



AMENDED AGENDA

SHORELINE CITY COUNCIL SPECIAL MEETING

Monday, November 6, 2006
6:30 p.m.

Shoreline Conference Center
Mt. Rainier Room

| | <u>Page</u> | <u>Estimated Time</u> |
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| 1. CALL TO ORDER | | 6:30 |
| 2. FLAG SALUTE/ROLL CALL | | |
| 3. CITY MANAGER'S REPORT AND FUTURE AGENDAS | | 6:35 |
| 4. COUNCIL REPORTS | | |
| 5. GENERAL PUBLIC COMMENT | | 6:40 |
| <i>This is an opportunity for the public to address the Council on topics other than those listed on the agenda, and which are not of a quasi-judicial nature. The public may comment for up to three minutes; the Public Comment under Item 5 will be limited to a maximum period of 30 minutes. The public may also comment for up to three minutes on agenda items following each staff report. The total public comment period on each agenda item is limited to 20 minutes. In all cases, speakers are asked to come to the front of the room to have their comments recorded. Speakers should clearly state their name and city of residence.</i> | | |
| 6. APPROVAL OF THE AGENDA | | 7:00 |
| 7. CONSENT CALENDAR | | |
| (a) Minutes of Business Meeting of September 11, 2006 | <u>1</u> | |
| (b) Ordinance No. 443 Reclassifying the City Engineer to Capital Projects Administrator | <u>19</u> | |
| (c) Ordinance No. 439 adopting Proposed Amendments to the Development Code | <u>29</u> | |
| 8. STUDY ITEM | | |
| (a) Richmond Beach Saltwater Park Update – Master Site Plan | <u>63</u> | 7:00 |
| 9. ACTION ITEM: PUBLIC HEARING | | |

Public hearings are held to receive public comment on important matters before the Council. Persons wishing to speak should sign in on the form provided. After being recognized by the Mayor, speakers should approach the lectern and provide their name and city of residence. Individuals may speak for three minutes, or five

minutes when presenting the official position of a State registered non-profit organization, agency, or City-recognized organization. Public hearings should commence at approximately 8:00 p.m.

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| (a) Public hearing to receive citizens' comments on the 2007 Proposed Budget | <u>83</u> |
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10. UNFINISHED BUSINESS

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| (a) Discussion of the 2007 Proposed Budget | <u>83</u> | 7:30 |
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| 11. ADJOURNMENT | 10:00 |
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The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 546-8919 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 546-2190 or see the web page at www.cityofshoreline.com. Council meetings are shown on Comcast Cable Services Channel 21 Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m.

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, September 11, 2006
7:30 p.m.

Shoreline Conference Center
Mt. Rainier Room

PRESENT: Mayor Ransom, Deputy Mayor Fimia and Councilmembers Hansen, McGlashan, Gustafson, Ryu, and Way

ABSENT: NONE

1. CALL TO ORDER

The meeting was called to order at 7:37 p.m. by Mayor Ransom, who presided.

2. FLAG SALUTE/ROLL CALL

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

Mayor Ransom called for a moment of silence in tribute to the lives lost on September 11, 2001.

a) Proclamation of "Emergency Preparedness Month"

Mayor Ransom proclaimed the month of September as "Emergency Preparedness Month." He read the proclamation and presented it to Gail Marsh, Emergency Management Coordinator. Ms. Marsh thanked the Council and the Mayor for making emergency management a priority in the City of Shoreline.

3. CITY MANAGER'S REPORT

Debbie Tarry, Finance Director and Acting City Manager, provided updates and status reports on the following items:

- On September 9, over 100 people attended the Opening Ceremony for Soccer Fields A & B.
- The "Open Your Eyes" (OYE) Teen Group took a camping trip to Ocean Shores on August 28 – 29.
- The City is seeking members for the Citizen Advisory Committee to advise the City Council on its Comprehensive Housing Strategy. Applications are available in the City Clerk's office or on the City's website and are due on September 29.

- Steve Schneider, Shoreline resident and professional photographer, photographed an endangered pileated woodpecker in a tree adjacent to Paramount Park Open Space. This is evidence that park and open space areas in Shoreline can provide crucial habitat to the region's wildlife.
- The Aurora Corridor Improvement Project continues to move forward, as paving was completed on September 5 on N. 152nd Street. Crews will begin applying the shot-crete facing on the retaining wall at Parkwood Plaza during the week of September 11. Shot-crete is mortar or concrete projected through a hose at high velocity onto a surface. Work will continue for several weeks on excavating for the median between N. 160th and N. 165th. Expect inside lane closures for both north and south bound Aurora Avenue N.
- A blue glass sample that will be used on the Aurora Interurban Trail Pedestrian Bridge has been provided to the City. This glass will be used on the 155th Street Pedestrian bridge only. Currently, Public Works is investigating whether or not to add a scratch-proof coating to the pedestrian side of the glass.
- Upcoming meetings and events.

Councilmember McGlashan thanked Ms. Marsh for her efforts on emergency preparedness in the City of Shoreline.

4. GENERAL PUBLIC COMMENT

(a) Cathy Taylor, Shoreline, stated there have been repeated zoning and permit violations during the last two years at a property belonging to Lila and Gregory Smith at 2336 NW 199th Street in Richmond Beach. In 2000, the Smith's applied for a permit to build a detached two-story garage with an office next to their existing house. Since the building was completed, the Smith's or other parties have repeatedly used it as an accessory dwelling unit (ADU). However, the lot size is too small to qualify for an ADU. There are copies of several reports made by the City's Customer Response Team (CRT) to Lila Smith concerning accessory dwelling units. She said as of September 2006, there is another person living there every night because the space was rented through an ad on Craig's list.

(b) Bronston Kenney, Shoreline, attended the Forward Shoreline meeting where state officials presented the Local Infrastructure Financing Tool (LIFT). He said LIFT allows the municipality additional taxing authority to fund infrastructure for a developers project with the anticipation that the resulting increase of property values and sales tax revenues will pay for the project and then some. LIFT is supposed to save taxpayer money in the long run, but if the revenue doesn't materialize the residents will have to pay and the developers will have profited. He objected to the use of public funds to support developers' projects, the purchasing of property through covenant or zoning changes, and the bullying of citizens or cities into modifying covenants or regulations to increase value to the developer. He urged citizens to be aware of what developers are doing or Shoreline will lose its character to office buildings, strip malls, shopping centers, and business parks.

(c) Steve Shelton, Edmonds, representing the Crisis Clinic, thanked the City for funding human services. He said there are three services the clinic provides; 24-hour crisis line, 211 community information line, and Teen Link. He pointed out that citizens of Shoreline logged 4,659 calls to the Crisis Clinic last year. The Clinic has been working with United Way to bring the 211 service to King County. The purpose of 211 is to connect people with the appropriate community services.

(d) Madhuri Hosford, Seattle, representing Shoreline Community College (SCC), announced that "Odyssey Days," a 2-day education fair addressing alternative fuels, renewable energy, and global warming, will be held October 13 – 14. Mayor Ransom will speak on October 14th and the keynote speaker is Jerome Ringo who is the President of the Apollo Alliance and the Chairman of the Board of the National Wildlife Federation. Dave Ross of KIRO radio will host the event and interview the speakers on his radio show during the week. There is a human-powered, light-electric vehicle rally race to demonstrate support for getting out of gas-powered vehicles.

An audience member rose and indicated a desire to speak.

Councilmember Gustafson moved to suspend the rules to allow an additional speaker. Councilmember Hansen seconded the motion, which carried 5-2, with Councilmembers Ryu and Way dissenting.

Councilmember Ryu urged speakers to refrain from using terms such as "lies."

(e) Beth O'Neil, Shoreline, noted that her testimony can be substantiated by public record. She said Lila Smith, chair of the 32nd District Democrats listed an ad on Craig's List stating that the rental space was "perfect for band practice." She felt that people who represent or seek to represent the public in a political arena should be honest in their dealings and show respect for the law. She believed that the citizens of Shoreline do not want illegal use of property to be allowed. She presented a petition signed by 177 Shoreline residents who state their objection to Ms. Smith's use of her property. She urged the Council to take immediate action and adopt an ordinance to address repeat code violators. Additionally, she felt a court injunction should be obtained to prevent the Smith's from doing this again.

Ms. Tarry informed the Council that the City Manager would be following up concerning the general public comment at this meeting.

Councilmember Ryu directed Ms. Tarry to determine whether the accessory dwelling unit was built with a proper permit.

Ms. Tarry said she would discuss it with Planning, CRT, and Code Enforcement.

6. APPROVAL OF THE AGENDA

Councilmember Gustafson moved approval of the agenda, moving items 9(b) and 9(c) to items 9(a) and 9(b) and making item 9(a) new item 10(a). Councilmember Hansen seconded the motion, which carried 4-2-0, with Deputy Mayor Fimia and Councilmember Ryu dissenting and Councilmember Way remaining silent.

7. CONSENT CALENDAR

Councilmember Gustafson moved approval of the Consent Calendar. Deputy Mayor Fimia seconded the motion, which carried 7-0, and the following items were approved:

Approval of expenses and payroll as of August 31, 2006
in the amount of \$1,976,638.57

Approval of Joint Use Agreement between the City of
Shoreline and the Shoreline School District

8. ACTION ITEM: PUBLIC HEARING

- (a) Public hearing to receive citizens' comments on
Resolution No. 251, opposing Initiative 933, the
"Property Fairness Initiative"; and

Council action on Resolution No. 251

Mayor Ransom opened the public hearing.

(1) Nancy Rust, Shoreline, stated that she is a former state representative and one of the original sponsors of the Growth Management Act (GMA) which was designed to save open space and farm land. She said the GMA is working. She urged the public to oppose Initiative 933 and the full Council to support the resolution.

(2) Wendy DiPeso, Shoreline, on behalf of Sustainable Shoreline, said their organization is not taking a stance on any of the initiatives on the ballot this November. However, in order to provide a community service they are co-sponsoring with the Shoreline Chamber of Commerce a public forum with speakers for and against all the initiatives on October 5th in the Shoreline Room.

Upon motion by Deputy Mayor Fimia, seconded by Councilmember Ryu and carried 7-0, the public hearing was closed.

Councilmember Hansen moved to adopt Resolution No. 251, opposing Initiative 933. Councilmember Way seconded the motion.

Councilmember Hansen stated he supports personal property rights, but within certain limits. He felt I-933 sets zoning decisions back years and would be extremely costly to the state and the City. He favored the proposed resolution.

Councilmember Gustafson concurred and encouraged citizens to attend the forum and make up their own minds.

Councilmember Ryu noted that the Association of Washington Cities (AWC) made a conservative calculation and estimated that the impact of I-933 would cost all Washington cities 3.5 – 4.5 billion dollars and run 60 – 70 billion dollars in administrative costs. This, she said, would cost each household a minimum of \$2,400 each year. She supported the proposed resolution.

Deputy Mayor Fimia asked Planning and Development Services Director to summarize the staff report.

Joe Tovar, Planning and Development Services Director, highlighted that I-933 creates a definition in the state law for “damaging” property. So whenever a rule, regulation or ordinance is created by local government that restricts or reduces the value or use of property, the difference will need to be paid for or the restriction rule or ordinance would have to be waived. The provisions of this initiative would go back to January 1, 1996 so anything the Council did after January 1, 1996 would be subject to a claim for compensation or waiver. He added that the numbers described above by Councilmember Ryu are a worst-case scenario. If the regulation was waived, the City would have to enforce the regulations that were in place prior to incorporation, thus from the 1995 King County Development Code.

Councilmember McGlashan supported the proposed resolution. He recommended that residents study the information on the AWC website if they cannot attend the forum.

Deputy Mayor Fimia directed the City Manager to have the link to the AWC information placed on the City’s website.

Mayor Ransom expressed concern about the extreme comprehensiveness of this initiative. He supported the proposed resolution.

Councilmember Way supported the proposed resolution and stated I-933 is designed to throw a “monkey wrench” into government. She commented that I-933 is “pennywise and pound foolish.” She said the public should consider it carefully and read the AWC information.

A vote was taken on the motion to adopt Resolution No. 251, opposing Initiative 933, which carried 7-0.

RECESS

At 8:37 p.m., Mayor Ransom called for a five-minute recess. At 8:43 p.m., the Mayor reconvened the meeting.

9. ACTION ITEM: OTHER ORDINANCES, RESOLUTIONS AND MOTIONS

(a) Shoreline Sister Cities Association (SSCA)

Debbie Tarry, Finance Director and Acting City Manager, explained that the Council should decide whether or not to accept the invitation of the City of Boryeong and approve the authorization for travel for the Mayor.

1) John Chang, Shoreline, president of the Shoreline Sister Cities Association (SSCA), stated that the organization enhances the relationship with the City of Boryeong. He felt it was essential for Shoreline and Boryeong to exchange, learn, and share from each other. He urged the Council to accept the staff recommendation and authorize the Mayor to attend.

Councilmember Gustafson moved to adopt the staff recommendation and accept the invitation from the City of Boryeong and authorize payment of travel for the Mayor. Councilmember McGlashan seconded the motion.

Mayor Ransom pointed out that the travel for the staff member is included and the Council just needs to approve travel for the Mayor.

Councilmember Gustafson said there is money in the 2006 budget for this item and the City has made a commitment to Boryeong. However, he said it should be reevaluated in November or December for 2007. This is the appropriate thing to do, he said.

Councilmember Way wanted to hear the specific deliverables, work plan and goals for the trip. She added that it is important that the City know what specific things are going to accrue back to the citizens of Shoreline.

Ms. Tarry responded that they would be working on developing goals but there is nothing concrete as of yet.

Councilmember Way asked the Mayor to report to the Council and the citizens on the highlights of the trip. A report for the residents on the highlights of the trip would benefit the City. This could be placed on the website and hard copies could be handed out to the schools and other organizations.

Mayor Ransom supported the suggestion. However, he said the trip has been planned at the last minute. He said that he would have liked to have 6 months, instead of 6 weeks, to foster economic development and encourage trade.

Councilmember Ryu supported accepting the invitation but wanted the motion divided. She pointed out that Former Mayor Scott Jepsen's travel wasn't funded when he was the Mayor. She asked what occurred with that vote at the time it was taken.

Councilmember Hansen responded that there was no motion and no vote on former Mayor Jepsen's travel to the City of Boryeong at that time.

Councilmember Ryu said she did recognize that the City needs to send a delegation. She felt that the City's costs are higher when the delegation from Boryeong comes here because the City provides hotel accommodations and hosts them. She asked if it would be prudent to save some of the funds for the delegates from Boryeong to utilize next year when they come to Shoreline.

Councilmember Ryu moved to divide the motion into two parts; the first is to accept the invitation and the second is to fund travel for a City delegation to Boryeong. Deputy Mayor Fimia seconded the motion.

Councilmember McGlashan said the SSCA delegation should include the Mayor. He will not support the motion if the Mayor can't go or has to pay his own way.

Deputy Mayor Fimia favored the motion and pointed out that the original language in the policy states that the City supports the SSCA and the SSCA financially supports the City. According to the contract with the SSCA, the SSCA would fund the Mayor and the City was responsible for funding travel for the staff person. The assumption, she added, is not that the City funds the Mayor's travel.

Councilmember Gustafson called for the question.

A vote was taken on the motion to divide the motion into two separate motions, which failed 3-4, with Mayor Ransom and Councilmembers Gustafson, Hansen, and McGlashan dissenting.

Councilmember Gustafson called for the question on the original motion.

A vote was taken on closing debate on this item, which failed 4-3, with Deputy Mayor Fimia, Councilmember Ryu and Councilmember Way dissenting (a 2/3 vote is required to close debate).

Councilmember Ryu supported sending a delegation to Boryeong and felt that it is important for the Council to consider what taxpayers are funding. She said there are households in Shoreline that are in financial crisis, therefore expenditures need to be taken seriously. She said she does understand that there needs to be a global perspective and relationships like this need to be encouraged, but she said a private fundraising effort led by the SSCA should be implemented so City funds aren't used.

Councilmember McGlashan said the Mayor shouldn't be put in the position to solicit for money to take an official City trip. He added if the Council is not going to consider sending the Mayor then there is no need in having a sister city. He said this is all about relationship-building. He noted there was a student exchange last year. He said he would not support sending the Mayor out to fundraise. He added that the expenditure is in the 2006 budget.

Deputy Mayor Fimia said that the expectation when this program was started is for the SSCA to do the bulk of the work and pay the bulk of the costs. She noted that when the formal sister city relationship was established the SSCA should have been submitting annual reports to the Council at regular workshop meetings. She inquired if the Council has ever received an annual report.

Mayor Ransom said the SSCA presented a report to the Council about two years ago.

Deputy Mayor Fimia continued that there have been two reports over the past four years since the SSCA has existed. She said this is not about just sending delegates back and forth, but that it was developed so citizens could have the opportunity to do arts, cultural heritage, and economic exchanges. She added that whenever any organization requests money from the City they go through vigorous scrutiny in order to receive any. She said she is concerned because she asked some very basic questions of the SSCA and she didn't get complete answers. There is a due diligence issue and some sort of accountability needs to occur. The City needs to show the public that there is a plan, an itinerary, and what goals will be accomplished. She added that just because there is money in the budget, that doesn't mean it can be spent without any accountability. She commented that the \$32,500 Council travel budget amount is high (which doesn't include the \$7,800 in the Council budget for conference registration costs) and needs to be addressed. She commented that the SSCA is a great organization and they have an important function in the City, but the Council will have to decide because they can't spend the money for every trip. She suggested the Council take a hard look at the budget and whether or not they want to sustain the SSCA. She said she cannot support this item until she sees a working document which includes an outline on what will be accomplished and what has been accomplished by the SSCA in the past. She also added that she won't support it until a commitment to reduce the Council travel budget has been implemented.

Councilmember Gustafson noted that at the last meeting he brought up the same point about an annual review of the SSCA. He outlined that the former SSCA president did not function and the new president was just elected recently. He said there needs to be a review of the travel budget and reports done about the Sister Cities program by the SSCA. He believes timing is of the essence and in order to ensure Boryeong knows that the City of Shoreline will continue its commitment, the trip needs to occur this year. He said that next year there needs to be an annual review of the sister cities program. He said the interaction and relationship between the students of Boryeong and Shoreline is very positive and should continue.

Deputy Mayor Fimia moved to amend the motion and added that the Council requests the SSCA provide a draft budget work plan and a fundraising work plan prior to November 27, 2006 and a Boryeong trip itinerary prior to November 1, 2006. Councilmember Ryu seconded the motion.

Mayor Ransom added that it took the City of Federal Way five years to get their sister cities association functioning and their City paid for its councilmembers to attend all sister city-related trips during that time frame. He said the itineraries get built as the relationship gets developed. He said attempting to do this prior to this trip represents too tight of a schedule for this to succeed.

Councilmember Way supported the amendment. She said it is only reasonable to request this detail and the fundraising events. She said every department in the City has to provide this type of detail for all of their events.

Mayor Ransom responded that the itinerary will have to be formulated by the SSCA and the City of Boryeong because the City delegates will be the visiting delegation.

Councilmember Way added that the City needs to be fiscally conservative, with Initiative 933 coming soon.

Councilmember Ryu wanted to ensure the City could justify these expenditures with the state auditor. She also wants to see the SSCA plan for next year and it should include all expenditures for entertaining and fundraising plans. She questioned if there was a plan for fundraising and an itinerary developed for the Boryeong delegation to come to Shoreline next year. Perhaps, she added, it is better to wait until next spring for a Shoreline delegation to go to Boryeong.

A vote was taken on the motion to add that the Council request the SSCA provide a draft budget work plan and a fundraising work plan prior to November 27, 2006 and a Boryeong trip itinerary prior to November 1, 2006, which failed 3 – 4, with Mayor Ransom and Councilmembers Gustafson, Hansen, and McGlashan dissenting.

A vote was taken on the motion to adopt the staff recommendation and accept the invitation from the City of Boryeong and authorize payment of travel for the Mayor, which carried 4 – 3, with Deputy Mayor Fimia and Councilmembers Ryu and Way dissenting.

(b) King Conservation District (KCD) Assessment

Ms. Tarry introduced this item and stated that it has been discussed by the Council previously. It is an opportunity for the Council to give direction to both Mayor Ransom and Councilmember Gustafson to communicate the Council's stance on the funding assessment from the KCD which will be transmitted to the Policy Issues Committee

(PIC) of the Suburban Cities Association (SCA). She noted that Sara Hemphill of the KCD is in attendance to address Council questions.

Councilmember Hansen announced that there were no speakers from the public signed up to address this item.

Councilmember Gustafson moved to approve the recommendation in the Suburban Cities Association Public Issues Committee white paper which states that the SCA support the proposed KCD \$10.00 per parcel assessment reauthorization, but not the proposed assessment allocation of 3-3-3-1. It further recommends that the SCA request the King County Council to reject the proposed KCD assessment and funding allocation plan unless the KCD revises the proposal to include an assessment allocation that is similar to the 2006 assessment allocation of 6-2-2. Councilmember Hansen seconded the motion.

Councilmember Gustafson noted that this item has been discussed at a Council dinner meeting and twice at Council meetings at length. He noted that all of the Council has been informed on this issue and has had time to review the information. He felt a vote should be taken without further Council discussion.

