For development on R-48 lots abutting R-12, R-18, R-24, R-48, NB, CB, MB, CZ and TC-1, 2 and 3 zoned lots, the maximum height allowed is 50 feet and may be increased to a maximum of 60 feet with the approval of a conditional use permit.
- (9) Base height for high schools in all zoning districts except R-4 is 50 feet. Base height may be exceeded by gymnasiums to 55 feet and by theater fly spaces to 72 feet.
- (10) Dimensional standards in the MUR-70' zone may be modified with an approved development agreement.
- (11) The maximum allowable height in the MUR-70' zone is 140 feet with an approved development agreement.
- (12) All building facades in the MUR-70' zone fronting on any street shall be stepped back a minimum of 10 feet for that portion of the building above 45 feet in height. Alternatively, a building in the MUR-70' zone may be set back 10 feet at ground level instead of providing a 10-foot step-back at 45 feet in height. MUR-70' fronting on 185th Street shall be set back an additional 10 feet to use this alternative because the current 15-foot setback is planned for street dedication and widening of 185th Street.
- (13) The minimum lot area may be reduced proportional to the amount of land needed for dedication of facilities to the City as defined in Chapter 20.70 SMC.
- (14) (14) The exact setback along 145th Street (Lake City Way to Fremont Avenue) and 185th Street (Fremont Avenue to 10<sup>th</sup> Avenue NE), up to the maximum described in Table 20.50.020(2), will be determined by the Public Works Department through a development application.
- (15) Base height may be exceeded by 15 feet for rooftop structures such as arbors, shelters, barbeque enclosures and other structures that provide open space amenities.

(16) Single-family detached dwellings that do not meet the minimum density are permitted in the MUR-35' zone subject to the R-6 development standards.

### **Amendment #19**

#### **20.50.020(3) – Dimensional requirements.**

#### **Table 20.50.020(3) – Dimensions for Development in Commercial Zones**

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>Commercial Zones</b>				
<b>STANDARDS</b>	<b>Neighborhood Business (NB)</b>	<b>Community Business (CB)</b>	<b>Mixed Business (MB)</b>	<b>Town Center (TC-1, 2 &amp; 3)</b>
Min. Front Yard Setback (Street) (1) (2) <u>(5)</u> : (see Transition Area Setback, SMC 20.50.021)	0 ft	0 ft	0 ft	0 ft
Min. Side and Rear Yard Setback from Commercial Zones and the <u>MUR-70' Zone</u>	0 ft	0 ft	0 ft	0 ft
Min. Side and Rear Yard Setback from R-4, R-6 and R-8 Zones (see Transition Area Setback, SMC 20.50.021)	20 ft	20 ft	20 ft	20 ft
Min. Side and Rear Yard Setback from TC-4, R-12 through R-48 Zones, <u>MUR-35'</u> , and <u>MUR-45' Zones</u>	15 ft	15 ft	15 ft	15 ft
Base Height (3)	50 ft	60 ft	<u>70-65</u> ft	70 ft
Hardscape (4)	85%	85%	95%	95%

*Exceptions to Table 20.50.020(3):*

- (1) Front yards may be used for outdoor display of vehicles to be sold or leased.
- (2) Front yard setbacks, when in transition areas (SMC 20.50.021(A)) and across rights-of-way, shall be a minimum of 15 feet except on rights-of-way that are classified as principal arterials or when R-4, R-6, or R-8 zones have the Comprehensive Plan designation of Public Open Space.
- (3) The following structures may be erected above the height limits in all commercial zones:
  - a. Roof structures housing or screening elevators, stairways, tanks, mechanical equipment required for building operation and maintenance, skylights, flagpoles, chimneys, utility lines, towers, and poles; provided, that no structure shall be erected more than 10 feet above the height limit of the district, whether such structure is attached or freestanding. WTF provisions (SMC 20.40.600) are not included in this exception.

- b. Parapets, firewalls, and railings shall be limited to four feet in height.
  - c. Steeples, crosses, and spires when integrated as an architectural element of a building may be erected up to 18 feet above the base height of the district.
  - d. Base height may be exceeded by gymnasiums to 55 feet and for theater fly spaces to 72 feet.
  - e. Solar energy collector arrays, small scale wind turbines, or other renewable energy equipment have no height limits.
- (4) Site hardscape shall not include the following:
- a. Areas of the site or roof covered by solar photovoltaic arrays or solar thermal collectors.
  - b. Intensive vegetative roofing systems.
- (5) The exact setback along 145th Street, up to the maximum described in Table 20.50.020(2), will be determined by the Public Works Department through a development application.

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**Amendment #20**

**20.50.021 – Transition Areas**

Development in commercial zones NB, CB, MB and TC-1, 2 and 3, abutting or directly across street rights-of-way from R-4, R-6, or R-8 zones shall minimally meet the following transition area requirements:

A. From abutting property, a 35-foot maximum building height for 25 feet horizontally from the required setback, then an additional 10 feet in height for the next 10 feet horizontally, and an additional 10 feet in height for each additional 10 horizontal feet up to the maximum height of the zone. From across street rights-of-way, a 35-foot maximum building height for 10 feet horizontally from the required building setback, then an additional 10 feet of height for the next 10 feet horizontally, and an additional 10 feet in height for each additional 10 horizontal feet, up to the maximum height allowed in the zone.

B. Type I landscaping (SMC 20.50.460), significant tree preservation, and a solid, eight-foot, property line fence shall be required for transition area setbacks abutting R-4, R-6, or R-8 zones. Twenty percent of significant trees that are healthy without increasing the building setback shall be protected per SMC 20.50.370. The landscape area shall be a recorded easement that requires plant replacement as needed to meet Type I landscaping and required significant trees. Utility easements parallel to the required landscape area shall not encroach into the landscape area. Type II landscaping shall be required for transition area setbacks abutting rights-of-way directly across from R-4, R-6 or R-8 zones. Required tree species shall be selected to grow a minimum height of 50 feet.

C. All vehicular access to proposed development in nonresidential zones shall be from arterial classified streets, unless determined by the Director of Public Works to be technically not feasible or in conflict with State law addressing access to State highways. All developments in commercial zones shall conduct a transportation impact analysis per the Engineering Development Manual. Developments that create additional traffic that is projected to use nonarterial streets may be required to install appropriate traffic-calming measures. These additional measures will be identified and approved by the City's Traffic Engineer.

**Amendment #21**

**20.50.040 Setbacks – Designation and measurement.**

I. Projections into Setback.

1. Projections may extend into required yard setbacks as follows, except that no projections shall be allowed into any five-foot yard setback except:

a. Gutters;

b. Fixtures not exceeding three square feet in area (e.g., overflow pipes for sprinkler and hot water tanks, gas and electric meters, alarm systems, and air duct termination; i.e., dryer, bathroom, and kitchens); or

c. On-site drainage systems.

d. Where allowed by the International Building Code and International Fire Code minimum fire separation distance requirements, required yard setback distance from adjacent property lines may be decreased by a maximum of four inches for the sole purpose of adding insulation to the exterior of the existing building structural frame. Existing buildings not conforming to development standards shall not extend into required yard setback more than what would be allowed for a conforming structure under this exception.

e. Rain barrels, cisterns and other rainwater catchment systems may extend into a required yard setback according to the following:

i. Cisterns, rain barrels or other rainwater catchment systems no greater than 600 gallons shall be allowed to encroach into a required yard setback if each cistern is less than four feet wide and less than four and one-half feet tall excluding piping.

ii. Cisterns or rainwater catchment systems larger than 600 gallons may be permitted in required yard setbacks provided that they do not exceed 10 percent coverage in any required yard setback, and they are not located closer than two and one-half feet from a side or rear lot line, or 15 feet from the front lot line. If located in a front yard setback, materials and design must be compatible with the architectural style of the building which it serves, or otherwise adequately screened, as determined by the Director.

iii. Cisterns may not impede requirements for lighting, open space, fire protection or egress.

2. Fireplace structures, bay or garden windows, enclosed stair landings, closets, or similar structures may project into required setbacks, except into any five-foot yard required setback ~~a side yard setback that is less than seven feet~~, provided such projections are:

a. Limited to two per facade;

b. Not wider than 10 feet;

c. Not more than 24 inches into a side yard setback ~~(which is greater than seven feet)~~; or

d. Not more than 30 inches into a front and rear yard setback.

1. Eaves shall not project ~~more than~~:
  - a. ~~Eighteen inches~~ Into a required five-foot setback, and shall not project at all into a five-foot setback;
  - b. More than thirty-six inches into front and rear yard required setbacks.

Exception SMC 20.50.040(l)(3): When adjoining a legal, non-conforming eave, a new eave may project up to 20% into the required setback or may match the extent of the legal, non-conforming eave, whichever is lesser.

4. Uncovered porches and decks not exceeding 18 inches above the finished grade may project to the front, rear, and side property lines.
5. Uncovered porches and decks, which exceed 18 inches above the finished grade, may project five feet into the required front, rear and side yard setbacks but not within five feet of a property line.
6. Entrances with covered but unenclosed porches may project up to 60 square feet into the front and rear yard setback, but shall not be allowed into any five-foot yard setback.
7. For the purpose of retrofitting an existing residence, uncovered building stairs or ramps no more than 44 inches wide may project to the property line subject to right-of-way sight distance requirements.
8. Arbors are allowed in required yard setbacks if they meet the following provisions:
  - a. No more than a 40-square-foot footprint, including eaves;
  - b. A maximum height of eight feet;
  - c. Both sides and roof shall be at least 50 percent open, or, if latticework is used, there shall be a minimum opening of two inches between crosspieces.
9. No projections are allowed into a regional utility corridor.
10. No projections are allowed into an access easement.

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**Amendment #22**

**20.50.100 Location of accessory structures within required yard setbacks – Standards.**

A. No accessory structure shall be located within any required setback.

B. Prohibited Structures. Shipping Containers are prohibited within any parcel.

*Exception 20.50.100(1): One uninhabited freestanding structure less than 10 feet high and 200 square feet in footprint area, such as a storage shed or greenhouse, may be located within the*

required rear or side yard setback. This structure shall retain a fire separation distance as specified in adopted building codes.

*Exception 20.50.100(2): If the accessory structure, which is less than 200 square feet in footprint and less than 10 feet high, is located in the side yard, such structure shall be set back at least five feet further than the house from any street.*

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**Amendment #23**

**20.50.150 Storage space for the collection of trash, recyclables, and compost – Standards.**

C. Site service areas, such as garbage enclosures, away from street fronts and pedestrian access.

D. Shipping Containers are not allowed.

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**Amendment #24**

**20.50.240 (C) Site Frontage**

C. Site Frontage.

1. Development in NB, CB, MB, TC-1, 2 and 3, the MUR-45' and MUR-70' zones and the MUR-35' zone when located on an arterial street shall meet the following standards:

a. Buildings and parking structures shall be placed at the property line or abutting public sidewalks. However, buildings may be set back farther if public places, landscaping and vehicle display areas are included or future right-of-way widening or a utility easement is required between the sidewalk and the building;

b. All building facades in the MUR-70' zone fronting on any street shall be stepped back a minimum of 10 feet for that portion of the building above 45 feet in height. Reference dimensional Table 20.50.020(2) and exceptions;

c. Minimum space dimension for building interiors that are ground-level and fronting on streets shall be 12-foot height and 20-foot depth and built to commercial building code. These spaces may be used for any permitted land use. This requirement does not apply when developing a residential only building in the MUR-35' and MUR-45' zones;

d. Minimum window area shall be 50 percent of the ground floor facade for each front facade which can include glass entry doors. This requirement does not apply when developing a residential only building in the MUR-35' and MUR-45' zones;

e. A building's primary entry shall be located on a street frontage and recessed to prevent door swings over sidewalks, or an entry to an interior plaza or courtyard from which building entries are accessible;

- f. Minimum weather protection shall be provided at least five feet in depth, nine-foot height clearance, and along 80 percent of the facade where over pedestrian facilities. Awnings may project into public rights-of-way, subject to City approval;
- g. Streets with on-street parking shall have sidewalks to back of the curb and street trees in pits under grates or at least a two-foot-wide walkway between the back of curb and an amenity strip if space is available. Streets without on-street parking shall have landscaped amenity strips with street trees;
- h. Surface parking along street frontages in commercial zones shall not occupy more than 65 lineal feet of the site frontage. Parking lots shall not be located at street corners. No parking or vehicle circulation is allowed between the rights-of-way and the building front facade. See SMC 20.50.470 for parking lot landscape standards;
- i. New development in MUR zones on 185th Street, ~~and NE~~ 145th Street, and 5th Avenue NE between NE 145th Street and NE 148th Street shall provide all vehicular access from an existing, adjoining public side street or public/private alley. If new development is unable to gain access from an existing, adjoining public side street or public/private alley, an applicant may provide ~~alternative access from the adjacent right-of-way through the administrative design review process~~; and
- j. Garages and/or parking areas for new development on 185th Street shall be rear-loaded.

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**Amendment #25**

**20.50.310 Exemptions from permit**

**A. Complete Exemptions.** The following activities are exempt from the provisions of this subchapter and do not require a permit:

~~1. Emergency situation on private property involving danger to life or property or substantial fire hazards.~~

~~a. **Statement of Purpose.** Retention of significant trees and vegetation is necessary in order to utilize natural systems to control surface water runoff, reduce erosion and associated water quality impacts, reduce the risk of floods and landslides, maintain fish and wildlife habitat and preserve the City's natural, wooded character. Nevertheless, when certain trees become unstable or damaged, they may constitute a hazard requiring cutting in whole or part. Therefore, it is the purpose of this section to provide a reasonable and effective mechanism to minimize the risk to human health and property while preventing needless loss of healthy, significant trees and vegetation, especially in critical areas and their buffers.~~

~~b. For purposes of this section, "Director" means the Director of the Department and his or her designee.~~

~~c. In addition to other exemptions of SMC 20.50.290 through 20.50.370, a request for the cutting of any tree that is an active and imminent hazard such as tree limbs or trunks that are demonstrably cracked, leaning toward overhead utility lines or structures, or are uprooted by flooding, heavy winds or storm events. After the tree removal, the City will need photographic proof or other documentation and the appropriate application approval, if any. The City retains the right to dispute the emergency and require that the party obtain a clearing permit and/or require that replacement trees be replanted as mitigation.~~

1. ~~2.~~ Removal of trees and/or ground cover by the City and/or utility provider in situations involving immediate danger to life or property, substantial fire hazards, or interruption of services provided by a utility. The City retains the right to dispute the emergency and require that the party obtain a clearing permit and/or require that replacement trees be replanted as mitigation.

2. ~~3.~~ Installation and regular maintenance of public utilities, under direction of the Director, except substation construction and installation or construction of utilities in parks or environmentally critical areas.

3. ~~4.~~ Cemetery graves involving less than 50 cubic yards of excavation, and related fill per each cemetery plot.

4. ~~5.~~ Removal of trees from property zoned NB, CB, MB and TC-1, 2 and 3, and ~~MUR-70'~~ unless within a critical area or of critical area buffer.

5. ~~6.~~ Removal and restoration of vegetation within critical areas or their buffers consistent with the provisions of SMC 20.80.030(E) or removal of trees consistent with SMC 20.80.030(G) unless a permit is specifically noted under SMC 20.80.030(E).

**B. Partial Exemptions.** With the exception of the general requirements listed in SMC 20.50.300, the following are exempt from the provisions of this subchapter, provided the development activity does not occur in a critical area or critical area buffer. For those exemptions that refer to size or number, the thresholds are cumulative during a 36-month period for any given parcel:

1. The removal of up to a maximum of six significant trees (excluding trees greater than 30 inches DBH per tree) in accordance with Table 20.50.310(B)(1) (see Chapter 20.20 SMC, Definitions).

**Table 20.50.310(B)(1) – Exempt Trees**

<b>Lot size in square feet</b>	<b>Number of trees</b>
Up to 7,200	3
7,201 to 14,400	4

**Table 20.50.310(B)(1) – Exempt Trees**

<b>Lot size in square feet</b>	<b>Number of trees</b>
14,401 to 21,780	5
21,781 and above	6

2. The removal of any tree greater than 30 inches DBH, or exceeding the numbers of trees specified in the table above, shall require a clearing and grading permit (SMC 20.50.320 through 20.50.370).

3. Landscape maintenance and alterations on any property that involve the clearing of less than 3,000 square feet, or less than 1,500 square feet if located in a special drainage area, provided the tree removal threshold listed above is not exceeded.

4. Emergency tree removal on private property. A tree may be removed in whole or part if it is creating an active and imminent hazard to life and/or property, such as tree limbs or trunks that are demonstrably cracked, leaning toward overhead utility lines or structures, or are uprooted by flooding, heavy winds or storm events, so as to require immediate action within a time too short to allow full compliance with this chapter. After removal, the property owner shall provide the City with photographic or other types of evidence to demonstrate the hazard and the need for emergency removal. If upon review of this evidence the City determines that emergency removal was not warranted, then the property owner will be required to obtain the necessary permits and mitigate for the tree removal as set forth in this chapter.

