

# DRAFT

March 27, 2000

## CITY OF SHORELINE

### SHORELINE CITY COUNCIL

### SUMMARY MINUTES OF JOINT DINNER MEETING

Monday, March 27, 2000  
6:00 p.m.

Shoreline Conference Center  
Highlander Room

#### *Shoreline City Council*

PRESENT: Mayor Jepsen, Deputy Mayor Hansen and Councilmembers Grossman, Gustafson, Lee, Montgomery and Ransom

ABSENT: None

STAFF: Robert Deis, City Manager; Larry Bauman, Assistant City Manager; Tim Stewart, Planning and Development Services Director

#### *Woodway Town Council*

PRESENT: Councilmembers Abel, Nichols, Saltonstall and Schillberg

ABSENT: Mayor Drummond and Councilmember Block

The meeting convened at 6:10 p.m. All Shoreline City Councilmembers were present.

Mayor Jepsen welcomed the guests from Woodway. He noted that Woodway Mayor Drummond and Councilmember Block were unable to attend for health reasons. He explained the purpose of the joint meeting to review issues of common interest.

Noting that the two Councils last met approximately two years ago, Woodway Town Councilmember Nichols said the Woodway Town Council has since become much more conscious of the need to plan. She mentioned the fact that Shoreline and Woodway are neighbors as a reason for the two Councils to meet.

Tim Stewart, Planning and Development Services Director, introduced Bill Trimm, Consultant to Woodway. Mr. Trimm discussed the pertinence of the State Environmental Policy Act (SEPA) to the need for communication between Shoreline and Woodway. He went on to describe the four stages of development review based on the SEPA process: application; notice; evaluation and decision. He noted five or six points of opportunity for communication between neighboring communities.

Mr. Stewart described the City's process for reviewing applications based on the type of permit submitted. He said collaborative planning processes are designed to improve

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planning, to reduce conflict over development and to build consensus. He reviewed the process the City followed to create a citizen Planning Academy to assist in developing the new City development code. He also described the subarea planning process underway for North City.

In response to Woodway Councilmember Nichols, Mr. Stewart explained how the Planning Academy developed the expertise to contribute to the City development code.

Mr. Trimm said the Woodway Town Council hired him to develop a subarea plan for Point Wells. He described the process that he has developed for the Point Wells Subarea Planning Program. He noted opportunities for interjurisdictional communication. He suggested a follow-up meeting with the Shoreline City Council focusing on Point Wells.

In response to Reid Shockey, Consultant to Shoreline, Woodway Councilmember Saltonstall said the Woodway Town Council changed its position regarding the placement of a wastewater treatment plant at Point Wells from one of opposition to one of neutrality. Woodway's review of environmental issues associated with the Woodway Highlands project increased interest in Point Wells.

Mayor Jepsen asserted the interest of the Shoreline City Council in the perspective of the Woodway Town Council regarding access. Mr. Trimm identified access as an issue for exploration at a later date. Woodway representatives stated that traffic was also a major concern for their community.

Mr. Shockey requested clarification about the degree of involvement from outside of Woodway that the Town Council would seek for its Point Wells Advisory Committee.

Mr. Stewart suggested that he and Mr. Trimm work together to determine the viability of a process to create a common vision for development of Point Wells.

Mayor Jepsen pointed out that Shoreline proposed the development of an interlocal agreement.

The meeting adjourned at 7:20 p.m.

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Larry Bauman, Assistant City Manager

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## **CITY OF SHORELINE**

### **SHORELINE CITY COUNCIL**

### **SUMMARY MINUTES OF DINNER MEETING**

Monday, April 10, 2000  
6:00 p.m.

Shoreline Conference Center  
Highlander Room

PRESENT: Mayor Jepsen, Councilmembers Grossman and Ransom

ABSENT: Deputy Mayor Hansen, Councilmembers Gustafson, Lee,  
And Montgomery

STAFF: Robert Deis, City Manager; Larry Bauman, Assistant City Manager

The meeting convened at 6:15 p.m. Since only three Councilmembers were present, the meeting was adjourned for lack of a quorum.

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Larry Bauman, Assistant City Manager

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## CITY OF SHORELINE

### SHORELINE CITY COUNCIL

### SUMMARY MINUTES OF REGULAR MEETING

Monday, April 10, 2000  
7:30 p.m.

Shoreline Conference Center  
Mt. Rainier Room

PRESENT: Mayor Jepsen, Councilmembers Grossman, Lee, and Ransom

ABSENT: Deputy Mayor Hansen, Councilmembers Gustafson and Montgomery

1. CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Mayor Jepsen, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Jepsen led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present, with the exceptions of Deputy Mayor Hansen and Councilmembers Gustafson and Montgomery.

**Upon motion by Councilmember Lee, seconded by Councilmember Grossman and carried 4 - 0, Deputy Mayor Hansen and Councilmembers Gustafson and Montgomery were excused.**

(a) Library Board Commendations

Mayor Jepsen presented commendations to outgoing Library Board members Susanna Johnson and Yoshiko Saheki. He thanked both for their support of improved library services in Shoreline.

Ms. Saheki said the public library is the one institution that all people can enjoy and grow from by using it. She said the King County Library System is probably the best in the nation. But it is a large system. So it is important that Shoreline's interests are represented.

Ms. Johnson said libraries are headed in a very good direction in Shoreline, and the Library Board has contributed to the potential of improved service in the years to come.

3. REPORT OF CITY MANAGER

City Manager Robert Deis thanked former police chief Major Sue Rahr for her two and a half years of service to Shoreline. He congratulated her on her promotion and said she

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developed a sense of trust with the Council, the organization, and the community. He said he would personally miss her friendship.

Mayor Jepsen presented Major Rahr with a plaque in appreciation of her many contributions to the City of Shoreline and wished her well in her career.

Major Rahr said it was an honor to serve as Shoreline's Police Chief. She said she had learned what good government is by working in Shoreline.

Councilmember Lee commented that Shoreline's citizens are very happy with police services and that it makes sense to continue to contract. She commented on Major Rahr's work in the community and thanked her for it.

Councilmember Ransom commented that Major Rahr brought the community together and made herself approachable. He thanked her for her contributions.

Councilmember Grossman added that Major Rahr was both a firm police officer and a compassionate human being. He wished her well, as did Mayor Jepsen.

Mr. Deis concluded by introducing Major Rahr's supervisor, Pat Lee, the undersheriff for the King County Sheriff's Department.

4. REPORTS OF BOARDS AND COMMISSIONS: None

5. PUBLIC COMMENT

Kathy Halliburton, 18315 Wallingford Ave. N., commented that the obituary of a local resident, Pat Kight, that appeared in last week's paper failed to acknowledge Ms. Kight's active participation on the Shoreline Transition Team. Ms. Halliburton wanted to make people aware of this positive contribution.

6. APPROVAL OF THE AGENDA

**Councilmember Lee moved to approve the agenda. Councilmember Ransom seconded the motion, which carried unanimously.**

7. CONSENT CALENDAR

**Councilmember Ransom moved approval of the consent calendar. Councilmember Grossman seconded the motion, which carried unanimously, and the following items were approved:**

**Minutes of the Workshop Meeting of March 6, 2000  
Minutes of the Workshop Meeting of March 20, 2000  
Minutes of Regular Meeting of March 27, 2000**

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**Approval of expenses and payroll as of March 24, 2000  
in the amount of \$ 941,205.25**

8. **ACTION ITEMS: OTHER ORDINANCES, RESOLUTIONS AND MOTIONS**

- (a) Ordinance No. 232, amending Ordinance No. 222 by increasing the appropriation from the General Fund and authorizing expenditures for the government channel; and Resolution No. 166 adopting government channel utilization policies

Kristoff Bauer, Assistant to the City Manager, reminded Council that this item was reviewed on March 20 and offered to answer questions.

**Councilmember Lee moved to adopt Ordinance No. 232. Councilmember Grossman seconded the motion.**

Councilmember Grossman stated that the questions he had raised at the last meeting in regard to this item had been addressed by Mr. Bauer.

**Mayor Jepsen clarified that the motion included the adoption of Resolution No. 166 as well as approval of Ordinance No. 232. A vote was taken on the motion, which passed 4 - 0 and Ordinance No. 232 and Resolution No. 166 were adopted.**

- (b) Proposed 2001/2002 Health and Human Services and Community Development Block Grant Allocations Process

Rob Beem, Health and Human Services Manager, introduced the City's new grant specialist, Bethany Wolbrecht. He said the staff report outlines the allocations, and he noted that this process will begin to implement the policy direction regarding the youth services, Council Goal #4.

**Councilmember Lee moved to proceed with the allocation process outlined in the staff report. Councilmember Ransom seconded the motion.**

Councilmember Lee noted the recruitment process for the Human Services Advisory Committee. Mr. Beem said the advertising will begin the first part of May, with appointments made in early June.

Responding to Councilmember Ransom, Mr. Beem summarized the allocations:

Public (human) Services	\$ 241,000
Capital (CDBG)	\$ 102,000
Home Repair Loans	\$ 120,000
Planning and Administration	\$ 53,000

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He said these are estimates based on an early assessment of how much money will be available from federal sources and local funds.

**A vote was taken on the motion to proceed with the allocation process outlined in the staff report that allocates Community Development Block Grant funds to public services, housing repair, planning and administration and capital projects. It carried 4 - 0.**

9. CONTINUED PUBLIC COMMENT: None

10. ADJOURNMENT

At 8:01 p.m., Mayor Jepsen declared the meeting adjourned.

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Sharon Mattioli, CMC  
City Clerk

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

**AGENDA TITLE:** Approval of Expenses and Payroll as of April 7, 2000

**DEPARTMENT:** Finance

**PRESENTED BY:** Al Juarez, Financial Operations Supervisor *Al Juarez for AG*

**EXECUTIVE / COUNCIL SUMMARY**

It is necessary for the Council to approve expenses formally at the meeting. The following claims expenses have been reviewed by C. Robert Morseburg, Auditor on contract to review all payment vouchers.

**RECOMMENDATION**

Motion: I move to approve Payroll and Claims in the amount of \$1,290,635.68 specified in the following detail:

Payroll and benefits for March 19 through April 1 in the amount of \$266,957.62 paid with ADP checks 4013 through 4072 vouchers 140001 through 140105 benefit checks 4111 through 4122 and

**the following claims examined by C. Robert Morseburg paid on March 31, 2000:**

Expenses in the amount of \$540.97 paid on Expense Register dated 3/27/2000 with the following claim check: 3955 and

Expenses in the amount of \$4,320.95 paid on Expense Register dated 3/28/00 with the following claim checks: 3956-3974 and

Expenses in the amount of \$10,326.76 paid on Expense Register dated 3/28/00 with the following claim checks: 3975-3988 and

Expenses in the amount of \$2,993.44 paid on Expense Register dated 3/28/00 with the following claim checks: 3989-3990 and

Expenses in the amount of \$4,434.87 paid on Expense Register dated 3/28/00 with the following claim check: 3991 and

Expenses in the amount of \$256,932.89 paid on Expense Register dated 3/29/00 with the following claim checks: 3992-4018 and



**the following claims examined by C. Robert Morseburg paid on April 7, 2000:**

Expenses in the amount of \$3,957.97 paid on Expense Register dated 4/3/00 with the following claim check: 4019 and

Expenses in the amount of \$147,880.88 paid on Expense Register dated 4/3/00 with the following claim checks: 4020-4022

Expenses in the amount of \$22,229.98 paid on Expense Register dated 4/5/00 with the following claim checks: 4023-4050 and

Expenses in the amount of \$45,750.14 paid on Expense Register dated 4/5/00 with the following claim check: 4051 and

Expenses in the amount of \$518,924.67 paid on Expense Register dated 4/6/00 with the following claim checks: 4052-4078 and

Expenses in the amount of \$3,119.82 paid on Expense Register dated 4/6/00 with the following claim check: 4080 and

Expenses in the amount of \$1,002.50 paid on Expense Register dated 4/6/00 with the following claim checks: 4081-4089 and

Expenses in the amount of \$1,262.22 paid on Expense Register dated 4/6/00 with the following claim checks: 4090-4110

Approved By: City Manager \_\_\_\_\_ City Attorney \_\_\_\_\_

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

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute an Interlocal Agreement with King County Office of Public Defense to Provide Indigency Screening Services
<b>DEPARTMENT:</b>	City Manager's Office
<b>PRESENTED BY:</b>	Eric C. Swansen, Senior Management Analyst <i>EC</i>

**EXECUTIVE / COUNCIL SUMMARY**

Under state law, the City is mandated to provide legal representation for indigent and nearly indigent persons accused of committing misdemeanor and gross misdemeanor offenses in the City. As part of this representation, a defendant's ability to pay for legal representation is reviewed before being assigned to a public defender. This verification consists of a review of income, assets and expenses. When a defendant has the ability to pay for a portion of the legal representation, a promissory note is collected. The King County Office of Public Defense (OPD), using an existing interlocal agreement manages provides screening services and manages promissory notes. The Schlotzhauer Firm, PC of Seattle provides legal representation to people claiming indigence, regardless of the ability to pay, after screening is completed.