Councilmember Way responded that this is the first opportunity that all of the Council has been present and it is the first opportunity the Council has had to discuss it with a KCD representative. She said she would like Ms. Hemphill to explain the proposal.

Ms. Sara Hemphill, Legislative Advisor to the King Conservation District, said the assessment by the KCD is similar to the one from last year. She noted that the assessments were created by the legislature to obtain funding for the conservation district activities. The KCD is an independent, autonomous body created by the State and that reports to, takes direction from, and is controlled by the State. She said in 1994 or 1995 the Water Resource Inventory Area (WRIA) wondered how to get the cities involved in watershed planning. In order for KCD to begin the process they calculated that they needed a \$1.25 assessment to cover their expenses. She outlined that the KCD mission is to work with landowners in partnership on natural resources issues. That plan from 1995 was revamped in 2000. However, the last two years have been financially challenging and reserve funds were utilized because the mandate had expanded outside of the agricultural and rural areas to include urban areas, shoreline, fire prevention, and other aspects. Thus, she said KCD felt that the WRIA situation would go away by 2005. However, in 2005 WRIA continued and the KCD decided to go to Olympia to raise the assessment from \$5.00 to \$10.00. She said last year the WRIA wanted to be able to direct the received grants from the conservation districts which was congruent with the KCD mission and WRIA was told no by King County. KCD felt there was a misinterpretation of the law and several legislators asked for the Attorney General's opinion, which wasn't well received. She said the opinion basically states that the City and the County are accountable to the residents. The KCD has been ridiculed by the other conservation districts across the State, the Commission, and several legislators because they supported the WRIA planning process with KCD money back in 1994 and

1995. She commented that KCD is different from every conservation district in the State. The issue is that the entities believe the money belongs to them instead of being money that is to be mandated and directed for conservation district purposes. She noted that RCW 39.34 was created to fund WRIA capital improvement projects and it has created problems for KCD. The mandate of KCD is much broader to salmon; however, everything the KCD does helps salmon. Therefore, the reason the 3-3-3-1 division exists is \$3.15 goes to WRIA, \$3.00 goes to the cities and jurisdictions, \$3.00 goes to the KCD, and \$0.85 goes to the small programs which does the outreach to individual landowners and local jurisdictions. She explained that the smaller entities were getting ignored through the 6-2-2 allocation. She concluded that the implementation of WRIA-8 is the responsibility of the jurisdictions.

Councilmember Way stated that KCD has done some work in Shoreline but none recently. She inquired if small projects that could get done under 3-3-3-1 would be worthwhile to undertake.

Ms. Hemphill responded that they would. She added that capital projects won't get the job done. There needs to be individual landowners and King County agriculture people involved and KCD works well with them, she said. It's a group effort and the group needs consciousness and synergy.

Councilmember Way said she was involved in a restoration project with Steve Hickock from the KCD, which went very well. She said the KCD has many areas of expertise that benefits all of the salmon and the environment, so she supports the 3-3-3-1 allocation.

Mayor Ransom noted that WRIA worked for five years developing the plans and helped increase the KCD amount from \$2 to \$5 a parcel. There are 170 projects which meet their criteria for Chinook salmon and only ten years left to finish all of them. If the projects are not accomplished the federal government will take over and tax the cities for the funds. He clarified that now KCD is taking half of the money away, and that appears to be improper to the 37 cities of the Suburban Cities Association. The reduction of these funds will make it impossible for the cities to complete the list of projects they were assigned. He asked for Ms. Hemphill's response.

Ms. Hemphill highlighted that she was the lobbyist who represented the KCD in Olympia. She assisted with the proposal in 2005 and said the KCD isn't taking any funds away from the cities. She said they are responding to the scolding they got for acting inappropriately. She pointed out that the first time she went to Olympia, the bill was in a committee run by Senator Marilyn Rasmussen from the 2nd Legislative District, who vehemently stated that the funds were not to be used for salmon, only for agriculture and farms. Ms. Hemphill said the Senator noted it would be impossible to address soil, water, agricultural, rural and urban issues without affecting the salmon. She said the funding explanations for the WRIA planning process were accepted by the legislature and were accepted because they were congruent with the KCD mission to pull people together and encourage collaboration. She said the KCD should be involved in the watershed plans and the implementation of them. However, everyone needs to bring their expertise to the

table to get the job done. KCD, she announced, is looking at the WRIA-8 projects even though they are contrary to the KCD's mission. However, KCD is obligated to assist with them. She added that the KCD is not currently meeting its mandates and will not accept any funding less than \$3 for their projects and \$1 for small projects. Additionally, she said the KCD will not dictate to the cities how they should spend their funding. She noted that she was at every hearing in Olympia which addressed this issue and there is a Senate staff internal document which gave their assessment. Ms. Hemphill concluded that King County wanted the ceiling raised to \$10, but the KCD did not.

MEETING EXTENSION

At 10:03 p.m., Councilmember Hansen moved to extend the meeting until 11:00 p.m. Councilmember Ryu seconded the motion, which carried 5 – 2, with Councilmembers McGlashan and Gustafson dissenting.

Ian Sievers, City Attorney, said neither the report by the Attorney General nor the opinion from the King County Prosecutor should influence the Council's discussion on the merits of the proposal. He said the Council should direct a recommendation to the KCD if they are not pleased with the dissemination of the budget. King County has limited oversight authority on the properties assessment system run by KCD.

Councilmember McGlashan asked for clarification on how the \$3 allocation to the cities could be spent.

Ms. Hemphill responded that the mission of the KCD is to address soil, water and natural resource issues. Therefore, any expenditure from a city that would relate to this mission would be justified. For instance, if a city were to plant flowers in a sidewalk buffer, it would be acceptable. The stipulation for spending was added to ensure cities do not undermine the watershed plan. Additionally, she felt that anything the City proposes would be congruent with the watershed and KCD missions.

Councilmember Gustafson asked if the KCD has any responsibility to comply with the Endangered Species Act.

Ms. Hemphill said since KCD is not governed by any federal agency, its responsibility falls through the State Environmental Policy Act (SEPA). She said KCD complies with the National Environmental Policy Act (NEPA), SEPA, and local jurisdiction regulations. She added that the KCD does the programmatic portion of a project, not playing the role of the banker.

Councilmember Gustafson pointed out that the KCD provides a valuable service to cities and it is disappointing that the WRIAs put together a plan without KCD input. He questioned whether priority 3 projects should be funded before priority 1 projects since there are more of them in Shoreline. He said there is a WRIA-8 meeting on Wednesday and a representative from KCD should be there. He pointed out that the coordination did

not happen on this issue and both KCD and WRIA are responsible for that. He favored the motion on the table.

Councilmember Ryu noted that it was good to have opinions from both the AGO and the Prosecuting Attorney. The issue is who gets to administer the funds so the work gets done. She added that she has heard the KCD does a great job and she looks forward to the increased assessment of \$10. This funding will go a long way towards restoring the habitat.

Councilmember Way moved to substitute for the main motion that the Council wishes to show support for salmon recovery efforts of the WRIAs and KCD and will ask the PIC to advise the SCA to request a good faith mediation strategy to achieve a practical and effective funding strategy amenable to KCD. This goal will be to find a mutually beneficial solution to all jurisdictions, including the cities, King County and the WRIAs. Deputy Mayor Fimia seconded the motion.

Councilmember Way stated she spoke to a representative from KCD and got the impression that the details could be worked out through medication. Everyone needs to participate in this process and become a part of a mediation strategy

Mayor Ransom agreed and stated a mediation strategy would be acceptable.

Councilmember Hansen called for the question, seconded by Councilmember Gustafson.

A vote was taken to close debate on this item, which failed 4 – 3, with Deputy Mayor Fimia and Councilmembers Ryu and Way dissenting.

Deputy Mayor Fimia commented that the KCD has been very collaborative and patient. They have a set of mandates they have to fulfill with a shrinking budget. In addition, they have been supporting the WRIA effort without the staff to do intergovernmental work. The KCD, she added, has its own list of flooding and soil conservation projects to tackle that are just as important of those of the WRIA-8. She pointed out that KCD doesn't have any other source of funding, but WRIA does. It seems that the State needs to come through with additional funding for KCD. She felt that KCD is being used as a scapegoat. She didn't support the letter as it was written and supported Councilmember Way's motion instead of the letter.

Councilmember Hansen introduced a letter from thirteen of the major cities in King County that all support a 6-2-2 allocation of the special assessment funds. He added that based on this allocation the KCD and all the entities who receive funding will more than double their previous allotment. He concluded that it is obvious that each Councilmember has made up their minds and suggested the Council move to vote on this issue.

Councilmember Gustafson agreed with Councilmember Hansen and suggested the Council vote proceed.

A vote was taken on the substitute, which failed 3 – 4, with Mayor Ransom and Councilmembers Gustafson, Hansen, and McGlashan dissenting.

Councilmember Hansen said the City of Seattle has not taken a position on this issue. Councilmember Way asserted that the City of Seattle unanimously opposed this issue.

A vote was taken on the main motion, which carried 4 – 3 with Deputy Mayor Fimia and Councilmembers Ryu and Way dissenting.

- (c) Ordinance No. 440 amending the City's Official Zoning Map Tile Number 434 changing the zoning of a portion of one parcel located at 932 N 199th Street from Residential 12 DU-AC (R-12) to Residential 24 DU-AC (R-24) (Parcel #2227900032)

Joe Tovar, Planning and Development Services Director, stated this matter was presented to the Planning Commission and they recommended that the Council approve the requested rezone at 932 N. 199th Street. He outlined the proposal to change the R-12 zoning designation to R-24, and noted there was an issue regarding tree removal on the property. He stated that no more than six significant trees were removed over a period of 36 months. He noted that the Planning Commission concluded that the land use designation could go up as high as R-48 and is compatible with the designations in the immediate area.

Councilmember Hansen moved to adopt Ordinance 440 amending the City's Official Zoning Map Tile Number 434 changing the zoning of a portion of one parcel located at 932 N 199th Street from Residential 12 DU-AC (R-12) to Residential 24 DU-AC (R-24) (Parcel #2227900032). Councilmember McGlashan second the motion.

Referring to the Comprehensive Plan Map, Councilmember Hansen asked why the entire parcel isn't proposed to be changed to R-24.

Mr. Tovar responded that this is a quasi-judicial rezone initiated by the property owner, and that is all he requested.

Councilmember Hansen stated at some point in the future the City should align the requirements of the Zoning Code and the Comprehensive Plan.

Mr. Tovar agreed and stated that both should be looked at more comprehensively.

Councilmember McGlashan asked why the applicant needed this zoning change when he could already build eight condominiums.

Mr. Tovar responded that the applicant could only build six condominiums with the present zoning. With the R-12 he can build eight. Mr. Tovar distributed a corrected legal description for the parcel to the Council.

Councilmember Way discussed the comment letter from Ms. Hennessy. There is a question about an additional home which was not a part of the submitted plans, she said. Councilmember Way said that there were several actions and rezones where grading was done without community notification. She said it seems that the rules are not being followed.

Mr. Tovar said it is not unusual for an applicant to change the application over a period of time, but the City has to do the notification for the changes. The City allows grading and tree removal prior to a building permit.

Councilmember Way said she has concerns about the current process and this project.

Councilmember Ryu explained that there could only be six condominiums on the R-12 lot because there can't be more than 75% impervious surface on the parcel. However, she pointed out that an R-24 can have up to 85% impervious surface. Thus, the density and the impervious surface area are increased. She inquired if "stepped down" parcels may be a way to reduce the impact these rezones are having on neighborhoods. She asked if there was a way to place conditions on this rezone such as fencing and height restrictions.

Mr. Tovar responded that there could be restrictions added. However, a 6-foot fence is the City standard. Additionally, stepping down is not always the best solution on a given parcel and cautioned the Council against it.

Councilmember Ryu proposed the condition that the fences to the west and the portion that bumps out to the south except for those that face the road, be made of wood up to 6 feet tall. She also proposed that the rear setback be 10 feet from the rear property line with some "pop-outs."

Mr. Tovar noted that Councilmember Ryu's proposal imposes conditions on the rezone and asked the City Attorney if that was possible.

Mr. Sievers responded that the City doesn't want the applicant to deviate from the proposed site plan when he applies for his building permits.

Councilmember Ryu said she would like those conditions added in writing.

MEETING EXTENTION

At 11:00 p.m. Councilmember Ryu moved to extend the meeting until 11:15 p.m. Deputy Mayor Fimia seconded the motion, which carried 5 – 2, with Councilmembers Gustafson and McGlashan dissenting.

Councilmember Ryu moved to amend by adding the following conditions: 1) the fences to the west and the portion that bumps out to the south except for those that face the road be made of wood and be up to 6 feet tall; and 2) the rear setback be 10 feet from the rear property line with some pop-outs. Councilmember Way seconded the motion.

Councilmember Hansen inquired what would happen if the owner decides to utilize brick or masonry for the fencing.

Mr. Tovar responded that since the neighbors were asking for wood fencing the developer representative said that is their intent. However, the restriction could add the term "at least a wood fence." Therefore, if the applicant wanted to do something more expensive, he could.

Deputy Mayor Fimia asked if this could legally be done in a rezone.

Mr. Sievers replied that this can be done legally, but it makes the zoning map confusing.

Councilmember Ryu clarified that this is not going to be a part of their title; it is only for the initial development of the parcel on this particular development.

Mr. Sievers said this zoning goes as the permanent property record, so this may cause some problems.

Councilmember Ryu questioned if there was a way to apply this into the rezone without having it included in the title.

Mr. Sievers replied that there is no way to require it if it is a condition of this ordinance.

Mr. Tovar said the more generic issue is determining the standards for multi-family zones and what densities are acceptable. He felt there needs to be a parcel-by-parcel holistic look to determine what the standard should be.

Councilmember Ryu withdrew her amendment.

Deputy Mayor Fimia questioned the language "single family residence will buffer the new townhomes from the existing low density residential to the west." She highlighted that townhomes don't buffer single family residences.

Mr. Tovar clarified that the 8 new townhomes on the eastern edge of this parcel will be buffered from the single family residences that are on the west of the total parcel by the new single family home.

Councilmember McGlashan wanted to know how the Council can discuss buffers on the applicant's drawings when they aren't really required for a rezone.

Mr. Tovar responded that whenever you rezone property on a parcel-by-parcel basis it is a quasi-judicial process and people want to know what is going on. The City would like to get its rezone processes to be more predictable and have clear standards with less process. While the City is in this interim period, and because there is no binding site plan, conditions are imposed to determine what will be built.

Mr. Sievers added that this is a common problem and he agreed that without these conditions a site can be sold and redeveloped with a totally different vision.

Councilmember Hansen said this applicant already has six building permits. He asked that if he would have to go through the permitting process again and ensure he meets all of the setbacks if he changes the number of units.

Mr. Tovar responded that they would be able to inspect and ensure all current code requirements are met.

Mayor Ransom stated he doesn't like the fact that there is a house off to the side on this parcel and said he would be voting against this.

A vote was taken on the motion to adopt Ordinance No. 440 amending the City's Official Zoning Map Tile Number 434 changing the zoning of a portion of one parcel located at 932 N 199th Street from Residential 12 DU-AC (R-12) to Residential 24 DU-AC (R-24) (Parcel #2227900032), which carried 4 – 3, with Mayor Ransom, Deputy Mayor Fimia, and Councilmember Way dissenting.

10. ADJOURNMENT

At 11:14 p.m., Mayor Ransom declared the meeting adjourned.

Scott Passey, City Clerk

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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

| | |
|----------------------|--|
| AGENDA TITLE: | Approval of Ordinance No. 443 Reclassifying the City Engineer |
| DEPARTMENT: | Human Resources |
| PRESENTED BY: | Marci Wright, Human Resources Director Paul Haines, Public Works Director |

ISSUE STATEMENT: We currently have a vacancy in the City Engineer position. In analyzing current operational needs, the Public Works Department has determined service delivery can be improved by reassigning some code based duties and revising the classification specification for this position. The resulting proposed classification, Capital Project Administrator, would focus primarily on managing the staff of the Capital Project Division and on delivering the City's capital projects on-time, on budget and on target. The Public Works Director would assume the additional title and code responsibilities of City Engineer.

ANALYSIS: The Capital Project Administrator would no longer serve as the City Engineer and thus, while desirable and preferred, will no longer be required to be a licensed as a Professional Engineer. The most significant aspects of this change are the shifting of some roles of the City Engineer to the Public Works Director for code based responsibilities relating to engineering approvals and standards. The Public Works Director, as a professional engineer, will assume the role of City Engineer for these tasks. The Capital Projects Administrator will be able to devote more time to overseeing the budgets, schedules, funding and construction of the major capital projects programmed by the City. These are in the area of streets, surface water and parks. This position will also have the responsibility to stay in touch with other utilities and WSDOT to insure their programmed construction projects have been coordinated with other City projects and are executed with safety and quality as priorities in Shoreline. Opening the field to other professionals who have expertise in construction, design and project management will provide value to the City and our need for added project delivery efficiency and effectiveness.

The Capital Project Administrator will continue to manage the staff and budget in the Capital Project Division.

In recognition of these changes, we are recommending a slight decrease in salary, moving the revised classification two salary ranges from Range 66 to Range 64. This recommendation is based upon an internal salary comparison within the Public Works Department: this change will maintain an appropriate salary range differential between the Administrator and subordinate Capital Project Manager II positions (12.5%) and will also align the Administrator with the Aurora Corridor Project Manager, who has a similar level of responsibility.

FINANCIAL IMPACT: Because there will be slight decrease in salary, there will be a salary savings and thus no significant 2006 cost impact. The 2007 budget will be adjusted to incorporate this reclassification.

RECOMMENDATION

Staff recommends that Council adopt Ordinance No. 443 reclassifying the City Engineer and amending the City of Shoreline Classification and Compensation Plan.

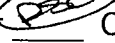
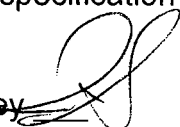
ATTACHMENTS

Attachment A – Ordinance No. 443 Reclassifying the Capital Project Administrator

Attachment B—Capital Project Administrator classification specification

Attachment C—Public Works Director classification specification

Approved By:

City Manager  City Attorney 

ORDINANCE NO. 443

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, RECLASSIFYING THE CITY ENGINEER IN THE PUBLIC WORKS DEPARTMENT AND AMENDING ORDINANCE NO. 418, BY AMENDING THE 2006 EXEMPT SALARY TABLE

WHEREAS, Ordinance No. 418 amended the 2006 Final Budget for the City of Shoreline (hereafter "2006 Budget"); and

WHEREAS, City staff have determined it is appropriate to reclassify the City Engineer to a revised classification specification, Capital Project Administrator; and

WHEREAS, a salary range should be set which is commensurate with the revised classification; and

WHEREAS, the position shall continue to work in the Public Works Department and no amendments to the Department's 2006 budget are needed;

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

Section 1. Amendment to the 2006 Budget Summary. The City hereby amends Section 1 of Ordinance No. 418 by making the following revisions to the 2006 Exempt Salary Table, 2006 Adopted Budget Tables:

The classification "City Engineer" is removed from Range 66 and a new classification Capital Project Administrator is added to Range 64 of the 2006 Exempt Salary Table.

Section 2. Effective date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

PASSED BY THE CITY COUNCIL ON OCTOBER 9, 2006.

Robert Ransom, Mayor

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Date of Publication:
Effective Date:

CITY OF SHORELINE

PUBLIC WORKS DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Public Works Department including streets, storm drainage and traffic control; to serve as City Engineer; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Deputy City Manager.

Exercises direct supervision over management, supervisory, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Department services and activities including streets, storm drainage and traffic control; recommend and administer policies and procedures; serve as City Engineer.
2. Manage the development and implementation of Departmental goals, objectives, policies and priorities for each assigned service area.
3. Establish, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Assure the effective maintenance of streets, lighting, water, sewer and drainage systems, buildings and parks, and traffic systems.
7. Negotiate and administer contracts with outside agencies for City services as required; ensure adherence to contract guidelines.
8. Coordinate the environmental review of design, construction and maintenance functions, drainage and land use issues, transportation planning and growth management.
9. Administer transportation and City utility capital improvement programs; develop and monitor utility franchises and rate structures.
10. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

11. Oversee and participate in the development and administration of the Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
12. Explain, justify and defend Department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Public Works Department to other departments, elected officials and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
14. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Function Statement:

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive public works program.

Principles and practices of public works administration.

Principles and practices of program development and administration.

Methods and techniques of street, storm drainage and traffic control.

Principles and practices of traffic planning.

Principles and practices of local budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct a comprehensive public works program including street and storm drainage maintenance and traffic control.

Negotiate and administer contracts.

Develop and administer Departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Plan, organize, direct and coordinate the work of lower level staff

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible public works experience including two years of management and administrative responsibility.

Training:

Equivalent to a bachelors degree from an accredited college or university with major course work in engineering, business administration or a related field.

License or Certificate

Possession of registration as a Professional Engineer is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer creens; extensive contact with City staff and the community.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for making site visits; extensive public speaking and interaction; extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

CITY OF SHORELINE

CAPITAL PROJECTS ADMINISTRATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To assist and oversee the development, funding, scheduling, interagency coordination, design, bidding, construction, and close-out of the City's capital improvement projects; to oversee and manage the staff assigned to the Capital Projects Division of Public Works; to lead the development and update of contract management standards, critical path scheduling, planning and budget estimating, and construction period protocols and standards; to provide highly responsible and complex professional level administrative support to the Public Works Director.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Public Works Director.