**Amendment #26****Exception 20.50.350(B)**

*Exception 20.50.350(B):*

1. *The Director may allow a reduction in the minimum significant tree retention percentage to facilitate preservation of a greater number of smaller trees, a cluster or grove of trees, contiguous perimeter buffers, distinctive skyline features, or based on the City's concurrence with a written recommendation of an arborist certified by the International Society of Arboriculture or by the American Society of Consulting Arborists as a registered consulting arborist ~~and approved by the City~~ that retention of the minimum percentage of trees is not advisable on an individual site; or*

2. *The Director may allow a reduction in the minimum significant tree retention percentage if all of the following criteria are satisfied: The exception is necessary because:*

- *There are special circumstances related to the size, shape, topography, location or surroundings of the subject property.*
- *Strict compliance with the provisions of this Code may jeopardize reasonable use of property.*

- *Proposed vegetation removal, replacement, and any mitigation measures are consistent with the purpose and intent of the regulations.*
- *The granting of the exception or standard reduction will not be detrimental to the public welfare or injurious to other property in the vicinity.*

3. *If an exception is granted to this standard, the applicant shall still be required to meet the basic tree replacement standards identified in SMC 20.50.360 for all significant trees removed beyond the minimum allowed per parcel without replacement and up to the maximum that would ordinarily be allowed under SMC 20.50.350(B).*

4. *In addition, the applicant shall be required to plant four trees for each significant tree removed that would otherwise count towards the minimum retention percentage. Trees replaced under this provision shall be at least 12 feet high for conifers and three inches in caliper if otherwise. This provision may be waived by the Director for restoration enhancement projects conducted under an approved vegetation management plan.*

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### **Amendment #28**

#### **20.50.410(F) Parking Design Standards**

F. The minimum parking space and aisle dimensions for the most common parking angles are shown in Table 20.50.410F below. For parking angles other than those shown in the table, the minimum parking space and aisle dimensions shall be determined by the Director. For these Director's determinations for parking angles not shown in Table 20.50.410F, parking plans for angle parking shall use space widths no less than eight feet, six inches for a standard parking space design and eight feet for a compact car parking space design. Structural columns or permanent structures can only encroach into a parking stall 6-inches the first four feet and the last four feet of the parking stall.

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### **Amendment #29**

#### **20.50.470 Street frontage landscaping**

SMC 20.50.470 Street frontage landscaping for parking lots.

A. Provide a five-foot-wide, Type II landscaping that incorporates a continuous masonry wall between three and four feet in height. The landscape shall be located between the public sidewalk or residential units and the wall; or

B. Provide at least 10-foot-wide, Type II landscaping.

C. All parking lots shall be separated from ground-level, residential development by the required setback and planted with Type I landscaping.

D. Vehicle Display Areas Landscaping. Shall be determined by the Director through administrative design review under SMC 20.30.297. Subject to the Director's discretion to reduce or vary the depth, landscaped areas shall be at least 10 feet deep relative to the

front property line. Vehicle display areas shall be framed by appropriate landscape materials along the front property line. While allowing the vehicles on display to remain plainly visible from the public rights-of-way, these materials shall be configured to create a clear visual break between the hardscape in the public rights-of-way and the hardscape of the vehicle display area. Appropriate landscape construction materials shall include any combination of low (three feet or less in height) walls or earthen berms with ground cover, shrubs, trees, trellises, or arbors.

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**Amendment #30**

**20.50.490 Landscaping along interior lot line – Standards.**

- A. Type I landscaping in a width determined by the setback requirement shall be included in all nonresidential development along any portion adjacent to single-family and multifamily residential zones or development. All other nonresidential development adjacent to other nonresidential development shall use Type II landscaping within the required setback. If the setback is zero feet then no landscaping is required.
  - B. Multifamily development of ~~more than four units~~ shall use Type I landscaping when adjacent to single-family residential zones and Type II landscaping when adjacent to multifamily residential and commercial zoning within the required yard setback.
  - C. A 20-foot width of Type I landscaping shall be provided for institutional and public facility development adjacent to single-family residential zones. Portions of the development that are unlit playgrounds, playfields, and parks are excluded.
  - D. Parking lots shall be screened from single-family residential uses by a fence, wall, plants or combination to block vehicle headlights.
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**20.70 Amendment**

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**Amendment #31**

**20.70.440 – Access (New Subchapter)**

Subchapter 6. Access Standards

20.70.440 Purpose.

20.70.450 Access Widths.

20.70.440 Purpose.

The purpose of this subchapter is to establish basic dimensional standards for access widths when applied to certain types of development. Access widths are described and defined in the Engineering Development Manual.

20.70.450 Access widthsA. Table 20.70.450 – Access Widths

<u>Dwelling Type and Number</u>	<u>Engineering Development Manual Access Types and Width</u>
<u>1 unit</u>	<u>Residential</u>
<u>2-4 units</u>	<u>Shared</u>
<u>5 or more units</u>	<u>Multifamily</u>
<u>Commercial, Public Facility</u>	<u>Commercial</u>
<u>Circular</u>	<u>Per Criteria in EDM</u>
<u>5 or more units without adjacent development potential</u>	<u>Private Street</u>

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## 20.80 Amendments

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**Amendment #32****20.80.025(A) and (B) Critical area maps**

A. The approximate location and extent of identified critical areas within the City's planning area are shown on the critical areas maps adopted as part of this chapter, including but not limited to the maps identified in SMC 20.80.222, 20.80.272 and 20.80.322. These maps shall be used for informational purposes as a general guide only for the assistance of ~~only to assist~~ property owners and other interested parties. Boundaries and locations indicated on the maps are generalized. Critical areas and their buffers may occur within the City, which have not previously been mapped. A site inspection by staff or an applicant's Critical Area Worksheet may also indicate the presence of a critical area.

B. Based on an indicated critical area in subsection A., the actual presence or absence, a type, extent, boundaries, delineation and classification of critical areas shall be identified in the field by a qualified professional, and confirmed ~~determined~~ by the City, according to the procedures, definitions and criteria established by SMC 20.80.080(D)(1 and 2). In the event of any conflict between the critical area location and designation shown on the City's maps and the criteria or standards of this chapter, the criteria and standards shall prevail.

**Amendment #33****20.80.030 – Exemptions**

F. **Active Hazard Trees.** Removal of active or imminent hazardous trees in accordance with SMC 20.50.310(B)(4)(A)(4);

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**Amendment #34**

**20.80.040 (C) Allowed activities.**

C. Allowed Activities. The following activities are allowed:

1. Structural modification of, additions to, maintenance, repair, or replacement of legally nonconforming structures consistent with SMC 20.30.280, which do not meet the building setback or buffer requirements for wetlands, fish and wildlife habitat conservation areas, or geologic hazard areas if the modification, addition, replacement or related activity does not increase the existing building footprint of the structure or area of hardscape lying within the critical area or buffer. Within landslide hazard areas additions that add height to a nonconforming structure may only be allowed with review of a critical area report demonstrating that no increased risk of the hazard will occur. If such modification, alteration, repair, or replacement requires encroachment into a critical area or a critical area buffer to perform the work, then encroachment may be allowed subject to restoration of the area of encroachment to a same or better condition ~~Where nonconforming structures are partially located within critical areas or their buffers, additions are allowed with a critical area report delineating the critical area(s) and required buffers showing that the addition is located entirely outside the critical area or buffer;~~

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**Amendment #35**

**20.80.045 Critical areas preapplication meeting.**

A. A preapplication meeting, pursuant to SMC 20.30.080, is required prior to submitting an application for development or use of land or prior to starting a development activity or use of the land that may be regulated by the provisions of this chapter unless specifically exempted in SMC 20.80.030.

B. A determination may be provided through the preapplication meeting regarding whether critical area reports are required, and if so what level of detail and what elements may be necessary for the proposed project. An applicant may submit a critical area delineation and classification study prior to the City determining that a full critical area report is required.

This determination does not preclude the Director from requiring additional critical area report information during the review of the project. After a site visit and review of available information for the preapplication meeting, the Director may determine:

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**Amendment #36**

**20.80.050 Alteration of Critical Areas**

In general, critical areas and their buffers shall be maintained in their existing, natural state including undisturbed, native vegetation to maintain the functions, values, resources, and public health and safety for which they are protected or allowed as the current, developed legally established condition such as graded areas, structures, pavement, gardens and lawns including

~~developed areas such as grading, structures, pavement, gardens, and lawns.~~ Alteration of critical areas, including their established buffers, may only be permitted subject to the criteria and standards in this chapter, and compliance with any Federal and/or State permits required. Unless otherwise provided in this chapter, if alteration of the critical area is unavoidable, all adverse impacts to or from critical areas and buffers resulting from a development proposal or alteration shall be mitigated using the best available science in accordance with an approved critical areas report, so as to result in no overall net loss of critical area functions and values and no increased risk of hazards.

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### **Amendment #37**

#### **20.80.080 Critical Area Reports – Requirements**

A. Report Required. If uses, activities, or developments are proposed within, adjacent to, or are likely to impact critical areas or their buffers, an applicant shall provide site-specific information and analysis in the form of critical area report(s) as required in this chapter. Critical area reports are required in order to identify the presence, extent, and classification/rating of potential critical areas, as well as to analyze, assess, and mitigate the potential adverse impact to or risk from critical areas for a development project. Critical area reports shall use standards for best available science in SMC 20.80.060. Critical area reports for two or more types of critical areas must meet the report requirements for each type of critical area. The expense of preparing the critical area report(s) shall be borne by the applicant. This provision is not intended to expand or limit an applicant's other obligations under WAC 197-11-100.

D. Critical Area Report Types or Sections. Critical area reports may be met in stages through multiple reports or combined in one report. A critical area report shall include one or more of the following sections or report types unless exempted by the Director based on the extent of the potential critical area impacts. The scope and location of the proposed project will determine which report(s) alone or combined are sufficient to meet the critical area report requirements for the impacted critical area type(s). The typical sequence of required sections or reports that will fulfill the requirements of this section include:

1. Reconnaissance. The existence, general location, and type of critical areas in the vicinity of a project site (off site within 300 feet for wetlands and fish and wildlife habitat conservation areas and off site within 200 feet for geologic hazards, shorelines, floodplains, and aquifer recharge areas) of a project site (if allowed by the adjoining property owners). Determination of whether the project will adversely impact or be at risk from the potential critical areas based on maximum potential buffers and possible application of SMC 20.80.220(A)3), .280(D)(7) or SMC .330(G)(10) should be addressed;

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**Amendment #38****20.80.090 Buffer Areas**

The establishment of buffer areas shall be required for all development proposals and activities in or adjacent to critical areas. In all cases the standard buffer shall apply unless the Director determines that additional buffer width is necessary or reduced buffer is sufficient to protect the functions and values consistent with the provisions of this chapter and the recommendations of a qualified professional. The purpose of the buffer shall be to protect the integrity, function, value and resource of the subject critical area, and/or to protect life, property and resources from risks associated with development on unstable or critical lands and consists of ~~Buffers shall consist of~~ an undisturbed area of native vegetation ~~established to achieve the purpose of the buffer. If the buffer area has previously been disturbed, it shall be revegetated pursuant to an approved mitigation or restoration plan.~~ Buffers shall be protected during construction by placement of a temporary barricade if determined necessary by the City, on-site notice for construction crews of the presence of the critical area, and implementation of appropriate erosion and sedimentation controls. Restrictive covenants or conservation easements may be required to preserve and protect buffer areas.

**Amendment #39****20.80.350 Wetlands – Compensatory mitigation performance standards and requirements.****E. Wetland Mitigation Ratios<sup>1</sup>.**

**Table 20.80.350(G). Wetland mitigation ratios apply when impacts to wetlands cannot be avoided or are otherwise allowed consistent with the provisions of this chapter.**

<b>Category and Type of Wetland<sup>2</sup></b>	<b>Creation or Reestablishment (Area – in square feet)</b>	<b>Rehabilitation (Area – in square feet)</b>	<b>Enhancement (Area – in square feet)</b>	<b>Preservation (Area – in square feet)</b>
Category I: Based on total score for functions	4:1	8:1	16:1	20:1
Category I: Mature forested	6:1	12:1	24:1	24:1
Category I: Estuarine	Case-by-case	6:1	Case-by-case	Case-by-case

**Table 20.80.350(G). Wetland mitigation ratios apply when impacts to wetlands cannot be avoided or are otherwise allowed consistent with the provisions of this chapter.**

Category and Type of Wetland <sup>2</sup>	Creation or Reestablishment (Area – in square feet)	Rehabilitation (Area – in square feet)	Enhancement (Area – in square feet)	Preservation (Area – in square feet)
Category II: Based on total score for functions	3:1	6:1	12:1	20:1
Category III (all)	2:1	4:1	8:1	15:1
Category IV (all)	1.5:1	3:1	6:1	10:1

<sup>1</sup> Ratios for rehabilitation and enhancement may be reduced when combined with 1:1 replacement through creation or reestablishment. See Table 1a or 1b, Wetland Mitigation in Washington State – Part 1: Agency Policies and Guidance – Version 1 (Ecology Publication No. 06-06-011a, March 2006, or as revised).

<sup>2</sup> Category and rating of wetland as determined consistent with SMC 20.80.320(B).

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### **20.230 Amendments**

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#### **Amendment #40**

#### **20.230.200 – Land Disturbing Activity Regulations Policies**

##### **B. Land Disturbing Activity Regulations.**

1. All land disturbing activities shall only be allowed in association with a permitted shoreline development.

2. All land disturbing activities shall be limited to the minimum necessary for the intended development, including any clearing and grading approved as part of a landscape plan. Clearing invasive, nonnative shoreline vegetation listed on the King County Noxious Weed List is permitted in the shoreline area with an approved clearing and grading permit provided best management practices are used as recommended by a qualified professional, and native vegetation is promptly reestablished in the disturbed area.

3. Tree and vegetation removal shall be prohibited in required native vegetation conservation areas, except as necessary to restore, mitigate or enhance the native vegetation by approved permit as required in these areas.
4. All significant trees in the native vegetation conservation areas shall be designated as protected trees consistent with SMC 20.50.330 and removal of hazard trees must be consistent with SMC 20.50.310(B)(4)(A)(1).

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**SMC Title 13 Amendment**

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**Amendment #41**

**SMC 13.12.700(C)(3) – Permits**

C. Permit Exemptions. Activities that do not meet the definition of “development” in SMC 13.12.105 are allowed in the regulatory floodplain and do not require a floodplain development permit. The following are examples of activities not considered development or “manmade changes to improved or unimproved real estate”:

1. Routine maintenance of landscaping that does not involve grading, excavation, or filling;
2. Removal of noxious weeds and replacement of nonnative vegetation with native vegetation provided no earth movement occurs;
3. Removal of hazard trees consistent with the requirements of SMC 20.50.310(B)(4) (A)(1) or SMC 20.80.030(H);

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of the Climate Action Analysis for the 185 <sup>th</sup> Street Station Subarea
<b>DEPARTMENT:</b>	Planning & Community Development
<b>PRESENTED BY:</b>	Miranda Redinger, AICP; Senior Planner, P&CD
<b>ACTION:</b>	<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:**

District Energy (DE) refers to the central provision of heating and/or cooling services within a defined service area. Council identified exploration of the feasibility of District Energy as one of the 2016-2019 Priority Recommendations to implement the Climate Action Plan.

Staff began working with Puttman Infrastructure in March 2017 to develop a DE feasibility study, which was presented to Council in July 2017. At that time it was noted that the project scope was changing from a direct analysis of the feasibility of DE to identifying a suite of strategies that could be implemented in the 185<sup>th</sup> Street Station Subarea to assist in meeting the City’s adopted greenhouse gas (GHG) emission reduction targets. The Climate Action Analysis (Attachment A) that was produced is the outcome of this work. While the Climate Action Analysis focuses on the 185<sup>th</sup> Street Station Subarea, findings could apply to the 145<sup>th</sup> Street Station Subarea, the Community Renewal Area (CRA) at Shoreline Place, and Town Center. Tonight, Council will have an opportunity to discuss the Climate Action Analysis and ask questions of staff.

**RESOURCE/FINANCIAL IMPACT:**

This discussion does not have financial implications. Should Council decide to move forward with strategies to implement District Energy systems or reduce GHG emissions in Shoreline, there would be resource and financial impacts.

**RECOMMENDATION**

Staff recommends that Council review the Climate Action Analysis and discuss options for future consideration. The recommended next step would be to form an advisory committee in 2020, with consultant support, to discuss how to promote a retrofit program, consider a “No Gas” policy and other incentives or regulations, and examine opportunities related to district energy, sewer heat recovery, and water reuse.

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

## BACKGROUND

District Energy (DE) refers to the central provision of heating and/or cooling services within a defined service area. Staff has been exploring DE possibilities in Shoreline for a number of years. Shoreline first began exploring the concept of DE and “EcoDistricts” during the 2012 major update to the City’s Comprehensive Plan and the 2013 development of a subarea plan for the Shoreline Place Community Renewal Area (CRA). As part of this work, the City hosted a Speaker’s Series for the 2012 Comprehensive Plan update, and two of the presentations included information about DE:

- Matt Kwatinetz- [Sustainability, Culture, and Integrated Economic Development Strategies](#)
- Rob Bennett- [EcoDistricts](#)

The adopted 2012 [Comprehensive Plan](#) contained multiple policies relevant to DE systems, most notably:

- [Land Use](#)- LU59: Initiate public/private partnerships between utilities, and support research, development, and innovation for energy efficiency and renewable energy technology.
- [Economic Development](#)- ED21: Support public/private partnerships to facilitate or fund infrastructure improvements that will result in increased economic opportunity.

The City’s [Climate Action Plan \(CAP\)](#), subsequently adopted in 2013, contained the following policy direction:

- [Energy and Water](#)- 2E: Investigate the feasibility of development of district energy system(s) within the city.

Through adoption of the CAP, the City also committed to reducing community greenhouse gas (GHG) emissions 25% by 2020, 50% by 2030, and 80% by 2050, compared to 2007 levels.

