



City Council, Special Meeting

AGENDA

5:30 pm – 10:00 pm

December 12, 2017

Estimated time

5:30 pm

Special Recognition:

- **Reception:** Honoring Outgoing City Council Members.
 - Mayor Bob Keller
 - Councilmember Don Gerend
 - Councilmember Kathy Huckabay
 - Councilmember Tom Odell

Call to Order

6:30 pm

Roll Call

Pledge of Allegiance

Approval of Agenda

Public Comment

6:40 pm

Note: *This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.*

Consent Calendar

7:10 pm

- Payroll for period ending November 30, 2017 for pay date December 5, 2017 in the amount of \$398,890.81
- 1. **Ordinance:** Amending Chapters 13.15 And 13.30 Of the Sammamish Municipal Code Title 13, Related To Surface Water Management; Providing For Severability; And Establishing An Effective Date
- 2. **Resolution:** Amending Resolution R2017-753 The City's Master Fee Schedule

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

3. **Resolution:** Extending The Term Of The Health & Human Services Task Force Created Through Passage Of Resolution R2016-686 Until February 28, 2018
4. **Contract:** Branding Services for City of Sammamish/North Star
5. **Approval:** 2017 Pavement Program – Patching/Watson Asphalt Paving Co. Inc.
6. **Contract:** SE 24th Street Trail Project/Trimaxx

Presentations/Proclamations

7. **Presentation/Discussion:** Transportation Concurrency Policy Options and Transportation Management Plan Next Steps **7:15 pm**

Public Hearings

Unfinished Business

8. **Contract Amendment:** Development of Traffic Concurrency AM Peak Model/TSI **8:15 pm**
9. **Ordinance:** Amending Chapters 13.10 And 13.20 Of the Sammamish Municipal Code Title 13, Related To Surface Water Management; Amending Sammamish Municipal Code 21a.15.255 Relating To Critical Drainage Areas; Amending The Sammamish Addendum To The 2016 King County Surface Water Design Manual; Providing For Severability; And Establishing An Effective Date **8:20 pm**

New Business

Council Reports/ Council Committee Reports **9:00 pm**

City Manager Report **9:15 pm**

Executive Session: Potential Property Acquisition pursuant to RCW 42.30.110(c) and to Evaluate the Performance of an Employee pursuant to RCW 42.30.110(g) **9:30 pm**

Adjournment **10:00 pm**

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AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
Dec 2017				
Thur 12/14		6:00 pm	Sahalee Country Club	Volunteers & Commissions Annual Recognition Banquet
Tues 12/19	12/11	6:30 pm	Regular Meeting	[Tentative - Cancellation]

Jan 2018				
Mon 1/1				New Year's Day – City Offices Closed
Tues 1/2	12/26	6:30 pm	Regular Meeting	Oath of Office – New Councilmembers Election: Mayor/Deputy Mayor Executive Session: Discuss Qualifications of Commission Applicants Public Hearing: Resolution Authorizing the Surplus of Equipment Discussion: Legislative Priorities <u>Consent</u> M&O Vehicle Replacements
Mon 1/08		5:00 pm	Joint Meeting	Lake Washington School District Board
Tues 1/09	1/02	6:30 pm	Study Session	Interviews: Commission Interviews (3+ hours)
Tues 1/16	1/08	6:30 pm	Regular Meeting	Presentation & Discussion: Parks, Recreation & Open Space Plan (60-minutes) Presentation & Discussion: Concurrency Policy Findings and Recommendations (60-minutes) Resolution: Appointments to the Parks & Recreation Commission Resolution: Appointments to the Arts Commission Resolution: Appointments to the Planning Commission Resolution: Appointments to the Human Services Commission <u>Consent</u>
Feb 2018				
Mon 2/05	1/29	4:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Land Division Regulations (60-minutes)
Tues 2/06	1/29	6:30 pm	Regular Meeting	Public Hearing / Ordinance: First Reading Land Division Regulations Discussion: Parks, Recreation & Open Space Plan (if needed) <u>Consent</u>
Tues 2/13	2/05	6:30 pm	Study Session	Discussion: Review Draft Transportation Concurrency Policy (60-minutes) Discussion: Human Services Needs Assessment (60-minutes)

Tues 2/20	2/12	6:30 pm	Regular Meeting	Resolution: Adopting the Parks, Recreation & Open Space Plan <u>Consent</u> Ordinance: Second Reading Land Division Regulations
Mar 2018				
Mon 3/05	2/26	4:30 pm	Study Session	Presentation: Facility Assessment
Tues 3/06	2/26	6:30 pm	Regular Meeting	Resolution: Adopting Human Service Needs Assessment Ordinance: First Reading Fireworks Enforcement <u>Consent</u>
Tues 3/13	3/05	6:30 pm	Study Session	Presentation: Art Commission Update
Tues 3/20	3/12	6:30 pm	Regular Meeting	<u>Consent</u>
Apr 2018				
Mon 4/02	3/26	4:30 pm	Study Session	
Tues 4/03	3/26	6:30 pm	Regular Meeting	Discussion: Facility Assessment <u>Consent:</u> Maintenance and Operations Strategic Plan Ordinance: Second Reading Fireworks Enforcement
Tues 4/10	4/02	6:30 pm	Study Session	Discussion: Big Rock Park Site B Master Plan Update
Tues 4/17	4/09	6:30 pm	Regular Meeting	<u>Consent</u>
Mon 4/30	4/23	4:30 pm	Study Session	
May 2018				
Tues 5/01	4/23	6:30 pm	Regular Meeting	Facility Assessment (Direction) Presentation: Final Report on M & O Project <u>Consent</u>
Tues 5/08	4/30	6:30 pm	Study Session	Discussion: YMCA Property (60-minutes)

Tues 5/15	5/07	6:30 pm	Regular Meeting	<u>Consent</u> Contract: Water Quality Monitoring Strategic Plan/TBD Contract: ADA Transition Plan Consultant/TBD
June 2018				
Mon 6/04	5/28	4:30 pm	Study Session	
Tues 6/05	5/28	6:30 pm	Regular Meeting	<u>Consent</u>
Tues 6/12	6/04	6:30 pm	Study Session	
Tues 6/19	6/11	6:30 pm	Regular Meeting	<u>Consent</u>
July 2018				
Mon 7/02	6/25	4:30 pm	Study Session	
Tues 7/03	6/25	6:30 pm	Regular Meeting	<u>Consent</u>
Tues 7/10	7/2	6:30 pm	Study Session	Discussion: Urban Forest Management Plan
Tues 7/17	7/09	6:30 pm	Regular Meeting	<u>Consent</u>
Aug 2018				
Sept 2018				
Mon 9/03		4:30 pm	Study Session	<u>Canceled for Labor Day</u>
Tues 9/04	8/28	6:30 pm	Regular Meeting	<u>Consent</u>
Tues 9/11	9/03	6:30 pm	Study Session	
Tues 9/18	9/10	6:30 pm	Regular Meeting	<u>Consent</u>
Oct 2018				
Mon 10/01	9/24	4:30 pm	Study Session	
Tues 10/02	9/24	6:30 pm	Regular Meeting	<u>Consent</u>
Tues 10/09	10/01	6:30 pm	Study Session	
Tues 10/16	10/08	6:30 pm	Regular Meeting	<u>Consent</u>
Nov 2018				
Mon 11/05	10/29	4:30 pm	Study Session	
Tues 11/06	10/29	6:30 pm	Regular Meeting	<u>Consent</u>

Tues 11/13	11/05	6:30 pm	Study Session	
Tues 11/20	11/12	6:30 pm	Regular Meeting	<u>Consent</u>
Dec 2018				
Mon 12/03	11/26	4:30 pm	Study Session	
Tues 12/04	11/26	6:30 pm	Regular Meeting	<u>Consent</u>
Tues 12/11	12/03	6:30 pm	Study Session	
Tues 12/18	12/10	6:30 pm	Regular Meeting	<u>Consent</u>
	To Be Scheduled		To Be Scheduled	Parked Items
	<ul style="list-style-type: none"> • Police Services Study • Lk. Sammamish Water Level • Growth Centers • Internet Usage & Social Media Policies • Indexing the impact fee rates 		<ul style="list-style-type: none"> • Wildlife Corridors Discussion • Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy 	<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags • Drones in Parks • Mountains to Sound Greenway • Sustainability/Climate Change • Review of regulations regarding the overlay areas, low impact development and special protection areas for lakes.

December 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 6:30 pm Arts Commission Regular Meeting	28 9:00 am City Council Special Meeting 12:00 pm Concurrency/Traffic Model Technical Meeting #2	29	30 10:00 am Public Safety Committee Meeting	1 5:00 pm Very Merry Sammamish	2 10:00 am Plant a Tree in Sammamish Commons
3	4 4:30 pm City Council Study Session	5 6:30 pm City Council Regular Meeting	6 6:30 pm Parks and Recreation Commission Meeting	7 6:30 pm Planning Commission Meeting	8	9 10:00 am Volunteer at Lancaster Pond
10 1:00 pm "Party On!" Musical Theater Event	11	12 5:30 pm City Council Special Meeting	13 1:30 pm Human Services Task Force Meeting 3:30 pm Healthy Communities Coalition Meeting 6:00 pm Sammamish Youth Board	14	15 2:00 pm Holiday Classics Sing-Along	16 10:00 am Volunteer at Ebright Creek Park
17	18	19 6:30 pm City Council Regular Meeting	20	21 6:30 pm Planning Commission Meeting	22	23
24	25 12:00 am Christmas Day (Observed) - City offices closed	26	27	28	29	30
31	1 12:00 am New Year's Day (Observed) - City offices closed	2 6:30 pm City Council Regular Meeting	3 6:30 pm Parks and Recreation Commission Meeting	4 6:30 pm Planning Commission Meeting	5	6

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1 12:00 am New Year's Day (Observed) - City offices closed	2 6:30 pm City Council Regular Meeting	3 6:30 pm Parks and Recreation Commission Meeting	4 6:30 pm Planning Commission Meeting	5	6
7	8	9 6:30 pm City Council Study Session	10	11	12	13
14	15 8:00 am Martin Luther King - City offices closed 10:00 am Plant a Tree for MLK Day	16 6:30 pm City Council Regular Meeting	17 6:00 pm Sammamish Youth Board	18 6:30 pm Planning Commission Meeting	19	20
21	22 6:30 pm Arts Commission Meeting	23	24	25	26	27
28	29	30	31	1 6:30 pm Planning Commission Meeting	2	3
4	5 4:30 pm City Council Study Session	6 6:30 pm City Council Regular Meeting	7 6:30 pm Parks and Recreation Commission Meeting	8	9	10



Meeting Date: December 12, 2017

Date Submitted: 12/6/2017

Originating Department: Public Works

Clearances:

- | | | |
|--|--|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services | <input checked="" type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation | |

Subject: Third Reading Stormwater Code Amendments Ordinance

Action Required: Conduct Third Reading and adopt the Stormwater Code Ordinance amending SMC 13.15 and 13.30

Exhibits:

1. Stormwater Code Ordinance amending SMC 13.15 and SMC 13.30
2. Staff Response to Questions and Comments as of December 5, 2017

Budget: No Impact

Summary Statement:

Proposed amendments to the stormwater regulations include changes to stormwater regulations in Chapters 13.15 and 13.30 of the Sammamish Municipal Code (SMC).

Background:

The Council approved an ordinance adopting a new stormwater utility fee structure on November 7, 2017 which necessitated an update of the Surface Water System Development Charge (SDC). Currently, a change to the SDC requires an amendment to the SMC by ordinance. It is more efficient to set forth the SDC fee in the Master Fee Schedule resolution adopted each year by the City Council. The proposed ordinance amends the SMC to allow the SDC to be adopted by resolution. Council will also be requested to revise the Master Fee Schedule (separate agenda bill) to include the updated SDC amount so that it will take effect on January 1, 2018.

The proposed changes to SMC 13.30 Water Quality are required to be adopted by February 2018 in order to stay in compliance with the City's NPDES permit. The changes updates the allowable discharges to meet the requirements of the City's NPDES permit.

Staff provided an overview of the proposed amendments to the City Council at the November 13, 2017, study session and December 5, 2017 regular meeting. Staff responses to questions relating to these amendments from the City Council and members of the public as of December 5, 2017, are included in Exhibit 2. The first reading and opening of the public hearing of the proposed ordinance was held on November 21, 2017. Council conducted a second reading and closed the public hearing on December 5, 2017.

Financial Impact:

There is no expected financial impact to the City budget.

Recommended Motion:

Adopt the ordinance amending SMC Chapter 13.15 and SMC Chapter 13.30.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2017_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, AMENDING CHAPTERS 13.15 AND 13.30
OF SAMMAMISH MUNICIPAL CODE TITLE 13,
RELATED TO SURFACE WATER MANAGEMENT;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, Title 13 of the Sammamish Municipal Code (“SMC”) contains development regulations for surface and stormwater management; and

WHEREAS, City of Sammamish Ordinance No. O2012-334 authorized the City’s surface water system development charge, which was codified in SMC 13.15.010; and

WHEREAS, the City Council finds that it is more efficient to have the City’s surface water system development charge set forth in a Master Fee Schedule resolution, which the City can change as necessary, by resolution; and

WHEREAS, the City is subject to the National Pollutant Discharge Elimination System (“NPDES”) Phase 2 permitting requirements, which require, in part, that allowable discharges to the surface and stormwater system be updated by February 2, 2018; and

WHEREAS, on October 26, 2017, a Determination of Non Significance was issued for the stormwater code amendments and in accordance with chapter 43.21C RCW, the State Environmental Policy Act, and sent to state agencies and interested parties; and

WHEREAS, on August 25, 2017, a copy of the stormwater code amendments was transmitted to the Washington State Department of Commerce (“Commerce”) in accordance with RCW 36.70A.106, and Commerce granted expedited review on September 12, 2017; and

WHEREAS, on November 13, 2017, the City Council had a study session relating to the proposed amendments to SMC Chapter 13.30; and

WHEREAS, on November 21 and December 5, 2017, the City Council held a public hearing on the proposed amendments to SMC Chapters 13.15 and 13.30; and

WHEREAS, the City Council has considered the Planning Commission’s recommendations, public comment, and other available information relevant thereto; and

WHEREAS, the City Council wishes amend SMC Chapters 13.15 and 13.30, as specified herein, to protect the public health, safety and welfare;

Exhibit 1

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

Section 1. SMC Chapters 13.15 and 13.30, Amended. Sammamish Municipal Code Chapters 13.15 (Surface Water System Development Charge), and 13.30 (Water Quality) are hereby amended to read as set forth in Attachment A hereto and by this reference fully incorporated herein. In all other respects, these chapters shall remain in full force and effect as currently adopted.

Section 5. 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 pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE ____ DAY OF DECEMBER, 2017.

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk: November 13 , 2017
Public Hearing: November 21, 2017
First Reading: November 21, 2017
Public Hearing: December 5, 2017
Second Reading: December 5, 2017
Passed by the City Council:
Date of Publication:
Effective Date:

Exhibit 1

Attachment A

Chapter 13.15 SURFACE WATER DEVELOPMENT CHARGE

Sections:

13.15.010 Surface water system development charge authorized.

13.15.010 Surface water system development charge authorized.

(1) City Authorized to Collect Charge. The City is authorized to collect a surface water system development charge, ~~effective January 1, 2013, as follows:~~ **as set forth in the Master Fee Schedule resolution adopted by the City Council.**

Development	Fee
New residential dwelling unit or commercial building with up to 2,500 square feet of impervious coverage	\$1,491.00
Each additional 250 square feet of impervious coverage over 2,500 square feet	\$149.10
Other structures or additions of up to 250 square feet of impervious coverage requiring a building permit	\$149.10, plus \$149.10 for each additional 250 square feet

All impervious surface areas shall be rounded to the nearest 250-square-foot increment. The fee shall not apply to rockeries or retaining walls.