Exercises direct supervision over professional staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee the delivery of local project management services including development review, capital projects, transportation and drainage.
2. Serve as manager for the Capital Project Division; represent technical project issues to the City Council.
3. Develop and maintain positive relationship with all city departments and outside service agencies, utilities, and other project stake holders.
4. Oversee City capital improvement projects; provide estimates and forecasts of costs for long-range improvement projects.
5. Provide professional project and construction management assistance to all City departments.
6. Respond to citizen complaints relating to capital projects and related engineering activities; recommend modifications to projects as necessary.
7. Prepare clear and concise technical reports, understandable by a variety of technical, administrative, and community based audiences, on various capital projects including those receiving Federal financial aid, state, regional, interagency, and local funds.
8. Select, train, motivate and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
10. Update existing and establish new street construction standards, codes and regulations.
11. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

12. Negotiate, and recommend for adoption, complex agreements and subsequent changes with engineers, contractors, and funding agencies.
13. Provide assistance with right-of-way and easement acquisitions needed to implement the City's Capital Improvement Program.
14. Provide responsible staff assistance to the Public Works Director.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of project and construction management.

Marginal Functions:

1. Provide assistance in the development of long-range plans for City facilities and Master Plans.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a capital project program.
Advanced principles and practices of civil engineering, construction, and contract management.
Methods and techniques of field inspection, surveying, drafting and design.
Principles and practices of local budget preparation and administration.
Principles of business letter writing and basic report preparation.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.
Right-of-way acquisition principals and laws.

Ability to:

Oversee and participate in the management of a comprehensive project and construction management program.
Develop and review Capital Improvement Projects plans and specifications.
Inspect project management work for completeness and proper work methods.
Oversee City capital improvement projects.
Oversee, direct and coordinate the work of project engineering staff.
Respond to requests and inquiries from the general public.
Prepare clear and concise technical project reports.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible civil engineering, architecture and/or construction management experience including project management experience.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering, architecture, construction technology, or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens, extensive contact with City staff and community; some travel to project sites

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for site review; extensive public interaction; extensive use of computer keyboard.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

| | |
|----------------------|--|
| AGENDA TITLE: | Ordinance #439 Proposed Amendments to the Development Code |
| DEPARTMENT: | Planning & Development Services |
| PRESENTED BY: | Joe Tovar, Director Steven Szafran, Planner II |

PROBLEM/ISSUE STATEMENT:

The City Council heard and discussed the first reading of the proposed amendments to the Development Code on October 23rd, 2006. Following the study session, staff removed the amendment (previously labeled as Amendment #6) which would have deleted the requirement for setbacks for driveways. The current proposal is unchanged except for the deletion of the Amendment #6.

The proposed amendments are to the following chapters of the Development Code: 20.20, 20.30, 20.50, and 20.70. Recommended changes include, but are not limited to, the following: Clarifying the definition of a Site Development Permit; adding language to the procedural requirements of a preapplication meeting; a new section pertaining to the purpose, general requirements and review criteria for a site development permit; deleting condominiums from the binding site plan section of the development code; altering requirements for maximum building coverage and impervious surfaces for zero lot line developments; clarifying and reordering section 20.70.010 (Engineering Regulations) and; allowing private streets to be located within an easement.

Ordinance 439 (Attachment A) will enact the Planning Commission recommended amendments (except for Amendment #6: 20.50.040-Setbacks for driveways). The Planning Commission Minutes (Attachment B) contains a summary of the amendment proposals.

FINANCIAL IMPACT:

Staff does not anticipate that any of the amendments recommended for approval would have a financial impact on the City.

RECOMMENDATION

Planning Commission and staff recommend approval of Ordinance 439, amending the Shoreline Development Code.

In the event that the Council wishes to modify provisions of the recommended amendments, or to add additional provisions to the cited code sections, the public participation requirements of the GMA require that such changes be supported by the record and notice already given. The staff will be able to assist in determining if those facts exist. If such is not the case, and the Council wishes to consider such changes, it will be necessary to add those changes to a future list of Development Code Amendments.

Approved By:

City Manager

City Attorney

INTRODUCTION

An amendment to the Development Code may be used to bring the City's land use and development regulations into conformity with the Comprehensive Plan, or to respond to changing conditions or needs of the City. The Development Code Section 20.30.100 states that "Any person may request that the City Council, Planning Commission, or Director initiate amendments to the Development Code." Development Code amendments are accepted from the public at any time and there is no charge for their submittal.

During this Development Code review cycle, only the City Staff have made requests to amend the Development Code.

BACKGROUND

Throughout the first part of 2006, staff collected and organized a large group of amendments. Staff organized the proposed amendments based on urgency and importance. The items most in need of revision mostly come from the Engineering and Utilities portion of the Development Code. At the July 6th, 2006 meeting, the Planning Commission first looked at the list of Development Code Amendments and had the opportunity to ask questions. A notice of Public Hearing, request for public comment, and preliminary SEPA threshold determination was published July 13th, 2006. No comment letters were received from citizens or public agencies receiving the notice. The Public Hearing was held August 3rd, 2006. There was no public comment, nor were there any citizens in attendance.

The City Council discussed the proposed amendments at a study session on October 23rd. Following the discussion, staff decided to remove the amendment referring to setbacks for driveways. This amendment may be included in a future packet for further discussion and consideration. The amendments in the current proposal have been renumbered to reflect the deletion of the above referenced amendment.

The following analysis contains the issues and Planning Commission and recommendation for each proposed amendment.

ALTERNATIVES ANALYSIS - AMENDMENTS AND ISSUES

Exhibit 1 to Attachment A includes a copy of the original and proposed amending language shown in legislative format. Legislative format uses ~~strikethroughs~~ for proposed text deletions and underlines for proposed text additions. The following is a summary of the proposed amendments, with staff analysis. Note that the proposals that are classified as technical amendments serve only to clarify code language or to properly reference code, they do not change the meaning or intent of the ordinance.

Amendment #1: 20.20.046 (Site Development Permit Definition). This amendment clarifies when a Site Development Permit is needed. City Staff has added the word

“redevelop” to clarify that a Site Development Permit may be needed when an applicant redevelops a site.

Amendment #2: 20.30.080 (Preapplication Meeting). This amendment adds language referring to the procedural requirements for a preapplication meeting. The reason for the added language is to inform an applicant that additional permits may be needed and the time and procedure for obtaining those permits. In the past applicants have discovered mid-process that additional approvals were necessary and their timelines could not be met.

Amendment #3: 20.30.315 (New Code Section). This is a new code section explaining the purpose, general requirements and review criteria of a Site Development Permit. The Site Development Permit process has not been well defined as to its applicability. Section 20.30.295 explains the purpose of a SDP, when a SDP is required and the review criteria for a SDP.

Amendment #4: 20.30.480 (Binding Site Plans). This amendment deletes the condominium section from the binding site plan requirements. Binding Site Plans are a division of land for commercial and industrial lands and should only apply to commercial and industrial divisions of land. A condominium is not a division of land, it is a form of ownership, and should not be considered as such.

Amendment #5: 20.50.020(1) (Densities and Dimensions in Residential Zones). The purpose of this Development Code Amendment is to modify building coverage and impervious area for zero lot line developments. Maximum building coverage and maximum impervious area requirements will still apply over the entire site, not on individual zero lot line lots. The Development Code currently allows modified standards for lot width, lot area, and front, side and rear yard setbacks. By allowing modified standards for maximum building coverage and impervious surfaces, more flexibility is given to applicants while the impact of overall impacts is not increased.

Amendment #6: 20.70.010 (Easements and Tracts). The amendment revises and clarifies language regarding easements and tracts. No content has been added to this section; however, the amendment reorders and clarifies the section making it easier to follow and understand.

Amendment #7: 20.70.160 (A) (1). This amendment is the result of a situation that arose during a short plat application. Under SMC 20.70.160 private streets are allowed, subject to City approval, when specified conditions are present. One of those conditions is the street to be located within a tract. Since the acreage within a tract is subtracted from the buildable lot area, the current process can result in a reduction in the number of lots permitted on a site. The City can improve customer service and code administration by simplifying and clarifying the process for determining density and how many lots can be realized on a piece of property.

DECISION CRITERIA

According to Section 20.50.350 of the Shoreline Municipal Code (SMC), an amendment to the development code may be approved if:

1. The amendment is in accordance with the Comprehensive Plan; and
2. The amendment will not adversely affect the public health, safety or general welfare; and;
3. The amendment is not contrary to the best interest of the citizens and property owners of the City of Shoreline.

Staff has concluded that the proposed amendments do not conflict with any of the decision criteria.

OPTIONS

1. Approve Ordinance 439 as recommended by Planning Commission.
2. Modify Ordinance 439
3. Deny Ordinance 439

RECOMMENDATION

Planning Commission and staff recommend approval of Ordinance 439, amending the Shoreline Development Code.

ATTACHMENTS

- Attachment A: Ordinance 439, containing proposed amendment language in legislative format as Exhibit 1.
- Attachment B: Draft Planning Commission Minutes from August 3, 2006

ORDINANCE NO. 439

AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON AMENDING THE MUNICIPAL CODE TITLE 20, INCLUDING CLARIFYING THE DEFINITION OF A SITE DEVELOPMENT PERMIT; ADDING LANGUAGE TO THE PROCEDURAL REQUIREMENTS OF A PREAPPLICATION MEETING; A NEW SECTION PERTAINING TO THE PURPOSE, GENERAL REQUIREMENTS AND REVIEW CRITERIA FOR A SITE DEVELOPMENT PERMIT; DELETING CONDOMINIUMS FROM THE BINDING SITE PLAN SECTION OF THE DEVELOPMENT CODE; ALTERING REQUIREMENTS FOR MAXIMUM BUILDING COVERAGE AND IMPERVIOUS SURFACES FOR ZERO LOT LINE DEVELOPMENTS; CLARIFYING AND REORDERING SECTION 20.70.010 (ENGINEERING REGULATIONS); AND ALLOWING PRIVATE STREETS TO BE LOCATED WITHIN AN EASEMENT.

WHEREAS, the City adopted Shoreline Municipal Code Title 20, the Development Code, on June 12, 2000;

WHEREAS, the Shoreline Municipal Code Chapter 20.30.100 states "Any person may request that the City Council, Planning Commission, or Director initiate amendments to the text of the Development Code"; and

WHEREAS, City staff drafted several amendments to the Development Code;

WHEREAS, the Planning Commission held workshops and a Public Hearing, and developed a recommendation on the proposed amendments; and

WHEREAS, a public participation process was conducted to develop and review amendments to the Development Code including:

- A public comment period on the proposed amendments was advertised from July 13th, 2006 to July 27th, 2006 and
- The Planning Commission held a Public Hearing and formulated its recommendation to Council on the proposed amendments on August 3rd, 2006.

WHEREAS, a SEPA Determination of Nonsignificance was issued on July 27th, 2006, in reference to the proposed amendments to the Development Code; and

WHEREAS, the proposed amendments were submitted to the State Department of Community Development for comment pursuant WAC 365-195-820; and

WHEREAS, the Council finds that the amendments adopted by this ordinance are consistent with and implement the Shoreline Comprehensive Plan and comply with the adoption requirements of the Growth Management Act, Chapter 36.70A. RCW; and

WHEREAS, the Council finds that the amendments adopted by this ordinance meet the criteria in Title 20 for adoption of amendments to the Development Code;

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

Section 1. Amendment. Shoreline Municipal Code Chapters 20.20, 20.30, 20.50, and 20.70 are amended as set forth in Exhibit 1, which is attached hereto and incorporated herein.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

PASSED BY THE CITY COUNCIL ON November 6th, 2006.

Mayor Robert Ransom

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

20.20.046 S definition

Site Development Permit

A permit, issued by the City, to develop, redevelop or partially develop a site exclusive of any required building or land use permit. A site development permit may include one or more of the following activities: paving, grading, clearing, tree removal, on-site utility installation, stormwater facilities, walkways, striping, wheelstops or curbing for parking and circulation, landscaping, or restoration.

20.30.080 Preapplication meeting.

A preapplication meeting is required prior to submitting an application for any Type B or Type C action and/or for an application for a project located within a critical area or its buffer.

Applicants for development permits under Type A actions are encouraged to participate in preapplication meetings with the City. Preapplication meetings with staff provide an opportunity to discuss the proposal in general terms, identify the applicable City requirements and the project review process including the permits required by the action, timing of the permits and the approval process.

Preapplication meetings are required prior to the neighborhood meeting.

The Director shall specify submittal requirements for preapplication meetings, which shall include a critical areas checklist. Plans presented at the preapplication meeting are nonbinding and do not "vest" an application. (Ord. 324 § 1, 2003; Ord. 238 Ch. III § 4(a), 2000).

20.30.315 Site development permit

A. Purpose. The purpose of a site development permit is to provide a mechanism to review activities that propose to develop or redevelop a site, not including structures, to ensure conformance to applicable codes and standards.

B. General Requirements. A site development permit is required for the following activities or as determined by the Director of Planning and Development Services:

1. The construction of two or more detached single family dwelling units on a single parcel;
2. Site improvements associated with Short and Formal Subdivisions; or
3. The construction of two or more nonresidential or multifamily structures on a single parcel.

C. Review Criteria. A site development permit that complies with all applicable development regulations and requirements for construction shall be approved.

20.30.480 Binding site plans – Type B action.

A. Commercial and Industrial. This process may be used to divide commercially and industrially zoned property, as authorized by State law. On sites that are fully developed, the binding site plan merely creates or alters interior lot lines. In all cases the binding site plan ensures, through written agreements among all lot owners, that the collective lots continue to function as one site concerning but not limited to: lot access, interior circulation, open space, landscaping and drainage; facility maintenance, and coordinated parking. The following applies:

1. The site that is subject to the binding site plan shall consist of one or more contiguous lots legally created.
2. The site that is subject to the binding site plan may be reviewed independently for fully developed sites; or, concurrently with a commercial development permit application for undeveloped land; or in conjunction with a valid commercial development permit.
3. The binding site plan process merely creates or alters lot lines and does not authorize substantial improvements or changes to the property or the uses thereon.

~~**B. Condominium.** This process may be used to divide land by the owner of any legal lot to be developed for condominiums pursuant to State law. A binding site plan for a condominium project shall be based on a building permit issued for the entire project.~~

Table 20.50.020(1) – Densities and Dimensions in Residential Zones

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

| Residential Zones | | | | | | | |
|--|---|---|----------------|----------------|---------------------------------------|---------------------------------------|--|
| STANDARDS | R-4 | R-6 | R-8 | R-12 | R-18 | R-24 | R-48 |
| Base Density: Dwelling Units/Acre | 4 du/ac | 6 du/ac (1)(7) | 8 du/ac | 12 du/ac | 18 du/ac | 24 du/ac | 48 du/ac |
| Min. Density | 4 du/ac | 4 du/ac | 4 du/ac | 6 du/ac | 8 du/ac | 10 du/ac | 12 du/ac |
| Min. Lot Width (2) | 50 ft | 50 ft | 50 ft | 30 ft | 30 ft | 30 ft | 30 ft |
| Min. Lot Area (2) | 7,200 sq ft | 7,200 sq ft | 5,000 sq ft | 2,500 sq ft | 2,500 sq ft | 2,500 sq ft | 2,500 sq ft |
| Min. Front Yard Setback (2) (3) | 20 ft | 20 ft | 10 ft | 10 ft | 10 ft | 10 ft | 10 ft |
| Min. Rear Yard Setback (2) (4) (5) | 15 ft | 15 ft | 5 ft | 5 ft | 5 ft | 5 ft | 5 ft |
| Min. Side Yard Setback (2) (4) (5) | 5 ft min. and 15 ft total sum of two | 5 ft min. and 15 ft total sum of two | 5 ft | 5 ft | 5 ft | 5 ft | 5 ft |
| Base Height | 30 ft (35 ft with pitched roof) | 30 ft (35 ft with pitched roof) | 35 ft | 35 ft | 35 ft (40 ft with pitched roof) | 35 ft (40 ft with pitched roof) | 35 ft (40 ft with pitched roof) (8) (9) |
| Max. Building Coverage (2), (6) | 35% | 35% | 45% | 55% | 60% | 70% | 70% |
| Max. Impervious Surface (2), (6) | 45% | 50% | 65% | 75% | 85% | 85% | 90% |

Exceptions to Table 20.50.020(1):

- (1) *In order to provide flexibility in types of housing and to meet the policies of the Comprehensive Plan, the base density may be increased for cottage housing in R-6 (low density) zone subject to approval of a conditional use permit.*
- (2) *These standards may be modified to allow zero lot line developments. Setback variations apply to internal lot lines only. Overall site must comply with setbacks, building coverage and impervious surface limitations; limitations for individual lots may be modified.*

20.70.010 Purpose.

The purpose of this chapter is to establish requirements for engineering regulations and standards to implement the Comprehensive Plan. ~~This chapter will ensure that public facilities and services necessary to support development are provided in a timely manner consistent with the goals of the Washington State Growth Management Act of 1990 and~~ provide a general framework for relating development standards and other requirements of this Code to:

- A. Adopted service level standards for public facilities and services,
- B. Procedural requirements for phasing development projects to ensure that services are provided as development occurs, and
- C. The reviews of development permit applications.

The requirements of this chapter shall apply to all development in the City processed under the provisions of the Shoreline Development Code. No permit shall be issued nor approval granted without compliance with this chapter. (Ord. 238 Ch. VII § 1(A), 2000).

20.70.020 Engineering Development Guide.

The Department shall prepare an "Engineering Development Guide" to include construction specifications, standardized details, and design standards referred to in this chapter. The Engineering Development Guide and any amendments shall be made available to the public. The specifications shall include, but are not limited to, the following:

- A. Street widths, curve radii, alignments, street layout, street grades;
- B. Intersection design, sight distance and clearance, driveway location;
- C. Block size, sidewalk placement and standards, length of cul-de-sacs, usage of hammerhead turnarounds;
- D. Streetscape specifications (trees, landscaping, benches, other amenities);
- E. Surface water and stormwater specifications;

F. Traffic control and safety markings, signs, signals, street lights, turn lanes and other devices be installed or funded; and

G. Other improvements within rights-of-way. (Ord. 238 Ch. VII § 1(B), 2000).

20.70.030 Required improvements.

The purpose of this section is to identify the types of development proposals to ~~apply the~~ which the provisions of the ~~engineering~~ this chapter apply.

A. Street improvements shall, as a minimum, include half of all streets abutting the property. Additional improvements may be required to insure safe movement of traffic, including pedestrians, bicycles, nonmotorized vehicles, and other modes of travel. This may include tapering of centerline improvements into the other half of the street, traffic signalization, channeling, etc.

B. Development proposals that do not require City-approved plans or a permit still must meet the requirements specified in this chapter.

C. It shall be a condition of approval for development permits that required improvements ~~shall be installed by the applicant prior to final approval or occupancy. as follows: The provisions of the engineering chapter shall apply to:~~

D. The provisions of the engineering chapter shall apply to:

1. All new multifamily, nonresidential, and mixed-use construction; ~~and remodeling or additions to these types of buildings or conversions to these uses that increase floor area by 20 percent or greater, or any alterations or repairs which exceed 50 percent of the value of the previously existing structure;~~

2. Remodeling or additions to multifamily, nonresidential, and mixed-use buildings or conversions to these uses that increase floor area by 20 percent or greater, or any alterations or repairs which exceed 50 percent of the value of the previously existing structure;

32. Subdivisions;

43. Single-family, new constructions, ~~additions~~ and remodels.

Exception ~~20.70.030(C)(3)(1):~~

- i. Single-family addition and remodel projects where the value of the project does not exceed 50 percent or more of the assessed valuation of the property at the time of application may be exempted from some or all of the provisions of this chapter. ~~at the request of the applicant, if approved by the Director.~~
- ii. New single-family construction of a single house may be exempted from some or all of the provisions of this chapter, except sidewalks and necessary drainage facilities. ~~at the request of the applicant, if approved by the Director.~~

Exception ~~20.70.030(1):~~ Exemptions to some or all of these requirements may be allowed if:

E. Exemptions to some or all of these requirements may be allowed if:

- 1a. The street will be improved as a whole through a Local Improvement District (LID) or City-financed project scheduled to be completed within five years of approval. In such a case, a contribution may be made and calculated based on the improvements that would be required of the development. Contributed funds shall be directed to the City's capital project fund and shall be used for the capital project and offset future assessments on the property resulting from a LID. A LID "no-protest" commitment shall also be recorded. Adequate interim levels of improvements for public safety shall still be required.
- 2b. A payment in-lieu-of construction of required frontage improvements including curb, gutter, and sidewalk may be allowed to replace these improvements for single-family developments located on local streets if the development does not abut or provide connections to existing or planned frontage improvements, schools, parks, bus stops, shopping, or large places of employment, provided and:
 - ai. The Director and the applicant agree that a payment in-lieu-of construction is appropriate;
 - bii. The Director and the applicant agree on the amount of the in-lieu-of payment and the capital project to which the payment shall be applied. ~~The Director shall give~~ Priority shall be given to capital projects in the vicinity of the proposed development, and the fund shall be used for pedestrian improvements;

civ. Adequate drainage control is maintained;

diii. At least one of the following conditions exists. The required improvements:

i.(A) Would not be of sufficient length for reasonable use;

ii.(B) Would conflict with existing public facilities or a planned public capital project; or

iii.(C) Would negatively impact critical areas. and

iv. Adequate drainage control is maintained.

ev. An agreement to pay the required fee in-lieu-of constructing frontage improvements shall be signed prior to permit issuance. The fee shall be remitted to the City prior to final approval or occupancy. The amount of the required payment in-lieu-of construction shall be calculated based on the construction costs of the improvements that would be required. (Ord. 303 § 1, 2002; Ord. 238 Ch. VII § 1(C), 2000).