Under the terms of our interlocal agreement, the City pays OPD an hourly fee of \$22.39 for screening defendants. This fee includes basic expenses, conducting screening interviews, and managing promissory notes. An average month requires 13 hours of time, but varies due to caseload and court schedules. The cost of providing screening services is offset by the promissory notes collected each month. In the past year, revenues, collected using promissory notes, have exceeded screening expenses by \$4,800. This \$4,800 is receipted as revenue into the general fund, which funds the City's public defense expenses. The net effect reduces the City's \$117,000 in annual public defense costs to \$112,200.

OPD is requesting that the City sign a new agreement to cover increased personnel costs in 2000. This will change the hourly fee from \$22.29 to \$23.26, an increase of 3.9% from our current contract. The end result will lower revenue contributions from \$4,800 in 1999 to an estimated \$4,600 in 2000.

Our agreement with OPD automatically renews on an annual basis, unless either party exercises right to terminate the contract without cause 60 days in advance of the termination date. Staff would like your Council to authorize the City Manager to negotiate future rate adjustments during the three year contract period.

This would save the time and expense of preparing a contract, staff report and scheduling a Council agenda item on an annual basis for a service that has become fairly routine.

OPD has been providing this service successfully since August 1998. The City has received no complaints from defendants regarding the service, and the staff sees no reason why we shouldn't continue using OPD's service.

### **RECOMMENDATION**

Staff recommends your Council authorize the City Manager to execute an interlocal agreement with the King County Office of Public Defense to provide public defense indigence screening at the rate of \$23.26 per hour for 2000, with future annual adjustments negotiated between the City Manager and King County Office of Public Defense during the term of the contract.

Approved By: City Manager LB

City Attorney 

## CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Resolution No. 167 approving the Preliminary Plat for Elena Lane creating 11 single family homes on 12 lots (File No. 99-0845)
<b>DEPARTMENT:</b>	Planning and Development Services <i>JS</i>
<b>PRESENTED BY:</b>	Tim Stewart, Director; Rachael Markle, Senior Planner

### EXECUTIVE / COUNCIL SUMMARY

The decision before your Council is the approval of a preliminary plat that would create 12 new lots on approximately 1.4 acres of land on two contiguous existing lots (Lot 9 and 10) at 18034 Stone Avenue (**See Attachment II: Site Vicinity Map**). This site was zoned Residential – 8 units per acre (R-8) on February 14, 2000 to be consistent with the land use designation in the Comprehensive Plan. The Subdivision would create 12 new lots of which 11 would be used for residential development and one would be dedicated to open space/stormwater detention and recreation (**See Attachment III: Site Plan Maps**).

The applicant is Eric Sundquist of Viking Properties. The application was first discussed with the City in May 1999. The application was determined, initially, to be complete on July 6, 1999. With subsequent, more detailed staff review, additional data was required. The application was accepted as fully completed on October 27, 1999. The SEPA Mitigated Determination of Non-Significance was issued on September 30, 1999.

On December 2, 1999, the Planning Commission held an open record public hearing on this application for reclassification and the preliminary plat. The Commission entered its Findings and Recommendation to deny the reclassification and preliminary plat for Elena Lane on December 22, 1999. The applicant filed an appeal to the Planning Commission's recommendation on December 30, 1999. On February 14, 2000, Council denied the applicant's appeal and approved the reclassification of this property to Residential – 8 units per acre (R-8) remanding the preliminary plat back to the Planning Commission for hearing and recommendation.

On March 30, 2000, the Planning Commission held an open record public hearing on the remanded Preliminary Plat. The Commission voted 7 – 0 to approve the proposed preliminary plat for Elena Lane and entered its Findings and Recommendation on April 6, 2000 (**Attachment I, Exhibit A: Planning Commission Findings and Recommendation**). Public testimony, from the Public Hearing, is included in the draft minutes (3/30/00 Minutes to be approved at the 4/20/00 Planning Commission meeting) for your reference (**Attachment IV**). There were no written comments received on the proposed preliminary plat.

Your Council is the final decision making authority for approval or denial of the proposed preliminary plat. An open record public hearing was previously conducted before the Planning Commission, your Council's review must be based upon the written record. No new testimony may be heard.

**RECOMMENDATION**

Both the Planning Commission and staff recommend that your Council adopt Resolution No. 167 approving the preliminary plat for Elena Lane, subject to the Planning Commission's Findings and Recommendation.

Approved By: City Manager  City Attorney 

**Attachments**

Attachment I	Resolution No. 167 Exhibit A: Planning Commission Findings and Recommendation Attachment A: Conditions for Preliminary Plat
Attachment II	Site Vicinity Map
Attachment III	Site Plan Maps
Attachment IV	Draft Planning Commission Minutes, March 30, 2000

RESOLUTION NO. 167

**A RESOLUTION OF THE CITY OF SHORELINE, WASHINGTON APPROVING A PRELIMINARY PLAT OF ELENA LANE SUBJECT TO CONDITIONS.**

**WHEREAS**, the subject property, described as Elena Lane, located at 18034 Stone Avenue, is designated on the Comprehensive Plan as Medium Density; and

**WHEREAS**, your Council approved the zoning of Residential 8 – units per acre (R-8) for the subject property on February 14, 2000.

**WHEREAS**, the owners of the property located at 18034 Stone Avenue North have filed an application to obtain approval for a 12 lot preliminary plat for residential development.

**WHEREAS**, on March 30, 2000, the Planning Commission recommended approval of the preliminary plat application and entered its Findings and Recommendation subject to the following conditions:

- I. Subsequent development of the subject property shall comply with all the conditions of the SEPA Mitigated Determination of Non-Significance issued on September 30, 1999; and
- II. The subdivision of the subject property shall be accomplished and shall comply with the conditions described Attachment A.

**WHEREAS**, the City Council concurs with the Findings and Recommendation of the Planning Commission and has determined that the public use and interest will be served by approving the preliminary plat subject to conditions described in Attachment A of the Findings and Recommendation; and

**WHEREAS**, The City has complied with the requirements of the State Environmental Policy Act (SEPA) and the City's SEPA procedures;

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

**Section 1. Findings.** The Planning Commission's Findings and Recommendation on File #99-0845 approving the preliminary plat as set forth by the Planning Commission on March 30, 2000, attached hereto as Exhibit A, are hereby adopted.

**Section 2: Preliminary Plat Approval.** The preliminary plat for Elena Lane is approved subject to conditions as shown in Exhibit A, Attachment A.

**ADOPTED BY THE CITY COUNCIL ON APRIL 24, 2000**

\_\_\_\_\_  
Mayor Scott Jepsen

ATTEST:

\_\_\_\_\_  
Sharon Mattioli  
City Clerk

**Commission Meeting Date: March 30, 2000**

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**PLANNING COMMISSION FINDINGS AND RECOMMENDATION**  
**CITY OF SHORELINE, WASHINGTON**

<b>AGENDA TITLE:</b>	<b>ELENA LANE PRELIMINARY PLAT FOR SINGLE-FAMILY RESIDENTIAL DEVELOPMENT</b>
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**I. PROPOSAL:**

The proposed Preliminary Plat (File No. 099-0845) would create 12 new lots on approximately 1.4 acres of land on two contiguous existing lots (Lot 9 and 10) at 18034 Stone Avenue. The site is zoned Residential – 8 units per acre (R-8). The Subdivision would create 12 new lots of which 11 would be used for residential development and one would be dedicated to open space/stormwater detention and recreation. A set of Proposed Plat Conditions for this Subdivision proposal has been prepared by Staff (**Attachment A**).

The applicant is Eric Sundquist of Viking Properties. The application was first discussed with the City in May 1999. The application was determined, initially, to be complete on July 6, 1999. With subsequent, more detailed staff review, additional data was required. The application was accepted as fully completed on October 27, 1999. The SEPA Mitigated Determination of Non-Significance was issued on September 30, 1999.

On December 2, 1999, the Planning Commission held an open record hearing on this application for reclassification and the preliminary plat. The Commission entered its Findings and Recommendation to deny the reclassification and preliminary plat for Elena Lane on December 22, 1999. The applicant filed an appeal to the Planning Commission's recommendation on December 30, 1999. On February 14, 2000, Council denied the applicant's appeal and approved the reclassification of this property to Residential – 8 units per acre (R-8) remanding the preliminary plat back to the Planning Commission for hearing and recommendation.

The proposal is further depicted on the Elena Lane Preliminary Plat and plans. Details of the proposal include:

- A. A preliminary plat to create 12 lots, 11 of which would be used for single family development and one which would be a common open space/recreation area.
- B. Construction of a 24 foot wide roadway to urban road standards with curb and gutters.
- C. On-site stormwater and biofiltration pond vault with a stormwater conveyance easement on the northeast corner of the site leading to North 183<sup>rd</sup> Street.
- D. Construction of sidewalk system (including curbs, gutters and streetlighting) throughout the development.
- E. Construction of a sidewalk on Stone Avenue adjacent to the site.
- F. Construction of a striped asphalt pedestrian walkway linking the sidewalk to North 180<sup>th</sup> Street on the south and to North 183<sup>rd</sup> Street to the north; this asphalt walkway will be designed for the future extension of sidewalks as other properties develop; no additional sidewalk will be built by this developer.



- G. Retention of a buffer of mature cedar trees at the southwest corner of the site, as well as other trees, as feasible, on the northern and eastern site boundaries and the interior of the site.
- H. A boundary landscape plan that includes: red maple, fir trees and mixed shrubs.
- I. 6-foot high decorative wood fencing at the boundaries of the site.
- J. Construction of a fenced tot lot located on the common open space lot.

## **II. FINDINGS:**

### **1. THE SITE**

- 1.1 The site now consists of ~~a single~~ two parcels. This parcel would be subdivided into 12 lots under the proposal. The lots would average 4,125 square feet (ranging from 3,261 square feet to 5,200 square feet). The current residential density is approximately 0.7 units per acre.
- 1.2 The existing single family dwelling and two outbuildings would be removed to build the new homes. A gravel driveway now provides access to the home and outbuildings. The development proposal would abandon this driveway and construct a new paved roadway in the center of the site.
- 1.3 The site has a gradual slope from the west to the east-side of the site, with a maximum slope of five percent. Most of the site is an open grass field. There is a buffer of mature cedar trees on the southwest corner of the site. A portion of this buffer is located on the applicant's property and portion of this buffer is located on the adjacent landowner's property. This buffer will be retained on the applicant's property.
- 1.4 An application for a building permit to construct a single family residence at 1301 North 182<sup>nd</sup> Place was received by the City of Shoreline on 2/18/00 and approved on 2/29/00 (File no. 2000-000290). A second application for a building permit to construct a single family residence at 1302 North 182<sup>nd</sup> Place was ~~submitted on 1/12/00 and is pending approval issued on 3/17/00 (File no. 2000-000361).~~

### **2. THE NEIGHBORHOOD**

- 2.1 The site is located in the Meridian Park Neighborhood. The site is on the east side of Stone Avenue. Across Stone Avenue to the west is a mixture of single-family homes and duplexes on small lots. Single-family homes on larger lots exist to the north, east and south of the site. One block west of the site (Midvale Avenue), there are various commercial and light industrial uses (e.g., QFC Shopping Center, public storage, offices, etc.).
- 2.2 The proposed single-family homes on smaller lots would be similar to the existing single-family homes and duplexes on the west-side of Stone Avenue. Elena Lane's proposed homes on smaller lots would be different from the single-family homes on larger lots that are north, south and east of the site. However, this development would be separated from those nearby homes by the plan for open spaces, setbacks, and screening (landscaping and fencing).