**Chapter 13.30
WATER QUALITY**

13.30.020 Discharges into waters.

(1)(a) It is unlawful for any person to discharge any contaminants into surface and stormwater, groundwater or Puget Sound. Contaminants include, but are not limited to, the following:

- (i) Trash or debris;
- (ii) Construction materials;
- (iii) Petroleum products including but not limited to oil, gasoline, grease, fuel oil, heating oil;
- (iv) Antifreeze and other automotive products;
- (v) Metals in either particulate or dissolved form;
- (vi) Flammable or explosive materials;
- (vii) Radioactive material;
- (viii) Batteries;
- (ix) Acids, alkalis, or bases;
- (x) Paints, stains, resins, lacquers or varnishes;
- (xi) Degreasers and solvents;
- (xii) Drain cleaners;
- (xiii) Pesticides, herbicides or fertilizers;
- (xiv) Steam cleaning wastes;
- (xv) Soaps, detergents or ammonia;

Exhibit 1

- (xvi) Swimming pool backwash;
- (xvii) Chlorine, bromine and other disinfectants;
- (xviii) Heated water;
- (xix) Domestic animal wastes;
- (xx) Sewage;
- (xxi) Recreational vehicle waste;
- (xxii) Animal carcasses;
- (xxiii) Food wastes;
- (xxiv) Bark and other fibrous materials;
- (xxv) Collected lawn clippings, leaves or branches;
- (xxvi) Silt, sediment or gravel;
- (xxvii) Dyes, except as stated in subsection (4)(a) of this section;
- (xxviii) Chemicals not normally found in uncontaminated water;
- (xxix) Any hazardous material or waste not listed above.

(b) Illicit Connections. Any connection identified by the director that could convey anything not composed entirely of surface and stormwater directly to surface and stormwater or groundwater is considered an illicit connection and is prohibited with the following exceptions:

- (i) Connections conveying allowable discharges;
- (ii) Connections conveying discharges pursuant to an NPDES permit, other than an NPDES stormwater permit, or a State Waste Discharge Permit; and
- (iii) Connections conveying effluent from on-site sewage disposal systems to subsurface soils.

Exhibit 1

(2) BMPs shall be applied to any business or residential activity that might result in prohibited discharges as specified in the Stormwater Pollution Prevention Manual or as determined necessary by the director. Activities that might result in prohibited discharges include but are not limited to the following:

- (a) Potable water line flushing;
- (b) Lawn watering with potable water;
- (c) Dust control with potable water;
- (d) Automobile and boat washing;
- (e) Pavement and building washing;
- (f) Swimming pool and hot tub maintenance;
- (g) Auto repair and maintenance;
- (h) Building repair and maintenance;
- (i) Landscape maintenance;
- (j) Hazardous waste handling;
- (k) Solid and food waste handling; and
- (l) Application of pesticides.

(3) The following types of discharges shall not be considered prohibited discharges for the purpose of this chapter unless the director determines that the type of discharge, whether singly or in combination with other discharges, is causing significant contamination of surface and stormwater or groundwater:

- ~~(a) Spring water;~~
- ~~(b) Diverted stream flows;~~
- ~~(c) Uncontaminated water from crawl space pumps, foundation drains or footing drains;~~
- ~~(d) Lawn watering with potable water or collected rainwater;~~

Exhibit 1

- ~~(e) Pumped groundwater flows that are uncontaminated;~~
- ~~(f) Materials placed as part of an approved habitat restoration or bank stabilization project;~~
- ~~(g) Natural uncontaminated surface water or groundwater;~~
- ~~(h) Flows from riparian habitats and wetlands;~~
- ~~(i) The following discharges from boats: engine exhaust; cooling waters; effluent from sinks; showers and laundry facilities; and treated sewage from Type I and Type II marine sanitation devices;~~
- ~~(j) Collected rainwater that is uncontaminated;~~
- ~~(k) Uncontaminated groundwater that seeps into or otherwise enters stormwater conveyance systems;~~
- ~~(l) Air conditioning condensation;~~
- ~~(m) Irrigation water from agricultural sources that is commingled with stormwater runoff; and~~
- ~~(n) Other types of discharges as determined by the director.~~

a) Diverted stream flows

b) Rising ground waters

c) **Uncontaminated ground water infiltration.** If an injection well is proposed, local water districts and all known private owners of private wells shall be notified of the proposed project in accordance with SMC 20.05.060 Notice of Application. The Washington State Department Ecology and Washington State Department of Health shall also be notified in accordance with their respective permit approval processes for injection wells, other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through such means as defective pipes, pipe joints, connections, or manholes.

d) Uncontaminated pumped ground water

e) Foundation drains

f) Air conditioning condensation

g) Irrigation water from agricultural sources that is commingled with urban stormwater

Exhibit 1

- h) Springs
- i) Uncontaminated water from crawl space pumps
- j) Footing drains
- k) Flows from riparian habitats and wetlands
- l) Non-stormwater discharges authorized by another NPDES or state waste discharge permit
- m) Discharges from emergency fire fighting activities in accordance with Washington State Department of Ecology NPDES Permit Authorized Discharges
- n) Discharges from potable water sources, including but not limited to water line flushing, hyperchlorinated water line flushing, fire hydrant system flushing, and pipeline hydrostatic test water. Planned discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted, if necessary, and volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4.
- o) Discharges from lawn watering and other irrigation runoff. These discharges shall be minimized through water conservation efforts.
- p) Dechlorinated swimming pool, spa and hot tub discharges. The discharges shall be dechlorinated to a total residual chlorine concentration of 0.1 ppm or less, pH-adjusted and reoxygenized if necessary, volumetrically and velocity controlled to prevent re-suspension of sediments in the MS4. Discharges shall be thermally controlled to prevent an increase in temperature of the receiving water. Swimming pool cleaning wastewater and filter backwash shall not be discharged to the MS4.
- q) Street and sidewalk wash water, water used to control dust, and routine external building washdown that does not use detergents. These discharges shall minimize the amount of street wash and dust control water used.
- r) Other non-stormwater discharges. The discharges shall be in compliance with the requirements of a pollution prevention plan reviewed by the City, which addresses control of such discharges.

(4)(a) Dye testing is allowable but requires verbal notification to the City at least one day prior to the date of test. The City is exempt from this requirement.

(b) A person does not violate subsection (1) of this section if:

- (i) That person has properly designed, constructed, implemented and is maintaining BMPs and is carrying out AKART as required by this chapter, but contaminants continue to enter surface and stormwater or groundwater; or

Exhibit 1

(ii) That person can demonstrate that there are no additional contaminants being discharged from the site above the background conditions of the water entering the site.

(c) A person who, under subsection (4)(b) of this section, is not in violation of subsection (1) of this section is liable for any prohibited discharges through illicit connections, dumping, spills, improper maintenance of BMPs or other discharges that allow contaminants to enter surface and stormwater or groundwater.

(d) Emergency response activities or other actions that must be undertaken immediately or within a time too short to allow full compliance with this chapter in order to avoid an imminent threat to public health or safety shall be exempt from this section. The director by public rule may specify actions that qualify for this exception in City procedures. A person undertaking emergency response activities shall take steps to ensure that the discharges resulting from such activities are minimized. In addition, this person shall evaluate BMPs and the site plan, where applicable, to restrict recurrence. (Ord. O2011-304 § 1 (Att. A))

13.30.040 Enforcement.

(1) The director is authorized to carry out enforcement actions pursuant to the enforcement and penalty provisions of SMC Title 23 and other enforcement provisions adopted by rule under the procedures of Chapter 2.55 SMC.

(2) The director shall gain compliance with this chapter by requiring the implementation of **operational and/or source control BMPs** ~~and, when necessary, AKART~~. **Source control BMPs are in Volume IV of the Stormwater Management Manual for Western Washington. The director may also require maintenance of stormwater facilities which discharge into the MS4 in accordance with maintenance standards established in the Surface Water Design Manual.** The director shall initially rely on education and informational assistance as much as possible to gain compliance with this chapter, unless the director determines a violation is a result of a flagrant act that should be addressed through immediate penalties or poses a hazard as defined in the hazards section (SMC 13.30.050).

(3) The director, in consultation with other departments of the City government, shall develop and implement additional enforcement procedures. These procedures shall indicate how the City will investigate and respond to reports or instances of noncompliance with this chapter and shall identify by title the official(s) responsible for implementing the enforcement procedures.

Exhibit 1

(4) The director is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter. Such inspections shall be made in accordance with SMC Title [23](#).

(a) The director may observe best management practices or examine or sample surface and stormwater or groundwater as often as may be necessary to determine compliance with this chapter. Whenever an inspection of a property is made, the findings shall be recorded and a copy of the inspection findings shall be furnished to the owner or the person in charge of the property after the conclusion of the investigation and completion of the inspection findings.

(b) When the director has made a determination under subsection (4)(a) of this section that any person is violating this chapter, the director may require the violator to sample and analyze any discharge, surface and stormwater, groundwater, and/or sediment, in accordance with sampling and analytical procedures or requirements determined by the director. If the violator is required to complete this sampling and analysis, a copy of the analysis shall be provided to the City of Sammamish department of public works.

(5) In addition to any other penalty or method of enforcement, the prosecuting attorney may bring actions for injunctive or other relief to enforce this chapter. (Ord. O2011-304 § 1 (Att. A))

Exhibit 2: Stormwater Code Amendments - Staff Response to City Council Questions/Comments			
December 5, 2017			
No.	SMC	City Council Question/Comment	Staff Response
1	13.30	Gerend <p>In Bill #23 Second Reading of Storm Water Code Amendments Comment: Exhibit 1, Chapter 13.30 Water Quality , looking at 13.30.020(1)(a) it states "It is unlawful for any person to discharge any contaminants into surface and stormwater, groundwater or Puget Sound. Contaminants include, but are not limited to, the following: ...(xiii) Pesticides herbicides or fertilizers;" Question: So does spreading fertilizer on the surface of a lawn or in a garden constitute "discharge any contaminants into surface water"? or (xv) Soaps, detergents or ammonia Question: Does that mean that one cannot wash a car in the yard?</p> <p>Looking further I see that (2) talks about BMP's and "activities that might result in prohibited discharges include....(b) lawn watering with potable water, (d) Automobile and boat washing, (i) Landscape maintenance and (l) Application of pesticides.</p> <p>But then looking further we come to (3) "The following types of discharges shall not be considered prohibited discharges for the purposes of this chapter unless the director determines that the type of discharge, whether singly or in combination with other discharges, is causing significant contamination of surface and stormwater or groundwater:" Included in the list is (n) Discharges from potable water sources...(o) Discharges from lawn watering and other irrigation runoff.</p> <p>Comment: I find that the various lists might leave one wondering just what can one do or can't do. Are we really not supposed to water our lawn with potable water? What type of water should we use?</p>	<p>All proposed amendments to SMC 13.30.020 are directly taken from the NPDES permit. No changes were proposed by staff or the Planning Commission.</p> <p>SMC 13.30.020 (1) lists examples of contaminants prohibited from entering the storm drain system, groundwater, or natural water bodies (wetlands, streams, and lakes) that drain to Puget Sound. The list includes pesticides, herbicides, and fertilizers. We encourage people to wash their car in an area such that the soapy water drains to the grass or landscaped area, but not to a LID feature or directly to the storm drain, ditch, natural water body or groundwater.</p> <p>In SMC 13.30.020 (2), BMPs shall be applied when watering fertilized lawns with potable water or when car washing on vegetated areas could result in contaminants entering the storm drain system, groundwater, or natural water bodies (wetlands, streams, lakes). BMPs may include minimizing water use, providing a catch basin insert (car wash kit), or ensuring soils and vegetation characteristics provide adequate filtration.</p> <p>Proposed code amendments to SMC 13.30.020 (3) provides a list of discharges that are allowed under this code section unless the Director deems the discharges to cause significant contamination either singly or in combination with other discharges. Allowances may include discharges from lawn watering and other irrigation runoff. If the lawn has been fertilized, then BMPs in accordance to SMC 13.30.020 (2) should be used.</p> <p>Staff acknowledge that the referenced sections above are confusing to interpret but they are copied from the City's NPDES permit. The intent of the code is to provide a stepwise approach to allowing certain contaminants into the city's stormwater system beginning with avoiding the discharge, then minimizing the impacts through application of appropriate BMPs, and then finally allowing the discharge unless the Director determines a significant contamination would occur.</p>
2	13.30	Hornish <p>SMC 13.30.020 (3) (page 15 of Exhibit 1) The lead-in language states that "unless the director determines that the type of discharge...is causing significant contamination..." Would there be an harm in revising this so that it includes input from the water district? For example, maybe instead "unless the director or the water district district..."</p>	<p>Staff proposes to maintain the existing language and have as a matter of business practice that if the water district determines that a discharge would cause significant contamination, the Director would weigh this evidence in his determination. In addition, only the City is signatory to our NPDES permit so allowing someone not employed by the City to authorize discharges to the publically-owned storm system would create unacceptable risks and liability.</p>
3	13.30	Hornish <p>SMC 13.30.020 (3) c) seems a little confusing to me. The lead-in at the beginning of this section says "the following ... shall not be considered prohibited discharges..." (which means the following list is allowed) but then in c) there's another exception using "other than" which seems to make that which follows not allowed. I think the "other than" is trying to say that the type of water following the "other than" is allowed even if it's contaminated. Correct? if so, we may want to rework this to make it clearer.</p>	<p>Yes, it is unclear. However, staff believes it is supposed to read as follows: Uncontaminated ground water infiltration is allowed. Wastewater (eg, contaminated water or septic wastewater) that enters into the City's storm sewer system through broken pipes etc. is not allowed. For clarity, staff proposes to revise and strikeout the following code language: c) Uncontaminated ground water infiltration. other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through such means as defective pipes, pipe joints, connections, or manholes.</p> <p>Based on Council discussion on Dec 5, 2017, staff has added language: <i>If an injection well is proposed, local water districts and all known private owners of private wells shall be notified of the proposed project in accordance with SMC 20.05.060 Notice of Application. The Washington State Department Ecology and Washington State Department of Health shall also be notified in accordance with their respective permit approval processes for injection wells.</i></p>



Meeting Date: December 12, 2017

Date Submitted: 11/30/2017

Originating Department: Finance IT

Clearances:

- | | | |
|---|--|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services | <input checked="" type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |
| <input type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation | |

Subject: A Resolution amending the 2018 Master Fee Schedule to include the Surface Water System Development Charge.

Action Required: Passage of this Resolution

Exhibits:

1. Resolution
2. 2018 Amended Master Fee Schedule (redline version)

Budget: Fees form the basis of revenue projections included in the 2017-2018 Budget.

Summary Statement:

Previously a change to the Surface Water System Development Charge (SDC) required an amendment to the Sammamish Municipal Code by Ordinance. The City passed an Ordinance allowing the SDC to be set forth by Resolution in the Master Fee Schedule. This Resolution amends the SDC in the Master Fee Schedule for 2018. The Master Fee Schedule is updated on an annual basis to reflect the actual cost of providing services.

Background:

Changes to the Master Fee Schedule include the following:

Surface Water System Development Charge:

The Council approved an ordinance adopting a new stormwater utility fee and fee structure on November 7, 2017, which incorporated the 2018-2023 Stormwater Capital Improvement Plan. This necessitated an update of the SDC.

Financial Impact:

Revenue from the SDC is dependent on development activity.

Recommended Motion:

Passage of the attached Resolution updating the Fee Schedule for 2018.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2017-__**

**A RESOLUTION OF THE CITY OF SAMMAMISH, WASHINGTON,
AMENDING RESOLUTION R2017-753 THE CITY'S MASTER FEE
SCHEDULE**

WHEREAS, Sammamish Ordinance No. O99-46 established the City's Master Fee Schedule; and

WHEREAS, Sammamish Ordinance No. O2002-114 repealed Ordinance No. 099-46 and adopted a new Master Fee Schedule, which may be amended or replaced by means of a resolution; and

WHEREAS, the City Council finds that the Master Fee Schedule should be amended to incorporate new and clarified fee information;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. Master Fee Schedule Amended. The City of Sammamish Master Fee Schedule is hereby amended to read as set forth in Attachment A attached hereto and incorporated by reference. Resolution R2017-753 is hereby repealed.