20.70.160 Private streets.

A. Local access streets may be private, subject to the approval of the City. Private streets will be allowed when all of the following conditions are present:

1. The private street is located within a tract or easement;
2. A covenant tract or easement which provides for maintenance and repair of the private street by property owners has been approved by the City and recorded with the County; and
3. The covenant or easement includes a condition that the private street will remain open at all times for emergency and public service vehicles; and
4. The private street would not hinder public street circulation; and
5. At least one of the following conditions exists:
 - a. The street would ultimately serve four or fewer single-family lots; or
 - b. A Director's Decision is required for approval and must demonstrate that the private street would ultimately serve more than four lots, and the Director determines that no other access is available. In addition, the proposed private street would be adequate for transportation and fire access needs (to be reviewed by the Fire Department and Traffic Engineer), and the private street would be compatible with the surrounding neighborhood character; or
 - c. The private street would serve developments where no circulation continuity is necessary. (Ord. 238 Ch. VII § 3(D), 2000).
6. If the conditions for approval of a private street can not be meet or is otherwise denied by the Director, then a public street will be required.

CITY OF SHORELINE

SHORELINE PLANNING COMMISSION SUMMARY MINUTES OF REGULAR MEETING

August 3, 2006
7:00 P.M.

Shoreline Conference Center
Mt. Rainier Room

COMMISSIONERS PRESENT

Chair Piro
Vice Chair Kuboi
Commissioner Broili
Commissioner Hall
Commissioner Harris
Commissioner McClelland (arrived at 7:04p.m.)
Commissioner Phisuthikul
Commissioner Pyle
Commissioner Wagner

STAFF PRESENT

Joe Tovar, Director, Planning & Development Services
Steve Cohn, Senior Planner, Planning & Development Services
Steve Szafran, Planner II, Planning & Development Services
Jessica Simulcik Smith, Planning Commission Clerk

CALL TO ORDER

Chair Piro called the regular meeting of the Shoreline Planning Commission to order at 7:02 p.m.

ROLL CALL

Upon roll call by the Commission Clerk, the following Commissioners were present: Chair Piro, Vice Chair Kuboi, Commissioners Broili, Hall, Harris, Phisuthikul, Pyle and Wagner. Commissioner McClelland arrived at the meeting at 7:04 p.m.

APPROVAL OF AGENDA

The agenda was approved as presented.

DIRECTOR'S REPORT

Mr. Tovar reported that the City Council recently took action on two recommendations the Commission forwarded to them. The Becker rezone was approved by the City Council with no changes. The City Council also adopted the permanent regulations governing the cutting of hazardous trees. The only

significant change was that the reference to recreational trails was taken out of the document. He said he has put out an administrative order explaining how the new ordinance is to be administered.

Chair Piro said there was quite a bit of discussion by the City Council regarding the hazardous tree ordinance, and much of the discussion focused on fees. He recalled that the proposed ordinance included a requirement that the applicant pay for the second peer evaluation, if required. He suggested the Commission keep in mind that the City Council is sensitive to costs. Mr. Tovar said the City Council agreed with the Commission's recommendation to adopt an approved list of arborists, so the City's degree of confidence would be higher than it has been in the past. The City Council agreed to review past history regarding the concept of a critical area stewardship plan at some point in the future.

Mr. Tovar reported that he attended a King County Directors Meeting along with several directors and staff from King and Snohomish Counties. A representative from the Association of Washington Cities was present to talk about the proposed property rights Initiative 933. He noted that public employees are prohibited from advocating for or against the initiative on City time or with City equipment. The same is true for the City Council unless or until they hold a public hearing and adopt a resolution either for or against the initiative. The Council is scheduled to hold a public hearing on I-933 on September 11.

Mr. Tovar reminded the Commission that the American Planning Association would hold their annual conference in Yakima, Washington, in early October. Also, a housing conference will be held in Bellevue in September. He asked the Commissioners to notify staff of their desire to attend one of the two events.

APPROVAL OF MINUTES

Commissioner Pyle referred to the last sentence in the second paragraph from the bottom on Page 13 of the July 6th minutes. He pointed out that Mr. Burt agreed not only to provide a fence across the rear property line; he also agreed to provide a 10-foot landscape barrier. He asked staff to check on this requirement and correct the minutes as necessary. It was noted that Vice Chair Kuboi was excused from the last half of the meeting. The July 6, 2006 minutes were approved as corrected. In addition, the Commission asked staff to submit a summary from the July 20th Retreat for approval at the next regular meeting.

GENERAL PUBLIC COMMENT

There was no one in the audience who expressed a desire to speak during this portion of the meeting.

PUBLIC HEARING ON REZONE FILE #201523 FOR PROPERTY LOCATED AT 930 NORTH 199TH STREET

Chair Piro reviewed the rules and procedures for the public hearing. He also reviewed the Appearance of Fairness Rules and inquired if any Commissioners received comments regarding the subject of the hearing from anyone outside of the hearing. Commissioner Pyle disclosed that while he was employed with the City, a few years ago he spoke with the applicant's agent regarding the subject property. He fielded some basic questions regarding the zoning of the property and the Comprehensive Plan

designation. However, he did not feel the nature of this conversation would bias his ability to make a decision on the current proposal. None of the other Commissioners disclosed ex-parte communications. No one in the audience expressed concern over Commissioner Pyle's conversations.

Staff Overview and Presentation of Preliminary Staff Recommendation

Mr. Szafran advised that the applicant, Eric Sundquist, is proposing to modify the existing zoning category for a portion of an 18,039 square foot parcel located at 932 North 199th Street. The application before the Commission is a request to change an approximately 7,300 square foot portion of the site from R-12 to R-24. He provided pictures to illustrate the exact location of the subject property and what is currently developed on surrounding properties. He advised that the applicant is proposing to construct 8 town homes and 1 single-family home. He explained that six of the town homes and the single-family home have already been noticed and building permits have been issued. Approval of the rezone would allow two more town homes to be built on the site.

Mr. Szafran pointed out that the Comprehensive Plan identifies the entire property as high-density residential, and the zoning designation is split between R-24 and R-12. Both the existing and proposed zoning would be consistent with the designation. He advised that a duplex has been built directly to the south of the subject property, and the area is changing towards higher density. An apartment building to the east is currently being renovated and converted into condominiums.

Mr. Szafran explained that the proposed rezone would be consistent with the Comprehensive Plan because:

- The Comprehensive Plan designation for the subject property is high-density residential, which allows up to an R-48 zoning designation.
- The proposed development would be a natural transition from higher densities to the east and lower densities to the west.
- The project would be consistent with densities expected in the Comprehensive Plan.
- The proposed project would be compatible with the condominiums to the north and the apartment/condos to the east. In addition, the new single-family home would buffer the new town homes from the existing low-density residential to the west.
- Landscaping would be required along the east and north property lines, protecting the privacy of adjacent neighbors.
- The site would be within walking distance to schools, parks, shopping, employment and transit routes.

Mr. Szafran concluded that, for the reasons outlined in the rezone, staff recommends approval of the rezone with no proposed conditions.

Commissioner Pyle asked when the current building permit was issued. Mr. Szafran said it was issued approximately a year ago. He also asked if a parking reduction was granted with the current permit. Mr. Szafran answered no.

Applicant Testimony

Steven Michael Smith, 19400 – 33rd Avenue West, Suite 200, Lynnwood, 98036, Lovell Sauerland and Associates Incorporated, indicated that he was present to represent the applicant. He concurred with the information provided in the staff report. He said he had originally expected to find the most significant compatibility issues on the north and east sides of the property. However, when he visited the site recently, he found there was a row of deciduous trees on the east property line that are almost completely site obscuring in their existing condition. The landscaping proposal would make this property line even more opaque, even though the adjacent property is already developed at a higher density than what the applicant is proposing.

Mr. Smith reminded the Board that the proposal before them is not whether or not town homes would be allowed on the subject property. The question is whether or not Units 7 and 8 could be added to the existing building permit for Units 1 through 6. He suggested that the impacts of these two additional units would be fairly minor. He noted that there are two very large trees immediately north of proposed Unit 8 on the other side of the six-foot fence shown on the site plan. One of these trees covers the entire south facing projection of the building, and even carries over a little. Another large tree is located along the eastern side of the proposed building. Therefore, half of the entire building face or possibly more would be obscured by existing trees. He suggested that the staff and applicant attempt to concentrate the required landscaping treatments into the areas that are not already obscured by the existing large trees.

Mr. Smith pointed out that even if the two additional units were allowed, the project would be back twice as far as the building setback requirement and about the same distance from the property line as the nearest building to the north. It would continue to allow what has already been permitted on the other side of the property line.

Questions by the Commission to Staff

Chair Piro asked if the applicant ever considered a rezone to R-18 instead of R-24. He asked how many units would be allowed on the subject property with an R-24 zone. Mr. Szafran answered that an R-18 zoning designation would allow seven units instead of eight. An R-12 zoning designation would only allow six units.

Commissioner Hall pointed out that the proposal would move the split zoning but not eliminate it. He asked staff to comment on any potential issues that could arise later on as a result of split zoning the property rather than rezoning the entire parcel. Mr. Szafran replied that leaving the R-12 zoning as proposed creates a good buffer between the R-6 and R-24 zoning designation. The applicant is proposing to construct a single-family home on the R-12 zoned portion of the property, and this would not be allowed on the site if it were all zoned R-24.

Vice Chair Kuboi pointed out that the neighborhood meeting was held quite some time ago. He asked if the project that was discussed at the neighborhood meeting was substantially the same as what is now

being proposed. Mr. Szafran answered that the plans that were presented at the neighborhood meeting identified plans for potential future expansion by adding two more town homes.

Vice Chair Kuboi said the staff report indicates that the City has no way of knowing whether a citizen's comment about more than six significant trees being cut was accurate or not. He asked if staff still has no opinion about this matter, even given the aerial photographs that are available. Mr. Szafran said he approved the demolition permit for the single-family home that was on the lot, which included the removal of six significant trees.

Vice Chair Kuboi asked if the proposed layout, design and height of the original six town homes would be acceptable if the rezone were not approved. Mr. Szafran answered that no changes would be required for the developer to construct the six town homes and one single-family home that have already been permitted.

Commissioner McClelland asked who would have ownership of the site where the single-family home is to be constructed. Mr. Smith answered that, although it would be detached, the single-family residential property would be part of the condominium association along with the rest of the units.

Commissioner Pyle pointed out that if the portion of the subject property that is proposed for R-24 zoning was subdivided and rezoned to R-18, the applicant would still be able to build the same number of units. This would allow for a step down zone from R-24 to R-18 to R-12. Mr. Szafran pointed out that building coverage and impervious surface requirements would be different for an R-18 zone.

Public Testimony or Comment

Thomas Mikolic, 910 North 199th Street, said he lives to the west of the subject property. He pointed out that demolition of the site occurred in March of 2005, and now they are talking about changing or selling off part of the land parcels. He asked that the Commission address the timeline that would be allowed for this process. He asked if Mr. Szafran took pictures of the site that is currently under construction to become a Discount Tire Store. This property is located close to the properties that are currently being converted from apartments to condominiums, and the commercial development might have an impact on the traffic in the area. At the request of Commissioner Broili, Mr. Mikolic identified the location of his home on the map. Mr. Mikolic said the applicant assured him that a wood fence would be used to separate the subject property from adjacent properties, yet the drawings identify chain link fences. He would like the fences to be wood.

Laurie Hennessey, 917 North 200th Street, said she owns a condominium that is located to the north of the subject property. She said that before the lot was cleared, she couldn't even see the existing home from her condominium. She pointed out that, to her knowledge, the single-family home was demolished without a permit. She also expressed her concern that additional traffic impacts would also be an issue, since she can't even get out of her driveway during peak hours. She noted that 200th Street is the main road that runs to Aurora Avenue and Interstate 5, and this is likely the road the subject property would use for access. She expressed her concern that the proposed buildings would be located too close (5

feet) to the property line, significantly impacting privacy. Ms. Hennessey said the adjacent property owners were not properly notified of the changes proposed for the property, particularly the demolition.

Although Ms. Hennessey didn't receive the original notice for the proposal, Commissioner Wagner asked if she received any subsequent notices. Ms. Hennessey said most of the condominium owners in her development did not receive notice for any of the actions that took place. Their names were not included on the mailing list, even though their properties are some of the closest ones to the new construction. After complaint letters were filed, individuals started receiving notices. Commissioner McClelland pointed out that, frequently with condominium associations, one person receives the notification because that's the only person on the County's records. However, it is possible to get a list of all condominium owners so they can be notified independently of the association. The City should be aware of this problem and take steps to correct it in the future.

Commissioner Hall inquired if an applicant could obtain a permit to clear more than six significant trees. Mr. Szafran answered that this would be allowed with a clearing and grading permit, which would be separate from the demolition permit. In addition to a fee, a clearing and grading permit would require that certain conditions and guidelines be met.

Tammy Smith, 917 North 200th Street, said she lives in the Richmond Firs Condominiums, located north of the rezone site. She asked when the demolition permit was issued. She expressed her concern that the property was cleared without notifying the adjacent property owners. She pointed out that the apartments down below were recently converted to condominiums. While they used to be occupied by single-individuals, many are now occupied by married couples with two cars. This creates more traffic on 200th Street. These individuals also use her condominium complex as a turnaround place. Ms. Smith pointed out that while there used to be trees to separate the subject property from her condominium, they have been removed. Their privacy has been destroyed and she is opposed to allowing the developer to construct eight condominiums and one residential unit on the subject property.

Commissioner Hall asked how many units are located in the Richmond Firs Condominium Complex. Ms. Smith answered that there are 11 town homes.

Commissioner Pyle asked what happens to the trees that separate her property from the subject property during the winter months. Ms. Smith answered that the trees located to the south of her complex are evergreen trees, and the trees along the back of her property line give privacy for the condominiums.

Commissioner Hall inquired if notice to surrounding property owners is required for a demolition permit. Mr. Szafran answered no.

Presentation of Final Staff Recommendation

Mr. Szafran said staff's final recommendation is that the Commission recommend approval of the rezone to R-24 as presented.

Final Questions by the Commission and Commission Deliberation

Vice Chair Kuboi requested clarification regarding the distance of the two proposed new units from the property lines. Mr. Szafran said it appears that the buildings would be set back 10 feet from the rear property line with some pop outs of approximately two feet. Mr. Cohn reminded the Commission that no building permit has been submitted to date and no exact design has been approved by the City.

Commissioner Phisuthikul asked about the landscape requirements for the north and east property lines. Mr. Szafran advised that a 5-foot landscape buffer would be required in these locations, and one 1½ - inch caliper trees would be required to be placed every 25 feet. Shrubs from 5 gallon containers would spaced from one to four feet apart. Ground cover would also be required.

Chair Piro asked the applicant to comment on the type of fence that would be used; chain link versus wood. Mr. Smith clarified that the chain link fences shown are the plan are existing fences. These would be replaced with wood fences.

Chair Piro asked for clarification about when the demolition permit was issued. Mr. Szafran responded that a demolition permit was issued on June 1, 2005 to remove the existing single-family home. It was finalized by the inspector on November 20, 2005.

Commissioner McClelland pointed out that, in addition to obtaining a demolition permit, the applicant cut down all of the trees without a permit to remove significant trees. Mr. Szafran emphasized that in the demolition permit application, the applicant noted that six significant trees would be removed. Therefore, the demolition permit authorized six trees to be cut. Commissioner McClelland clarified that the applicant did not have approval to cut down any more than six significant trees, yet property owners in the area have indicated that more than six significant trees were removed. Commissioner McClelland inquired if the City received any contact from citizens regarding the demolition. Mr. Szafran said the City's tracking system does not note any complaints regarding this issue.

Commissioner Harris asked staff to review the requirements for a demolition permit such as the mapping of significant trees, etc. Mr. Szafran said there is no protocol to actually note significant trees on a plan as part of a demolition permit application. Commissioner Broili asked how the City would know how many significant trees exist on a subject property. Mr. Szafran said staff typically inspects a site prior to demolition. Commissioner Broili pointed out that an old photograph illustrates the vegetation that existed prior to clearing, and he sees at least six trees that look significant. This raises a question in his mind about how many significant trees actually existed on the site prior to demolition. He suggested that, for future applications, the City should figure out a method for documenting significant trees. Mr. Tovar agreed and suggested that this issue could be addressed through an administrative order to require mapping of this information as part of a demolition permit application.

Commissioner Pyle pointed out that any property owner in Shorelines is allowed to remove up to six significant trees in a 36-month period without a permit. Therefore, the applicant would not have needed a permit to remove six trees. Commissioner Hall further noted that a 2002 aerial photograph from the King County website shows two or three trees that are not present in the pre-demolition permit

photograph. This suggests that over a 4-year period, more than six trees have been removed. But there is no indication to him that more than six significant trees were removed as part of the demolition work.

Vice Chair Kuboi asked what the functional purpose of the landscape buffer on the north end of the property would be. Mr. Szafran said the function of the buffer would be to provide a screen between the two properties. Vice Chair Kuboi asked if there are particular plant selections that would accomplish this goal better. Mr. Szafran said the City does not have an approved plant list, but the code calls out a mixture of evergreen and non-evergreen types of species at specific heights and spacing. Vice Chair Kuboi asked if the applicant would be required to submit a list of materials that would be used for their landscape buffers. Mr. Szafran said this information would be submitted to the City as part of the building permit application.

COMMISSIONER HARRIS MOVED TO RECOMMEND APPROVAL OF STAFF'S RECOMMENDATION TO REZONE A PORTION OF THE PROPERTY FROM R-12 TO R-24. COMMISSIONER BROILI SECONDED THE MOTION.

Commissioner Harris said that, upon reviewing the maps, the rezone proposal appears to conform to the surrounding zoning and provides a natural transition between the higher-density and single-family residential zones. An R-24 zoning designation would be the same as what already exists to the north. A building permit has already been approved for six units on the site, and adding two more units would not generate significantly more traffic on the existing streets. He pointed out that a Burger King Restaurant existed where the new Discount Tire Store is currently being located, and he suspects traffic from both businesses would be similar.

Commissioner Broili agreed with Commissioner Harris that the proposal would provide a good transition between the R-24 and R-12 zoning designations. However, he encouraged the applicant to plant larger, more mature trees along the northern fence line to give more immediate visual buffer to the adjacent property owners. Commissioner McClelland also encouraged the applicant to compensate for the loss of trees and privacy as a thoughtful gesture towards the adjacent property owners.

Vice Chair Kuboi said he would support the proposal as presented since it would allow two additional families to live in the City of Shoreline. The proposal of two additional units would also presumably make the other homes that are developed on the site a little more affordable. He pointed out that the applicant also built the Meridian Cottages. There was quite a back lash regarding color selection, and a lot of good will was lost. He encouraged the developer to consider the concerns of the adjacent property owners and create an adequate buffer on the north side of the property line.

Closure of the Public Hearing

COMMISSIONER BROILI MOVED TO CLOSE THE PUBLIC HEARING. VICE CHAIR KUBOI SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Vote by Commission to Recommend Approval, Denial or Modification

THE MOTION CARRIED 8-1, WITH COMMISSIONER PYLE VOTING IN OPPOSITION.

PUBLIC HEARING ON CODE AMENDMENT PACKAGE #1

Chair Piro reviewed the rules and procedures, as well as the proposed agenda for the public hearing. It was noted that there was no one in the audience to participate in the public hearing.

Mr. Szafran referred the Commission to the first set of 2006 Development Code Amendments. The Commission and staff reviewed each of the proposed amendments as follows:

- **Amendment 1** – This amendment pertains to Site Development Permits. Staff added the word “redevelop” to clarify that a Site Development Permit may be needed when an applicant redevelops a site. A Site Development Permit allows clearing, grading, and installation of utilities exclusive of any other permits applied.

COMMISSIONER HALL MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 1 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER HARRIS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- **Amendment 2** – This amendment pertains to pre-application meetings. Language would be added to inform an applicant that additional permits may be needed and the time and procedure for obtaining those permits.

COMMISSIONER HALL MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 2 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER PHISUTHIKUL SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- **Amendment 3** – This amendment proposes a new code section explaining the purpose, general requirements and review criteria of a Site Development Permit.

COMMISSIONER HALL MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 3 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER HARRIS SECONDED THE MOTION.

- **Amendment 4** – This amendment would delete condominiums from the binding site plan requirement. Binding site plans are a division of land for commercial and industrial lands. A condominium is not a division of land but a form of ownership. Therefore, it should not be considered as such.