### **3. COMPREHENSIVE PLAN**

- 3.1 The Shoreline Comprehensive Plan provides a policy directive to "Ensure land is designated to accommodate a variety of types and styles of residences adequate to meet the growth of 1,600 to 2,400 new housing units and the future needs of Shoreline citizens" (LU23).

- 3.2 The Comprehensive Plan calls for development that is in character with the existing neighborhood. Policy H1 asks the City to: "Encourage a variety of residential design alternatives that increase housing opportunities in a manner that is compatible with the character of existing residential and commercial development throughout the city." Policy H6 calls for the City to: "Encourage compatible infill development on vacant or underutilized sites." Finally, Goal H III states that the City should: "Maintain and enhance single family and multi-family residential neighborhoods, so that they provide attractive living environments, with housing that is compatible in quality, design and scale within neighborhoods and that provides effective transitions between different uses and scales."
- 3.3 The adopted Plan includes a Land Use Map that designates this site (as well as the remainder of the east side of Stone Avenue between North 178<sup>th</sup> Street and North 185<sup>th</sup> Street) as Medium Density Residential Use. Medium density residential would permit single family homes, duplexes, triplexes, zero lot line houses, townhouses, cottage housing, and apartments under certain conditions. "The permitted density for this designation will not exceed 12 dwelling units per acre and the base height will not exceed 35 feet, unless a neighborhood plan, subarea plan or special district overlay plan/zone has been approved. Appropriate zoning designations for this area would be R-8 or R-12 Residential" (LU28).

#### **4. EXISTING ZONING**

- 4.1 The site is zoned R-8, Residential – 8 units per acre approved by City Council on 2/14/00. This is a Medium Density Residential zone and the R-8 zone permits single-family homes. Duplex and triplex units are allowed in R-8 as conditional uses. This existing zoning is consistent with the adopted Comprehensive Plan's Land Use Map, which shows the east side of Stone Avenue as Medium Density Residential Use.

#### **5. ISSUES:**

The development proposal has raised the following issues that have been analyzed in the Staff Report:

- 5.1 Density: The proposed density of 11 dwelling units on approximately 1.4 acres is within the range permitted by the Comprehensive Plan Map and policies for Medium Density Residential Use as well as zoning of R-8.
- 5.2 Preliminary Plat: The applicant has provided plans for a proposed preliminary plat of 12 lots (11 building lots; plus one lot for common open space/stormwater detention and recreation) to comply with the provisions of the City's Subdivision Ordinance (SMC Chapter 17), including requirements for lot size, lot design, lot dimensions and for public facilities and improvements, such as roadways, sidewalks, sewers.
- 5.3 Vehicle Traffic: The applicant has provided a traffic study that reports that this project would have no significant impacts to existing vehicular traffic operations of the street system in the vicinity of the site. Staff concurs with this conclusion.
- The City's staff is aware that citizens are reporting increased cumulative traffic on North 183<sup>rd</sup> Street. The City is developing a traffic calming program and traffic calming systems will be considered for the North 183<sup>rd</sup> Street corridor.
- 5.4 Pedestrian Traffic: Pedestrians may be expected to walk north from Elena Lane to the nearby shopping area and to public transit on Aurora and North 185<sup>th</sup>.

Additionally, the Shoreline School District reports that school children will be walking south from the site to Meridian Park Elementary School and Shorewood High School. The school bus stop for students at Einstein Middle School is located at North 180<sup>th</sup> Street and Stone Avenue. The School District provided a letter stating that the pedestrian connections are "fairly typical" of connections in the area. The School District does not recommend specific pedestrian improvements.

To improve pedestrian safety, the applicant is proposing a sidewalk, curb and gutter on Stone Avenue in front of Elena Lane. The applicant has also proposed asphalt walkways, with striping, to link the sidewalk in front of Elena Lane to North 183<sup>rd</sup> Street and to North 180<sup>th</sup> Street. Staff concur with this proposal and also recommends that the project be engineered to consider drainage impacts from full sidewalk along Stone Avenue between North 180 and North 183<sup>rd</sup>. This analysis would ensure that current sidewalk drainage requirements and construction requirements would be compatible with future sidewalk additions on this block of Stone Avenue.

- 5.5 Open Space/Stormwater detention and Recreation: One lot, 5,546 square feet in size, would be dedicated to open space and recreation. This lot would feature a fenced tot lot, grass cover and boundary trees (Hogan's cedar, red maple and mixed shrubs).

Concerns were raised at the March 30, 2000 Public Hearing about the safety of children playing around the proposed stormwater detention pond. Although the stormwater detention pond will be designed to be dry most of the year, there could be standing water detained following a large storm event. In an effort to protect children, the detention pond shall be designed and constructed to be as shallow as possible and to allow for the most rapid out flow feasible.

- 5.6 Stormwater: The applicant has completed stormwater drainage analyses, including soils studies. The applicant has proposed a stormwater management system including an onsite biofiltration vault (to detain 50% of the 2-year through 50-year storm. Stormwater will be conveyed from the vault via an easement on the northeast corner of the site. Staff recommends that biofiltration be provided in on-site with specifics to be determined in final engineering plans. The system would be designed to limit post-development storm water runoff to be equal to (or less than) predevelopment runoff levels. The system would be designed to safeguard development and open spaces on the site. The system would also be intended to protect water quality in Thornton Creek and to protect Ronald Bog. Staff concurs with the proposed stormwater management system.

- 5.7 Landscaping: The applicant proposes to retain an existing buffer of mature cedar trees on the southwest corner of the site. This buffer is located on the both the applicant's property and on an adjoining property owner's property. The applicant will retain the cedar trees located wholly and/or partially on their property. Additional trees within the site would be preserved as feasible.

The plan would also provide trees, shrubs and groundcover within the site and at its boundaries. Tree plantings include 14 red maples and 5 Hogan's cedar. A hedgerow is planned for the East Side of the open space/recreation area, parallel to the tot lot. A landscaping buffer is also planned for the north side of the open space area. There would be 60 shrubs, including eleagnus, roses, arborvitae, juniper and rockrose, throughout the site.

- 5.8 Screening: The buffer of cedar trees on the southwest corner of the property would remain. This buffer is located on the both the applicant's property and on an adjoining property owner's property. The applicant will retain the cedar trees located wholly and/or partially on their property. A landscape hedgerow would be located on the east boundary of the open space area parallel to the tot lot. The applicant plans security fencing for the tot lot. Each home would be screened with wood fencing. There would

also be a 6-foot high wood fence around the periphery of the site. Staff concurs with the proposed screening plan.

- 5.9 Utilities and Services: The proposed project has been reviewed by the Fire Department, the Water District and the Sewer District. Each of these agencies has concurred with the basic proposed development. Conditions for service have been established by each agency.

### **III. CONCLUSIONS**

1. The proposed preliminary plat is in conformance with the Shoreline Municipal Code Title 19 - Subdivision Standards.
2. The proposal would provide adequate water and sewer systems to serve the new homes and would not reduce the level of service provided to abutting properties.
3. The proposal would provide adequate stormwater systems to service the new homes and would not increase runoff to abutting properties; the system would address water quality and water quantity impacts to Ronald Bog and Thornton Creek.
4. The proposal would retain a vegetative buffer resource on the southern boundary at the west-side of the site and other vegetation as feasible.
5. The proposal would provide a Homeowner's Association to maintain appearance and function of the development.
6. The proposed development would assist the City of Shoreline in meeting its housing production targets to meet our obligation under the Growth Management Act.
7. The proposal will provide amenities (e.g. open space/recreation area, landscaping, screening) that will enhance compatibility with neighborhood land uses.

### **IV. RECOMMENDATION**

The Planning Commission recommends that the Elena Lane Preliminary Plat be approved subject to the conditions described in **Attachment A**.

#### **ATTACHMENTS:**

Attachment A          Preliminary Plat Conditions



**Dan Kuhn, Planning Commission Chair**



**Date**

## ATTACHMENT A

### ELENA LANE: CONDITIONS FOR PRELIMINARY PLAT FOR 12 LOTS FOR FUTURE SINGLE-FAMILY DEVELOPMENT

1. Developer shall provide and install a Surface/Storm Water Management Plan, pursuant to the Memorandum issued by the City of Shoreline on March 21, 2000. The Final Surface/Storm Water Management Plan and Agreement shall incorporate the measures listed below:
  - (a) Surface and stormwater management must be provided as stipulated in the Technical Information Report prepared by Lovell-Sauerland and Associates, dated 4/29/99, in the letter to the City from Lovell-Sauerland dated 3/21/00 and the plans dated 2/18/00, and
  - (b) Water quality protection measures shall be provided on-site with specific locations to be determined in final engineering plans.
  - (c) A complete set of construction drawings is to be submitted, approved, and a site development permit issued before construction can begin.
  - (d) All drainage facilities are to be dedicated through a Declaration of Covenant Associated with Development of Detention Facility to the City of Shoreline with recording of the final plat.
  - (e) The developer is required to provide a Drainage Easement Agreement, establishing the legal description of the easement corridor, and providing that said easements are to be maintained, repaired, and/or rebuilt by the owners of the parcels and their heirs, assigns or successors.

The City must approve the Surface/Storm Water Management Plan, including engineering details of the proposed facilities, prior to the issuance of the site development permit.

2. Developer shall provide a 24 foot wide paved roadway (North 182<sup>nd</sup> Place), with curb and gutter as proposed on the Preliminary Development Plan submitted by Lovell-Sauerland and Associates to the City of Shoreline on February 22, 2000, and pursuant to the requirements of SMC Title 12.10.
3. Developer shall provide a pedestrian sidewalk on ~~both the south side and~~ curb and gutters on both sides of North 182<sup>nd</sup> Place as proposed on the Preliminary Development Plan submitted by Lovell-Sauerland and Associates to the City of Shoreline on February 22, 2000, and pursuant to the requirements of SMC Title 18.18.
4. Developer shall provide a pedestrian sidewalk, curb and gutters on Stone Avenue North adjacent to the site, as proposed on the Preliminary Development Plan submitted by Lovell-Sauerland and Associates to the City of Shoreline on February 22, 2000, and pursuant to the requirements of SMC Title 18.18.
5. Developer shall provide an asphalt pedestrian walkway, with a painted stripe separating the walkway from vehicular traffic to extend along the east side of Stone Avenue from the south boundary of the site to North 180<sup>th</sup> Street and from the north boundary of the site to North 183<sup>rd</sup> Street. This walkway shall be designed and constructed to ensure that future sidewalk connections can be constructed to be compatible with the sidewalk frontage for Elena Lane and to accommodate storm drainage improvements needed to achieve compliance with the SMC/King County Surface Water Drainage Standards.
6. Developer is to provide and install non-glare streetlighting in accordance with a lighting plan approved by Planning and Development Services.
7. The developer is required to meet the conditions established by the Shoreline Sewer Availability Certificate issued on April 27, 1999.