Section 2 Effective Date: This Resolution shall take effect January 1st, 2018.

PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE 5th OF DECEMBER 2017.

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Exhibit 1

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: November 30, 2017

Passed by the City Council:

Resolution No.: R2017-_____

Exhibit 2

2018 FEE SCHEDULE

Fee Name/Description of Service	Current Fee	2018 Fee	Unit Description
Administration			
Agendas, City Council			No charge
Appeal fee	\$ 250.00	\$ 250.00	
Budget document			Cost of reproduction
Comprehensive plan			Cost of reproduction
Computer generated data (customer provided disc)	\$ 25.00	\$ 26.00	Per hour
DVD/CD	\$ 5.00	\$ 5.00	
Engineering Copies			
Black & white Copies			
C-Size (18 X 24)	\$ 3.00	\$ 5.00	Per sheet
D-Size (24 X 36)	\$ 5.00	\$ 7.00	Per sheet
E-Size (34 X 44)	\$ 7.00	\$ 10.00	Per sheet
Color maps			
E-Size (34 X 44)	\$ 10.00	\$ 15.00	Per map
GIS Data (requires signed disclaimer)	\$ 20.00	\$ 21.00	Per storage device
Digital orthophotos (requires signed disclaimer)	\$ 20.00	\$ 20.00	Per DVD
Mailing (minimum)	\$ 2.00	\$ 2.00	
Returned item/NSF checks	\$ 25.00	\$ 26.00	
Passport processing fee	\$ 25.00	\$ 25.00	
Photocopy/computer print-outs	\$ 0.15	\$ 0.15	Per page (first 10 pages free)
Scanning			Cost of reproduction plus
Zip drive	\$ 10.00	\$ 10.00	
Business Licenses			
Business license (annual)	\$ 15.00	\$ 15.00	
Peddler	\$ 15.00	\$ 15.00	
Religious organizations (nonbusiness activities only)			Exempt
Building			
Pre-application and counter service fees by building type(1 to 4)			
Type 1	\$ 124.00	\$ 128.00	Plus \$128.00 per hour for more than 1 hour
Type 2	\$ 248.00	\$ 256.00	Plus \$128.00 per hour for more than 2 hours
Type 3	\$ 372.00	\$ 384.00	Plus \$128.00 per hour for more than 3 hours
Type 4	\$ 496.00	\$ 512.00	Plus \$128.00 per hour for more than 4 hours
Building permit			
Inspection fee	\$ 124.00	\$ 128.00	Minimum \$128.00 fee per inspection
Administrative service fee	\$ 248.00	\$ 256.00	
Building valuation			
\$1.00 to \$500.00	\$ 27.00	\$ 28.00	
\$501 to \$2,000	\$ 27.00	\$ 28.00	For the first \$500 plus \$4.00 for each additional \$100 or fraction thereof to and including \$2,000.
\$2,001 to \$25,000	\$ 83.00	\$ 85.00	For the first \$2,000 plus \$17.00 for each additional \$1,000 or fraction thereof to and including \$25,000.
\$25,001 to \$50,000	\$ 460.00	\$ 474.00	For the first \$25,000 plus \$12.00 for each additional \$1,000 or fraction thereof to and including \$50,000.
\$50,001 to \$100,000	\$ 756.00	\$ 779.00	For the first \$50,000 plus \$8.00 for each additional \$1,000 or fraction thereof to and including \$100,000.

Exhibit 2

\$100,001 to 500,000	\$ 1,169.00	\$ 1,204.00	For the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction thereof to and including \$500,000.
\$500,001 to \$1,000,000	\$ 3,806.00	\$ 3,920.00	For the first \$500,000 plus \$5.00 for each additional \$1,000 or fraction thereof to and including \$1,000,000.
\$ 1,000,001 and up	\$ 6,594.00	\$ 6,792.00	For the first \$1,000,000 plus \$4.00 for each additional \$1,000 or fraction thereof.
Building - Plan Review Fees			
Initial plan review fee (covers first review and 1 re-check)	\$ 124.00	\$ 128.00	\$128.00 minimum. Actual fee is 65% of the building permit fee.
Resubmittal after plans checked & approved	\$ 124.00	\$ 128.00	\$128.00 minimum. Actual fee is 65% of the building permit fee.
Additional reviews after 1 re-check	\$ 124.00	\$ 128.00	Per hour (1 hour minimum) Double for repeated re-inspections.
Expedited review fee			Double the plan review fee.
Consultant fees			Cost of service.
Legal review fees			Cost of service.
Certificates of occupancy (when not part of a current building permit)	\$ 248.00	\$ 256.00	
Condominium conversion plans/inspections	\$ 372.00	\$ 384.00	Plus \$128.00 per hour after 1 hour
Demolition permit	\$ 186.00	\$ 192.00	Plus a \$500.00 site bond.
Re-roof permit	\$ 186.00	\$ 192.00	
Energy Code			
Residential remodel/addition	\$ 63.00	\$ 65.00	
New single family	\$ 87.00	\$ 90.00	
Tenant improvement			
0 to 10,000 square feet	\$ 63.00	\$ 65.00	
10,001 and up	\$ 87.00	\$ 90.00	
Multi-family per building	\$ 126.00	\$ 130.00	
New commercial	\$ 115.00	\$ 118.00	
Commercial addition	\$ 87.00	\$ 90.00	
Miscellaneous Building Fees			
Re-Inspection fee when not ready and/or repeated inspections are required	\$ 124.00	\$ 128.00	Per hour (1 hour minimum) Double for repeated re-inspections.
Inspections with no specific fee	\$ 124.00	\$ 128.00	Per hour (1 hour minimum)
Inspections outside normal work hours (2 hour minimum charge)	\$ 372.00	\$ 384.00	Plus \$192.00/hour after 2 hours.
House Moving			
Class 1 and 2			
Moving permit	\$ 74.00	\$ 76.00	
Inspection fee	\$ 186.00	\$ 192.00	
Hourly fee after first hour	\$ 124.00	\$ 128.00	Per hour.
Moved into city from outside	\$ 0.50	\$ 0.50	Per mile.
Class 3 and 4 – moving permit	\$ 74.00	\$ 76.00	
Cash deposit or corporate surety bond	\$ 10,000.00	\$ 10,000.00	Or such greater amount as the building official deems necessary.
A public liability insurance policy			Providing \$250,000.00 or greater as the building official deems necessary.
Minimum housing inspection fee	\$ 186.00	\$ 192.00	Plus \$128.00 per hour after 1 hour
Mobile home location inspection			
Mobile home permit inspection	\$ 326.00	\$ 336.00	
Temporary mobile home	\$ 259.00	\$ 267.00	
Sign fees			
Political signs	\$ 10.00	\$ 10.00	Per sign not removed within time limit
Signs requiring building permit, plan review, and inspection	\$ 435.00	\$ 448.00	
Signs requiring planning review only (no building inspections)	\$ 186.00	\$ 192.00	
Special inspections			

Exhibit 2

Fire, wind, flood damage, earthquake and other disasters	\$ 124.00	\$ 128.00	Plus \$128.00 per hour.
Temporary tents/canopies/air structures			
Plan check	\$ 124.00	\$ 128.00	Per hour.
Basic permit (inspection fee)	\$ 124.00	\$ 128.00	
Work performed without permit (penalty fee) (See SMC16.20.355)			Up to an amount equal to the building, plumbing or mechanical permit fee.
Investigative fee	\$ 186.00	\$ 192.00	Plus \$128.00 per hour after the first hour.
WSBCC surcharge	\$ 4.50	\$ 4.50	Per building permit issued plus an additional surcharge of \$2.00 for each residential unit in a multi-unit building, but not including the first unit.
Electric Vehicle Charging			
Hourly fee - up to 6 hours (\$1.00 minimum)	\$ 1.00		Per hour
Hourly fee - over 6 hours	\$ 2.00		Per hour
Fire Code Fees			
Fire Code Fees			
Fire code permits			
Fireworks	\$ 124.00	\$ 128.00	
Bond			As required by RCW 70.77.285
Fire alarm systems			
Tenant Improvement:			
1 to 10 devices-inspection	n/a	\$ 96.00	Plus \$128.00 for each inspection > 3
1 to 10 devices-plan review	n/a	\$ 128.00	
11 to 20 devices-inspection	n/a	\$ 128.00	Plus \$128.00 for each inspection > 3
11 to 20 devices-plan review	n/a	\$ 192.00	
21 to 40 devices-inspection	n/a	\$ 128.00	Plus \$128.00 for each inspection > 3
21 to 40 devices-plan review	n/a	\$ 224.00	
41 to 100 devices-inspection	n/a	\$ 192.00	Plus \$128.00 for each inspection > 3
41 to 100 devices-plan review	n/a	\$ 256.00	
>100 devices-inspection	n/a	\$ 192.00	Plus \$128.00 for each inspection > 3
>100 devices-plan review	n/a	\$ 256.00	Plus \$6.00 for each additional device over 100
New System:			
1 to 25 devices-inspection	n/a	\$ 96.00	Plus \$128.00 for each inspection > 3
1 to 25 devices-plan review	n/a	\$ 128.00	
26 to 50 devices-inspection	n/a	\$ 128.00	Plus \$128.00 for each inspection > 3
26 to 50 devices-plan review	n/a	\$ 192.00	
51 to 100 devices-inspection	n/a	\$ 192.00	Plus \$128.00 for each inspection > 3
51 to 100 devices-plan review	n/a	\$ 320.00	
>100 devices-inspection	n/a	\$ 192.00	Plus \$128.00 for each inspection > 3
>100 devices-plan review	n/a	\$ 320.00	Plus \$6.00 for each additional device over 100
In addition to the device fees shown above, the following charges apply			
FACP-inspection	n/a	\$ 32.00	Plus \$128.00 for each inspection > 3
FACP-plan review	n/a	\$ 192.00	
Transmitter-inspection	n/a	\$ 32.00	Plus \$128.00 for each inspection > 3
Transmitter-plan review	n/a	\$ 128.00	
Power sub panel-inspection	n/a	\$ -	
Power sub panel-plan review	n/a	\$ 64.00	
Over the counter permit inspection fee-10 device maximum	n/a	\$ 128.00	Plus \$128.00 for each inspection > 3
Sprinkler systems			
Tenant Improvement:			
1 to 10 devices-inspection	n/a	\$ 64.00	Plus \$128.00 for each inspection > 3
1 to 10 devices-plan review	n/a	\$ 64.00	
11 to 30 devices-inspection	n/a	\$ 96.00	Plus \$128.00 for each inspection > 3
11 to 30 devices-plan review	n/a	\$ 128.00	
31 to 50 devices-inspection	n/a	\$ 96.00	Plus \$128.00 for each inspection > 3
31 to 50 devices-plan review	n/a	\$ 192.00	

Exhibit 2

51 to 100 devices-inspection	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
51 to 100 devices-plan review	n/a	\$	256.00	
>100 devices-inspection	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
>100 devices-plan review	n/a	\$	256.00	Plus \$6.00 for each additional device over 100
New System:				
1 to 40 devices-inspection	n/a	\$	96.00	Plus \$128.00 for each inspection > 3
1 to 40 devices-plan review	n/a	\$	512.00	
41 to 100 devices-inspection	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
41 to 100 devices-plan review	n/a	\$	576.00	
101 to 300 devices-inspection	n/a	\$	192.00	Plus \$128.00 for each inspection > 3
101 to 300 devices-plan review	n/a	\$	512.00	
>300 devices-inspection	n/a	\$	256.00	Plus \$128.00 for each inspection > 3
>300 devices-plan review	n/a	\$	512.00	Plus \$6.00 for each additional device over 100
13D Fire Sprinkler System:				
1 to 40 devices-inspection	n/a	\$	96.00	Plus \$128.00 for each inspection > 3
1 to 40 devices-plan review	n/a	\$	256.00	
>40 devices-inspection	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
>40 devices-plan review	n/a	\$	384.00	
Other Components:				
Per supply installed by fire sprinkler contractor (includes 1 post/wall indicator valve and 1 fire department connection)-plan review only, no inspection charge	n/a	\$	32.00	
Per supply installed by other than fire sprinkler contractor-plan review only, no inspection charge	n/a	\$	128.00	
Per riser (each interior zone supply)-review only, no inspection charge.	n/a	\$	32.00	
Per standpipe (FDC supply inlet and associated outlets)-inspection	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
Per standpipe (FDC supply inlet and associated outlets)-plan review	n/a	\$	384.00	
Fire pump-inspection	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
Fire pump-plan review	n/a	\$	576.00	
Over the counter permit inspection fee-25 head maximum	n/a	\$	128.00	Plus \$128.00 for each inspection > 3
Fire Extinguishing Systems:				
Full systems (including piping, nozzles and releasing panel)-inspection	n/a	\$	64.00	Plus \$128.00 for each inspection > 3
Full systems (including piping, nozzles and releasing panel)-plan review	n/a	\$	288.00	
Tenant improvement or system modification (nozzle change/move)-inspection	n/a	\$	64.00	Plus \$128.00 for each inspection > 3
Tenant improvement or system modification (nozzle change/move)-plan check	n/a	\$	128.00	
Temporary membrane structures, tents and canopies-inspection	n/a	\$	96.00	Plus \$128.00 for each inspection > 3
Temporary membrane structures, tents and canopies-plan review	n/a	\$	96.00	
Flammable/combustible liquid storage tank installation/removal-inspection	n/a	\$	64.00	Plus \$128.00 for each inspection > 3
Flammable/combustible liquid storage tank installation/removal-plan review	n/a	\$	192.00	
Fire Flow and Fire Access Review				
plan review	n/a	\$	128.00	
Commercial building (greater than 5,000 sq. ft.)-plan review	n/a	\$	192.00	
Single family residence	n/a	\$	128.00	
Subdivisions	n/a	\$	192.00	
Impact Fees				
Park impact fees				Per SMC 14A.20
Road impact fees				Per SMC 14A.15.110

Exhibit 2

School impact fees - Lake Washington School District - Issaquah School District - Snoqualmie Valley School District			Adopted by ordinance. See current ordinance for fees.
School impact administration fee	\$ 124.00	\$ 128.00	
Electrical Fees			
New one and two-family dwelling construction			10% of the building permit fee. (Determined by the building valuation table).
Electrical counter service fee		\$ 128.00	
Electrical plan review fee			20% of the electrical permit fee. (Paid at time of submittal).
TABLE I			
Electrical permit fees (based on valuation) For all multi-family, all mixed-use, all non-residential construction and remodels/additions to one and two-family dwellings:			
Up to \$250	\$ 55.00	\$ 57.00	
\$251 to \$2,000	\$ 55.00	\$ 57.00	For the first \$250.00 plus \$9.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00.
\$2,001 to \$25,000	\$ 220.00	\$ 227.00	For the first \$2,000.00 plus \$24.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00.
\$25,001 to \$50,000	\$ 686.00	\$ 707.00	For the first \$25,000.00 plus \$19.00 for each additional \$1,000.00 or fraction thereof to and including \$50,000.00.
\$50,001 to \$100,000	\$ 1,142.00	\$ 1,176.00	For the first \$50,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00.
\$ 100,001 and up	\$ 1,760.00	\$ 1,813.00	For the first \$100,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof.
TABLE II			
Electrical permit fees (based on valuation) For limited/low voltage electrical for security, T-stat, telephone, and computer wiring			
Up to \$2,000	\$ 55.00	\$ 57.00	
\$2,001 to \$25,000	\$ 200.00	\$ 206.00	(For the first \$2,000.00 plus \$24.00 for each additional \$1,000 or fraction thereof) X 25%.
\$25,001 to \$50,000	\$ 686.00	\$ 707.00	(For the first \$25,000.00 plus \$19.00 for each additional \$1,000 or fraction thereof) X 25%.
\$50,001 to \$100,000	\$ 1,142.00	\$ 1,176.00	(For the first \$50,000.00 plus \$12.00 for each additional \$1,000 or fraction thereof) X 25%.
\$100,001 and up	\$ 1,760.00	\$ 1,813.00	(For the first \$100,000.00 plus \$11.00 for each additional \$1,000 or fraction thereof) X 25%.
Miscellaneous electrical permit fees			
Temporary power for construction sites:			
1 to 200 amp	\$ 80.00	\$ 82.00	
201 to 400 amp	\$ 135.00	\$ 139.00	
401 amps or more			Based on total valuation of installation. Calculated according to TABLE II.
Temporary power for events:			
Base fee	\$ 97.00	\$ 100.00	Plus \$25.00 per concession.
Maximum fee (2 hours)	\$ 248.00	\$ 256.00	
Swimming pools, hot tubs, spas, and saunas	\$ 97.00	\$ 100.00	Applicants must also get a building permit for pool, hot tub, or spa.
Portable classrooms and mobile homes service	\$ 97.00	\$ 100.00	