Commissioner Hall pointed out that the City might not even know if a property would be developed as condominiums at the time a proposal is submitted. Mr. Cohn agreed that a developer could construct an apartment complex and then convert the units to condominiums a few years later. Commissioner Hall pointed out that the Commission could have required a binding site plan for the previous application as a way of ensuring a 10-foot setback on the north side. Mr. Tovar agreed that the Commission could have imposed conditions for the rezone permit they just reviewed. Commissioner Hall summarized that the Commission could address important issues by placing conditions on a rezone without requiring a binding site plan. Mr. Tovar agreed.

Commissioner Phisuthikul noted that the way the amendment is written implies that the binding site plan requirement would only be applied to commercial or industrial lands. He asked if this would prevent the City from also requiring binding site plans for mixed-use or residential developments. He expressed his concern that the proposed language implies that no residential development would be allowed within the binding site plans. Mr. Tovar pointed out that the City's site development requirements would allow the City to impose binding conditions on mixed-use developments. He suggested that perhaps part of the Commission's work on the Comprehensive Housing Strategies could include a discussion on how the City could ensure their ability to impose conditions on a site-by-site basis regardless of what the development permit might be.

COMMISSIONER HALL MOVED THAT THE COMMISSION RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 4 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER McCLELLAND SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- **Amendment 5** – This amendment would modify the Density and Dimension Table 1 to allow modified building coverage and impervious surface calculations for zero lot line developments. The setback variations would only apply to internal lot lines, and the overall site plan must comply with setbacks, building coverage and impervious surface limitation.

COMMISSIONER PYLE MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 5 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER HARRIS SECONDED THE MOTION.

Commissioner Hall pointed out that this amendment would grant additional flexibility to allow developers to arrange the open space and impervious surface in a more reasonable way on the site to create a better community. Chair Piro agreed that this additional flexibility would be appropriate.

Commissioner Pyle expressed his concern that there is already a provision in the code that allows for setback variations for external lot lines with regards to clusters of significant trees and vegetation. The proposed amendment could inhibit the movement of a building or cluster of buildings in a zero lot line development out of the way of a cluster of significant trees because a developer would not be allowed to vary the external lot lines at all. Mr. Tovar suggested that if the intent is to have the old language continue to operate, the Commission could direct staff to craft language to reconcile this concern.

The Commission discussed whether or not it would be appropriate to defer their decision on Amendment 5 until a future meeting. Commissioner Harris said he would be in favor of moving forward with the motion to approve. Commissioner Hall agreed. He pointed out that the footnote in the current code would make it appear that any of the standards for the internal or external lot lines in zero lot line developments could be varied. He clarified that the purpose of the proposed amendment is to allow a zero lot line development to modify their internal lot lines, without creating the ability for them to modify their rear, front or side yard setbacks. He said he would support the proposed amendment as proposed.

THE MOTION CARRIED 5 TO 3, WITH COMMISSIONERS PYLE, PIRO AND PHISUTHIKUL VOTING IN OPPOSITION AND COMMISSIONERS HARRIS, HALL, McCLELLAND, WAGNER AND KUBOI VOTING IN FAVOR. COMMISSIONER BROILI ABSTAINED FROM VOTING ON THE ISSUE.

- **Amendment 6** – This amendment would delete the requirement that residential driveways comply with setback standards.

COMMISSIONER PHISUTHIKUL MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 6 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER PYLE SECONDED THE MOTION.

Commissioner Hall pointed out that the tradeoff is between suburban form and urban form. In a suburban form each house would have its own curb cut and driveway, which can result in less efficient use of on-street parking space and make it more difficult to accomplish higher densities with short plats, etc. He expressed his belief that the proposed amendment is consistent with the fact that the City is going to continue to see an increase in population and density. The proposed amendment would allow two houses to be built side by side, with adjacent driveways and only one curb cut, and this could create a more pedestrian friendly form.

Commissioner Pyle noted that if proposed Amendment 6 is approved, the City must also update the Engineering Development Guide to reflect the code change. Mr. Szafran agreed.

THE MOTION WAS UNANIMOUSLY APPROVED.

- **Amendment 7** – This amendment would revise and clarify the language for the Engineering and Utility Standards section. No new content would be added to the section, but the amendment reorders and clarifies the section making it easier to follow and understanding.

COMMISSIONER WAGNER MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 7 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. COMMISSIONER PYLE SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- **Amendment 8** – This amendment would allow private streets to be located within easements. By allowing private streets within easements, lot square footage would not be taken out of the total lot size, making it easier to meet minimum lot sizes.

Commissioner Pyle asked if properties would still be required to comply with impervious surface standards. Mr. Szafran answered affirmatively. The amount of easement that would be considered a private street would also be considered impervious surface for that lot. While the easement would still exist, the private street would not be dedicated as a separate tract. Mr. Tovar clarified that the easement underneath the road would belong to the property owner.

COMMISSIONER McCLELLAND MOVED TO RECOMMEND APPROVAL OF DEVELOPMENT CODE AMENDMENT 8 BASED ON FINDINGS CONSISTENT WITH THE STAFF REPORT. VICE CHAIR KUBOI SECONDED THE MOTION.

There was still no one present in the audience to participate in the public hearing. Therefore, Chair Piro closed the public hearing.

THE MOTION CARRIED UNANIMOUSLY.

REPORTS OF COMMITTEES AND COMMISSIONERS

Chair Piro reported that earlier in the day he attended a meeting with King County Planning Directors to discuss the Puget Sound Regional Council's proposed update of the Vision 2020 Plan. The formal public comment period ended on July 31st. They received about 80 comment letters; 23 were from municipalities and all four counties responded, as well. The Puget Sound Regional Council staff is scheduled to provide a presentation to the Shoreline City Council on August 21st, and interested Planning Commissioners are invited to attend.

Commissioner Hall announced that the City Council recently selected the site for the new City Hall.

UNFINISHED BUSINESS

Retreat Follow-Up

Mr. Cohn referred the Commission to the draft 2007-2008 Work Plan that was prepared by staff to outline the work items identified by the Commission at their retreat. He recalled that the Commission specifically indicated their desire to work on the following three items: sub area plans for special study areas, Town Center Plan, and a Comprehensive Housing Strategy.

Mr. Cohn advised that staff would present a final work plan for the Comprehensive Housing Strategies Program to the City Council early in September. They hope to obtain approval from the City Council to move forward with the formation of a citizen's advisory committee in October. It is staff's expectation that the citizen's advisory committee would include Planning Commission representation. Staff

anticipates that it could take up to a year to complete the plan, and then implementation would have to be considered during the first quarter of 2008.

Mr. Cohn said that the Town Center Plan would impact the properties between 170th and 180th Streets on both sides of Aurora Avenue. Staff anticipates this planning process would start very soon and continue on for about a year. Implementation would likely take place during the first quarter of 2008.

Mr. Tovar explained that staff's rationale for sequencing of the work items was related to costs for staff time and potential consultant contracts. Staff intends to complete the Comprehensive Housing Strategies project with in-house staff and just a small amount of consultant services for survey work. The Town Center Plan would also be done largely in-house, but with the some outside help. He reported that the Planning and Development Services staff have met internally with staff from the Public Works Department, Parks Department, etc. to discuss the major capital projects that are taking place within the town center area (City Hall Campus, Interurban Trail, and Aurora Avenue Capital Improvement Project).

Chair Piro said he understands that work is in progress to design the second and third phases of the Aurora Avenue Project, and these plans might be finished before the Town Center Plan. He suggested that some treatment of Midvale Avenue be included into the Aurora Avenue Plans, even if that means doing the work ahead of the Town Center Plan. Mr. Cohn agreed that it is important to consider the future configuration of Midvale Avenue and noted that the Town Center Plan would include Midvale Avenue, perhaps as far back as Stone Avenue on one side and Linden Avenue on the other. Chair Piro suggested that there might be grant funding for the Aurora Avenue Project that could be used to address Midvale Avenue, too.

Commissioner Broili expressed his concern that development is happening all the time, so it is important for the City to get their plans in place as soon as possible. If not, future development could end up setting the pace for what the City will be able to do in the future.

Commissioner Pyle noted that the Commission expressed an equal desire to work on sub-area planning for special study areas and the Town Center Plan, yet the sub-area plans have been postponed until much later on the Commission's work program to accommodate the Commission's work on the Comprehensive Housing Strategies. He expressed his belief that completing the Comprehensive Housing Strategies before the special study areas is inappropriate. If the City does not know the density and capacity of certain zones and areas in the City, it would be impossible to properly develop a unilateral, citywide housing strategy.

Commissioner Phisuthikul agreed with Commissioner Broili's concerns about postponing plans for the special study areas and the town center. He recalled that the City developed a Central Shoreline Sub-Area Plan after much work by the community, staff, Commission, etc. However, because this plan was only partially adopted into the Comprehensive Plan, it could not be used as a guideline for future development. As a result, new development has occurred that is exactly opposite of what was called out in the plan.

Chair Piro noted that the Comprehensive Housing Strategy work was already in progress before the Commission's retreat. Mr. Tovar said the staff is interested in getting to work on the sub area plans for special study areas as soon as possible. However, it is important to note that the City Council directed the Commission to consider a Comprehensive Housing Strategy at the time the cottage housing regulations were eliminated. The City Council has also expressed a desire for the Commission to consider a Town Center Plan. He also clarified that because the code was never updated to implement the Central Shoreline Sub Area Plan, there was nothing in place to require or prohibit development that was inconsistent with the plan. He noted that, at this time, the Central Shoreline Sub Area Plan is only included in the Comprehensive Plan as a report. It is not a binding policy and does not provide binding direction to any code or permit. He said his hope is that the Town Center Plan would have a lot of community buy in and reflect the current market so the City Council could adopt it as code. Mr. Cohn pointed out that the market has changed significantly since the Central Shoreline Sub Area Plan was adopted, so changes are necessary.

Commissioner Hall said his recollection is that the City Council adopted the policy portion of the Central Shoreline Sub Area Plan, but not the development regulations. He asked staff to review the Commission's previous deliberations on this issue. Mr. Tovar agreed to research the Commission's previous discussions, as well as the record of what the City Council actually adopted, and report back to the Commission on the status of the Central Shoreline Sub Area Plan.

Vice Chair Kuboi pointed out that the work program includes very little discretionary time for the Commission to consider other issues they feel are important. He asked staff to provide more detail on the work program to identify where the smaller items might fit in. Commissioner Broili pointed out that a number of items on the parking lot list would be discussed as part of larger issues that are already scheduled on the agenda.

Commissioner McClelland was excused from the meeting at 9:20 p.m.

Commissioner Pyle expressed his belief that special study areas would continue to get pushed back on the Commission's agenda. Therefore, he suggested that an interim set of controls be adopted or a moratorium be established on rezones and Comprehensive Plan amendments for special study areas. Mr. Tovar suggested the Commission discuss Commissioner Pyle's recommendation with the City Council at the next joint meeting. Commissioner Pyle expressed his concern that he lives in a special study area that is a prime candidate for redevelopment by 2008, and he has concerns about the significant impact future development could have unless the City takes action soon. Commissioner Hall suggested that Commissioner Pyle's concern is more related to the Comprehensive Plan designation and not the other elements that would typically be included in a sub area plan. He suggested that he could bring in maps of the area and colored markers to a future meeting so the Commission could mark up the map and introduce a Comprehensive Plan amendment. He concluded that the Commission has enough resources to complete this task utilizing very little staff time.

Commissioner Broili asked about the City's timeline for adopting the King County Stormwater Management Plan. Mr. Tovar answered that staff was hoping to have this document adopted by the third quarter of 2007, but that was before key engineering staff positions were vacated. Commissioner Broili

pointed out that efforts to create an environmentally sustainable community could be directly tied to the City's adoption of the stormwater management plan. Mr. Tovar suggested that the Commission discuss these types of issues with the Parks Department at the upcoming joint meeting.

At the request of the Commission, Mr. Cohn provided a status report of the Fircrest property. He explained that the City must wait for the State to take action, and preliminary indications are that the State has no plans to do anything with the property unless the Legislature or the Governor directs them to. Commissioner Hall expressed his concern that the State could choose to surplus the land to generate revenue. That means a developer could purchase the property and develop it at its underlying zoning with no master planning. He encouraged the staff to bring this issue up to the City Council with a request that they ask the State Representatives not to consider surplussing the property until they have entered into an agreement with the City of Shoreline to require some level of planning or a Comprehensive Plan Land Use change has been adopted. He pointed out that a master plan for the site would be in the State's best interest, too. Mr. Tovar added that the City has the authority to legislatively change the zoning for this property. However, the new zone would have to allow State run facilities as a permitted use.

Mr. Tovar asked the Commission to share their comments about the concept of meeting twice a year in a joint meeting with the City Council. The Commission agreed that two-meetings a year would be adequate. Chair Piro emphasized that Commissioners also have the opportunity to attend any City Council Meeting to testify on their own behalf.

Mr. Tovar provided a proposed agenda for the Commission's joint meeting with the Parks Board on September 7th. He asked the Commission to provide feedback so the agenda could be finalized in the near future. Mr. Tovar explained that the Council of Neighborhoods typically meets the first Wednesday of each month, and staff has approached them about the possibility of canceling their September 6th meeting so they could sit in the audience at the joint Planning Commission/Parks Board meeting.

Mr. Tovar noted that the agenda for the meeting would include a review of the Cascade Agenda and an update on the 10 City Council Goals. The meeting would provide an opportunity for the Parks Board, the Commission, and the staff to have a dialogue and exchange ideas. While the public would be welcome to attend, he does not anticipate an opportunity for public comments. Chair Piro suggested that the first priority should be to work on building a relationship between the two groups, and perhaps it would be appropriate at a subsequent joint meeting to allow public comments from neighborhood groups, etc. The Commission agreed that they would like the meeting to be set up as a conversation between the two bodies. Commissioner Hall suggested that a question and answer period be built into the time allotment for the Cascade Agenda Presentation. For the remainder of the agenda, he would prefer that the Commission and Board speak primarily with each other. The remainder of the Commission agreed.

Commissioner Phisuthikul inquired if a discussion regarding the Urban Forest Management Plan would be part of the joint meeting agenda. Mr. Tovar explained that one of the City Council's goals is to develop an environmentally sustainable community, and one element of this would be the development of a Forest Management Plan. It would be appropriate for the Parks Board and Parks Department Staff

to explain what they have in mind for this effort. Commissioner Broili offered to work as a liaison between the Parks Board and the Planning Commission regarding this issue.

Vice Chair Kuboi expressed his concern that the proposed agenda does not allow enough time for the Board and Commission to talk together. He said that rather than reports and presentations, he would prefer to have more time for the two groups to interact with each other. Mr. Tovar suggested the meeting start at 6:00 p.m. as a dinner meeting. The Commission agreed that a dinner meeting would be appropriate. They also agreed that the Cascade Agenda presentation should be limited to only 30 minutes. Staff agreed to provide meeting materials prior to September 7th.

NEW BUSINESS

There was no new business scheduled on the agenda.

ANNOUNCEMENTS

Commissioner Phisuthikul announced that as of 3 p.m. today, he became a United States citizen.

AGENDA FOR NEXT MEETING

The Commissioners had no additional comments to make regarding the agenda for the next meeting.

ADJOURNMENT

The meeting was adjourned at 9:55 p.m.



Rocky Piro
Chair, Planning Commission



Jessica Simulcik Smith
Clerk, Planning Commission

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CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

| | |
|----------------------|---|
| AGENDA TITLE: | Richmond Beach Saltwater Park – Master Plan |
| DEPARTMENT: | Public Works Department |
| PRESENTED BY: | Dick Deal, Director, Parks, Recreation and Cultural Services Dave Buchan, Capital Projects Manager |

This Staff Report provides Council with background and recommendations regarding the development of a Master Plan for Richmond Beach Saltwater Park.

BACKGROUND

Richmond Beach Saltwater Park is a treasured resource for the Shoreline community. The forty (40) acre site on Puget Sound offers spectacular views of the Sound, the Olympics, features a wide sandy beach, facilities for picnics, barbecues, children's play area and more. Saltwater Park is widely used by the community for such activities as quiet strolls on the beach, enjoying the views, city sponsored concerts, the Christmas Ship or family picnics.

The spectacular views available at Saltwater Park and the great beach area have tended to mask a series of on-going problems at Saltwater Park. The lack of proper drainage and storm water control facilities has created significant erosion problems at the park. This erosion has the potential to do long-term damage to this priceless resource for the City of Shoreline. Pockets of erosion damage are evident along both sides of the main access road to the beach parking area and at numerous points along the steep, sandy banks of the park "bowl". The proliferation of invasive non-native plant species, particularly Scotch Broom, threatens to take over the park and crowd out the remaining native vegetation at the site.

These concerns led the Council in 2005 to allocate \$150,000 for the preparation of a Saltwater Park master plan that will be used as a guide to address both short and long-term improvements at Saltwater Park. Staff conducted a consultant selection process and hired Hewitt Architects in October 2005 to begin analysis for the master plan for Saltwater Park.

Site Evaluation and Opinion Assessments

The first step in the Master Plan process was to provide a thorough inventory of existing conditions in the park and sample public opinion about Saltwater Park. In November of 2005, the City Manager authorized Hewitt Architects to conduct a Phase 1 evaluation of Saltwater Park. This initial effort identified and mapped existing plant communities on site, evaluated soil conditions on site with particular attention to erosion patterns and areas of potential slope instability, and assessed the condition of existing storm water systems, potable water services, pumps, motors and other mechanical equipment.

This Phase 1 analysis provided an initial sampling of public opinion about Saltwater Park. Interviews with Park Board members, other key stakeholders and community representatives were held to document public attitudes and interests about the future of Richmond Beach Saltwater Park.

This Phase 1 analysis was submitted in a summary report issued to the Park Board in December of 2005.

Preparation of Master Plan

In February of 2006 Council authorized staff to proceed with a Phase 2 contract with Hewitt Architects to prepare the Saltwater Park Master Plan. This effort focused on testing a range of possible future uses, activities and improvements that should be considered for Saltwater Park. Alternative master plan concepts were illustrated and described in a consistent and objective manner so that preferences were more easily understood. These ideas were then tested through an extensive public involvement effort to determine attitudes and preferences about the park from a broad cross section of park users and City of Shoreline residents.

Public Involvement Process

A variety of public involvement tools were used to understand more about the community's preferences for Saltwater Park. In January, 2006 articles in the Enterprise newspaper provided early information about the scope of the master plan effort. Questionnaires were distributed at community meetings and were also available at information boxes at the park itself.

On March 18, 2006, the first open house for Saltwater Park was held at the Richmond Beach Library. Attendees viewed illustrations depicting the existing conditions on site and had opportunity to express preferences regarding a range of park uses and priorities. Tours of the park were offered to give the public opportunity to see first-hand the issues and possibilities for Saltwater Park.

Public comments from the open house and a summary of questionnaire responses received over many weeks from Shoreline residents helped shape the preferred alternatives and key master plan principles for a Saltwater Park Master Plan. Shoreline staff and the design team used this information as a basis for evaluating specific project opportunities to help realize the preferred master plan elements. The design team prepared new illustrations and sketches to help communicate these master plan principles and project opportunities. These recommendations were shared with the Park Board in May, 2006. The Park Board enthusiastically supported the design directions presented at that meeting.

On July 29, 2006 a second open house was held, this time at Saltwater Park itself. The preferred alternatives for the Saltwater Park Master Plan and all supporting project analysis previously shared at the initial open house and the Park Board meetings, were presented at this second open house. Strong support for the Master Plan principles and project recommendations was evident. Both staff and the design team feel confident that the plan recommendations clearly represent the public's sentiments for Saltwater Park.

On September 21, 2006 staff and the design team presented the proposed master plan and a three phased list of proposed capital improvements at Saltwater Park to the Park Board. The proposed master plan and the three phases of capital improvements reflect the principles identified for the master plan. Phase I of the capital improvements list would be funded with the Parks and Open Space Bond allocation for Saltwater Park. The Park Board endorsed the prioritized list of projects and recommended that this package be forwarded to the Council for review and adoption.

Master Plan Recommendations

Throughout the public involvement process, a clear consensus has emerged about Saltwater Park. A set of goals was prepared for the master plan. People want to see Saltwater Park left in a more natural state and preserved for the benefit of future generations. Improvements should be made to protect the park from additional erosion, to improve pedestrian safety of park visitors, restore more natural vegetation for the site and improve opportunities for full use of the site.

Highlights include:

- ☐ The Park entry should be modified to present a welcoming feature, to slow incoming traffic, and provide clear visual clues to motorists about park access.
- ☐ The main access road should be improved to provide curbing to define edge conditions, control storm water and provide a safe, protected walking corridor for pedestrians.
- ☐ The Bluff trail is a popular attraction and left intact. Only modest trail surfacing and landscaping should be pursued.
- ☐ Greater use should be made of the mid-level area of the park with improved picnic facilities and trail access.
- ☐ Additional parking facilities should be provided at mid-level locations to benefit the elderly and people who simply want to enjoy the view.
- ☐ An arrival feature at the park's primary parking area should be created to provide visitor orientation, improved restroom facilities and access to mid-level picnicking and informal play facilities.
- ☐ Improvements at the beach area should include improved restrooms, outdoor wash down showers and an activity information center.
- ☐ Interpretive materials should be provided throughout the site to inform visitors about the natural features of Saltwater Park and some of the history of this magnificent waterfront site.

