



REVISED AGENDA V.2

SHORELINE CITY COUNCIL REGULAR MEETING

Monday, March 30, 2020
7:00 p.m.

Council Chamber · Shoreline City Hall
17500 Midvale Avenue North

PUBLIC NOTICE:

Pursuant to Governor Inslee's Proclamation 20-28, in an effort to curtail the spread of the COVID-19 virus, the City Council's Regular Meetings scheduled March 24 through April 23 will take place online and the public will not be allowed to attend in-person.

A live feed of the online meeting will be streaming on the City's website, and the Council is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral testimony. Please see the below links to access these options:



[Click Here to Watch Online Live Streaming Video of the Meeting](#)



[Click Here to Sign-Up to Provide Oral Testimony at the Meeting via Calling-In](#)



[Click Here to Submit Written Public Comment](#)

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. ROLL CALL		
(a) Sexual Assault Awareness Month Proclamation	<u>2a-1</u>	
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		
<i>Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up prior to the start of the Public Comment period. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. If time remains, the Presiding Officer will call individuals wishing to speak to topics not listed on the agenda generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i>		
6. APPROVAL OF THE AGENDA		7:20
7. CONSENT CALENDAR		7:20
(a) Authorizing the City Manager to Execute an Agreement with the King County Wastewater and Treatment Division for a \$50,000	<u>7a-1</u>	

Grant Through the King County WaterWorks Grant for the Hidden Lake Dam Removal Project

- (b) Authorizing the City Manager to Purchase a Vactor Truck, Closed-Circuit Television Inspection Van and an Inspection Mini-Van in the Amount of \$887,574 for the Public Works Wastewater Division 7b-1

8. ACTION ITEMS

- (a) Approving a Preliminary Formal Unit Lot Subdivision Dividing One Existing Parcel into Eleven (11) Unit Lots at 18512 Meridian Court N (No. PLN19-0037) 8a-1 7:20
- (b) Adopting Resolution No. 457 Establishing a COVID-19 Emergency Community Response Grant Program 8b-1 7:40
- Staff Report
 - Public Comment
 - Council Action

9. STUDY ITEMS

- (a) Discussing Park Improvements and Property Acquisition Priorities and Funding 9a-1 8:00

10. ADJOURNMENT 8:20

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

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Proclamation of Sexual Assault Awareness Month
DEPARTMENT:	Community Services
PRESENTED BY:	Colleen Kelly, Community Services Manager

PROBLEM/ISSUE STATEMENT:

In observance of April as Sexual Assault Awareness Month, this proclamation recognizes the serious and widespread problem of sexual assault and the importance of support and advocacy in the aftermath of trauma. In Washington State, 45% of women and 22% of men report having experienced sexual violence in their lifetime. Rape is the most under-reported crime in the United States and costs the US more than any other crime. This form of violence is a serious public health problem, both physically and psychologically. It is critical to have a coordinated response and system of care in place to address the consequences of sexual assault. Community education is a vital component of eliminating sexual violence.

RECOMMENDATION

The Mayor should read the proclamation.

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



PROCLAMATION

WHEREAS in Washington State, 45% of women and 22% of men report having experienced sexual violence in their lifetime; and

WHEREAS in King County, more than 7,400 adults and children received specialized assistance from organizations with programming for sexual assault victims in 2019; and

WHEREAS demand for services to help survivors heal has increased significantly since 2016, reflecting the cultural shift that is taking place that has prompted many survivors who have remained silent to now speak up and seek the help they need to heal; and

WHEREAS negative impacts of sexual violence trauma on women, men, children and youth include fear, concern for safety, symptoms of post-traumatic stress disorder, injury, and missed work or school; and

WHEREAS, King County is home to many organizations that provide culturally and linguistically specific services for survivors from various racial/ethnic, faith, and cultural communities, survivors who are immigrants and refugees, survivors who are LGBTQ, and survivors with disabilities, and these culturally specific services are critical to effectively respond to the specific needs and barriers many survivors face; and

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim the month of April as

SEXUAL ASSAULT AWARENESS MONTH

in the City of Shoreline and join advocates and communities throughout King County in taking action to prevent sexual violence by standing with survivors. Together, we commit to a safer future for all children, young people, adults, and families in our community.

Will Hall, Mayor

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Execute an Agreement with the King County Wastewater and Treatment Division for a \$50,000 Grant Through the King County WaterWorks Grant for the Hidden Lake Dam Removal Project

DEPARTMENT: Public Works

PRESENTED BY: Patricia Jenkins, Engineer II

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

The Hidden Lake Dam Removal project will remove the manmade Hidden Lake and dam, which will restore Boeing Creek through the existing impoundment. The removal of the dam will allow a natural sediment transport process and will eliminate water quality concerns at the manmade lake and existing creek. The existing confined waterbody raises the creek temperature via solar heating of the shallow, unshaded 2-acre lake and attracts waterfowl introducing increased levels of fecal coliform. The City has gathered water quality monitoring data supporting this claim. Removing the dam is expected to improve Boeing Creek water quality by elimination of the manmade structures decreasing these adverse impacts.

From 2002 to 2013, the sediment deposition rate was higher than anticipated by the dam's designers and far exceeded the City's budget to maintain indefinitely. Thus, the City began to remove large quantities of sediment on a regular basis. Following completion of the 2014 Hidden Lake Management Plan Feasibility Study evaluating causes of and potential solutions to the sedimentation issue, the City decided to pursue options to remove Hidden Lake Dam and immediately ceased sediment dredging.

In 2016, the City completed the Hidden Lake Dam Removal Design Alternatives Analysis and committed to dam removal. The City is committed to maximize funding opportunities and minimize risks, while offering the best array of benefits for habitat, water quality, park improvements, and roadway infrastructure protection, which will include a culvert replacement at Innis Arden directly downstream of the dam.

Staff is requesting that Council authorize the City Manager to execute an agreement with the King County Wastewater and Treatment Division for a \$50,000 grant through the King County WaterWorks Grant (KCWWG) for the Hidden Lake Dam Removal project. Staff applied for the 2019-2020 KCWWG for the Hidden Lake Dam Removal project in 2019. In accordance with the City's purchasing policies, Council authorization is required for staff to obligate grant funds not to exceed \$50,000.

FINANCIAL IMPACT:

The Hidden Lake Dam Removal project is listed in the 2019-2024 Capital Improvement Plan with a total project budget of \$4,239,394. The grant of \$50,000 represents a small portion of the overall project and will be utilized to assist with final permitting required on the project. As the project design has progressed the estimated costs have increased from the currently approved project budget. The 2021-2026 Capital Improvement Plan will be revised to reflect updated cost estimates based on current design. There is sufficient funds within the Surface Water Capital Fund to support the completion of the project.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute an agreement with the King County Wastewater and Treatment Division for \$50,000 grant through the King County WaterWorks Grant for the Hidden Lake Dam Removal project.

ATTACHMENTS:

Attachment A – KCWWG Funding Project Agreement

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



**2019 WaterWorks Grant Program
Grant Agreement Cover Page**

Grant Cycle: Council Allocated 2019/2020

Recipient: City of Shoreline
Project Name: Hidden Lake Dam Removal

Funding Amount: \$50,000.00
Project Summary: Supports the removal of Hidden Lake Dam and to restore Boeing Creek to improve water quality and salmonid habitat.

Primary Contact: Patty Jenkins
Phone: 206-801-2457
Email: pjenkins@shorelinewa.gov

Start Date: TBD
End Date: September 30, 2022

WaterWorks Grant Program Grant Agreement

AGREEMENT between City of Shoreline and KING COUNTY

This is an Agreement between **City of Shoreline**, hereinafter the “RECIPIENT” and King County, a political subdivision of the state of Washington, hereinafter the “COUNTY.” **This Agreement is effective as of the date of the COUNTY signatory.**

The purpose of this Agreement is to set forth the terms, conditions, and the legal and administrative relations that apply to the RECIPIENT in exchange for financial assistance in carrying out a proposed project entitled **Hidden Lake Dam Removal**, hereinafter the “PROJECT.”

Section 1. Background and Recitals:

- A. Proposed PROJECT benefit or improvement to water quality and/or the regional wastewater treatment system and its ratepayers: **Supports the removal of Hidden Lake Dam and to restore Boeing Creek to improve water quality and salmonid habitat.**
- B. The COUNTY plans and proposes to remunerate the RECIPIENT for the purpose described in Subsection A above in an amount up to, but not exceeding **\$50,000.00**, hereinafter the “AWARD.”
- C. This AWARD is made with the understanding that the RECIPIENT will complete the PROJECT as outlined in the Scope of Work (Exhibit A) and will fulfill reporting requirements as described under the Terms and Conditions of this Agreement.
- D. The RECIPIENT plans to contribute to this PROJECT a cash and/or in-kind match valued at **\$51,927**, to be verified in submitted PROJECT reports.

Section 2. Terms and Conditions:

- A. The PROJECT shall be in accordance with the tasks and activities specified in the Scope of Work (Exhibit A). Any modifications must be requested in an Agreement Amendment and be approved by the Director of the Wastewater Treatment Division (WTD) in the COUNTY’s Department of Natural Resources and Parks.
- B. The COUNTY will, upon execution of this Agreement, establish procedures to allow payment to the RECIPIENT of all eligible expenses for approved activities up to the limit of the AWARD. Payments are on a reimbursement basis; except in some cases at the discretion of the COUNTY, where advances of the AWARD may be made on a quarterly

basis. The last payment will be withheld by the COUNTY until receipt of the final Quarterly Progress and Expense Reports and the Closeout Report are approved.

- C. The RECIPIENT's expenditures of AWARD funds shall be separately identified in the RECIPIENT's accounting records. If requested, the RECIPIENT shall comply with other reasonable requests made by the COUNTY with respect to the manner in which PROJECT expenditures are tracked and accounted for in the RECIPIENT's accounting books and records. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles, and to meet the requirements of all applicable state and federal laws.
- D. The COUNTY will reimburse RECIPIENT for expenses on a quarterly basis, following receipt and approval of Quarterly Reports. The final payment will be held back until a close-out verifies fiscal and programmatic compliance with the terms and conditions of the agreement.
 - 1. The RECIPIENT shall be responsible for submitting the following PROJECT progress reports: Quarterly Reports (including narrative and expense sections), Closeout Report (including narrative and expense sections); including backup documentation such as photos, copies of articles, and financial backup such as copies of receipts.
 - 2. Quarterly Report narrative and expense sections shall be submitted together using the online system using the provided format and following instructions from WaterWorks grant administrators.
 - a. The Quarterly Reports are due thirty (30) days after the end of each quarter.
 - b. If no expenses are made during a quarter, no expense section is needed. However, the narrative section should still be submitted and indicate that no expenses were made during that time period.
 - c. The expense section should detail expenses and include backup documentation of expenses. The narrative section should include documentation proving the project activities took place, such as photos, workshop agenda, volunteer sign in sheets, etc.
 - 3. RECIPIENTS that receive approval for advance payments shall submit a request with an estimate of expenses for upcoming activities in the next two quarters, using the form provided. Subsequent advance requests may only be approved if the RECIPIENT is up to date with reporting.

4. The Closeout Report shall be submitted online using the provided format and following instructions from the WaterWorks grant administrator and will include closeout documentation.
 - a. The Closeout Report is due thirty (30) days after the end date of the PROJECT or not later than **October 31, 2022**.
- E. Failure to submit the aforementioned Quarterly Report on the PROJECT progress within ninety (90) days of the due date may be cause for the COUNTY to terminate this agreement for non-performance. Termination would require the return of any funds advanced but not already spent executing the PROJECT, as well as forfeiture of AWARD funds for activities not completed by termination date.
- F. Failure to provide all of the aforementioned documentation may result in the need to withhold part or all of the AWARD.
- G. Costs eligible for payment shall be limited to those costs identified in the Budget (Exhibit B) and incurred during the effective dates of this Agreement.
- H. Any and all activities to be funded by this Agreement to the RECIPIENT shall be completed by the End Date of **September 30, 2022**. If needed, an Agreement Amendment may be granted to extend the terms of the contract beyond the end date, adjust the scope of work, or change the budget details (but not increase the total AWARD amount), conditioned upon approval by KING COUNTY. The extension must be requested and approved at least sixty (60) days in advance of the original end date.
- I. The RECIPIENT agrees to acknowledge the COUNTY in all media, publications, and signage that are produced as part of the PROJECT. This includes press releases, public service announcements, posters, flyers, signage, Web pages, blogs, and videos. The RECIPIENT will use the wording provided in Exhibit C of this Agreement (Credit and Disclaimers).

Section 3. Legal and Administrative Relations:

- A. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles and to meet the requirements of all applicable state and federal laws. The RECIPIENT shall maintain and submit to the COUNTY any such records as the COUNTY may require to conduct any audit of the PROJECT it may elect to conduct or to substantiate expenditures paid for by this AWARD. The RECIPIENT shall maintain and retain books and records related to the Agreement for at least three (3) years after the termination of said Agreement.
- B. The COUNTY's financial assistance to the RECIPIENT shall be construed by the parties as a special disbursement to the RECIPIENT to fund activities, as described herein that generally benefit the COUNTY's efforts to leverage or complement the water quality mission of the regional wastewater system. The COUNTY's sole obligation under this

agreement shall be to provide funds to the RECIPIENT and this agreement shall not be construed as a contract for services between the RECIPIENT and the COUNTY, or as establishing a principal agent relationship between the COUNTY and the RECIPIENT. No joint venture or partnership is formed as a result of this Agreement.

- C. The RECIPIENT shall be solely responsible for the recruiting, training, and supervision of its employees and volunteers. Individuals hired and paid by the RECIPIENT shall not, in any event, be construed to be employees of, or contractors to, the COUNTY and the RECIPIENT shall defend, indemnify and hold harmless the COUNTY from any and all claims arising from any contention that said individuals are employees of, or contractors to, the COUNTY. This condition shall survive the termination of this Agreement. All actions undertaken under the funding provided by the terms of this agreement are, as between the COUNTY and the RECIPIENT, the sole responsibility of the RECIPIENT. No employees, agents, volunteers, or contractors of RECIPIENT shall be deemed, or represent themselves, to be employees of the COUNTY.
- D. RECIPIENT agrees for itself, its successors, assigns or by others including, without limitation, all persons directly or indirectly employed by RECIPIENT, or any agents, contractors, subcontractors, consultants, subconsultants, volunteers, licensees or invitees of RECIPIENT, to defend, indemnify, and hold harmless the COUNTY, its appointed and elected officials, and employees from and against liability for all claims, demands, suits, and judgments, including costs of defense thereof for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to RECIPIENT's exercise of rights, privileges, and obligations under this Agreement, except for the COUNTY's sole negligence. RECIPIENT's obligations under this section shall include, but not be limited to all of the following: (i) The duty to promptly accept tender of defense and provide defense to the COUNTY with legal counsel acceptable to the COUNTY at RECIPIENT's own expense; (ii) Indemnification of claims made by RECIPIENT's own employees or agents; and (iii) Waiver of RECIPIENT's immunity under the industrial insurance provisions of Title 51 R.C.W. but only to the extent necessary to indemnify the COUNTY, which waiver has been mutually negotiated by the Parties.

In the event it is necessary for the COUNTY to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from RECIPIENT. The provisions of this Section 3.D shall survive the expiration, abandonment, or termination of this Agreement.

- E. Nothing in this Agreement shall be construed as prohibiting the RECIPIENT from undertaking or assisting projects developed outside the purview of this Agreement, or entering into agreements with other parties to undertake said projects in accordance with whatever terms and conditions may be agreed to between the RECIPIENT and other parties.
- F. The COUNTY shall be under no obligation to continue this agreement and may request partial or full reimbursement of payments it made to the RECIPIENT should the

RECIPIENT fail to perform according to the terms and conditions of this Agreement, whether or not failure to perform is within the RECIPIENT's control.

- G. This Agreement may be amended at any time by written concurrence of the parties through a formalized Amendment Agreement Form and will terminate upon fulfillment of all obligations contained herein.
- H. The COUNTY may terminate this Agreement immediately for cause. If this Agreement is terminated the RECIPIENT shall return any unused portion of the funds advanced up to the date of termination.
- I. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.
- J. In its performance under this Agreement the RECIPIENT shall not discriminate against any person on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age, and retirement provisions, unless based upon a bona fide occupational qualification, and the RECIPIENT shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.
- K. Authority: Representations and Warranties. Each signatory to this Agreement represents and warrants that he or she has full power and authority to execute and deliver this Agreement on behalf of the entity for whom he or she is signing.
- L. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all counterparts together shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile shall be deemed to be their original signatures for all purposes.
- M. The effective date of this agreement is the date of COUNTY signatory.

AGREEMENT SIGNATURE PAGE

City of Shoreline by:

Signature: _____

Debbie Tarry, City Manager

Date: _____

KING COUNTY by:

Signature: _____

Jim Bolger, Section Manager, Wastewater Treatment Division

Date: _____

EXHIBIT A: SCOPE OF WORK

The task(s) set forth below summarize the RECIPIENT's activities to be performed under this agreement to complete the PROJECT. All activities in the following tasks, including deliverables, must be completed by the expiration date of this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

Project Outcomes:

The holistically-oriented dam removal approach expected to maximize funding opportunities and minimize flood risks, while offering the best array of benefits for habitat, water quality, and park improvements, and roadway infrastructure protection. Park improvements will include several hundred feet of new and restored trail within Shoreview Park within the area currently northeast of the lake shore.

Scope of Work:

Task #	Tasks and Activities	Measurable Results/Deliverables	Timeframe and % of overall effort
1	60% DESIGN: Design plans 60% Dam Removal and Stream Restoration	Complete 60% design and specifications incorporating permit requirements, working with stakeholders (surrounding properties, internal and external agencies)	March-April 2020 45%
2	PUBLIC MEETING	Staff will hold a 1 hour public meeting outreach to share design and mitigation. The City of Shoreline will acknowledge King County WTD as a funding source in any outreach and print materials created for the project.	May 2020 10%
3	PERMIT APPLICATIONS & SUPPORT	Submit for review and mitigation determination: SEPA, JARPA, Critical Areas, HPA, DAHP, ECY GC	April-May 2020 35%
4	CRITICAL AREAS MITIGATION PLAN	Update of specifications meeting mitigation requirements	April 2021 10%

EXHIBIT B: BUDGET

Costs are limited to those approved by the COUNTY in the current Budget. Costs should be reasonable and necessary to carry out the task. All activities and PROJECT expenditures must be completed according to this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

An Agreement Amendment must be completed and approved to change a scope of work, request an extension, or if the budget expenditure category might deviate more than ten percent (10% of award total) for projects over \$50,000; OR for projects less than or equal to \$50,000, if the change is greater than \$5,000. For more information, contact your grant administrator.

BUDGET CATEGORY	ITEMS: Description (rate or unit x quantity)	GRANT AWARD	CASH MATCH	IN-KIND MATCH	CATEGORY SUBTOTAL	SOURCE OF MATCH (indicate if pending or secured)
Staff salaries & benefits					\$0.00	
Staff salary using billing or fully burdened rates					\$0.00	
Project supplies, materials, and equipment					\$0.00	
Commercial services					\$0.00	
Consultant/contractor services	Preliminary Design for Dam Removal and Stream Restoration	\$30,000.00	\$12,939.50	(\$5,969.50)	\$36,970.00	RCO-secured & SW funds secured
	Critical Areas Report and Mitigation Plan	\$15,000.00	\$10,769.85	\$5,001.15	\$30,771.00	RCO-secured & SW funds secured
	Permit Applications and Support (SEPA, JARPA, HPA, etc)	\$5,000.00	\$11,965.10	\$17,220.90	\$34,186.00	RCO-secured & SW funds secured
Transportation					\$0.00	
Other costs					\$0.00	
Project Subtotal		\$50,000.00	\$35,674.45	\$16,252.55	\$101,927.00	
Overhead					\$0.00	
Grand TOTAL		\$50,000.00	\$35,674.45	\$16,252.55	\$101,927.00	

EXHIBIT C: ACKNOWLEDGEMENTS AND DISCLAIMERS



King County

Department of Natural Resources and Parks
Wastewater Treatment Division

Logo and logo standards: For electronic versions of the official logos and logo standards, contact your grant administrator. **The above logo must be included on all printed documents and electronic media** produced in carrying out the PROJECT. This includes signage, posters, documents, brochures, flyers, newsletters, newspaper advertising, Web pages, blogs, and videos.

Credit for materials produced as part of the PROJECT: Acknowledge PROJECT funding by including the following sentence with the logo:

This project is funded by the King County Wastewater Treatment Division

If your PROJECT has multiple funders, it can say:

This project is funded in part by the King County Wastewater Treatment Division

Disclaimer language: For items where opinions or advice or a list of organizations or businesses are included in the copy (e.g., an interpretive panel, a guidebook, or a directory), please add the following disclaimer sentence:

The content herein does not constitute an endorsement by King County government, its employees, or its elected and appointed officials.

EXHIBIT D: AGREEMENT TERMS AND PROCEDURES

ACKNOWLEDGMENT: Please acknowledge KING COUNTY in all written and electronic media (publications, signage, press releases, public service announcements, posters, flyers, Web pages, videos, PowerPoint presentations, etc.). Refer to Exhibit C for further information.

ADVANCE: Advance payments are allowed in some cases at the discretion of the COUNTY; documentation of payments made from advances shall be submitted to the COUNTY and approved prior to any further payments of AWARD funds.

AGREEMENT AMENDMENT: This document must be completed and approved to change a scope of work, request an extension, or if the budget (Exhibit B) might deviate in any PROJECT cost categories by an amount equal to or greater than ten percent (10%) of the total AWARD amount if the award is greater than \$50,000, OR if the budget may deviate more than \$5,000 for projects less than \$50,000. This form is available from your grant administrator.

BALANCE OF AWARD: Any amount of your AWARD not spent on this PROJECT, or not documented with approved backup documentation, must be returned to KING COUNTY, if an advance was issued.

CLOSEOUT REPORT: This report documents the successful completion of the PROJECT according to the scope of work. The Closeout Report is due thirty (30) days after the end of your agreement period and must be submitted online, following instructions from the WaterWorks grant administrator. This includes two sections:

1. Financial Closeout documenting the records of expenditures for the PROJECT (reconcile your project expenses, award, cash, and in-kind match).
2. Narrative Closeout documenting the successful completion of the PROJECT according to the scope of work. The final report will include a narrative, outreach materials, copies of communication materials, and tools created for and about the PROJECT.

ELIGIBLE CHARGES: Only expenses in the categories listed in the budget (Exhibit B) of this grant agreement can be covered by this AWARD and only up to the indicated amount without prior authorization.

END DATE: The end of the time period to complete activities funded by this agreement. Any activities or expenses incurred after this date cannot be reimbursed or covered by this agreement.

FINANCIAL RECORDS: Maintain a **record of your expenditures** to conform to generally accepted accounting principles. Retain records for at least three (3) years after the end date of your agreement. It is highly recommended that if you use a computer to track your project expenses you assign a code to this grant. If you keep track of your expenses manually, you will need to make copies of your receipts or other “manual” documents. This way, you will be able to document your expenses.

MATCH: Keep track of cash and/or in-kind match amount as it is described in your budget (Exhibit B) because it must be documented in your Financial Closeout Report.

MILESTONE: Milestones are considered significant actions or events marking important progress or change in the stage of development of the project.

QUARTERLY REPORTS: This report includes two sections; a progress section that provides a status report on the progress of activities and tasks identified in the scope of work; and an expense section for reimbursement of costs each quarter. The quarterly reports are due thirty (30) days after the end of each quarter. Quarterly reports must be submitted even if no work was completed towards tasks or if no expenses were incurred during the quarter.

SCOPE OF WORK: Keep track of your activities as they relate to the scope of work you provided (Exhibit A). You will have to document the progress when submitting your Quarterly Reports and Closeout Report.

START DATE: The start date of this agreement (same as effective date) is the date of the COUNTY signatory. Expenses can be posted as of the start date of your agreement but not sooner. Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

EXHIBIT E: FUNDING AUTHORITY

The funding authority for this AWARD comes from the COUNTY, through its Department of Natural Resources and Parks, which operates a regional system of sewage treatment and conveyance facilities for which it collects charges from local governments. Said charges constitute the source of revenue for operation of the COUNTY's sewage treatment system. By agreement with said local governments, this revenue can be used only to fund expenditures that are related to the development, operation, maintenance, and replacement and improvement of said system. By budget authority, the COUNTY funds activities related to the regional water quality objectives advanced by the development of the sewage treatment system.

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Purchase a Vactor Truck, Closed-Circuit Television Inspection Van and an Inspection Mini-Van in the Amount of \$887,574 for the Public Works Wastewater Division

DEPARTMENT: Administrative Services

PRESENTED BY: Sara Lane, Administrative Services Director
Dan Johnson, Fleet & Facilities Manager

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Ronald Wastewater District (RWD) transitioned fleet vehicles and equipment to the City in 2017. While the City's Fleet Services Division provides fuel, maintenance, and repair services for these vehicles on a regular schedule, RWD is responsible for funding new vehicles and equipment from the RWD capital fund according to the Wastewater Utility Operating Services Agreement.

Fleet Services and Wastewater staff evaluated and identified three existing Wastewater vehicles that have exhausted their useful life to perform regular City operations and recommend their replacement. Fleet Services coordinated with Wastewater staff to identify the following three replacement vehicles for a total of \$887,574 from the 2020 Equipment Replacement fund:

1. A 900 Eco Mounted Vactor Truck from SWS Equipment, Inc. estimated to cost \$486,898.
2. A Freightliner Sprinter Closed-Circuit Television (CCTV) Inspection Van from Cues Inc. estimated to cost \$360,281.
3. A Nissan NV200 Mini-Van from Alan Webb Nissan estimated to cost \$40,395.