Exhibit 2

Sign installations (per circuit)	\$ 80.00	\$ 82.00	Permit fee for electrical hookups required on a sign. (Applicants must also get a sign permit).
Mechanical Fees			
Residential			
Mechanical permit issuance fee	\$ 36.00	\$ 37.00	
New single family residence flat fixture fee (includes all mechanical fixtures)	\$ 253.00	\$ 261.00	
Mechanical application fee	\$ 36.00	\$ 37.00	
Non-Residential			
Mechanical permit issuance fee	\$ 46.00	\$ 47.00	
Mechanical application fee	\$ 46.00	\$ 47.00	
Each Additional Fixture			
Residential			
Forced air furnace	\$ 24.00	\$ 25.00	
Boiler/compressor	\$ 24.00	\$ 25.00	
Floor/wall/unit heater	\$ 24.00	\$ 25.00	
SFR heat pump	\$ 24.00	\$ 25.00	
Air handling unit	\$ 24.00	\$ 25.00	
Wood stove/fireplace insert	\$ 24.00	\$ 25.00	
Gas oven/cook top (built-in)	\$ 24.00	\$ 25.00	
Barbecue	\$ 24.00	\$ 25.00	
Pool or spa heater	\$ 24.00	\$ 25.00	
Gas log/log lighters	\$ 24.00	\$ 25.00	
Hydronics	\$ 24.00	\$ 25.00	
Exhaust fan (with duct)	\$ 12.00	\$ 12.00	
Kitchen exhaust fan/whole house fan (with duct)	\$ 12.00	\$ 12.00	
Gas piping (flat fee)	\$ 36.00	\$ 37.00	
Gas water heater	\$ 36.00	\$ 37.00	
Clothes dryer	\$ 12.00	\$ 12.00	
Miscellaneous appliance vent	\$ 12.00	\$ 12.00	
Duct work only (flat fee)	\$ 36.00	\$ 37.00	
Earthquake valve	\$ 12.00	\$ 12.00	
Other appliances	\$ 24.00	\$ 25.00	
Inspections outside normal work hours (2 hour minimum)	\$ 372.00	\$ 384.00	Plus \$192.00/hour after 2 hours
Re-inspection fees	\$ 124.00	\$ 128.00	Per hour
Excessive inspection	\$ 248.00	\$ 256.00	Per hour
Inspections with no specific fee	\$ 124.00	\$ 128.00	Per hour
Plan review fees: Multi-family			25% of building permit fee
Additional plan reviews	\$ 124.00	\$ 128.00	Per hour
Non-Residential			
Forced air furnace < 160k BTU	\$ 62.00	\$ 64.00	
Forced air furnace > 160k BTU	\$ 74.00	\$ 76.00	
Boiler/compressor/absorption unit up to 15 HP & up to 500,000 BTUs	\$ 36.00	\$ 37.00	
Boiler/compressor/absorption unit over 15 HP & over 500,000 BTUs	\$ 68.00	\$ 70.00	
Floor/wall/unit heater	\$ 24.00	\$ 25.00	
SFR heat pump	\$ 24.00	\$ 25.00	
Air handling unit	\$ 24.00	\$ 25.00	
Wood stove/fireplace insert	\$ 24.00	\$ 25.00	
Gas oven/cook top (built-in)	\$ 24.00	\$ 25.00	
Barbecue	\$ 24.00	\$ 25.00	
Pool or Spa heater	\$ 24.00	\$ 25.00	
Gas log/log lighters	\$ 24.00	\$ 25.00	
Hydronics	\$ 24.00	\$ 25.00	
Exhaust fan (with duct)	\$ 24.00	\$ 25.00	
Residential kitchen exhaust fan/whole house fan (with duct)	\$ 24.00	\$ 25.00	

Exhibit 2

Commercial kitchen exhaust hood	\$	36.00	\$	37.00	
Gas piping (first 5 outlets)	\$	36.00	\$	37.00	
Gas piping (each additional outlet over 5)	\$	6.00	\$	6.00	
Gas water heater	\$	36.00	\$	37.00	
Clothes dryer	\$	24.00	\$	25.00	
Miscellaneous appliance vent	\$	24.00	\$	25.00	
Duct work only (flat fee)	\$	36.00	\$	37.00	
Hazardous piping (first 1 thru 4 outlets)	\$	36.00	\$	37.00	
Hazardous piping (each outlet over 4)	\$	6.00	\$	6.00	
Earthquake valve	\$	24.00	\$	25.00	
Other appliances	\$	36.00	\$	37.00	
Inspections outside normal work hours (2 hour minimum)	\$	372.00	\$	384.00	Plus \$192.00/hour after 2 hours
Re-inspection fees	\$	124.00	\$	128.00	Per hour
Excessive inspection	\$	248.00	\$	256.00	Per hour
Inspections with no specific fee	\$	124.00	\$	128.00	Per hour
Plan review fees					25% of building permit fee
Additional plan reviews	\$	124.00	\$	128.00	Per hour
Plumbing Fees					
Residential					
Plumbing permit issuance fee	\$	36.00	\$	37.00	
New single family residence flat fixture fee (includes all plumbing fixtures)	\$	248.00	\$	256.00	Per hour
Residential additions and remodels per fixture fee					
Plumbing application fee	\$	36.00	\$	37.00	
Non-Residential					
Plumbing permit issuance fee	\$	46.00	\$	47.00	
Non-residential per fixture fee					
Plumbing application fee	\$	46.00	\$	47.00	
Each Additional Fixture					
Residential					
Backflow preventer (1/2" 2")	\$	12.00	\$	12.00	
Backflow preventer (3" & larger)	\$	24.00	\$	25.00	
Bath tub	\$	12.00	\$	12.00	
Bathroom sink	\$	12.00	\$	12.00	
Bidet	\$	12.00	\$	12.00	
Clothes washer	\$	12.00	\$	12.00	
Dishwasher	\$	12.00	\$	12.00	
Drinking fountain	\$	12.00	\$	12.00	
Floor drain	\$	12.00	\$	12.00	
Hose bib each	\$	12.00	\$	12.00	
Hot water heater (electric)	\$	12.00	\$	12.00	
Ice maker	\$	12.00	\$	12.00	
Laundry tub	\$	12.00	\$	12.00	
Other plumbing fixtures not listed	\$	12.00	\$	12.00	
Pressure reducing valve	\$	12.00	\$	12.00	
Roof drain	\$	12.00	\$	12.00	
Shower	\$	12.00	\$	12.00	
Sink	\$	12.00	\$	12.00	
Toilet	\$	12.00	\$	12.00	
Urinal	\$	12.00	\$	12.00	
Inspections outside normal work hours (2 hour minimum)	\$	372.00	\$	384.00	Plus \$192.00/hour after 2 hours
Re-inspection fees	\$	124.00	\$	128.00	Per hour
Excessive re-inspections	\$	248.00	\$	256.00	Per hour
Inspections with no specific fee	\$	124.00	\$	128.00	Per hour
Plan review fees: Multi-family					25% of building permit fee
Additional plan reviews	\$	124.00	\$	128.00	Per hour
Non-Residential					
Backflow preventer (1/2" 2")	\$	16.00	\$	16.00	

Exhibit 2

Backflow preventer (3" & larger))	\$	24.00	\$	25.00	
Bath tub	\$	16.00	\$	16.00	
Bathroom sink	\$	16.00	\$	16.00	
Bidet	\$	16.00	\$	16.00	
Clothes washer	\$	16.00	\$	16.00	
Dishwasher	\$	16.00	\$	16.00	
Drinking fountain	\$	16.00	\$	16.00	
Floor drain	\$	24.00	\$	25.00	
Grease trap	\$	24.00	\$	25.00	
Hose bib each	\$	16.00	\$	16.00	
Hot water heater (electric)	\$	16.00	\$	16.00	
Ice maker	\$	24.00	\$	25.00	
Laundry tub	\$	16.00	\$	16.00	
Other plumbing fixtures not listed	\$	16.00	\$	16.00	
Pressure reducing valve	\$	16.00	\$	16.00	
Roof drain	\$	16.00	\$	16.00	
Shower	\$	16.00	\$	16.00	
Sink	\$	24.00	\$	25.00	
Toilet	\$	16.00	\$	16.00	
Urinal	\$	16.00	\$	16.00	
Inspections outside normal work hours (2 hour minimum)	\$	372.00	\$	384.00	Plus \$192.00/hour after 2 hours
Re-inspection fees	\$	124.00	\$	128.00	Per hour
Excessive re-inspections	\$	248.00	\$	256.00	Per hour
Inspections with no specific fee	\$	124.00	\$	128.00	Per hour
Plan review fees					25% of building permit fee
Additional plan reviews	\$	124.00	\$	128.00	Per hour
Parks and Recreation					
Athletic fields					
Natural turf fields					
Youth	\$	17.00	\$	17.00	Per hour
Adult	\$	30.00	\$	30.00	Per hour
Field preparation	\$	40.00	\$	40.00	
Synthetic sports fields					
Youth	\$	60.00	\$	60.00	Per hour
Adult	\$	90.00	\$	90.00	Per hour
Field lights	\$	20.00	\$	20.00	Per hour
Picnic shelters					
Tier 1 rates					
Half-day	\$	110.00	\$	110.00	
Full-day	\$	165.00	\$	165.00	
Tier II rates					
Half-day	\$	88.00	\$	88.00	
Full-day	\$	132.00	\$	132.00	
Beaver Lake Lodge					
Weekday	\$	50.00	\$	50.00	Per hour
Weekend	\$	140.00	\$	140.00	Per hour
Damage deposit	\$	500.00	\$	500.00	
Beaver Lake Pavilion					
Weekday	\$	22.00	\$	22.00	Per hour
Weekend	\$	33.00	\$	33.00	Per hour
Damage deposit	\$	250.00	\$	250.00	
Last-minute booking discount - 2 months advance					Up to 25% off
Miscellaneous fees					
Event fees (negotiated)					\$100 to \$5,000
Concession permit-park facilities & fields					10% of gross receipts
Banner permit					
One-sided banner	\$	180.00	\$	180.00	
Two-sided banner	\$	360.00	\$	360.00	

Exhibit 2

Memorial park bench fee			\$2,000 to \$2,500 depending on the bench selection.
Planning			
The listed fees are initial deposit amounts based on an hourly rate of \$128.00. If the initial deposits have been expended before the project is completed, an additional deposit will be required in the amount estimated by the Community Development Department rounded to the nearest 10 hour increment.			
NOTE: Deposits in the fee schedule are separated by department for informational purposes only.			
Policy planning amendments (+ EIS if applicable)	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour after the first 15 hours.
Conditional use permits compliance	\$ 124.00	\$ 128.00	Per hour.
Consultant services			Actual cost of service.
Legal review fee			Actual cost of service.
Critical areas			
Basic review	\$ 372.00	\$ 384.00	
Complex review: residential	\$ 620.00	\$ 640.00	Plus \$128.00 per hour after the first 5 hours.
Complex review: Non- residential	\$ 868.00	\$ 896.00	Plus \$128.00 per hour after the first 7 hours.
RUE critical areas	\$ 1,240.00	\$ 1,280.00	Plus \$128.00 per hour
Inspection monitoring	\$ 124.00	\$ 128.00	Per hour.
Current use assessment review (public benefit rating system)			
Farm & agricultural land classification	\$ 155.00	\$ 160.00	
Open space & timber less than 20 acres	\$ 214.00	\$ 220.00	
Open space and timber greater than 20 acres	\$ 413.00	\$ 425.00	
Environmental checklist review	\$ 620.00	\$ 640.00	Plus \$128.00 per hour after the first 5 hours.
Environmental impact statement preparation			Actual cost.
Zoning variances & public agency/utility exceptions (deposit)	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour after the first 15 hours.
Unified Zoning Development Plan (UZDP) preliminary review	\$ 4,960.00	\$ 5,120.00	
Deposit			Equal to estimated cost (to be determined by the Community Dev. Director)
Legal notice-publication & mailing			
Type 2	\$ 265.00	\$ 273.00	
Type 3 & 4	\$ 535.00	\$ 551.00	
Type 2 (UZDP only)	\$ 535.00	\$ 551.00	
Legal notice posting			Actual cost
Partial development: Pre-issuance construction authorization			
Inspection fee	\$ 992.00	\$ 1,024.00	Plus \$128.00 per hour
Boundary line adjustment review	\$ 496.00	\$ 512.00	Plus \$128.00 per hour
Pre-application & counter service intake fees			
Type 1	\$ 124.00	\$ 128.00	Plus \$128.00 per hour > 1 hour
Type 2	\$ 248.00	\$ 256.00	Plus \$128.00 per hour > 2 hours
Type 3	\$ 372.00	\$ 384.00	Plus \$128.00 per hour > 3 hours
Type 4	\$ 496.00	\$ 512.00	Plus \$128.00 per hour > 4 hours
Type 2 (UZDP only)	\$ 1,240.00	\$ 1,280.00	
Post development monitoring/inspections	\$ 124.00	\$ 128.00	Per hour.
Shoreline substantial development	\$ 3,100.00	\$ 3,200.00	Plus \$128.00 per hour
Shoreline conditional use review	\$ 3,100.00	\$ 3,200.00	Plus \$128.00 per hour
Shoreline variance	\$ 3,100.00	\$ 3,200.00	Plus \$128.00 per hour
Separate lot recognitions & subdivision exemptions	\$ 124.00	\$ 128.00	
Recorded building envelope modifications	\$ 620.00	\$ 640.00	
Name change	\$ 248.00	\$ 256.00	
Site specific zone reclassifications (Re-zone)			
Application fee	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour
Shoreline exemption letter	\$ 124.00	\$ 128.00	