The proposed Phase 1 capital improvements for Saltwater Park, as recommended by the Park Board, are intended to accomplish the key projects necessary to protect the park and improve public safety. The projects will be highly visible to the visiting public and will create the foundation for long-term improvements at Saltwater Park.

Attached you will find the proposed master plan illustration with supporting sketches, narrative material, and the proposed phase 1 capital improvements for the park.

Financial Impact:

The Saltwater Park Master Plan effort is being carried out within the budgetary parameters previously established by Council.

The Master Plan identifies a series of capital improvements that are important to protecting the park, that have received strong consensus through our public process and that are consistent with Park and Open Space Bond allocations for Saltwater Park. The Phase 1 list of proposed Capital Improvements at Saltwater Park can be achieved within the dollar allocation identified in the Parks and Open Space Bond allocation for Saltwater Park.

If Council approves the master plan and the proposal for the first phase of capital improvements, staff will prepare a contract modification for the design team to begin design of the first phase capital improvements for Saltwater Park. The contract modification would be presented to Council for approval at a subsequent Council meeting.

RECOMMENDATION

Staff recommends that Council approve the Saltwater Park Master Plan principles and proposed Phase 1 capital improvements as depicted in the attached materials.

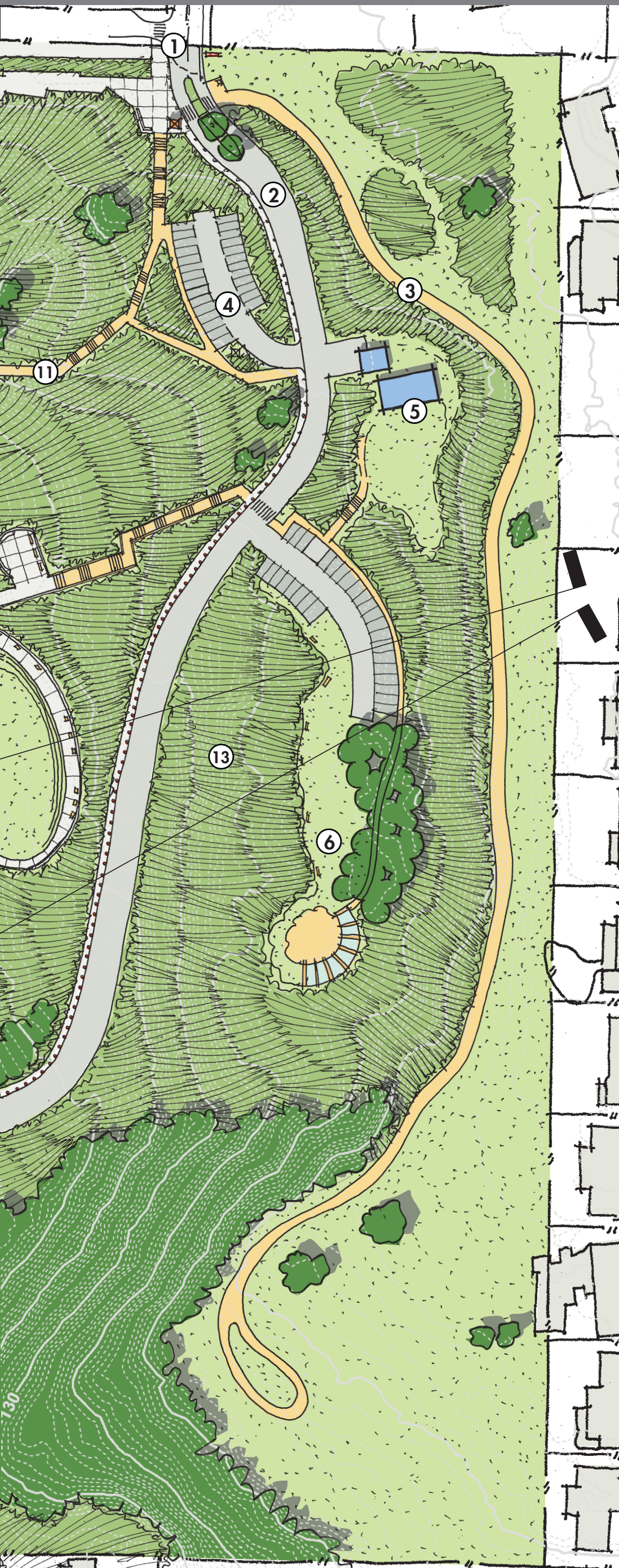
Approved By: City Manager _____ City Attorney _____

Attachments:

- A. Master Plan Images
- B. Supplemental Illustrations

Potential Improvements to Saltwater Park





- Protecting and maintaining the assets we have
- Building on and improving existing facilities
- Connecting the different areas of the park
- Creating a cohesive park experience
- Establishing appropriate vegetation and habitat

- ① Park Entrance Improvements
- ② Park Road Improvements
- ③ Upper Terrace and Bluff Trail
- ④ Overlook Parking Across from Caretaker's Residence
- ⑤ Caretaker's Residence
- ⑥ Mid-Level Terrace
- ⑦ Central Activity Area
- ⑧ Beach Trailhead
- ⑨ Bridge Over Railroad
- ⑩ Beach Activity Center
- ⑪ Steep Slope Stairs and Trails
- ⑫ Wetland Overlooks
- ⑬ Steep Slope Stabilization
- ⑭ Lower Wetland Restoration
- ⑮ Beach and Dune Restoration
- ⑯ Signage and Interpretation

Richmond Beach Saltwater Park Phase 1 Improvements

Projects Recommended for Early Implementation

Projects that address an immediate need, for which an agreed upon solution has been developed and that should be constructed as soon as possible



A. Park Entrance Improvements

- Create a safe and inviting path for pedestrians along 20th Avenue N.W.
- Provide a new park entrance sign and perhaps a pylon or similar landmark
- Create a landscaped median at the park entrance to slow down vehicles and improve safety for pedestrians
- Provide an overlook with seating at the top of the bluff

Estimated Cost: \$100,000 to \$120,000

Projects Recommended for Early Implementation

Projects that address an immediate need, for which an agreed upon solution has been developed and that should be constructed as soon as possible

B. Park Road Improvements

- Stabilize the existing roadway
- Control drainage and surface water runoff by sloping the road toward a curb at the hillside
- Provide a parallel pedestrian path on the outside of the roadway with bollards to separate the path from the driving surface
- Provide a defined edge to the path to control access to fragile steep slopes
- Make the roadway wide enough in a few places to accommodate overflow parallel parking

Estimated Cost: \$650,000 to \$800,000

C. Steep Slope Stairs and Trails

- Control access to steep fragile slopes to reduce erosion and protect vegetation
- Improve connections to activity areas across steep slopes by constructing raised stairs and boardwalks in selected locations
- Incorporate intermittent platforms with seating to pause and enjoy views
- Allow the uninterrupted ground plane and vegetation to continue beneath stair and trail structures
- One priority location should be addressed: Connect the park entrance with the central activity area and the lower parking lot

Estimated Cost: \$300,000 to \$400,000

D. Steep Slope Stabilization

- Implement a program of removing invasive plants and replacing them with dune grass and other native plant species tolerant of dry, sandy and gravelly soils
- Create a community participation program to involve volunteers in this effort, to be coordinated by a city staff person
- Work with the University of Washington Restoration Ecology Network in this program

Estimated Cost: \$50,000 to \$70,000

E. Bridge Safety and Appearance

- Consider cosmetic and safety improvements to the existing bridge, such as a new walking surface, new fencing and guard rails and paint
- Explore cost effective ways to improve access gradients at both ends of the bridge

Estimated Cost: \$500,000 to \$700,000

Projects Recommended for Early Implementation

Projects that address an immediate need, for which an agreed upon solution has been developed and that should be constructed as soon as possible

F. Beach Wash-Down Area

- Provide a convenient and accessible facility for washing adjacent to the beach
- Provide an outdoor shower and hose connection
- Provide a bench or platform to place cleaned equipment
- Control drainage and runoff

Estimated Cost: \$20,000 to \$30,000

H. Overlook Parking Across from Caretaker's Residence

- Create a new paved parking area on the terrace on the west side of the road across from the caretaker's residence
- Provide a place to park and look at the view
- Provide parking for users of the bluff trail
- Provide parking for activities at the caretaker's residence and the mid-level terrace

Estimated Cost: \$120,000 to \$160,000

I. Mid-Level Terrace

- Expand existing parking area
- Consider creating a place to accommodate private gatherings
- Potential picnic area
- Potential lawn area for informal recreation
- Potential for cultivated and irrigated landscape
- Control access to steep slopes

Estimated Cost: \$350,000 to \$500,000

O. Signage and Interpretation

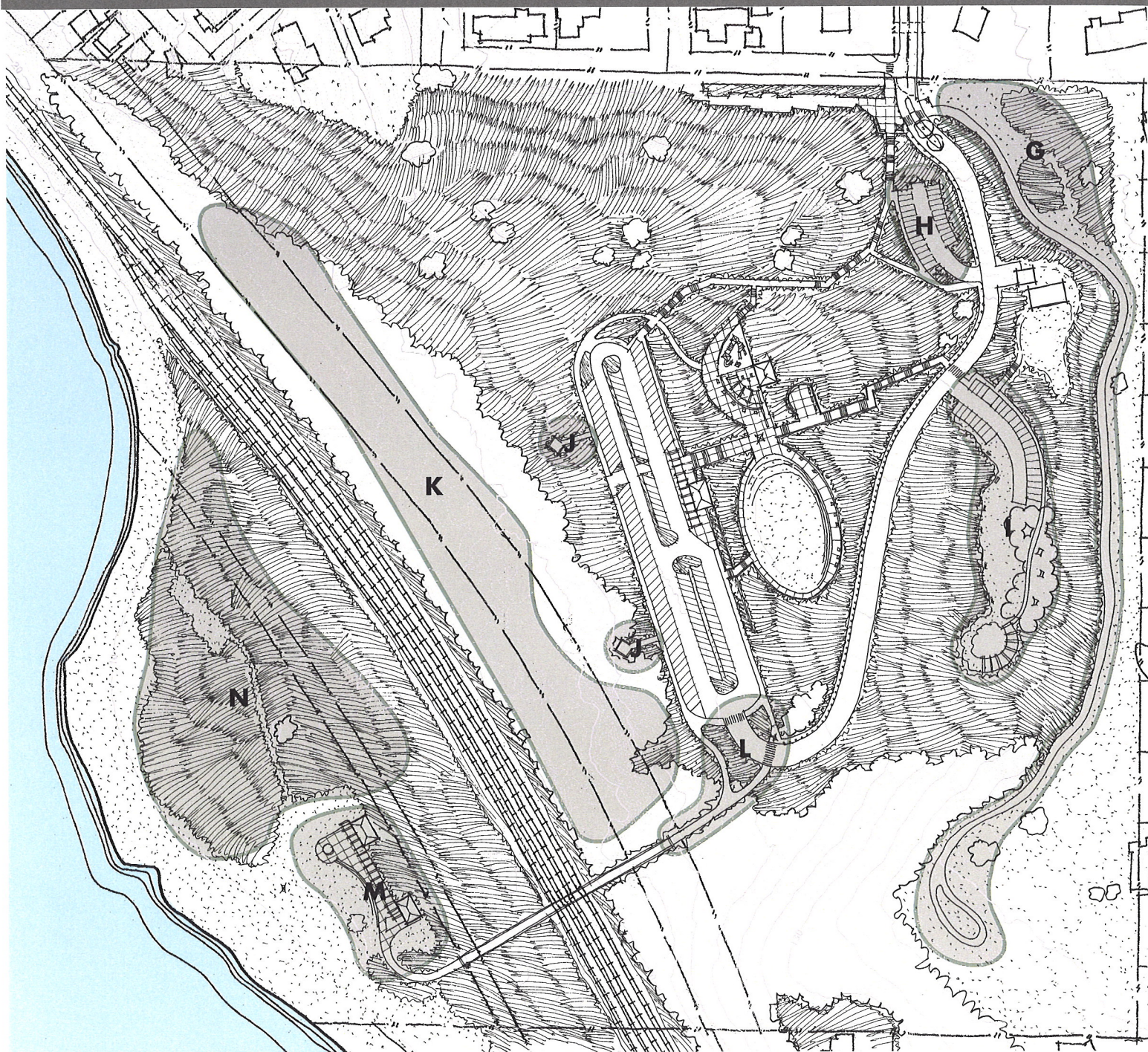
- Design and install a series of interpretive signs and exhibits at appropriate locations in the park to explain history, natural features and site ecology
- Develop a system of directional and informational signs for the park

Estimated Cost: \$120,000 to \$160,000

Richmond Beach Saltwater Park Phase 2 Improvements

Projects Recommended for Design Development

Projects for which a design concept has been proposed and generally agreed to and for which the design should be completed to enable construction within the next 2-3 years



G. Upper Terrace and Bluff Trail

- Incorporate planned landscape in northeast corner
- Consider surfacing pathway with crushed granite
- Opportunity to include exhibits for interpretation

Estimated Cost: \$180,000 to \$250,000

Projects Recommended for Design Development

Projects for which a design concept has been proposed and generally agreed to and for which the design should be completed to enable construction within the next 2-3 years

J. Wetland Overlook

- Build one or two structures to provide views into and over lower wetland area east of the railroad
- Provide access for all park visitors to the overlook structures from the parking lot
- Include interpretive signing and exhibits
- Control access to the wetland and slope leading down to it

Estimated Cost: \$220,000 to \$300,000

K. Lower Wetland Restoration

- Implement a program to remove blackberry and replant the bank east of the railroad with woody native species to provide shade to suppress weeds and improve stream water quality
- Remove invasive plant species and nurture native species in the wetland at the base of the slope (this will require the cooperation of the railroad)
- Create a community participation program to involve volunteers in this effort
- Work with the University of Washington Restoration Ecology Network in this program

Estimated Cost: \$90,000 to \$130,000

L. Beach Trailhead

- Provide access for all park visitors from the parking lot to the bridge over the railroad
- Protect the existing stream and cluster of trees
- Control access to steep slopes

Estimated Cost: \$200,000 to \$250,000

M. Beach Activity Center

- Provide access for all park visitors from the bridge to the beach activity area
- Renovate existing facilities as needed
- Improve the beach volleyball play area
- Build a fishing pier
- Build a boat dock
- Provide an area to accommodate concerts on the beach
- Provide expanded picnic facilities
- Protect natural vegetation on beach dunes

Estimated Cost: \$500,000 to \$650,000

N. Beach and Dune Restoration

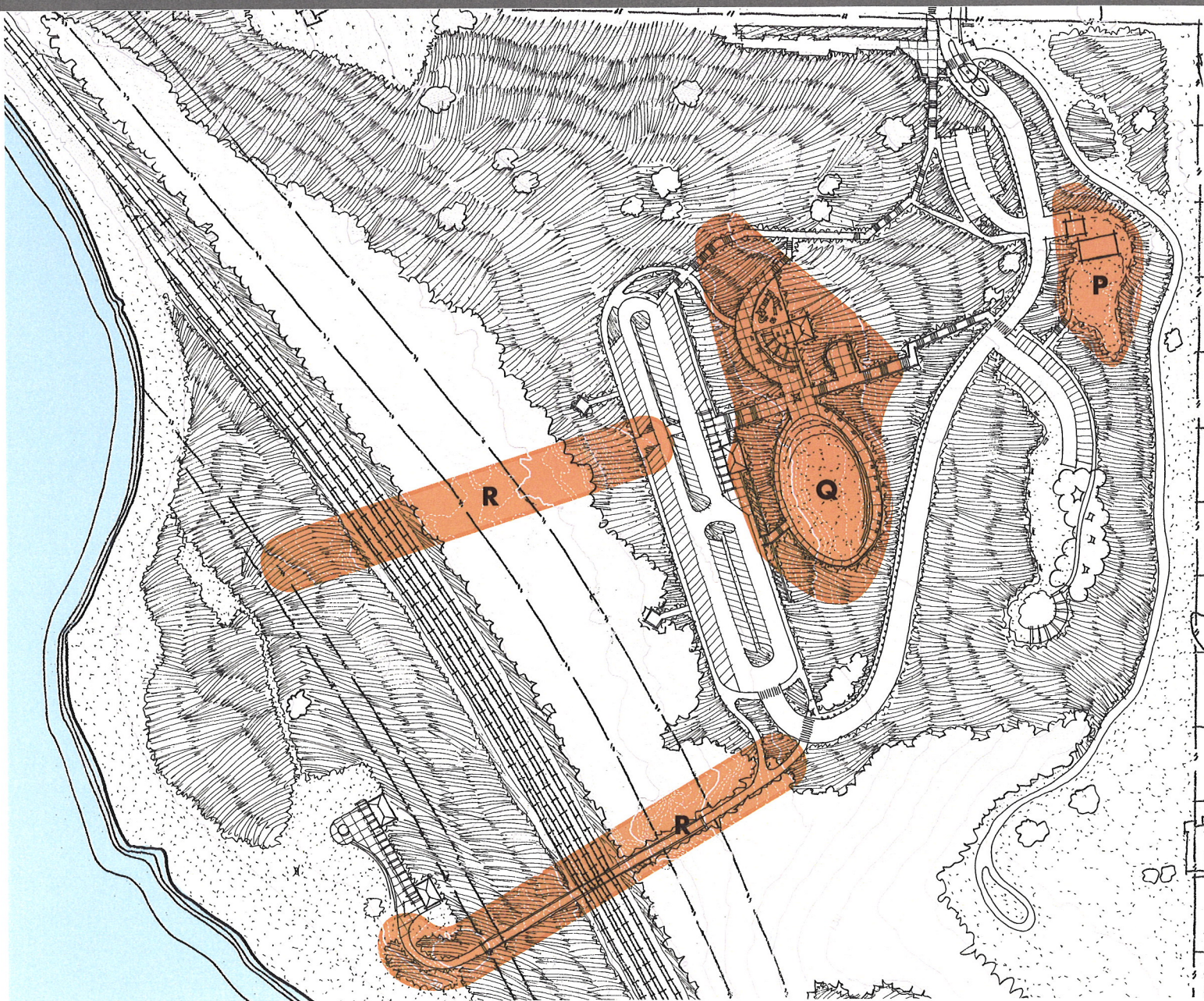
- Implement a program to remove invasive plant species from the west bank of the railroad right-of-way and replace them with native species (this will require the cooperation of the railroad)
- Implement a program to remove invasive plant species from the beach dune area and replace them with native species (this is unlikely to be successful unless invasive species are also removed from the west bank of the railroad right-of-way)

Estimated Cost: \$70,000 to \$100,000

Richmond Beach Saltwater Park Phase 3 Improvements

Projects Recommended for Further Study

Projects which need further analysis and definition as part of the master plan



P. Caretaker's Residence

- Should the building be demolished?
- Consider adapting the building for group activities and events
- Potential picnic area with shelter and restroom
- Opportunity to include facilities and exhibits for interpretation
- Potential for cultivated and irrigated landscape
- Avoid vegetation or structures likely to affect views from bluff trail
- Consider a stair connection to parking at the mid-level terrace
- Consider implications for park management and security

Estimated Cost: \$500,000 to \$1,000,000

Q. Central Activity Area

- Create a central focal point or "heart" for the park
- Create a sense of entry from the parking lot
- Renovate existing facilities as needed
- Expand existing facilities and incorporate new ones in a way that organizes the area and creates a sense of place
- Create terraces for activities
- Direct and contain circulation and connections with paved surfaces
- Contain any cultivated landscape
- Control access to areas with steep slopes and to vegetated areas without irrigation
- Control drainage and surface water runoff
- Identify near-term improvements consistent with chosen long-term vision
- Incorporate interpretive and educational elements

Estimated Cost: \$1,000,000 to \$1,300,000

R. Bridge Over Railroad

- Consider alternative locations and designs for a replacement bridge
- Coordinate planning with BNSF railroad
- Evaluate grading to provide wheelchair access at both ends of the bridge
- Improve connections to activity areas, trails and parking
- Accommodate views from the bridge and approaches
- Consider the visibility and appearance of the structure
- Provide maintenance and security vehicle access

Estimated Cost: \$3,000,000 to \$5,000,000







CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

| | |
|----------------------|--|
| AGENDA TITLE: | 2007 Proposed Budget Public Hearing & Department Presentations |
| DEPARTMENT: | City Manager Office |
| PRESENTED BY: | Robert Olander, City Manager |

PROBLEM/ISSUE STATEMENT: The City Manager presented the 2007 Proposed Budget to the City Council on October 16, 2006. Tonight's agenda includes a public hearing on the proposed budget and an opportunity for department directors to review their budget proposals with the City Council. The focus of the public hearing is to provide an opportunity for the public to comment on the proposed budget and the focus of the departmental presentations will be on any significant changes between the department's 2006 budget and the 2007 proposed budget.

The proposed 2007 budget has been made available to the public and is available at the City Hall, Shoreline Police Station, Neighborhood Police Centers, Shoreline Library and Richmond Beach Library. In addition, the October issue of the Currents is a special 2007 Budget issue that has been sent to all residents within the City.