District Energy was also mentioned in the 2015 [Carbon Wedge Analysis](#) as part of a suite of strategies to reduce emissions from the building sector and promote renewable energy:

- Reduce use of natural gas for heating 40% by 2030 relative to 2012
- Renewable energy demonstration projects
- Building envelope and heating technology incentives
- District energy systems and/or combined heat and power
- Right-of-way for renewable energy
- Community-wide distributed renewable energy plan

As well, while planning for future light rail stations, the City adopted policy direction in the 185<sup>th</sup> Street Station Subarea Plan:

- [Economic Development](#)- Consider incentive program for new buildings to incorporate Combined Heat and Power systems and other innovative energy saving solutions.

The City also considered DE through a white paper, authored by Puttman Infrastructure, which was a product of the 145<sup>th</sup> Street Station Subarea Plan. The white paper is available as Attachment C to the September 14, 2015 Council staff report where Council directed staff to analyze DE feasibility as a priority recommendation to implement the Climate Action Plan:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2015/staffreport091415-9b.pdf>.

Council received additional information about DE at their February 1, 2016 Council meeting and subsequently reviewed the draft DE Feasibility Study at their July 24, 2017 Council meeting. The staff reports for these Council discussions can be found at the following links:

- <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport020116-8a.pdf>
- <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport072417-9c.pdf>

Most recently, on October 30, 2017, Council discussed progress on implementation of the Climate Action Plan and 2016-2019 Priority Recommendations. The staff report this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport103017-8c.pdf>. Since the existing Priority Recommendations will be completed by the first quarter of this year, Council also selected new priorities for 2018-2020, as follows:

- Achieve citywide Salmon Safe certification (2018);
- Explore expanding green building regulations to commercial zoning (2018);
- Encourage retrofits of existing buildings to use water and energy more efficiently, and to fuel-switch from heating oil and natural gas to electric heat pump or other less carbon-intensive technologies (2019); and
- Implement recommendations from the District Energy Feasibility Study (2020).

The Discussion section below provides additional details about how an advisory committee, comprised of residents, utility representatives, developers, and other agency or municipal partners, could accomplish the latter two.

## **DISCUSSION**

Originally, the scope of the District Energy Feasibility Study was to focus on the technical, financial, and regulatory viability of implementing DE to serve the 185<sup>th</sup> Street Station Subarea. This scope included development of a detailed implementation strategy (i.e. 3-5 year action plan), if Council decided to pursue this option, to ensure DE development aligned well with 185<sup>th</sup> Street Station Subarea (185SSS) development.

Tasks to analyze feasibility included:

- 1) Identifying potential district-scale infrastructure systems that generate benefits not achievable through conventional building-centric development;
- 2) Testing financial performance to ensure commercial viability;

- 3) Assessing the most appropriate development model – public, private, or public private partnership – in which to finance, build, and operate each system; and
- 4) Making clear recommendations as to which district infrastructure systems the City of Shoreline should implement for the 185SSS.

Initial assessment of DE for the 185SSS found positive environmental, economic, and social benefits including:

- Energy and Carbon Savings – DE could generate significant energy and carbon savings, up to 12% and 93% respectively.
- Cost Effectiveness – DE could be 46% more cost effective from a life-cycle perspective than building-scale systems.
- Reduced Private Development Cost – DE could reduce private development costs by eliminating capital investments in building-scale heating equipment. It would also likely yield significant positive investment return.
- Brand and Market Differentiation – DE has the potential to generate marketing “buzz” and market differentiation that could prove valuable for supporting local Economic Development initiatives.

The assessment also revealed that financial viability of DE is very sensitive to development build-out and growth rate (i.e., the faster and denser the subarea develops, the better the investment return for DE). Therefore, early in the analysis, it also became clear that because planned development within the subarea would likely take place over a 100-year period, a standard assessment of commercial viability for a DE system that may not be implemented for another 20-30 years was not the most useful path. Since the City’s primary interest in understanding the potential role of DE was achievement of CAP goals, a subarea-specific climate action strategy was needed.

The draft District Energy Feasibility Study was amended to describe how new building energy efficiency, existing building energy efficiency, providing alternatives to natural gas heating, and increased reliance on renewable energy (solar, biomass, and geothermal) would facilitate future feasibility of DE strategies and reduce GHG emissions. This shift in focus also necessitated a name change, so the study is now called the Climate Action Analysis for the 185<sup>th</sup> Street Station Subarea.

### **Five Action Steps of the Climate Action Analysis**

The Climate Action Analysis (Attachment A) examines the 185<sup>th</sup> Street Station Subarea and potential redevelopment therein as a case study for reducing emissions through buildings and infrastructure. A combination of strategies for new buildings, existing buildings, and the systems that heat, cool, and power them could help Shoreline reach the “ambitious but achievable” GHG reduction targets adopted through the CAP. One of the five Action Steps identified through the analysis (below) focuses on how to promote feasibility of DE as redevelopment within the Mixed-Use Residential 70-foot height limit zone (MUR-70’) provides sufficient demand for investment in a DE system.

The five Action Steps outlined in the Climate Action Analysis are as follows:

1. No Use of Combustion or Natural Gas Heating in New Buildings
2. Increased Energy Efficiency in New Buildings

3. Retrofit Existing Buildings for Greater Energy Efficiency and to Fuel-Switch from Combustion/Natural Gas Heating
4. Utilize Onsite Renewable Energy
5. Develop District Energy Systems

The main differences between the draft study that was presented in July and the analysis attached to this staff report are as follows:

- The analysis has been bifurcated to distinguish between recommendations that contribute to meeting the City’s adopted GHG emission reduction targets and basic information about DE systems.
- Additional explanation about mechanisms, operational considerations, and case study examples have been provided in the “District Energy 101” section;
- The five action steps have been “fleshed out” to describe benefits and implementation considerations; and
- Graphics have been added to the report.

### **Potential Next Steps**

Chapter 6 of the Climate Action Analysis, *Summary of Findings and Recommended Next Steps*, identifies nine (9) priority recommendations to implement the five Action Steps noted above. The nine recommendations are as follows:

1. **Renewable Grid Energy** – Seattle City Light’s fuel mix is currently low carbon, with over 90% of energy coming from renewable sources. SCL’s goal of eliminating coal as a fuel source by 2025 will lower their carbon contribution further within the next 10 years, and it was assumed that all GHG-emitting fuel sources will be removed from their portfolio by 2050. As a result, shifting the source of all buildings’ energy demands to the electrical grid will decrease the GHG emissions throughout the subarea.
2. **No Gas Policy** – Natural gas is the leading contributor of GHG emissions in buildings. As stated above, shifting reliance to the electrical grid will have the biggest influence on reducing GHG emissions in the subarea. Eliminating gas service in new development is the most important strategy to achieve the aggressive GHG emission reductions.

The City of Shoreline has a target to reduce use of natural gas for heating 40% by 2030, which was modeled as continuing to a 60% reduction by 2050. As mentioned in the City’s Carbon Wedge Analysis, a suite of strategies should be implemented for existing building retrofits. These include City and State incentives, retrofit programs for increased efficiency, and/or retrofit policies requiring upgrades based on different criteria.

3. **New Building Energy Efficiency** – Continue advocating for the State of Washington to outline and adopt a new code pathways for new building efficiencies to improve 70% by 2031 compared to new buildings in 2006.
4. **Existing Building Energy Efficiency Retrofits (including no gas retrofits)** – Existing buildings will need attention to reduce energy use and GHG emissions.

Existing City programs should be continued, including the potential to retrofit existing buildings away from natural gas and heating oil use.

5. **District Energy for Node 2** – Due to the development and thermal demand density in Node 2, DE should be implemented to provide heating, and potentially cooling if needed. Energy sources for the DE system should be non-combusting, utilizing potentially sewer heat recovery, biomass, or ground source geothermal.
6. **Low Carbon District Energy Incentive** – In support of the implementation of a low-carbon DE system, Shoreline should create an incentive to help fund the cost premium associated with low carbon technologies such as sewer heat recovery and biomass. It would make sense that funding for the incentive would be locally sourced from the district as it is focused on achieving climate action plan goals for the 185SSS.
7. **Onsite Renewable Energy Generation** – Onsite renewable energy generation allows for the subarea to better reach the 50% and 80% emission reduction goals, where building improvements and electric/gas improvements alone fall short. In this subarea, solar generation can be distributed throughout rooftops and open spaces such as parks to directly offset energy demand and provide excess energy back onto the grid.
8. **No Gas, Net-Zero Energy Demonstration Project** – Since Shoreline adopted the Deep Green Incentive Program (DGIP) in April 2017, the City should pursue a Living Building demonstration project within the 185SSS. This could be an important, and potentially market transforming, effort to demonstrate the feasibility of the type of low carbon development the City is looking to promote.
9. **Looking Beyond 2050** – The subarea build-out plan is a longer timeline than the stated Climate Action Plan goals. This allows for GHG emission strategies to be planned in such a way that improvements continue well beyond 2050.

In order to advance the five bigger-picture Action Steps and their implementation strategies, including the nine prioritized Next Steps above, it would be necessary to convene an advisory committee to make recommendations about priorities for City investment and potential incentives or regulations to adopt. It would be necessary to work with utility companies, especially Seattle City Light, Puget Sound Energy, and Ronald Wastewater (if not fully assumed by the City in the near future), to understand their current incentive packages and long-range capital improvement plans. It would be important to work with developers and designers to understand their considerations when determining how to heat and power buildings and how they factor in efficiency of appliances, windows, and other elements. Any potential financing mechanisms that could support more efficient design should be identified. Emerging technologies and building science innovations should be considered.

One of the most significant conclusions of the Climate Action Analysis is that if new construction uses natural gas for heating, it is unlikely that Shoreline will meet its GHG emission reduction targets, but if new construction does not use natural gas, reaching the City's ambitious goal is achievable. However, the low price of natural gas gives it a

substantial market advantage, and there do not currently appear to be cost-competitive alternatives or existing policy from other jurisdictions that prohibit the use of natural gas in new construction. If the Council is going to consider a prohibition on natural gas or incentivize alternatives, it will be critically important to have a recommendation from utility and development industry professionals, in addition to residents.

If Council is interested in examining water reuse as well as energy efficiency, it would be important to work with the King County Health Department, North City Water District, Seattle Public Utilities, and maybe even the Brightwater Treatment Facility to explore potential opportunities. Regardless of the scope, it would be critically important to include Shoreline residents in the process to understand their priorities and broaden community engagement.

Convening this stakeholder committee in 2020 would provide time to gather more information about the actual pace and intensity of development surrounding the 185<sup>th</sup> Street Station, better integration of the Ronald Wastewater District into City operations, and continued conversations with King County and other partners to identify opportunities. This timeline would also allow the City and partners to adopt any necessary policy or regulatory framework prior to major capital project construction or substantial redevelopment of the MUR-70' zoning.

This advisory committee would be the vehicle for implementation of the following 2018-2020 Priority Recommendations to implement the Climate Action Plan GHG reduction targets:

- Encourage retrofits of existing buildings to use water and energy more efficiently, and to fuel-switch from heating oil and natural gas to electric heat pump or other less carbon-intensive technologies (2019); and
- Implement recommendations from the District Energy Feasibility Study (2020).

### **STAKEHOLDER OUTREACH**

A [Speaker's Series event](#) was dedicated to this topic on July 25, 2017. The staff recommendation is to further engage stakeholders including residents, utilities, developers, and King County leadership through formation of an advisory committee beginning in 2020.

### **COUNCIL GOAL ADDRESSED**

Council Goal #2: Improve Shoreline's infrastructure to continue the delivery of highly-valued public services.

- Action Step #5- Implement the 2016-2019 Priority Environmental Strategies, including adoption of incentives for environmentally sustainable buildings, exploration of district energy, update of the City's "forevergreen" Website, and continued focus on effective storm-water management practices including restoration of salmon habitat.

## **RESOURCE/FINANCIAL IMPACT**

This discussion does not have financial implications. Should Council decide to move forward with strategies to implement District Energy systems or reduce GHG emissions in Shoreline, there would be resource and financial impacts.

## **RECOMMENDATION**

Staff recommends that Council review the Climate Action Analysis and discuss options for future consideration. The recommended next step would be to form an advisory committee in 2020, with consultant support, to discuss how to promote a retrofit program, consider a “No Gas” policy and other incentives or regulations, and examine opportunities related to district energy, sewer heat recovery, and water reuse.

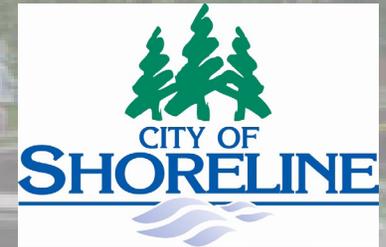
## **ATTACHMENTS**

Attachment A: Climate Action Analysis for the 185<sup>th</sup> Street Station Subarea

PUTTMAN  
INFRASTRUCTURE

CITY OF SHORELINE  
CLIMATE ACTION ANALYSIS FOR  
185th STREET STATION SUBAREA

FEBRUARY 2018



ONE GOAL

FIVE ACTIONS

THIRTY YEARS



Potential street and building design concepts illustrated in I85th Street Station Subarea Plan

# 185SSS

CITY OF SHORELINE  
CLIMATE ACTION ANALYSIS FOR 185TH STREET STATION SUBAREA

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# EXECUTIVE SUMMARY

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The City of Shoreline takes climate change seriously. Whether at the policy-scale or development-scale, Shoreline continues to explore climate actions to help reduce its carbon footprint. The objective of this report is two-fold. First, it explores district energy (DE) – from technology options and development models to supporting policies and community engagement – as a potential strategy to help accelerate greenhouse gas (GHG) emission reduction. Second, it integrates district energy – as one of five key strategies – into an innovative climate action strategy for the 185th Street Station Subarea.

Combined, this report is meant to be both informative as well as instructive. Informative as to what district energy is, its benefits and how Shoreline could

use it. Instructive as a guide of next steps for Shoreline to explore to maximize the potential of district energy within the context of a more structured climate action strategy for the 185th Street Station Subarea.

Successfully implementing district energy in Shoreline is more than a technical solution. It must be implemented within the context of a climate action framework. The goal of this report is to identify an appropriate climate action plan framework in which district energy implementation would be successful. Moreover, the report also demonstrates that Shoreline must consider additional climate action strategies – no gas, new building energy efficiency, existing building retrofits and renewable energy – to leverage the full benefit of district energy.

## Statement of Findings

Innovative district-scale infrastructure systems that leverage planned growth and existing City infrastructure assets demonstrate tremendous potential to reduce energy consumption and GHG emissions. This would significantly contribute to Shoreline meeting the emission reduction targets adopted through the 2013 Climate Action Plan (CAP). A DE system would also generate significant economic benefit to Shoreline residents and businesses.

However, conditions to support DE do not currently exist within the 185th Street Station Subarea (185SSS). The following series of actions would contribute to making DE systems feasible in the future:

1. Discontinue use of Combustion or Natural Gas Heating in New Buildings
2. Increase Energy Efficiency in New Buildings
3. Retrofit Existing Buildings for Greater Energy Efficiency and to Fuel-Switch from Combustion/Natural Gas Heating
4. Utilize Onsite Renewable Energy
5. Develop District Energy

**The following report summarizes why these five key actions would allow Shoreline to meet CAP commitments to achieve GHG emission reduction targets of 25% by 2020, 50% by 2030, and 80% by 2050, compared to 2007 levels.**

## What is Infrastructure?

Infrastructure is the basic physical and organizational structures and facilities (e.g. buildings, roads, and utilities) needed for the operation of a society or enterprise. Provided well, infrastructure allows communities to thrive. Provided in a more integrated and innovative manner, infrastructure allows communities to thrive sustainably.

## Conventional Infrastructure Systems

Communities need high-quality water to support health and economic activities and robust sewer systems to manage the wastewater generated from them. Stormwater infrastructure is used to minimize flooding and reduce pollution from impacting natural waterways. Electricity and natural gas infrastructure provides energy for homes, businesses, and industry. Historically, these infrastructure systems have been provided in a “centralized” approach, where large central plants generate electricity and potable water or treat wastewater.

## District Infrastructure Systems

Over the last decade, efficient green building has been utilized to minimize the demands on these centralized

infrastructure systems. As green building evolves, building-scale efficient design can only push resource conservation so far cost-effectively. Now infrastructure itself has been identified as the next step in building more sustainable and resilient communities.

Providing energy, water, wastewater, and stormwater services through more localized, distributed infrastructure, as opposed to large centralized regional facilities, allows a more integrated and optimized infrastructure service approach - further reinforcing high performance, green building with innovative and efficient district infrastructure systems.

This report highlights the most suitable district infrastructure systems to support Shoreline's CAP. These district infrastructure systems include district energy, district water, district stormwater, and renewable energy.

## Why District Infrastructure?

Much infrastructure development of the past century focused on large, centralized, single purpose systems. These systems were highly effective for promoting economic development, public health, and environmental quality in rapidly growing urban areas. And these systems will continue to play an

important role in cities. However, aging infrastructure, the densification and expansion of cities, new fiscal constraints, new technologies, and changing societal values are calling for an expanded toolkit to optimize infrastructure and meet sustainability objectives. Not as a replacement of centralized systems, but as an alternative or complementary strategy to address new challenges and seize new opportunities.

Sustainability demands creative and flexible solutions that are sensitive to local context and that produce real improvements in service quality and resource efficiency. In recent years, the focus has been on building-scale alternatives to centralized infrastructure – high efficiency to net-zero green building – but buildings may not always be the most appropriate or cost-effective scale to promote sustainability. District infrastructure systems—neighborhood-scale utilities that provide services such as heating, cooling, electricity, and recycled water—are emerging as a key strategy for cities that are pursuing aggressive sustainability goals.