Exhibit 2

Subdivision/preliminary plat			
Preliminary review fee	\$ 4,960.00	\$ 5,120.00	Plus \$128.00 per hour
Per lot fee			
10-20 lots	\$ 186.00	\$ 192.00	Per lot
21-50 lots	\$ 124.00	\$ 128.00	Per lot
51+ lots	\$ 62.00	\$ 64.00	Per lot
Short subdivision			
Preliminary review fee	\$ 3,100.00	\$ 3,200.00	Plus \$128.00 per hour
Final review fee	\$ 1,240.00	\$ 1,280.00	Plus \$128.00 per hour
Zoning application review			
Application fee	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour
Binding site plan	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour
Commercial site development	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour
Variance	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour
Conditional use permits compliance	\$ 1,860.00	\$ 1,920.00	Plus \$128.00 per hour
Temporary use permit	\$ 1,240.00	\$ 1,280.00	
Affidavit of minor correction	\$ 124.00		
Plat alteration or revision	\$ 4,960.00	\$ 5,120.00	Plus \$128.00 per hour
Minor plat alteration	\$ 3,100.00	\$ 3,200.00	Plus \$128.00 per hour
Wireless communication facility review	\$ 372.00	\$ 384.00	
Bond review fee	\$ 1,860.00	\$ 3,200.00	Plus \$128.00 per hour
Bond review fee-requiring monitoring	\$ 3,100.00	\$ 3,200.00	Plus \$128.00 per hour
Bond inspection monitoring	\$ 620.00	\$ 640.00	
Review, not otherwise listed (1/2 hour minimum)	\$ 124.00	\$ 128.00	Per hour
Clear and Grade Permit			
Volume of Earth			
101 to 1,000 cubic yards	\$ 248.00	\$ 256.00	Plus \$128.00 per hour
1,001 to 10,000 cubic yards	\$ 372.00	\$ 384.00	Plus \$128.00 per hour
10,001 to 100,000 cubic yards	\$ 496.00	\$ 512.00	Plus \$128.00 per hour
100,001 or more cubic yards	\$ 620.00	\$ 640.00	Plus \$128.00 per hour
Clear and grade review	\$ 124.00	\$ 128.00	Plus \$128.00 per hour
Early clear and grade review	\$ 2,480.00	\$ 2,560.00	
Re-inspection fee-excess inspection caused by the contractor	\$ 124.00	\$ 128.00	Per hour (minimum 1 hour)
Work performed without a permit			Double the permit fee
Tree removal: 3 or less			No charge
Tree removal -OTC permit	\$ 62.00	\$ 64.00	
Tree removal requiring additional review	\$ 124.00	\$ 128.00	Per hour
Code Enforcement Penalties (per Civil Penalties in SMC 23.100)			
Infraction			Up to \$500
Stop work order			Up to \$500
Noncompliance			
1 to 15 days	\$ 100.00	\$ 100.00	Per day
16 to 31 days	\$ 250.00	\$ 250.00	Per day
31+ days			Up to \$500 per day (\$50,000 maximum)
Environment damage/critical areas violations			Up to \$25,000 plus the cost of restoration.
Unlawful tree removal or damage			\$1,500 per inch of diameter at breast height of tree removed or damaged.
Plat/Short Plat Site Development Permit			
Short subdivision			
Preliminary review fee	\$ 620.00	\$ 640.00	
Subdivisions			
Preliminary review fee			
10 to 20 lots	\$ 93.00	\$ 96.00	Per lot
21 to 50 lots	\$ 59.00	\$ 61.00	Per lot
51+ lots	\$ 59.00	\$ 61.00	Per lot
All others	\$ 1,240.00	\$ 1,280.00	

Exhibit 2

Public Works			
The listed fees are initial deposit amounts based on an hourly rate of \$128.00. If the initial deposits have been expended before the project is completed, an additional deposit will be required in the amount estimated by the Public Works Department rounded to the nearest 10 hour increment.			
NOTE: Deposits in the fee schedule are separated by department for informational purposes only.			
Consultant services			Actual cost of service.
Legal review fee			Actual cost of service.
Concurrency test administrative fee	\$ 124.00	\$ 128.00	
Concurrency test/exemption fee			
Single family house	\$ 248.00	\$ 256.00	
Short plat up to 4 lots	\$ 248.00	\$ 256.00	
Short plat 5 to 9 lots	\$ 1,259.00	\$ 1,297.00	
Plats of 10 to 19 lots	\$ 1,575.00	\$ 1,622.00	
Plats of 20 or more lots	\$ 2,625.00	\$ 2,704.00	
All others	\$ 1,259.00	\$ 1,297.00	
Independent fee calculation review			Actual cost/\$559.00 minimum
Processing fee for informational analysis for concurrency			Same rate structure as concurrency test fees
Right of way permits (SMC 14.30)			
Type A - special use permit			No charge
Type B - construction permit: Valuation of work < \$5,000	\$ 100.00	\$ 103.00	Up front deposit required
Type B - construction permit: Valuation of work equal to or greater than \$5,000	\$ 496.00	\$ 512.00	Plus \$128.00 per hour. Upfront deposit required.
Type C - utility permit	\$ 496.00	\$ 512.00	Plus \$128.00 per hour
Type D - lease permit	\$ 496.00	\$ 512.00	Plus \$128.00 per hour. Upfront deposit required + lease payment.
Street vacation review fee	\$ 372.00	\$ 384.00	Plus \$128.00 per hour. Upfront deposit required.
Right of way inspection fee	\$ 124.00	\$ 128.00	Per hour
Clear & grade stormwater field review fee	\$ 124.00	\$ 128.00	Per hour
Deposit			Equal to estimated cost (to be determined by the City Engineer)
Stormwater Rates			
Stormwater rates	% Impervious Surface	Rate	
Residential		\$225.00 \$268.00	Per parcel
Very light	less than 10%	\$225.00 \$268.00	Per parcel
Light	10.1% through 20%	\$524.00 \$624.00	Per acre
Moderate	20.1% through 45%	\$1,086.00 \$1,292.00	Per acre
Moderately heavy	45.1% through 65%	\$2,073.00 \$2,467.00	Per acre
Heavy	65.1% through 85%	\$2,650.00 \$3,154.00	Per acre
Very heavy	85.1% through 100%	\$3,474.00 \$4,134.00	Per acre
Surface Water Development Charge			
New residential dwelling unit or commercial building with up to 2,500 square feet of impervious coverage	\$ 1,491.00	\$ 2,085.00	
Each additional 250 square feet of impervious coverage over 2,500 square feet	\$ 149.10	\$ 208.50	
Other structures or additions of up to 250 square feet of impervious coverage requiring a building permit	\$ 149.10	\$ 208.50	Plus \$208.50 for each additional 250 square feet
Surface water retention locks	\$ 32.00	\$ 32.00	Plus tax
Wireless Facilities			
Fees for site-specific wireless facility right-of-way agreements			
Separate support structure (such as monopole or lattice) used solely for wireless antenna, with antenna/receiver transmitter and/or equipment cabinet	\$ 1,344.00	\$ 1,384.32	Per month
Antenna/receiver transmitter on an existing pole and equipment cabinet	\$ 1,075.00	\$ 1,107.25	Per month

Exhibit 2

Antenna/receiver transmitter on an existing pole or replacement pole or equipment cabinet, but not both	\$ 940.00	\$ 968.20	Per month
Engineering Review Fees			
Short plat preliminary plat	\$ 2,480.00	\$ 2,560.00	Plus \$128.00 per hour
Subdivision/preliminary plat	\$ 4,960.00	\$ 5,120.00	Plus \$128.00 per hour
Per lot fee			
10 - 20 lots	\$ 216.00	\$ 222.00	Per lot
21 - 50 lots	\$ 187.00	\$ 193.00	Per lot
51 + lots	\$ 155.00	\$ 160.00	Per lot
Final plat/final short plat review	\$ 2,480.00	\$ 2,560.00	
Reasonable use exception	\$ 1,240.00	\$ 1,280.00	
Boundary line adjustment	\$ 62.00	\$ 1,280.00	
Plat alteration	\$ 1,240.00	\$ 1,280.00	
Shoreline substantial development	\$ 1,240.00	\$ 1,280.00	
Shoreline conditional use	\$ 1,240.00	\$ 1,280.00	
Affidavits of minor correction	\$ 62.00	\$ 5,120.00	
Commercial site development	\$ 4,960.00	\$ 5,120.00	
Conditonal use permit	\$ 4,960.00	\$ 5,120.00	
Unified Zoning Development Plan (UZDP) engineering review	\$ 4,960.00	\$ 5,120.00	
Plat/Short Plat Site Development Permit			
Early clear and grade inspection	\$ 2,480.00	\$ 2,560.00	
Review fees (due at submittal)			
Short subdivision	\$ 2,480.00	\$ 2,560.00	
Subdivision	\$ 2,480.00	\$ 2,560.00	
Per lot fee			
10 - 20 lots	\$ 216.00	\$ 222.00	Per lot
21 to 50 lots	\$ 187.00	\$ 193.00	Per lot
51+ lots	\$ 155.00	\$ 160.00	Per lot
All others - review	\$ 2,480.00	\$ 2,560.00	
Inspections (due at issuance)			
Short subdivision	\$ 9,920.00	\$ 10,240.00	Plus \$128.00 per hour
Subdivision	\$ 9,920.00	\$ 10,240.00	Plus \$128.00 per hour
Per lot fee			
10 - 20 lots	\$ 496.00	\$ 512.00	Per lot
21 - 50 lots	\$ 372.00	\$ 384.00	Per lot
51+ lots	\$ 248.00	\$ 256.00	Per lot
All others - inspections	\$ 9,920.00	\$ 10,240.00	
NOTE: The City Manager or his/her designee has the authority to correct errors in fee calculations.			



Meeting Date: December 12, 2017

Date Submitted: 12/4/2017

Originating Department: City Manager

Clearances:

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services | <input type="checkbox"/> Finance & IT | <input type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation | |

Subject: Resolution extending the term of the Human Services Task Force to Feb. 28, 2018.

Action Required: Approve the Resolution

Exhibits: 1. Resolution

Budget: N/A

Summary Statement:

The Human Services Task Force is due to sunset on December 31, 2017, but the newly-created Human Services Commission will not begin work until February, 2018. To bridge this gap, staff recommends the Council approve this Resolution (Exhibit 1) extending the term of the Task Force through February, 2018.

This extension will ensure uninterrupted progress on the Human Services Needs Assessment and other ongoing work related to human services. It will also help to ensure a smooth handoff of responsibilities from the Task Force to the Commission.

Background:

In June, 2016, the City Council approved a Resolution (R2016-686) creating a limited-term Human Services Task Force. According to the Resolution, the Task Force was to “remain in existence until December 31, 2017, or until such other time as the City Council may determine.”

In October 2017, the City Council approved an Ordinance (O2017-443) creating a permanent Human Services Commission. The Commission is set to begin work in early February 2018.

Financial Impact:

N/A

Recommended Motion:

Move to approve the Resolution extending the term of the Human Services Task force to Feb. 28, 2018.

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, EXTENDING THE TERM OF THE
HEALTH & HUMAN SERVICES TASK FORCE, CREATED
THROUGH PASSAGE OF RESOLUTION R2016-686, UNTIL
FEBRUARY 28, 2018**

WHEREAS, the City Council is committed to helping ensure residents have access to health and human services; and

WHEREAS, the City Council provides grant funding to recognized social services organizations; and

WHEREAS, the City Council created, through passage of Resolution R2016-686, a limited-term Health & Human Services Task Force (“Task Force”) to assist in the grant application review process and to make other recommendations to the City Council regarding activities related to health and human services; and

WHEREAS, the Task Force provides recommendations to the City Council regarding distribution of funds to health and human services organizations for the City Council’s consideration; and

WHEREAS, R2016-686 states that the Task Force “shall remain in existence until December 31, 2017, or until such other time as the City Council may determine”; and

WHEREAS, the City Council created, through adoption of Ordinance O2017-443, a Human Services Commission that is scheduled to commence work in February of 2018; and

WHEREAS, the City Council has determined that the term of the Task Force should be extended until February 28, 2018, to ensure that work on human services continues while the City transitions from the Task Force to the Commission; and

WHEREAS, to ensure consistency, the members of the Task Force shall continue with their respective terms until February 28, 2018;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. Health & Human Services Task Force Term Extended. The term of the Health & Human Services Task Force created through Resolution R2016-686 is extended from December 31, 2017, to February 28, 2018, or until such other time as the City Council may determine.

**PASSED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE
____ DAY OF DECEMBER, 2017.**

CITY OF SAMMAMISH

Mayor Bob Keller

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk: December 7, 2017

Passed by the City Council:

Resolution Number R2017-____



Meeting Date: December 12, 2017

Date Submitted: 12/6/2017

Originating Department: City Manager

Clearances:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Attorney | <input checked="" type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT | <input type="checkbox"/> Public Works |

Subject: Consultant contract to develop a citywide branding and implementation strategy

Action Required: Authorize the City Manager to execute a contract with North Star to develop a citywide branding and implementation strategy

Exhibits: 1. Contract – North Star

Budget: \$2,000,000 is allocated in the 2017-18 budget for operating contingencies, \$30,000 of which has been allocated for this project to meet the grant match requirements.

Summary Statement:

On September 19, 2017, the City Council authorized staff to apply for grant funding from the Port of Seattle to be used for a City branding project. As presented by staff, this work will create an updated City brand and an implementation strategy to ensure proper presentation of the City's visual identity.

The City's grant application was subsequently approved by the Port, and staff proceeded with consultant evaluation and selection. The City received nine responses to its RFQ and following interviews and reference checks, staff selected North Star as the most qualified firm to complete this work. The consulting contract and scope of work with North Star is included as **Exhibit 1**.

Key components of the project include public engagement and education, meetings with stakeholders (both inside and outside the community), statistically significant surveys, research, and creative design to develop and incorporate a central branding theme for the City. The project will culminate in recommendations from North Star that will provide an action plan to implement the City's new brand.

This branding work was recommended by the recently adopted Communications Strategy and by the Economic Development Strategic Recommendations document, which was completed as part of last year's grant program. This year's grant funding will leverage the City's dollars to help complete this work at a relatively low cost; the Port will cover 2/3 of the cost and the City will cover the remaining 1/3.

Background:Process

On September 19, 2017, the City Council authorized staff to submit an application for grant funding from the Port of Seattle Economic Development Partnership Program. Following this direction, an agreement was approved and signed by the City and Port.

A Request for Qualifications (RFQ) was issued for consultant services in late September, 2017. A total of nine firms responded. The review committee scored the submittals based on criteria outlined in the RFQ. Four firms were invited for an interview, and following interviews and reference checks, North Star was identified as the top firm.

The recommendation was based on the firm's overall experience and knowledge of municipal branding, quality of the presentation and the presentation materials, their response to the interview questions, and the team's approach to project management. Based on the quality of work with projects of a similar nature, the experience and qualifications of their staff, and the ability to meet the project time schedule, North Star was selected to lead the City's rebranding effort.

About the Consulting Firm

North Star is a recognized national leader in community branding, having collaborated with more than 200 communities from 43 states across the U.S. Many of these were high-level initiatives, including the states of Florida and Mississippi and urban hub cities like Jacksonville, FL; Newark, NJ; Aurora, IL; and Sacramento, CA. They have also worked with local municipalities, such as Lynnwood, Kirkland and Snohomish County. North Star is noted for their ability to bring together divergent missions and viewpoints around what stakeholders have in common. Their process combines a proven approach with customized creativity and out-of-the box thinking. North Star's proposal includes extensive community engagement and education, detailed research, expert-driven strategy development, award-winning visual identity design and a comprehensive implementation plan, along with on-going post-project evaluation to track results after project completion.

Port of Seattle Grant Program

In June, 2016, the Port of Seattle Commission created a new economic development grant fund providing 38 King County cities with per capita funding to advance local economic development in the region. Administered through the Economic Development Partnership Program, funds are allocated to cities to facilitate regional growth in business, job creation, and economic activity. This matching grant program fosters effective economic development partnerships that stimulate region-wide prosperity.

In October, 2016, the City applied for grant funding from the Economic Development Partnership Program and was awarded nearly \$50,000 to develop an Economic Scoping Analysis. This work included an update to the City's economic and demographic data, development of online business communication tools, and outreach with local businesses and community stakeholders. The project

culminated in the development of an Economic Development Strategic Recommendations document containing various strategies for supporting and encouraging economic development in Sammamish.

Building on the success of last year's project, the City once again applied for and received grant funding from the Port of Seattle to develop a citywide brand and implementation plan. This work is a continuation of the 2016 grant project and supports the recommendations of the newly adopted Communications Strategic Plan, which reveals that the City is in need of a branding update.

The City's current brand is outdated and does not project the image expected of a diverse, modern and vibrant community on the Eastside. Improving these first impressions is vital to attracting new businesses and visitors to Sammamish and our Town Center. Recognizable and consistent branding is also important for residents so that they can quickly and clearly identify when communications are coming from the City.

Financial Impact:

The contract with North Star is not to exceed \$88,000. The agreement between the City and the Port allocated \$91,875 for the project. The \$3,875 difference between the contract amount and the grant allocation will be retained and managed in a Management Reserve for unanticipated contract services to complete the project.

As mentioned above, the Port will cover 2/3 of the total project cost and the City will cover the remaining 1/3.

\$2,000,000 is allocated in the 2017-18 budget for operating contingencies. Approximately \$30,000 will be drawn from contingency funds to complete this project.

Recommended Motion:

Move to authorize the City Manager to execute a contract with North Star to complete a citywide branding project in an amount not to exceed \$88,000 and to retain and manage a Management Reserve of \$3,875 for unanticipated contract services needed to complete the project.