The department presentations will focus on those departments with significant budget and/or service level changes. This will serve to expedite the budget review process and make the best use of the Council Meeting time. Although this is the case, all Department Directors will be available to answer questions. It is expected that the City Council will review the remaining department budgets this evening. The review for this evening will include:


| |
|----------------------------------|
| November 6 |
| Community & Government Relations |
| Parks & Recreation |
| Planning & Development Services |
| Economic Development |
| Public Works |
| 2007 Capital Budget |
| Salary Schedule |

Future budget workshops are planned for November 13 and November 20. On November 13th, a second public hearing on the budget will be held, with special emphasis on revenue sources and the 2007 property tax levy. The budget is scheduled for adoption on November 27.

FINANCIAL IMPACT: The 2007 Proposed Budget totals \$68,206,170. The 2007 Budget includes a 3.78% market adjustment, \$341,830, for all regular employees, and \$30,000 for implementing changes recommended to the City's salary schedule as a result of a review of positions in ranges 1 through 45 of the City's classification system.

RECOMMENDATION

No action is required by the City Council. The public hearing is an opportunity for public comment on the budget. Department presentations will be for informational purposes and provide an opportunity for Council to ask specific questions regarding proposed department budgets.

Approved By: City Manager  City Attorney ____

ATTACHMENTS:

INTRODUCTION

Tonight's presentation will focus on a review of the proposed 2007 budget for Community and Government Relations Department, Parks, Recreation and Cultural Services Department, Planning and Development Services Department, Public Works Department, 2007 Capital Budget, and the 2007 salary schedule. Tonight's workshop provides another opportunity for the Council to discuss the proposed budget and for staff to provide Council with any additional information that may be helpful to the Council during budget deliberations.

BACKGROUND

The City Manager presented the 2007 proposed budget to the City Council on October 16, 2006. Department presentations were made on October 23 and will continue this evening. A public hearing on the proposed budget will be held tonight and a public hearing on the proposed 2007 revenue sources and 2007 property tax levy will be held on November 13. The City Council is scheduled to adopt the 2007 Budget at the November 27, 2006 Council Meeting.

DISCUSSION

DEPARTMENT & CAPITAL BUDGET

The presentation and discussion will focus on the information provided in the 2007 Proposed Budget document.

MARKET ADJUSTMENT

The 2007 Proposed Budget includes a 3.78% overall market adjustment for the City's salary schedules. This is a result of the City's compensation policy of maintaining salaries at the median of our comparable cities (Attachment A). All of our comparable cities grant a cost of living adjustment to their City employees. Historically the median of the cost of living adjustments granted by the comparable cities has been 90% of the Seattle/Tacoma/Everett June CPI-U. Since many of the cities do not complete their negotiations or formally adopt the cost of living adjustments until late November, when their budgets are adopted, staff has found that basing the City's recommended market adjustment on the benchmark of 90% of Seattle/Tacoma/Everett June CPI-U has met the City's compensation policy guidelines. The 2006 June Seattle/Tacoma/Everett CPI-U was 4.2%. As a result the 2007 recommended market adjustment is 3.78%. The financial impact of the recommended market adjustment is approximately \$383,000, including both salary and benefit (social security replacement, retirement contribution) impacts. The salary schedules included in the 2007 Proposed Budget document reflect the 3.78% recommended market adjustment.

SALARY SURVEY

In addition to the overall market adjustment we are including changes to some of the City's classifications as a result of a 2006 salary survey. As you will recall, we review a third of our classifications each year to remain competitive within our defined labor market. This year we surveyed the classifications at the lower third of our salary ranges. The recommended changes are reflected in the revised 2007 salary schedules

attached to this staff report. We have reserved \$30,000 as a contingency to implement the recommended changes based on the salary survey results.

Policy Background

In July 1997, Council approved the City's Classification and Compensation Plan. The plan established a comprehensive set of classification specifications for the work performed by City employees, and based on the City's adopted job market, established appropriate competitive salary ranges for these classifications.

The goals of the City's compensation plan are to:

- Ensure the City has the ability to attract and retain well-qualified personnel for all job classes;
- Ensure the City's compensation practices are competitive with those of comparable public sector employers;
- Provide defensibility to City salary ranges based on the pay practices of similar employers; and
- Ensure pay consistency and equity among related classes based on the duties and responsibilities assumed

The plan provided that the City should conduct a follow-up salary survey approximately every three years to ensure we remain competitive within our market. The City conducted its first follow-up salary survey in 2000, which was implemented in 2001.

Based upon the above policy direction, in 2004 and again in 2005 we surveyed approximately ½ of our classifications and resulting changes were implemented in the 2005 and 2006 Budgets.

As was shared with Council in 2005, in 2006 we are instituting our plan of surveying approximately one third of our classifications each year. The reasons for this approach are:

- Minimizes the fiscal impact of updates by incurring minor adjustments every year rather than absorbing a larger impact in one year;
- Increases the likelihood we remain current because we are gathering detailed information every year;
- Makes the survey a more routine matter for staff decreasing the disruption to staff and impact on morale; and
- Enables us to survey almost all classifications directly, rather than relying on the "benchmark" approach which we have used previously (where just a sample of classifications are actually surveyed and salaries of non-surveyed positions are extrapolated from the benchmark results).

Accordingly, this year we surveyed the third of our classifications falling in the lowest salary ranges of our plan.

Salary Survey Approach

Our methodology in conducting the 2006 survey was consistent with our previous surveys in several important respects:

- We used the same list of ten comparable jurisdictions for our labor market as established by the Council in 1997 (Attachment A);
- We again used the median of our labor market as our target to determine whether surveyed classifications were "at market."
- We again considered a position within 5% of the appropriate market median to be "at market."

Salary Survey Approach

Our methodology in conducting the 2006 follow-up survey was consistent with our previous surveys in several important respects:

- We used the same list of ten comparable jurisdictions for our labor market as established by the Council in 1997 (Attachment A);
- We again used the median of our labor market as our target to determine whether surveyed classifications were "at market."
- We again considered a position within 5% of the appropriate market median to be "at market."

Survey Results

The results of the survey confirm that the Council's Classification and Compensation Plan and the policy to resurvey the classifications on a regular basis work well in establishing and maintaining equitable, competitive, reasonable salaries for City employees, consistent with the original goals of the plan

Out of the 19 classifications directly surveyed, the results established three (3) classifications as below market. These classifications are:

- Administrative Assistant II
- Technical Assistant
- Code Enforcement Officer

In addition to these classifications, we are recommending increases for ten (10) additional classifications as a result of this year's survey. The increases for these classifications are based on internal relationships to survey results of other classifications within the plan. Examples of these internal relationships are: part of an established series (as in Administrative Assistant I, Administrative Assistant II, Administrative Assistant III); internal equity issues (the decision to place the Parks Maintenance Workers in the same ranges as the Public Works Maintenance Workers) or historical relationships (classifications whose salary has been established based upon its linkage to another surveyed position rather than direct survey results such as the relationship between the Code Enforcement Officer and Customer Response Team Representative/Lead Customer Response Team Representative).

These additional ten classifications recommended for increase are:

- Administrative Assistant I: Linked to Administrative Assistant II
- Administrative Assistant III: Linked to Administrative Assistant II
- Finance Technician: Linked to Administrative Assistant II
- Capital Project Technician: Linked to Finance Technician
- Accounts Payable/Payroll Technician: Linked to Finance Technician
- Payroll Officer: Linked to Accounts Payable/Payroll Technician
- Parks Maintenance Worker I: Linked to Public Works Maintenance Worker I
- Parks Maintenance Worker II: Linked to Public Works Maintenance Worker II
- Customer Response Team Representative: Linked to Code Enforcement Officer
- Lead Customer Response Team Representative: Linked to CRT Representative

Recommendation

Staff recommends adjusting three (3) classifications based on direct survey results and ten (10) additional classifications based on internal relationships or equity (Attachment B). The recommended adjustments place each adjusted classification into a City salary range that is "within market" and that maintains appropriate internal salary alignments.

In implementing these changes in salary ranges, we are recommending using the same procedures used in the implementation of the original study, the 2001 salary survey update and the 2004 and 2005 survey updates:

- Placement of incumbents into the lowest step in the new range that does not result in a decrease in salary; and
- Retention of current step increase date (for performance evaluation and merit purposes)

Assuming a January 1, 2007 effective date, the estimated 2007 cost of implementing these recommended revisions to the City's Classification and Compensation Plan is \$36,000. The 2007 Proposed Budget contains \$30,000 in contingency, which is slightly less than the estimated cost of the increases. At this time staff is not recommending any change in the budget as it is expected that there will salary savings during 2007 when positions are vacated that will cover the difference. The 2007 Proposed Budget contains the recommended salary schedules that reflect the results of the 2006 salary survey.

Recommended Change for Leadership Team

During the 2005 budget process, the City Manager recommended a new practice for administering the salaries of the Leadership Team. This practice, adopted by the City Council as part of the 2006 budget, substituted increased City Manager discretion in establishing annual Leadership Team salaries in place of the established practice of a salary/step plan.

This new practice allowed the City Manager to determine an individual's salary based upon:

- Length of employment in the position;
- Performance and work plan achievement;

- Results of the employees annual performance evaluation; and,
- The City's annual market adjustment.

After using this new practice for a year, the City Manager now recommends a return to the previous step system, which is the same process used for all other regular City employees. The reasons for this recommendation: the step system is fairer, more predictable, easier to administer and less arbitrary.

The salary schedules prepared for adoption with the budget reflect this recommended action and a proposed revisions to the personnel policies to restore the previous practice are attached.

We have attached for Council's reference the following:

- Attachment A: Table showing the City's designated labor market
- Attachment B: Table showing classifications surveyed and summarizing survey results, and which reflects all recommendations contained in this staff report
- Attachment C: 2007 Salary Schedules reflecting recommended changes
- Attachment D: Proposed revision to personnel policies

INTERFUND TRANSFERS

Due to required accounting practices, a single requested expenditure might be budgeted in two funds. For example, if the General Fund is providing support to a capital fund in the amount of \$100,000, this amount will be included in the proposed expenditure budget of the General Fund (transfer out) and the capital fund (project expenditure). The \$100,000 will also be recorded as a revenue source in the capital fund (transfer-in).

The proposed 2007 budget includes a total of \$3,600,570 in transfers to other funds. This includes General Fund support to the Street Fund (\$1,400,121), Equipment Replacement Fund (\$100,000), and the Unemployment Fund (\$10,000). The General Fund also provides significant support to the capital funds to fund various capital projects. The 2007 budget proposes the following transfers from the General Fund for capital purposes: Major Maintenance Fund (\$70,000), Roads Capital Fund (\$613,002) and General Capital Fund (\$361,000).

Transfers to the General Fund are budgeted in the Street Fund (\$530,176), Surface Water Utility Fund (\$426,837), General Capital Fund (\$33,754), and Roads Capital Fund (\$55,680). These transfers represent these funds' share of the General Fund overhead allocation.

The following chart details all Interfund Transfers.

| Fund/Revenue | General Fund | Street Fund | General Capital Fund | City Facility Major Maint Fund | Roads Capital Fund | Surface Water Utility Fund | Equip. Replacement Fund | Unemployment Fund | Fund Totals |
|--------------------------------|------------------|------------------|----------------------|--------------------------------|--------------------|----------------------------|-------------------------|-------------------|------------------|
| <u>Transfers-In</u> | | | | | | | | | |
| General Fund | | 1,400,121 | 361,000 | 70,000 | 613,002 | | 100,000 | 10,000 | 2,554,123 |
| Street Fund | 530,176 | | | | | | | | 530,176 |
| General Capital Fund3 | 3,754 | | | | | | | | 33,754 |
| Roads Capital Fund | 55,680 | | | | | | | | 55,680 |
| Surface Water Utility Fund | 426,837 | | | | | | | | 426,837 |
| Total Transfers In | 1,046,447 | 1,400,121 | 361,000 | 70,000 | 613,002 | - | 100,000 | 10,000 | 3,600,570 |
| <u>Transfers-Out</u> | | | | | | | | | |
| General Fund | | 530,176 | 33,754 | | 55,680 | 426,837 | | | 1,046,447 |
| Street Fund | 1,400,121 | | | | | | | | 1,400,121 |
| General Capital Fund | 361,000 | | | | | | | | 361,000 |
| Major Maintenance Capital Fund | 70,000 | | | | | | | | 70,000 |
| Roads Capital Fund | 613,002 | | | | | | | | 613,002 |
| Equipment Replacement Fund | 100,000 | | | | | | | | 100,000 |
| Unemployment Fund | 10,000 | | | | | | | | 10,000 |
| Total Transfers Out | 2,554,123 | 530,176 | 33,754 | - | 55,680 | 426,837 | - | - | 3,600,570 |

ONE-TIME EXPENDITURES

The 2007 operating budget recommends the use of \$266,500 in one-time resource allocations. \$120,000 of one-time expenditures is included in the City Street Fund. Of this amount, \$90,000 is allocated for the purchase of a street sweeper (an additional \$60,000 is budgeted in the Surface Water Utility Fund) and \$30,000 for contract street sweeping as it is anticipated that it will take 3 to 4 months to receive the street sweeper. The City's General Fund includes \$146,500 in one-time expenditures to be used for a Town Center Plan (\$30,000), an Environmentally Sustainable Community Strategy (\$100,000), and the purchase of a new parks maintenance vehicle (\$16,500).

At the end of 2007, the City's general reserves are projected to total nearly \$9.1 million or 32% of projected General Fund operating revenues. Council policy established a minimum reserve level equal to 10% of General Fund revenues. For further information, refer to the "Ending Fund Balances" report on Page 79 of the Proposed 2007 Budget document.

SUMMARY

The Proposed 2007 Budget includes a 3.78% market adjustment to the current 2006 salary tables; adjustments to classifications as indicated by the salary survey results; a total of \$3.6 million in transfers between City funds; and the use of \$266,500 million of general reserves for one-time projects and purchases.

RECOMMENDATION

Continue discussion on the 2007 Proposed Budget and provide City Council input to staff.

ATTACHMENTS

- Attachment A – City of Shoreline's Designated Labor Market
- Attachment B – Salary Survey Results
- Attachment C – Proposed 2007 Salary Schedule

Attachment D - Proposed revision to personnel policies

ATTACHMENT A – City of Shoreline’s Designated Labor Market

| City of Shoreline's Designated Labor Market | |
|---|---------------------------|
| Jurisdiction | Form of Government |
| Auburn | Mayor-Council |
| Bellevue (non-leadership team only) | Council-Manager |
| Edmonds | Mayor-Council |
| Everett | Mayor-Council |
| Federal Way | Council-Manager |
| Kent | Mayor-Council |
| Kirkland | Council-Manager |
| Redmond | Mayor-Council |
| Renton | Mayor-Council |
| King County (non-leadership team only) | N/A |
| Supplemental Management Agencies | |
| Lakewood (leadership team only) | Council-Manager |
| Olympia (leadership team only) | Council-Manager |

ATTACHMENT B – Salary Survey Results

| Classification | Current Salary Range | Proposed Salary Range | Number of FTEs | Number of Incumbents | Explanation of proposed change |
|-------------------------------|-----------------------------|------------------------------|-----------------------|-----------------------------|--|
| Administrative Assistant II | 33 | 35 | 11 | 10 | Moves from –5.4% from market median to -.39% |
| Administrative Assistant I | 29 | 31 | 1 | 2 | Salary continues to be 10% below Admin Asst II |
| Administrative Assistant III | 37 | 39 | 6 | 6 | Salary continues to be 10% above Admin Asst II |
| Finance Technician | 33 | 35 | | 2 | Salary continues to be the same as Admin Asst II |
| Capital Project Technician | 35 | 37 | 1 | 1 | Salary continues to be 5% above Finance Tech |
| Accounts Payable/Payroll Tech | 35 | 37 | 1 | 1 | Salary continues to be 5% above Finance Tech |
| Payroll Officer | 38 | 39 | 1 | 1 | Salary set at 5% above the AP/Payroll Tech |
| Technical Assistant | 34 | 38 | 3 | 3 | Moves from –11.5% from market median to -1.04% |
| Parks Maintenance Worker I | 31 | 32 | 2 | 2 | Salary set at same range as PW Maintenance Worker I for internal equity |
| Parks Maintenance Worker II | 35 | 37 | 3 | 3 | Salary set at same range as PW Maintenance Worker II for internal equity |
| Code Enforcement Officer | 44 | 46 | 1 | 1 | Moves from –5.3% from market median to -.24% |
| CRT Representative | 41 | 43 | 2 | 2 | Salary continues to be 7.5% below Code Enforcement Officer |
| Lead CRT Representative | 43 | 45 | 1 | 1 | Salary continues to be 5% above CRT Representative |

Mkt Adj. 3.78%

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

UPDATED OCT, 2006

| Range | Title | Salary | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|-------|--------|---------------|--------|--------|--------|--------|---------------|
| 1 | | Annual | 17,410 | 18,125 | 18,840 | 19,580 | 20,371 | 21,188 |
| 2 | | Annual | 17,869 | 18,559 | 19,299 | 20,065 | 20,856 | 21,699 |
| 3 | | Annual | 18,278 | 19,018 | 19,784 | 20,575 | 21,392 | 22,260 |
| 4 | | Annual | 18,737 | 19,503 | 20,269 | 21,086 | 21,928 | 22,822 |
| 5 | | Annual | 19,222 | 19,988 | 20,805 | 21,622 | 22,490 | 23,383 |
| 6 | | Annual | 19,707 | 20,473 | 21,316 | 22,158 | 23,052 | 23,971 |
| 7 | | Annual | 20,218 | 21,009 | 21,852 | 22,720 | 23,639 | 24,583 |
| 8 | | Annual | 20,729 | 21,545 | 22,388 | 23,307 | 24,226 | 25,196 |
| 9 | | Annual | 21,214 | 22,082 | 22,949 | 23,868 | 24,839 | 25,834 |
| 10 | | Annual | 21,775 | 22,643 | 23,537 | 24,481 | 25,451 | 26,472 |
| 11 | | Annual | 22,286 | 23,205 | 24,124 | 25,094 | 26,089 | 27,136 |
| 12 | | Annual | 22,847 | 23,766 | 24,736 | 25,706 | 26,753 | 27,825 |
| 13 | | Annual | 23,435 | 24,379 | 25,349 | 26,370 | 27,417 | 28,515 |
| 14 | | Annual | 24,022 | 24,966 | 25,987 | 27,034 | 28,106 | 29,229 |
| 15 | | Annual | 24,609 | 25,604 | 26,625 | 27,698 | 28,795 | 29,944 |
| 16 | | Annual | 25,247 | 26,268 | 27,315 | 28,387 | 29,536 | 30,710 |
| 17 | | Annual | 25,885 | 26,906 | 27,978 | 29,102 | 30,276 | 31,476 |
| 18 | | Annual | 26,498 | 27,570 | 28,668 | 29,816 | 31,016 | 32,267 |
| 19 | | Annual | 27,162 | 28,259 | 29,382 | 30,557 | 31,782 | 33,058 |
| 20 | | Annual | 27,851 | 28,974 | 30,123 | 31,348 | 32,599 | 33,901 |
| 21 | | Annual | 28,540 | 29,689 | 30,889 | 32,114 | 33,390 | 34,743 |
| 22 | | Annual | 29,280 | 30,429 | 31,654 | 32,931 | 34,233 | 35,611 |
| 23 | | Annual | 29,995 | 31,195 | 32,446 | 33,748 | 35,101 | 36,505 |
| 24 | | Annual | 30,761 | 31,961 | 33,263 | 34,590 | 35,969 | 37,398 |
| 25 | | Annual | 31,501 | 32,778 | 34,080 | 35,458 | 36,862 | 38,343 |

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

UPDATED OCT, 2006

| Range | Title | Salary | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|---|--------|---------------|--------|--------|--------|--------|---------------|
| 26 | | Annual | 32,293 | 33,595 | 34,922 | 36,326 | 37,781 | 39,313 |
| 27 | | Annual | 33,110 | 34,437 | 35,841 | 37,271 | 38,751 | 40,283 |
| 28 | | Annual | 33,952 | 35,305 | 36,709 | 38,190 | 39,721 | 41,304 |
| 29 | | Annual | 34,794 | 36,198 | 37,653 | 39,134 | 40,717 | 42,325 |
| 30 | | Annual | 35,662 | 37,092 | 38,572 | 40,130 | 41,712 | 43,397 |
| 31 | | Annual | 36,556 | 38,036 | 39,543 | 41,125 | 42,759 | 44,469 |
| 32 | | Annual | 37,475 | 38,981 | 40,538 | 42,146 | 43,831 | 45,593 |
| 33 | | Annual | 38,419 | 39,951 | 41,534 | 43,219 | 44,929 | 46,741 |
| 34 | | Annual | 39,364 | 40,947 | 42,580 | 44,291 | 46,052 | 47,890 |
| 35 | | Annual | 40,334 | 41,968 | 43,627 | 45,388 | 47,201 | 49,090 |
| 36 | | Annual | 41,381 | 43,014 | 44,750 | 46,512 | 48,375 | 50,315 |
| 37 | | Annual | 42,376 | 44,086 | 45,848 | 47,686 | 49,575 | 51,566 |
| 38 | | Annual | 43,423 | 45,159 | 46,971 | 48,860 | 50,826 | 52,843 |
| 39 | | Annual | 44,520 | 46,307 | 48,171 | 50,086 | 52,102 | 54,170 |
| 40 | | Annual | 45,644 | 47,482 | 49,371 | 51,362 | 53,404 | 55,548 |
| 41 | Planner I | Annual | 46,792 | 48,681 | 50,622 | 52,638 | 54,732 | 56,927 |
| 42 | | Annual | 47,967 | 49,881 | 51,872 | 53,940 | 56,085 | 58,357 |
| 43 | | Annual | 49,167 | 51,132 | 53,174 | 55,293 | 57,514 | 59,812 |
| 44 | | Annual | 50,392 | 52,409 | 54,502 | 56,672 | 58,944 | 61,292 |
| 45 | Planner II Executive Assistant to the City Manager | Annual | 51,643 | 53,710 | 55,855 | 58,101 | 60,424 | 62,849 |
| 46 | Budget Analyst Management Analyst Staff Accountant Recreation Coordinator Grants Specialist | Annual | 52,919 | 55,063 | 57,259 | 59,531 | 61,930 | 64,407 |
| 47 | Human Resources Analyst | Annual | 54,298 | 56,442 | 58,714 | 61,037 | 63,488 | 66,040 |
| 48 | Purchasing Officer | Annual | 55,625 | 57,846 | 60,169 | 62,569 | 65,070 | 67,674 |