Staff will be utilizing cooperative purchasing agreements to purchase the new wastewater vehicles as these purchasing options historically provided the best value for the City. The City's purchasing policies require City Council authorization for equipment purchases in excess of \$100,000.

RESOURCE/FINANCIAL IMPACT:

Fleet Services and Public Works Wastewater staff met with the RWD Board on February 18, 2020, and received approval to proceed with the vehicle purchases and utilize wastewater utility funding totaling \$887,574. Staff will bring a Budget Amendment Ordinance to the City Council in April to increase appropriations in the Wastewater Utility Fund to support and make the vehicle acquisitions from this Fund.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to approve purchase orders totaling \$887,574 for a 900 Eco Mounted Vactor Truck, a Freightliner Sprinter Closed-Circuit Television Inspection Van, and a Nissan NV200 Inspection Mini-Van for use by the Public Works Wastewater Division.

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

BACKGROUND

In coordination with the Ronald Wastewater District (RWD), the City of Shoreline transitioned fleet vehicles and equipment to the City in 2017. While the City's Fleet Services Division provides fuel, maintenance, and repair services for these vehicles on a regular schedule, RWD is responsible for funding new vehicles and equipment from the RWD capital fund according to the [Wastewater Utility Operating Services Agreement](#).

DISCUSSION

Fleet Services and Wastewater staff evaluated and identified three existing Wastewater vehicles that have come to the end of their useful life to perform regular City operations. The three recommended and replacement vehicles along with a description of how they are used in City operations are as follows:

- 1. Recommended Vehicle: 900 Eco Mounted Vector Truck (\$486,898).** The sewer "Vector" truck plays a crucial role in the operations and maintenance of the City's sanitary sewer system. This vehicle is responsible for cleaning/vacuuming out wet wells; jetting sewer mains to clear grease, root and other obstructions; flushing mains; propelling a root saw; hydro excavating; cleaning spills; pressure washing; and for collecting/transporting sewer waste materials to a permitted dump site. In addition to performing these operational activities in a more efficient manner, the new 900 Eco Mounted Vector truck will also include:
 - A non-board hydraulic tool set-up that allows for repair/replacement of maintenance-holes, lids, vaults, street repair, tree limb removal, etc.
 - A wireless controller for the boom.
 - A centralized chassis lube location for ease of vehicle servicing and maintenance.

This new Vector Truck will replace the current 2002 Peterbilt Vector Truck with 200,943 miles that has reached the end of its useful life. It also has high engine hours and has failing components due to its age. Staff may keep this vehicle in the fleet for training and high service needs.

- 2. Recommended Vehicle: 2020 Freightliner Sprinter Closed-Circuit Television (CCTV) Inspection Van (\$360,281).** The CCTV Van is used for identifying and documenting pipe condition assessment; investigating causes of blockages and failures; and pinpointing the location of failures and then revisiting the area to ensure that the issue was properly repaired and addressed. In addition to performing the above operational activities in a more efficient manner, the new CCTV Inspection Van will also include:
 - Global Positioning System (GPS) module to document utility facility location into the City's Geographic Information System (GIS).
 - Data integration software for CityWorks, the City's asset management and workorder software.
 - Side lateral launch camera attached to the main unit that allows for the investigation of side sewer laterals when no access is available.
 - Onboard troubleshooting and diagnosis module.
 - Wireless capability and remote screen when using the Vector Truck and CCTV camera at the same time to eliminate blockage in the same location so that the two do not collide.

This CCTV Van will replace the current 2005 Ford F-450 CCTV Van with 25,265 miles that has reached the end of its useful and operational life. The engine has high hours of use due to historical use; has high oil consumption; and the CCTV camera components are out of date and in need of constant repairs.

- 3. Recommended Vehicle: Nissan NV200 Mini-Van (\$40,395).** This vehicle is used to perform sanitary sewer inspections and used by wastewater inspectors to travel to job sites and perform repairs, perform project inspections, attend meetings and to respond to customer service requests and situations. This vehicles will replace the current 2003 Ford Ranger with 53,273 miles that has reached the end of its useful and operational life. The engine has high engine hours from City driving, and the front-end components are failing due to its age.

Staff will use cooperative purchasing agreements to purchase the Wastewater vehicles as these purchasing options historically provided the best value for the City. The cooperative purchasing agreements are as follows:

- The Sourcwell Purchasing Agreement will be used to purchase the 900 Eco Mounted Vactor Truck.
- The Houston-Galveston Area Council (H-GAC) Agreement (#16-5598) will be used to purchase the Freightliner Sprinter CCTV Inspection Van.
- The Washington State Department of Enterprise Services (DES) Contract (#05916) will be used to purchase the Inspection Mini-Van.

The City's purchasing policies require City Council authorization for equipment purchases in excess of \$100,000. The RWD Board unanimously approved these purchases at their February 18, 2020 Board Meeting. Attachment A to this staff report provides the minutes from this meeting documenting their approval of these vehicle purchases.

RESOURCE/FINANCIAL IMPACT

Fleet Services and Public Works Wastewater staff met with the RWD Board on February 18, 2020, and received approval to proceed with the vehicle purchases and utilize wastewater utility funding totaling \$887,574. Staff will bring a Budget Amendment Ordinance to the City Council in April to increase appropriations in the Wastewater Utility Fund to support and make the vehicle acquisitions from this Fund.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to approve purchase orders totaling \$887,574 for a 900 Eco Mounted Vactor Truck, a Freightliner Sprinter Closed-Circuit Television Inspection Van, and a Nissan NV200 Inspection Mini-Van for use by the Public Works Wastewater Division.

ATTACHMENT

Attachment A – February 18, 2020 RWD Board Meeting Minutes

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**MINUTES OF A REGULAR MEETING OF
THE BOARD OF COMMISSIONERS OF
RONALD WASTEWATER DISTRICT**

February 18, 2020

Board President Wes Brandon convened a regular meeting of the Board of Commissioners of Ronald Wastewater District at the District office at 6:00 p.m. on Tuesday, February 18, 2020. In attendance were Commissioners Gretchen Atkinson, Wes Brandon, Craig Degginger, Laura Mork and Robert Ransom. Also present: District Administrator Douglas Wittinger, City of Shoreline Utility & Operations Manager Lance Newkirk, Facilities & Fleet Manager Dan Johnson & Finance Manager Mark Gregg. Members of the public present: None.

1. **Public Comment:** Lance Newkirk introduced Dan Johnson.
2. **Additions/Adjustments to Agenda:** Commissioner Brandon noted that item 3d appears to be mislabeled on the actual agenda.

3. **Consent Agenda**

The Board considered the consent agenda:

- a. Approval of minutes of February 4 regular meeting;
- b. Approval of vouchers in the amount of \$29,994.45;
- c. Approval of journal adjustments in the aggregate amount of \$1,210.74; and
- d. Approval of Resolution 20-05, Approving the Second Wastewater Utility Operating Services Agreement with the City of Shoreline.

ACTION: Upon motion by Commissioner Atkinson and second by Commissioner Mork, the Board approved the consent agenda as by a vote of 5-0.

4. **Consultant Reports:** None.
5. **Services Contractor's Report.**
 - a. Maintenance & Operations. None.
 - b. Financial Report. Mr. Gregg reported the cash balance was almost \$9.7 million at the end of January. The balance sheet was not included due to the short time frame in scheduling this meeting. Operating Revenue and Expenses were on budget. Net income for the month was almost \$73,000.00. Mr. Gregg noted that our CPA firm is on site working on the Ronald financials and anticipates having a draft financial report out in May. Mr. Gregg also noted the 3rd quarter 2019 reconciliation documents are ready.

Last, Mr. Gregg mentioned that the city should purchase the vehicle and subsequently provide invoices to Ronald for the procurement of vehicles, and then Ronald would pay the invoices.

6. **Old Business.** None.

7. **New Business.**

- a. Procurement of Vehicles. Mr. Newkirk spoke about a national procurement entity called Sourcewell. This entity meets competitive bidding requirements and anybody wishing to use this method needs to have an inter-local agreement with Sourcewell. He added that Jesse Peterson and Dan Johnson were integral in preparing the specs and needs for each vehicle.
- b. Vactor Truck Specifications. Mr. Johnson mentioned that staff involvement in the procurement process is critical because they will be the operators of the vehicle and will need to understand the vehicle's operation. The vehicle features on the Vactor include analog gauges and connections for air tools. Shortening the chassis on the Vactor was an important component as we have space constraints. Commissioner Brandon inquired if the one-day of training offered will be sufficient. No, a second day will be requested. He also asked what the warranty will be. Mr. Johnson replied that it is one year. Commissioner Mork inquired if we would be limited with who may be able to work on this vehicle. Mr. Johnson replied no. Commissioner Degginger inquired why analog was the chosen technology rather than digital features. Mr. Johnson mentioned that the outdoor environment, vibration and hard-use make digital components less reliable. The Vactor would not be delivered until approximately the 3rd quarter of 2020.
- c. CCTV Truck Specifications. Mr. Newkirk spoke about two primary vendors of this type of vehicle. The CUES equipment was the best fit for our sewer crew. The equipment is compatible with the Cityworks system used by Shoreline. Commissioner Atkinson inquired about the generator access on the truck and if 800 MHz radios are included. Mr. Johnson mentioned the access is simple and yes, the radios will be 800 MHz and installed after the trucks are delivered. Commissioner Mork asked if training is provided. Mr. Newkirk replied it is 3 days. Commissioner Brandon inquired if Shoreline's I.T. staff will assist with the integration of the van's features with Cityworks. Mr. Newkirk replied yes.

Mr. Newkirk spoke about the inspector's van next. He shared that the inspectors provided feedback on how they would use the vehicle. Mr. Johnson noted that electric trucks are not available in the United States yet, so an electric van was not a possibility. Commissioner Mork inquired if used vehicle were looked at. No, it did not make sense at this time. With the State contract, competitive bids are not needed. The van is available for purchase right now.

Upon motion by Commissioner Atkinson and second by Commissioner Mork, the Commissioners voted to authorize the City to proceed with the purchase of these three vehicles - contingent upon the city council approving the inter-local with Sourcewell. The Board approved the motion by a vote of 5-0.

d. Request for Qualifications – Wheelchair Ramp.

Commissioner Atkinson moved, and seconded by Commissioner Ransom, to accept Rolluda as the architect and direct the Administrator to contact Rolluda for a cost estimate for the project.

8. **Legal Report.** The Board reviewed the Collections Report.

9. **District Administrator Report.** Mr. Wittinger shared his February 18 written report. Items not included in the report:

- Commissioner Degginger emailed previously to inquire if we should have Duncan Green visit us prior to our Court case. The Board consensus is yes.
- Mr. Wittinger spoke about the draft flyer from our marketing consultant and asked the Board if there were any comments. The Board discussed various topics on the flyer. The Board will send comments to the Administrator by Thursday at noon and the Administrator will forward those comments to our marketing consultant.
- His To Do list:
 - Add Second Amendment of ILOA to the March 10 meeting agenda;
 - Contact Rolluda Architects and request an estimate to perform the work mentioned in the RFQ;
 - Contact Duncan Green and request he attend the March 10 meeting.
 - Email comments from the Commissioners about the flyer, to our marketing consultant;
 - Contact Lance Newkirk and request manhole reporting information and process for the next Quarterly Report.

10. **Committee Reports.** Commissioners Atkinson reported on infiltration and inflow (I & I), and the frequency of inspecting manhole with I & I problems. She recommended we ask the city to prepare a Quarterly Report on what are the current practices for manhole inspections and surveys, and to address the I & I aspect. Outline the process from beginning

8123

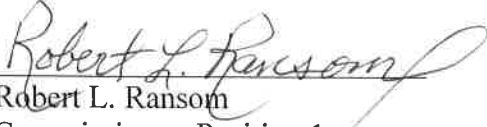
to the end. Discuss the data that has been collected. Discuss how the information/data will be incorporated into Cityworks.


11. **Commissioners' Reports and Comments:** Commissioner Atkinson attended an Emergency Management Council Meeting in Shoreline.

12. **Conclusion:** There being no further business, Commissioner Brandon concluded the meeting at 8:18 p.m.


Next Regular Meeting: Tuesday, March 10, 2020 at 6:00 p.m.


APPROVED in open meeting this 10th day of March, 2020.


Robert L. Ransom
Commissioner, Position 1


Gretchen Atkinson, Vice President
Commissioner, Position 2

viaphone
Laura Mork, Secretary
Commissioner, Position 3


Craig Degginger
Commissioner, Position 4


Wesley Brandon, President
Commissioner, Position 5

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: QUASI-JUDICIAL: Approving Preliminary Formal Unit Lot Subdivision No. PLN19-0037, Dividing One Existing Parcel Into Eleven (11) Unit Lots at 18512 Meridian Court N
DEPARTMENT: Planning & Community Development
PRESENTED BY: Caleb Miller, Associate Planner
ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

Blue Fern Development, LLC., requests application approval for a Preliminary Formal Subdivision to divide the existing parcel at 18512 Meridian Court N into eleven (11) unit lots and a joint access and utilities tract. Per Shoreline Municipal Code (SMC) Section 20.30.060, this request is a Type C permit and therefore is a quasi-judicial decision. The public hearing for this subdivision was held on January 15, 2020 by the Hearing Examiner, which created the record for the basis of a recommendation from the Hearing Examiner to the City Council. As such, the City Council cannot hear any additional public comment on this item and should not have external discussion regarding this request with members of the public.

The Hearing Examiner's Findings, Conclusions, and Recommendation (Attachment A), dated January 20, 2020, state that the subdivision application meets all of the criteria for approval of a subdivision, and, with conditions, makes appropriate provisions for the public health, safety, and general welfare. The Hearing Examiner recommends approval of the subdivision, subject to conditions listed in Attachment A. Tonight, the City Council is scheduled to discuss and take action on this Preliminary Formal Unit Lot Subdivision.

RESOURCE/FINANCIAL IMPACT:

The proposed subdivision may result in resource or financial impacts to the City. City services will be used by the future residents of this townhome development, and the additional parcels created as a result of the subdivision will add to the City's property tax base.

RECOMMENDATION

Staff recommends that City Council accept the Hearing Examiner's recommendation and approve the Preliminary Formal Subdivision PLN19-0037 subject to the conditions included in the Hearing Examiner's recommendation.

Approved By:

City Manager: **DT**

City Attorney: **MK**

BACKGROUND

On February 21, 2019, Blue Fern Development LLC (Applicant) filed a subdivision application to subdivide one (1) parcel of land, located at 18512 Meridian Court N (the "Subject Property"), into eleven (11) unit lots and a joint access and utilities tract. Shoreline Municipal Code (SMC) Section 20.30.380 classifies this subdivision as a "Formal Subdivision." SMC 20.30.060 states that a Preliminary Formal Subdivision is a Type C action for which the Hearing Examiner holds an open record public hearing and makes a recommendation to the City Council. The City Council is the final decision-maker and can accept, deny, or modify the Hearing Examiner's recommendation.

The Subject Property is located in the south-central portion of the Echo Lake Neighborhood. The Comprehensive Plan land use designation is Station Area 2. The Subject Property is zoned MUR-45' and is included in the 185th Street Planned Action Area. The Subject Property is a 13,602 square foot (0.31 acres) parcel currently developed with a single-family residence and accessory structures. These structures will be demolished to accommodate new development.

A pre-application meeting with staff was held on May 8, 2018 and the required neighborhood meeting was held on November 14, 2018 with ten (10) residents in attendance. The subdivision application was submitted on February 21, 2019 and determined to be complete as of March 14, 2019. A Notice of Application was issued on March 19, 2019. No comments were received during the 14-day comment period. A Planned Action Determination was issued August 15, 2019.

The Applicant has proposed 11 unit lots, satisfying the minimum density for the MUR-45 zoning district. This Preliminary Formal Unit Lot Subdivision application has been reviewed concurrently with building, site development, and right-of-way permit applications using the Consolidated Subdivision process under SMC 20.30.410(A)(3). The scope of work under the construction permits includes two (2) single-family attached (townhome) buildings with one building containing five (5) units and the other containing six (6) units, along with site and right-of-way improvements. Issuance of these permits is contingent on approval of this Preliminary Formal Subdivision. The unit lot boundaries proposed as part of this subdivision will correspond directly with each townhome unit footprint.

The Hearing Examiner conducted an open record hearing on January 15, 2020. No written or public comments were submitted for the public hearing. On January 20, 2020, the Hearing Examiner issued a recommendation of approval subject to 17 conditions. These conditions require such things as utility easements, a joint use/maintenance agreement for the shared access tract, stormwater covenants, adequate fire access, and provision for utilities.

DISCUSSION

As detailed in Section C of the Staff Report to the Hearing Examiner (Attachment B), the proposed Preliminary Formal Subdivision meets the criteria of SMC 20.30.410 and the provisions of RCW 50.17.110. As the Hearing Examiner determined in the recommendation of approval (see Conclusions Based on Findings), the Subdivision makes appropriate provisions for the public health, safety and general welfare,

drainage, access, and other facilities and services. The Subdivision will also serve the public use and interest, creating additional opportunities for owner-occupied housing developed in a manner that is consistent with the City's Comprehensive Plan policies.

Quasi-Judicial Decision

Per Shoreline Municipal Code (SMC) Section 20.30.060, this request is a Type C permit and therefore is a quasi-judicial decision. As noted, above, the public hearing for this subdivision was held on January 15, 2020 by the Hearing Examiner, which created the record for the basis of a recommendation from the Hearing Examiner to the City Council. As such, the City Council cannot hear any additional public comment on this item and should not have external discussion regarding this request with members of the public.

ALTERNATIVES ANALYSIS

The City Council has three options regarding this Preliminary Formal Subdivision:

1. Approve the Preliminary Formal Subdivision application with the conditions recommended by the Hearing Examiner (staff recommendation).
2. Approve the Preliminary Formal Subdivision application with alternative conditions than those recommended by the Hearing Examiner. Certain conditions recommended by the Hearing Examiner may be removed from the final decision, or additional conditions may be added by the Council. The Council would need to provide a basis for the addition or removal of conditions.
3. Deny the Preliminary Formal Subdivision application. The Council would need to provide at least a basic reason for making this decision, which is contrary to the recommendation of the Hearing Examiner.

RESOURCE/FINANCIAL IMPACT

The proposed subdivision may result in resource or financial impacts to the City. City services will be used by the future residents of this townhome development, and the additional parcels created as a result of the subdivision will add to the City's property tax base.

RECOMMENDATION

Staff recommends that City Council accept the Hearing Examiner's recommendation and approve the Preliminary Formal Subdivision PLN19-0037 subject to the conditions included in the Hearing Examiner's recommendation.

ATTACHMENTS

Attachment A: Hearing Examiner's Findings, Conclusions and Recommendation
Attachment B: Exhibits Admitted into the Hearing Examiner Record

**BEFORE THE HEARING EXAMINER
FOR THE CITY OF SHORELINE**

In the Matter of the Application of)	No. PLN19-0037
)	
Michelle Branly, Blue Fern Development)	Birchman Townhomes
)	
For Approval of a Preliminary)	FINDINGS, CONCLUSIONS,
<u>Formal Subdivision</u>)	AND RECOMMENDATION

SUMMARY OF DECISION

The Hearing Examiner recommends that the application for a preliminary formal subdivision to subdivide one residential parcel into 11 lots for development of 11 townhome units, and associated improvements, at 18512 Meridian Court North be **APPROVED**. Conditions are necessary to mitigate specific impacts of the proposed development.

SUMMARY OF RECORD

Hearing:

The Hearing Examiner held an open record hearing on the request on January 15, 2020.

Testimony:

The following individuals testified at the open record hearing:

Holli Heavrin, Applicant Representative
Caleb Miller, City Planner

Exhibits:

The following exhibits were admitted into the record:

1. Staff Report
2. Boundary/Topographic Survey (Sheet C1.02), dated June 19, 2018
3. Vicinity Map, dated February 1, 2019
4. Planned Action Determination of Consistency Review Checklist, dated August 15, 2019
5. Neighborhood Meeting notice, undated
6. Neighborhood Meeting Report cover letter, dated March 15, 2019; Neighborhood Meeting held November 14, 2018
7. Notice of Preliminary Formal Subdivision Application, dated March 19, 2019
8. Notice of Public Hearing, undated, with Site Plan and Vicinity Map
9. Site Plan & Details (Sheet C1.03), revised October 23, 2019
10. Site Grading and Storm Drain Plan (Sheet C3.01), revised October 23, 2019
11. Project Reviews, printed December 24, 2019
12. Building Coverage and Hardscape Area Calculation Worksheet, received July 8, 2019
13. Site Grading and Storm Drain Plan, revised October 23, 2019
14. Water Availability Certificate, Seattle Public Utilities, dated March 6, 2019

Findings, Conclusions, and Recommendation

City of Shoreline Hearing Examiner

Birchman Townhomes Preliminary Formal Subdivision, No. PLN19-0037

15. Applicant PowerPoint (8 slides), dated January 15, 2020
16. City PowerPoint (11 slides), dated January 15, 2020
17. Request to Change Proposed Condition of Approval 9, received January 15, 2020
18. Request to Change Proposed Condition of Approval 11, received January 15, 2020
19. Application, received February 21, 2019

The Hearing Examiner enters the following findings and conclusions based upon the testimony at the open record hearing and the admitted exhibits:

FINDINGS

Application and Public Notice

1. Michelle Branly, on behalf of Blue Fern Development LLC (Applicant), requests approval of a preliminary formal subdivision¹ to subdivide one existing residential parcel into 11 individual fee simple lots and one shared access/utilities tract, for development of 11 townhome units in two buildings, with associated improvements. The development would be located at 18512 Meridian Court North.² *Exhibit 1, Staff Report, page 1; Exhibit 2; Exhibit 4; Exhibit 7; Exhibit 9; Exhibit 10; Exhibit 15; Exhibit 16; Exhibit 19.*
2. A pre-application neighborhood meeting was held on November 14, 2018, as required by the municipal code. At the pre-application meeting, the Applicant's design team responded to community questions and concerns regarding:
 - Whether there would be a Homeowner's Association for the project.
 - Whether the proposed townhome units would have garages or other off-street parking available; and concerns with current lack of available on-street parking.
 - The location of ingress/egress to the property.
 - Traffic impacts from the development and concerns with current traffic volumes on Meridian Ave. N. at peak drive times.
 - The expected timeline for construction.
 - The sale price of the townhome units.
 - How garbage trucks would access and serve the site.*Exhibit 1, Staff Report, page 2; Exhibit 5; Exhibit 6.*
3. Following further project design and review, the Applicant submitted the project application on February 21, 2019. The City of Shoreline (City) determined that the application was complete on March 14, 2019. On March 19, 2019, the City issued a Notice of Application for the subdivision with the comment period ending on April 2, 2019. On December 31, 2019, the City issued a Notice of Public Hearing for the open

¹ A formal subdivision is a subdivision of 10 or more lots. *Shoreline Municipal Code (SMC) 20.30.380.B.*

² The property is identified by Tax Assessor Parcel No. 323535-0040. *Exhibit 1, Staff Report, page 1.* A legal description of the property is included on the boundary/topographic survey. *Exhibit 2.*

record hearing associated with the proposal. The City did not receive any comments in response to its notice material. *Exhibit 1, Staff Report, page 3; Exhibit 7; Exhibit 8.*

4. City staff determined that the subdivision application would be reviewed concurrently with the building site development and the right-of-way permits under the Consolidated Subdivision process in SMC 20.30.410.A.3. Accordingly, applicable City departments and agencies have already reviewed the project for consistency with fire, safety, building, and other municipal code requirements related to the proposal. *Exhibit 1, Staff Report, pages 1 through 5.*

State Environmental Policy Act

5. The project site is within a “Planned Action Area” of the City: the 185th Street Station Subarea. Under provisions of the Growth Management Act, Chapter 36.70A Revised Code of Washington (RCW); SEPA, Chapter 43.21C RCW; WAC 197-11-164; and Shoreline Municipal Code (SMC) 20.30.357, the City Council established the Planned Action Area in 2015 under Ordinance No. 707. The City prepared a draft and final Environmental Impact Statement (EIS) for the 185th Street Station Subarea, which determined that the EIS mitigation measures and the City’s existing development regulations would adequately mitigate significant impacts from future development within the Planned Action Area. *Exhibit 1, Staff Report, page 2; Exhibit 3; Exhibit 4.*
6. City staff received a Planned Action Determination of Consistency Review Checklist on July 8, 2019. The City reviewed the submitted checklist and determined that the proposed subdivision qualifies as a Planned Action on August 15, 2019, and that additional review under SEPA would not be required.³ The project would account for 10 new residential units from the 2,046 remaining residential units allocated under the Planned Action and would account for approximately 5 additional PM peak-hour weekday trips from the 8,228 remaining trips allocated under the Planned Action. *Exhibit 1, Staff Report, page 2; Exhibit 4.*

Comprehensive Plan, Zoning, and Surrounding Property

7. The City’s Comprehensive Plan designates the site as “Station Area 2.” The purpose of this designation is to encourage transit-oriented development in the area surrounding future light rail stations, including development of higher density residential development along arterials in the subarea. *Shoreline Comprehensive Plan, page 32.* Ordinance No. 707 designated the 185th Street Subarea Planned Action as consistent with the goals and policies of the City’s Comprehensive Plan. *Ordinance No. 707 (Section 1.D).* Accordingly, City staff determined that the proposal would be consistent with the City’s

³ SMC 20.30.565 provides:

Development approvals in planned action districts identified on the City zoning map are designated planned action approvals pursuant to WAC 197-11-164. The environmental impacts of development in these districts consistent with the applicable code provisions have been addressed in a planned action EIS and do not require additional SEPA review.