Exhibit 1

CITY OF SAMMAMISH AGREEMENT FOR SERVICES

Consultant: North Star

This Agreement is entered into by and between the City of Sammamish, Washington, a municipal corporation, hereinafter referred to as the "City," and North Star Ideas, hereinafter referred to as the "Consultant."

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

- 1. Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. In performing such services, the Consultant shall comply with all federal, state, and local laws and regulations applicable to the performance of such services. The Consultant shall perform services diligently and completely and in accordance with professional standards of conduct and performance.
- 2. Compensation and Method of Payment.** The Consultant shall submit invoices for work performed using the form set forth in Exhibit "B".

The City shall pay Consultant:

[Check applicable method of payment]

According to the rates set forth in Exhibit " _ "

A sum not to exceed \$88,000

Other (describe): _____

The Consultant shall complete and return to the City Exhibit "C," Taxpayer Identification Number, prior to or along with the first invoice submittal. The City shall pay the Consultant for services rendered within ten days after City Council approval.

- 3. Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2018, unless sooner terminated under the provisions of the Agreement. Time is of the essence of this Agreement in each and all of its provisions in which performance is required.
- 4. Ownership and Use of Documents.** Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Consultant in connection with the services provided to the City, with the following exceptions, shall be the property of the City whether the project for which they were created is executed or not. Exceptions:
 - A.** Stock photography used for the demonstration of creative concepts is not to be reproduced or published in any way without first negotiating usage rights with the appropriate stock image provider.
 - B.** To ensure that the recommended strapline (tagline) is available for use and capable of being trademarked, the Consultant will conduct a trademark registration search with the United States Patent and Trademark Office via their web site: <http://www.uspto.gov/main/trademarks.htm>. The Consultant will report any records found relating to the strapline. The pursuit of an official, legally-binding trademark registration is the responsibility of the Client.
 - C.** Concepts, logos and straplines not selected by the Client remain the intellectual property of the Consultant.

Exhibit 1

5. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, subconsultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

6. **Indemnification.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Furthermore, should subcontracting be agreed to by the parties, the Consultant shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Consultant-provided insurance as set forth herein, except the Consultant shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Consultant shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as the Insurance Services Office Additional Insured endorsement CG 20 38 04 13.

7. **Insurance.**

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of such services, or bodily injury to persons or damages to property, caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence.

Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. **Automobile Liability** insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. **Commercial General Liability** insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.
4. **Professional Liability** insurance appropriate to the Consultant's profession.

Minimum Amounts of Insurance

Exhibit 1

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance shall not be cancelled by either party except after thirty (30) days prior written notice has been given to the City

Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

8. Record Keeping and Reporting.

A. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

B. The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

9. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by the City during the performance of this Agreement.

10. Termination.

A. This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City

B. In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination.

C. This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

Exhibit 1

D. The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

E. This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

11. **Discrimination Prohibited.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

12. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

13. **Conflict of Interest.** The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the "City". It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

14. **Confidentiality.** All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination.

15. **Non-appropriation of funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

16. **Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

17. **Notices.** Notices to the City of Sammamish shall be sent to the following address:

City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone number: (425) 295-0500

Notices to the Consultant shall be sent to the following address:

Company Name North Star
Contact Name Don McEachern
Street Address 209 Danyacrest Drive
City, State Zip Nashville, TN 37214
Phone Number 615-232-2103
Email

Exhibit 1

18. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

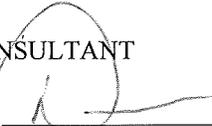
The Consultant will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

19. **Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

CITY OF SAMMAMISH, WASHINGTON

CONSULTANT

By: _____

By:  _____

Print Name: _____

Print Name: Dan R McEachern

Title: _____

Title: President & CEO

Date: _____

Date: 12/6/17

Attest/Authenticated:

Approved As To Form:

City Clerk

City Attorney

EXHIBIT A: SCOPE OF WORK

1. EDUCATION

Educational Presentation: Live PowerPoint presentation during our site visit trip to your steering committee as well as private and public sector stakeholder groups (determined and assembled by client) for purposes of educating and furthering buy-in of city branding. This is not a canned presentation. We will collaborate with the Sammamish branding team to determine who your audiences are and what you want to convey. Then we craft the presentation to meet those goals. This presentation can also be given in a public ‘town hall’ forum, to engage the community in the process and to gather initial feedback from the public regarding opportunities to rebrand.

Educational PowerPoint: We provide the Sammamish team with a copy of the city branding PowerPoint presentation. This gives you the ability to carry on the education and engagement via additional presentations, distribution to interested parties or placement on community websites. We’re also happy to train your stakeholders while we’re in-market on making the presentation or answering questions.

Educational Site / Brand Story Site: This site serves as an online tool to direct traffic towards for Sammamish residents and stakeholders to learn more about the branding effort, and to get involved either in the research stage or to become a champion after the launch of the new brand. (Here is an example of a live educational site for Elk Grove, CA: <https://www.brandelkgrove.com/>).

2. RESEARCH

Situation Analysis: This establishes the current lay of the land from the perspective of your critical partners (e.g. Sammamish Chamber of Commerce). We administer an online questionnaire to each internal group or organization. We then meet with these groups during the in-market to more fully understand your primary objectives, general history, political landscape, resources, competitors, etc.

Research, Planning, Communications and Media Audit: We conduct a comprehensive review of any relevant research and planning documents. In addition, we review and analyze existing marketing materials, branding, logos and messaging from public and private sector partners as well as recent press related to Sammamish.

Familiarization Tour: A tour of commercial sites (e.g. Sammamish Highlands Shopping Center), business and technology parks, housing developments (e.g. SKY Sammamish), community center(s), retailers, restaurants (e.g. Sammamish Cafe), outdoor recreation areas, parks (e.g. Beaver Lake Park), arts, etc.

Key Stakeholder Interviews (12) & Focus Groups (2): Some of our most valuable pieces of insight for the purposes of defining your DNA and crafting your creative work come from these intensive one-on-one interviews and focus groups with key stakeholders (including leaders from city staff, real estate agents, park officials, elected officials, board members, business community, schools, civic organizations, etc.). We also want to talk to articulate individuals who are passionate about Sammamish (poets, coaches, ministers, historians, matriarchs, patriarchs and more). We know you want us to talk to everyone, so we continue the conversations via phone once we get back to the office. Because we can react to the information they give us with original questions, these interviews often lead us down exciting discovery paths not revealed by quantitative surveys.

Vision Survey: This open-ended, right-brained survey challenges stakeholders to provide deeper comments and opinions. We administer the survey digitally and in paper form to the list provided by you, guaranteeing all your valuable stakeholders are able to participate. This tool dovetails beautifully with the qualitative interviews because it extends your participant universe and allows you to layer trending opinions with in-depth perspectives.

Online Community Survey & Brand Barometer: Giving residents a forum for sharing is important. We use some of the themes identified in the vision surveys to craft a quantitative survey posted online for community-wide participation. The brand barometer, conducted as a part of the community survey, measures the strength of Sammamish's resident advocacy relative to the rest of the United States as a place to live, work and play. In other words, how likely are your residents to advocate Sammamish for starting a business or planning a visit. We promote this survey using traditional and social media. Fascinating similarities and differences between leadership perspectives and resident perspectives are often revealed.

Influencer Perception Study: North Star conducts qualitative, in-depth phone interviews with professionals outside Sammamish. In collaboration with the team in Sammamish, we compile a list of identified potential interviewees from a target pool of site selectors, relocation executives, elected officials, regional and state level executives in economic development and tourism or other external influences you identify. These interviews uncover contextual perspectives.

Consumer Perception Study: This survey is conducted using a statistically significant random sampling of consumers and non-consumers in outside markets. Data will be cross-tabulated in a number of ways to reveal the most insightful patterns between consumer and non-consumer groups. For instance, perceptions and attitudes for those who have visited Sammamish will be compared and contrasted to those who have not visited and are reporting perceptions purely on reputation. This study measures:

- Overall awareness and perceptions of Sammamish.
- Overall awareness and perceptions of the competition.
- Measurements of Sammamish’s delivery of quality of life indicators.
- Consumer experiences with Sammamish.
- Attitudes regarding Sammamish’s strengths and weaknesses.
- Consumer opinions regarding what needs to be added or taken away.
- Changes in consumer perceptions of Sammamish after visiting.
- Patterns of visitation activities associated with consumers’ primary purpose of visitation.

Competitive Positioning Review: A brand message and marketing strategy analysis to evaluate Sammamish’s position relative to the competition in the state and in the region. This information will be used to ensure that Sammamish’s work is distinct and stands out amongst the competition, without duplicating the efforts and creative directions of those competitors. Competitive context is important for communities that exist within the periphery of major metro areas -- the client clusters in the map below illustrates our experience with this:



3. INSIGHTS & STRATEGY

Situation Brief & Insight Development: We get our sharpest research and strategic minds together at one time to review of all research findings. Data on its face has limited value but the connections between data points open up understanding and opportunity. The entire North Star team led by CEO Don McEachern weaves together these connections into a compelling set of insights that start to tell the Sammamish story.

DNA Definition: Based on those insights, this guiding statement for the management and development of your brand is developed. This definition should serve as the touch point for all Sammamish activity moving forward. Many of our communities reference their DNA Definition when making decisions about everything from policy to infrastructure improvement to marketing promotions. Included in your DNA definition is:

Target audience: For whom Sammamish has the most appeal.

Frame of reference: Geographic context of Sammamish

Point of difference: What makes Sammamish special.

Benefit: Why it should matter to the consumer.

“Research and Strategy” Presentation: This represents a critical juncture in the project. We prepare a comprehensive review of all relevant research, insights and recommended DNA Definition to be presented in-person. A preview of this presentation is shared with key branding committee members for purposes of editing and fine-tuning.

4. CREATIVITY & DESIGN

Creative Workshop: A collaborative, interactive meeting between the North Star team and Sammamish creative team that explores the roles of different creative elements and identifies creative preferences. Our goal is to most effectively hone in on the type of work you want without limiting the creative thinking of our writers, graphic designers and art directors. This meeting is always lots of fun for everyone involved.

Logos (7): These logo choices will represent a range of options. We will also provide a round of revisions to the selected options. We design this logo with and without the state name and in both vertical and horizontal lockups, representing all the different ways you will use it. The final logo will be provided to the City in vector format.

Color Palette (2): We start by developing logos in black and white to reduce color bias. But once that decision is made we open the possibilities visually by allowing you to select between two very different palettes. This is a key decision in how your visual brand identity will “feel” since color evokes emotion.

Looks (2): Think about it. If the only tools we gave you were a logo and a line, then all you would be able to do is put that logo and line on stationery, t-shirts and the top of your website. We go far beyond that, crafting two entirely different visual looks that allow you to choose how your brand messaging will be conveyed in terms of headlines, photography style, special graphic elements or detailing and copy points. The creative committee will select one look and it will be applied to all subsequent deliverables.

Graphic Standards Guide: This guide contains all necessary information for using your logo, color, typefaces, language, narrative and other key elements to ensure consistency across all mediums and from any organization. We provide digital and printed versions of this Guide as well InDesign files so you can edit as necessary.

Brand Narrative: Your DNA Definition is the core of what makes Sammamish special. The narrative takes that core and describes it in artistic and compelling language for connecting emotionally with your different consumers. This narrative will include a strapline or campaign theme that defines your brand's personality and the Sammamish tone of voice. It can be woven into ad copy, placed on websites, integrated into speeches and distributed to businesses to use in their own communications about the place they call home.

Custom Deliverables (10-12): To assist in the communication of the final logo concept, we will work with you in identifying a list of 10-12 custom deliverables that target your specific goals. This is a powerful addition as it brings the graphic brand identity to life in the real world. Examples include:

Print and Electronic Advertising | Website Design | Digital Banner Advertisements | Office Templates | Email Marketing Design | Social Media Application | Marketing Materials for Partners | Economic Development Folder | Local Partner Brand Application | Print Collateral | PowerPoint Template(s) | Merchandising | Wayfinding & Signage |

5. ACTION IMPLEMENTATION PLAN

In this stage, North Star develops a must-do strategic action and communications plan for the first 6 to 36 months following your brand's development. This plan comprises the fundamental action steps that ensure the brand gains traction and maintains momentum. It also advises what task should be tackled first and which should be done with an eye toward fiscal responsibility. We will indicate relative approximate cost using \$, \$\$, \$\$\$ as an indicator. Our goal –and yours– is to make sure that the Sammamish brand is the guiding principle for your future, not just a logo and line on your letterhead. As part of this action plan, we will craft a selection of high-impact custom action ideas designed to raise the profile of your brand and put it to work in every corner of your community. Custom ideas generally fall into the following categories:

- **Policy** (laws or measures that support the brand strategy.)
- **Sports** (tournaments, events, youth sports, etc.)
- **Environmental Applications** (look at your community as if it were a canvas)
- **Purpose Initiatives** (charities, sponsorships, etc.)
- **Festivals** (repackage existing events/festivals or develop new ones that connect to your brand strategy.)
- **Arts** (public art campaigns, partnerships with art organizations, art contests with visitors, residents, students, artists in residence programs.)
- **Private Sector** (ideas and tools to engage businesses and other private sector organizations.)
- **Exports** (goods that are manufactured, grown or packaged in your community for export; even a famous person or idea from your community can be considered an export.)
- **Awards** (civic awards, organizational awards, etc.)
- **Education** (programs in schools, small business/entrepreneur mentoring, education for front-line hospitality staff, etc.)
- **Sustainability** (residential green initiatives, tax incentives for green industries, etc.)
- **Health** (community health programs, school-based health initiatives, business-based health initiatives, hospital and health care agency partnerships.)
- **Economic Development** (marketing, communications, training, outreach, resources, etc. . . all specifically related to economic development.)
- **Tourism** (marketing, communications, training, products, packaging, merchandise, etc. . . . all specifically related to tourism.)
- **Events** (any organized activity that ties back to the brand ranging in scope from festivals to health fairs to career counseling to community clean-up days.)
- **Master Planning** (design and development of infrastructure and support systems that correlate with the brand strategy.)

Final Presentation: This hour-long, in-person presentation to City Council takes participants quickly through the highpoints of the branding research and strategy and then does a thorough exploration of the foundation creative development (narrative, logo, look and color palette) and the steps of the action plan. Each step is illustrated using the custom deliverable designs.

Final Report Development: Upon completion of North Star's work, we will compile a final document containing all conducted research findings, strategic development and creative deliverables for Sammamish.

DELIVERABLES

EDUCATION & RESEARCH

- Education PowerPoint
- Education Microsite
- Research survey instruments, Analysis, and raw data from all responses from the Vision Survey, Community Survey, and Consumer Perception Study
- Brand Barometer scores and national average scores

INSIGHTS & STRATEGY

Research and Strategic DNA PowerPoint presentation

CREATIVITY & ACTION PLANNING

- City logo and affiliated logos with all electronic files
- Graphic Standards Guide
- Brand Narrative with strapline
- Custom Creative Design files
- Action and implementation plan

TIMELINE

Getting started call	Week 1
Education & Research	
Situation analysis	Weeks 1 – 2
Research and planning audit	Weeks 1 – 2
Communication and media audit	Weeks 1 – 2
In-market (fam tour, focus groups, presentations, interviews)	TBD
Educational microsite	Weeks 4 – 8
Vision survey	Weeks 4 – 8
Online community survey & brand barometer	Weeks 4 – 8
Qualitative (influencer) perception survey	Weeks 5 – 8
Consumer perception survey	Weeks 5 – 8
Competitive positioning review	Weeks 6 – 8
Insights	
Situation brief & insight development	Week 9
DNA definition development	Weeks 9 – 11
Understanding and Insights presentation	Week 12
Creativity	
Creative brief development (internal)	Week 13
Creative workshop	Week 14
Foundational creative development	Weeks 14 – 18
Custom deliverable development	Weeks 17 – 19
Action & Final Report	
Action plan development	Weeks 19 – 22
Final report development	Weeks 22 – 24

Proposed Timeline

Weeks 24 – 26

Timeline is dependent upon how quickly approval and data from client is received at key milestones

INVESTMENT

Partnering with Sammamish is not a responsibility we take lightly. As such, if it becomes necessary, we are interested in collaborating with Sammamish leaders and stakeholders to create an even more custom scope of work for perfecting this important initiative.