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

UPDATED OCT, 2006

| Range | Title | Salary | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|---|--------|---------------|--------|--------|--------|--------|---------------|
| 49 | Coordinator Office of Neighborhoods Emergency Management Coordinator Planner III | Annual | 57,029 | 59,301 | 61,675 | 64,126 | 66,704 | 69,359 |
| 50 | Parks & Recreation Project Coordinator Communications Specialist Senior Accountant Recreation Coordinator II | Annual | 58,433 | 60,756 | 63,207 | 65,734 | 68,363 | 71,095 |
| 51 | Web Developer | Annual | 59,888 | 62,288 | 64,790 | 67,368 | 70,074 | 72,882 |
| 52 | Associate Traffic Engineer Public Works Administrative Manager Development Review Engineer | Annual | 61,420 | 63,871 | 66,423 | 69,078 | 71,835 | 74,720 |
| 53 | Customer Response Team Supervisor Network Administrator | Annual | 62,952 | 65,453 | 68,083 | 70,814 | 73,648 | 76,583 |
| 54 | PW Maintenance Supervisor | Annual | 64,509 | 67,087 | 69,767 | 72,575 | 75,486 | 78,498 |
| 55 | Capital Projects Manager I GIS Specialist Human Services Manager City Clerk | Annual | 66,117 | 68,772 | 71,529 | 74,388 | 77,375 | 80,464 |
| 56 | Parks Superintendent Recreation Superintendent Permit Services Manager | Annual | 67,802 | 70,508 | 73,316 | 76,251 | 79,289 | 82,480 |
| 57 | Database Administrator | Annual | 69,487 | 72,269 | 75,154 | 78,166 | 81,280 | 84,548 |
| 58 | Assistant City Attorney | Annual | 71,223 | 74,056 | 77,017 | 80,106 | 83,323 | 86,641 |
| 59 | Building Official Economic Development Program Mgr Finance Manager Capital Projects Manager II Surface Water & Enviro Services Manager Traffic Engineer | Annual | 73,009 | 75,945 | 78,957 | 82,123 | 85,416 | 88,811 |
| 60 | | Annual | 74,822 | 77,809 | 80,923 | 84,165 | 87,535 | 91,032 |
| 61 | | Annual | 76,711 | 79,774 | 82,965 | 86,284 | 89,730 | 93,330 |
| 62 | Information Systems Manager Assistant Director PADS | Annual | 78,626 | 81,791 | 85,059 | 88,454 | 91,977 | 95,653 |
| 63 | | Annual | 80,566 | 83,808 | 87,152 | 90,649 | 94,274 | 98,052 |

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 01 - EXEMPT

UPDATED OCT, 2006

| Range | Title | Salary | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|--|--------|---------------|---------|---------|---------|---------|---------------|
| 64 | Aurora Corridor Project Manager Communications & IR Director | Annual | 82,608 | 85,901 | 89,347 | 92,921 | 96,623 | 100,503 |
| 65 | | Annual | 84,650 | 88,045 | 91,568 | 95,219 | 99,048 | 103,005 |
| 66 | City Engineer Public Works Operations Manager | Annual | 86,769 | 90,241 | 93,866 | 97,618 | 101,524 | 105,583 |
| 67 | | Annual | 88,964 | 92,513 | 96,214 | 100,069 | 104,077 | 108,212 |
| 68 | Human Resources Director | Annual | 91,160 | 94,810 | 98,588 | 102,545 | 106,655 | 110,918 |
| 69 | | Annual | 93,457 | 97,184 | 101,064 | 105,123 | 109,310 | 113,701 |
| 70 | Assistant City Manager | Annual | 95,780 | 99,609 | 103,617 | 107,753 | 112,067 | 116,534 |
| 71 | | Annual | 98,180 | 102,111 | 106,196 | 110,433 | 114,849 | 119,444 |
| 72 | Finance Director Parks, Rec & Cultural Services Director Planning & Devel. Svcs. Director Public Works Director | Annual | 100,656 | 104,664 | 108,850 | 113,216 | 117,734 | 122,431 |
| 73 | City Attorney | Annual | 103,158 | 107,293 | 111,582 | 116,049 | 120,670 | 125,495 |
| 74 | Deputy City Manager | Annual | 105,736 | 109,948 | 114,364 | 118,934 | 123,708 | 128,634 |
| 75 | | Annual | 108,391 | 112,731 | 117,224 | 121,921 | 126,796 | 131,851 |

City of Shoreline
Range Placement Table
2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

UPDATED OCT, 2006

| Range | Title | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|-------------------------|-------------|------------|--------|--------|--------|--------|------------|
| 1 | Lifeguard/Instructor II | Hourly | 8.37 | 8.71 | 9.06 | 9.41 | 9.79 | 10.19 |
| 2 | | Hourly | 8.59 | 8.92 | 9.28 | 9.65 | 10.03 | 10.43 |
| 3 | | Hourly | 8.79 | 9.14 | 9.51 | 9.89 | 10.28 | 10.70 |
| 4 | | Hourly | 9.01 | 9.38 | 9.74 | 10.14 | 10.54 | 10.97 |
| 5 | | Hourly | 9.24 | 9.61 | 10.00 | 10.40 | 10.81 | 11.24 |
| 6 | | Hourly | 9.47 | 9.84 | 10.25 | 10.65 | 11.08 | 11.52 |
| 7 | | Hourly | 9.72 | 10.10 | 10.51 | 10.92 | 11.36 | 11.82 |
| 8 | | Hourly | 9.97 | 10.36 | 10.76 | 11.21 | 11.65 | 12.11 |
| 9 | | Hourly | 10.20 | 10.62 | 11.03 | 11.48 | 11.94 | 12.42 |
| 10 | | Hourly | 10.47 | 10.89 | 11.32 | 11.77 | 12.24 | 12.73 |
| 11 | | Hourly | 10.71 | 11.16 | 11.60 | 12.06 | 12.54 | 13.05 |
| 12 | | Hourly | 10.98 | 11.43 | 11.89 | 12.36 | 12.86 | 13.38 |
| 13 | | Hourly | 11.27 | 11.72 | 12.19 | 12.68 | 13.18 | 13.71 |
| 14 | | Hourly | 11.55 | 12.00 | 12.49 | 13.00 | 13.51 | 14.05 |
| 15 | | Hourly | 11.83 | 12.31 | 12.80 | 13.32 | 13.84 | 14.40 |
| 16 | | Hourly | 12.14 | 12.63 | 13.13 | 13.65 | 14.20 | 14.76 |
| 17 | | Hourly | 12.44 | 12.94 | 13.45 | 13.99 | 14.56 | 15.13 |
| 18 | Senior Lifeguard | Hourly | 12.74 | 13.25 | 13.78 | 14.33 | 14.91 | 15.51 |
| 19 | | Hourly | 13.06 | 13.59 | 14.13 | 14.69 | 15.28 | 15.89 |
| 20 | | Hourly | 13.39 | 13.93 | 14.48 | 15.07 | 15.67 | 16.30 |
| 21 | | Hourly | 13.72 | 14.27 | 14.85 | 15.44 | 16.05 | 16.70 |
| 22 | | Hourly | 14.08 | 14.63 | 15.22 | 15.83 | 16.46 | 17.12 |
| 23 | | Hourly | 14.42 | 15.00 | 15.60 | 16.22 | 16.88 | 17.55 |
| 24 | | Hourly | 14.79 | 15.37 | 15.99 | 16.63 | 17.29 | 17.98 |
| 25 | | Hourly | 15.14 | 15.76 | 16.38 | 17.05 | 17.72 | 18.43 |
| 26 | | Hourly | 15.53 | 16.15 | 16.79 | 17.46 | 18.16 | 18.90 |

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

UPDATED OCT, 2006

| Range | Title | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|--|-------------|------------|--------|--------|--------|--------|------------|
| 27 | Teen Program Assistant Recreation Assistant I | Hourly | 15.92 | 16.56 | 17.23 | 17.92 | 18.63 | 19.37 |
| 28 | | Hourly | 16.32 | 16.97 | 17.65 | 18.36 | 19.10 | 19.86 |
| 29 | Administrative Assistant-I | Hourly | 16.73 | 17.40 | 18.10 | 18.81 | 19.58 | 20.35 |
| 30 | | Hourly | 17.15 | 17.83 | 18.54 | 19.29 | 20.05 | 20.86 |
| 31 | Recreation Assistant II Parks Maintenance Worker-I <i>Administrative Assistant I</i> | Hourly | 17.57 | 18.29 | 19.01 | 19.77 | 20.56 | 21.38 |
| 32 | Public Works Maintenance Worker I <i>Parks Maintenance Worker I</i> | Hourly | 18.02 | 18.74 | 19.49 | 20.26 | 21.07 | 21.92 |
| 33 | Finance Technician Administrative Assistant-II | Hourly | 18.47 | 19.21 | 19.97 | 20.78 | 21.60 | 22.47 |
| 34 | Technical Assistant | Hourly | 18.92 | 19.69 | 20.47 | 21.29 | 22.14 | 23.02 |
| 35 | Capital Projects Technician Accounts Payable/Payroll Technician Parks Maintenance Worker-II Recreation Assistant III <i>Finance Technician</i> <i>Administrative Assistant II</i> | Hourly | 19.39 | 20.18 | 20.97 | 21.82 | 22.69 | 23.60 |
| 36 | | Hourly | 19.89 | 20.68 | 21.51 | 22.36 | 23.26 | 24.19 |
| 37 | Administrative Assistant-III Public Works Maintenance Worker II <i>Accounts Payable/Payroll Technician</i> <i>Capital Projects Technician</i> <i>Parks Maintenance Worker II</i> | Hourly | 20.37 | 21.20 | 22.04 | 22.93 | 23.83 | 24.79 |
| 38 | Payroll Officer <i>Technical Assistant</i> | Hourly | 20.88 | 21.71 | 22.58 | 23.49 | 24.44 | 25.41 |
| 39 | Senior Parks Maintenance Worker Facilities Maintenance Worker II <i>Payroll Officer</i> <i>Administrative Assistant III</i> | Hourly | 21.40 | 22.26 | 23.16 | 24.08 | 25.05 | 26.04 |
| 40 | Project Inspector I Engineering Technician | Hourly | 21.94 | 22.83 | 23.74 | 24.69 | 25.68 | 26.71 |
| 41 | GRT Representative Surface Water Quality Specialist | Hourly | 22.50 | 23.40 | 24.34 | 25.31 | 26.31 | 27.37 |
| 42 | Deputy City Clerk Sr. Public Works Maintenance Worker Records and Information Manager | Hourly | 23.06 | 23.98 | 24.94 | 25.93 | 26.96 | 28.06 |

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

UPDATED OCT, 2006

| Range | Title | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|--|-------------|------------|--------|--------|--------|--------|------------|
| 43 | Environmental Educator Right-of-Way Inspector Lead Customer Response Team Rep CRT Representative | Hourly | 23.64 | 24.58 | 25.56 | 26.58 | 27.65 | 28.76 |
| 44 | Code Enforcement Officer Plans Examiner I | Hourly | 24.23 | 25.20 | 26.20 | 27.25 | 28.34 | 29.47 |
| 45 | Planner II Lead CRT Representative | Hourly | 24.83 | 25.82 | 26.85 | 27.93 | 29.05 | 30.22 |
| 46 | Recreation Coordinator Project Inspector II Code Enforcement Officer | Hourly | 25.44 | 26.47 | 27.53 | 28.62 | 29.77 | 30.96 |
| 47 | Computer/Network Specialist | Hourly | 26.10 | 27.14 | 28.23 | 29.34 | 30.52 | 31.75 |
| 48 | Plans Examiner II Combination Inspector | Hourly | 26.74 | 27.81 | 28.93 | 30.08 | 31.28 | 32.54 |
| 49 | Facilities Supervisor | Hourly | 27.42 | 28.51 | 29.65 | 30.83 | 32.07 | 33.35 |
| 50 | | Hourly | 28.09 | 29.21 | 30.39 | 31.60 | 32.87 | 34.18 |
| 51 | | Hourly | 28.79 | 29.95 | 31.15 | 32.39 | 33.69 | 35.04 |
| 52 | Plans Examiner III | Hourly | 29.53 | 30.71 | 31.93 | 33.21 | 34.54 | 35.92 |
| 53 | | Hourly | 30.27 | 31.47 | 32.73 | 34.05 | 35.41 | 36.82 |
| 54 | | Hourly | 31.01 | 32.25 | 33.54 | 34.89 | 36.29 | 37.74 |
| 55 | | Hourly | 31.79 | 33.06 | 34.39 | 35.76 | 37.20 | 38.68 |
| 56 | | Hourly | 32.60 | 33.90 | 35.25 | 36.66 | 38.12 | 39.65 |
| 57 | | Hourly | 33.41 | 34.74 | 36.13 | 37.58 | 39.08 | 40.65 |
| 58 | | Hourly | 34.24 | 35.60 | 37.03 | 38.51 | 40.06 | 41.65 |
| 59 | | Hourly | 35.10 | 36.51 | 37.96 | 39.48 | 41.07 | 42.70 |
| 60 | | Hourly | 35.97 | 37.41 | 38.91 | 40.46 | 42.08 | 43.77 |
| 61 | | Hourly | 36.88 | 38.35 | 39.89 | 41.48 | 43.14 | 44.87 |
| 62 | | Hourly | 37.80 | 39.32 | 40.89 | 42.53 | 44.22 | 45.99 |
| 63 | | Hourly | 38.73 | 40.29 | 41.90 | 43.58 | 45.32 | 47.14 |
| 64 | | Hourly | 39.72 | 41.30 | 42.96 | 44.67 | 46.45 | 48.32 |
| 65 | | Hourly | 40.70 | 42.33 | 44.02 | 45.78 | 47.62 | 49.52 |
| 66 | | Hourly | 41.72 | 43.38 | 45.13 | 46.93 | 48.81 | 50.76 |

City of Shoreline
Range Placement Table

2.5% Between Ranges; 4% Between Steps

Salary Table 02 - NON-EXEMPT

UPDATED OCT, 2006

| Range | Title | Hourly Rate | Min Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Max Step 6 |
|-------|-------|----------------|---------------|--------|--------|--------|--------|---------------|
| 67 | | Hourly | 42.77 | 44.48 | 46.26 | 48.11 | 50.04 | 52.03 |
| 68 | | Hourly | 43.83 | 45.58 | 47.40 | 49.30 | 51.28 | 53.33 |
| 69 | | Hourly | 44.93 | 46.72 | 48.59 | 50.54 | 52.55 | 54.66 |
| 70 | | Hourly | 46.05 | 47.89 | 49.82 | 51.80 | 53.88 | 56.03 |
| 71 | | Hourly | 47.20 | 49.09 | 51.06 | 53.09 | 55.22 | 57.43 |
| 72 | | Hourly | 48.39 | 50.32 | 52.33 | 54.43 | 56.60 | 58.86 |
| 73 | | Hourly | 49.60 | 51.58 | 53.65 | 55.79 | 58.01 | 60.33 |
| 74 | | Hourly | 50.83 | 52.86 | 54.98 | 57.18 | 59.47 | 61.84 |
| 75 | | Hourly | 52.11 | 54.20 | 56.36 | 58.62 | 60.96 | 63.39 |

5.07 Classification and Compensation Plan

The City has a strong interest in attracting and retaining excellent employees. It is the policy of the City to maintain a comprehensive classification and compensation program. Within budget limitations, the City endeavors to pay salaries competitive with those paid within comparable jurisdictions and within the applicable labor market.

The City Manager shall be responsible for the administration of the classification and compensation plan. All changes in classifications and changes in assignment of classifications to salary ranges must be approved by the City Manager.

- A. **Classifications.** A classification description consisting of an appropriate title, description of duties, statement of minimum education, experience and training is prepared and maintained for all regular positions within the City. Each classification is assigned a salary grade and corresponding salary range by the Human Resources Director and the City Manager, with input from the appropriate Department Director. Periodically, the City may revise its classification descriptions and re-evaluate individual jobs.
- B. **Classification Review.** An employee who does not believe that his or her classification accurately reflects the current duties of the position may request a review of his/her classification by the Department Director. After review by the Department Director and the Human Resources Director, any changes shall be recommended to the City Manager for reclassification as appropriate. The City Manager retains the final authority to approve or disapprove changes in classifications, within budgetary guidelines, and/or assignment of duties to employees. Any changes in classification that would increase an employee's pay rate will be retroactive to the date of submittal of the request for review.
- C. **Steps.** ~~(Paragraph C does not apply to employees who are members of the City's Leadership Team)~~ The compensation plan consists of minimum and maximum salaries and six salary steps for each class of positions. The steps are set at 4% increments. Each step is an annual step. Once the top step is reached, the employee remains in the top step as long as the employee remains in the position.
- D. **Starting Rates of Pay.** New employees generally will begin their employment at step 1 of the range for the classification. At the request of a Department Director, the Human Resources Director may recommend to the City Manager that a new employee start at a higher step. The City Manager must give approval prior to offering a salary above step 1. Offers will be extended by either the Human Resources Department or the Department Director.

Circumstances that support hiring above Step 1 include:

1. Additional and directly applicable education or experience above the minimum requirements;
2. Market conditions, including the applicant's current salary, that support a higher starting salary;
3. The proposed higher salary will not create inequities with existing internal salaries.

~~The starting rate of pay for new employees hired into Leadership Team positions shall be determined by the City Manager.~~

- E. **Step Increase.** ~~(Paragraph E does not apply to employees who are members of the City's Leadership Team)~~ Regular employees not at the top step will be considered annually for advancement to the next step. The step increase will be effective on the step increase date.
- F. **Promotion.** A regular employee receiving a promotion shall be placed in the first step in the new range that provides for at least a 5% increase or the top step of the new range if there is not step that allows at least a 5% increase. The employee's promotion date becomes the employee's step increase date. ~~A Leadership Team member receiving a promotion or an individual being promoted to a position on the Leadership Team shall have their salary established at the discretion of the City Manager.~~

If the Department Director believes that circumstances warrant an exception to the 5% placement rule, and if the Human Resources Director concurs, they may recommend to the City Manager a higher placement. Circumstances that support a placement greater than a 5% increase are:

1. Additional and directly applicable education or experience above the minimum requirements;
2. Market conditions that support a higher starting salary;
3. The proposed higher salary will not create inequities with existing internal salaries.

- G. **Transfer.** A regular employee receiving a transfer shall remain in the same step and retain the same step increase date.

H. **Demotion.**

1. **Disciplinary Demotion.** If the demotion is a result of a disciplinary action, the employee shall be placed in the highest step in the new range that provides for a decrease. The demotion date will become the employee's new step increase date.
2. **Any Other Demotion.** If the demotion is a result of any reason other than discipline and the employee's current salary is within the new pay range, the employee shall remain at the same rate of pay until the employee's next step increase date. On the step increase

date, the employee shall move to the next step in the new range that provides for an increase. The employee shall retain the same step increase date.

If the employee's current salary is higher than the top step of the new salary range, the employee shall be placed in the top step of the new range.

~~3. If a Leadership Team member is demoted, his or her salary shall be determined by the City Manager.~~

~~3. If a classification is removed from the Leadership Team, the City Manager shall determine the appropriate salary range and assign the classification to the City's step/range system. The employee's salary placement shall be determined by the step/range system rules as outlined in sub section G.~~

- I. **Y-Rating.** When a regular employee's position has been y-rated, the employee will remain at the same rate of pay until the pay range increases enough to include that rate. At that time, the employee shall be placed in the first step that does not provide for a decrease. No COLA or step increase will be awarded during this period.

~~**J. Special Salary Rules for Employee's on the City's Leadership Team.** Membership on the City's Leadership Team shall be in the discretion of the City Manager. Leadership Team classifications will be placed in a salary range that reflects the market as established in the City's compensation policy, but which has no steps.~~

~~In December of each year the City Manager shall make a determination as to where within the appropriate salary range the individual will be placed for the following calendar year. In making this determination, the City Manager will apply the following criteria:~~

- ~~•Length of employment in the position;~~
- ~~•Performance and work plan achievement;~~
- ~~•Results of the employees annual performance evaluation; and,~~
- ~~•The city's annual market adjustment.~~