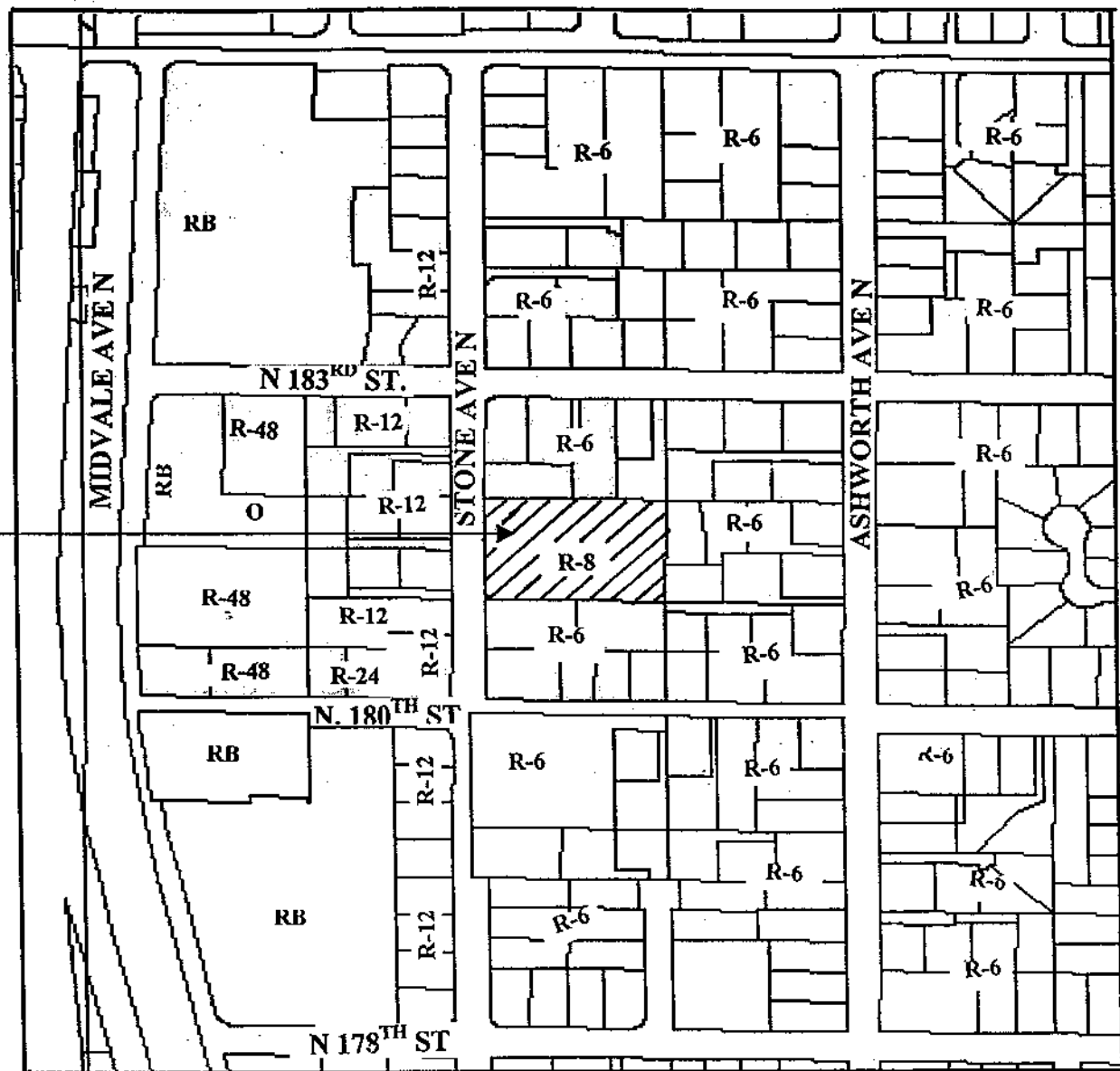
8. The developer is required to meet the conditions established by the Shoreline Water Availability Certificate issued on May 7, 1999.
9. The developer is required to meet the conditions established by the Shoreline Fire Department Availability Certificate issued on 8/17/99 (and amended to complete on 9/1/99).
10. A maximum of 11 single-family homes is permitted as proposed on Preliminary Development Plan submitted by Lovell-Sauerland and Associates to the City of Shoreline on February 22, 2000.
11. Tree retention as provided on the Preliminary Development Plan prepared by Lovell-Sauerland and Associates, Inc. and submitted to the City of Shoreline on February 22, 2000 shall be required for site development. In the event that trees stipulated for retention are removed (whether inadvertently or through an approved building permit, or by the owner of property to the South of the plat) each tree which is removed shall be replaced by two trees of the same species as the tree that has been removed. Each replacement tree must be a minimum of two inches in caliper.
12. Development shall provide and maintain fencing around tree preservation area for the duration of site preparation and construction activities, in order to preserve the natural environment existing within the site.
13. Development shall provide new landscape plantings, including trees, shrubs, groundcover, and perennial/annual flowering plants, as provided on Landscaping Plans submitted to the City of Shoreline by Burrus Design Group on February 22, 2000, and pursuant to the requirements of SMC Title 18.16.
14. Development applications shall include:
  - (a) a vegetation maintenance plan which describes products to be used (e.g., application of nutrients, pesticides and herbicides) and maintenance schedule to minimize the introduction of products into runoff flows.
  - (b) a vegetation irrigation plan, pursuant to SMC Title 18.16.300 - 18.16.370.
  - (c) a performance bond or other security equivalent to 150% of the value of the plantings, to be maintained in full force and effect for a minimum period of one year. The performance bond or security maybe amended to continue for an additional three years following the installation of substantial replacement vegetation.
15. The City must approve the Vegetation Mitigation Plan, including, planting, maintenance, and monitoring details, prior to the issuance of the site development permit. Vegetation management shall be designed, implemented and effectively/regularly maintained by the applicant pursuant to the approved Vegetation Mitigation Plan.
16. Development shall provide and maintain the common open space area (5,546 square feet) including fenced tot lot, grassy field, and plantings, as proposed on the Preliminary Development Plan submitted by Lovell-Sauerland and Associates to the City of Shoreline on February 22, 2000.
17. Development shall provide a solid screen of wood fencing around the periphery of the property (except at the southern boundary where the buffer of cedar trees is retained), as proposed on the site plans submitted by Lovell-Sauerland and Associates to the City of Shoreline on February 22, 2000
18. Owners shall be required to establish and maintain in force and effect, a Covenant for a Homeowners' Association. The Association is to be held with undivided interest by all lots in this subdivision. The Association (owners of the parcels having legal access therefrom and their heirs, assigns or successors) is to be responsible for maintaining, repairing and/or rebuilding of: (1) Open Space/Recreation Tract (5,546 square feet) and other common areas; (2) plantings in common areas and on site boundaries; (3) boundary screening; and (4) infrastructure and utilities not dedicated to the City. The Homeowners Association shall also be responsible for prevention of temporary or permanent encroachment of structures or

equipment (e.g., boats, recreational vehicles) into the right-of-way and into other public areas.

19. The onsite detention pond shall be studied and constructed to be as shallow as possible and the outflow drain shall be constructed to drain as quickly as possible.

# VICINITY MAP FOR ELENA LANE

## Preliminary Plat



Department of Planning  
and Development Services

### ZONING KEY:

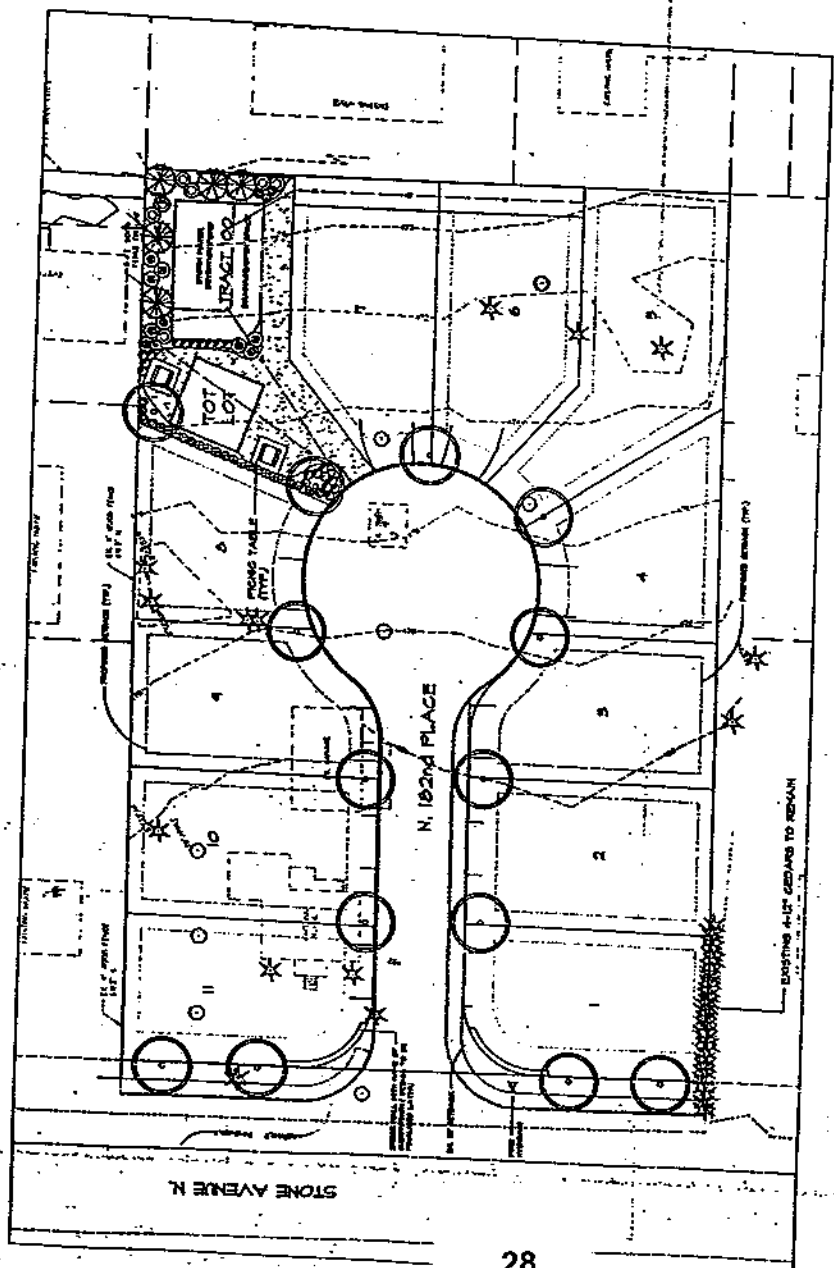
R-6:	Residential – 6 Units/Acre	R-48:	Residential – 48 Units/Acre
R-8:	Residential – 8 Units/Acre	O:	Office
R-12:	Residential – 12 Units/Acre	RB:	Regional Business
R-24:	Residential – 24 Units/Acre		Location of Elena Lane



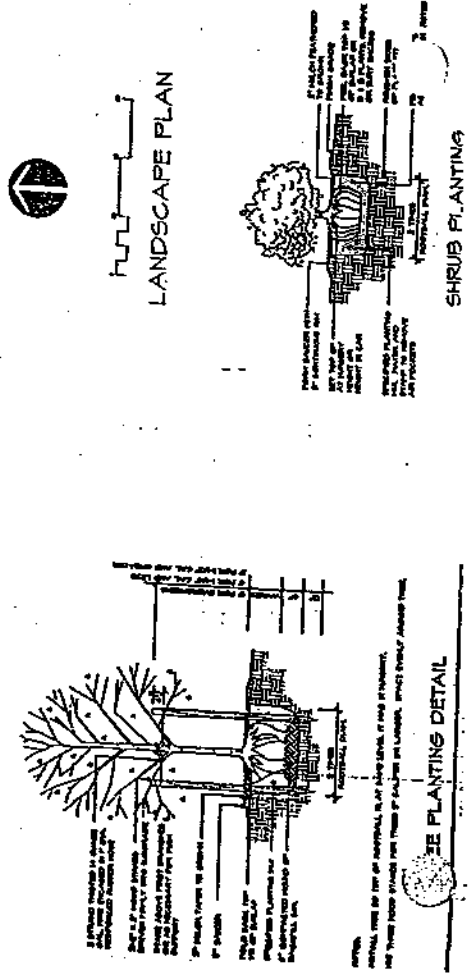








LANDSCAPE PLAN



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These Minutes Subject to  
April 20 Approval**CITY OF SHORELINE****SHORELINE PLANNING COMMISSION  
SUMMARY MINUTES OF SPECIAL MEETING**March 30, 2000  
6:00 P.M.Shoreline Conference Center  
Board Room**PRESENT**

Chair Kuhn  
 Vice Chair Gabbert  
 Commissioner McAuliffe  
 Commissioner Bradshaw  
 Commissioner Marx  
 Commissioner Vadset  
 Commissioner Maloney  
 Commissioner Monroe (arrived at 6:55 p.m.)