Comprehensive Plan and the applicable subarea plan. *Exhibit 1, Staff Report, page 1; Exhibit 4.*

8. The property is zoned Mixed-Use Residential 45' (MUR-45'). The purpose of the MUR-45' zone is to provide for a mix of predominantly multifamily development in appropriate locations with other nonresidential uses that are compatible and complementary. Single-family attached residential dwellings are a permitted use in this zone. *Exhibit 1, Staff Report, page 1; SMC 20.40.046; SMC 20.40.160.*
9. Parcels abutting the site and those along the North 185th Street corridor are within the MUR-45' zone. The abutting parcels are developed with single-family residential units compatible with the City's previous low-density R-6 residential zone. *Exhibit 1, Staff Report, page 2.*

Existing Site and Proposed Development

10. The site encompasses approximately 13,602 square feet (0.31 acres) and is currently developed with a single-family residence and three accessory structures. The residential structures would be removed during development. The site gently slopes downward from north to south, with an approximately 10-foot change in elevation. The site also currently contains two deciduous trees, measuring approximately 10 inches and 16 inches in diameter at breast height, that would be removed during development. *Exhibit 1, Staff Report, pages 1, 8; Exhibit 2.*
11. As noted above, the Applicant would subdivide the residential parcel into 11 fee simple lots with a shared access and utilities tract for development of 11 individual townhome units in two buildings. The lots would be platted in a linear manner, oriented east to west, with 6 lots in the northern portion of the site and 5 lots in the southern portion of the site. The lots would all front the shared access tract (Tract A). The lots would be separated from Meridian Avenue North and Meridian Court North by a landscaped perimeter. Parking would be limited to within each townhouse unit, which would contain a one-car garage. *Exhibit 1, Staff Report, pages 4, 6, and 7; Exhibit 9; Exhibit 19.*
12. SMC 20.50.020(2) provides site development standards applicable to development in the MUR-45' zone. SMC 20.50.020(2) requires a minimum density of 18 units per acre. The Applicant proposes a density of 11 units on the 13,602 square foot (0.31-acre) site, consistent with minimum density requirement. SMC 20.50.020(2) also provides for no minimum front yard setback on arterial streets (not including 185th Street), 10 feet on nonarterial streets, minimum back yard and side yard setbacks of 5 feet, and a maximum hardscape of 90 percent. SMC 20.50.020 provides an exception allowing zero lot line and unit lot developments. The exception applies only to internal lot lines, and the overall site must comply with setbacks, building coverage, and hardscape limitations. The Applicant's proposed overall site setbacks, when considering the proposed shared access and utilities tract, would be consistent with the minimum setback requirements. The Applicant proposes an overall site hardscape of 81 percent, within the 90 percent

Findings, Conclusions, and Recommendation

City of Shoreline Hearing Examiner

Birchman Townhomes Preliminary Formal Subdivision, No. PLN19-0037

hardscape requirement under SMC 20.50.020(2). City staff also determined that grading work for the future placement of the buildings and necessary infrastructure would be minimal because the site is generally flat. *Exhibit 1, Staff Report, pages 6 to 8; Exhibit 9; Exhibit 12.*

Critical Areas

13. The Growth Management Act, Chapter 36.70A RCW, requires the City to designate environmentally critical areas and adopt regulations to ensure conservation of such areas. The provisions of the City's Critical Areas Code establishes standards for the protection of critical areas, including geologic hazard areas, fish and wildlife habitat conservation areas, wetlands, flood hazard areas, and aquifer recharge areas, while maintaining a property owner's reasonable economic use of property and maintaining the provision of services necessary to support existing and planned development. City staff determined that no critical areas or natural hazardous conditions exist on the site. *Exhibit 1, Staff Report, page 3; SMC 20.20.014; SMC 20.80.010.*

Open Spaces and Parks

14. City staff determined that no dedication of park land is required by the proposed project. Two significant trees would be removed during development of the site, each measuring less than 30 inches in diameter at breast height. The removal of these two trees is exempt from tree retention and replacement requirements of Chapter 20.50 SMC: under SMC 20.50.310.B, three significant trees measuring less than 30 inches in diameter at breast height on lots up to 7,200 square feet, and one additional tree for every additional 7,200 square feet of area, are exempt from the tree retention and replacement requirements of Chapter 20.50 SMC. *Exhibit 1, Staff Report, pages 5 and 8; Exhibit 9.*

Stormwater Management

15. SMC 20.60.070 requires that all new development be served by a surface water management system approved by the Public Works Department. Stormwater for the project would be reviewed for consistency with the 2014 Department of Ecology Stormwater Manual, as adopted by the City, and that the Public Works Department would review the proposed subdivision and associated development prior to construction to determine whether the stormwater requirements have been satisfied. *Exhibit 1, Staff Report, pages 4, 8; Exhibit 11.*

Access and Traffic Impacts

16. The proposed subdivision would include a single vehicular access point from Meridian Avenue North leading to a shared driveway (Tract A) that would serve all 11 units in the subdivision. The Public Works Department and Shoreline Fire Department reviewed the proposed vehicular access and determined it would meet all municipal requirements. City staff determined that no vehicle turnaround is required for the subdivision under Section 12.9(B) of the Engineering Development Manual. The project provides for one parking space, in the form of a one-car garage, for each townhouse unit consistent with the minimum parking space requirements of SMC 20.50.390.A. City staff determined

Findings, Conclusions, and Recommendation

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Birchman Townhomes Preliminary Formal Subdivision, No. PLN19-0037

that a 13-foot dedication (easement for public use) along the site's frontage on Meridian Avenue North would be required, including new sidewalks. The sidewalks would provide safe walk routes to schools and school bus stops. *Exhibit 1, Staff Report, pages 4-6, 8; Exhibit 4; Exhibit 9; Exhibit 11; Exhibit 14; Exhibit 15; Testimony of Holli Heavrin.*

Utilities and Services

17. Chapter 20.60 SMC requires that all development proposals requiring City approval be adequately served by public facilities prior to occupancy, plat recording, or other land use approval. Such public facilities include sewer and/or wastewater disposal, water supply, fire protection service, surface and stormwater management, and streets and access. Ronald Wastewater District reviewed the proposed subdivision and determined that sufficient sewer capacity is available. Seattle Public Utilities reviewed the proposed subdivision and issued a Water Availability Certificate. The Shoreline Fire Department reviewed the proposal for water pressure to the site and proximity to fire hydrants and determined that the proposal is satisfactory. Future development of the site with the townhome units would require the payment of fire impact fees under Chapter 3.75 SMC. The Public Works Department reviewed the proposed subdivision and associated development and determined that surface water standards would be satisfied. The Public Works Department also determined that the proposed shared driveway provides adequate access from Meridian Avenue North. *Exhibit 1, Staff Report, pages 8-9; Exhibit 11; Exhibit 14.*

Testimony

18. Applicant representative Holli Heavrin testified generally about the application review process, and how the proposal would comply with the City Comprehensive Plan, zoning regulations, the requirements of the 185th Street Subarea Planned Action, and all other applicable codes and policies. Ms. Heavrin testified that the Applicant generally agreed with the City's proposed conditions of approval but requested changes to the language of proposed conditions number 9 and number 11. These proposed changes were admitted as Exhibits 17 and 18. *Testimony of Ms. Heavrin.*
19. City Associate Planner Caleb Miller testified generally about the application review process, explaining that the City reviewed the application for consistency with the requirements of the Shoreline Municipal Code, specifically the preliminary subdivision decision criteria of SMC 20.30.410(B)(1)-(4). Mr. Miller testified that the proposal would meet these criteria; would make appropriate provisions for public health, safety, and welfare; and would serve the public use and interest. Mr. Miller testified that City staff recommends approval of the preliminary formal subdivision, subject to the City's proposed conditions. Mr. Miller agreed with the Applicant's proposed changes to the City's proposed conditions number 9 and number 11. *Testimony of Mr. Miller.*

Staff Recommendation

20. Recommending that the Hearing Examiner forward to the City Council a recommendation of approval, City staff determined that, with conditions, the proposal would meet the requirements of the City code and would be consistent with the City Comprehensive Plan. *Exhibit 1, Staff Report, pages 9-13, Exhibit 4, Testimony of Mr. Miller.*

CONCLUSIONSJurisdiction

The Hearing Examiner is granted jurisdiction to hear and make recommendations to the City Council for preliminary formal subdivisions under Chapter 2.15 SMC and SMC 20.30.060, Table 20.30-060.

Criteria for Review

Under SMC 20.30.410.B, the criteria for preliminary subdivision approval are:

1. Environmental.
 - a. Where environmental resources exist, such as trees, streams, geologic hazards, or wildlife habitats, the proposal shall be designed to fully implement the goals, policies, procedures and standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, and the tree conservation, land clearing, and site grading standards sections.
 - b. The proposal shall be designed to minimize grading by using shared driveways and by relating street, house site and lot placement to the existing topography.
 - c. Where conditions exist which could be hazardous to the future residents of the land to be divided, or to nearby residents or property, such as floodplains, landslide hazards, or unstable soil or geologic conditions, a subdivision of the hazardous land shall be denied unless the condition can be permanently corrected, consistent with subsections (B)(1)(a) and (b) of this section, Chapter 20.80 SMC, Critical Areas, and Chapter 13.12 SMC, Floodplain Management.
 - d. Low impact development (LID) techniques shall be applied where feasible to minimize impervious areas, manage stormwater, and preserve on-site natural features, native vegetation, open space and critical areas.
2. Lot and Street Layout.
 - a. Lots shall be designed to contain a usable building area. If the building area would be difficult to develop, the lot shall be redesigned or eliminated, unless special conditions can be imposed that will ensure the lot is developed consistent with the standards

- of this Code and does not create nonconforming structures, uses or lots.
- b. Lots shall not front on primary or secondary highways unless there is no other feasible access. Special access provisions, such as shared driveways, turnarounds or frontage streets, may be required to minimize traffic hazards.
 - c. Each lot shall meet the applicable dimensional requirements of the Code.
 - d. Pedestrian walks or bicycle paths shall be provided to serve schools, parks, public facilities, shorelines and streams where street access is not adequate.
3. Dedications and Improvements.
- a. The City may require dedication of land in the proposed subdivision for public use.
 - b. Only the City may approve a dedication of park land.
 - c. In addition, the City may require dedication of land and improvements in the proposed subdivision for public use under the standards of Chapter 20.60 SMC, Adequacy of Public Facilities, and Chapter 20.70 SMC, Engineering and Utilities Development Standards, necessary to mitigate project impacts to utilities, rights-of-way, and stormwater systems.
 - i. Required improvements may include, but are not limited to, streets, curbs, pedestrian walks and bicycle paths, critical area enhancements, sidewalks, street landscaping, water lines, sewage systems, drainage systems and underground utilities.
4. Unit Lot Development.
- a. The provisions of this subsection apply exclusively to unit lot developments for single-family attached dwelling units or zero lot line developments in all zones in which these uses are permitted.
 - b. Unit lot developments may be subdivided into individual unit lots. The development as a whole shall meet development standards applicable at the time the permit application is vested.
 - c. As a result of the subdivision, development on individual unit lots may modify standards in SMC 20.50.020, Exception 2.
 - d. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions identifying the rights and/or the homeowners' association shall be executed for use and maintenance of common garage, parking and vehicle access areas; on-site recreation; landscaping; underground utilities; common open space; exterior building facades and roofs of individual units; and other similar features, and shall be recorded with the King County Recorder's Office.

- e. Within the parent lot or overall site, required parking for a dwelling unit may be provided on a different unit lot than the lot with the dwelling unit, as long as the right to use that parking is formalized by an easement on the plat, to be recorded with King County Records and Licensing Services Division.
- f. The unit lot is not a separate buildable lot, and that additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot and shall be noted on the plat, to be recorded with King County Records and Licensing Services Division.
- g. The applicant shall record a covenant on the plat that states, "These units will be considered individual units and part of one structure that cannot be segregated from one another. A unit lot development is defined as one building or one structure in the International Building Code and International Fire Code and National Electrical Code."

SMC 20.30.410.B.

The state subdivision criteria, codified at Chapter 58.17 RCW, are as follows:

A proposed subdivision and dedication shall not be approved unless the city, town, or county legislature body makes written findings that: (a) [a]ppropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and schoolgrounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (b) the public use and interest will be served by the platting of such subdivision and dedication.

RCW 58.17.110(2).

The criteria for review adopted by the City Council are designed to implement the requirement of Chapter 36.70B RCW to enact the Growth Management Act. In particular, RCW 36.70B.040 mandates that local jurisdictions review proposed development to ensure consistency with City development regulations, considering the type of land use, the level of development, infrastructure, and the characteristics of development. *RCW 36.70B.040.*

Conclusions Based on Findings

1. **With conditions, the preliminary formal subdivision would make appropriate provisions for the public health, safety, and general welfare and for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, and schools and school grounds, as required by RCW 58.17.110(2).** The property is designated Station Area 2 under the City Comprehensive Plan and is within the 185th Street Station Planned Action Area. Development of higher density residential units, including single-family

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attached residential townhomes, is encouraged under this designation. City staff identified several Comprehensive Plan goals related to the proposal, including encouraging the creation of transit-oriented development to serve the location of future light rail stations, higher-density housing compatible with the Planned Action Area, supporting managed growth, and improving streets and pedestrian walkways. The property is zoned Mixed-Use Residential 45' and would be compatible with neighboring land uses. The Growth Management Act promotes higher densities within cities where infrastructure is available to serve the population.

The Public Works Department reviewed the proposal to determine that stormwater requirements would be satisfied. Access to the subdivision would be from a singular access point from Meridian Avenue North leading to a shared driveway serving all 11 units in the subdivision. Each individual townhouse unit would provide for one parking space in an attached garage. A 13-foot dedication along Meridian Avenue North and improvements to street frontage, including new sidewalks, would be required. The sidewalks would provide safe walking routes to schools and school bus stops. Ronald Wastewater District would provide sewer service to the site. Seattle Public Utilities would provide water service. The Shoreline Fire Department reviewed the proposal for water pressure to the site, emergency access, and proximity to fire hydrants and determined that the proposal would comply with municipal requirements. Additionally, future development of the site with the townhome units would require the Applicant to pay fire impact fees.

Grading of the site for the future placement of buildings and necessary infrastructure would be minimal because the site is generally flat. The site gently slopes downward from north to south, with an approximately 10-foot change in elevation. Two trees with breast height diameters of 10 and 16 inches would be removed from the site during development. Under the City Code, the removal of these trees is exempt from retention and replacement requirements. The proposed subdivision qualifies under the Planned Action Determination for the 185th Street Station Subarea. The City prepared a draft and final 185th Street Station Subarea Environmental Impact Statement, which determined that the EIS mitigation measures and the City's existing development regulations would adequately mitigate significant impacts from development within the Planned Action area. Accordingly, no additional SEPA review is required.

The application was reviewed concurrently with the building site development and the right-of-way permits under the Consolidated Subdivision process in SMC 20.30.410.A.3.

Conditions are necessary to ensure that the proposal conforms to the preliminary plat plans and that the Applicant submits applicable construction plans and reports for review and approval by the City for stormwater, water, sewer, electrical, and streets; submits a final plat map; complies with the design review requirements; identifies, on the final plat, all existing and proposed restrictions, easements, and tracts, including all utility easements, the proposed shared access tract designated as a fire lane, and restrictions on

future development of individual lots in the subdivision; and meets all local, state, or federal code requirements. *Findings 1 – 20.*

2. **With conditions, the proposed preliminary formal subdivision would be consistent with environmental impact, lot and street layout, dedications and improvements, and unit lot development review criteria as required by SMC 20.30.410 regulations, considering land use type, development level, infrastructure, and development characteristics, such as development standards, as required by Chapter 58.17 RCW and Title 14 LSMC.** The City provided reasonable notice and opportunity to comment on the proposed preliminary plat. No comments were received. Environmental impacts of the proposed plat were considered, as required by SEPA. The City prepared an EIS on the 185th Street Station Subarea and a Planned Action Determination that determined that further SEPA review was not required. The preliminary plat would provide development consistent with applicable development regulations. City staff determined that, with conditions, the proposal would be consistent with all applicable City, county, and state requirements, including the applicable Comprehensive Plan, municipal code, and development standards. The public interest would be served by the platting of the subdivision. As detailed above in Conclusion 1, conditions are necessary to ensure that the proposal meets all criteria required for plat approval. *Findings 1 – 20.*

DECISION

Based on the preceding findings and conclusions, the Hearing Examiner recommends that the City Council **APPROVE** the application for a preliminary formal subdivision to subdivide one residential parcel into 11 lots and one tract within the Mixed-Use Residential 45 zone at 18512 Meridian Court North, with the following conditions:⁴

1. Applicant shall comply with all applicable provisions of the Shoreline Municipal Code, specifically SMC Title 20 Unified Development Code.
2. All existing and proposed restrictions, easements, tracts, and their purpose shall be clearly shown on the face of the Final Plat.
3. All utility easements for water service, sewer service, underground power, and telecommunications shall be noted on the face of the Final Plat.
4. A use and maintenance agreement shall be recorded, filed separately, or noted on the face of the Final Plat for all joint access and utility easements/tracts.

⁴ Conditions include both legal requirements applicable to all developments and conditions to mitigate the specific impacts of this development.

5. The stormwater facilities shall be complete and pass inspection prior to approval of the Final Plat, or the Applicant shall post suitable bond or surety to guarantee the completion of improvements within one year of the date of approval of the Final Plat.
6. A stormwater declaration of covenant in a form acceptable to the City shall be recorded with the King County Recorder's Office prior to approval of the Final Plat and the recording number shall be clearly noted on the face of the Final Plat. If the Applicant has posted a bond or surety, then the declaration of covenant shall be recorded on each lot shown on the final plat prior to release of the bond or surety. Or, in the alternate, covenant language in a form acceptable to the City shall be included on the face of the Final Plat.
7. A joint use and maintenance agreement identifying the rights and responsibilities of the property owners within the Final Plat, or a homeowner's association, shall be executed for the maintenance and operation of the stormwater facilities and recorded with the King County Recorder's Office prior to approval of the Final Plat. Or, in the alternative, joint use maintenance agreement language shall be included on the face of the Final Plat.
8. All conditions for access and life safety, as required by Shoreline Fire Department, shall be met. The proposed access road must be a minimum 20 feet wide and marked as a fire lane with no parking allowed. Both shall be noted on the face of the Final Plat, and the improvements shall be completed prior to Final Plat approval.
9. All conditions set forth by Seattle Public Utilities for new water connections shall be met.
10. A side sewer easement is required for all shared side sewers on the City of Shoreline/Ronald Wastewater District approved form. The easement shall be recorded prior to Final Plat approval and it shall be clearly noted on the face of the Final Plat.
11. All conditions set forth by Ronald Wastewater District for new sewer connections shall be met.
12. All new development shall be served with underground power and separate meters for each dwelling unit.
13. Protective fencing shall be installed around the driplines of trees identified by the City in order to ensure their survival during construction.
14. The exact square footage of each lot shall be clearly shown on the face of Final Plat.
15. All addresses shall be shown on the recorded Final Plat. Each unit shall be addressed as follows:
 - a. Lot 1 – 18514 Meridian Ave N Unit A
 - b. Lot 2 – 18514 Meridian Ave N Unit B

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- c. Lot 3 – 18514 Meridian Ave N Unit C
 - d. Lot 4 – 18514 Meridian Ave N Unit D
 - e. Lot 5 – 18514 Meridian Ave N Unit E
 - f. Lot 6 – 18514 Meridian Ave N Unit F
 - g. Lot 7 – 18512 Meridian Ave N Unit A
 - h. Lot 8 – 18512 Meridian Ave N Unit B
 - i. Lot 9 – 18512 Meridian Ave N Unit C
 - j. Lot 10 – 18512 Meridian Ave N Unit D
 - k. Lot 11 – 18512 Meridian Ave N Unit E
16. A Covenant shall be recorded either by stating it on the face of the Final Plat or by filing a Declaration of Covenant with King County Recorder's Office prior to Final Plat approval. The recording number of this Declaration shall be noted on the plat. The language of the covenant shall be:
- “Each unit lot is not a separate buildable lot. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot. These units will be considered individual units and part of one structure that cannot be segregated from one another. A unit lot development is defined as one building or one structure in the International Building Code and International Fire Code and National Electrical Code.”
17. The following note shall be placed on the face of the Final Plat:
- “This subdivision is approved based on SMC 20.30.410.D Unit Lot Development standards and Exception (#2) to Table 20.50.020(1) that allows modifications to certain dimensional standards for unit lot developments. Any future development of the individual lots created by this subdivision may be limited as a result of the application of development standards.”

RECOMMENDED this 20th day of January 2020.



ANDREW M. REEVES
Hearing Examiner
Sound Law Center

PLN19-0037 Birchman Townhomes
Preliminary Formal Subdivision
List of Exhibits

<i>EXHIBIT</i>	<i>DOCUMENT NAME</i>
<i>Exhibit 1</i>	Staff Report, prepared 30 December 2019
<i>Exhibit 2</i>	Boundary/Topographic Survey, prepared 19 June 2018
<i>Exhibit 3</i>	Vicinity Map, prepared 1 February 2019
<i>Exhibit 4</i>	Planned Action Determination of Consistency, issued 15 August 2019
<i>Exhibit 5</i>	Neighborhood Meeting Notice
<i>Exhibit 6</i>	Neighborhood Meeting Report, prepared November 2018
<i>Exhibit 7</i>	Notice of Application, dated 19 March 2019
<i>Exhibit 8</i>	Notice of Public Hearing, dated 31 December 2019
<i>Exhibit 9</i>	Site Plan, received 31 October 2019
<i>Exhibit 10</i>	Site Grading and Storm Drain Plan, received 31 October 2019
<i>Exhibit 11</i>	Project Reviews Report, generated 24 December 2019
<i>Exhibit 12</i>	Building Coverage and Hardscape Area Calculation Worksheet, received 8 July 2019
<i>Exhibit 13</i>	Right-of-Way Plan, received 31 October 2019
<i>Exhibit 14</i>	Water Availability Certificate, Seattle Public Utilities, prepared 6 March 2019
<i>Exhibit 15</i>	Slidedeck of Applicant Presentation
<i>Exhibit 16</i>	Slidedeck of City Presentation
<i>Exhibit 17</i>	Applicant Change Request – Condition #9
<i>Exhibit 18</i>	Applicant Change Request – Condition #11
<i>Exhibit 19</i>	Permit Application

Staff Report to Hearing Examiner
Preliminary Formal Subdivision
File No. PLN19-0037, Birchman Townhomes

A. APPLICATION

Applicant and Property Owner: Blue Fern Development LLC

Owner's Authorized Agent: Holli Heavrin, Core Design Inc.

Application for a Preliminary Formal Subdivision to subdivide one (1) residential parcel into eleven (11) lots and one (1) tract. This subdivision is being reviewed concurrently with building, site development, and right-of-way permits under the Consolidated Subdivision process in SMC 20.30.410(A)(3).

B. BACKGROUND

1. SITE CHARACTERISTICS

- 1.1 Site address: 18512 Meridian Court N
- 1.2 Site tax parcel number: 323535-0040
- 1.3 The site is an irregularly shaped lot of approximately 13,460 square feet (.31 acres).
- 1.4 The site is a through lot abutting Meridian Avenue N (public street) to the west and Meridian Court N (private road) to the south (**Exhibit 2, Boundary/Topographic Survey**).
- 1.5 The site currently contains a single-family residence and three small accessory structures. These structures will be demolished to facilitate the future development of the subdivided property.
- 1.6 The site gently slopes downward from north to south, with an approximately 10-foot change in elevation.

2. COMPREHENSIVE PLAN LAND USE DESIGNATION AND ZONING

- 2.1 The Comprehensive Plan land use designation for the site is Station Area 2.
- 2.2 The site is zoned Mixed-Use Residential 45' (MUR-45') which requires a minimum density of 18 units per acre, or a minimum of 6 units for this site.
- 2.3 Under SMC 20.40.120 single-family attached residential dwellings are an allowed use in MUR-45.

3. NEIGHBORHOOD CHARACTERISTICS

- 3.1 The site is located just north of the intersection of N 185th Street and Meridian Avenue N in the Echo Lake neighborhood (**Exhibit 3, Vicinity Map**).

- 3.2 N 185th Street and Meridian Avenue N are both classified as Minor Arterials, providing intra-community connections. Meridian Court N is a private street (cul-de-sac).
- 3.3 Abutting parcels and those along the N 185th Street corridor are zoned MUR-45 as the corridor flows eastward towards the future location of the 185th Street Light Rail Station, which is surrounded by MUR-70 zoning. As is the case throughout the Echo Lake neighborhood, abutting lots are developed within single-family housing based on historic low-density zoning. The Echo lake neighborhood is primarily low-density residential zoning, R-6, and developed with single-family residences, houses of worship, schools, and a few new townhome developments.

4. REGULATORY AUTHORITY

- 4.1 Shoreline Municipal Code (SMC) 20.30.060 requires Preliminary Formal Subdivisions to be processed as a quasi-judicial or “Type-C” action. The Hearing Examiner is to hold an open record public hearing and submit a recommendation, supported by findings and conclusions, to the City Council, which will make the final decision on the application.
- 4.2 Applicable regulatory controls set forth in the SMC include:
 - SMC 20.30 – Procedures and Criteria
(Preliminary Subdivisions – SMC 20.30.410)
 - SMC 20.30 – SEPA Planned Actions – SMC 20.30.357, 20.30.565)
 - SMC 20.40 – Zoning and Use Provisions
(Residential Uses – SMC 20.40.120)
 - SMC 20.50 – General Development Standards
(Dimensional and Density Standards – SMC 20.50.020)
 - SMC 20.60 – Adequacy of Public Facilities
 - SMC 20.70 – Engineering and Utilities Development Standards
- 4.3 RCW 58.17.110 Approval/Disapproval of Subdivisions

5. ENVIRONMENTAL

- 5.1 Pursuant to WAC 197-11-800, formal subdivisions are not categorically exempt from environmental review under SEPA.
- 5.2 The site is located within the 185th Street Station Planned Action Area, established under Ordinance No. 707.
- 5.3 A Planned Action Determination of Consistency application was submitted and reviewed concurrently with this Preliminary Formal Subdivision application, under file number PLN19-0038. Following the review, staff concluded that the subdivision qualified as a Planned Action on August 15, 2019 (**Exhibit 4, Planned Action Determination of Consistency**).