## What is District Energy?

District energy systems utilize a Central Utility Plant (CUP) to generate heating and/or cooling service distributed to

multiple buildings, replacing the need for individual building-scale heating and/or cooling systems. DE is viewed as a cost effective approach to reducing energy use and GHG emissions.

## Evolving Scope of Feasibility Study

Originally, the scope of this assessment was to focus on the technical, financial, and regulatory viability of implementing district energy to serve the 185th Street Station Subarea (185SSS). In addition, the original scope included development of a detailed implementation strategy (i.e. 3-5-year action plan), if Council decided to pursue this option, to ensure DE development aligned well with 185SSS development.

Tasks to analyze feasibility included:

1. Identifying potential district-scale infrastructure systems that generate benefits not achievable through conventional building-centric development;
2. Testing financial performance to ensure commercial viability;
3. Assessing the most appropriate development model – public, private, or public private partnership – in which to finance, build, and operate each system; and

4. Making clear recommendations as to which district infrastructure systems the City of Shoreline should implement for the 185th Street Station Subarea.

Initial assessment of DE for the 185SSS found positive environmental, economic, and social benefits including:

- **Energy and Carbon Savings** – DE could generate significant energy and carbon savings, up to 12% and 93% respectively.
- **Cost Effectiveness** – DE could be 46% more cost effective from a life-cycle perspective than building-scale systems (i.e., heating and cooling equipment that is located within a building and only serves that building).
- **Reduced Private Development Cost** – DE could reduce private development costs by eliminating capital investments in building-scale heating equipment. It would also likely yield significant positive investment return..
- **Brand and Market Differentiation** – DE has the potential to generate marketing “buzz” and market differentiation that could prove valuable for supporting local Economic Development initiatives.

The assessment revealed that financial viability of DE is very sensitive to development build-out and growth rate (i.e., the faster and denser the subarea

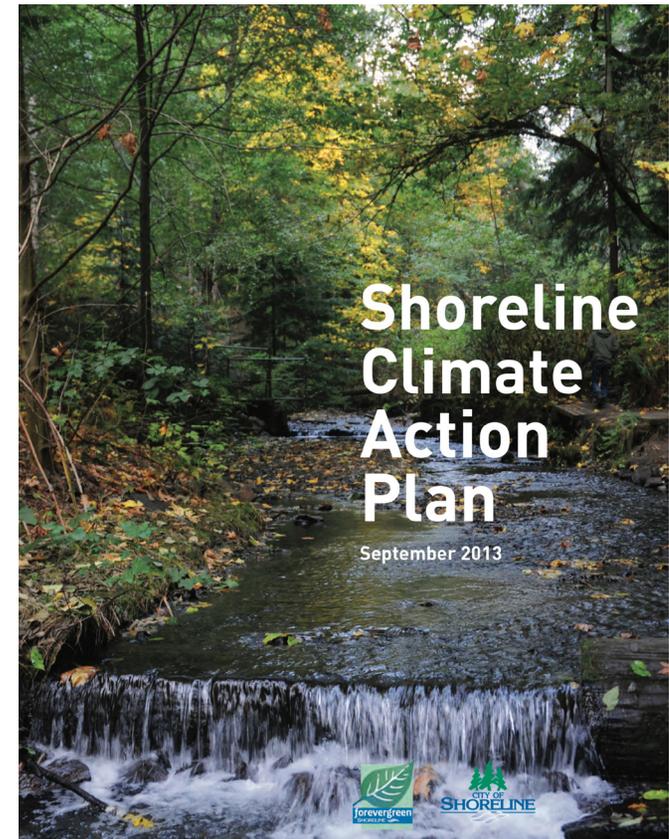
develops, the better the investment return for DE).

Therefore, early in the analysis it also became clear that because planned development within the subarea would take place over a 100-year period (based on a projected growth rate of 1.5-2.5 percent annually), a standard assessment of commercial viability for a DE system that may not be

implemented for another 20-30 years was not the most useful path. Since the City’s primary interest in understanding the potential role of DE was achievement of CAP goals, a subarea specific climate action strategy was needed.

This report has been amended to describe how new building energy efficiency, existing building energy effi-

ciency, providing alternatives to natural gas heating, and increased reliance on renewable energy (solar, biomass, and geothermal) would facilitate future feasibility of DE strategies and GHG reductions.



**Figure 1 — King County Strategic Climate Action Plan and Shoreline Climate Action Plan**



# INTRODUCTION: DISTRICT ENERGY 101

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## Overview

Buildings are part of a community, and resource sharing is a common practice in communities, from sharing public spaces to water to electricity grids. Cities and building owners will be compelled to look to district-level solutions to meet their clean energy needs, and to meet their needs around other resource and infrastructure issues such as sustainable stormwater management and waste water recycling. The aggregation of energy demand and the customer service model established for DE can serve as the foundation for these other “eco-district” services and infrastructure projects.

## About District Energy

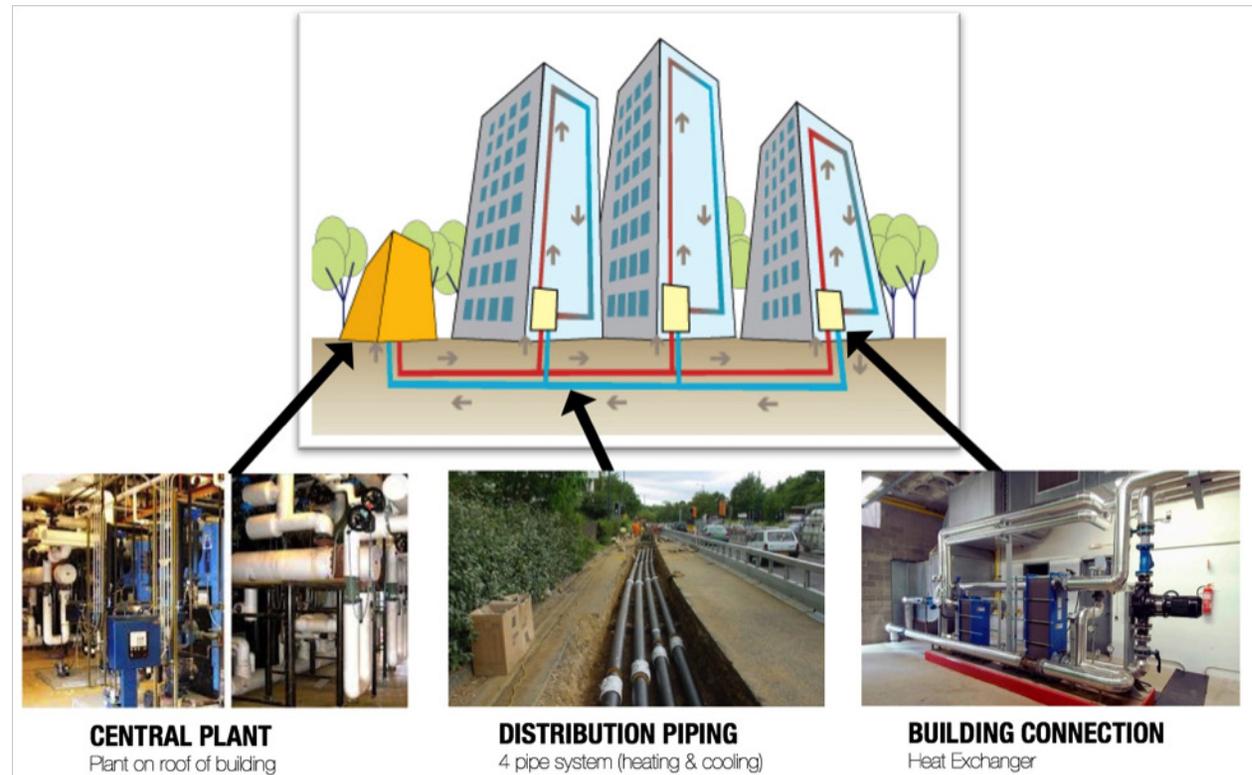
District energy is a very old concept used as far back as the Romans. DE helped the initial development of the electric power industry by enhancing the economics of new power plants by generating additional revenue from waste heat recovery. Today, more than 50% of all building stock in countries of Northern Europe is connected to district systems. In Stockholm, Sweden, for instance, the entire city of more than 800,000 people is served by two systems. As they incrementally expanded to serve more people, these systems added new sources of energy. With such systems, technologies tend to

evolve on a regular basis, approximately every 15 to 20 years.

Based on 2005 information from the International District Energy Association (IDEA), the U.S. and Canada had about 650 district systems in operation, though a number of systems have begun operations since then. Of this number, more than 75 percent serve either university or hospital campuses, while the remainder serve portions of downtown urban areas. These DE systems provide energy to about 10 percent of non-residential spaces in the U.S.

## District Energy Components

- **Central Energy Plant** – One or more energy-producing plants provide all of the heating and/or cooling energy required by customers within the defined service area. A single, central plant offers significant economies of scale compared to individual systems within every building, and simplifies system design and operation. However, several plants may be better in certain circumstances, notably where development is slow and/or dispersed, or where different energy sources are being integrated in different locations.
- **Distribution Piping System (DPS)** – Hot and cold water are distributed to individual customers via underground pipes (one supply and one return pipe each for heating and for cooling). While older district heating systems distributed energy in the form of steam, newer systems almost all use hot water distribution. Systems often grow out of a central distribution line, with smaller loops that link buildings together.



**Figure 2 — District Energy Components**

- **Energy Transfer Station (ETS)** – Individual buildings are served via energy transfer stations (ETS) consisting of heat exchangers and meters, eliminating the need for on-site boilers in the case of district heating and chillers, or cooling towers in the case of district cooling. Within buildings, thermal energy must be provided to individual spaces by hydronic HVAC systems, which could include fan coils, hydronic baseboards, or in-floor radiant systems.

In order to deliver DE services, some form of utility service provider (e.g., a local government or a privately-owned utility), assumes responsibility for capital investments (i.e., construction), secures (i.e., generates or captures), and delivers energy that meets the end users' needs, and ultimately charges building owners for use of the system.

A utility is simply an entity that plans, invests in, and operates the infrastructure required to deliver services and recover costs, both capital and ongoing operating costs, whether through user rates or other funding mechanisms.

## Benefits of District Energy

DE systems have the potential to generate numerous benefits to the City of Shoreline as well as the owners and tenants of the buildings connected to the system. Making sure that energy consumers and building owners understand the ways that DE directly benefits them is critical. Of course many of these benefits overlap with those of communities—what is good for owners is good for communities, and vice versa. Nevertheless, in order to engage the participation of owners and tenants, cities need to analyze and articulate how DE could benefit the community as well as building owners and tenants through key metrics like energy efficiency, cost savings, and risk management over the long term.

**Community** benefits include:

### Increased Energy Efficiency and Reduced GHG Emissions

District energy systems can produce significant energy savings – up to 20 to 30 percent - compared to stand alone building systems due to load diversification, equipment “right-sizing”, and operational efficiency. Enhanced efficiency reduces energy-related GHG emissions while also providing the opportunity for greater emissions reductions by shifting to cleaner energy sources over time.

### Improved Resiliency and Risk Mitigation

District energy systems increase community resiliency by providing distributed energy solutions that reduce risk in terms of future energy and environmental policy, carbon costs, fuel availability, cost variability, and the future effects of climate change.

### Partnership and Investment Opportunity

District energy provides cities with the opportunity to partner with the private sector to build, operate, and receive ongoing utility revenues while realizing policy and economic development objectives

**Building** benefits include:

### Reduced Energy Costs and Cost Stability

The bottom line for any building owner is cost. Long-term net savings are a key selling point of DE systems. District energy delivers lower cost energy through improved efficiency, load diversification, and economies of scale. Also due to the long-term aggregate nature of demand, a DE system operator can negotiate long-term fuel contracts, which facilitates greater energy price stability for consumers.

### Increased Cost Effectiveness

District energy enables incentives and financing that would not otherwise be available. District energy systems can attract sources of financing, such as municipal bonds or community energy grants, which are not available to individual owners. The cost efficiencies gained with a DE utility can in some cases create enough of a revenue premium for cities to offer incentives to owners of existing buildings for installing systems compatible with DE and connecting to the system. This in turn can enable owners to take into consideration the full spectrum of options for replacement of heating and cooling equipment without having to support additional upfront capital costs.

### Enhanced Energy Efficiency and Greener Energy

Buyers and renters are becoming more and more aware of the energy performance of existing buildings, which makes energy efficiency a source of either opportunity or risk for owners, depending on how well their buildings compete. Cities are now adopting new policy initiatives around energy performance ratings and disclosure to accelerate the degree to which market forces will distinguish efficient buildings from those that use too much energy. Some cities, like Seattle and Vancouver,

B.C., are already moving beyond disclosure policies toward regulations that will require buildings to meet aggressive post-retrofit energy targets in return for flexibility to innovate in how they achieve such targets, including use of on-site renewable generation equipment and/or low-carbon DE sources. District energy offers an essential opportunity to owners in this emerging policy environment.

### Reduced Building Operations & Maintenance Responsibility and Cost

With DE, building owners receive reliable and predictable energy service from professional system operators. This means fewer worries for building management staff, in terms of fuel price uncertainty and system maintenance, upgrade, and repair, compared to on-site systems.

### Future Technology Benefits

District energy allows cities and building owners to “fuel switch” over time to take advantage of new clean energy technology options and access capital financing for these fuel/technology upgrades.

## Low Carbon District Energy Technology Options

District energy systems may include heating and cooling, just heating or just cooling. Generating heating and/or cooling energy at a central utility plant may utilize any number of technology options. From a low carbon perspective, the following technology options are relevant:

### Condensing Boilers

Most district energy systems utilize natural gas fired boilers to generate heating service. Advances in boiler technology, in the form of condensing boilers, allow for greater efficiency in heat generation both reducing energy costs and carbon emissions. Condensing boiler units are also often coupled with zero-emissions solutions like biomass or sewer heat recovery to provide an innovative, low-carbon heating source.

### Biomass Boilers

Biomass fuels, such as woodchips, may be used instead of oil and gas to generate a renewable heating resource. A number of Canadian district energy systems are utilizing biomass as a sustainable heating source. An example of biomass in action is at the Prince George Biomass District Heating System in Canada.



**Figure 3 — Prince George District Energy System** The downtown renewable energy system connects numerous buildings through the downtown, providing them with hot water heat.

The biomass-based District Energy System (DES) provides heating for many key buildings in downtown Prince George, while reducing 1,900 plus tons of greenhouse gases per year. The system takes what was previously considered waste heat from the Lakeland sawmill, and transfers it via insulated piping to heat the downtown core of the city. The state of the art District Energy System provides economic and environmental benefits to the City of Prince George.

The District Energy System will:

- Reduce particulate emissions in the city air shed
- Permit the City and its customers to meet greenhouse gas reduction goals
- Reduce the City's reliance on non-renewable fossil fuels
- Help position the City as a leader in bioenergy application
- Assist with energy security and stability
- Keep energy-related funds in the community
- Assist with downtown renewal
- Generate non-tax revenue for the City

Environmental benefits of the project include:

- Reducing total net particulate matter reduction by: 100.7 tons per year
- Reducing total greenhouse gas by: 1 868 tons per year
- Supporting forestry, a mainstay of the economy, in a manner that is more cost-effective to implement than any other potential renewable energy sources

### Sewer Heat Recovery

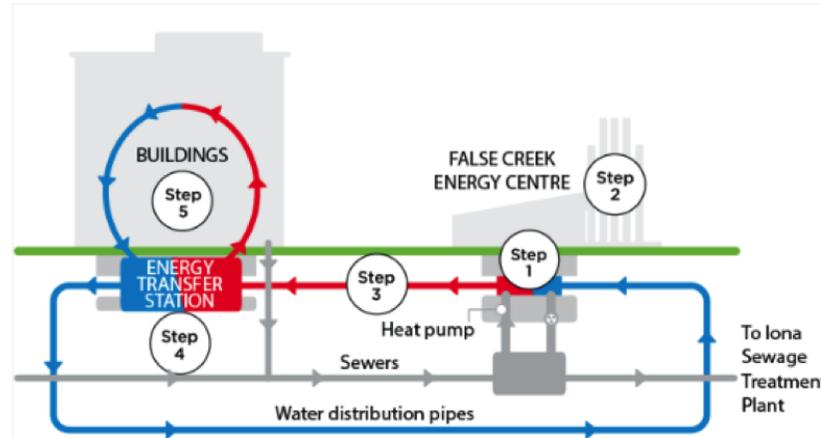
A tremendous amount of thermal heating resource is embodied in the wastewater that flows in sewer systems. Innovation in heat pump technology allows for the efficient extraction of this embodied heat from wastewater to cost effectively heat buildings. Two scales of sewer heat recovery are available in the market today:

#### District Scale Sewer Heat Recovery

Facilities, like the one located in Southeast False Creek in Vancouver, BC, utilize sewer heat recovery from an entire neighborhood to help heat the Olympic Village development. Over a year, most of the development is heated directly by sewer heat and a gas boiler is used to keep up with peak heating demands.

#### Building Scale Sewer Heat Recovery

Advances in heat recovery technology has allowed the use of small heat pump systems that capture waste heat at the building scale. Although new to the marketplace, these building-scale sewer heat recovery systems show promise. An example is the PIRANHA thermal energy recovery system by SHARC Energy Systems.