**STAFF PRESENT**

Tim Stewart, Director, Shoreline Planning & Development Services  
 Daniel Bretzke, Project Engineer, Planning & Development Services  
 Rachael Markle, Senior Planner, Planning & Development Services  
 Kirk McKinley, Planning Manager, Planning & Development Services

**1. CALL TO ORDER**

The special meeting was called to order at 6:01 p.m. by Chair Kuhn, who presided.

**2. ROLL CALL**

Upon roll call by the Commission Clerk, the following Commissioners were present: Chair Kuhn, Vice Chair Gabbert, McAuliffe, Marx, Bradshaw, Maloney and Vadset. Commissioner Monroe arrived at 6:55 p.m.

**3. APPROVAL OF AGENDA**

VICE CHAIR GABBERT MOVED TO POSTPONE APPROVAL OF THE MARCH 23, 2000 MINUTES UNTIL APRIL 20, 2000. COMMISSIONER MARX SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

Item 9 was deleted from the agenda, and the remainder was accepted as amended.

#### **4. APPROVAL OF MINUTES**

COMMISSIONER VADSET MOVED TO ACCEPT THE MINUTES FOR MARCH 9, 2000 AS AMENDED. COMMISSIONER BRADSHAW SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

COMMISSIONER BRADSHAW MOVED TO ACCEPT THE MINUTES OF MARCH 16, 2000 AS PRESENTED. COMMISSIONER VADSET SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

#### **5. PUBLIC COMMENT**

Naomi Hardy, 17256 Greenwood Place North, thanked Commissioner Bradshaw for his service and wished him success in the future. She said she is confident that Commissioner Marx can fill the position well.

#### **6. REPORTS OF COMMISSIONERS**

There were no reports from the Commissioners during this portion of the meeting.

#### **7. STAFF REPORTS**

Mr. Stewart reported that there are no items on the agenda for the April 6, 2000 meeting, and staff recommends it be canceled. The Commission concurred with the staff's recommendation.

Mr. Stewart reported that on March 27, 2000 the City Council approved candidates to fill three of the six vacant Planning Commission seats. He said Commissioner Marx was reappointed to the two-year term that was open, and Robin McClelland and David Harris were appointed to fill two of the other seats. The Council is continuing their deliberation on the other three appointments.

#### **8. PUBLIC HEARING**

##### **a. Type C Action – Preliminary Plat at 18034 Stone Avenue North (Elena Lane)**

Chair Kuhn opened the public hearing at 6:12 p.m. He reminded the Commission regarding the rules of appearance of fairness. He reviewed the public hearing process, and inquired if any Commissioner has been contacted by anyone concerning the subject of the hearing. Chair Kuhn disclosed that he had two conversations, one with Mr. Stewart and one with Mayor Scott Jepsen regarding what transpired at the City Council's hearing of the appeal. No one in the audience challenged Chair Kuhn's ability to participate, and no other Commissioners identified an *ex parte* communication.

Chair Kuhn said he was told by Mayor Jepsen that the Council did not change the zoning on the subject property from R-6 to R-8, but they concluded that if the applicant came back with a recommendation for R-8 zoning it would be more acceptable than the higher density that was originally proposed. Mr. Stewart told him that the Council had changed the zoning from R-6 to R-8. Mr. Stewart referred to

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Attachment 2 on Page 34 of the Commission agenda packet titled "Ordinance 228" which was recently enacted by the City Council. This ordinance changed the zoning of the subject property from R-6 to R-8. It was certified by the City Clerk's Office on February 18, 2000.

Ms. Markle affirmed that the information she provided would be true and correct to the best of her knowledge. She recalled that the Commission conducted a hearing on December 2, 1999 to review a proposal to rezone the subject property from R-6 to R-12 with a preliminary plat for 16 lots. The Planning Commission's recommendation to the Council was to deny the proposal. The applicant appealed this decision to the Council, and the appeal was heard on February 14, 2000. Council denied the appeal but approved the rezone of the property from R-6 to R-8 to be consistent with the adopted Comprehensive Plan. They remanded the plat back to the Planning Commission for review under the R-8 zoning. Ms. Markle advised that the applicant revised the preliminary plat to reflect the approved R-8 zoning. It shows the development of 12 lots, 11 of which would be used for single-family homes and one would be for recreation/stormwater. Other than the reduction in the number of lots and the increase in lot size, the project remains basically the same as originally proposed.

Ms. Markle said staff received no written comments regarding this project. However, a neighboring property owner did contact staff to clarify that the cedar trees shown on the southern boundary of the applicant's proposed site plan are located both on the applicant's property and on her property. This property owner was concerned about the retention of these trees. In response to this concern, staff rewrote Condition 11 to state

... in the event that trees stipulated for retention are removed (whether inadvertently or through an approved building permit, or by the owner of property to the South of the plat) each tree which is removed shall be replaced by two trees of the same species as the tree that has been removed. ... [p. 32, Agenda Packet].

Ms. Markle said this would ensure that the buffer of trees would remain along the border.

Ms. Markle stated that the preliminary plat supports the land use goals established by the Comprehensive Plan and is consistent with the R-8 zoning designation. The proposed plat is in conformance with the Shoreline Municipal Code, and staff recommends that the Elena Lane preliminary plat be approved subject to the proposed conditions. Ms. Markle concluded her presentation by pointing out to the Commission a memorandum dated March 30, 2000, that she drafted for the Commission clarifying some of the statements made in the staff report. She asked that the Commission consider this memorandum in their deliberations [memorandum marked as Exhibit 1].

Steven Michael Smith, Lovell-Sauerland and Associates, 19400 33<sup>rd</sup> Avenue West, Suite 200, Lynnwood, 98036, affirmed that his testimony would be the truth. He said he concurs with the staff's recommendation. They followed the Council's directive using R-8 as the zoning designation for the subject property and have created plans that would comply with the codes and policies for that zone. He noted that there have been only minor alterations in the design of the project.

Commissioner Bradshaw referred to comments from the Fire Department (Page 82 of staff report), and inquired if the water availability certificate was ever completed. He noted that the certificate that was provided in the packet predated the comments from the Fire Department. Mr. Bretzke answered that the water availability certificate provided in the packet represents conditional approval. The Fire

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Department will only issue a complete availability certificate after the water main has been designed and its installation has been bonded with the City of Seattle. Commissioner Bradshaw noted that the Fire Department also requested that a fire hydrant be installed at the northeast corner of 182<sup>nd</sup> Street. He inquired if this has been included in the conditions. Ms. Markle said Condition 9 would apply to both of the Fire Department's concerns.

Commissioner McAuliffe inquired if the plan modification would affect the affordability of the homes. Mr. Sundquist answered that the homes would be in the \$300,000 to \$340,000 price range.

Stacy Lindbom, 18029 Stone Avenue North, swore to tell the truth. She thanked the Commission for volunteering their time to serve. She said she lives across the street from the proposed development and feels it has ruined the neighborhood because the children can no longer play in that field. She requested that Mr. Sundquist move his sanican to the rear of his property so that she does not have to look at it from her front window. She said that last week she saw one of the construction workers urinating out in the field. She expressed that this is very upsetting to the neighborhood. She concluded that she doesn't understand why the Commission is allowing huge houses to be built in small areas. The majority of the citizens in the City do not want this. She said she would like construction to slowdown. The schools are already overcrowded and all of the trees are being cut down.

Brian Lee, 18018 Stone Avenue North, affirmed to tell the truth. He said that in his opinion the rezone that was recently approved by the Council is illegal. No one ever asked for a rezone to R-8. The City Council made this decision without allowing any public input. Mr. Lee said he does not understand why half of the sidewalks that were originally proposed for the development have been deleted. He suggested that sidewalks provide a significant safety feature for the people living in the neighborhood. The new proposal also identifies a retention pond instead of a vault retention system. He questioned the safety of having standing water in areas where children are present. He referred to the site plan, and noted that with the exception of the two trees located on the north side of the subject property, the lot has been clear-cut. Several of the trees that were cleared were located on property lines and did not have to be removed. At the very least, he suggested that the trees that are used to replace those removed should be larger than the species proposed in the landscape plan.

Martin Kral, 1317 North 183rd Street, affirmed to tell the truth. He suggested that the reason there were no written comments received by the City was because the citizens were not informed that new information was available. He said he also found the staff to be uncertain and ill informed of the process and he felt the citizens have been denied the ability to affect the outcome of the proposal. He said he is particularly concerned with the proposed plans for surface water management, and he was unable to get the necessary information until last Monday.

Judith Chandler, 18016 Stone Avenue North, affirmed to tell the truth. She said that one of the overriding problems the citizens have been expressing is related to the size and scale of the development verses the size of the houses that are being proposed. She said she is particularly concerned about the height of the houses that will border her property. She said she is disappointed that even after stating that the trees would be retained, the applicant has clear cut the property. She questioned the statement that there would be no traffic impact from this development onto Stone Avenue. She agreed with the prior testimony regarding a safety hazard that must be addressed if a retention pond is created. She

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concluded her statements by saying that the profanity coming from the construction workers is not appreciated.

Ken Howe, 745 North 184<sup>th</sup> Street, swore to tell the truth. He said he informed the Council that this year is the centennial for the community of Richmond Highlands. One of the early homes on the Richmond Acres plat has been demolished to create Lot 10 of this project. He referred to Page 52 of the packet, and pointed out that the Comprehensive Plan can become a part of planning. He said that on Lot 10, an affordable home has been destroyed and a simple solution would have been to ask that the plan not destroy an affordable, historic home. If the older home were located at the front of the development, with the new development behind, it would better fit within the character of the existing neighborhood. This type of infill development would be consistent with the Comprehensive Plan and would also protect the character of the existing neighborhoods.

#### THE PUBLIC PORTION OF THE HEARING WAS CLOSED.

Commissioner McAuliffe requested clarification from staff regarding the legality of the rezone, the sidewalk requirements and the proposed retention pond. Mr. Stewart answered that if there is a claim of illegality, a person could file an appeal of the City Council's decision to the Superior Court. Commissioner Maloney inquired if staff has any hesitation regarding the procedure that was followed for the rezone. Mr. Stewart said he does not, and added that the staff's recommendation to the Council was formulated subsequent to the Planning Commission's recommendation, after consultation with the City Attorney who approved the staff report recommending approval of the R-8 zoning.

Regarding the issue of the change in interior sidewalks from both sides to one, Ms. Markle recalled that this was changed at the December 2, 1999 Commission meeting. She said she checked the minutes to confirm that decision. She reviewed the exterior sidewalk requirements that are identified in the staff report. She noted that there would be sidewalks, curbs and gutters on the east side of Stone Avenue. Curbs and gutters would be placed on both sides of 182<sup>nd</sup> Place, but sidewalks would only be placed on one side. Beyond the property frontage, she said there would be an asphalt walkway from the sidewalk to each corner.

Regarding the issue related to the retention pond, Ms. Markle referred to her memorandum dated March 30, 2000 in which she corrected the condition by changing the word "pond" to "vault." Mr. Bretzke said there would still be a bio-filtration vault placed in the street to filter the stormwater. In the recreation/stormwater detention area there would be a pond, but it is designed to only be used as a backup during large storm events. The rest of the time the pond would be empty and has an outlet into the storm drain system.

Commissioner Vadset inquired if the developer could be required to place a chain link fence around the pond. Mr. Bretzke said that, generally, when the slope is greater than two-to-one, fencing would be required. This pond has a retaining wall on one side, and the other end slopes into the play area at a five-to-one ratio. If the pond area were fenced, it would no longer be available as a play area during the dryer months.

Commissioner Maloney inquired how deep the pond would be during a significant storm. Mr. Bretzke said it would be no deeper than two feet, depending on the design. Vice Chair Gabbert inquired how long it would take to drain the water out of the pond after a storm. Mr. Bretzke said that would depend upon the design and frequency of the significant storms.