6. PROCEDURAL HISTORY

- 6.1 A Pre-application Meeting for the subdivision was held on May 8, 2018.
- 6.2 A Neighborhood Meeting was held on November 14, 2018 (**Exhibits 5 and 6, Neighborhood Meeting Notice and Neighborhood Meeting Report**).

- 6.3 Application for Preliminary Formal Subdivision (File No. PLN19-0037) was received on February 21, 2019.
- 6.4 The application was determined to be complete on March 14, 2019.
- 6.5 A Notice of Application for the subdivision was issued on March 19, 2019, with the comment period ending April 2, 2019 (**Exhibit 7, Notice of Application**).
- 6.6 A Notice of Public Hearing was issued on December 31, 2019 for the Hearing Examiner open record public hearing on January 15, 2020 (**Exhibit 8, Notice of Public Hearing**).

7. PUBLIC AND AGENCY COMMENT

- 7.1 Public Comment – No comments were received during the Notice of Application comment period.
- 7.2 Agency Comment – No comments were received by any agencies during the Notice of Application comment period.

C. STAFF ANALYSIS

8. PRELIMINARY SUBDIVISION REVIEW CRITERIA (SMC 20.30.410)

The following criteria were used to review the proposed subdivision:

8.1 SMC 20.30.410(B)(1): Environmental:

Criterion (a): Where environmental resources exist, such as trees, streams, geologic hazards, or wildlife habitats, the proposal shall be designed to fully implement the goals, policies, procedures and standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, and the tree conservation, land clearing, and site grading standards sections.

Staff Analysis: No critical areas exist on the site. As proposed, the subdivision will comply with tree conservation, land clearing and site grading standards specified in SMC Chapter 20.50, Subchapter 5.

Criterion (b): The proposal shall be designed to minimize grading by using shared driveways and by relating street, house site and lot placement to the existing topography.

Staff Analysis: This subdivision shows a single vehicular access point from Meridian Avenue N. A shared driveway, contained in a Tract (labeled as Tract A), from this access point will be utilized by all 11 units within the subdivision. Because the site is generally flat, grading work for the future placement of the buildings and necessary infrastructure will be minimal (**Exhibits 9 and 10, Site Plan and Site Grading and Storm Drain Plan**).

Criterion (c): Where conditions exist which could be hazardous to the future residents of the land to be divided, or to nearby residents or property, such as floodplains, landslide hazards, or unstable soil or geologic conditions, a subdivision of the hazardous land shall be denied unless the condition can be permanently corrected, consistent with subsections (B)(1)(a) and (b) of this

section, Chapter 20.80 SMC, Critical Areas, and Chapter 13.12 SMC, Floodplain Management.

Staff Analysis: There are no existing natural hazardous conditions on the site.

Criterion (d): Low impact development (LID) techniques shall be applied where feasible to minimize impervious areas, manage stormwater, and preserve on-site natural features, native vegetation, open space and critical areas.

Staff Analysis: LID techniques and stormwater requirements are reviewed under the 2014 Department of Ecology (DOE) Stormwater Manual. The Public Works Department has indicated the proposed subdivision and associated site development shall conform to the stormwater requirements of the DOE Manual.

8.2 SMC 20.30.410(B)(2): Lot and Street Layout

Criterion (a): Lots shall be designed to contain a usable building area. If the building area would be difficult to develop, the lot shall be redesigned or eliminated, unless special conditions can be imposed that will ensure the lot is developed consistent with the standards of this Code and does not create nonconforming structures, uses or lots.

Staff Analysis: The lots will be platted in a linear manner – oriented east to west - with 6 lots in the northern portion of the site and 5 lots in the southern portion. All lots will front on the access tract. The proposed lot lines for residential lots are shown to surround the footprint of each townhome unit. Because this is a unit lot development, redevelopment of individual lots will be limited. This is required to be noted on the final plat (see Section 9.4, Criteria E). The land not contained within residential lots will be in a tract. The tract will provide for access to each of the lots from Meridian Avenue and for landscaped areas around the perimeter of the site. **(Exhibit 9, Site Plan).**

Criterion (b): Lots shall not front on primary or secondary highways unless there is no other feasible access. Special access provisions, such as shared driveways, turnarounds or frontage streets, may be required to minimize traffic hazards.

Staff Analysis: No lots will front on a street. Lots will be separated from Meridian Avenue N and Meridian Court N by a landscaped perimeter. Access for all lots will be via Meridian Ave N. All units/lots will utilize a shared driveway contained in a tract located between the northern and southern lots. Vehicle access is not proposed from Meridian Court N. **(Exhibit 9, Site Plan).** Both the Fire and Public Works Department have approved the access as proposed; no vehicle turnaround is required for this subdivision, per Section 12.9(B) of the Engineering Development Manual **(Exhibit 11, Project Reviews Report).**

Criterion (c): Each lot shall meet the applicable dimensional requirements of the Code.

Staff Analysis: SMC Table 20.50.020(2) does not establish a minimum lot width and area for the MUR-45' zoning district. Per Footnote 2, standards such as setbacks and hardscape may be modified for individual lots in unit lot developments, provided the overall site meets the dimensional standards. The unit lot boundaries for this subdivision will directly encompass each unit footprint, giving the individual lots 0-foot setbacks and 100% lot coverage. The remainder of the site is proposed to be set aside as a paved shared access and utilities tract labeled Tract A, the width for which will satisfy setback requirements (which range from 0 feet to 10 feet) on all sides of the parcel as identified in Section 9 below. Portions of Tract A will be landscaped so that the maximum hardscape for the site overall will be under the 90% required under SMC Table 20.50.020(2) **(Exhibits 9 and 12, Site Plan and Hardscape Coverage Calculation Worksheet)**.

Criterion (d): Pedestrian walks or bicycle paths shall be provided to serve schools, parks, public facilities, shorelines and streams where street access is not adequate.

Staff Analysis: Improvements to street frontage, including new sidewalks along the site frontage to Meridian Avenue N, are required as a condition of approval. The shared access driveway will provide for an internal walkway on both sides that will connect to Meridian Avenue N. No pedestrian connection is proposed for Meridian Court N **(Exhibit 9, Site Plan)**.

8.3 **SMC 20.30.410(B)(3): Dedications and Improvements**

Criterion (a): The City may require dedication of land in the proposed subdivision for public use.

Staff Analysis: A 13-foot-wide right-of-way dedication (easement for public use) is required as a condition of approval along the site's frontage of Meridian Avenue N. No other dedication of land for public use is required for this subdivision.

Criterion (b): Only the City may approve a dedication of park land.

Staff Analysis: No dedication of park land is required or proposed. Future development of the site with housing units will require the payment of park impact fees pursuant to SMC Chapter 3.70.

Criterion (c): In addition, the City may require dedication of land and improvements in the proposed subdivision for public use under the standards of Chapter 20.60 SMC, Adequacy of Public Facilities, and Chapter 20.70 SMC, Engineering and Utilities Development Standards, necessary to mitigate project impacts to utilities, rights-of-way, and stormwater systems. Required improvements may include, but are not limited to, streets, curbs, pedestrian walks and bicycle paths, critical area enhancements, sidewalks, street landscaping, water lines, sewage systems, drainage systems and underground utilities.

Staff Analysis: A 13-foot-wide right-of-way dedication (easement for public use) is required as a condition of approval along the site's frontage on Meridian Ave N. Improvements are required as a condition of approval within the Meridian Avenue N right-of-way adjacent to the site. These improvements include the restoration of travel lanes, new curbs and gutters, a five (5) foot amenity zone, and five (5) foot wide sidewalk for the length of the site's frontage, pursuant to the 2019 Engineering Development Manual (**Exhibits 9 and 13, Site Plan and Right-of-Way Plan**). Remaining land within the dedication but outside the improvement area will be used for a future City growth project for the intersection of N 185th Street and Meridian Ave N. Future development of the site with housing units will require the payment of transportation impact fees pursuant to SMC 3.80.

8.4 **SMC 20.30.410(B)(4): Unit Lot Subdivision**

This subdivision is a unit lot development with 11 proposed lots and a joint access and utilities tract (Tract A).

Criterion (b): Unit lot developments may be subdivided into individual unit lots. The development as a whole shall meet development standards applicable at the time the permit application is vested.

Staff Analysis: For vesting purposes, this application was filed on February 21, 2019 and deemed complete on March 14, 2019. The eleven lots created by the proposed subdivision will be independent fee-simple lots for individual townhome units. For the overall site, all development standards, as noted in Sections 9, 10, and 11 of this report, are being met.

Criterion (c): As a result of the subdivision, development on individual unit lots may modify standards in SMC 20.50.020, Exception 2.

Staff Analysis: The individual unit lots in the proposed subdivision have modified setback and hardscape coverage requirements. Because the unit lot lines directly surround each individual townhome unit footprint, the proposed setbacks on all sides are 0 feet, and the hardscape coverage on each proposed lot is 100%. However, all remaining land on the site will be set aside in a shared access and utilities tract, labeled Tract A, with landscaping encompasses the non-paved areas of the Tract. (**Exhibit 9, Site Plan**). Including Tract A, the site overall meets the minimum setback and hardscape requirements not subject to SMC Table 20.50.020(2), Exception 2. (**Exhibits 9 and 12, Site Plan and Hardscape Coverage Calculation Worksheet**).

Criterion (d): Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions identifying the rights and/or the homeowners' association shall be executed for use and maintenance of common garage, parking and vehicle access areas; on-site recreation; landscaping; underground utilities; common open space; exterior building facades and roofs of individual units; and other similar features, and shall be recorded with the King County Recorder's Office.

Staff Analysis: A shared access and utilities tract (Tract A) will be established as part of this subdivision. Tract A will contain a common driveway, utility lines, and shared walkways. At the applicant's discretion, each unit lot may have an undivided interest in Tract A or a homeowner's association may be formed for ownership of Tract A. All covenants, restrictions, and responsibilities of property owners are required to be recorded prior to approval of the final plat, or, in the alternative, shown on the face of the final plat.

Criterion (e): Within the parent lot or overall site, required parking for a dwelling unit may be provided on a different unit lot than the lot with the dwelling unit, as long as the right to use that parking is formalized by an easement on the plat, to be recorded with King County Records and Licensing Services Division.

Staff Analysis: The applicant does not propose parking for dwelling units on a different unit lot. Parking will be limited to within the proposed townhouse units.

Criterion (f): The unit lot is not a separate buildable lot, and that additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot and shall be noted on the plat, to be recorded with King County Records and Licensing Services Division.

Staff Analysis: This criterion is a mandatory condition of approval for a unit lot development. As a condition of subdivision approval, this information shall be included on the final plat.

Criterion (g): The applicant shall record a covenant on the plat that states, "These units will be considered individual units and part of one structure that cannot be segregated from one another. A unit lot development is defined as one building or one structure in the International Building Code and International Fire Code and National Electrical Code."

Staff Analysis: This criterion is a mandatory condition of approval for a unit lot development. The applicant shall record a Declaration of Binding Covenant containing the information listed in this criterion prior to final plat approval.

9. SITE DEVELOPMENT STANDARDS (SMC 20.50)

9.1 Densities and Dimensions in the MUR-45' Zone (SMC 20.50.020)

Standard	Regulation
Base Density	N/A
Min. Density	18 du/acre
Min. lot width	N/A
Min. lot area	N/A
Min. front yard setback	0 ft. from Meridian Ave N (Arterial Street) 10 ft. from Meridian Ct. N (Non-Arterial Street)

Min. side yard setbacks	5 ft.
Min. rear yard setback	5 ft.
Base height	45 ft.
Max. building coverage	N/A
Max. impervious surface	90%

Per SMC Table 20.50.020(2), Footnote 2, except for density and height, all these standards may be modified for unit lot and zero-lot-line developments for internal lots only.

9.2 Significant Tree Removal (SMC 20.50.290-370)

There are two (2) significant trees existing on the site. Both trees measure less than 30 inches in diameter at breast height (DBH). Per SMC 20.50.310(B), three (3) significant trees under 30 inches DBH are exempt from retention and replacement requirements. Therefore, no tree retention will be required for development of this site.

9.3 Parking and Access (SMC 20.50.380-440)

Each dwelling unit must provide one off-street parking space (SMC 20.50.390A). All required parking spaces are proposed to be located within the garages of each townhome unit. The spaces must measure at least 8.5 feet by 20 feet in size.

10. ADEQUACY OF PUBLIC FACILITIES (SMC 20.60)

10.1 Wastewater – Ronald Wastewater District has reviewed the subdivision and determined that sufficient sewer capacity is available, subject to conditions. A developer extension will be required as a condition of approval. **(Exhibit 11, Project Reviews Report)**

10.2 Water – Seattle Public Utilities has reviewed the subdivision and has issued a Water Availability Certificate **(Exhibit 14)**.

10.3 Fire Protection – The Shoreline Fire Department, a special purpose district separate and distinct from the City, has reviewed the plans for access, water pressure to the site, and proximity to fire hydrants and found the plans satisfactory. Future development of the site with housing units will require the payment of fire impact fees pursuant to SMC 3.75 **(Exhibit 11, Project Reviews Report)**.

10.4 Surface and Stormwater Management – The Public Works Department has reviewed the proposed subdivision and associated development and determined that surface water standards as set forth in the Engineering Development Manual shall be satisfied **(Exhibit 11, Project Reviews Report)**.

10.5 Streets and Access – The Public Works Department has reviewed the proposed subdivision and associated development and determined that there is adequate access from Meridian Avenue N via a shared driveway within Tract A. Frontage improvements for Meridian Avenue N, including re-paving of travel lanes, new curbs, gutters, sidewalks, and an amenity zone will be required prior to final plat

approval. Alternatively, the applicant may post a bond or other surety for frontage improvements, as provided in SMC 20.30.440, prior to final plat approval.

11. ENGINEERING AND UTILITY DEVELOPMENT STANDARDS (SMC 20.70)

11.1 Right-of-Way Dedication – A right-of-way dedication (easement for public use) of 13 feet in width is required as a condition of approval along the site's frontage of Meridian Avenue N. The dedication is larger than the minimum necessary due to the future growth project for the intersection of Meridian Avenue N and N 185th Street, which will be constructed by the City. The purpose of the additional dedicated land is to accommodate the area needed for this future project.

11.2 Frontage Improvements – The following frontage improvements will be required as a condition of approval and shall be installed by the applicant prior to final plat approval, or the applicant may post a bond or other surety as described in Section 10.5 above.

- a) 22 feet of re-paving of Meridian Ave N, measured from the centerline of the right-of-way;
- b) 6-inch concrete curb;
- c) 5-foot-wide amenity zone; and
- d) 5-foot-wide concrete sidewalks.

11.3 Utility Undergrounding – Undergrounding of all utilities per SMC 20.70.430 will be required.

C. CONCLUSIONS

Based on the above, staff concludes the proposed Preliminary Formal Subdivision:

- Has met the applicable requirements of the Shoreline Municipal Code, including SMC Title 20 Unified Development Code.
- Will make appropriate provisions for the public health, safety, and general welfare. The units within the subdivision will be connected to public sewer and water systems, subject to conditions set forth by the sewer and water providers. Additional stormwater runoff due to the increase of hardscape on site will be managed according to current City and State standards. Anticipated traffic impacts will be mitigated through the payment of Transportation Impact Fees and construction of frontage improvements along Meridian Avenue N. Impacts to the City's Park System and to the Shoreline Fire Department will be mitigated through Park and Fire Impact Fees.
- Will serve the public use and interest. The site is located within the N 185th Street Station Subarea which promotes denser development in proximity to future high-capacity transit, specifically Sound Transit's light rail station located approximately 0.5 miles from the site. The denser mixed-use residential zoning is intended to improve walkability and reduce car dependency. The proposed subdivision's creation of 11 lots will result in an addition 10 housing units thereby helping to address the regional housing shortage in the Central Puget Sound area. In addition, by increasing density, improving walkability and reducing car dependency issues such as greenhouse gas emissions, road congestion, cost of providing public services, and social diversity are being promoted.

D. STAFF RECOMMENDATION

Staff's recommendation to the Hearing Examiner is to forward to the City Council a recommendation of approval for the proposed Preliminary Formal Subdivision application, PLN19-0037, subject to the following conditions:

1. Applicant shall comply with all applicable provisions of the Shoreline Municipal Code, specifically SMC Title 20 Unified Development Code.
2. All existing and proposed restrictions, easements, tracts, and their purpose shall be clearly shown on the face of the Final Plat.
3. All utility easements for water service, sewer service, underground power, and telecommunications shall be noted on the face of the Final Plat.
4. A use and maintenance agreement shall be recorded, filed separately, or noted on the face of the Final Plat for all joint access and utility easements/tracts.
5. The stormwater facilities shall be complete and pass inspection prior to approval of the Final Plat, or the applicant shall post suitable bond or surety to guarantee the completion of improvements within one year of the date of approval of the Final Plat.
6. A stormwater declaration of covenant in a form acceptable to the City shall be recorded with the King County Recorder's Office prior to approval of the Final Plat and the recording number shall be clearly noted on the face of the Final Plat. If the applicant has posted a bond or surety, then the declaration of covenant shall be recorded on each lot shown on the final plat prior to release of the bond or surety. Or, in the alternate, covenant language in a form acceptable to the City shall be included on the face of the Final Plat.
7. A joint use and maintenance agreement identifying the rights and responsibilities of the property owners within the Final Plat, or a homeowner's association, shall be executed for the maintenance and operation of the stormwater facilities and recorded with the King County Recorder's Office prior to approval of the Final Plat. Or, in the alternative, joint use maintenance agreement language shall be included on the face of the Final Plat.
8. All conditions for access and life safety, as required by Shoreline Fire Department, shall be met. The proposed access road must be a minimum 20 feet wide and marked as a fire lane with no parking allowed. Both shall be noted on the face of the Final Plat, and the improvements shall be completed prior to Final Plat approval.
9. All conditions of the water availability certificate shall be met:
 - a. The maximum allowable size for a new fire service is the same size as the main when the main is part of a looped system or one size smaller when there is not a looped system, the largest available fire service is 8 inches. The maximum allowable size for irrigation, domestic, and combination services is one size smaller than the main; the largest available domestic or irrigation service size is 6 inches; and the largest available combination service is 10 inches.
 - b. One meter will serve the domestic water needs of a single legal parcel. If the legal parcel is shortplatted prior to approval for occupancy after final inspection of the building permit, then separate meters will be required for each legally described parcel. This may necessitate the installation of a water main by the developer.

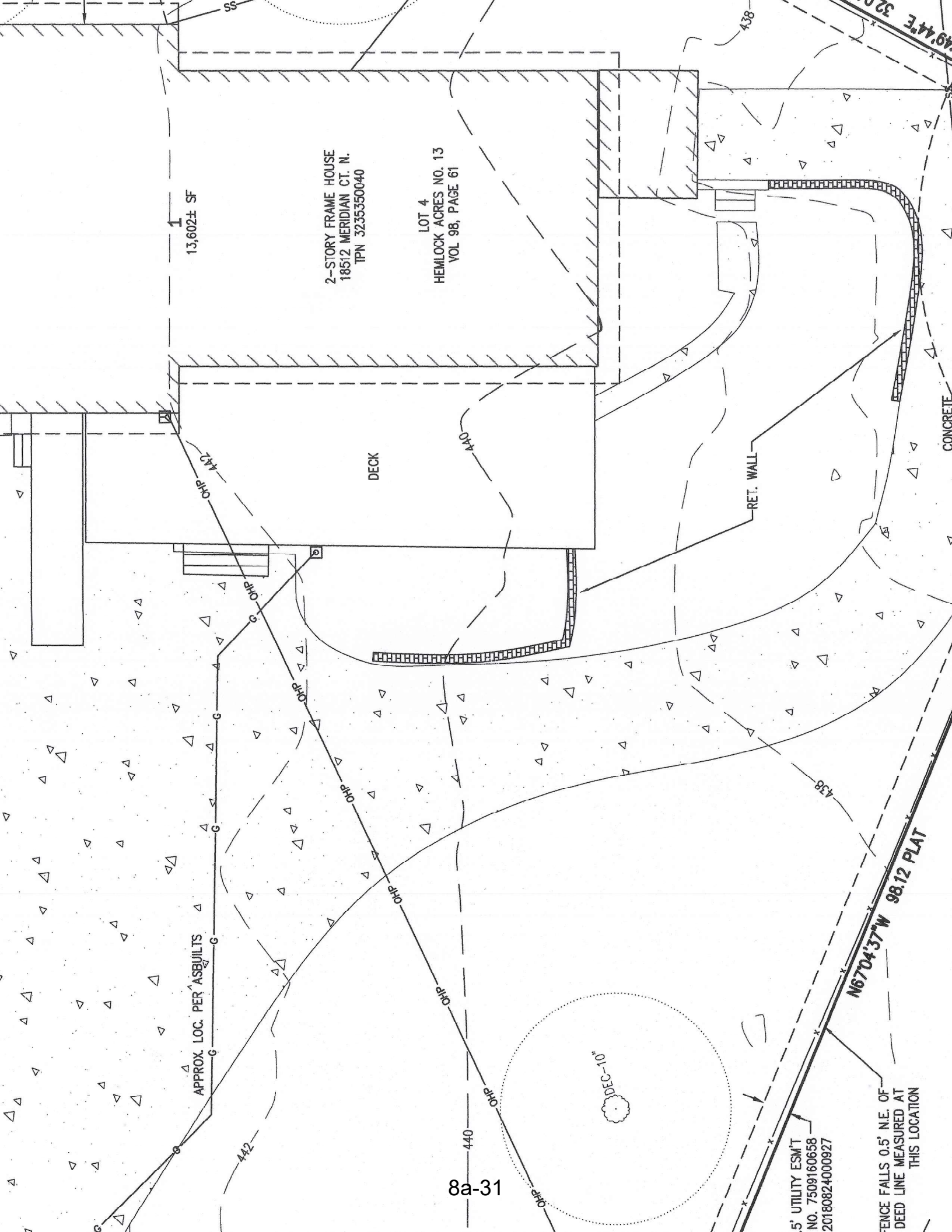
- c. The property owner is responsible for the installation, maintenance, and liability of the service line from the City union near the meter to the building served. New water service piping from the City union to the building must be inspected by SPU prior to covering. For an inspection, call (206) 684-5800.
- d. For new water services, Property owner must sign SPU's Application and Agreement for Water Service, pay all connection service charges, and other charges which may or may not be listed below, and submit the legal description of the property to be served. Apply for service at 700 5th Avenue, 27th Floor, Seattle, WA 98104. The time between the service order and installation varies depending on workload, service size and type. Wait times are approximately 100 days; call SPU, DSO at (206) 684-3333 for current projected wait time.
- e. Customers are required to install an approved air gap or reduced pressure backflow assembly (RPBA/RPDA) on all water service connections posing a high health cross-connection hazard (pursuant to WAC 246-290-490). Backflow prevention is also required on water service connections such as fire services, irrigation services, buildings exceeding three stories of 30 ft. in height above the meter (measured to highest water fixture) and may be required for other water services. SPU and KCHD (King County Health Department) are the administrative authorities engaged in a joint program identifying actual and potential cross-connections between the public water supply and possible sources of contamination. For answers to cross-connection control questions or to request an inspection, please call (206) 684-3536.
- f. Prior to ordering a new water meter that will serve a back lot, a recorded easement with a minimum width of 5', dedicated for water services shall be provided. If more private water lines will be installed in any portion of an easement, 1' addition of easement width must be allowed for each additional private water line. The easement must be continuous from the water meter to the parcel or unit lot served by that meter. SPU does not install manifolds for 1.5" and larger services and they shall require individual taps.
- g. Underground piping through an easement, from the City union to the property line, must be either type K or L copper, or Ipex Kitec (PE-AL-PE) and fittings.
- h. Required Payments:
 - i. A calculated Connection Charge may apply when any new water service is ordered.
 - ii. When required by the Fire Department, or when requested by the developer, standard charges for hydraulic modeling or a hydrant flow test are due.
 - iii. Standard charges are due when any new water service is ordered, or when any existing water service is retired or re-established.
- i. General Comments:
 - i. One domestic water meter is allowed to serve one legal parcel. A subdivision must be approved with address(es) assigned prior to ordering additional water service(s).

- ii. Please provide detailed plans of water services at the time of ordering new meter(s). Please realize that water requirements may change when desired water service is requested.
 - iii. If the proposed project changes after this review of Water Availability, or if the current plan submitted to SPU does not detail the entire scope of the proposed project, water requirements may change, and a new Water Availability Certificate will need to be issued to supersede the Water Availability Certificate which is based on incomplete or modified data.
 - iv. Customers connected to sewers in the King County (KC) service area are subject to the KC capacity charge. Contact King County at (206) 296-1450 or CapChargeEscrow@kingcounty.gov.
 - v. For as in single SPU water service and then a master meter supplying an HOA-Owned water main to the entire site (as shown in the marked-up site plan) add one 30" line valve with an 8" bypass assembly in N 185th Street, near the east margin of Burke Avenue N. If individual taps are required east of Burke Avenue N, then a second 30" valve is required in N 185th Street east of Meridian Avenue N.
10. A side sewer easement is required for all shared side sewers on the City of Shoreline/Ronald Wastewater District approved form. The easement shall be recorded prior to Final Plat approval and it shall be clearly noted on the face of the Final Plat.
11. All conditions set forth by Ronald Wastewater District for new sewer connections shall be met:
- a. Sanitary sewer service will be provided by a six (6) inch side sewer connection or an eight (8) inch or larger sewer main from the site.
 - b. Prior to connection of any structure to any sanitary sewer system or the making of any repairs, alterations, or additions, an application for a side sewer permit shall be filed with the City of Shoreline.
 - c. All materials and workmanship in connection with the installation of any sewers connected to the public sewer shall be as specified by District Rules & Regulations – Res. 09-26.
 - d. May require a hydraulic capacity study by the District contract engineer. Developer will be responsible for all costs.
 - e. Will require right of way permits for sewer work separate from other ROW permits issued for this project.
 - f. Cap-off of existing side sewers required at property line before demolition of structures.
 - g. Sanitary Sewer Developer Extension will be required to provide sewer service. Refer to the Developer Extension Manual for information on requirements.
 - h. Contractors working in the right of way for sewer work will be required to be licensed and bonded prior to permit issuance.
 - i. Connections are subject to Ronald Wastewater District General Facility Charge and/or Local Facilities Charge as outlined in Res. 09-26.
 - j. All new connections, additional connections, or revised connections are subject to King County Treatment Capacity Charge.
12. All new development shall be served with underground power and separate meters for each dwelling unit.