**Figure 4 — Southeast False Creek Neighborhood Energy Utility District Scale Sewer Heat Recovery**

The Southeast False Creek Neighborhood Energy Utility uses waste thermal energy captured from sewage to provide space heating and hot water to buildings in Southeast False Creek.

This recycled energy eliminates more than 60% of the greenhouse gas pollution associated with heating buildings. The utility is self-funded: it provides a return on investment to City taxpayers, while at the same time, provides affordable rates to customers.

The utility began operations in 2010 and since then has rapidly expanded to serve 395,000 m<sup>2</sup> (4,300,000 ft<sup>2</sup>) of residential, commercial, and institutional space. Over time, the utility will be expanded to serve new developments in the neighborhood and Great Northern Way campus lands.



**Figure 5 — Building Scale Sewer Heat Recovery**

Wastewater is a constant and inexhaustible resource that can carry ~25% of a building's daily energy consumption and in most cases, is being allowed to go to waste into our sewer systems.

When discharged from buildings, wastewater is higher in temperature than other regenerative energy sources, such as well water or geo-exchange, reaching an average temperature of 77°F at the point of discharge.

Across North America and the EU alone, there is over 8.7 billion gallons of wastewater discharged through the sewer systems each day. This wastewater has the potential to replace 1.5 bil-

lion MWh of the natural gas consumption used to provide space heating and domestic hot water every year.

SHARC Energy Systems capture the limitless supply of thermal energy from wastewater to provide sustainable heating and conditioning for a wide range of building types. SHARC aims to significantly reduce global carbon emissions, while reducing current and future energy costs for clients.

The thermo-mechanical methods used in this system are efficient, cost effective, scalable and reliable, providing a truly sustainable and odorless heating and cooling source.

## Geothermal (GSHP)

From a thermal perspective, the earth can be used as a battery. Ground source heat pump (GSHP) technology allows district energy systems to utilize the Earth for thermal benefit, supplying or rejecting thermal energy. Whether through an open loop groundwater supply and return system or closed loop system, GSHP has been used successfully to reduce the carbon footprint of district energy systems. GSHP is viable at both the building- and district-scale.

## Solar Thermal

Often overlooked, solar thermal shows promising integration into district energy systems. In the northwest, solar thermal can prove financially viable as a renewable energy source. Solar thermal systems produce heat while solar photovoltaic (PV) systems produce electricity.



Figure 6 — Ground-Source Heat Pump

## Ground-Source Heat Pumps

Ground-source heat pumps (GSHPs) are well-established systems that can economically heat and cool buildings in most locations. They are in use on campuses throughout the United States because these facilities have buildings with long or year-round cooling requirements and heating loads. GSHPs take advantage of moderate soil temperatures available year-round a short distance underground.

GSHPs operate for many years. These systems use equipment that is the same as or similar to conventional district heating and cooling systems that most campus maintenance staffs are familiar with.

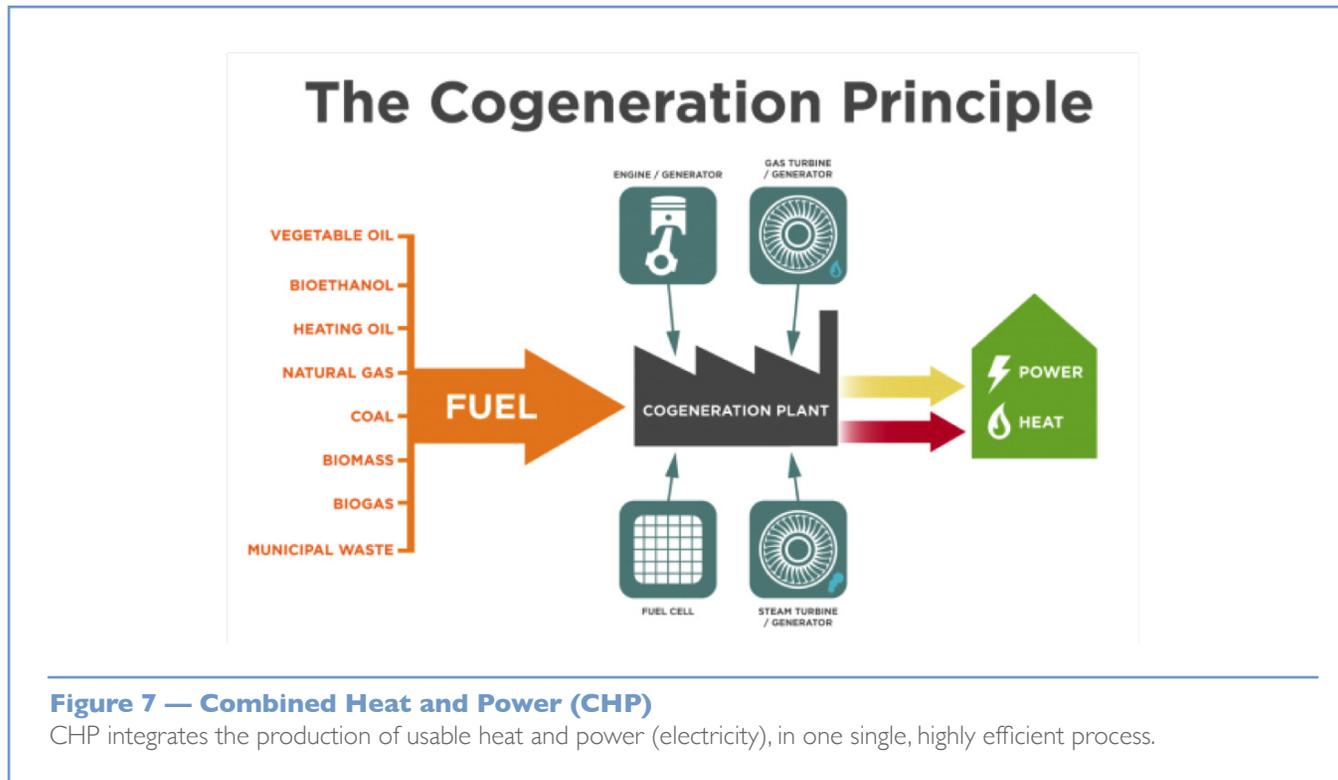
## Campus Ground-Source Heat Pump Options

There are two ways campuses use GSHPs.

- Individual Buildings:

A GSHP should be considered for a new or retrofit building that relies primarily on electric power for heating and cooling. The U.S. Department of Energy (DOE) publishes a fact sheet that helps federal facilities managers evaluate individual buildings for GSHP installations titled *Preliminary Screening for Project Feasibility and Applications for Geothermal Heat Pump Retrofits*, which is a useful tool to determine feasibility of GSHP systems.

- District heating and cooling systems: In the future, larger GSHP systems will provide heating and cooling for entire campuses through district heating and cooling systems. Notwithstanding that most GSHP systems currently operate at temperatures suitable for heating and cooling a single building, larger GSHP systems are appearing throughout the world and in the United States. Heated water is hotter and chilled water is usually cooler—called temperature delta—for distribution in district heating and cooling systems that serve multiple buildings.



### Combined Heat and Power

A combined heat and power (CHP) system generally utilizes a natural gas fired boiler to make steam to turn a turbine to make electricity while capturing and using the heat generated to heat adjacent buildings. The benefit of CHP is the combined efficiency generated by onsite heat and electricity generation (75% efficiency versus 50% from the grid). However, given the potential desire for a no gas district for the 185th Street Station Subarea, combined heat and power (CHP) would not be a likely strategy given the fuel utilized in CHP is commonly natural gas to be financially viable.

### Phases of District Energy Development

District energy development may be divided into the following main phases:

#### Phase 1 - Advocacy, Vision and Policy Development

This work actually precedes the development cycle, nevertheless, it is vital. Many people — even energy experts who work for utilities — consider district energy an “old, outdated” technology whose time has come and gone. If this approach is to once again receive serious consideration, these sorts of misconceptions need to be addressed and debunked.

#### Phase 2 - Feasibility (Screening, Pre-Feasibility and Feasibility)

This is the pre-feasibility screening and feasibility work required to confirm the basic technical and financial viability of a particular district energy project. There are a number of important steps in this phase outlined in section 3, and it requires both financial, technical, and risk expertise.

#### Phase 3 - Detailed Investment Analysis

This is an extension of full feasibility, but includes making decisions about ownership and financing details, as well as securing customer commitments.

#### Phase 4 - Development

This is the design, permitting, construction, and commissioning work.

#### Phase 5 - Operations, Maintenance and Expansion

This involves operating, maintaining, and expanding the system after it is commissioned, and changing fuel sources if necessary and prudent.

# 2

## INFRASTRUCTURE DELIVERY MODELS

### District Energy Players - Roles and Responsibilities

There are seven key players in the process of district energy development. The following pages describe each key player's roles and responsibilities:

#### District Energy Advocate

This is the general advocate and source of information about district energy. Usually a government or nonprofit organization educates the general public about the benefits of district energy, articulating and promulgating the vision to build support. This entity also engages public agencies and industry representa-

tives to encourage supportive public policy. The main U.S. advocate is the International District Energy Association.

#### Facilitator/Convener

This role is essentially the City-designated district energy "champion." This is an extremely important role, because the economic benefits of a municipal-scale, multi-stakeholder district energy system are often too dispersed to motivate any one self-interested party to drive the process. Because district energy's benefits accrue to the public as well as the private sector, individual private actors tend not to take on this time-consuming and expensive facilita-

tion role. As a result, without a strong facilitator driving the process, even an economically viable project can easily fall by the wayside.

#### Pre-Feasibility and Feasibility Consultant

The pre-feasibility consultant looks at a specific geography's current and projected energy and population density, as well as prevailing and projected energy costs, and tries to determine whether or not there is a realistic opportunity for district energy in that location.

A feasibility consultant builds on the pre-feasibility study and prepares a comprehensive study that looks at site-specific energy intensity data, possible

right of way alignments, specific sites for energy plants, neighborhood traffic patterns and various potential technologies to determine whether or not a district energy project makes sense in a specific location. It also analyzes the business and technical case, including a pro forma, sensitivity analysis, thermal plant location options and an analysis of the environmental benefits of various technology options and fuel sources. This work is typically funded either by a public sector entity that wants to maximize public benefits from a project, or by a project developer who hopes to develop the project and has a reasonable expectation of doing so.

## Project Owner

This entity owns the district energy system's physical assets. Owners are typically either public, private, or a hybrid blend. There are also a few district energy cooperatives. Private Franchise/Owners are often linked to and/or backed by large financial institutions such as investment banks or pension funds. Sometimes systems have multiple owners (e.g. joint ventures and public-private partnerships) and ownership lines are often split between the energy center and the distribution network.

## Project Developer

The project developer delivers the physical assets, such as the energy center and/or the distribution system to the owner/financier. In some cases, project developers have a limited period of engagement with the project, as they focus on winning the development contract, and then designing and building the physical assets. Developers tend to be very bottom-line focused and deadline driven, because they generally succeed by limiting their risks and costs, and by completing high quality projects on time and on budget. In some instances, a developer will also choose to be the long-term owner and operator (see below), but this is not always the case.

## Project Operator

The district energy operator is responsible for the ongoing technical operation and maintenance of the district energy system. As already noted, this entity is sometimes also the Developer and the Owner. For example, Veolia Energy North America purchased, rather than developed, most of their American district energy systems, and in some cases they operate district energy facilities that are owned by others.

## Regulators

Regulators establish and monitor standards of construction, operational performance, safety, and pricing/consumer protection. They also ensure compliance with standards and other applicable laws.

## District Energy Ownership and Operating Models

There are four ownership and operating models utilized to develop and operate district energy systems.

### The Municipal Model (Public)

Public district energy companies are typically owned and governed by the local municipality. The City either establishes a full-fledged district energy department to manage the system, or it creates a separate, wholly owned and operated subsidiary to shield the City's general fund from direct and unlimited financial liability. Although the City or a subsidiary usually owns the district energy company under this model, the technical design, construction — and possibly even the operation — is often contracted out to private firms through a traditional public procurement process.

For example, a private developer backed by private investment funds might use a traditional project finance structure to build the system. This might involve a Special Purpose Vehicle (SPV) to finance and develop the system that, once completed and fully operational, could be transferred to the City's full ownership and control. The City would

thereby shed the construction risk and purchase the completed system with low-cost bonds secured either through contracted energy purchase agreements or by the City's full faith and credit. In either case, the City would repay the relatively low-cost bonds over time.

In other municipal examples the system's build-out occurs over many years, so there is not a simple design-build phase followed by a bond financing phase. The municipal utility in such cases will require an ongoing source of new design-build capital. This may take the form of a revolving capital pool that is continually replenished by an expanding base of ratepayers.

### Strengths of the Municipal Model:

- City procurement guidelines, along with long-term ownership, ensure control and close alignment with the City's goals, including social and environmental policies.
- Development risk can be transferred to a third party via a Special Purpose Vehicle, as described above.
- City controls zoning and building permits, so can create incentives, lower the cost of capital and prioritize sustainability, efficiency, and carbon performance.
- City ownership enables provision of

lower-cost long-term financing compared to private sector borrowing.

- Operating profits would flow back to the City and support the delivery of other services. While this is a positive outcome, there is also the potential for losses.
- System expansion or modification can be encouraged, coordinated, and controlled by the City.
- City may have access to grants not available to private sector owners.
- City may recover some costs from taxes rather than customer rates if there are broader public benefits from the project and costs exceed private benefits (sustainable rates) or to minimize revenue risks from voluntary-only participation.

### Weaknesses of the Municipal Model:

- Long-term financing costs are reliant on the financial strength (i.e. the credit rating) of the City, and project debt will remain on the City's balance sheet.
- The City carries the long-term debt, and arguably might discourage energy efficiency investments that could reduce its income from energy sales.
- Without a clear commitment to finance expansion and renewal, the system may not reach its full (sustainable) potential and stagnate.

### The Private Model

A number of private companies develop, own and/or operate district energy systems. Most of these firms are relatively unknown; however, in Europe and Canada, several very large investor-owned utilities have entered this market, either directly or by buying a stake in a specialist company and providing solid financial backing, but there are still relatively few U.S.-based utilities in this space.

Private companies can arrange external debt financing, but building owners and/or the project developer sometimes may need to make an equity contribution to the project. More common is a connection fee that is required upon connecting to the system. Building owners are sometimes required to make long-term commitments to purchasing energy for no less than the projected or actual 'business as usual' price of energy from more traditional sources. This way the district energy developer can model incoming future cash flows with a reasonable degree of certainty. Sometimes interested public entities also must supply gap financing, especially for distribution systems in areas with relatively few initial customers. This gap financing may be justified on the basis of broader public benefits.

### Strengths of the Private Model:

- The private company and its backers typically carry most, if not all, of the financial risk.
- The private company brings substantial expertise to the project with extensive project finance skills, project management experience and technological knowledge, all of which enables them to carry the technical performance risk.
- The developer will continue to own and/or operate the system over the long term, so a City will not have to handle maintenance or operations.
- A private utility will typically continue to capitalize the business for expansion and renewal.

### Weaknesses of the Private Model:

- Relatively high rates of return are required to compensate the developer's risk, so energy charges may be higher.
- Unless there is a very strong business case, privately-financed projects often need at least some public support, whether in the form of policies that reduce development risks and barriers or incentives and financing support in recognition of broader public benefits.

- Public sector stakeholders have more trouble exerting control and are less able to direct future development of privately-owned projects, particularly those with a lower rate of return.
- The details of a City's franchise agreement are extremely important, because customers will be tied to a private company with near-monopoly control, and depending on the type of system that is developed, it could be exempt from Public Utility Commission (PUC) oversight.

### The Hybrid Model (i.e. Public Private Partnership)

Various hybrid structures, some of which are known as public-private partnerships, may be established in order to share financing, development, ownership and operating risks and functions. The hybrid model — which is actually a “family” comprised of dozens of possible configurations — also shares decision-making power/control between the public and private sectors while still allowing the district energy developer to access capital at the lower interest rates available to the public sector. Hybrid approaches offer tremendous flexibility and the opportunity for innovation in creating a unique ownership/ operating structure.

Several discrete elements of a project can be “hybridized”:

- **Financial Ownership** - For example, a typical joint venture combines all of the assets into a single entity and splits ownership of that entity between the owners.
- **Hard Assets** - This is not really a joint venture, as actual assets are not shared. An example might be a system where one entity (typically, but not always, a municipality) owns and maintains the thermal distribution system, while a private company owns and operates the energy center.
- **Operations, Maintenance and Upgrades** - Operations and maintenance can be outsourced via a simple operating agreement. Alternately, a more comprehensive and longer-term concession agreement might also include outsourced responsibility for funding system upgrades and expansions.

One possible hybrid arrangement is for public entities to handle the financing, construction, operation, and maintenance of a thermal distribution (piping) system, while the central plant is handled by one or several different private entities. The municipality would manage the energy distribution system since ongoing maintenance and extension requires tearing up the streets, an activity that municipalities already

know how to manage. This work can be closely coordinated with other public utility repairs within the public right-of-way. The thermal distribution and/or other components of a system could also initially be financed, owned, and operated by a municipality, but later sold off once the system is established and its financial viability is clearly demonstrated.

### Strengths of the Hybrid Model:

- City still controls zoning and building permits, so can create incentives to connect — and thereby influence — the cost of capital.
- Can readily be influenced by the City's procurement process and regulations to pursue efficiency, carbon performance, the use of locally-sourced renewable fuels, and rapid expansion into new or redeveloping neighborhoods.
- Greater flexibility, in terms of financing sources and risk allocation, than either wholly-public or wholly-private approaches.
- Sometimes provides access to low-cost, public-sector borrowing rates.
- May reduce political risk for elected officials supporting district energy projects.