COMMISSIONER MONROE ARRIVED AT THE MEETING AT 6:55 P.M.

Vice Chair Gabbert asked staff to address the historical issue that was raised by Mr. Howe. Even though it is too late to change this situation, he asked if there is anything that could be done to prevent this from happening in the future. Mr. Stewart answered that one of the work items as part of Phase III of the Development Code review will be to consider a local historic ordinance.

Commissioner Bradshaw said he was surprised to notice that there are already foundations being constructed on the subject property. Ms. Markle said the applicant owns two parcels. Therefore, they were able to receive permits to build two, single-family homes, one on each parcel.

COMMISSIONER VADSET MOVED TO ACCEPT THE PROPOSAL WITH THE 17 CONDITIONS AS PRESENTED BY THE STAFF. COMMISSIONER BRADSHAW SECONDED THE MOTION.

Commissioner Maloney suggested that the motion be amended to require that the pond be fenced and that the sidewalks should extend to both sides of the street. Commissioner Vadset said he would not accept that amendment to his motion. He said he would accept a condition that the pond is studied and made as shallow as possible and that the outflow drain be made to drain as quickly as possible. Commissioner Bradshaw, who seconded the motion, agreed with Commissioner Vadset.

COMMISSIONER VADSET'S MAIN MOTION WAS AMENDED TO ADD A CONDITION REQUIRING THAT THE POND IS STUDIED AND MADE AS SHALLOW AS POSSIBLE AND THAT THE OUTFLOW DRAIN BE MADE TO DRAIN AS QUICKLY AS POSSIBLE.

Mr. Stewart clarified that there are 18 staff recommended conditions, not 17 as indicated in the motion. The new condition would be identified as Condition 19.

MOTION CARRIED AS AMENDED, WITH COMMISSIONERS BRADSHAW, MCAULIFFE, VADSET, VICE CHAIR GABBERT, MARX, MALONEY AND CHAIR KUHN VOTING IN FAVOR OF THE MOTION. COMMISSIONER MONROE ABSTAINED.

THE PUBLIC HEARING WAS CLOSED.

Mr. Stewart presented a commendation to Commissioner Ted Bradshaw from the City Council and read the text into the record as follows:

Whereas, upon incorporation, one of the first tasks of the Shoreline City Council was to appoint a nine member Planning Commission to provide guidance and direction for Shoreline's future growth and develop its first Comprehensive Plan; and

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Whereas, from a field of over 60 applicants, Ted Bradshaw was selected as one of these individuals; and

Whereas Ted gracefully participated in the Planning Commission deliberations, never failing to voice his opinion in the development of plans and policies; and

Whereas, he also spent many long hours listening to citizen views on the Comprehensive Plan by spending many Saturdays with the Advisory Committee as well as attending open houses and summits; and

Whereas, Ted was a major contributor to the development of the Transportation and Land Use elements of the Comprehensive Plan; and

Whereas, Ted can take pride in his contributions to the work of the Planning Commission in all its varied responsibilities;

Now, therefore, on behalf of the citizens of Shoreline, the Shoreline City Council hereby commends Ted Bradshaw for his dedicated service on Shoreline's first Planning Commission, his contributions to the development of Shoreline's first Comprehensive Plan, and his contributions on the development of Shoreline's first Development Code.

Mr. Stewart added that the commendation was signed by all of the members of the Shoreline City Council. He also presented a plaque to Commissioner Bradshaw.

Commissioner Bradshaw said that while the Commission has not always agreed on issues before them, they have worked well together. He said he appreciates the opportunity to work with his fellow Commissioners.

#### **9. UNFINISHED BUSINESS**

There was no unfinished business scheduled on the agenda.

#### **10. NEW BUSINESS**

There were no new business items scheduled on the agenda.

#### **11. AGENDA FOR NEXT MEETING**

The April 6, 2000 meeting was canceled. Mr. Stewart said that at the April 20 meeting, an election of Planning Commission Officers would be scheduled on the agenda. He said staff has also been discussing the possibility of conducting some workshops to provide training and orientation to both the existing and new Commissioners.

## **12. ADJOURNMENT**

The meeting was adjourned at 7:08 p.m.

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Dan Kuhn  
Chair, Planning Commission

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Suzanne M. Kurnik  
Clerk, Planning Commission

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Shoreline Planning Commission Minutes  
January 6, 2000 Page 8

**CITY COUNCIL AGENDA ITEM**

CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Appointments for Three Four-Year Terms to the Shoreline Planning Commission
<b>DEPARTMENT:</b>	City Council
<b>PRESENTED BY:</b>	Mayor Scott Jepsen and Councilmembers Kevin Grossman and Linda Montgomery <i>LB (for)</i>

**EXECUTIVE / COUNCIL SUMMARY**

Per Ordinance No. 36, which established the Planning Commission, the Planning Commission shall consist of nine members serving four-year terms. On March 31, 2000, the terms of four Planning Commissioners expired (Dan Kuhn, Marlin Gabbert, Nancy Marx, and Byron Vadset); on February 17, 2000 Planning Commissioner Roger Parker resigned; and Planning Commissioner Ted Bradshaw vacated his term with two years remaining creating a total of six vacancies. Both Commissioners Kuhn and Vadset decided not to apply for reappointment.

Staff placed ads in the Shoreline Enterprise and Asian Weekly requesting applicants to fill the impending vacancies on the Planning Commission. Staff also placed information on the City's Web site, posted notices at City Hall, the Police Storefront Offices, and local libraries, as well as announcing the request for applications at the Council of Neighborhood's February meeting. The City received 23 applications.

On January 24, 2000, your Council selected a subcommittee, consisting of Mayor Scott Jepsen and Councilmembers Cheryl Lee and Kevin Grossman, to review the applications received. Councilmember Linda Montgomery replaced Cheryl Lee on the subcommittee. The subcommittee interviewed selected applicants to gain additional information to aid in developing their recommendation.

At the March 27, 2000 Council Meeting, your Council appointed three Planning Commissioners. Robin McClelland and David Harris were appointed to fill two of the four-year terms. Nancy Marx was appointed to fill the two years remaining in Commissioner Bradshaw's term. At this meeting, the ad hoc committee stated the need for more time to interview additional applicants prior to appointing the remaining three Planning Commissioners. The three Planning Commissioners with terms that expired on March 31, 2000 agreed to continue their terms until the positions were appointed. Additional interviews were conducted and the ad hoc committee will share its recommendations during the April 24 Council meeting.

## **RECOMMENDATION**

The ad hoc committee will recommend three individuals to fill the three remaining expiring positions on the Planning Commission. These appointments will be effective on May 4, 2000 with the five four-year terms expiring on March 31, 2004.

Approved By: City Manager LB City Attorney N/A

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute a Contract with Hansen Information Technologies in the Amount of \$464,689 to Purchase Software and Services for the City's Information Technology Program Plus Approve Contingencies of up to 10 Percent
<b>DEPARTMENT:</b>	City Manager Information Services
<b>PRESENTED BY:</b>	Larry Bauman, Assistant City Manager <i>LB</i> Tho Dao, Information Services Manager <i>TD</i>

**EXECUTIVE / COUNCIL SUMMARY**

Software purchases for the City were last discussed with your Council at the July 19, 1999, workshop. At that meeting Council provided consensus support for staff to research the purchase of software for the Planning and Development Services (P&DS) Department to assist in three functional areas: permit processing/tracking, planning and code enforcement. The concept that staff was using as a basis for this purchase was to find an integrated software package that would allow data to be easily shared between these three applications.

While working with a consultant to research the vendors in the marketplace who could provide this software package it became clear that there are significant advantages and potential cost savings in providing a broader range of integrated software applications. Since the City's Five-Year Technology Plan called for future purchases of maintenance management software to be used by the Public Works and Parks, Recreation and Cultural Services (PRCS) departments, it was decided to also look for software that would integrate these applications with those for P&DS. At the same time, the Technology Plan had anticipated a considerable amount of work to further develop our custom-built Customer Response Team software so it could be used in all departments. As a result, we also added this application to the list so that integration options in the software market could be explored.

The Request for Proposals (RFP) that was distributed to 16 vendors attracted eight responses. Of those, staff invited five to demonstrate their software to a review team. Four of the vendors teamed up in pairs of two to provide a more integrated approach to the RFP, while one vendor provided a fully integrated package. In effect, we had three different packages to compare. The software packages were rated by staff on the basis of: how well vendors met application requirements; costs; the degree to which packages demonstrated effective integration; requirements to purchase additional hardware/systems software; vendor ongoing service and support; and the quality of training programs. The staff review team's rating scores of the three software packages were as follows:

	Application Requirements (25 pts.)	Direct Costs (25 pts.)	Applications Integration (20 pts.)	Hardware /Systems Software (10 pts.)	Service & Support (10 pts.)	Training (10 pts.)	Total Points (100)
<b>George Butler &amp; Assoc./Tidemark</b>	9	19.5	5	10	10	6	59.5
<b>CRW Assoc./Stantec</b>	10	13	5	10	10	6	54.0
<b>Hansen Technologies</b>	22	25	18	10	10	10	95.0

In order to create a realistic comparison of costs, staff reviewed the vendors proposed costs as well as additional costs estimated by staff for integration. Staff added to the estimated costs for the three packages the costs of integrating both with their partners (in the case of the first two packages) as well as with our existing financial software system. These estimated costs are:

<b>George Butler &amp; Assoc./Tidemark</b>	<b>\$482,812</b>
<b>CRW Assoc./Stantec</b>	<b>\$707,950</b>
<b>Hansen Technologies</b>	<b>\$379,005</b>

This type of purchase decision typically is not based on costs alone. However both the qualitative ratings of the review team and the estimated costs strongly supported the same vendor—Hansen Technologies. This is also the one vendor that proposed a truly integrated software package. While other vendors had proposed to integrate currently separate software systems to meet the objectives of our RFP, Hansen proposed an integrated suite of software that would allow information to be easily shared between the different modules. To complete its evaluation the staff team visited three local cities (Bellingham, Kent and Lynden) where Hansen software is in use. These visits supported the choice of Hansen and also provided useful information used in contract negotiations with the vendor.

Sufficient funds are available for this purchase from the budget developed for the Five-Year Technology Plan that allotted \$518,000 for the types of software included in this package. Total cost for the Hansen contract is \$464,689 and exceeds the estimate above in order to add a pavement management module and additional licenses linking the software system's modules with our Graphic Information Systems (GIS) database. The proposed costs include a vendor discount of 9 percent. We are also proposing that Council approve a contingency for unanticipated costs of up to 10 percent, allowing maximum potential costs of \$511,158.

### **RECOMMENDATION**

Authorize the City Manager to execute a contract with Hansen Information Technologies in the amount of \$464,689 for software applications and professional services for permit processing/tracking, code enforcement, planning, maintenance management and customer response tracking plus approve contingencies of up to 10 percent for unanticipated costs.

Approved By: City Manager LB City Attorney [Signature]



## BACKGROUND / ANALYSIS

A key objective of information technology is to turn an enterprise's raw data into information that is used to manage day-to-day operations of City programs and to make strategic management decisions for those same programs. One of the ways we seek to achieve this in the City is through our technology investments. One of the technology investments most recently discussed with your Council was the purchase of software for the Planning and Development Services (P&DS) Department for permit processing, planning and code enforcement. The purpose of this proposed investment is to provide a better set of tools for P&DS in strategically delivering services to customers and managing the flow of staff work. The staff recommendation at the July workshop was to develop a Request for Proposals (RFP) and acquire these software applications. Council provided consensus direction for staff to pursue this acquisition through an RFP.

As additional research was completed with a consultant for the scope of the software RFP, it became clear that there are distinct benefits for the City if the planning software purchase could be integrated with other software that leverages the same data. Specifically, it was determined that integration would allow sharing of data between the new P&DS software and software that is needed for maintenance management in the Public Works and Parks, Recreation and Cultural Services Departments. These maintenance management functions include roads, surface water, facilities, fleet and parks. While the City has responsibility for these services, we are completely lacking specific software to assist in managing most of these maintenance functions. As you may recall, the City is assuming direct service responsibility for many of these programs as part of the Public Works transition plan. We made reference to purchasing this type of software as part of that transition plan.