13. Protective fencing shall be installed around the driplines of trees identified by the City in order to ensure their survival during construction.
14. The exact square footage of each lot shall be clearly shown on the face of Final Plat.
15. All addresses shall be shown on the recorded Final Plat. Each unit shall be addressed as follows:
 - a. Lot 1 – 18514 Meridian Ave N Unit A
 - b. Lot 2 – 18514 Meridian Ave N Unit B
 - c. Lot 3 – 18514 Meridian Ave N Unit C
 - d. Lot 4 – 18514 Meridian Ave N Unit D
 - e. Lot 5 – 18514 Meridian Ave N Unit E
 - f. Lot 6 – 18514 Meridian Ave N Unit F
 - g. Lot 7 – 18512 Meridian Ave N Unit A
 - h. Lot 8 – 18512 Meridian Ave N Unit B
 - i. Lot 9 – 18512 Meridian Ave N Unit C
 - j. Lot 10 – 18512 Meridian Ave N Unit D
 - k. Lot 11 – 18512 Meridian Ave N Unit E
16. A Covenant shall be recorded either by stating it on the face of the Final Plat or by filing a Declaration of Covenant with King County Recorder's Office prior to Final Plat approval. The recording number of this Declaration shall be noted on the plat. The language of the covenant shall be:

“Each unit lot is not a separate buildable lot. Additional development of the individual unit lots may be limited as a result of the application of development standards to the parent lot. These units will be considered individual units and part of one structure that cannot be segregated from one another. A unit lot development is defined as one building or one structure in the International Building Code and International Fire Code and National Electrical Code.”
17. The following note shall be placed on the face of the Final Plat:

“This subdivision is approved based on SMC 20.30.410.D Unit Lot Development standards and Exception (#2) to Table 20.50.020(1) that allows modifications to certain dimensional standards for unit lot developments. Any future development of the individual lots created by this subdivision may be limited as a result of the application of development standards.”



1
13,602± SF

2-STORY FRAME HOUSE
18512 MERIDIAN CT. N.
TPN 3235350040

LOT 4
HEMLOCK ACRES NO. 13
VOL 98, PAGE 61

DECK

RET. WALL

CONCRETE

APPROX. LOC. PER ASBUILTS

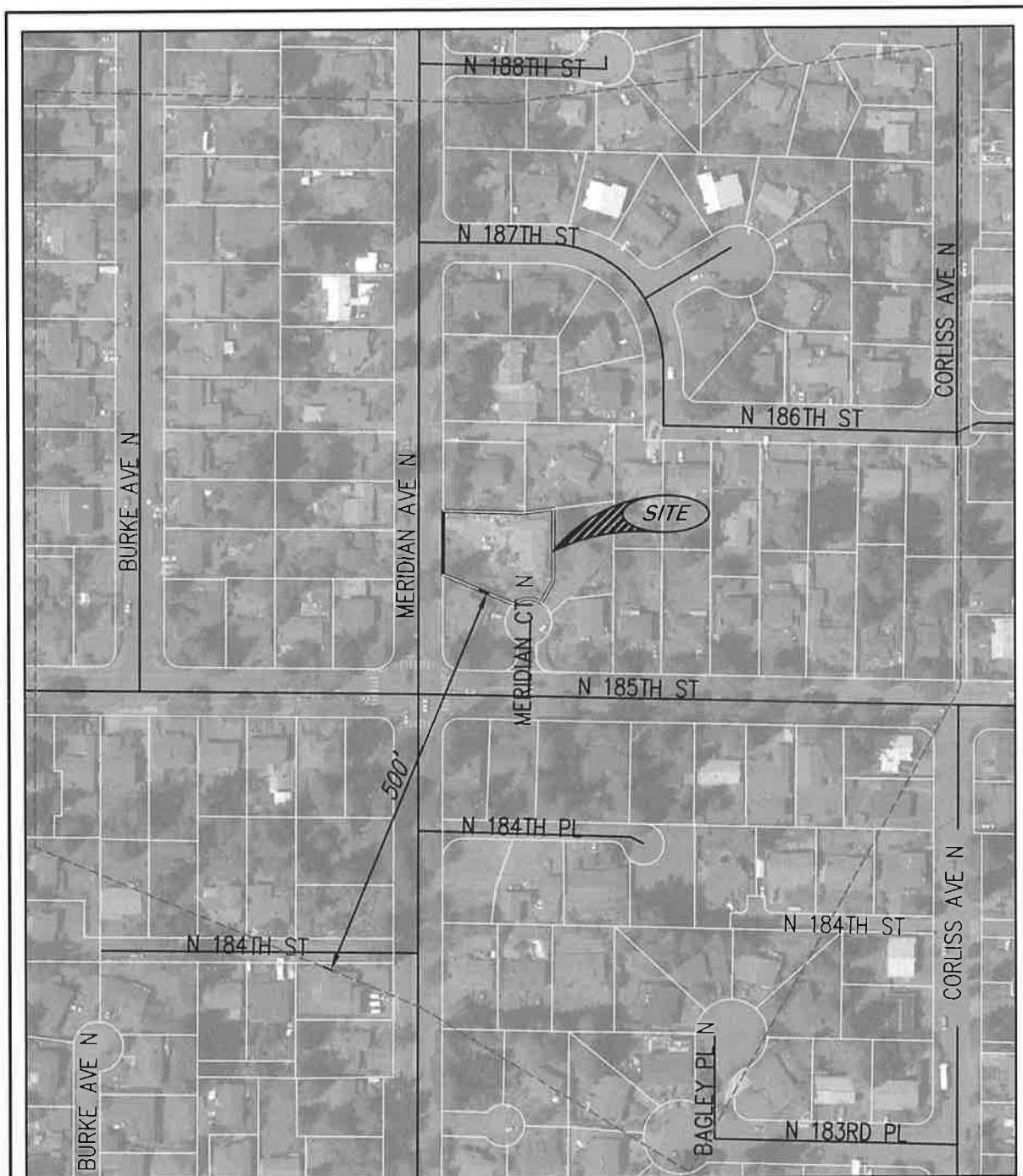
8a-31

5' UTILITY ESM'T
NO. 7509160658
20180824000927

ENCE FALLS 0.5' N.E. OF
DEED LINE MEASURED AT
THIS LOCATION

N67°04'37"W 98.12 PLAT

DEC-10"



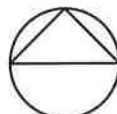
18512 MERIDIAN CT. N TOWNHOMES 02/01/2019



12100 NE 195th St, Suite 300
Bothell, Washington 98011
425.885.7877 Fax 425.885.7963

ENGINEERING • PLANNING • SURVEYING

JOB NO. 18125



VICINITY MAP

Scale 1:200

ADJACENT LANDUSE

NORTH:	MUR-45
EAST:	MUR-45
SOUTH:	MUR-45
WEST:	MUR-45

FEB 21 2019



City of Shoreline
Planning & Community Development
 17500 Midvale Avenue North Shoreline, WA 98133-4905
 Phone: (206) 801-2500 Fax: (206) 801-2788
 Email: pcd@shorelinewa.gov Web: www.shorelinewa.gov

To Be Completed by Staff:

Date Received:

7/8/19

Permit Number:

PLN 19-0038

Planned Action Determination of Consistency Review Checklist

185th Street Station Subarea ☒ 145th Street Station Subarea ☐
 Town Center ☐ Shoreline Place ☐

Part One: Project Information (Applicant to Complete)			
Property Information	Site Address: 18512 Meridian Ct. N.		
	Parcel #: 3233535-0040	Sq. feet: 13,602	Acres: 0.31
	Land Use Designation: Residential		Zoning: MUR-45'
	Number of Buildings on site: 1		Number to be Retained: 0
	Existing Impervious Surface Area: 6,970		Proposed Impervious Surface Area: 10,454
Applicant / Contact	Name/ Company: Blue Fern Development, LLC		
	Address: 11232 120th Ave NE #204		City/ State/ Zip: Kirkland, WA 98033
	Phone: 425-629-3854		Applicants Relationship to owner:
	Fax:		Email: michelle@bluefern.com
Property Owner	Name/ Company: Same as Applicant		
	Address: 18512 Meridian Ct. N.		City/ State/ Zip: Shoreline, WA 98133
	Phone:		Email:
	Fax:		
Project Description	Existing Land Use (describe): Single Family Home - Residential		
	Proposed Land use (check all that apply):		
	<input type="checkbox"/>	Retail & Services: those uses including but not limited to department, drug & grocery stores; eating & drinking establishments; specialty goods/foods; entertainment & recreation; convenience stores; services; and commercial goods.	<input type="checkbox"/> Office & Employment – Those uses including but not limited to business & professional offices such as medical or dental, educational & institutional offices, research & development, light manufacturing, high tech, and associated uses.
	<input type="checkbox"/>	Civic & Cultural: those uses including but not limited to libraries, museums, community center, stadium, performing arts facility, City Hall and other public facilities, which are not essential public facilities.	<input type="checkbox"/> Lodging: Those uses including hotels, motels, and other similar facilities offering temporary accommodation.
	<input type="checkbox"/>	Mixed Use: Those uses that combine two or more land uses on a single site or within a single building.	<input checked="" type="checkbox"/> Residential: Those uses including but not limited to single family attached and detached units, multifamily units, residential care facilities, nursing homes and senior housing.
Other (Describe):			



Development Information	Residential (Dwelling Units):			
	Existing Dwellings		Proposed Dwellings	Proposed Density (dwellings per acre)
	# Single Family: 1		# Single Family: 11	# Single Family: 35.48 DU/AC
	# Multifamily:		# Multifamily:	# Multifamily:
	Office / Employment (Square Feet):			
	Existing Office / Employment:		Proposed Office / Employment:	
	Retail & Services (Square Feet):			
	Existing Retail & Services:		Proposed Retail & Services:	
	PM Peak Hour Weekday vehicle Trips:			
	Existing Estimated Trips: 1 trip		Future Estimated Trips: 6.16 trips	Net New Trips: 5.16 trips
Source of Trip Rate:			Transportation Impacts Consistent with Chapter 20.60.140:	
IIE Manual <input checked="" type="checkbox"/>		Other	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Signature (Applicant)		<i>Muhello Branly, Authorized Agent</i>		
Date:		<i>6-13-19</i>		

Part Two: Review Criteria (City to Complete)			
The City's SEPA Responsible Official may designate conforming projects as "planned actions," pursuant to RCW 43.21C.030, that meet the following conditions (Ordinance 707-185 th SSSP & Ordinance 752 - 145 th SSSP)			
Criteria (SMC)		Complies (if not explain on separate sheet and attach):	
The proposal is located within a planned action area as identified on the official zoning map.		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The proposal is consistent with the City of Shoreline Comprehensive Plan and the applicable subarea plan.		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The proposed uses & activities are consistent with those described in the planned action EIS & zoning requirements of Title 20.		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The proposal is consistent with the cumulative planned action thresholds identified in Ordinances 609 (Town Center), 705 (Shoreline Place), 707 (185 th SSSP) & 752 (145 th SSSP).		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Dwelling Threshold: (2,214 units in 145 th) (2,190 units in 185 th) (1,000 units in Shoreline Place) (1,200 units in Town Center)	<i>2,190 units</i> <i>(2,046 units remaining)</i>	Dwellings Remaining:	<i>2,036 units</i>

Employment Threshold: (1,083 jobs in 145 th) (928 jobs in 185 th) (250,000 sqft office and 250,000 sqft retail in Shoreline Place) (200,000 sqft office and 200,000 sqft retail in Town Center)	928 jobs	Employment Remaining:	928 jobs
Vehicle Trips Threshold: (18,061 trips in 145 th) (8,289 trips in 185 th) (Maximum Average Daily Trips on 185 th Street = 20,000) (2,894 total trips; 1,605 net trips for Shoreline Place)	8,289 trips (8,228 trips remaining)	Vehicle Trips Remaining:	8,223.75 trips
Utility Thresholds (145 th): NCWD – 1,043,000 gpd SPU – 2,048,000 gpd Ronald Wastewater – 3,609,000 gpd Utility Thresholds (185 th): NCWD = 771,281 gpd SPU = 1,171,165 gpd Ronald Wastewater = 1,516,803 gpd	SPU: 1,171,165 gpd (1,164,565 gpd remaining) Ronald: 1,516,803 gpd (1,504,563 gpd remaining)	Utility Capacity Remaining:	SPU: 1,163,365 gpd Ronald: 1,503,713 gpd
The proposal's significant impacts have been identified in the planned action EIS.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	

The proposal's significant impacts have been mitigated by application of the measures identified in Ordinances 609, 705, 707 & 752 and other applicable City regulations together with any modifications, variances or special permits that may be required.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The proposal complies with all applicable local, state & or federal laws and regulations.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
The proposal is not an essential public facility as defined by RCW 36.70a.200(1) and except as permitted by Chapter 43.21C.RCW.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Part Three: Planned Action Determination (City to Complete):			
Requirement:	Complies (If no, explain on a separate sheet and attach):		
Applications for planned actions were made on forms provided by the City including a SEPA checklist.	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	No
The application is complete as provided in SMC 20.30.100.	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	No
The application is consistent with the criteria of the Planned Action Ordinance.	Yes <input checked="" type="checkbox"/>	<input type="checkbox"/>	No


Qualifying Project (if no, explain on a separate sheet and attach)	
Yes <input checked="checked" type="checkbox"/>	Qualifies as a Planned Action - The application is consistent with the Planned Action Ordinance and thereby qualifies as a Planned Action project. All development activities shall proceed in accordance with the applicable permit review procedure specified in Shoreline Municipal Code Title 20, except that no SEPA threshold determination, EIS or additional SEPA review shall be required. Public notice of the determination shall be pursuant to chapter 43.21 CRW.
No <input type="checkbox"/>	Does not Qualify as Planned Action – The application is not consistent with the Planned Action Ordinance and does not qualify as a Planned Action project for the following reasons:
<input type="checkbox"/>	Additional SEPA Review Required - Projects that fail to qualify as Planned Actions may incorporate or otherwise use relevant elements of the Planned Action EIS, as well as other relevant SEPA documents, to meet their SEPA requirements. The SEPA responsible Official may limit the scope of SEPA review for the non-qualifying project to those issues and environmental impacts not previously addressed in the Planned Action EIS.
Signature: (Director or Designee)	
Date:	8/15/19



Exhibit 5

- 14711 NE 29Th Place, Suite 101
- Bellevue, Washington 98007
- Ph 425.885.7877
- www.coredesigninc.com

NEIGHBORHOOD MEETING

Date: Wednesday, November 14, 2018

From: 6:00PM – 7:30PM

Location: Shoreline Library
Large Meeting Room
345 NE 175th Street
Shoreline, WA 98155

RE: 11-Unit Subdivision located at 18512 Meridian Court North (Parcel #3235350040)

Purpose: You are cordially invited to a Neighborhood Meeting. The purpose of the meeting is to provide an opportunity to inform the neighborhood of the proposed project in its early planning stages. Please feel free to join us at the Shoreline Library on November 14th at 6:00P.

Project Description: The applicant is proposing an 11-unit townhome development on 13,602 square feet (0.312 acres), in accordance with the MUR 45-zoning designation of the site. The development will be comprised of two buildings, one building containing six units and the other containing five units. Vehicular access to the site shall be provided off Meridian Avenue North. All townhomes will be three story structures, of Type V-B Construction and sprinklered.

Development Code: The following requirements are relevant to the site:

Minimum Density = 18 dwelling units per acre, (13,602 / 43,560 x 18 = 5.6, or 6 unit minimum)

Maximum Density = N/A

Minimum Lot Size = N/A

Minimum Lot Width = N/A

Minimum Front Setback = 0 Feet (Meridian Ave N – Minor Arterial)

Minimum Front Setback = 10 Feet (Meridian Court – Non-Arterial)

Minimum Rear Yard Setback = 5 feet

Minimum Side Yard Setback = 5 feet

Maximum Building Height = 45 feet

Maximum Building Coverage = N/A

Maximum Hardscape + 90%

Applications: The project will pursue the following applications from the City of Shoreline:

- Site Development Permit
- Demolition Permit
- Right-of-Way Permit
- Building Permit (Townhouse and Single-Family Attached)
- Preliminary Formal Plat
- Final Formal Plat



City of Shoreline
Planning & Community Development

17500 Midvale Avenue North
Shoreline, WA 98133
(206) 801-2500 ♦ Fax (206) 801-2788

March 15, 2019

To: Shoreline Neighbor

RE: Neighborhood Meeting Report, Submitted by Blue Fern Development

Dear Shoreline Neighbor;

Please find enclosed a copy of the Neighborhood Meeting Report for a Preliminary Formal Subdivision application for an 11-unit townhome development, submitted on February 21, 2019. We are sending you this report because you attended the Neighborhood Meeting held on November 14, 2018.

Also enclosed is a handout answering frequently asked questions regarding the Neighborhood Meeting process.

The City will also mail you a Notice of Application, which will notify you of the public comment period for another opportunity to comment.

If you have any questions, please call me at (206)801-2552 or e-mail to cmiller@shorelinewa.gov. Written comments can also be mailed to my attention to: City of Shoreline, Planning & Development Services, 17500 Midvale Ave. N., Shoreline, WA 98133.

Sincerely,

Caleb Miller, Associate Planner
Project Manager

Enclosures: Neighborhood Meeting Report
Frequently Asked Questions

Neighborhood Meeting for: 18512 Meridian Court North Townhomes

Location: Shoreline Library, Large Meeting Room
345 NE 175th St, Shoreline, WA 98155

Time: 6:00 PM-7:30 PM Wednesday, November 14, 2018

Summary of Meeting

Introduction and Overview

Evan Mann, Blue Fern Development, LLC

Additional Design Team in Attendance

Stacia Bloom – Core Design Inc.

Alexander Clohesy – Milbrandt Architects Inc., P.S.

Community Questions/Concerns and Discussion

- Is there a Home Owner's Association (HOA) for this project?
 - Design Team Response: These will be fee-simple townhomes, meaning that each owner will own the land, unit, and air above their plat, just as a single family detached homeowner. However, there will be an HOA established for management of communal site features such as the trash enclosure and landscape buffers.
- Are there going to be garages provided? Lack of parking was expressed as a concern in the neighborhood, with many homeowners indicating that cars are parked on the street instead of garages among the existing housing stock. Will there be any parking provided exterior of the unit?
 - Design Team Response: A 1-car garage will be provided internal to each unit on site, meeting the zoning code requirement of 1 parking stall per unit. The applicant believes the intent of the MUR zones, in which this project is located, is to encourage use of alternative forms of transit, including the new public transit options around which these zones are clustered. The zoning requirements for parking reflect this vision. In addition, the applicant recognizes the market's desire for garages, and is therefore providing parking within a garage as opposed to alternative solutions on site. One guest gave a testimonial about how she and a neighbor met on the bus 20 years ago. Back then one car per household was normal for the community, because that was all that they could afford. Design Team suggested that we've come full circle, suggesting that one car households would go hand-in-hand with the future of mass transit.
- What is the average square footage of each unit? Will there be other uses at ground level besides the garage?
 - Design Team Response: Units will average between 1600-1700 square feet, exclusive of the garage space. All units also provide an additional bedroom/bonus room at ground level behind or adjacent to the garage.
- Will the site ingress/egress off Meridian Ave. N or off the frontage along N 185th St via Meridian Ct. N?

RECEIVED
FEB 21 2019
PCD

PLN 19-0037

- Design Team Response: All ingress/egress will be off Meridian Ave. N. No access will be provided off the Meridian Ct. N cul-de-sac.
- What will the traffic impacts of the development be? Concerns were expressed over already high traffic volume along Meridian Ave. N at peak times. Would traffic exiting the site be forced to turn right through preventative measures in the R.O.W.?
 - Design Team Response: A traffic analysis will be performed as part of the submittal requirements, with anticipated volumes calculated per the City's requirements. No restrictions will be placed on turning direction out of the site; that decision would be up to the resident's discretion based on traffic at the time.
- How long is the construction timeline and when is the anticipated start date for construction?
 - Design Team Response: The applicant anticipates approximately a year for the project to complete permitting, meaning construction would begin a year from anticipated permit submittal in December. Construction itself would take another year, meaning these homes would not hit the market until 2020/2021.
- Will the house on the corner of Meridian Ave. and 185th St. remain?
 - Design Team Response: Yes, this project does not affect that house. The applicant has no current plans to expand upon the current project.
- What will the sale price for these homes be?
 - Design Team Response: The homes will sell for market rate at the time they hit the market, whatever that may be.
- How does the garbage truck access the site? Concerns about potential 'slippage' of earth into neighboring sites due to the load of the garbage truck and the location of the trash collection were expressed, based on an attendee's experience with a prior development.
 - Design Team Response: The applicant has coordinated with Recology (service provider), who have indicated that they prefer a central location for all trash/recycling pickup, rather than individual bins per unit. The truck will drive into the site and back out. The site matches grade with the neighboring property behind the pick-up location, eliminating potential slippage from higher grade to lower grade. Additionally, the drive aisle will be constructed in accordance with City engineering requirements designed to ensure firm bearing capacity for such instances.



FREQUENTLY ASKED QUESTIONS NEIGHBORHOOD MEETINGS

Planning & Community Development

Q: What is the purpose of a neighborhood meeting?

A: Neighborhood meetings are designed to provide citizens with early notification that a project may be proposed in their neighborhood and to allow citizens to provide initial comments on the project at an early stage of the application process.

Q: Who is notified of the meeting?

A: All property owners within 500 feet of the project site are required to be notified via mail of the neighborhood meeting. Neighborhood Association representatives for the area are also notified.

Q: Will attendees get to approve or deny the project?

A: No. Attendees will be able to provide comments to the applicant which the applicant can then choose whether or not to incorporate those comments into his/her proposal.

Q: How does the neighborhood meeting fit into the permit process?

A: The neighborhood meeting is one of the initial steps in the process towards making an application with the City. Neighborhood meetings are held prior to applicants submitting their project with the City. Applicants are required to provide documentation from the neighborhood meeting as part of their application submittal.

Q: Will I be notified when a project is applied for?

A: All property owners within 500 feet of the project site will be notified once an application is submitted with the City.

Q: Will the neighborhood meeting be my only opportunity to comment on the project?

A: No. When the application is submitted to the City a "Notice of Application" will be sent out to all property owners within 500 feet. This notice will also indicate the beginning of the public comment period which typically lasts 14 days. Anyone who wishes to submit written comments regarding the project may do so at that time. All comments will be included with the file for review.

Q: Will I be able to view the project file and where can I view it at?

A: Once an application has been filed with the city any interested citizens may come in, view the file and discuss the application with the project manager. All files can be found at the Planning & Community Development department located at: 17500 Midvale Ave. N., 3rd floor, Permitting.

March 19, 2019

The City of Shoreline will enter all comments received into the public record and may make these comments, and any attachments or other supporting materials, available unchanged, including any business or personal information (name, email address, phone, etc.) that you provide available for public review. This information may be released on the City's website. Comments received are part of the public record and subject to disclosure under the Public Records Act, RCW 42.56. Do not include any information in your comment or supporting materials that you do not wish to be made public, including name and contact information.



Notice of Public Hearing of the Hearing Examiner

Applicant, Application No., & Permit Requested: Blue Fern Development, LLC.; PLN19-0037; Preliminary Formal Subdivision

Location & Description of Project: 18512 Meridian Ave N (Parcel # 323535-0040). Division of an existing parcel of land into eleven (11) lots.

Interested persons are encouraged to provide oral and/or written comments regarding the above project at an open record public hearing. The hearing is scheduled for **Wednesday, January 15, 2020 at 6:00 PM** in the Council Chambers at City Hall 17500 Midvale Avenue N, Shoreline, WA. Any questions or comments prior to the hearing date should be addressed to the Hearing Examiner Clerk at hearingex@shorelinewa.gov.

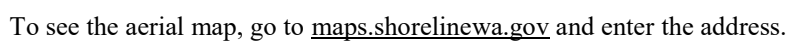
Copies of the Notice of Application, Planned Action Determination, application materials and applicable codes are available for review at City Hall, 17500 Midvale Avenue N.

Any person requiring a disability accommodation should contact the Hearing Examiner Clerk at hearingex@shorelinewa.gov in advance for more information. For TTY telephone service call (206) 546-0457. Each request will be considered individually according to the type of request, the availability of resources, and the financial ability of the City to provide the requested services or equipment.