### Weaknesses of the Hybrid Model:

- The public sector (i.e. the taxpayer) often still assumes some financial risk.
- Liabilities are sometimes, but not always, reflected in public sector accounts.
- Process requires compliance with (potentially cumbersome) public sector procurement procedures.

### The Cooperative Model

Cooperatives (co-ops) are also sometimes known as stakeholder-owned Special Purpose Vehicles, because ownership is shared among the co-op's customers. Key stakeholders are typically customers receiving the energy, like commercial buildings and/or residents within a defined location and local public agencies.

### Strengths of the Cooperative Model:

- This structure is likely to offer maximum accountability and transparency because the owners are also customers.
- Co-op structures can enable projects in areas with limited access to capital by securing relatively small amounts of capital from many different owners/customers.
- By owning the network that serves them, co-op members reduce the

risk of monopoly abuse.

- Offering outside entities an ownership stake can help fund expansion and attract more members.

#### Weaknesses of the Cooperative Model:

- Decision-making can be cumbersome for cooperatives, since ownership is divided across many stakeholders that may have disparate interests.
- A co-op may lack the expertise that a private firm can offer through a private or hybrid model.
- It may be difficult to utilize the co-op model in newly developed areas without an established base load. This model may work best for purchasing existing district energy infrastructure, rather than building new facilities.

### Challenges to Implementing District Energy

There are potential challenges to overcome as well. Some key challenges include:

#### Building Developer/Owner Buy-In

The most critical challenge to DE development is building developer/owner buy-in (i.e., “will they choose to connect”). Detailed financial analysis will provide these future customers with the necessary information to make informed decisions. Moreover, having

the City backing the system will provide additional certainty of energy service and cost now and into the future.

#### Staging of Capital Investments

Some DE capital investments are “lumpy” and must be staged carefully to minimize carrying costs prior to securing energy service revenues and to minimize stranded investment risk. One strategy to reduce these risks includes interim reliance on temporary or permanent natural gas boilers, which can then be used for peaking and back-up once loads reach sufficient levels to support investment in alternative technologies for baseload supply.

#### Energy Revenue Risks

Customer capture and retention is critical to ensuring economies of scale while minimizing the risk of stranded capital. Often communities and stakeholders play a critical role in mitigating these risks through vision and policy support.

#### Project Financing

District energy offers stable, utility-style returns. However, there is a need to finance pre-implementation feasibility studies and design work for new systems. New systems will also typically need a “levelized rate” structure whereby expenses may exceed revenues in early years. Additional capital will be

required to finance operating deficits in early years, which would be repaid through surpluses in later years of the investment cycle. Multiple sources of financing may be required to reflect the mix of public and private benefits. For example, customers may pay a small premium over conventional heating and cooling systems to reflect intangibles such as higher reliability, better service, reduced risks, and better environmental performance. However, the willingness of private customers to pay for societal and long-term benefits such as deep carbon reductions and technological flexibility may be limited. Other sources of capital will be required to maximize these societal benefits.

#### Planning and Coordination

Considerable coordination among land use and infrastructure planning is required to minimize implementation costs, secure energy production sites, and secure certain alternative energy sources such as waste heat sources. Building codes and enforcement can be used to promote voluntary connection and ensure system performance. Careful coordination with building developers and designers is required to ensure optimal system compatibility.

#### Supply and Price of Alternative Technologies and Fuels

Supply chains for some alternative technologies and fuels are not yet well developed, and there may be both supply and price risks compared to well-established conventional fuels. These can be managed in part through competitive procurement processes, performance contracting, and the staging and diversification of technologies. Governments may also have a role to play in facilitating market development for technology and fuel suppliers, as well as access to resources such as waste streams and heat recovery opportunities.

#### Electricity Market Interface

The primary focus of DE is on the provision of thermal energy service (heating and/or cooling). Combined Heat and Power (CHP) can reduce DE costs and enhance the efficiency and security of the local electricity system. However, investors will often require long-term and stable power prices to finance the additional costs of CHP. Alternatively, electric utilities or independent power producers may need to build, own, and operate the plants including the management of electricity supply contracts, and then sell waste heat to a DE provider.

# 3

## DISTRICT INFRASTRUCTURE ASSESSMENT APPROACH

### **Determining the Potential Value Proposition of District Energy**

The value propositions, costs and risks of DE must be weighed in project-specific business cases that consider the unique features and local context of every project.

The ultimate business case for DE will depend upon a number of criteria including:

- The ultimate scale of the expected system;
- The density and mix of loads (higher density and greater use mix will typically results in greater ratio of benefits to costs);
- The actual rate and staging of development;
- The security of loads (requirements or incentives for customers to connect and consume);
- The options for on-site energy systems (many building sites may be limited in terms of their ability to access alternative energy sources such as solar orientation or available space and suitable ground conditions for geo-exchange systems);
- The availability and cost of alternative energy sources (e.g., large nearby waste heat sources, local underutilized biomass resources);
- Potential synergies with other infrastructure (e.g., as sources of waste energy and/or in the installation and maintenance of equipment); and
- Other opportunities for future growth or the addition of other services (sometimes referred to as “growth options” in the finance literature).



**Figure 8 — Conceptual View of 8th Ave NE Right-of-Way Showing MUR-35' and MUR-45' Zoning**

### Assessing District Energy Viability

Based on input from the City of Shoreline, DE evaluation criteria were identified as follows:

#### 1. Technical

Does DE provide for better performance when compared to building-scale solutions?

#### 2. Regulatory and Policy

Do existing regulations and policies allow DE? If not, how should they be evolved? Do the benefits of DE reinforce existing City policies and community values?

#### 3. Financial (i.e., Business Case)

Based on sound cost estimating (including Capital and Operations & Maintenance) and revenue projections, does a DE system make financial sense? Is there an adequate business case to justify the investment?

#### 4. Development Model

Public (i.e., City), private (i.e., 3<sup>rd</sup> party), or public-private partnership, which is the best development model to finance, own, and operate a DE system? What is the specific role and responsibility of the City to support DE development efforts?

#### 5. Risk Management

Have potential risks been identified and mitigation measures developed to ensure proper finance, design, construction, and operations?

#### 6. Value to Future 185<sup>TH</sup> Street Station Subarea Development

Does DE provide a strong value proposition to the City and future developers?

# 185<sup>th</sup> STREET STATION SUBAREA DEVELOPMENT ASSUMPTIONS

The following section summarizes existing and planned development for the 185SSS, projects baseline energy use and carbon emissions, and identifies strategies to reduce energy use and GHG emissions to achieve CAP goals.

### Development Assumptions

#### Expected Growth

The City of Shoreline’s anticipated population, households, and employees in the 185SSS were shown in the Subarea Plan FEIS in Tables 3.2-12 and 3.2-13.

Projections were based on a 20-year outlook (to 2035) and a full build-out of 80 to 125 years (2095 to 2140).

The expected growth was estimated as follows:

	2014	2035	Full Build-Out
Population	7,994	12,102	56,529
Households	3,310	4,975	23,554
Employees	1,448	2,160	15,340

## Zoning

The 185SSS zoning map, adopted on March 16, 2015, shows the subarea divided into three different phases. Phase 1 zoning became effective upon adoption; Phase 2 zoning will become effective in 2021; and Phase 3 zoning will become effective in 2033.

At full build-out, approximately 86% of the subarea development is projected to be residential, 11% will be office/commercial, and 3% will be retail, by square footage.

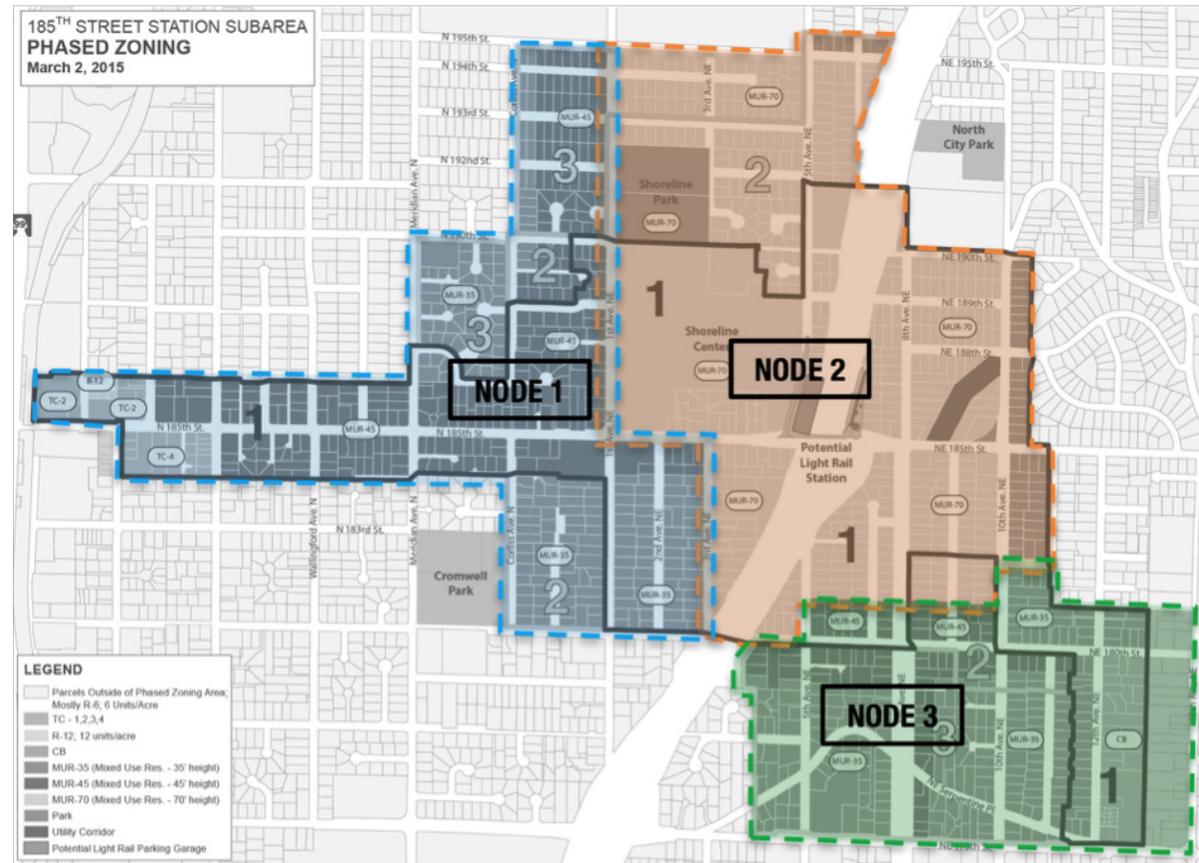
For purposes of analysis, the subarea was divided into 3 different nodes.

**NODE 1** – Node 1 is the west side of the subarea, west of 1st Ave NE and 3rd Ave NE, mostly zoned as MUR-45' and MUR-35' (Mixed Use Residential - 35 and 45 foot height limits). This node would account for approximately 24% of the projected residential development. The core of this node abuts NE 185th Street and is part of Phase 1, but portions of this node farther from NE 185th Street fall into the boundaries of Phases 2 and 3.

**NODE 2** – Node 2 is in the middle of the subarea, centered around the future light rail station. This is the highest density portion of the subarea, predominantly zoned as MUR-70' (70-foot height limit), which is intended to become "Transit-Oriented Development" (TOD). This node accounts for approximately 57% of the projected residential development. The zoning in this node

falls within the boundaries of Phases 1 and 2, unlocking in 2015 and 2021, but the timing of development here is expected to be more closely tied to opening of the light rail station because it will be proximity to transit that makes projects viable.

**NODE 3** – Node 3 is the southeast portion of the subarea, marked by the MUR-35', MUR-45', and Community Business (CB) zoning around NE 180th Street. This node consists of approximately 19% of the projected residential development. Most of the new zoning in this node is part of Phase 3, unlocking in 2033.



**Figure 9 — Subarea Nodes**

### Energy Use and Carbon Emissions Assumptions

Electrical power is serviced to this sub-area by Seattle City Light (SCL). Based on Seattle City Light's fuel mix in 2014, approximately 97% of their portfolio is from renewable sources. The GHG emissions measured in metric tons of carbon dioxide (tCO<sub>2</sub>) from SCL is relatively low. With a goal of the elimination of coal as a fuel source by 2025, and the increase in other renewable power options, it was modeled that the electrical power supply would not contribute to any GHG emissions by 2050.

Natural gas service is provided by Puget Sound Energy (PSE). Natural gas is typically used for heating purposes. While it is currently a lower cost option than electricity for the equivalent amount of energy produced, it will contribute to GHG emissions both within the subarea during use and through its extraction and supply chain.

Existing buildings and new development were evaluated by the common measure of energy performance in buildings,

Energy Use Intensity (EUI). Buildings were categorized by three different uses: office, multi-family residential, and retail, as each type of building use has different needs for heating and cooling.

Existing buildings were assumed to have EUI values like other existing Seattle-area buildings. The existing buildings were modeled to have reductions in EUI over time, to match the targets described in the City's Carbon Wedge Analysis (CWA), which was adopted in 2013 to provide a pathway for the City to meet CAP emission reduction targets.

According to the CWA, the City target for new buildings should be to achieve zero net GHG emissions in 100% of

new buildings citywide by 2030. A combination of State code changes and other policy decisions will help to achieve this goal. For example, the Washington State Energy Code will ensure that new buildings constructed after 2030 must use 70 percent less energy than new buildings constructed in 2006. Another advantage for Shoreline is that Seattle City Light's fuel mix is low carbon, so electrical power to new buildings will have minimal GHG impact, and coal power as a source is expected to phase out entirely by 2025.

For this analysis, new building EUI values were initially based on the 2015 Seattle Energy Code Target Performance Path, which was used as a benchmark for EUI

standards. These values were lowered by about 15%, as Shoreline's light rail station subareas have green building requirements that will result in buildings more energy efficient than code. These EUI values were also modeled to reduce over time to reflect future potential for DE systems and other building efficiency improvement brought to market or mandated by code.

In existing buildings, retrofits should be utilized to achieve the City goal of 40% reductions of natural gas for heating by 2030. Renewable energies will be sought after as a replacement source for heating, and existing building electrical use must reduce by 25%.

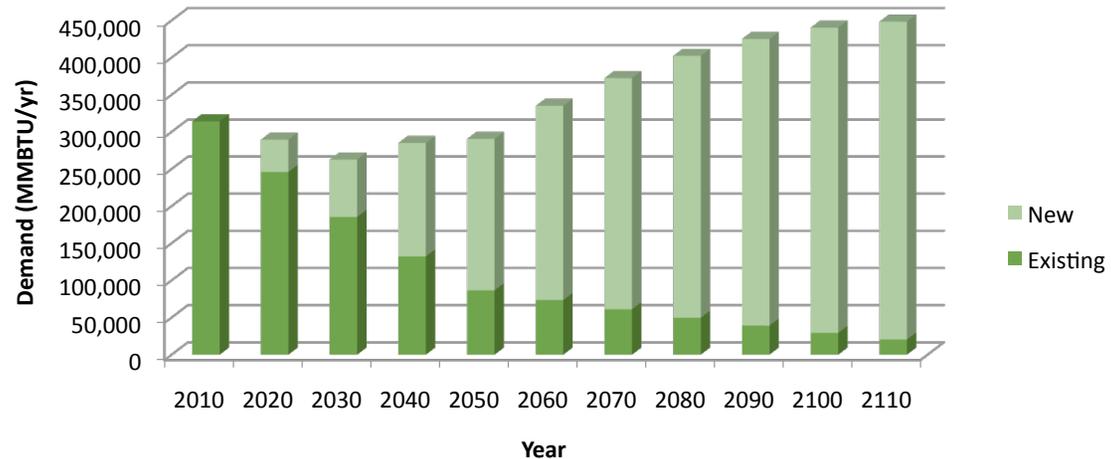


Figure 10 — Projected Energy Demand

### Baseline Energy Use and Carbon Emissions Estimates

#### Business as Usual (BAU) Scenario

Business as Usual (BAU) conditions were modeled with the existing and new building EUI values described above. BAU modeling assumed a typical use of natural gas for heating in new development.

The baseline energy demand with no new development is 314,000 million British Thermal Units (MMBtu) for approximately 4 million square feet of interior space. A BTU is a measure of the energy content in fuel, and is used in the power, steam generation, heating and air conditioning industries. The GHG emissions of the original existing development are approximately 8,229 tCO<sub>2</sub>.

The results of a BAU projection to 2050 resulted in the subarea consuming approximately 290,500 MMBtus of energy annually, based on 2.5 million square feet of existing buildings and 9 million square feet of new buildings by 2050.