There are significant opportunities to improve the way data is shared between staff in these various functions. For example, when Public Works plans a CIP project or other improvement in the right of way, it is important to know what right of way work in the same area might be under review related to a building permit. Currently, this information cannot be accessed by Public Works from our P&DS permits database. An integrated solution would allow the City to more easily share data between users in these various programs. It was also determined that integrated access of data would facilitate more effective use of City resources, make staff more efficient and provide better service to citizens and customers. One approach to integration could be to purchase one package of software now for P&DS functions and then try to find another package later for the maintenance management functions. However, staff determined that it would probably be far more difficult and more expensive to attempt to integrate separately acquired software packages at a later date. Instead, it was decided to include the maintenance management and the P&DS software in a single RFP.

As you may know, staff developed a custom-built software application for customer service that is used by the City's Customer Response Team (CRT). The City's objective for some time has been to expand the installation of this software so that every department can use it for intake of customer requests, correspondence and complaints that are not handled directly by CRT. However, a considerable amount of additional programming work either by staff or a consultant would be needed before this system could be used Citywide and integrated with the other software applications. With this in mind, staff determined that it would be beneficial to see what customer response software would be available in the marketplace that could integrate with these other software packages. It was determined that this would allow staff to compare the costs and benefits of purchasing this software "off the shelf" versus the expense of improving the existing system and integrating it with software to be acquired. In order to conduct the RFP process and review submittals, a staff task team was formed representing Planning and

Development Services, Public Works, Parks, Recreation and Cultural Services, and Information Services.

### The Request for Proposals

The vendors were asked to describe the functions of their software and to provide costs for implementation, annual licensing, training, data conversion and maintenance. They were also asked to identify any additional staffing, hardware or software that would be required for implementation. The key functional elements of the RFP requested vendors to explain what software they would offer for the following applications:

- Permit processing/tracking
- Code enforcement
- Planning
- Parcel management
- Maintenance management (roads, surface water, facilities, parks grounds, fleet)
- Customer response tracking

As a result, a combined RFP, including all of these application requirements, was sent to 16 software vendors in November 1999. The City received responses from 8 vendors, and of these, five vendors were invited to demonstrate their applications to staff. Only one vendor provided an enterprise-wide package of applications covering every basic requirement of the RFP. Four vendors with applications focused primarily either toward Public Works or P&DS solutions decided to partner in teams of two to provide what they said would be complete packages capable of being integrated. In effect, we had three comparable packages to review, and these vendors were invited to demonstrate their applications to the staff team. The vendors represented in these three packages and the types of applications they demonstrated are shown below:

### **Vendors Selected for Demonstrations**

	<b>Permit Processing, Code Enforcement, Planning and Parcel Management</b>	<b>Public Works and Parks Maintenance Management</b>	<b>Customer Response Tracking</b>
<b>Package 1</b> (2 vendors)	Tidemark	George Butler & Associates	Tidemark
<b>Package 2</b> (2 vendors)	CRW Associates	Stantec	Stantec
<b>Package 3</b> (1 vendor)	Hansen Technologies	Hansen Technologies	Hansen Technologies

### Costs and Software Evaluations

Cost comparisons of the three vendor packages were developed based on their responses to the RFP. Each of these packages would need to be integrated with existing systems (e.g. our financial systems). Packages 1 and 2 would also need to be integrated with their partner vendors. As a result, assumptions were also made about those integration costs. The costs reflected in the table below for GBA/Tidemark and CRW/Stantec include an estimate of 15 percent to integrate the two partnering applications. Because Hansen is already fully integrated, this cost is not relevant. However, a separate estimate is included for 10 percent to integrate all three packages to our existing financial system.

## Cost Comparison of Vendor Proposals

	Costs Proposed by Vendor in the RFP	Staff Estimated Integration Costs	Total Estimated Costs Including Integration
George Butler & Assoc./ Tidemark	\$386,250	\$96,562	\$482,812
CRW Assoc./ Stantec	\$565,560	\$142,390	\$707,950
Hansen Technologies	\$344,550	\$34,455	\$379,005

Staff evaluated the proposed applications based on how each of these packages met the following criteria:

1. Application requirements—how well the applications function to meet specific business needs of the City
2. Costs—direct costs of the vendors' proposed package
3. Applications integration—how well do the various applications of the package integrate with each other and with existing City software (especially its financial systems)
4. Hardware and systems software—any required costs for additions or upgrades to the City's existing systems
5. Service and support—what level and quality of customer service and ongoing support will be provided both during implementation and after systems are up and running
6. Training—the quality and detail of the training program proposed

After reviewing the vendors' applications and analyzing both direct and indirect costs of their proposals, staff scored each of the vendors based on the criteria listed above. These scores reflect the combined assessments of the evaluation team, including both departmental and IS staff.

## Software Evaluations

	Application Requirements (25 pts.)	Direct Costs (25 pts.)	Applications Integration (20 pts.)	Hardware /Systems Software (10 pts.)	Service & Support (10 pts.)	Training (10 pts.)	Total Points (100)
George Butler & Assoc./ Tidemark	9	19.5	5	10	10	6	59.5
CRW Assoc./ Stantec	10	13	5	10	10	6	54.0
Hansen Technologies	22	25	18	10	10	10	95.0

Hansen Technologies was the unanimous choice of staff in the rating process. The results above show that Hansen scored well above the two competing packages in most of the categories. Hansen scored particularly high in the categories of the application requirements, costs and applications integration, which are the three most highly weighted criteria used in the evaluation. While costs alone should not be used to determine the best vendor for a software package, Hansen's basic proposal was lower in cost than those of the other vendors. However, the factors that ultimately resulted in Hansen's higher score had more to do with the functionality of the software. Specifically, the team was impressed with how easily it may be modified for the specific needs of end users, its ability to track information critical to the business requirements of the departments, and its fully integrated or enterprise-wide solution to the City's strategic information needs.

Staff also recommends that the Hansen module for customer service be purchased in order to replace our custom-built CRT software. Integrating this key software system with the new software applications is a high priority because the information CRT manages touches virtually every aspect of the City's operations. If we do not purchase Hansen's module for customer service the City could face high integration costs and a high degree of risks associated with a custom-developed integration. Staff estimates that it would require at least six to nine months of staff work or more than \$50,000 in consulting fees to complete our in-house CRT software with the same level of functionality as Hansen's version. In comparison, the Hansen customer service module would cost us \$25,000. As a result of these issues, buying the Hansen module for this use is a logical means to reduce costs over time.

Although not established as a requirement in the RFP, staff also recommends purchasing the Hansen module for pavement management. We are currently using software for pavement management that was given to us with data collected by an engineering consultant. This software is less powerful than the Hansen module and it would also be more expensive than the value of the software to attempt to integrate it with the Hansen products.

Below are the key modules of the Hansen Technologies package that the City would purchase under the proposed contract:

- Permitting, Planning and Land Management System
- Code Enforcement Module
- Customer Service Module
- Streets Module
- Pavement Management Module
- Storm Drainage Module
- Buildings Module
- Fleet Module
- Parks Module
- Graphical Information System (GIS) interface for Hansen with ArcView (the City's current GIS software)

The functional advantages that the Hansen software will provide the City are too many to list comprehensively in this report. The following are just a few examples of what this software is expected to accomplish:

- Improve the scope and detail of information that citizens could receive from staff when calling to request services or make complaints.

- Allow staff to accurately log the time for active review of a building permit application so that time used by the applicant for response to staff requests for more information will clearly be excluded from the 120 days the City is legally provided for review.
- Allow all departments within the City to log in customer complaints, communications and requests when not handled by the Customer Response Team. This will also enhance the consistency of staff responses by ensuring that all departments can equally access customer service information.
- Allow our Graphic Information System (GIS) data to be linked to all permit, code enforcement, customer response, parks, streets and surface water data. For example, if a citizen calls regarding a code enforcement complaint, we would be able to directly view the relationship of the complainant's property and the property that is the source of the complaint.
- Enhance the City's Pavement Management System by providing for management of specific data regarding the conditions of City streets that would integrate with the other Hansen modules. The City had been using a pavement management application called Centerline provided by a consultant as part of its assessment of our streets.
- Provide a truly integrated enterprise-wide approach to managing information so that data will be easily shared across departmental and program areas.

Hansen software utilizes third party software systems already being used by the City for development of our database (Oracle) and for producing reports (Crystal Reports) from the database; as a result, we would not be required to purchase these tools to operate the Hansen software application. This is an advantage because it reduces some of the need for staff training and should make it easier to convert existing data to the new systems. These advantages will also translate into cost savings.

Similarly, the application hardware (servers, disk space) needs can be met by our current computing environment thereby allowing us to leverage existing investment as well as in-house technical expertise in our ongoing support efforts.

Following the staff's initial evaluation and the decision to recommend acquisition of Hansen Technologies, staff teams visited four cities in the region where Hansen modules are currently being used. These site visits were used to identify issues by staff during contract negotiations and implementation planning. The staff teams visited the cities of Bellingham, Lynden and Kent. They asked the staff at those cities to describe their likes and dislikes of the software modules, what problems they had experienced during implementation, their evaluations of Hansen's customer support and their level of satisfaction with training programs. The key users and technology staff at these cities praised the Hansen software and the company's quality of training and customer support.

The implementation of the software would be conducted in two phases, with the first phase consisting of: Permitting, Planning and Land Management; Code Enforcement; and Customer Service modules. These modules reflect the most pressing business needs of the City for improved information management and would be providing software for databases already existing within the departments. The implementation for these initial modules will require data conversion but not a separate data collection project. The subsequent phase will implement the Streets, Storm Drainage, Buildings, Fleet and Parks modules. The timing of the subsequent phase will provide staff with additional time to analyze the status of current databases as well as needs and costs for additional data collection.

### Proposed Contract Costs and Budget

The Five-Year Technology Plan had estimated total expenditures of \$518,000 for the evaluation, development and acquisition of permit tracking, customer response and maintenance management software. This total amount also represents future expenditures for these applications (2001 and 2002). However, due to Technology Plan funds not expended during 1999 and transferred to the 2000 Budget, we have sufficient funding this year. The Hansen package will address the functional and operational needs of the majority of the software purchases anticipated in the Technology Plan. Staff is also in the process of updating the Technology Plan and will bring proposals to update the plan for review by your Council later this year.

The contract was negotiated by staff with consulting support from WISE Consulting, which had assisted in developing the RFP with staff. This same consultant was also used by the City for the RFP and purchase of the City's financial software system in 1999.

The contract terms include on-site project management, on-site application training, and system administration, including systems installation. Typically, these costs are additional costs to the contract amount and have to be negotiated separately. However, by packaging these costs together, we believe that we can achieve maximum effectiveness via tighter project management, change control, and just-in-time training for staff.

Proposed purchase costs (\$464,689) are somewhat higher than the vendor's proposed costs in the RFP. These changes are due primarily to the addition of the pavement management module and additional licenses needed for linking the software system's modules with our Graphic Information Systems (GIS) database. The total purchase costs include the direct costs for license fees. These are priced generally per seat (user) on a concurrent basis. In other words, we buy a sufficient number of licenses or seats for the maximum number of employees expected to be working on a module at any given time. As a result, we are estimating work force demand for these seats, especially in those areas where we have not widely used software in the past. We have initially been conservative regarding the total number of seats we are proposing to buy in the contract, knowing that it would be possible to add seats later if they become necessary. The professional services are the implementation costs, data conversion services, on-site training services, annual service and maintenance fees and sales tax. The 10 percent contingency, if fully utilized, could bring this project to a maximum of \$511,158 and is recommended primarily to account for any unanticipated costs for implementation and data conversion as well as any small additions to license seats that may be needed during 2000. The proposed costs below also include a 9 percent vendor discount for the project:

Software Licensing:	\$210,500
Professional Services:	\$217,390
Sales Tax	\$ 36,799
<b>Proposed 2000 contract cost:</b>	<b>\$464,689</b>

10 Percent Contingency (not to exceed to this amount)	\$ 46,468
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Sufficient funds are available in the City's 2000 Budget for the Technology Plan to fund this year's purchases. The annual service/maintenance costs (for access to Hansen's help desk, software updates, etc.) will be \$45,590 for year 2000 and are included in the total above. Service/maintenance costs for future years would be added to the Information Services operations budget beginning in 2001.