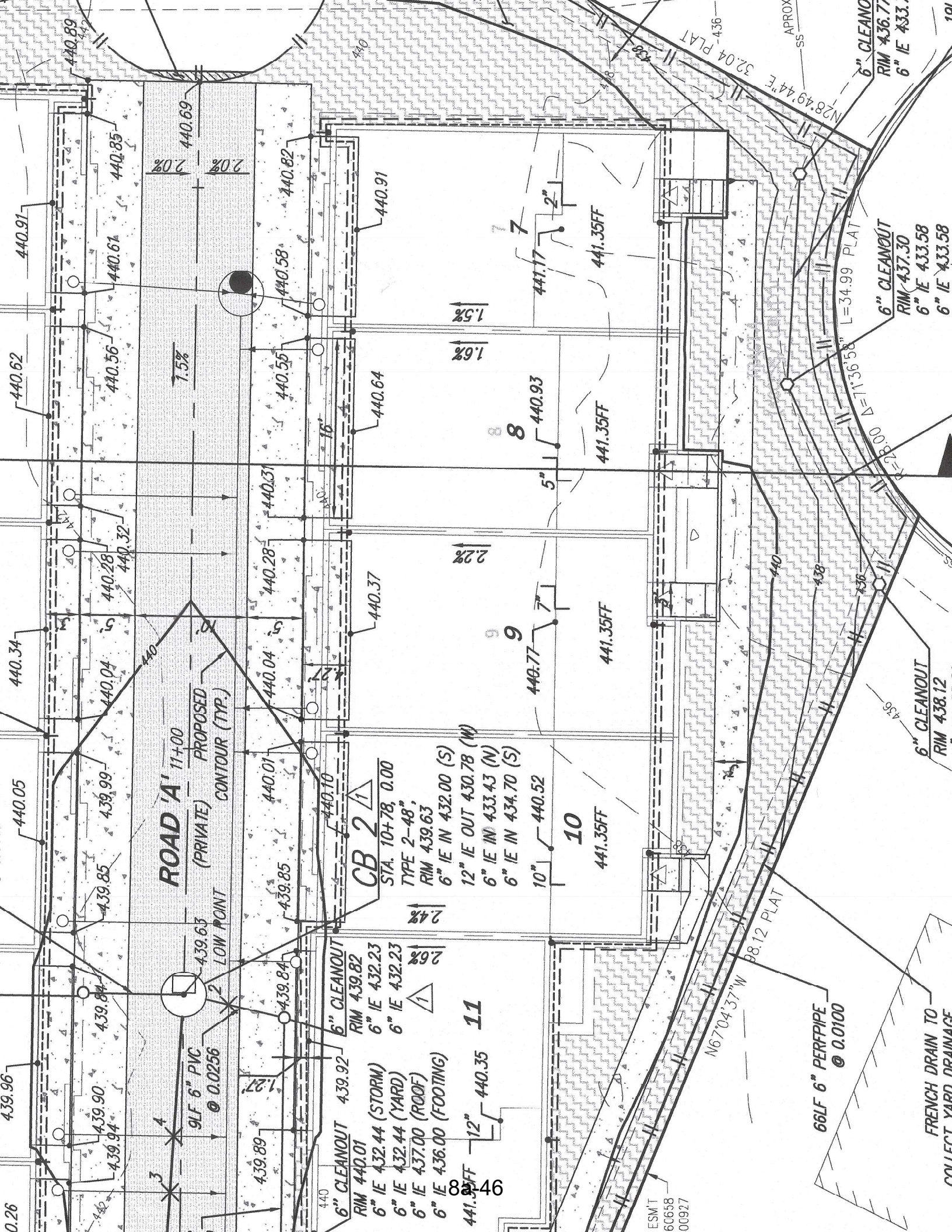
NOTICE OF DISCLOSURE

The City of Shoreline will enter all comments received into the public record and may make these comments, and any attachments or other supporting materials, available unchanged, including any business or personal information (name, email address, phone, etc.) that you provide available for public review. This information may be released on the City's website. Comments received are part of the public record and subject to disclosure under the Public Records Act, RCW 42.56. Do not include any information in your comment or supporting materials that you do not wish to be made public, including name and contact information.

Exhibit 8









Project Reviews City of Shoreline

Exhibit 11

Project Number: PLN19-0037

Description: 11 LOT SUBDIVISION OF 11 TOWNHOME UNITS IN 2 BUILDINGS

Applied: **2/21/2019**

Approved:

Site Address: **18512 Meridian Ct N**

Closed:

Expired:

City, State Zip Code: **Shoreline, WA 98133-4259**

Status: **UNDER REVIEW**

Applicant: **BLUE FERN DEVELOPMENT**

Parent Project:

Owner: **BIRCHMAN JARETT A & MOLLY M**

Contractor: **<NONE>**

Details:

LIST OF REVIEWS

SENT DATE	RETURNED DATE	DUE DATE	TYPE	CONTACT	STATUS	REMARKS
Review Group: AUTO						
2/21/2019	3/1/2019	2/21/2019	INTAKE REVIEW	Lucinda Clark	APPROVED	
Notes:						
2/21/2019	3/14/2019	3/21/2019	COMPLETENESS REVIEW	Caleb Miller	APPROVED	
Notes:						
3/14/2019	5/23/2019	4/18/2019	CIVIL	Alisa Nguyen	APPROVED	SEE NOTES
Notes:						
Provide the Right-of-Way dedication recording number on the final plat document.						
If Declaration of Covenant is recorded prior to final plat recording, the recorded covenant should be shown on the final plat document.						
3/14/2019	3/27/2019	4/18/2019	FIRE	Devon Wesenberg	APPROVED	
Notes:						
this project has roads that are 20 feet wide and approximately 130 feet long. No fire dept turn around is needed.						
3/14/2019	4/8/2019	4/18/2019	PLANNING - SUBDIVISION	Caleb Miller	RESUBMITTAL REQUIRED	
Notes:						
3/14/2019	3/19/2019	3/19/2019	PROCEDURAL/SEPA/NOTICES	Caleb Miller	APPROVED	
Notes:						



Project Reviews City of Shoreline

Exhibit 11

3/14/2019	3/14/2019	4/18/2019	TREE TRACKING	Caleb Miller	WAIVED	See DEV19-0376
Notes:						
7/3/2019	7/3/2019	7/3/2019	WASTEWATER	Brent Proffitt	APPROVED	SEE CONDITIONS
Notes:						
7/10/2019	8/15/2019	8/21/2019	PLANNING SUBDIVISION RESUBMITTAL	Caleb Miller	APPROVED	
Notes:						
12/24/2019		1/29/2020	DECISION**	Caleb Miller		
Notes:						



City of Shoreline
Planning & Community Development
 17500 Midvale Avenue North Shoreline, WA 98133-4905
 Phone: (206) 801-2500 Fax: (206) 801-2788
 Email: pcd@shorelinewa.gov Web: www.shorelinewa.gov



Building Coverage and Hardscape Area Calculation Worksheet

Project Address: 18512 Meridian Ct. N. Townhomes Lot Area (Square Footage) 13,602

Please further itemize these calculations if the site has multiple buildings, types of hardscape note listed.

Building Coverage = Footprint	Existing Square Footage	+	Proposed Square Footage	=	Total Square Footage
House (plus Garage, if attached)	<u> </u>		<u>6,088</u>		<u>6,088</u>
Garage (if detached)	<u> </u>		<u> </u>		<u> </u>
Carport	<u> </u>		<u> </u>		<u> </u>
Shed	<u> </u>		<u> </u>		<u> </u>
Covered Deck	<u> </u>		<u> </u>		<u> </u>
Covered Porch	<u> </u>		<u> </u>		<u> </u>
Other Accessory Structure	<u> </u>		<u> </u>		<u> </u>
			Total Building Coverage (SF)		<u>6,088</u>
			Building Coverage Percentage (Total/Lot Area *100)		<u>45%</u>

Hardscape Area = Roof Area + Uncovered Surfaces	Existing Square Footage	+	Proposed Square Footage	=	Total Square Footage
<u>Roof Area</u>					
House (plus Garage, if attached)	<u> </u>		<u>7,113</u>		<u>7,113</u>
Garage (if detached)	<u> </u>		<u> </u>		<u> </u>
Carport	<u> </u>		<u> </u>		<u> </u>
Shed	<u> </u>		<u> </u>		<u> </u>
Covered Deck	<u> </u>		<u> </u>		<u> </u>
Covered Porch	<u> </u>		<u> </u>		<u> </u>
Other Accessory Structure	<u> </u>		<u> </u>		<u> </u>
<u>Uncovered Areas</u>					
Deck	<u> </u>		<u> </u>		<u> </u>
Driveway and Parking Areas	<u> </u>		<u>1,488</u>		<u>1,488</u>
Patios and Pools	<u> </u>		<u> </u>		<u> </u>
Walkways (including pavers)	<u> </u>		<u>2,474</u>		<u>2,474</u>
Gravel Landscaping	<u> </u>		<u> </u>		<u> </u>
Other Hardscape Areas	<u> </u>		<u> </u>		<u> </u>
			Total Hardscape Coverage (SF)		<u>11,075</u>
			Hardscape Area Percentage (Total/Lot Area *100)		<u>81%</u>

Hardscape includes 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, and paving, including gravel, pervious or impervious concrete and asphalt. Include the square footages for all existing and proposed hardscape.

NOTE: This worksheet is provided as an aid and is for informational use only. It is not a substitute for the Shoreline Municipal Code or the Shoreline Development Code.



Attachment to Building Coverage and Hardscape Area Worksheet – Itemized by building.

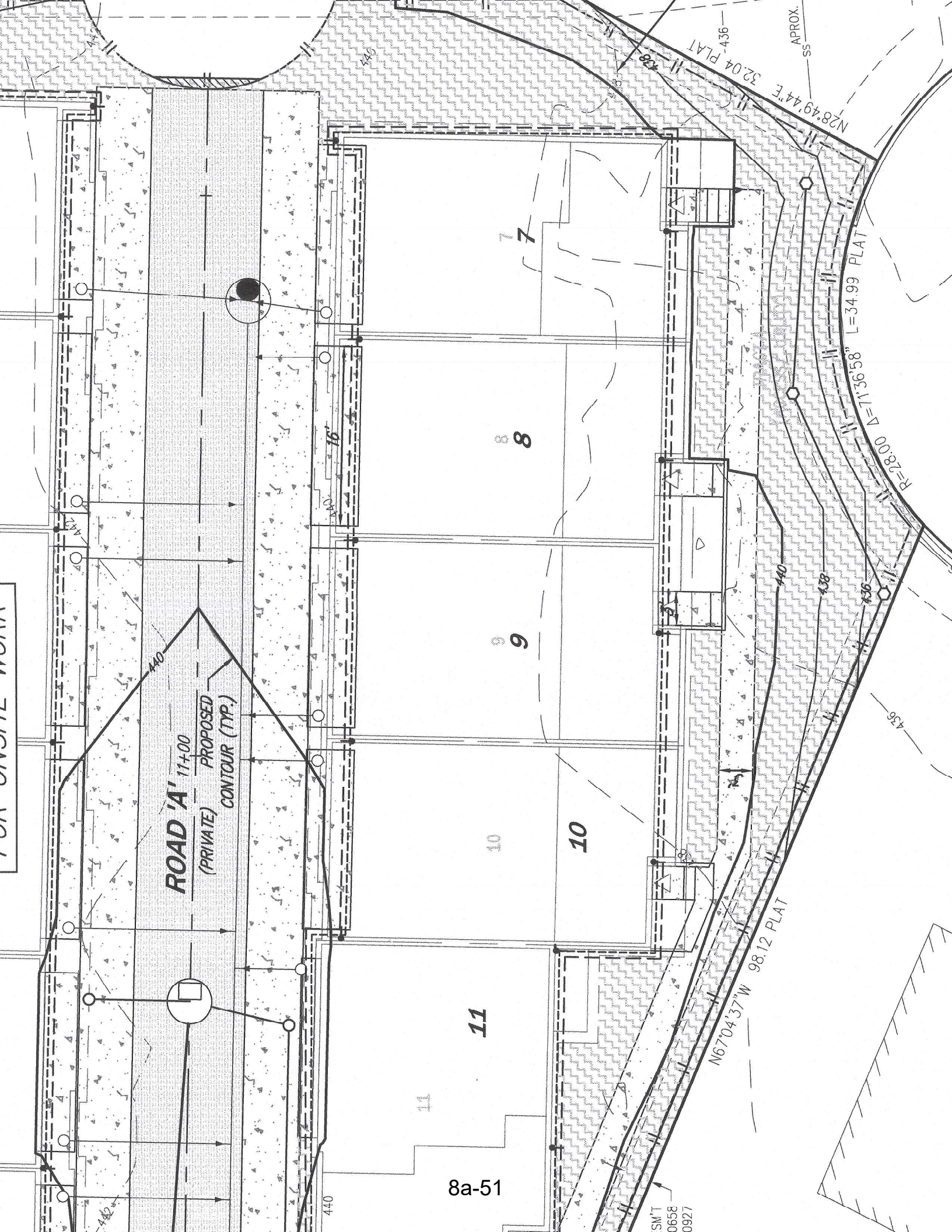
Building Coverage = Footprint, Proposed Square Footage:

Building 1 =	3,258 SF
<u>Building 2 =</u>	<u>2,830 SF</u>
Total =	6,088 SF

Hardscape Area = Roof Area + Uncovered Surfaces, Proposed Square Footage:

Building 1 Roof Area =	3,929 SF
<u>Building 2 Roof Area =</u>	<u>3,184 SF</u>
Total =	7,113 SF

FOR SINGLE WIDE



ROAD 'A' 11+00
(PRIVATE) PROPOSED
CONTOUR (TYP.)

8a-51

11

10

10

9

8

7

SM'T
0658
0927

N67°04'37" W 98.12 PLAT

L=34.99 PLAT

N28.49°44'E 32.04 PLAT

APPROX. SS

R=28.00

436

438

440

440

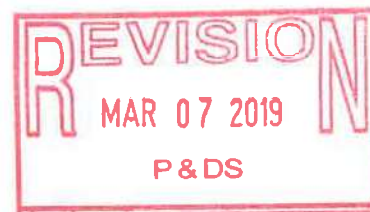
440

440

436

438

Core Design, Inc.
12100 NE 195th St
Suite 300
Bothell, WA 98011



WATER AVAILABILITY CERTIFICATE Building Permit

For Property: 18512 Meridian Court N In: Shoreline Map No: 203

Parcel ID: 3235350040

Requested for: Building Permit Rec'd by SPU: 02/22/2019

Developer:

Project Description: Project already has an APPROVED WAC # 20180824. Site has since increase unit count. Project Description: Now An 11-unit townhome development within 2 buildings. Parcel; 3235350040.

This Certificate is:

Approved; Building Permit may be approved at this time. Property owner may order water service after meeting all service requirements. No change to the water distribution system is required. (see Water Service Requirements.)

Certificate Prepared by: A K

Certified by: Abdi Kenan

Date: 03/06/2019

This Water Availability Certificate ID No. 20190329 shall be valid for no more than 18 months from the date of certification. Changes after certification date may alter requirements.

**Fireflow or other Seattle Fire Department requirements may alter water availability at any time.
Water availability requirements will change if existing system cannot support desired water service.**

EXISTING WATER SYSTEM INFORMATION

Water Service(s):

Size: 1" Type: Domestic Material: Copper Meter: Active

Pressure Zone: 590 **Elevation:** 432 **Static Pressure:** 68 psi
Recommended design pressure is 20 psi less than static pressure.

Proximity of nearest fire hydrant is: 236 feet S of Property. Rate of flow at nearest hydrant is approximately: 2300 gpm at 20psi for 4 or more hours, based on: Flow Simulation

Comment:

Modeled hydrant location: In Corliss Ave N +/- 70 feet south of N 185th St. Static pressure: 63 PSI. Flow: 2300 GPM. Modeled Date: 5/10/2004 If more current data is required for design purposes, please contact Seattle Public Utilities Development Services Office at 206 684 3333 or spu_dso@seattle.gov to request a hydrant flow test.

Water Main:Size: 8 inches Material: Cast Iron Class: 150 Year: 1964

- Standard
- Abutting

Water Main is available to serve in: Meridian Ave NDistance of main to N margin of street is 21 feet.Public ROW width is 60 feet.**New Meter Location:** Meridian Court N

The water system is in conformance with a County approved water comprehensive plan, and has water right claims sufficient to provide service.

The proposed project is within Seattle's water utility's direct service area.

Water Service Requirements:

- The maximum allowable size for new fire service is the same size as the main when the main is part of a looped system or one size smaller when there is not a looped system, the largest available fire service is 8 inches. The maximum allowable size for irrigation, domestic, and combination services is one size smaller than the main; the largest available domestic or irrigation service size is 6 inches; and the largest available combination service is 10 inches.
- One meter will serve the domestic water needs of a single legal parcel. If the legal parcel is shortplatted prior to approval for occupancy after final inspection of the building permit, then separate meters will be required for each legally described parcel. This may necessitate the installation of a water main by the developer.
- The property owner is responsible for the installation, maintenance and liability of the service line from the City union near the meter to the building served. New water service piping from the City union to the building must be inspected by SPU prior to covering. For an inspection, call (206) 684-5800.
- For new water services, Property owner must sign SPU's Application and Agreement for Water Service, pay all connection service charges, and other charges which may or may not be listed below, and submit the legal description of the property to be served. Apply for service at 700 5th Ave., 27th floor. Seattle, WA 98104. The time between the service order and installation varies depending on workload, service size and type. Wait times are approximately 100 days; call SPU,DSO at (206) 684-3333 for the current projected wait time.
- Customers are required to install an approved air gap or reduced pressure backflow assembly (RPBA/RPDA) on all water service connections posing a high health cross-connection hazard (pursuant to WAC 246-290-490). Backflow prevention is also required on water service connections such as fire services, irrigation services, buildings exceeding three stories or 30 ft. in height above the meter (measured to the highest water fixture), and may be required for other water services. SPU and KCHD (King County Health Dept) are the administrative authorities engaged in a joint program identifying actual and potential cross-connections between the public water supply and possible sources of contamination. For answers to specific cross-connection control questions or to request an inspection, please call (206) 684-3536.
- Prior to ordering a new water meter that will serve a back lot, a recorded easement with a minimum width of 5', dedicated for water services shall be provided. If more private water lines will be installed in any portion of an easement, 1' addition of easement width must be allowed for each additional private water line. The easement must be continuous from the water meter to the parcel or unit lot served by that meter. SPU does not install manifolds for 1.5" and larger services and they shall require individual taps.
- Underground piping through an easement, from the City union to the property line, must be either type K or L copper, or Ipex Kitec (PE-AL-PE) and fittings.

Required Payments:

- A calculated Connection Charge may apply when any new water service is ordered.
- When required by the Fire Department, or when requested by the developer, standard charges for hydraulic modeling or a hydrant flow test are due.
- Standard charges are due when any new water service is ordered, or when any existing water service is retired or re-established.
- For questions regarding standard charges or other fees for water service, please contact Seattle Public Utilities Development Services Office at 206-684-3333.

General Comments:**8a-53**

- One domestic water meter is allowed to serve one legal parcel. A subdivision must be approved with address(es) assigned prior to ordering additional water service(s).

for more information.

For a single SPU water service and then a master meter supplying an HOA-Owned water main to the entire site (as shown in the marked-up site plan) add one 30" line valve with an 8" bypass assembly in N 185th St, near the east margin of Burke Ave N. If individual taps are required east of Burke, then a second 30" valve is required in N 185th St east of Meridian.

18512 Meridian Ct. N. Townhomes

- Applicant – Blue Fern Development, LLC
- Project Number - PLN19-0037
- Associate Permits – PLN19-0038, PRE18-0050, DEV19-0376, ROW19-0377
- Vicinity Map
- Application History
- Project Details
- Infrastructure
- Public Comments
- Summary / Applicant's Burden of Proof

Vicinity

the intersection of N 185th St and Meridian Ave N,
in the City of Shoreline

Address: 18512 Meridian Court N

Description:
LOCK ACRES # 13 TGW UND INT IN TRACT A

ssed from Meridian Ave N.

ng MUR-45

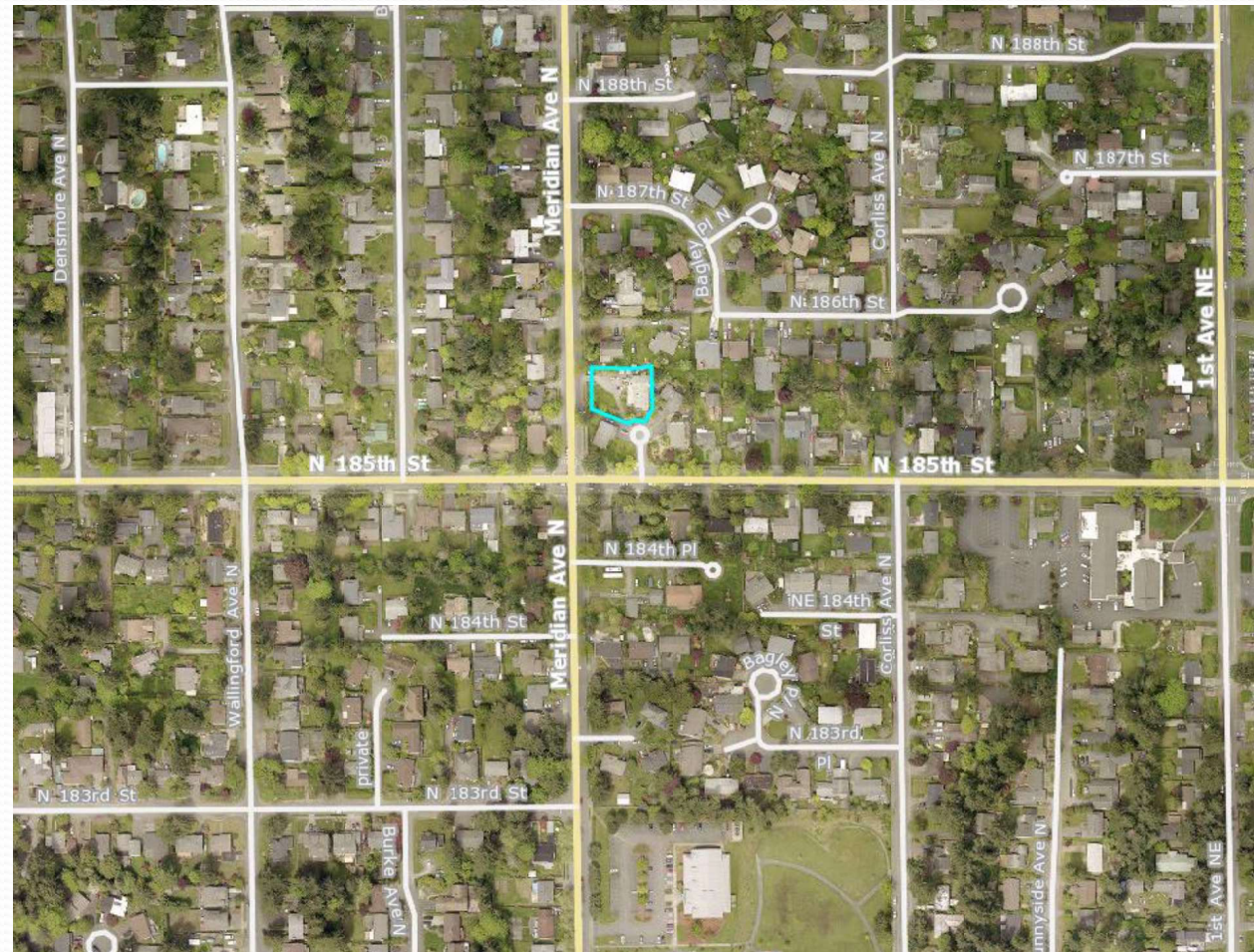
Percent land Uses

North MUR-45

East MUR -45

South MUR-45

West Meridian Ave N.





Application History

- **Application Submitted:** February 21, 2019
- **Determined Complete:** March 14, 2019
- **Notice of Application:** March 19, 2019
- **Current Land Plan:** Subdivide one parcel into 11 townhome unit lots.

Project Details

Project Site:

Parcel

Acres (13,602 S.F.)
Townhome unit lots

Location:

East of Meridian Ave N.
South of N 185th St.