Education:	\$3,000
Research:	\$39,000
Strategy Development:	\$11,000
Creative Development:	
Logo and graphic standards guide	\$8,000
Brand Narrative and Strapline	\$5,000
Creative Deliverables	\$10,000
Action Plan	\$12,000
Total:	\$88,000

This cost proposal has been calculated by third party costs associated with the research (i.e. Qualtrics Consumer Panels) and North Star's blended hourly rate of \$150/hr. Travel costs are included in the above.

Exhibit 1

EXHIBIT B



REQUEST FOR CONSULTANT PAYMENT

To: City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone: (425) 295-0500
FAX: (425) 295-0600

Invoice Number: _____ Date of Invoice: _____

Consultant: _____

Mailing Address: _____

Telephone: _____

Email Address: _____

Contract Period: _____ Reporting Period: _____

Amount requested this invoice: \$ _____

Specific Program: _____

Authorized signature

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

For Department Use Only

Total contract amount	
Previous payments	
Current request	
Balance remaining	

Authorization to Consultant: \$
Account Number:
Date:

Approved for Payment by: _____ Date: _____

<i>Finance Dept.</i>	
Check # _____	Check Date: _____

Exhibit 1

EXHIBIT C



TAX IDENTIFICATION NUMBER

In order for you to receive payment from the City of Sammamish, you must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Sammamish prior to or along with the submittal of the first billing invoice.

Please check the appropriate category:

Corporation Partnership Government Consultant
 Individual/Proprietor Other (explain)

TIN No.: _____

Social Security No.: _____

Print Name: _____

Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date

Authorized Signature (Required)



Meeting Date: December 12, 2017

Date Submitted: December 6, 2017

Originating Department: Public Works

Clearances:

- | | | |
|--|---|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |

Subject: Approval of the 2017 Pavement Program – Patching - Construction

Action Required: Authorize the City Manager to award and execute a contract with *Watson Asphalt Paving Co., Inc.*, for construction of the 2017 Pavement Program – Patching in an amount of \$223,310.60 and to administer a construction contingency in the amount of \$22,300.

Exhibits: Exhibit 1. 2017 Pavement Program - Patching Bid Summary
Exhibit 2. 2017 Pavement Program - Patching Vicinity Map

Budget: 2017 Street Fund Adopted Budget Line Item 101-000-542-30-48-51:
\$3,500,000.00

Summary Statement:

The Public Works Department recommends that the City Council authorize the City Manager to award and execute a contract with the lowest responsible bidder, *Watson Asphalt Paving Co., Inc.*, for construction of the 2017 Pavement Program - Patching in an amount of \$223,310.60. Bids were opened on December 5, 2017. A total of 7 bids were submitted.

Background:

This project provides settlement restoration by removal and reconstruction of roadway subbases, bases and hot mix asphalt in the Brookshire Estates, Inglewood I, II & III and Timberline Park neighborhoods. This project is being done in order to address maintenance requests beyond the capacities of our maintenance staff and in preparation of the 2018 Asphalt Overlay Program.

Financial Impact:

This work is funded through the 2017 Roadway Fund and it is within budget of the allowable funds.

2017-2018 Program Funding

Account No.: 101-000-542-30-48-51	\$4,443,551.00
-----------------------------------	----------------

2017 Y-T-D Program Expenditures

Overlay work from 2016 completed in 2017 due to weather	(\$385,745.87)
---	----------------

2017 Curb Ramp Retrofit and Sidewalk Repairs	(\$691,244.22)
--	----------------

2017 Overlay Contracts	(\$2,587,630.01)
------------------------	------------------

Inglewood Hill Road Overlay (w/ Contingency)	(\$506,941.00)
--	----------------

Remaining Program Funds	\$271,989.90
--------------------------------	---------------------

Patching Contract Costs

2017 Pavement Program – Patching	(\$223,310.60)
----------------------------------	----------------

2017 Pavement Program – Patching (Contingency ~10%)	(\$22,300.00)
---	---------------

Remaining Program Fund Balance after Patching	\$26,379.30
--	--------------------

Recommended Motion:

Move to authorize the City Manager to award and execute a contract with *Watson Asphalt Paving Co., Inc.* for the construction of the 2017 Pavement Program - Patching in the amount of \$223,310.60 and to administer a construction contingency in the amount of \$22,300.

Exhibit 1



Bid Opening

City of Sammamish Public Works Department

Project: **2017 Pavement Program - Patching**

Bid Date & Time: December 5th, 2017, 10:00 am

Bidder		Signed Proposal Schedule of Prices Bid Security Form Acknowledgement of Receipt of Addenda Bidder Information and Signature Non-Collusion and Debarment Affidavit Minimum Wage Affidavit ¹ List of Subcontractors ² Statement of Bidder's Qualifications ² Responsible Bidder Criteria										Total Bid Price
1	Lakeridge Paving Co., LLC	X	X	X	X	X	X	X	X	X	X	\$262,024.00
2	AA Asphalt, LLC	X	X	X	X	X	X	X	X	X	X	\$414,648.95
3	Watson Asphalt Paving Co., Inc.	X	X	X	X	X	X	X	X	X	X	\$223,310.60
4	Northwest Asphalt Inc.	X	X	X	X	X	X	X	X	X	X	\$294,218.00
5	Road Construction Northwest Inc.	X	X	X	X	X	X	X	X	X	X	\$236,771.00
6	JB Asphalt Paving	X	X	X	X	X	X	X	X	X	X	\$238,803.00
7	Iron Creek Construction	X	X	X	X	X	X	X	X	X	X	\$237,155.00
8												
9												
10												

Engineer's Estimate: \$240,000

¹Form must be submitted within one hour after published bid submittal time.

²Form must be submitted within 48 hours after the published bid submittal time.

budget:

Exhibit 1

2017 Pavement Program - Patching



Sammamish, WA

-  Brookshire Estates
-  Inglewood I, II & III
-  Timberline Park

3,250 1,625 0 3,250 Feet



Exhibit 2



Meeting Date: December 12, 2017

Date Submitted: December 6, 2017

Originating Department: Public Works

Clearances:

- | | | |
|--|---|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |

Subject: Approval of the SE 24th Street Trail Improvement project

Action Required: Authorize the City Manager to award and execute a contract with *Trimaxx Construction Inc.*, for construction of the SE 24th Street Trail Improvement project in an amount of \$128,496.00 and to administer a construction contingency in the amount of \$12,849.60.

Exhibits: Exhibit 1. - SE 24th St Trail Improvement Project Bid Summary
Exhibit 2. - Vicinity Map

Budget: 2017 – 2018 Non-Motorized Transportation Budget Line Item 340-410-595-62-63-00

Summary Statement:

The Public Works Department recommends that the City Council authorize the City Manager to award and execute a contract with the lowest responsible bidder, *Trimaxx Construction Inc.*, for construction of the SE 24th Street Trail Improvement project in an amount of \$128,496.00. Bids were opened on December 5th, 2017. Seven bids were submitted.

Background:

This project includes the improvement of the south side of SE 24th Street between 200th Avenue SE and 204th Avenue SE. The project includes construction of a gravel/asphalt pathway extending the existing gravel trail located between 204th and 212th. Project construction includes a modular block wall, traffic signs, site preparation removals, landscape planting, wetland buffer restoration planting, stormwater culvert pipes, erosion control work, and installation of a meandering gravel/asphalt pathway along the existing roadway.

financial Impact:

This work is funded through the 2017-2018 Roadway Fund and it is within budget.

2017-2018 Program Funding

Account No.: 340-410-595-62-63-00

\$750,000.00

Recommended Motion:

Move to authorize the City Manager to award and execute a contract with *Trimaxx Construction Inc.* for the construction of the SE 24th Street Trail Improvement project in the amount of \$128,496.00 and to administer a construction contingency in the amount of \$12,849.60.

Exhibit 1



Bid Opening

City of Sammamish Public Works Department

Project: SE 24TH ST TRAIL IMPROVEMENT

Bid Date & Time: December 5th, 2017, 2:00 pm

NOTE: Bids # 1,3,4,& 6 were modified to match Bid Addendum #1. Bid Item # 24, PROPERTY RESTORATION, was noted on all bids as \$2000.00. The Total Bid Price on Bids 1,3,4,&6 were modified to match the new item #24 adjusted cost.

Signed Proposal
 Schedule of Prices (Addendum 1)
 Bid Security Form
 Acknowledgement of Receipt of Addenda
 Bidder Information and Signature
 Non-Collusion and Debarment Affidavit
 Minimum Wage Affidavit
¹List of Subcontractors (optional)
²Statement of Bidder's Qualifications
²Responsible Bidder Criteria

Bidder													Total Bid Price
1	Iron Creek Construction LLC	x	x	x	x	x	x	x	x	x	x	x	\$151,105.00
2	Trimaxx Construction Inc.	x	x	x	x	x	x	x	x	x	x	x	\$128,496.00
3	Welwest Construction Inc.	x	x	x	x	x	x	x		x	x		\$146,940.00
4	Barcott Construction	x	x	x	x	x	x	x					\$145,131.70
5	Rodarte Construction Inc.	x	x	x	x	x	x	x					\$149,565.00
6	McCann Construction Enterprises Inc.	x	x	x	x	x	x	x		x	x		\$143,025.00
7	RRJ Co. LLC	x	x	x	x	x	x	x		x	x		\$153,345.70
8													
9													
10													

Engineer's Estimate: \$ 99,510

¹Form must be submitted within one hour after published bid submittal time.

²Form must be submitted within 48 hours after the published bid submittal time.

Exhibit 1

SE 24th Street Trail



Exhibit 2

MEMORANDUM

Date: December 5, 2017
To: Jessi Bon, Steve Leniszewski, and Cheryl Paston, City of Sammamish
From: Kendra Breiland, Fehr & Peers
Subject: TMP Update at the December 12th Council Meeting

SE17-0536

On December 12, 2017, Fehr & Peers will report back to Council on recent progress updating the City's transportation concurrency standard, next steps to finalize the concurrency standard, as well as key milestones to complete the Transportation Master Plan (TMP) by the end of 2018. During the meeting, staff will request Council approval for funding to develop an AM travel model (included in separate agenda bill).

OUTCOMES OF NOVEMBER 28, 2017 TECHNICAL MEETING

The full Council, including three Councilmember elects, participated in a technical meeting on November 28th to discuss ways to enhance the City's transportation planning practices and identify a preferred approach for updating the City's transportation concurrency standard. Key decisions of this meeting included:

- **Council supports the use of other innovative data sources to provide a better understanding of current issues.** INRIX speed data was described during the meeting, but Councilmembers also asked about the availability and usefulness of other sources, including cell phone data, to better understand travel patterns and transit performance data. As a result, the City purchased INRIX data to monitor travel patterns and hot spots. Fehr & Peers will report on other available data sources as part of the ongoing TMP process.
- **Council supported revising the City's concurrency policy to be based on intersections only.** While it was recognized that the City may eventually desire to shift concurrency to measures like travel time and speed, basing concurrency on intersection performance is a reasonable proxy for driver experience in the near term. In response, the City will update the Transportation Element of its Comprehensive Plan to remove the segment

measures (Table T-8) and adopt standards for intersection performance during the AM and PM peak hours.

- **Use the TMP process to establish levels of service for walking, biking, and transit and ensure these projects are eligible for impact fees.** Council recognized that by removing multimodal standards from concurrency, the City would have more flexibility in where it sites these improvements. Council stressed that this change was not made to de-emphasize the importance of multimodal improvements, but to ensure that the City can better control where it builds projects like sidewalks, bike lanes, and trails to address identified needs, such as safe access to schools and transit stops.

NEXT STEPS TO FINALIZE THE CONCURRENCY STANDARD

The project team appreciates the strong progress made at the November 28th technical meeting. As a next step, the project team will report on potential ways to structure an intersection-based concurrency policy in January, 2018. Two options for structuring the intersection-based concurrency policy are proposed for evaluation:

- Intersection-wide delay for the AM and PM peak hours
- Worst-approach delay for the AM and PM peak hours with some refinements to ensure low volume approaches do not determine the need for investments at the intersection

The report back in January, 2018, will also include an assessment of which policy approach best achieves the Council's goals in terms of reflecting driver experience, maintains high impact fees, and supports a prioritized, fiscally sustainable capital program.

In response to Council's strong desire to incorporate AM operations into the City's concurrency policy, staff is looking for direction from Council to begin development of AM versions of the City's travel demand model at the December 12th meeting. These models will forecast traffic volumes in the AM peak hour under base year (2016), near term conditions with approved/pipeline growth in place, and for the planning horizon year of 2035. While it is recognized that development of these models will require additional City resources (\$50k-100K), it provides the benefits of evaluating impacts of morning school traffic, and a consistent and defensible way to evaluate developments' impacts on the transportation system during the AM peak hour. If direction is given to move forward, the AM peak hour model could be ready by the end of the first Quarter of 2018 for incorporation into the revised draft of the concurrency policy. The AM peak hour model will also be available for use in the TMP planning process, including informing development of the transportation capital projects list.

KEY MILESTONES TO COMPLETE THE TMP IN 2018

Exhibit 1 summarizes the anticipated timeline for the TMP from project start (Spring 2017) to anticipated project completion (December, 2018). During the December 12th Council meeting, the staff and consulting team will review the remaining work schedule. Important future policy milestones to highlight include connectivity/barricades, roadway functional classifications, project prioritization, and impact fees.

2017

2018

May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Data Collection and Vision
Identify Opportunities and Constraints

- Understand what the community values
- Establish rapport with council and community
- Conducted extensive community and stakeholder outreach

LOS & Concurrency Reboot
Understand how we measure transportation performance today

- Compare these metrics with community values
- Identify new measures that will move towards the system we want
- Held in-depth discussions with Council on concurrency and level of service

Concurrency Program Development

- Refine LOS Standards
- Develop concurrency policy
- Develop materials for Planning Commission/Council Adoption

Planning Commission & City Council
Review and adoption of Comprehensive Plan Amendment

Plan Development
Develop draft TMP for preferred scenario

- Summarize public outreach and participation
- Describe City's vision for future transportation system
- Describe current and future plans for transportation network, safety, transit, and connectivity needs
- Discuss transportation metrics, policies, and concurrency
- Identify prioritized project list with cost and timelines

Future Scenario Assessment
Develop investment packages to optimize different values

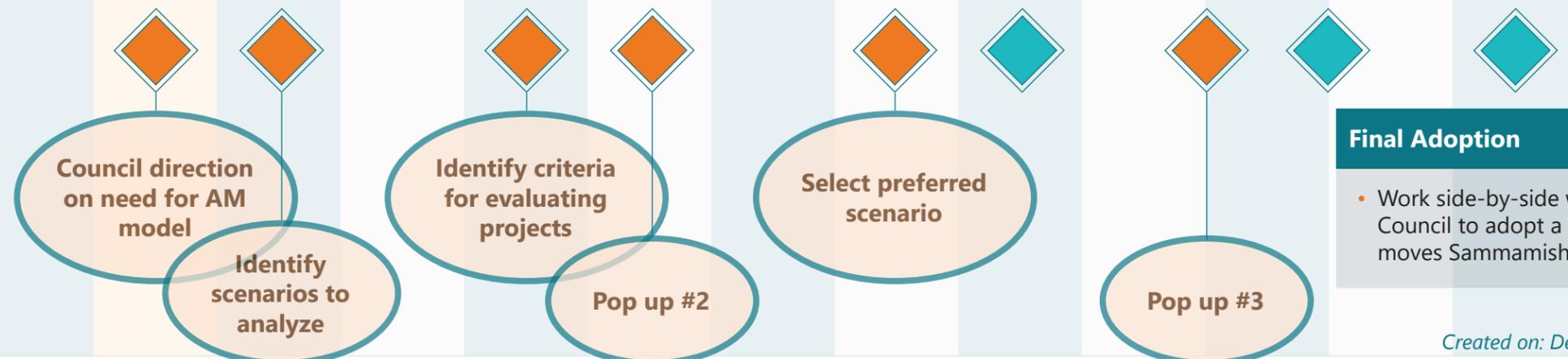
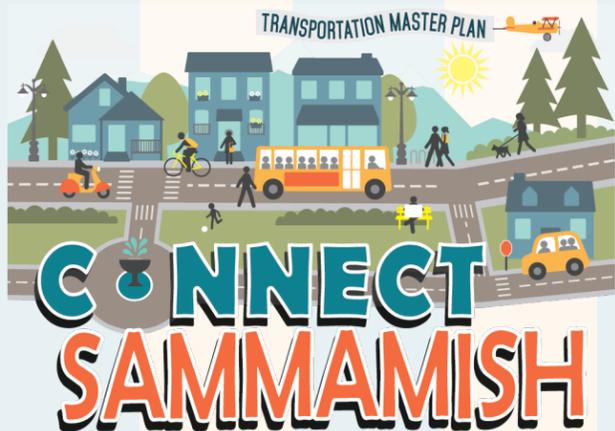
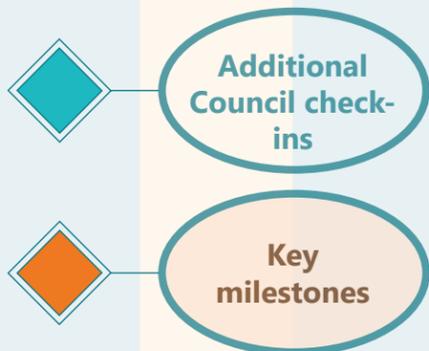
- Get community buy-in on what best fits Sammamish
- Reality check these scenarios
- Future system network (design standards, connectivity/barricades, functional classification)