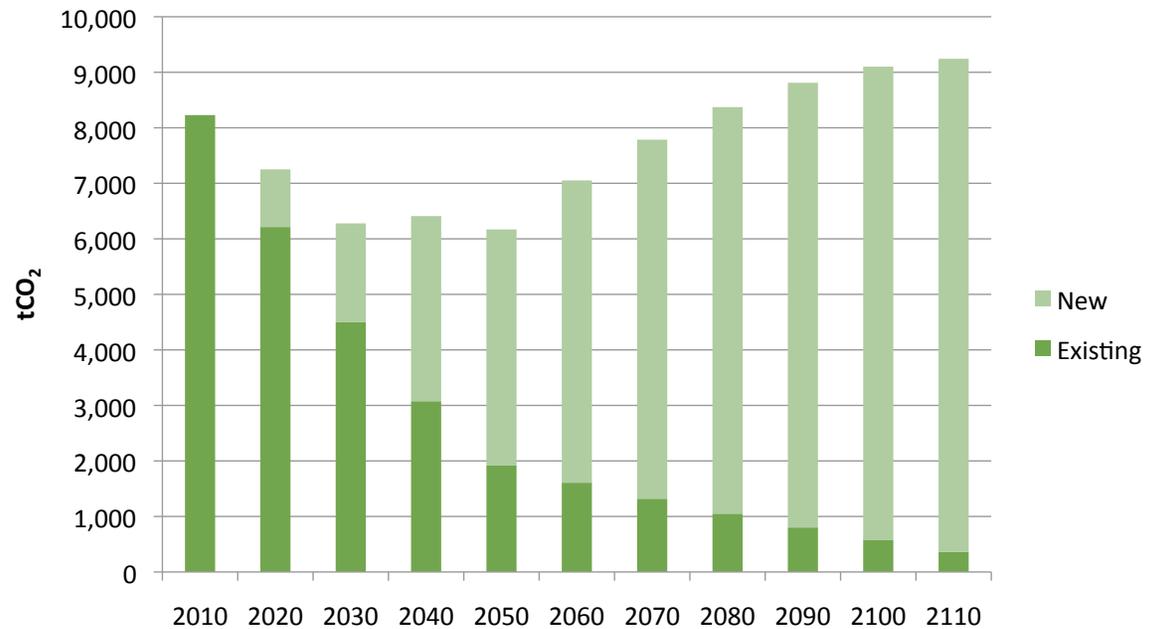


Figure 11 — Projected GHG Emissions (with Natural Gas)

Greenhouse gas emissions resulted in 1,917 tCO<sub>2</sub> from the existing buildings and 4,253 tCO<sub>2</sub> from new development by 2050. The resulting reduction of GHG emissions based on new building and existing building energy efficiency is approximately 25% – well short of the 80% goal by 2050.

To achieve the CAP reduction goal would require a significant amount of onsite renewable energy generation. For example, the amount of on-site solar generation required to offset the GHG emissions in 2050 would be the equivalent of over 20 MW (megawatts) of solar PV (photovoltaic) generation,

which is approximately 1.75 million square feet worth of solar arrays.

BAU - NO GAS Scenario

After the BAU conditions were modeled, a scenario with no natural gas used in new development was analyzed. The same strategy for reducing existing and new building EUIs was modeled. As a result, the energy demand in 2050 is the same 290,500 MMBtu as the BAU condition, but it will be met entirely with electrical service for the 9 million square feet of new buildings, and a mix of gas and electric for the remaining 2.5 million square feet of existing buildings. Electrical options for heating include heat pumps, which also have the ability to provide air conditioning.

Again, the baseline energy demand with no new development is 314,000 MMBtu for approximately 4 million square feet. The GHG emissions of the original existing developments are approximately 8,229 tCO<sub>2</sub>.

Carbon emissions resulted in 1,917 tCO<sub>2</sub> from the existing buildings and no GHG from new development by 2050, since it was assumed that the SCL service will be entirely carbon-free by

2050. The resulting reduction of GHG emissions is approximately 77%, almost meeting the 80% goal with just building efficiency improvements (combined with targeted DE service within high density areas, such as Node 2) and elimination of natural gas in new development.

Achieving CAP goals would require implementing onsite renewable energy generation. The amount of on-site solar generation required to offset the GHG emissions in 2050 would be the equivalent of approximately 1.25 MW of solar PV, which is approximately 100,000 square feet worth of solar arrays.

As shown in Figures 11 and 12, natural gas use is the determining factor in meeting GHG reduction targets in 2050.

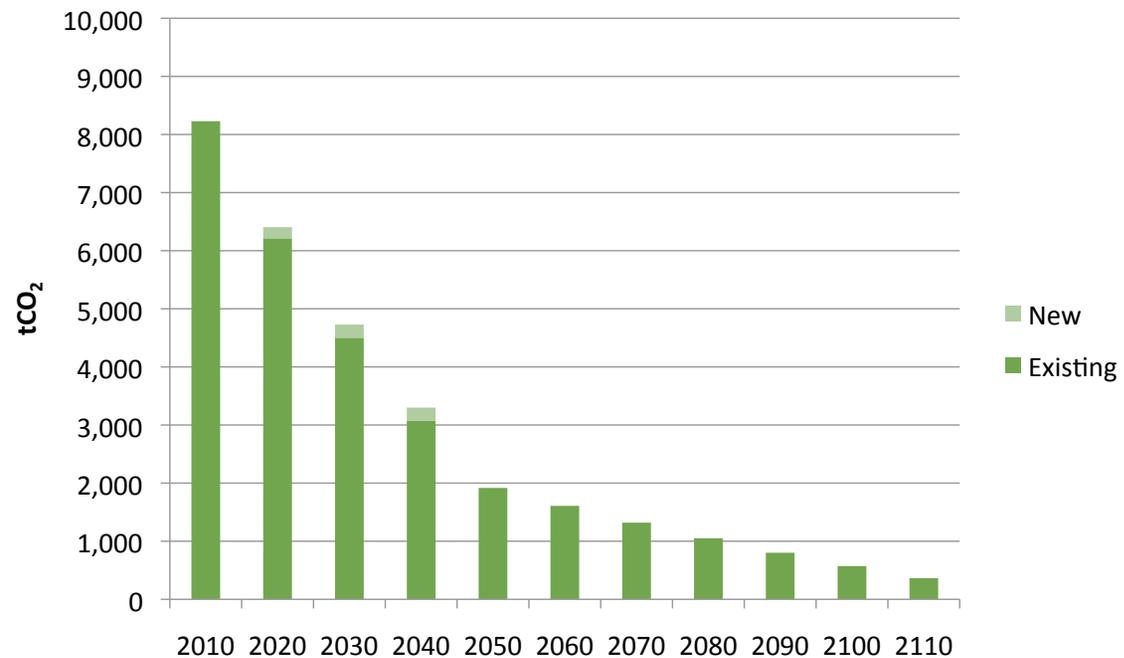


Figure 12 — Projected GHG Emissions (no Natural Gas)

# 5 ACTIONS TO ACHIEVE CLIMATE ACTION PLAN GOALS

Shoreline Climate Action Plan goals are achievable at the 185th Street Station Subarea but it will take a mix of actions. The following graphic demonstrates how the City of Shoreline may utilize development the 185SSS to achieve CAP goals.

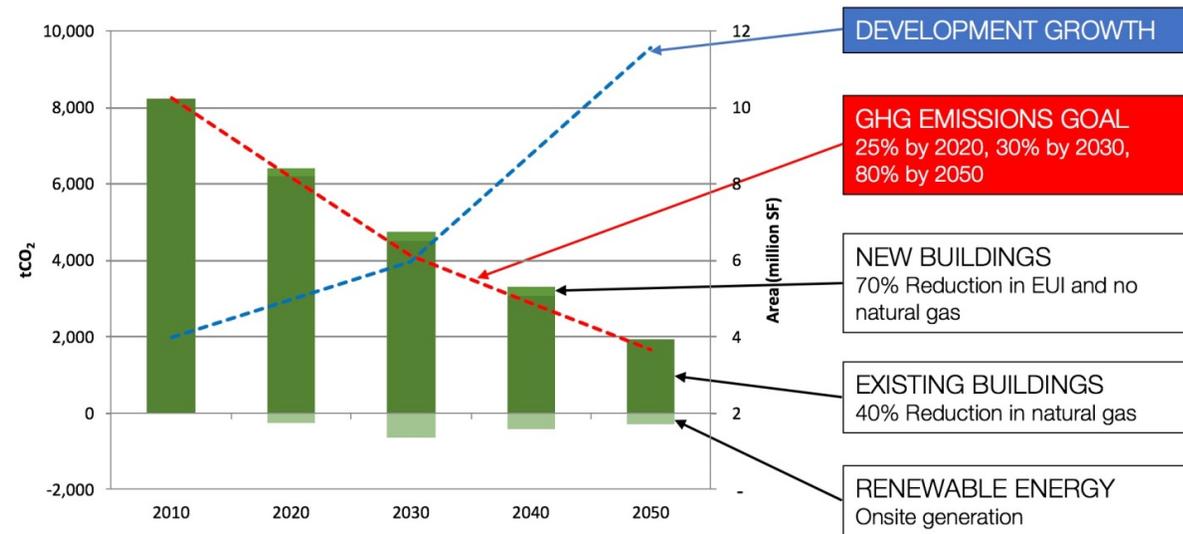


Figure 13 — Subarea Energy Goal and Focus Areas with No Gas

Current development is approximately 4 million square feet and 2050 development is projected to be approximately 11.5 million square feet. The graphic above shows that even though the 185SSS could triple its population over the next 30 years, GHG emissions can be reduced to 80% below 2007 levels.

Achieving this goal will require the following actions:

1. No Use of Combustion or Natural Gas Heating in New Buildings
2. Increased Energy Efficiency in New Buildings
3. Retrofit Existing Buildings for Greater Energy Efficiency and to Fuel-Switch from Combustion/Natural Gas Heating
4. Utilize Onsite Renewable Energy
5. Develop District Energy

### **ACTION 1 – No Natural Gas Program Trial / Demonstration Pilot Project(s)**

Since SCL energy is essentially, or will be shortly, 100% renewable, Shoreline should focus on creating development policy and support standards/codes to limit or eliminate the use of natural gas within the 185th Street Station Subarea. This action has the most significant impact on reducing GHG emissions associated with subarea development.

#### **Recommended Next Steps**

Convincing the market to implement no gas development will take considerable effort and strategy engagement with stakeholders. Shoreline should complete the following:

1. **No Gas Working Group** – Form a “no gas” working group to explore the benefits and disadvantages of adopting a no gas policy for the 185th Street Station Subarea. This working group would be ad hoc and would meet for approximately 12 months to assess and develop recommendations to Council, followed by regular updates by City staff as a potential no gas program is evaluated. Members of the working group would include City staff, Puget Sound Energy, Seattle City Light, and a few members of the community. The working group should be no larger than

10-12 members.

2. **Environmental, Financial, and Legal Assessment** – Shoreline should work with a consultant to assess the environmental, financial, and legal impacts of a “no gas” policy. It would be wise to include in the assessment case studies relevant to the type and scale of development projected for the 185th Street Station Subarea. These case studies will be critical elements of the stakeholder engagement process. For budgeting purposes, an assessment like this may cost approximately \$50,000.

3. **Community Outreach and Engagement** – City staff, with support from the No Gas Working Group, should implement a stakeholder engagement process to both help craft the environmental and financial assessment as well as to refine the case study assessments. Stakeholders would be from two groups: new building and existing buildings. The new building members of the stakeholder group should be comprised of local developers in Shoreline that are working on single family residential, multi-family residential, and commercial projects. Existing building stakeholders would represent similar building types. It will be important to understand how each stakeholder group would consider a potential no gas policy in Shoreline.

4. **Preliminary No Gas Program** – Based on the results of the environmental and financial assessment of a no gas policy and stakeholder input, Shoreline should craft a preliminary no gas program for the 185th Street Station Subarea. That program should be shared with the stakeholder group for input and refinement and then shared with Council for review.

5. **No Gas Program Trial Period / Demonstration Pilot Projects** – Based on input from stakeholders and Council, Shoreline should implement the no gas program for a trial period of 5 years. This period would cover project predevelopment, permitting, construction, and at least 2 years of operation. The City should monitor and track the project from an environmental and financial performance perspective. These initial development projects would serve both the community and City well from the educational perspective, plus it would add real data and results to the No Gas Program.

6. **Implement No Gas Program** – Should the trial no gas program results prove positive, Shoreline should adopt the no gas program for the 185th Street Station Subarea – and potentially other areas in the city.

### Policies and Incentives

Shoreline should work with SCL to explore potential incentives for no gas development. This likely will be a critical component of the no gas program trial period and demonstration pilots. Incentives could range from discounts/rebates on electric appliances and HVAC equipment to technical resources to help developers/building owners with assessing no gas options for new building or retrofit projects. Shoreline should also connect with the National Renewable Energy Lab (NREL) and International Living Future Institute (ILFI). See below for more information.

Seattle City Light would also potentially be a great partner to structure a no gas incentive in the form of package that funds electric heating combined with solar hot water. Electric heating generally has a lower capital cost than gas heating. The savings help to offset the higher capital cost of solar hot water. The result would be a cost neutral solution for a developer to implement a no gas heating and hot water system for their development.

### Resources

There are no current examples of City-mandated no gas policies in effect. However, on a smaller scale, developers have started designing and constructing

new projects without any natural gas. It appears that these developers are driven by aggressive sustainability goals, such as those outlined in the International Living Building Challenge (LBC), and the potential for lower upfront capital and operating costs associated with all electric systems (which combine electric heating with solar thermal hot water).

According to the Living Building Challenge 3.1 – A Visionary Path to a Regenerative Future, imperative 6 requires “one hundred and five percent of the project’s energy needs must be supplied by on-site renewable energy on a net annual basis, without the use of on-site combustion.”

In addition, the National Renewable Energy Lab (NREL) has created a research on net-zero buildings and ecodistricts. They are tracking projects that have selected or implemented no gas solutions. It is recommended that Shoreline connect with NREL to share knowledge and resources. NREL may have sources/incentives to support Shoreline’s exploration of a no gas policy for the 185th Street Station Subarea.

### **ACTION 2 – New Building Energy Efficiency (including a no gas, net-zero demonstration pilot)**

A 70% reduction in energy use, combined with no gas, is needed to achieve CAP goals for the subarea. This would be equivalent to LEED Platinum buildings, which use no gas, for all new development within the subarea. A goal of this magnitude will require significant engagement with the local development community and likely some form of incentive.

To achieve the GHG emissions goals, new buildings should not use natural gas as an energy source. Between now and 2050, there is projected to be an approximate three-fold increase in population and development square footage. Accommodating that type of growth while reducing overall GHG emissions by 80% would not be possible with the addition of new natural gas buildings, even with the aggressive improvements in building efficiencies.

Luckily, Shoreline has already taken a tremendous step to advance and incentivize high performing green buildings through its launch of the Deep Green Incentive Program (DGIP).

DGIP provides flexibility in the application of development standards, expedited permitting, and fee reductions to promote construction of green buildings that meet the most stringent levels of available certification. These include the US Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) Platinum level; the International Living Future Institute’s Living Building Challenge (LBC), Petal Recognition, and Net Zero Energy Building (NZEB) programs; and Built Green’s 5- and Emerald-Star certifications.

Shoreline’s Deep Green program is modeled after the City of Seattle’s Living Building Challenge Ordinance, which was catalytic in making the net-zero Bullitt Center, the greenest office building in the world, a reality.

### Recommended Next Steps

Aggressively energy efficient new buildings, combined with onsite renewable energy and sourcing energy from SCL, would allow Shoreline to achieve its goal of net-zero GHG emissions in all new buildings. But Shoreline will need to help lead the way.

1. **Deep Green Incentive Program (DGIP)** – The DGIP is in its infancy and should be continued. In addition to the incentive program, the City also

requires Built Green 4-Star certification in the light rail station subareas. In October 2017, the Council directed staff to develop a proposal for expanding this mandate to commercial zoning and adding certification options that would be equivalent to Built Green 4-Star, potentially including LEED Gold and Passive House

2. **No Gas, Net-Zero Demonstration Pilot** – The most powerful action Shoreline can take related to new building energy efficiency is to actually build a no gas, net-zero building. Through doing, Shoreline would learn, definitively, the challenges and required solutions to overcome them. From the planning and design process, funding and incentives, commission, start up and operations, a tremendous amount of work is required. Moreover, an innovative public private partnership would be helpful to support the development.

**ACTION 3 - Existing Building Energy Efficiency Retrofits**

The target of 40% reduction in natural gas for existing building heating would allow the subarea to keep pace with CAP goals.

One way to achieve that goal, or improve upon the 40% number, is to pro-

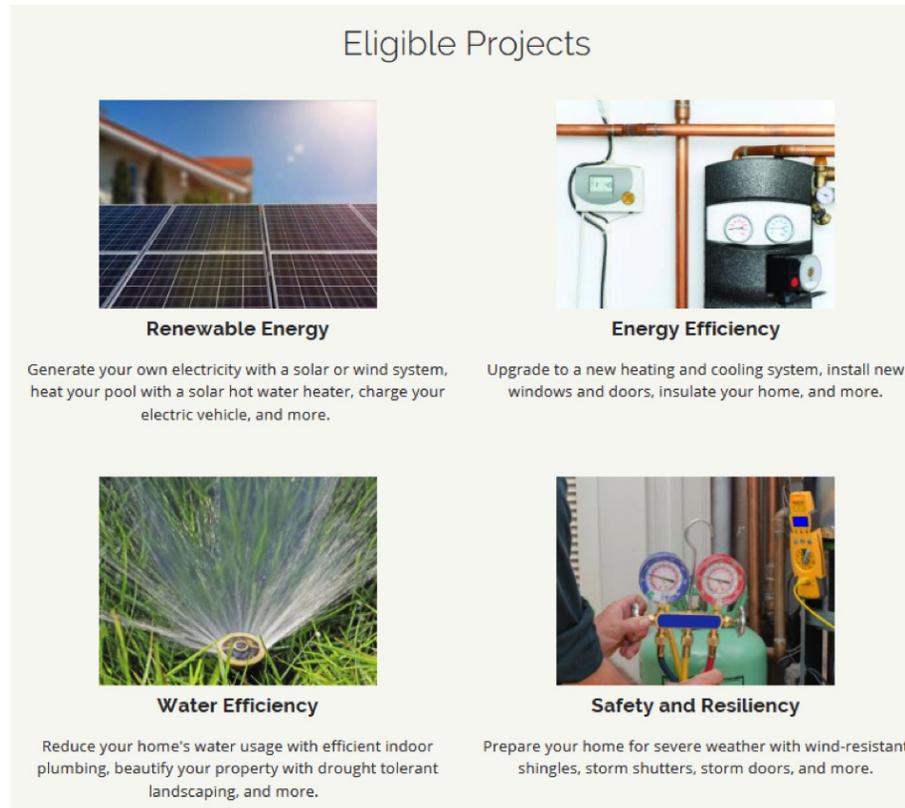
mote the removal of natural gas heating in existing buildings. With a 30+ year outlook to 2050, and a projected full subarea build-out of approximately 100 years, it is natural for existing buildings to need system upgrades and replacements over that time. The City and/or State could incentivize building owners and managers to replace natural gas

systems with electric systems that will have little-to-no GHG emissions.