Map:

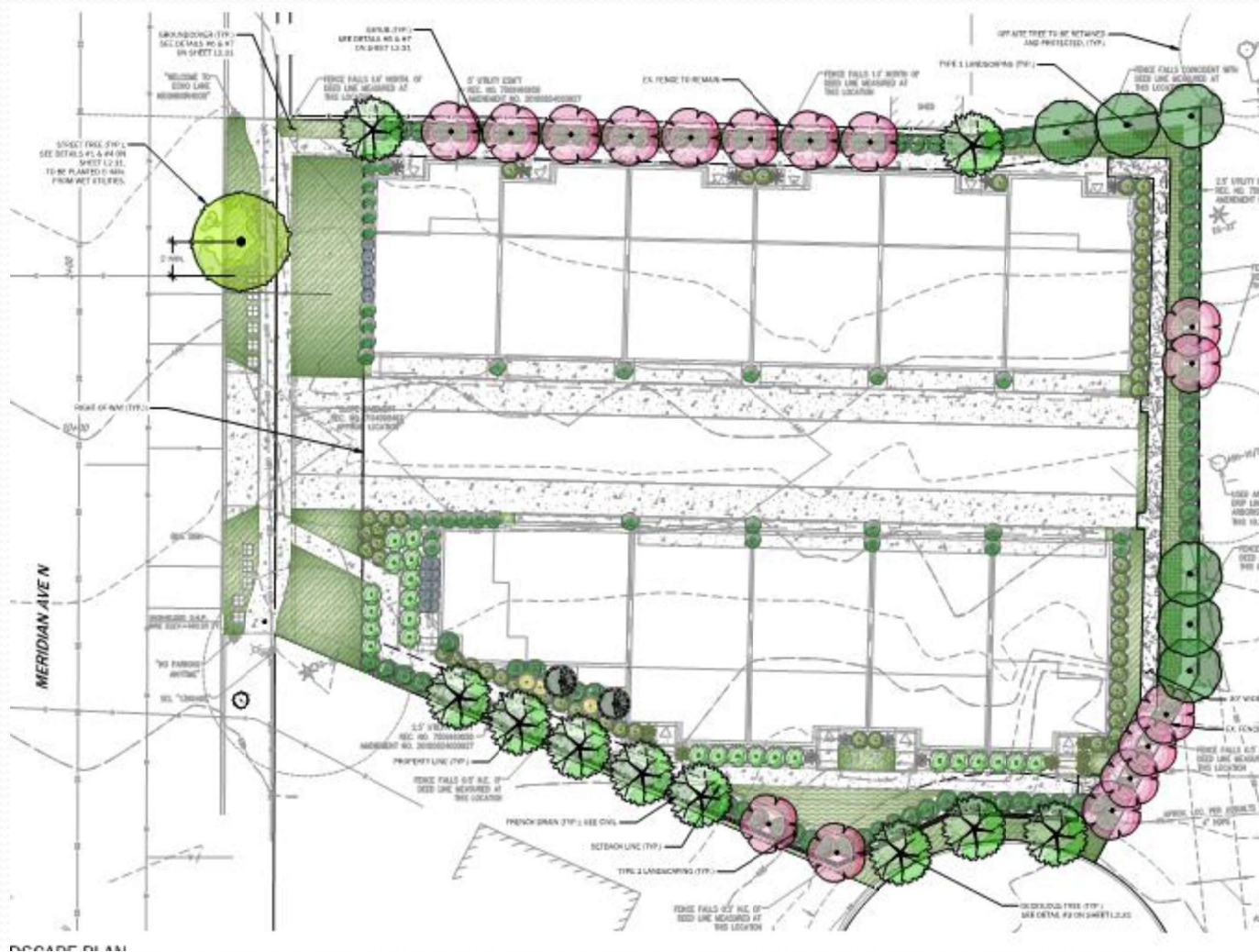
MUR-45

Walk:

Safe walk routes are provided via existing sidewalks throughout the site. The existing sidewalk along the frontage of Meridian Ave N will be removed and reconstructed to include an amenity strip.

Design:

One oversized space is provided within each unit, meeting code requirement.



Project Details

ht: 45 feet (Max.)
(ed)

ng: Land Dev. - Spring 2020
Home Constr. – Summer 2020

acteristics:
Topography, gentle slope toward the south
(+/-5%)
Access, via Meridian Ave N.
Critical Areas, none



Infrastructure

Structure:

Access road, water, sewer, stormwater, gas, power, communication

Access Road

provide access to all 11 lots

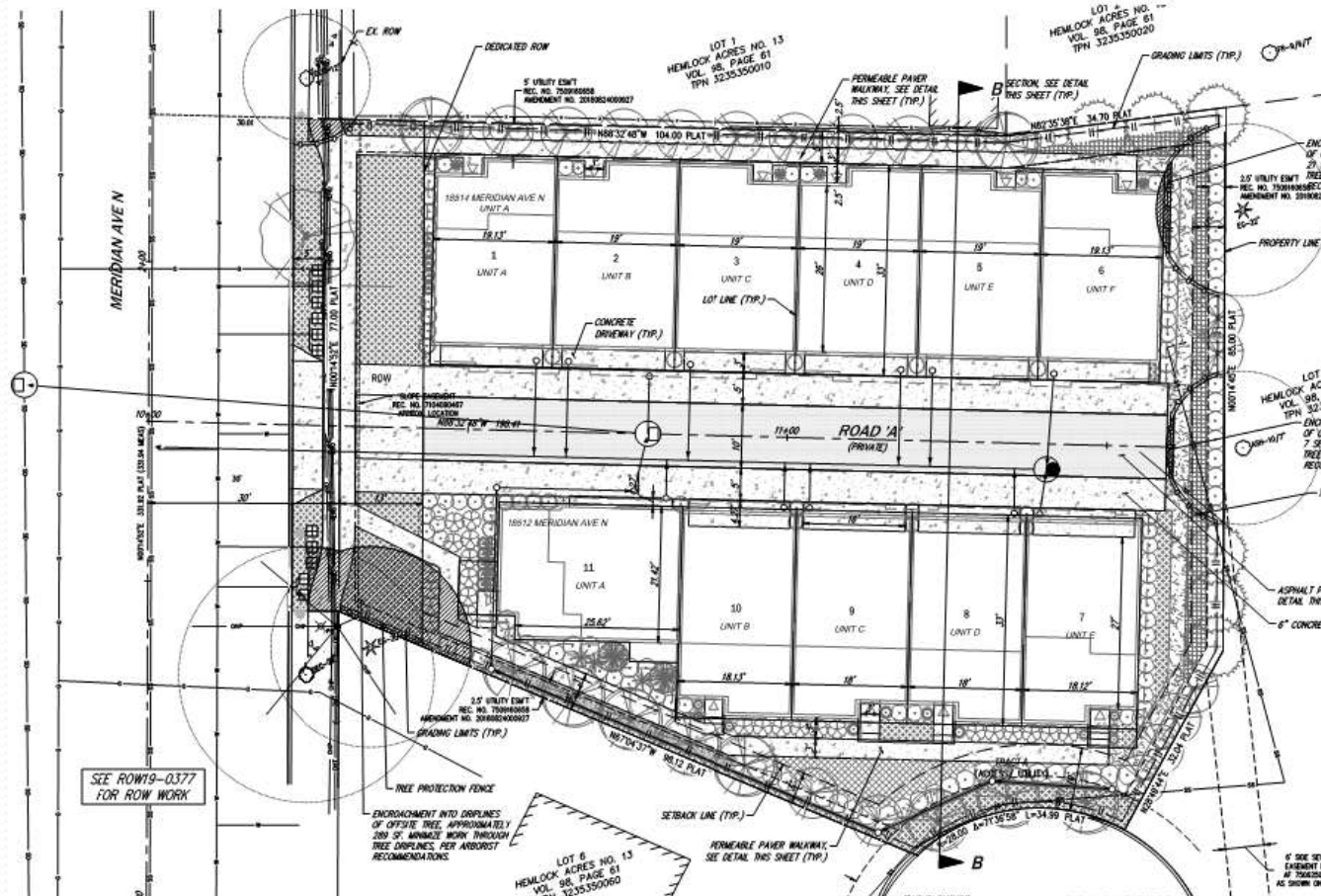
es

Public sewer will be extended into the private access tract

Stormwater will be collected and conveyed into an existing conveyance system within Meridian Ave N

Water will be provided by an existing main located within Meridian Ave N

Dry utilities will be extended as needed to serve the new homes





Public Comment

Public Comments Received



In Summary.....

The Applicant has met its burden of proof. The Preliminary plat makes appropriate provisions for public health, safety and general welfare by providing:

- Housing consistent with the City's Comprehensive Plan and current zoning regulations.
- A proposal that is consist with the applicable codes & policies;
- All necessary infrastructure.

The applicant generally concurs with the Staff Report and proposed Conditions of Approval.

Thank you.

Birchman Townhomes Preliminary Formal Subdivision PLN19-0037

Hearing Examiner Public Hearing
January 15, 2020

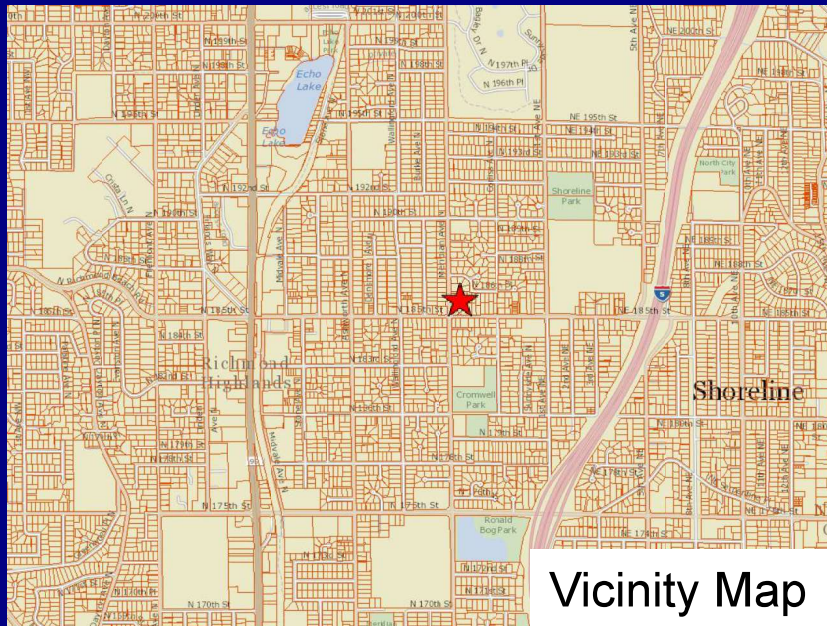


Property Information

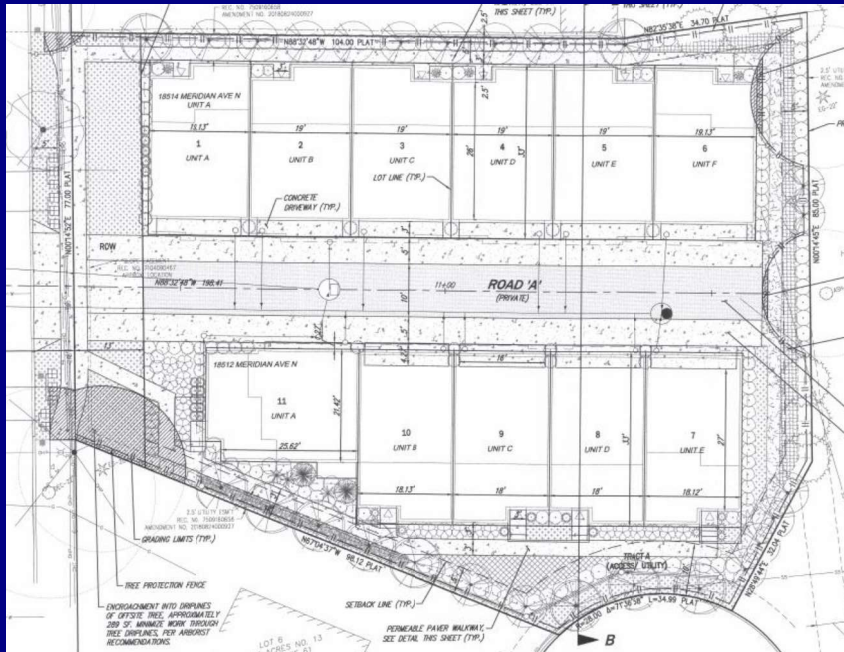
- Address: 18512 Meridian Ct. N
- Parcel # 323535-0040
- Lot Size: 13,460 sq. ft.
- Zone: Mixed-Use Residential 45' (MUR-45')
- Comprehensive Plan Designation: Station Area 2
- Neighborhood: Echo Lake



Property



Proposal



Subdivide the existing parcel into eleven (11) unit lots and one (1) access and utilities tract (Tract A).

Lot lines correspond with the unit footprints. Tract A contains the remainder of the site outside unit footprints.

This is a consolidated subdivision with building, site development, and right-of-way permits submitted/reviewed concurrently.



Process History

- Pre-Application Meeting: May 8, 2018
- Neighborhood Meeting: November 14, 2018
- Application Submitted: February 21, 2019
- Complete Application: March 14, 2019
- Notice of Application: March 19, 2019
- SEPA Planned Action Determination: August 15, 2019
- Notice of Jan. 15 Public Hearing: December 31, 2019



Decision Criteria

Environmental (20.30.410(B)(1))

- a) The property does not contain critical areas. Subdivision will comply with tree clearing/site development standards.*
- b) Minimal grading work proposed for construction. All lots will share access drive.*
- c) No hazardous conditions on site or in vicinity.*
- d) LID techniques employed, as required under 2014 Dept. of Ecology Manual and 2019 Engineering Development Manual.*



Decision Criteria

Lot and Street Layout (20.30.410(B)(2))

- a) Unit lot boundaries will correspond to unit footprint.*
- b) None of the lots directly front a street. Fire/Public Works approved access configuration.*
- c) No lot width/area standards in MUR-45. Footnote 2 allows for modifications for unit lot subdivisions.*
- d) Frontage improvements required along Meridian Ave N, including new 5-foot sidewalks. Internal walkways on site will connect to public sidewalks on Meridian Ave N.*



Decision Criteria

Dedications and Improvements (20.30.410(B)(3))

- a) A 13-foot-wide dedication is required along Meridian Ave N.*
- b) No dedication of park land is required.*
- c) Frontage improvements required along Meridian. The 13-foot dedication exceeds the minimum needed for improvements. Remainder of the land will be used for a future City project to improve intersection at 185th/Meridian.*



Decision Criteria

Unit Lot Subdivision (20.30.410(B)(4))

- b) *All applicable standards at time of vesting (2/21/19) are being met as proposed.*
- c) *Individual unit lots have modified hardscape coverage and setback requirements - lot lines will be drawn around unit footprint (100% hardscape and 0' setbacks).*
 - *Site overall meeting development standards for MUR-45.*
- d) *Tract A will contain common driveway, utility lines, shared walkway.*
 - *All covenants, restrictions, responsibilities shall be recorded prior to final plat OR noted on face of plat*
- e) *All parking located within each unit lot (proposed townhome garages).*
- f) *A note on the final plat will indicate development limitations of unit lot subdivision.*
- g) *Declaration of Binding Covenant for ULS shall be recorded prior to final plat.*



Conclusions

- The proposed subdivision:
 - Has met applicable requirements of the SMC, specifically Title 20 (Development Code).
 - Will make appropriate provisions for public health, safety, and welfare.
 - Will serve the public use and interest.



Recommendation

The Shoreline Planning & Community Development Department recommends **APPROVAL** of the Preliminary Formal Subdivision application PLN19-0037, subject to conditions.





PLN19-0037
DATE 1-15
EXHIBIT # 17

01/09/2020

City of Shoreline Hearing Examiner

Re: PLN19-0037 Conditions of Approval – change request

Dear City of Shoreline Hearing Examiner:

Regarding condition #9, we request the entirety of the condition be stricken and replaced with:

"All conditions set forth by Seattle Public Utilities for new water connections shall be met"

Sincerely,

CORE DESIGN, INC.

A handwritten signature in black ink, appearing to read "Holli Heavrin".

Holli Heavrin, P.E.
Project Manager



PLN19-0037
DATE 1-15
EXHIBIT # 15

01/09/2020

City of Shoreline Hearing Examiner

Re: PLN19-0037 Conditions of Approval – change request

Dear City of Shoreline Hearing Examiner:

Regarding condition #11, we request the entirety of the condition be stricken and replaced with:

"All conditions set forth by Ronald Wastewater District for new sewer connections shall be met"

Sincerely,

CORE DESIGN, INC.

A handwritten signature in black ink, appearing to read "Holli Heavrin".

Holli Heavrin, P.E.
Project Manager



City of Shoreline

Planning & Community Development

17500 Midvale Avenue North Shoreline, WA 98133-4905

Phone: (206) 801-2500 Fax: (206) 801-2788

Email: pcd@shorelinewa.gov Web: www.shorelinewa.gov

Permit hours - M, T, Th, F: 8:00 a.m. to 4:00 p.m. | W: 1:00 to 4:00 p.m.

PERMIT APPLICATION

RECEIVED
FEB 21 2019
PCD

PARCEL INFORMATION (Include all parcel(s) information. Attach additional sheets, if necessary.)

Project Address 18512 Meridian Court North, 98133

(Leave blank if address is not assigned)

Parcel Number (Property Tax Account Number) 323535-0040

Legal Description HEMLOCK ACRES # 13 TGW UND INT IN TRACT A

Attach separate sheet for Legal Description

PROPERTY OWNER INFORMATION

Name Jarett & Molly Birchman Email

Company Name Phone

Address 18512 Meridian Court North City Shoreline State WA Zip 98133

OWNER'S AUTHORIZED AGENT

Name Evan Mann Email Evan@BlueFern.com

Company Name Blue Fern Development, LLC Phone ~~425-629-3854~~ 253-820-7835

Address 11232 120th Ave NE, Suite 204 City Kirkland State WA Zip 98033

PROJECT INFORMATION

Type of Application: ☐ Single Family ☒ Multi-Family ☐ Non-Residential ☐ Legislative

Building/Construction: ☒ New Construction ☐ Change of Use ☐ Mechanical ☐ Fire Sprinkler
☒ Addition/Remodel ☒ Demolition ☐ Plumbing ☐ Fire Alarm
☒ Clearing & Grading ☒ Site Development ☐ Investigation Inspection ☐ Other

Land Use: ☐ Subdivision ☐ Zoning Variance ☐ Use - Home Occupation ☐ Conditional Use
☐ Short Plat ☐ Engineering Deviation ☐ Use - Bed & Breakfast ☐ Code Interpretation
☐ Floodplain ☐ Use - Temporary Use ☐ Rezone
☐ Administrative Design Review

PROJECT DESCRIPTION

We are proposing 11 units of single-family attached within two buildings. We will demolish an existing structure, install required infrastructure and utilities, construct necessary frontage improvements, and landscape ground cover. This is for an 11 lot subdivision.

Construction Value \$ 2,200,000.00

CONTRACTOR INFORMATION

Company Name Teak Construction, LLC Email Michelle@BlueFern.com

Contact Person Michelle Branley Phone 425-629-3854

Address 11232 120th Ave NE, Suite 204 City Kirkland State WA Zip 98033

L&I Contractor's License # TEAKCCL8040L Expiration Date 09-13-2019

I am the property owner or authorized agent of the property owner. I certify to that, to the best of my knowledge, the information submitted in support of this permit application is true and correct. I certify that I will comply with all applicable City of Shoreline regulations pertaining to the work authorized by the issuance of a permit. I understand that issuance of this permit does not remove the owner's responsibility for compliance with state or federal laws regulating construction or environmental laws. I grant permission for City staff and agents to enter areas covered by this permit for the sole purpose of inspecting these areas in order to process this application and to enforce code provisions related to the issued permit(s).

Signature of **PROPERTY OWNER**

OR

Signature of **AUTHORIZED AGENT**

Evan Mann

2019.02.18 08:21:37 -08'00'

Date 2/18/19

Print Name

Print Name Evan Mann

8a-76

9/2018

PLN 19-0037

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Adopting Public Emergency Resolution No. 457 Establishing a COVID-19 Emergency Community Response Grant Program		
DEPARTMENT:	Community Services		
PRESENTED BY:	Colleen Kelly		
ACTION:	<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:

The COVID-19 pandemic (Pandemic) has increased the need for basic human services for Shoreline residents and may increase the need even further in the coming weeks and months as the full economic impact is felt as a result of business closures, layoffs, and people contracting or being exposed to the disease. Human service providers are struggling with the impacts of the Pandemic on their own organizations and may have limited resources and capacity to respond to an increasing demand for services.

Deputy Mayor Scully and Councilmember Robertson requested that Emergency Resolution No. 457 be placed on the Council Agenda for action on March 30, 2020. The purpose of this Emergency Resolution is to help ensure that every Shoreline resident is able to meet their basic needs including food, essential personal items, temporary shelter, or other emergency aid during the COVID-19 Health Emergency.

As per Council Rules of Procedure, Section 6.1.B, that provide that during a Regular Meeting an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should allow for Public Comment following the staff report. The same rules for Public Comment provided as part of the Council's Regular Meeting Agenda apply.

RESOURCE/FINANCIAL IMPACT:

This resolution establishes an Emergency Community Response Grant Program in the amount of \$100,000 to be drawn from the City's General Fund.

RECOMMENDATION

Staff recommends that Council adopt Emergency Resolution Number 457 Establishing a COVID-19 Emergency Community Response Fund.

Approved By: City Manager DT City Attorney JA

BACKGROUND

Since the arrival of the Coronavirus in Washington State, there have been an escalating array of public health directives resulting in very complex challenges for communities across the state, and now across the country.

On March 4, 2020 the Shoreline City Manager enacted a Local Declaration of Public Health Emergency which was ratified by City Council on March 16, 2020. Since that time, the City has been promoting and following all guidance from the State and the Seattle-King County Department of Public Health. As you know, those directives now include a “Stay Home, Stay Healthy” order issued by Governor Inslee.

DISCUSSION

While most people readily appreciate the need for the imposed social isolation, it certainly adds challenges to our daily lives. Those challenges are exacerbated for those who are most at-risk for illness, those who are living on low incomes, those experiencing homelessness and those who have or likely will lose their jobs. Our faith communities and agency partners are working diligently to meet the needs of our residents, but many of those organizations are facing additional challenges of their own including the need to develop new models of service delivery while also facing staffing shortages and potentially declining revenues.

Shoreline staff, as well as human services staff from cities around the county, have been polling our agency partners in an effort to learn about the various gaps in resources. Some agencies were able to be very specific while others are just sorting things out. In general, the responses are quite varied depending on the size of the agency and the services it provides. This suggests that there is no one-size-fits-all answer.

We are fortunate to live in a region with a robust philanthropic community. The Seattle Foundation and United Way, among others, have mobilized quickly to raise millions of dollars in support of organizations working to meet the current and growing demand for basic services. We expect an infusion of funding to be announced on Monday, March 30th, so it is not known at the time of this writing which organizations will be receiving additional support.

Deputy Mayor Scully and Councilmember Robertson requested that Emergency Resolution No. 457 be placed on the Council Agenda for action on March 30, 2020, so that the City Council could consider creating an Emergency Community Response Grant program.

With this context, staff feel it is important to develop an approach for the program that can be flexible, fast and responsive to various needs, and provide for minimal administrative burden for qualifying organizations. As outlined in the attached Emergency Resolution No. 457, staff recommends that the City Council establish an Emergency Community Response Grant Program with an initial amount of \$100,000. This would come from General Fund Reserves.

The administration of this program would operate as follows:

- A. Eligible Human Service Providers shall be 501(c)(3) organizations and/or faith-based organizations that provide direct emergency response support to Shoreline residents, regardless of whether those organizations are currently receiving funding, in whole or in part, from the City.
- B. Staff will develop an application process for emergency aid grants of a minimum of \$1,000 to a maximum of \$5,000 to provide food, essential personal items, temporary shelter, or other emergency aid to Shoreline residents, including the delivery of those items to residents isolated in their homes. Grant funds shall not be used to provide rental assistance.
- C. The application process shall be simple and shall require only information necessary to verify that the Human Service Provider meets eligibility requirements; a description of the type of emergency aid will be provided; amount of emergency aid grant requested; and a statement affirming that all or substantially all of the funding will be used for providing emergency aid to Shoreline residents. The application process shall provide for submittal by email or a website-based portal. Human Service Providers may apply for single or multiple emergency aid grants.
- D. The City Manager may approve grants up to \$5,000 without City Council approval and may delegate authority to approve grants up to \$3,500.00 to City Staff.
- E. The City Council shall approve grant requests in excess of \$5,000.00 and up to the maximum amount remaining in the Community Emergency Response Grant Program

ALTERNATIVES ANALYSIS

The Council could choose not to adopt the resolution to establish an Emergency Community Response Grant Program at this time.

STAKEHOLDER OUTREACH

As noted above, staff has been in contact with a number of Shoreline's agency and faith-based partners to learn about their efforts to meet community needs. Most are doing the best they can with what they have and are still learning about the specific gaps that need to be filled.

COUNCIL GOAL(S) ADDRESSED

The proposed Resolution supports Council Goal 5: Promote and enhance the City's safe community and neighborhood programs and initiatives.

RESOURCE/FINANCIAL IMPACT

This resolution establishes an Emergency Community Response Grant Program in the amount of \$100,000 to be drawn from the City's General Fund

RECOMMENDATION

Staff recommends that Council adopt Emergency Resolution Number 457 Establishing a COVID-19 Emergency Community Response Fund.

ATTACHMENTS

Attachment A: Public Emergency Resolution No. 457

RESOLUTION NO. 457

A PUBLIC HEALTH EMERGENCY RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, ESTABLISHING A COVID-19 VIRUS COMMUNITY EMERGENCY RESPONSE GRANT PROGRAM.

WHEREAS, the City Manager of the City of Shoreline (“City”) executed a Declaration of Public Health Emergency related to the COVID-19 virus dated March 4, 2020, which the City Council ratified by the adoption of Resolution No. 454 on March 16, 2020; and

WHEREAS, between March 12, 2020 and March 16, 2020, Washington State Governor Inslee issued Proclamations closing schools, limiting public gatherings, and restricting business activities; adversely impacting workers and their families via reduced hours or layoffs; and

WHEREAS, on March 23, 2020, Washington State Governor Inslee issued a Proclamation ordering Washington residents to stay home and further limited business activities to only those businesses providing essential services, resulting in additional impacts to workers and their families; and

WHEREAS, the City has traditionally partnered with Human Service Providers to provide food and other essential personal items to Shoreline residents in need rather than providing those services directly through City departments; and

WHEREAS, the COVID-19 pandemic has increased the need for these services for Shoreline residents and may increase the need even further in the coming weeks and months; and

WHEREAS, Human Service Providers have limited resources and may not be able to meet future needs; and

WHEREAS, the City desires to ensure that no Shoreline resident goes without food or other essential personal items during the COVID-19 pandemic and believes increased support to Human Services Providers is the most efficient and effective way to meet this goal; and

WHEREAS, the City further desires to make funds easily accessible to Human Services Providers while still providing accountability to ensure such funds are used for the purpose of providing emergency aid;

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

Section 1. Establishment of Grant Program.

- A. The City Manager is directed to create a Community Emergency Response Grant Program with funding in the initial amount of \$100,000.00 and denoted as such in accounting records of the City's General Fund.
- B. The City Council may direct additional funds, as deemed necessary by the City Council, to be placed into the Community Emergency Response Grant Program by motion.

Section 2. Administrative Procedures.