For the second phase implementation of this project—the maintenance management software—there are some operational areas where data is fairly non-existent and must be collected. One area where this is true is storm drainage because there really was no complete database that was transferred to the City at incorporation. Additional resources will be needed to design and develop this database, although it is too early now to estimate the costs of the data collection project. These costs will be in addition to the software purchase costs, and staff will need to return to Council with further information.

The vendor has also reviewed current staffing in the IS Division and identified the need for at least an additional 0.5 full-time equivalent (FTE) position to provide ongoing maintenance of the new software system. Staff is reviewing this recommendation as part of a broader analysis needed to update the City's Five-Year Technology Plan. A response to this proposal will be included in the updated plan when it is presented to your Council later this year prior to developing the 2001 budget. In the meantime, current IS staffing and contractors would suffice for the initial implementation of the new software system.

### Future Issues

Although not being purchased initially as part of the agreement, Hansen does offer options for potential future enhancements that would expand the capabilities of the City's proposed system. These future additions to the system will be analyzed, and staff would return to your Council in the future with any recommendations to purchase and install any of these functions. Specifically, these enhancements could include:

- **Permits Online:** Hansen's systems for Land Management allow cities to place their permit information on their Internet sites. This provides customers with direct access and inquiry about the status of permits. It also gives customers online capabilities to apply for a permit, request services, submit a complaint and conduct other interactions with the City via the web site. Once we stabilize the new system and staff has the processes in place to support this application, we will likely purchase this option.
- **Field Works:** This software is designed to be used by pen-based Personal Digital Assistants, which are handheld computers, such as Palm Pilots, or laptop computers. This software allows these smaller computer devices to be used in the field by building inspectors so that data can be entered or accessed directly at project sites.
- **Asset Valuation:** This module allows users to track the valuation of all fixed assets warranties, annual or accumulated depreciation, link life-cycle costs, link revenues to specific assets and track asset disposals.

### **SUMMARY**

The proposed software would expand the capabilities of staff to share the data we collect for customer response, permitting, code enforcement, infrastructure maintenance and asset (i.e. fleet and building) maintenance. We expect the installation of this software suite to result in improved customer service, more efficient use of staff, better support for budgeting, and more accurate information overall to manage the City organization and its expanding levels of programs and services. The proposed purchase of the Hansen Technologies software provides the City with unique opportunities for integrated information technology solutions. The advantages of the integrated approach provided by Hansen's software include reduced costs and staff time dealing with custom integration. Staff has analyzed the Hansen products both on paper and during site visits. We believe this proposal offers the City the greatest value, the most functional applications and the best combination of customer support, service, training and

installation expertise. By purchasing this suite of software, the City would have the opportunity to make great strides forward in creating a strategic approach to the use of data in providing services to its citizens.

### **RECOMMENDATION**

Authorize the City Manager to execute a contract with Hansen Information Technologies in the amount of \$464,689 for software applications and professional services for permit processing/tracking, code enforcement, planning, maintenance management and customer response tracking plus approve contingencies of up to 10 percent for unanticipated costs.



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

<b>AGENDA TITLE:</b>	Motion to Approve Design Services Contract with MacLeod Reckord for Phase One of the Paramount School Park Improvements and Skate Park in the Amount of \$153,305
<b>DEPARTMENT:</b>	Parks, Recreation and Cultural Services
<b>PRESENTED BY:</b>	Wendy Barry, Director <i>WB</i>

**EXECUTIVE / COUNCIL SUMMARY**

The purpose of this report is to obtain your Council's approval to contract for professional design and inspection services for Phase One of the Paramount School Park Improvements and skate park.

On September 20, 1999, your Council reviewed various alternatives for the Paramount School Park Master Plan and selected the preferred master plan alternative that included improvements to the existing ball field, a second ball field, a restroom, improvements to the existing walking path, a basketball court and play areas. This master plan was also approved by the Shoreline School Board.

At the November 15, 1999 meeting, your Council considered the phasing and funding scenario for three master plans including Paramount School Park, the Shoreline Swimming Pool and the Richmond Highlands Recreation Center. At this meeting, your Council recommended funding the Phase One improvements at Paramount School Park in the amount of \$1,125,000.

Phase One of the Paramount School Park improvements includes:

- ◆ Improvements to the ball field
- ◆ Add irrigation for ball fields
- ◆ Re-grade the entire site
- ◆ Improvements to the existing path
- ◆ Parking improvements
- ◆ A small restroom

The design and construction of a skate park was included in this project after the YMCA decided not to pursue an agreement with the City to place a skate park on YMCA property. The Paramount School Park site was the next preferred site. The siting process has been reviewed by the Parks, Recreation and Cultural Services Advisory Committee and there was consensus to pursue the siting of the skate park at Paramount School Park. A formal proposal has been forwarded to the School District. We expect their review process to be completed in early May.

As required by City purchasing procedures and RCW 39.80.050, staff reviewed the statements of qualifications and performance data filed with the City in response to its annual solicitation of architectural and engineering services. MacLeod Reckord was selected as the firm most qualified in the recreation facility design category to provide the design services for the park. Staff negotiated the proposed contract, which it believes to be fair and reasonable given its scope and complexity.

The CIP provides a total of \$175,000 for design services and construction administration for the combined projects of the skate park and the Paramount School Park project. This includes reimbursement for consultant construction administration costs as well as City of Shoreline construction administration costs. Staff negotiated a contract with MacLeod Reckord for an amount not to exceed \$156,305 to provide the following services:

- ◆ Design and construction documents for the park improvements
- ◆ The environmental analysis for the project
- ◆ Construction inspection services as required
- ◆ Design and construction documents for the skate park

The design work associated with the skate park is an optional service and will be executed when the City and the School District reach a formal agreement on the inclusion of the skate park at the Paramount School Park site. MacLeod Reckord's design team has successfully designed two skate parks in the region. The cities of Lynnwood and Seatac have provided excellent references for MacLeod Reckord consultant team's public process to include the community in the design, as well as, their skate park facility final design and cost control.

Funding for this project has been obtained from the General Capital Fund and incorporated into the 2000 -2005 Capital Improvement Program (CIP). The City's General Capital Fund provides \$1,364,000 in funding to complete the identified improvements.

### **RECOMMENDATION**

Staff recommends that your Council authorize the City Manager to execute Agreement for Design Services for the Paramount School Park with MacLeod Reckord, in the amount not to exceed \$ 156,305.

Approved By: City Manager LB City Attorney [Signature]

## **BACKGROUND / ANALYSIS**

Paramount School Park is located on property owned by the Shoreline School District. In previous years, the Paramount Park Elementary School was located at the site but it was demolished in 1993 by the Shoreline School District and King County by mutual partnership. In its place, the School District and King County developed recreational facilities including one grass soccer field, two new baseball backstops, and renovation of an existing backstop at the site. King County contributed its financial share of the demolition work, and for construction of the outdoor recreation facilities.

After the City of Shoreline was incorporated in 1995, the Parks, Recreation and Cultural Services Department was created and King County parks were transferred to the City. Currently, all scheduling, use and maintenance of the softball and soccer facilities at Paramount School Park are shared between the City and the Shoreline School District.

On November 9, 1998, your Council adopted the twenty year Parks, Open Space and Recreation Services Program (POSP) along with the City's first Capital Improvement Program (CIP). Through the POSP process, staff identified that many of the City's parks are in need of basic repairs and some of the facilities require major renovation. Due to its current condition, Paramount School Park was identified in the CIP as the highest priority for a master plan and basic park improvements.

The public involvement process included conducting two open houses to solicit input from interested residents and citizens. They were held on July 13, 1999 and August 10, 1999. There were approximately 2,300 newsletters mailed within a half-mile radius of Paramount School Park for each of the open houses.

On September 20, 1999, your Council selected a preferred master plan alternative for improvements to the park. The Paramount School Park Master Plan includes:

- ◆ Improvements to the existing field and the path
- ◆ A small restroom and a second ball field
- ◆ Improving the existing parking and adding new parking
- ◆ A large children's play area and picnic area
- ◆ A spray pool ( a fountain for children to run through)
- ◆ A half court basketball court

The Paramount School Park Master Plan did not originally include the skate park. Prior to development of the master plan your Council directed staff to pursue negotiations with the YMCA to reach an agreement on the joint use of their site for the skate park. Paramount School Park had been considered the second choice for the skate park location. As the YMCA decided not to pursue an agreement, Paramount School Park is now the preferred site.

Over the winter, we shared with School District staff the City's desire to put the skate park at Paramount School Park. The School District has requested a formal proposal

and it has been forwarded to the School District. We expect their review process to be completed in early May.

The siting process has been reviewed by the Parks, Recreation and Cultural Services (PRCS) Advisory Committee on January 27, and there was consensus to pursue the siting of the skate park at Paramount School Park. Staff asked for their input in the siting of the skate park within Paramount School Park. They discussed several issues and identified criteria that they thought should be considered in the site selection process including:

- ◆ Age/Skill
  - Intermediate to young
  - Separate the skill levels
  - Family oriented
- ◆ Location
  - Place away from homes
  - Separate from path
  - Ease of access so plantings are not walked over
  - Protect perimeter plantings
- ◆ Environmental
  - Concerns about impacts to drainage
  - Lesson impact on passive areas

### **Project Phasing:**

At the November 15 meeting your Council considered the phasing and funding scenario for three Master Plans, Paramount School Park, the Shoreline Swimming Pool and The Richmond Highlands Recreation Center. At this meeting, your Council recommended funding the Phase One improvements for an amount of \$1,125,000.

Phase One of the park improvements include:

- ◆ Improvements to the ball field
- ◆ Add irrigation for ball fields
- ◆ Re-grade the entire site
- ◆ Improvements to the existing path
- ◆ Parking Improvements
- ◆ A small restroom

The skate park is budgeted separately and will be combined with the Paramount School Park improvements to gain efficiencies and enhance coordination of the construction of the numerous construction elements of these two projects.

### **Consultant Selection:**

In May 1999, the City Manager executed a consultant contract to prepare the master plan. MacLeod Reckord was selected as the consultant to complete the design

alternatives. The alternatives were presented for review to the public, the Parks, Recreation and Cultural Services Advisory Committee and City Council.

In December 1999, as required by City purchasing procedures and RCW 39.80.050, staff reviewed the statements of qualifications and performance data filed with the City in response to its annual solicitation of architectural and engineering services. MacLeod Reckord was selected as the firm most qualified in the recreation facility design category to provide the design services for the park. Staff negotiated the proposed contract, which it believes to be fair and reasonable given its scope and complexity.

### **Scope of Work:**

Develop Design Development Documents: Documents will be based on the preferred alternative in the Master Plan. The design work associated with the skate park is an optional service and only executed when the City and the School District reach a formal agreement on the inclusion of the skate park. It is included in the total design services contract of \$156,305. This will include a grading and drainage plan, irrigation plans, a planting plan and the restroom design. Specifications will include the technical specifications and a final cost estimate.

Permitting: Prepare a SEPA checklist, and revise any documents as necessary to secure any required permits.

Bidding Phase: The Consultant will assist the City in obtaining competitive bids and will assist in awarding and preparing contracts for construction.

Construction Phase: The consultant will retain the services of certified testing and inspection, attend regular on site meetings, review and respond to material submittals and review pay requests and observe the Contractor's progress with the work and compliance with Contract Documents.

### **Project Funding:**

The Paramount School Park improvements have been identified in the 2000 – 2005 Capital Improvement Program (CIP). The City's General Capital Fund provides \$1,364,000 in funding to complete the identified improvements.

### **RECOMMENDATION**

Staff recommends that your Council authorize the City Manager to execute Agreement for Design Services for the Paramount School Park with MacLeod Reckord, in the amount of \$ 156,305.