Retrofitting existing buildings includes a range of actions from light retrofits to deep retrofits. Identifying the correct mix of retrofits requires an energy assessment from a specialized contractor, adequate funding, and experienced contractors.

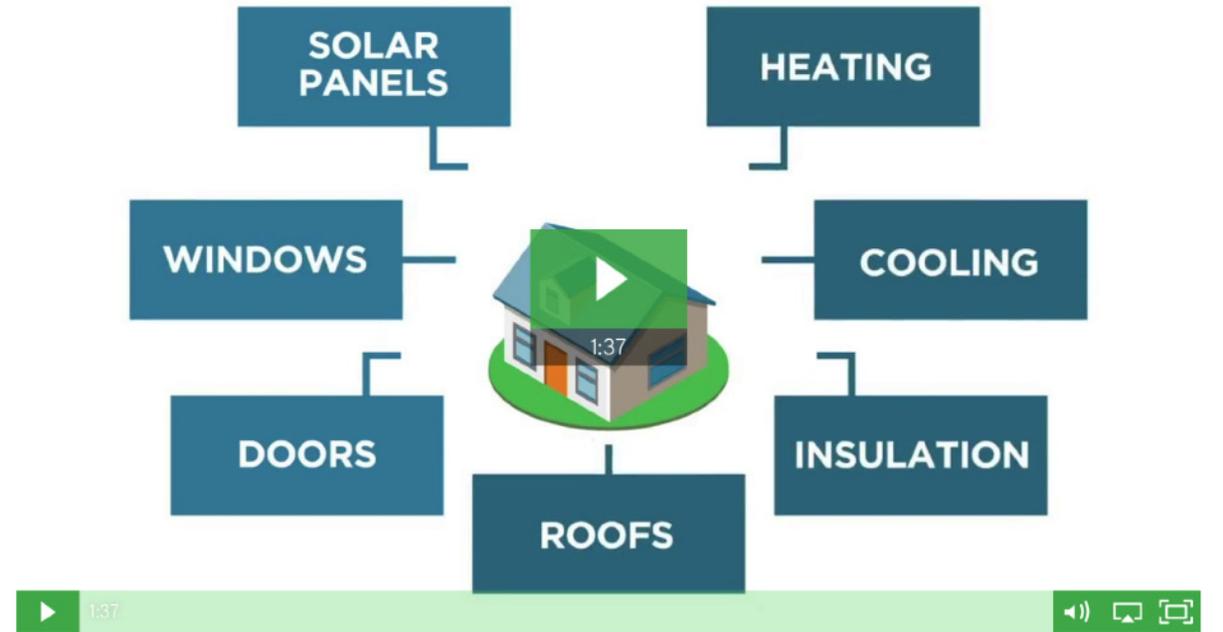
**Light Retrofits**

Light retrofits include simple actions like replacing lighting with energy efficient LEDs and replacing old appliances with energy efficiency appliances. Light retrofits can often reduce energy use within a home by 10-15%, require little capital, and generally have a payback of less than 5 years.



**Figure 14 — Retrofit Project Types**

## What is RenewPACE?



**Figure 15 — RenewPACE Program**

### Deep Retrofits

To push beyond that level of efficiency, deep retrofits must be completed. Deep retrofits range from building envelope improvements to reduce heating and cooling loads such as window replacements and upgrading insulation to new HVAC equipment (including oil furnace replacement) and onsite renewable energy (such as solar PV). Deep retrofits can reduce energy use by well over 50% but are more capital intensive and have a longer payback period.

### Funding Energy Retrofits

A key stumbling block to retrofitting existing buildings is funding. In 2008, the City of Berkeley, CA took this challenge head on. The innovation of the Berkeley energy retrofit program allowed a property owner to finance an energy retrofit and pay for it on their property taxes. Called property assessed clean energy (PACE), the solution revolutionized how existing building energy retrofits are implemented. While the PACE solution is not currently allowed in Washington, this is one example of a creative opportunity for funding retrofits.

### Accelerating Energy Retrofit Actions

Communities across the US are realizing that technology may be used to

help scale the effectiveness and impact of their energy retrofit programs. Spurred by the use of PACE financing, web-based community engagement programs integrated home energy assessments, project delivery, financing, and contractor selection into one, easy to use platform. The US leader in this space is Renew Financial. To learn more: <https://renewfinancial.com>.

### Recommended Next Steps:

1. **Energy Retrofit Task Force** – Form an energy retrofit task force within the City to focus specifically on financing and catalyzing energy retrofits.
2. **Research Existing Programs** – Meet with local utilities and communities to identify existing programs and incentive programs applicable to Shoreline.
3. **Prepare Energy Retrofit Program**

– The program should be considered multi-phase; however, initial (phase 1) efforts should focus on a 5-year period. Engaging with an experienced energy retrofit program manager and implementer (like Renew Financial) would define this program. Their RenewPACE program is a powerful program template that could be used.

4. **Select Energy Retrofit Provider and Launch Program** – Utilize an energy

retrofit program provider like Renew Financial to deliver the program.

#### Resources:

Clean Energy Works in Portland is a program where the utility and building owners work together for cost-effective energy upgrades. The utility pays up-front for the work, and assesses a fixed charge on the customer's monthly utility bill that is less than the estimated savings generated by the upgrade.

Oil Free Washington ([www.oilfreewashington.enhabit.org/](http://www.oilfreewashington.enhabit.org/)), recently convened a focused, short-term coalition of city planners, policy makers, utility partners, and carbon analysts to support Enhabit's efforts to eliminate residential heating oil in Washington State. The City of Shoreline was represented in the coalition during the initial phase, which worked to develop:

- A model policy and 2-5 year implementation plan to successfully transition residences off of home heating oil.
- Agreement on a regional baseline for carbon impacts of residential oil-heating and lower carbon alternatives.
- Inform and develop an assistance program from the Carbon Reduction Incentive Fund (CRIF).
- Create an incentive plan for King

County cities, with the goal to ultimately promote the program throughout the state.

The main focus of the project was to encourage property owners to convert from gas furnace heating, which Shoreline has a higher percentage of than most King County cities, to more sustainable options like electric heat pumps. Yet it is possible that the results of this work could create meaningful incentives and public education materials to promote heat pumps as an attractive alternative to both heating oil and natural gas.

#### **ACTION 4 – Onsite Renewable Energy**

The model shows that with an improvement of existing building EUI and the elimination of gas for heating in new buildings, there is still a small gap to make up to get to an 80% reduction of GHG emissions by 2050. On-site renewable energy would allow the subarea to achieve a net-80% reduction goal by producing energy equivalent to the tCO<sub>2</sub> above the limit.

The estimated on-site solar PV required would be approximately 1.25 MW, or just over 100,000 square feet worth of solar array. This amount of solar PV distributed throughout the rooftops in

the subarea should be easily achievable. Existing City strategies, such as the standardization of solar installation process, could encourage on-site renewable energy.

#### Recommended Next Steps

1. **Solar PV Master Plan** – Prepare a solar PV master plan for the 185th Street Station Subarea. Particular attention should be paid to Node 2 of the development as it shows the greatest promise for solar PV generation due to the type and scale of development. Alone, Node 2 has the potential to meet the solar PV goal for the subarea.

2. **Solar Delivery Partnership Model** – Shoreline could partner with the private sector to ensure development of the 100,000 SF of required solar. The City could help by establishing a special development zone in Node 2 that would require installation of solar PV on all new buildings. In addition, Shoreline should work with SCL to estimate a solar PV delivery structure that would not cost building developers additional capital cost. The Shoreline Solar Project would be a great partner to help implement this focused strategy.

#### **ACTION 5 – District Energy**

Specific to Node 2, DE should be implemented utilizing a “no gas” source such as sewer heat recovery, biomass, or ground source heat pumps. Node 2 is a ripe location for DE due to the mix of uses (residential and commercial), scale (greater than 2M SF) and pace (likely a large initial development adjacent to the light rail station) of development, which creates enough thermal demand density to make DE viable. Preliminary assessments conducted for the subarea identified Node 2 as having the most financial potential, while reducing energy use of buildings connected to the system by 10-25%.

As redevelopment of Node 2 is anticipated to begin by the early 2020's (which aligns with light rail development), Shoreline has only a few years to craft a district energy strategy for the area. Development planning for Node 2 would likely begin approximately 2-3 years prior to the start of construction.

#### Recommended Next Steps

Beginning in 2020, Shoreline should re-initiate its district energy feasibility efforts for Node 2.

1. **Initiate Partner Engagement**  
City should initiate engagement with key project partners, including potential future developers and SCL, to gauge

preliminary support for implementation of a district energy system. Assuming initial support, the City would work with partners throughout the following steps to ensure their interests are incorporated into system development.

#### 2. Assess Low Carbon District Energy Technologies for Node 2

Node 2 has the projected development density that makes for a viable application of district energy. Special emphasis should be placed on sewer heat recovery, biomass, and potentially GSHP.

#### 3. Develop Public Private Partnership Framework and Roadmap

Based on the recommended DE development model (see below), a detailed partnership framework should be established identifying roles, responsibilities (including capital contributions), and timeline for financing, developing and operating the district energy system. The partnership framework should also be coupled with a district energy development roadmap to demonstrate tasks and major milestones for implementing district energy.

#### 4. Confirm Partner Interest

Once a preliminary draft of the public-private partnership (P3) framework and roadmap has been completed, City should reconvene a meeting with Node 2 stakeholders to confirm support of a

public private partnership to implement district energy. The partners, assuming they are interested, should work together to finalize the P3 framework and roadmap. Upon finalization, each partner should formally confirm support of the P3 through a letter of interest (LOI).

#### 5. Confirm City Capital Contributions and Enabling Strategies

Capital contributions from the City to the district energy P3 will be necessary to ensure adequate investment returns. Moreover, specific “enabling strategies” to minimize project risk, such as mandatory connection standards, also need to be agreed to.

The City should consider incentivizing low-carbon technologies such as sewer heat recovery and biomass. Shoreline would be entering into unchartered territory by creating this incentive. No examples could be found of other City’s providing incentives for low-carbon district energy system.

One incentive opportunity could be the creation of a local improvement district (LID) to help fund district energy or at least the cost premium for a district energy system to implement low-carbon technologies like sewer heat recovery and biomass. The City would provide

its district energy developer an upfront capital contribution for the low carbon technology and then would collect LID revenue from the properties within the district over a period of time. .

#### 6. Initiate Formation of District Energy Utility

Based on supportive partner interest and agreed upon P3 framework, the City could initiate formation of a district energy utility to serve Node 2. Formation of the utility needs to be initiated prior to Node 2 development. Plan on 2-years prior to land use/development pre-application work occurring within the district to ensure enough time for stakeholder engagement and integration into real estate development efforts.

**Recommended Development Model**

Recent district energy development efforts in Portland, Oregon and Seattle, Washington initially began as private development models where the City engaged with a third party district energy provider through a competitive, public procurement process. However, based on the results of these initial efforts, it became evident that the third party district energy providers needed some type of partnership with cities – either financially or policy wise – to ensure commercial viability for the district energy system.

As a result of these recent efforts, it is recommended that the City of Shoreline pursue a P3 development model to implement district energy within the 185th Street Station Subarea.

A P3 development model for implementing district energy near the 185th Street Station would require the City of Shoreline to engage with an experienced third party district energy provider (DE Provider). The terms of the P3 would likely include the following:

**185th Street Station DE P3 Development Model (Example)**

Ownership:	City/DE Provider
Funding:	
Central Plant:	DE Provider
Distribution Network:	City
Design/Build/Operate:	
Design/Build:	DE Provider
Permit:	DE Provider
Policy Support:	City
Operations:	DE Provider
Customer Relations:	DE Provider

The City and DE Provider would jointly own the district energy system. Each partner would be responsible for financing specific components of the system consistent with financial return needs and risk profiles. This would likely result in the City financing the distribution piping network – to be constructed with public street improvements – and the DE Provider financing the central plant – based on the timing of heating and cooling energy growth within the district. The DE Provider, utilizing their expertise and experience, would design/build/permit the system as well as operate and manage customer relationships.

The City would support system development through the creation of support policies such as mandatory connection requirements for each building developed in the district to connect to the district energy system. Revenue generated from the district energy systems would be shared by the City and DE Provider based on the capital and risk invested into the system.

**Policies and Incentives:**

Establish a district energy zone around Node 2 that requires new buildings to connect to the DE system. When Node 2 development nears, complete a district energy feasibility assessment to confirm district energy viability (including technology type) and identify the most appropriate implementation model.

**Resources:**

Progressive cities across the US are exploring the use of district energy to support climate action plan goals. Most cities are exploring district energy specific to a development area (i.e., district energy feasibility assessment) but no specific policy to catalyze district energy development could be identified. The City of Portland Climate Action Plan identifies district energy as a potential strategy to utilize to help achieve carbon reduction goals.

# 6

## SUMMARY OF FINDINGS AND RECOMMENDED NEXT STEPS

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The Climate Action Plan goals within the 185th Street Station Subarea are achievable by following the right steps in promoting new development requirements and retrofits to existing development. The GHG emissions reductions of 50% by 2030 and 80% by 2050 goals are aggressive, especially when considering that the population of the subarea is projected to triple by 2050.

Even with the large increase in building area, the aggressive targets for new and existing building efficiency resulted in no net increase in energy demand by 2050. Energy demand on its own is not enough to decrease GHG emissions to the level required to achieve the goals, but the following steps can be taken to achieve further GHG emissions:

### 1. [Renewable Grid Energy](#)

Seattle City Light's fuel mix is currently low carbon, with over 90% of energy coming from renewable sources. SCL's goal of eliminating coal as a fuel source by 2025 will lower their carbon contribution further within the next 10 years, and it was assumed that all GHG-emitting fuel sources will be removed from their portfolio by 2050.

As a result, shifting the source of all building's energy demands to the electrical grid will decrease the GHG emissions throughout the subarea.

**2. No Gas Policy**

Natural gas is the leading contributor of GHG emissions in buildings. As stated above, shifting reliance to the electrical grid will have the biggest influence on reducing GHG emissions in the subarea. Eliminating gas service in new development is the most important strategy to achieve the aggressive GHG emission reductions.

The City of Shoreline has a target to reduce use of natural gas for heating 40% by 2030, which was modeled as continuing to a 60% reduction by 2050. As mentioned in the City's Carbon Wedge Analysis, a suite of strategies should be implemented for existing building retrofits. These include City and State incentives, retrofit programs for increased efficiency, and/or retrofit policies requiring upgrades based on different criteria.

**3. New Building Energy Efficiency**

Continue advocating for the State of Washington to outline and adopt new code pathways for new building efficiencies to improve 70% by 2031 compared to new buildings in 2006.

**4. Existing Building Energy Efficiency Retrofits (including no gas retrofits)**

Existing buildings will need attention to reduce energy use and GHG emissions. Existing City programs should be continued, including the potential to retrofit existing buildings away from natural gas and heating oil use.

**5. District Energy for Node 2**

Due to the development and thermal demand density in Node 2, DE should be implemented to provide heating, and potentially cooling if needed. Energy sources for the DE system should be non-combusting, utilizing potentially sewer heat recovery, biomass, or ground source geothermal.

**6. Low Carbon District Energy Incentive**

In support of the implementation of a low-carbon district energy system, Shoreline should create an incentive to help fund the cost premium associated with low carbon technologies such as sewer heat recovery and biomass. It would make sense that funding for the incentive would be locally sourced from the district as it is focused on achieving climate action plan goals for the 185SSS.

**7. Onsite Renewable Energy Generation**

Onsite renewable energy generation allows for the subarea to better reach the 50% and 80% emission reduction goals, where building improvements and electric/gas improvements alone fall short. In this subarea, solar generation can be distributed throughout rooftops and open spaces such as parks to directly offset energy demand and provide excess energy back onto the grid.

**8. No Gas, Net-Zero Energy Demonstration Project**

Since Shoreline adopted the Deep Green Incentive Program in April 2017, the City should pursue a Living Building demonstration project within the 185SSS. This could be an important, and potentially market transforming, effort to demonstrate the feasibility of the type of low carbon development the City is looking to promote.

**9. Looking Beyond 2050**

The subarea build-out plan is a longer timeline than the stated Climate Action Plan goals. This allows for GHG emission strategies to be planned in such a way that improvements continue well beyond 2050.

**PUTTMAN  
INFRASTRUCTURE**