- A. Eligible Human Service Providers shall be 501(c)(3) organizations and/or faith-based organizations that provide direct emergency response support to Shoreline residents, regardless of whether those organizations are currently receiving funding, in whole or in part, from the City.
- B. The City Manager is directed to develop an application process for emergency aid grants of a minimum of \$1,000.00 to a maximum of \$5,000.00 to provide food, essential personal items, temporary shelter, or other emergency aid to Shoreline residents, including the delivery of those items to residents isolated in their homes. Grant funds shall not be used to provide rental assistance.
- C. The application process shall be simple and shall require only information necessary to verify that the Human Service Provider meets eligibility requirements; a description of the type of emergency aid will be provided; amount of emergency aid grant requested; and a statement affirming that all or substantially all of the funding will be used for providing emergency aid to Shoreline residents. The application process shall provide for submittal by email or a website-based portal. Human Service Providers may apply for single or multiple emergency aid grants.
- D. The City Manager may approve grants up to \$5,000.00 without City Council approval and may delegate authority to approve grants up to \$3,500.00 to City Staff.
- E. The City Council shall approve grant requests in excess of \$5,000.00 and up to the maximum amount remaining in the Community Emergency Response Grant Program.

Section 3. Communication. The City Manager shall implement a communications plan to broadly disseminate the availability of emergency aid to Shoreline residents.

Section 4. Reporting.

- A. The City Manager shall provide a report at each regularly scheduled City Council meeting regarding the applications received, grant funds disbursed, and the remaining balance of the Community Emergency Response Grant Program.

- B. Human Service Providers may be requested to provide a report stating how emergency aid funds were used and how many Shoreline residents were provided assistance.

Section 5. Termination of Fund. The Community Emergency Response Grant Program shall automatically end upon termination of the City's Declaration of Public Health Emergency ratified by the City Council in Resolution No. 454, as amended.

Section 6. Effective Date. This Resolution shall take effect and be in full force immediately upon passage by the City Council.

Passed by majority vote of the City Council in an open meeting this 30th day of March, 2020.

Will Hall, Mayor

ATTEST:

Jessica Simulcik Smith, City Clerk

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discussing Park Improvements and Property Acquisition Priorities and Funding		
PRESENTED BY:	Eric Friedli, PRCS Department Director		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Discussion	

PROBLEM/ISSUE STATEMENT:

In July 2017, following an 18-month community engagement process, the City Council adopted the 2018-2023 Parks, Recreation and Open Space Plan (PROS Plan) via Resolution No. 412. The PROS Plan identifies a 20-year vision and framework for Shoreline's recreation and cultural programs, and for maintenance and investment in park, recreation and open space facilities. Strategic Action Initiative (SAI) #3 in the PROS Plan established a goal to "expand recreation facility opportunities" and SAI #7 established a goal to "ensure adequate parkland for future generations". Since the adoption of the PROS Plan, staff have developed concept designs for selected parks and reviewed opportunities for property acquisition to achieve those goals.

The Council Goals for 2020-2022 includes an action step to "Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties." At its goal setting workshop on February 28, 2020 the Council asked staff to prepare a proposal and recommendations for placing a bond measure before the voters in 2020 for priority park improvements and property acquisition. Tonight, staff will be asking Council for guidance on next steps towards potentially placing a bond measure before the voters. Several policy questions and four potential ballot measure alternatives are presented for discussion.

The Council goal setting workshop was held prior to the Declaration of Health Emergency for COVID-19. One of the key issues for Council is to determine if the City should delay moving forward on a ballot measure until the impacts of COVID-19 are more fully understood on the local economy. This may mean delaying the issue until potentially the 2020 November General Election or until a future year.

FINANCIAL IMPACT:

This staff report presents four alternatives with a different mix of park improvements and levels of property acquisition funding. Each alternative has associated cost estimates ranging from \$21.1M to \$38.5M. Detailed analysis of the financial impact on taxpayers is included in the Discussion section of this report.

RECOMMENDATION

Prior to the outbreak of COVID-19 and the health emergency it has created staff would have recommended that Council direct staff to prepare legislation and other materials necessary for placing a funding measure on the 2020 primary election for \$38,500,000 for park improvements and park land acquisition. Given the health emergency that currently exists, and the potential devastating impacts it may have on the local and regional economy, staff would recommend that Council delay putting this on the ballot until either the November 2020 General Election or until a future time if the economic impacts from the COVID-19 Health Emergency are determined to be severe for the Shoreline community.

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

INTRODUCTION

The 2017-2023 Parks, Recreation and Open Space Plan (PROS Plan), adopted by the City Council on July 31, 2017, establishes a 20-year vision and framework for Shoreline's recreation and cultural programs, and guides maintenance and investment in park, recreation and open space facilities. The PROS Plan includes a series of Strategic Action Initiatives with goals and objectives, including:

- Strategic Action Initiative #3 established the objective to "Expand recreation facility opportunities by adding at least one community garden, two basketball courts, two multi-purpose/pickleball courts, one playground, one swing set, one paved loop path, one spray park, and one adventure playground."
- Strategic Action Initiative #7 established the objective to "Ensure adequate parkland for future generations by adding five acres on new parkland by 2023 and 20 additional acres by 2030."

The City Council re-emphasized the importance of park improvements and land acquisition in its 2020-2022 City Council Goals and Workplan.

- Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment.
 - Action Step 2: Implement the Parks, Recreation, and Open Space Plan, including priority park improvements and acquisition of additional park properties

The Council's guidance from its February 28, 2020 goal setting workshop was for staff to develop a proposal for a voter approved bond measure to fund improvements to parks and park land acquisition. Since this time however, the global Novel Coronavirus (COVID-19) emergency has affected City services, including City Parks, Recreation and Cultural Services programs. Whether now is the right time to present a ballot measure to the public for park improvements and land acquisition has become a new policy questions for Council to consider.

Tonight, Council is being asked for guidance on several policy questions. First:

1. Given the COVID-19 incident that is affecting the City and the region, should the City proceed at all with a ballot measure for public consideration in 2020? If Council is not prepared to answer this question now, would Council like staff to bring this topic back for future discussion sometime later this year, likely in the summer of 2020, to figure out the potential timing and other policy considerations for the ballot measure?

If Council is interested in moving forward with a ballot measure now, staff would like guidance on these additional policy questions:

1. What park improvements should be included in a bond measure?
2. What is an appropriate amount to include for park land acquisition?
3. What should the overall bond measure cost?

4. What should the duration of the bond be?
5. When should the bond measure be put before the voters in 2020, if the City moves forward with the ballot measure this year?

There are staff recommendations associated with each of these policy questions outlined in the Discussion section below.

BACKGROUND

Park Improvements

The City Council included improvements to four parks in the 2019 Proposition 1 general election ballot measure – Brugger's Bog, Briarcrest (Hamlin Park), Richmond Highlands, and Hillwood. Those priority park improvements accounted for \$17.9 million of the \$103.6 million Proposition 1. Those four parks were selected by the Council after considering the recommendations of the 2019 Park Funding Advisory Committee (PFAC). The PFAC, which was a Committee of 16 community members from a diverse cross-section of Shoreline residents, met 10 times from September 2018 to March 2019 releasing its final recommendations in April 2019.

The proposed improvements to the four parks were identified as the result of concept designs that were completed for selected parks to guide the implementation of the PROS Plan. General information about the concept designs for expanding recreation amenities can be found at: www.shorelinewa.gov/parksdesign.

The cost of the priority park improvements included in Proposition 1 was estimated in 2019 at \$17.9 million. The estimate has been revised to account for cost inflation (\$501,000) and increases in the projected cost of acquiring necessary property for improvements at Brugger's Bog Park (\$750,000). The 2020 estimated cost for improvements to the four parks is \$19.2 million. The amenities to be included in the priority park improvements included as part of Proposition 1 remain unchanged and are listed in Table 1.

Table 1: Amenities in Priority Park Improvements

Park	Improvements	2020 Estimated Cost (millions)
Briarcrest – Hamlin Park	Play area, splash pad, community garden, picnic area, enhanced entrance from 25 th Ave NE	\$5.1
Brugger's Bog	Relocated play area, multi-sports court, picnic shelter, landscaping,	\$4.8
Hillwood	Renovated play area, splash pad, perimeter trail, picnic shelter, adventure play area,	\$3.8
Richmond Highlands	Fully accessible play area, multi-sport court, picnic shelter, perimeter trail, sensory trail	\$5.5
TOTAL		\$19.2

The Council identified the four parks as the highest priority for improvements in 2019 from a longer list of possible park improvements based on the desire to limit the impact to taxpayers of Proposition 1. The concept design process and the PFAC considered a

larger list of park improvements. The PFAC prioritized list of park improvements is presented in Table 2 below.

Table 2: PFAC Prioritized Park Investment Opportunities List

Investment Opportunity		2019 Estimated Project Cost (in millions)
1	Trails	\$2.4
2	Brugger's Bog Park	\$5.4
3	Property Acquisition	\$15.0
4	Park at Town Center	\$3.0
5	James Keough Park	\$4.3
6	Richmond Highlands Park	\$5.6
7	Hillwood Park	\$4.2
8	Briarcrest Community Park	\$6.7
9	<i>Forest Restoration</i>	\$1.0
10	Ridgecrest Park	\$3.4
11	Shoreview Park	\$1.8

Park Land Acquisition

The Council did not include funding for general park land acquisition in the 2019 Proposition 1. Funding in the 2019 Proposition 1 was only included for acquisition of property at 17828 Midvale Ave N for the proposed aquatics, recreation and community center.

Table 3: Potential Park Land Acquisition (PROS Plan Table 6.6 + Westminster Triangle)

Park or Area for New Park Land	2020 Estimated cost	
	Acquisition	Development
Paramount Open Space Acquisition	\$1,070,000	\$257,000
185th & Ashworth Acquisition	\$1,076,900	\$520,000
Westminster Triangle	\$620,000	\$310,000
Rotary Park	\$4,975,000	\$1,406,000
Cedarbrook Acquisition (1/4 of Full cost estimate)	\$2,779,000	\$503,000
145th Station Area Acquisition	\$6,291,000	\$1,113,000
5th & 165th Acquisition	\$7,041,000	\$4,456,000
Aurora-I-5 155th-165th Acquisition	\$9,931,000	\$1,615,000
DNR Open Space Access Acquisition	\$2,027,000	\$616,000
Total	\$35,589,000	\$10,769,000

Note: Acquisition of property at Brugger's Bog Park is included in the project budget for improvements at that park and is not included here.

DISCUSSION

Should the City Proceed at all With a Ballot Measure for Public Consideration in 2020?

As discussed in the Introduction Section of this staff report, the COVID-19 incident that is affecting the City and the region began to accelerate following the Council's Strategic Planning Workshop in late February. This was the last time where the potential park bond ballot measure was discussed. Given this current reality, staff is interested in understanding from Council whether the City should proceed at all with a ballot measure for public consideration in 2020?

If a ballot measure is going to be placed on the 2020 August Primary Election, the measure must be submitted to King County Elections no later than Tuesday, May 8, 2020. If a measure is going to be placed on the 2020 November General Election, the measure must be submitted to King County Elections no later than Tuesday, August 4, 2020. Delaying a decision on whether the City should move forward at all until the summer of 2020, when the COVID-19 incident will hopefully be more under control in the region, would mean that placing a ballot measure on the 2020 Primary would no longer be a choice. A decision to place a ballot measure on the General Election could occur during the summer, when more is clear regarding the length of the COVID-19 Health Emergency and its economic impacts. Council may very well determine that 2020 is not the year to place a measure on the ballot.

Given the health emergency that currently exists, and the potential devastating impacts it may have on the local and regional economy, staff would recommend that Council delay putting this on the ballot until either the November 2020 General Election or until a future time if the economic impacts from the COVID-19 Health Emergency are determined to be severe for the Shoreline community.

What Park Improvements Should be Included in a Bond Measure?

As shown in Table 1 above, the cost of the improvements for the four prioritized parks would be \$19.2 million. The decision to prioritize these park improvements was based in part on the dollar amount the Council considered acceptable for the overall Proposition 1 measure in 2019. Staff recommends including \$19.2 million in funding for priority park improvements in a bond measure. An alternative would be to reduce the scope of priority park improvements, provide less funding or expand the scope and add more funding. If the Council wants to consider other park improvements for inclusion in a 2020 bond measure, Table 2 above presents the list of park improvements that were considered by the PFAC and Council in 2019.

The highest priority amenities have been identified from each park previously considered by the PFAC and Council and are presented in Table 4 below. These amenities include off-leash areas at Ridgecrest and James Keough that would recognize the uncertain future of the Eastside Off-Leash Area at Fircrest. This proposal would also make permanent the off-leash area at Shoreview park that was established as a temporary facility and has not had permanent fencing or other amenities provided. It would also convert the unusable dirt soccer field to grass making it available for little league, softball and youth soccer. The Kruckeberg Botanic Garden was not included on the PFAC recommended list but is proposed here in recognition of the ADA needs at

the Garden and to augment a \$200,000 bequest received by the garden for access improvements to the children's garden area.

Based on this, staff recommends including \$5.3 million in funding for additional park improvements in a 2020 (or future) bond measure. An alternative would be to include fewer, different or no additional park amenities.

Table 4: Staff Recommended Park Amenity Priorities

Park	Improvements	Estimated Cost (millions)
James Keough	Off-leash area, play area, parking, landscaping, perimeter trail	\$1.8
Town Center	Landscaping, art, gathering plaza	\$0.75
Ridgecrest	Off-leash area, play area	\$0.75
Shoreview	Off-leash area upgrades, dirt soccer field conversion to grass for little league, etc.	\$1.5
Kruckeberg	ADA improvements to education center and children's garden	\$0.5
TOTAL		\$5.3

What is an Appropriate Amount to Include for Park Land Acquisition?

At its Strategic Planning Workshop on February 28, 2020, the Council expressed interest in including funding for park land acquisition in a bond measure in 2020. Table 5 below presents optional levels of funding for park land acquisition. Costs are also included for making improvements to park land that is newly acquired. The associated improvement costs are included as general estimates given that no design work or community outreach has been done to identify what improvements might be desired or appropriate for these new park lands. The new park land improvements budget would provide basic park improvements and it is anticipated that park impact fees and grants would provide additional funding for a higher level of improvements.

Staff recommends \$10 million be included in a bond measure for park land acquisition and \$4.0 million for improvements to acquired property. An alternative would be to add more or include less funding for park land acquisition.

Table 5: Park Land Acquisition Options

Possible Acquisition	Funding Level (millions)	Associated Improvement Costs (millions)
Match for Conservation Futures Tax (CFT) grant for Paramount Open Space, Westminster Triangle	\$1.2	\$0.77
PLUS, a portion of property at Rotary Park	\$3.4	\$1.5
PLUS, additional property at Rotary Park, light rail station areas	\$10.0	\$4.0
Alternative: Acquisition of 17828 Midvale Ave N (Storage Court)	\$17.0	\$0

What Should the Overall Bond Measure Cost?

The current parks and open spaces bond measure (approved by voters in 2006) is set to be retired in 2021 and removed from property tax bills in 2022. A property owner of a median priced home is paying approximately \$76 in 2020 in property tax towards the repayment of the 2006 bonds. The staff recommendations for park improvements and property acquisition total \$38.5 million, which are outlined in Table 6 below.

Table 6: Staff Recommended Bond Measure

Bond measure component	Cost (millions)
Priority Park Improvements	\$19.2
Priority Park amenities	\$5.3
Park land acquisition	\$10.0
Improvement to acquired property	\$4.0
TOTAL	\$38.5

Table 7 below shows the impact of a \$38.5 million bond measure on a median valued home (\$517,000), a home valued at \$750,000 and a home valued at \$1,000,000. As shown in Table 7, the net impact, or difference between the current 2006 Parks Bond and the proposed Parks Bond, on the owner of a median valued home would be between \$0 and \$12 per month depending on the length of the bond issue.

Table 7: Impacts of an \$38.5 Million Bond Measure

Amount of Bond Issue = \$38,500,000				Cost of Expiring Bond		Net Increase	
	Length of Issue (Years)	Annual Impact	Monthly Impact				
				Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$517,000)	15	\$218	\$18	\$76	\$6	\$142	\$12
	20	\$112	\$9	\$76	\$6	\$36	\$3
	30	\$72	\$6	\$76	\$6	(\$4)	(\$0)
Home Valued at \$750,000	15	\$316	\$26	\$110	\$9	\$206	\$17
	20	\$163	\$14	\$110	\$9	\$53	\$4
	30	\$105	\$9	\$110	\$9	(\$5)	(\$0)
Home Valued at \$1,000,000	15	\$421	\$35	\$147	\$12	\$274	\$22
	20	\$217	\$18	\$147	\$12	\$70	\$6
	30	\$140	\$12	\$147	\$12	(\$7)	(\$1)

What Should the Duration of the Bond Be?

Longer bond terms result in lower annual impact on taxpayers, but taxpayers are impacted over a longer period of time. Additionally, a longer bond term also results in overall higher interest paid by the City. Staff recommends a 20-year bond term as shown below in Table 8.

Table 8: Impacts of an \$38.5 Million Bond Measure for 20 Year Bond

Amount of Bond Issue = \$38,500,000				Cost of Expiring Bond		Net Increase	
	Length of Issue (Years)	Annual Impact	Monthly Impact	Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$517,000)	20	\$112	\$9	\$76	\$6	\$36	\$3
Home Valued at \$750,000	20	\$163	\$14	\$110	\$9	\$53	\$4
Home Valued at \$1,000,000	20	\$217	\$18	\$147	\$12	\$70	\$6

When Should the Bond Measure be Put Before the Voters in 2020, if the City Moves Forward with the Ballot Measure This Year?

As discussed previously in this staff report, the COVID-19 Health Emergency has significantly changed the environment for a potential bond measure in 2020. Council should consider whether the City should move forward with a measure in 2020. Staff no longer believes it is prudent to move forward with a ballot measure for the 2020 August Primary. It may be questionable whether it is realistic to consider a measure for the 2020 November ballot, but that decision could be put off for a couple of months until the full impact of COVID-19 is more understood. Table 9 presents a list of options that could be considered along with anticipated measures.

Table 9: Potential Ballot Measures 2020-2022

Election	Potential Measure
2020 Primary	King County Library Levy Lid Lift
2020 General	King County Harborview Hospital Bond
2021	Fire Department Fire Benefit Charge Renewal
2021	King County Best Start for Kids Renewal
2021	King County Family Justice Center
2022	Shoreline Levy Lid Lift
2022	Shoreline School District O&M Levy Replacement/Renewal
2022	Shoreline School District Technology Levy Replacement/Renewal

Given the health emergency that currently exists, and the potential devastating impacts it may have on the local and regional economy, staff would recommend that Council delay deciding on the timing for the ballot measure until the economic impacts from the COVID-19 Health Emergency are more fully understood.

ALTERNATIVES DISCUSSION

Staff has also created a couple of alternatives for the make-up of a potential ballot measure for Council consideration. The alternatives are as follows:

Alternative 1a (Staff Recommendation) - \$38.5M

Alternative 1a, which is the staff recommendation, would place a 20-year \$38.5M bond measure on the ballot at some point in the future. As noted above, this alternative includes in the ballot measure \$19.2M for the four priority parks that were included in the 2019 Proposition; \$5.3M for park amenity improvements at James Keough, Town Center, Ridgecrest, Shoreview parks and Kruckeberg Botanic Garden; \$10M for park land acquisition; and \$4M in improvements on newly acquired park land.

Alternative 1b: Priority Park improvements, minimal park acquisition and 17828 Midvale Ave N (Storage Court) acquisition- \$38.1M

Alternative 1b would include the same items as Alternative 2 below but would also add the cost of paying off the bond anticipation note used to purchase the 17828 Midvale Ave N property (Table 7). The Council authorized the purchase of the property using Bond Anticipation Note and using the proceeds of the storage business revenue to pay the interest. While staff anticipates that the business will generate some additional revenue that will be applied to the purchase price, staff is conservatively estimating that the full purchase price would need to be repaid. This alternative is roughly the same cost as Alternative 1a, but the \$17M Bond Anticipation Note payoff is included as opposed to funding for priority park amenities, greater park land acquisition and greater improvements to acquired property.

Alternative 2: Priority Park improvements and minimal park acquisition - \$21.1M

Alternative 2 would include the four priority park improvements as described above. In addition, Alternative 2 would include \$1.2 million for property acquisition and \$0.77 million for improvements to the acquired land (Table 7). Property included for acquisition would be Westminster Triangle and Paramount Open Space providing the match for a Conservation Futures Tax grant.

Alternative 3: Priority Park improvements and park acquisition to total \$26 million bond measure - \$26M

The intent of Alternative 3 is to have no net change in the amount that taxpayers are paying for a park related bond measure (Table 8). The current parks and open spaces bond measure (approved by voters in 2006) is set to be retired in 2021 and removed from property tax bills in 2022. A property owner of a median priced home has been paying approximately \$72 per year in property tax towards the repayment of the 2006 bonds. Maintaining a property tax impact of \$72 per year would allow for \$26.0 million in bonds.

Alternative 3 would include the priority park improvements and the amount allocated to park land acquisition would be adjusted to maintain a no net change in property tax levels. The result is \$4.5 million available for park land acquisition and \$2.25 million available for improvements to newly acquired land.

Table 10: Bond Measure Alternatives

Bond measure component	Alternative 1a (Staff Recommendation)	Cost (millions)		
		Alternative 1b	Alternative 2	Alternative 3
Priority Park Improvements	\$19.2	\$19.2	\$19.2	\$19.2
Priority Park Amenities	\$5.3			
Park land Acquisition	\$10.0	\$1.2	\$1.2	\$4.5
Improvement to Acquired Property	\$4.0	\$0.7	\$0.7	\$2.3
Storage Court Acquisition		\$17.0		
TOTAL	\$38.5	\$38.1	\$21.1	\$26.0
Net Monthly Impact of 20-year bond measure on median valued home	\$3	\$3	(\$1)	\$0

STAKEHOLDER OUTREACH

After the adoption of the PROS Plan staff actively engaged the community in development of park concept designs. The PFAC provided a forum for stakeholders to provide input into park improvements. The PRCS/Tree Board has consistently been kept informed and provided input at its monthly meetings.

NEXT STEPS

If Council is interested in moving a ballot measure forward now, staff recommends that the Council provide direction to staff to bring forward draft ballot language for Council review on April 13, 2020. Council's direction this evening will provide staff with the guidance on size, timing, and components to include in the ballot measure. If Council agrees, staff will prepare the appropriate legislation for placing a funding measure on the ballot for discussion on April 13, 2020 and possible action on April 30, 2020. If a measure is going to be placed on the 2020 August Primary Election, the measure must be submitted to King County Elections no later than Tuesday, May 8, 2020.

Given the COVID-19 outbreak, the City Council may want to delay making a decision on the timing of a ballot measure. Council could come to agreement on the contents of a ballot measure, but not decide on the timing of the measure. The measure could be placed on the ballot for the General Election in November 2020 or a future election date. If a measure is going to be placed on the 2020 November General Election, the measure must be submitted to King County Elections no later than Tuesday, August 4, 2020.

FINANCIAL IMPACT

This staff report presents four alternatives with a different mix of park improvements and levels of property acquisition funding. Each alternative has associated cost estimates ranging from \$21.1M to \$38.5M. Detailed analysis of the financial impact on taxpayers is included in the Discussion section of this report.

RECOMMENDATION

Prior to the outbreak of COVID-19 and the health emergency it has created staff would have recommended that Council direct staff to prepare legislation and other materials necessary for placing a funding measure on the 2020 primary election for \$38,500,000 for park improvements and park land acquisition. Given the health emergency that currently exists, and the potential devastating impacts it may have on the local and regional economy, staff would recommend that Council delay putting this on the ballot until either the November 2020 General Election or until a future time if the economic impacts from the COVID-19 Health Emergency are determined to be severe for the Shoreline community.

ATTACHMENTS

Attachment A - Impact Comparison Recommendation Compared to Alternative 3

Table 1: Impacts of an \$38.5 Million Bond Measure

Amount of Bond Issue = \$38,500,000				Cost of Expiring Bond		Net Increase	
	Length of Issue (Years)	Annual Impact	Monthly Impact	Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$517,000)	15	\$218	\$18	\$76	\$6	\$142	\$12
	20*	\$112	\$9	\$76	\$6	\$36	\$3
	30	\$72	\$6	\$76	\$6	(\$4)	(\$0)
Home Valued at \$750,000	15	\$316	\$26	\$110	\$9	\$206	\$17
	20*	\$163	\$14	\$110	\$9	\$53	\$4
	30	\$105	\$9	\$110	\$9	(\$5)	(\$1)
Home Valued at \$1,000,000	15	\$421	\$35	\$147	\$12	\$274	\$22
	20*	\$217	\$18	\$147	\$12	\$70	\$6
	30	\$140	\$12	\$147	\$12	(\$7)	(\$1)

*Staff Recommendation

Table 2: Impacts of an \$26.0 Million Bond Measure (Replace Expiring Bond)

Amount of Bond Issue = \$26,000,000				Cost of Expiring Bond		Net Increase	
	Length of Issue (Years)	Annual Impact	Monthly Impact	Annual	Monthly	Annual	Monthly
2020 Median Valued Home (\$517,000)	15	\$147	\$12	\$76	\$6	\$71	\$6
	20*	\$76	\$6	\$76	\$6	\$0	\$0
	30	\$49	\$4	\$76	\$6	(\$27)	(\$2)
Home Valued at \$750,000	15	\$213	\$18	\$110	\$9	\$103	\$9
	20*	\$110	\$9	\$110	\$9	\$0	\$0
	30	\$71	\$6	\$110	\$9	(\$39)	(\$3)
Home Valued at \$1,000,000	15	\$284	\$24	\$147	\$12	\$137	\$11
	20*	\$147	\$12	\$147	\$12	\$0	\$0
	30	\$95	\$8	\$147	\$12	(\$52)	(\$4)

*Staff Recommendation