Impact Fees & Funding

- Update impact fees
- Identify sustainable near and long term funding mechanisms and sources for proposed transportation investments

Final Adoption

- Work side-by-side with Council to adopt a TMP that moves Sammamish forward





Meeting Date: December 12, 2017

Date Submitted: December 4, 2017

Originating Department: Public Works

Clearances:

- | | | |
|--|---|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Parks & Recreation |
| <input type="checkbox"/> Admin Services | <input type="checkbox"/> Eastside Fire and Rescue | <input type="checkbox"/> Police |
| <input checked="" type="checkbox"/> City Manager | <input checked="" type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |

Subject: Transportation Master Plan Concurrency Program Update and AM Peak Traffic Model Development

Action Required: Council preauthorization to amend the contract Transportation Solutions, Inc. to revise the City's concurrency program and develop an AM peak traffic model, not to exceed \$100,000.

Exhibits: N/A

Budget: The adopted 2017-2018 Street Fund Budget includes \$400,000 for consultant assistance on the Transportation Master Plan.

Summary Statement:

Public Works requests Council authorization for the City Manager to amend Transportation Solutions, Inc. (TSI) existing consultant contract for up to \$100,000, to revise the City's concurrency program and to develop an AM traffic model. The model results will also be used to inform development of future transportation capital plans.

Background:

The Council has been working diligently with the project team over the past several months to thoroughly understand the complexities of the City's transportation concurrency and level of service policies and practices. During the discussions, Council has expressed a strong interest in developing an AM traffic model to more accurately reflect the impacts that the morning commute and school traffic have on the City's transportation network and system efficiency, particularly along 228th Avenue SE. Staff also acknowledge that an AM traffic model will ensure consistency in evaluating the "worst case scenario" of traffic impacts (AM vs. PM) that are attributable to new development. In addition, the Council provided direction at its Concurrency/LOS Technical Meeting on November 28, 2017 to proceed with an intersection-only concurrency program for the near term.

TSI estimates that it will take several months to revise the concurrency program and develop/calibrate the AM traffic model. Changes to the concurrency program will require an update to the Comprehensive Plan in order for staff to implement the new program. Planning Commission review and Council adoption of the Comprehensive Plan amendment is anticipated in the 2nd or 3rd quarter of 2018.

Once the AM traffic model is developed, the project team will then need another few months to run various investment scenarios through the model to inform the 6-year and long range list of transportation capital projects. This analysis will be included in the expanded scope of work and the results will be integrated into the TMP process.

Financial Impact:

The adopted 2017-2018 Street Fund Budget includes \$550,000 for the Transportation Master Plan. Funds are available for this additional work.

Staff has not had time to negotiate a final scope of work with TSI, so Council is requested to authorize the City Manager to amend TSI's current contract to revise the concurrency program and develop an AM traffic model, not to exceed \$100,000. The final scope of work and fee estimate will be provided to Council.

Recommended Motion:

Motion authorizing the City Manager to execute a contract amendment with TSI for an amount not to exceed \$100,000 for development of the AM traffic model.



Meeting Date: December 12, 2017

Date Submitted: 11/22/2017

Originating Department: Public Works

Clearances:

- | | | |
|--|--|--|
| <input type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services | <input checked="" type="checkbox"/> Finance & IT | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input type="checkbox"/> Parks & Recreation | |

Subject: Stormwater Code Amendment Ordinance

Action Required: Conduct third reading of the Stormwater Code Amendment Ordinance and Adopt the Ordinance

Exhibits:

1. Stormwater Code Amendment Ordinance
2. Staff Response to City Council Questions and Comments
3. Memo to City Council – Background Information (November 6, 2017)
4. Planning Commission Recommendation (November 3, 2017)

Budget: No Impact

Summary Statement:

Proposed amendments to the stormwater regulations include:

- Changes to stormwater regulations in Chapters 13.10, 13.20, 21A.15 of the Sammamish Municipal Code (SMC);
- Changes to the Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM); and
- Repeal of Ordinance O2015-389 - Inglewood Historic Plat Stormwater Regulations.

Background:

In December, 2016, the City adopted new stormwater regulations by approving the 2016 King County Surface Water Design Manual (KCSWDM) and Sammamish Addendum, and incorporated requirements for low impact development. To maintain consistency with existing stormwater regulations, City Council requested a review of the Inglewood Historic Plat area drainage code as part of a 2017 stormwater code update.

Staff has taken this opportunity to also provide further clarification, delete duplicate code language, require low impact development outreach, and update the City's allowable stormwater discharges to meet the City's National Pollution Discharge Elimination System (NPDES) Permit requirements. Input was provided by the Planning Commission, Sammamish residents, and legal counsel.

A summary of the proposed changes are as follows.

- **SMC 13.10 Definitions**, which includes adding a new definition for Municipal Separate Storm Sewer Systems (MS4).
- **SMC 13.20 Surface Water Runoff Regulations**, which provides for revisions to development regulations for surface and stormwater management.
 - **SMC 13.20.020**, which includes a revision of the threshold for drainage review in critical drainage areas to 500 SF of new impervious surface.
 - **SMC 13.20.020**, which removes duplicate language for Core Requirements, Special Requirements, and Drainage Adjustments already found in the adopted Surface Water Design Manual
 - **SMC 13.20.030(4)**, which requires development subdivisions to provide low impact development education and outreach to new single family residential homeowners.
 - **SMC 13.20.040**, which allows exemptions in Critical Drainage Areas from Core Requirements 3 through 8.
 - **SMC 13.20.040 and the Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM)**, which requires a tightline system in areas located in a Landslide Hazard Drainage Area unless exemptions can be met in accordance to proposed amendments to the Sammamish Addendum.
- **SMC 21A.15 Technical Terms and Land Use Definitions**, which revises the definition of Critical Drainage Area to reference “city-wide” standards.
- **Repeal Inglewood Historic Plat Ordinance 2015-389** to apply consistent requirements on all landslide hazard drainage areas.

Staff provided an overview of the proposed amendments to the City Council at the November 6, 2017, study session and December 5, 2017, regular meeting. Related to these amendments, staff responses to questions from the City Council and members of the public as of December 5, 2017, are included in Exhibit 2. The first reading and opening of the public hearing of the proposed ordinance was held on November 21, 2017. Council conducted a second reading and closed the public hearing on December 5, 2017.

Council may choose to adopt each code section as a separate motion (e.g. SMC 13.20.020) or each chapter in its entirety (e.g. SMC 13.20).

Financial Impact:

There is no expected financial impact to the City budget.

Recommended Motion:

Move to adopt the ordinance amending all the stormwater codes and Ordinance 2015-389 as proposed.

**CITY OF SAMMAMISH
WASHINGTON
ORDINANCE NO. O2017_____**

**AN ORDINANCE OF THE CITY OF SAMMAMISH,
WASHINGTON, AMENDING CHAPTERS 13.10 and 13.20 OF
SAMMAMISH MUNICIPAL CODE TITLE 13, RELATED
TO SURFACE WATER MANAGEMENT; AMENDING
SAMMAMISH MUNICIPAL CODE 21A.15.255 RELATING
TO CRITICAL DRAINAGE AREAS; AMENDING THE
SAMMAMISH ADDENDUM TO THE 2016 KING
COUNTY SURFACE WATER DESIGN MANUAL;
PROVIDING FOR SEVERABILITY; AND ESTABLISHING
AN EFFECTIVE DATE**

WHEREAS, Title 13 of the Sammamish Municipal Code (“SMC”) contains development regulations for surface and stormwater management; and

WHEREAS, SMC Title 21A contains development regulations for land use management; and

WHEREAS, the City adopted emergency Ordinance o2014-373 restricting regulations for surface and stormwater management in the Inglewood Historic Plat area, and provided continuance of the emergency regulations through Ordinances O2014-374 and O2015-387; and

WHEREAS, the City adopted Ordinance O2015-389, making permanent the emergency regulations pertaining to the Inglewood Historic Plat; and

WHEREAS, the City adopted Ordinance O2016-428 and Ordinance O2016-429 regulating city-wide stormwater requirements which updated the King County Surface Water Design Manual (“KCSWDM”) and incorporated requirements for low impact development, however, no revisions to the stormwater regulations for the Inglewood Historic Plat area were amended; and

WHEREAS, the City has also adopted addenda to the KCSWDM (“Sammamish Addendum”) that amends portions of the County standards to better reflect the local conditions and policies of the City of Sammamish; and

WHEREAS, the City Council requested a review of the Inglewood Historic Plat stormwater code requirements for consistency with existing stormwater codes and recommend amendments as needed; and

WHEREAS, a review of the stormwater thresholds revealed inconsistent requirements within Critical Drainage Areas; and

Exhibit 1

WHEREAS, to promote consistency and ensure protections against unmitigated stormwater runoff, the City wishes to amend SMC 13.20.020 to provide for review in all critical drainage areas with the threshold of 500 SF of new impervious surface; and

WHEREAS, because the current SMC requires inconsistent mitigation for stormwater discharges in Landslide Hazard Drainage Areas, the City wishes to make consistent such requirements for a stormwater tightline, subject to certain conditions, by amending SMC 13.20.040 and the Sammamish Addendum; and

WHEREAS, to make consistent and practical the ability of developments located in Critical Drainage Areas to apply for exemptions, the City wishes to amend SMC 13.20.040; and

WHEREAS, the amendments proposed supersede those contained in Ordinance 2015-389; and

WHEREAS, the City is subject to the National Pollutant Discharge Elimination System (“NPDES”) Phase 2 permitting requirements, which require, in part, that allowable discharges to the surface and stormwater system be updated by February 2, 2018; and

WHEREAS, letter mailers were sent to all property owners within the Inglewood Historic Plat area and a public meeting was held on May 25, 2017, to summarize existing stormwater requirements and document comments from residents; and

WHEREAS, the Planning Commission held a work session on September 6, 2017, and public hearings on September 21, 2017, and October 5, 2017; and

WHEREAS, on October 26, 2017, a Determination of Non Significance was issued for the stormwater code amendments and in accordance with chapter 43.21C RCW, the State Environmental Policy Act, and sent to state agencies and interested parties; and

WHEREAS, on August 25, 2017, a copy of the stormwater code amendments was transmitted to the Washington State Department of Commerce (“Commerce”) in accordance with RCW 36.70A.106, and Commerce granted expedited review on September 12, 2017; and

WHEREAS, on November 13, 2017, the City Council had a study session relating to the repeal of the Inglewood Historic Plat Ordinance 2015-389 and to proposed amendments to SMC Chapters 13.10, 13.20, and 21A.15, and the Sammamish Addendum to the 2016 KCSWDM related to stormwater regulations; and

WHEREAS, on November 21 and December 5, 2017, the City Council held a public hearing on the repeal of the Inglewood Historic Plat Ordinance 2015-389 and proposed amendments to SMC Chapters 13.10, 13.20, and 21A.15 and the Sammamish Addendum to the 2016 King County KCSWDM related to stormwater regulations; and

WHEREAS, the City Council has considered the Planning Commission’s

Exhibit 1

recommendations, public comment, and other available information relevant thereto; and

WHEREAS, the City Council wishes to repeal the Inglewood Historic Plat Ordinance 2015-389 and to amend SMC Chapters 13.10, 13.20, and 21A.15, and the Sammamish Addendum to the 2016 KCSWDM related to stormwater regulations, as specified herein, to protect the public health, safety and welfare;

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

Section 1. SMC Chapters 13.10 and 13.20, Amended. Sammamish Municipal Code Chapters 13.10 (Definitions) and 13.20 (Surface Water Runoff Regulations) are hereby amended to read as set forth in Attachment A hereto and by this reference fully incorporated herein. In all other respects, these chapters shall remain in full force and effect as currently adopted.

Section 2. SMC 21A.15.255, Amended. Sammamish Municipal Code 21A.15.255 (Critical Drainage Area) is hereby amended to read as set forth in Attachment B hereto and by this reference fully incorporated herein. In all other respects, SMC 21A.15.255 shall remain in full force and effect as currently adopted.

Section 3. Sammamish Addendum to the 2016 King County Surface Water Design Manual, Amended. The Sammamish Addendum to the 2016 King County Surface Water Design Manual is hereby amended to read as set forth in Attachment C hereto and by this reference fully incorporated herein. In all other respects, the Sammamish Addendum to the 2016 KCSWDM shall remain in full force and effect as currently adopted.

Section 4. Repealer. Ordinance O2015-389 is hereby repealed in its entirety.

Section 5. 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 pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 6. Effective Date. This Ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL AT A SPECIAL MEETING THEREOF ON THE ____ DAY OF _____, 2017.

CITY OF SAMMAMISH

Mayor Bob Keller

Exhibit 1

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk

Approved as to form:

Mike Kenyon, City Attorney

Filed with the City Clerk:	November 13, 2017
Public Hearing:	November 21, 2017
First Reading:	November 21, 2017
Public Hearing:	December 5, 2017
Third Reading:	December 12, 2017
Passed by the City Council:	
Date of Publication:	
Effective Date:	

Chapter 13.10
DEFINITIONS

Sections:

- 13.10.010 Scope of chapter.
- 13.10.020 Adjustment.
- 13.10.030 AKART.
- 13.10.040 Applicant.
- 13.10.050 Basin.
- 13.10.060 Basin plan.
- 13.10.070 Best management practices.
- 13.10.080 City.
- 13.10.090 Closed depression.
- 13.10.100 Clean Water Act.
- 13.10.110 Construct or modify.
- 13.10.120 Conveyance system.
- 13.10.130 Department.
- 13.10.140 Development.
- 13.10.150 Developed parcel.
- 13.10.160 Director.
- 13.10.170 Division.
- 13.10.180 Discharge.
- 13.10.190 Drainage.
- 13.10.200 Drainage facility.
- 13.10.210 Drainage review.
- 13.10.220 Effective impervious surface.
- 13.10.230 Erosion and sediment control.
- 13.10.240 Farm management plan.
- 13.10.250 Financial guarantee.
- 13.10.260 Flood hazard reduction plan.
- 13.10.270 Flow control best management practice.
- 13.10.280 Flow control facility.
- 13.10.290 Forest practices.
- 13.10.300 Full drainage review.

Exhibit 1
Exhibit 1
Attachment A

- 13.10.310 Groundwater.
- 13.10.320 High-use site.
- 13.10.330 Hydraulically connected.
- 13.10.340 Impervious surface.
- 13.10.350 Improvement.
- 13.10.360 Land disturbing activity.
- 13.10.370 Land use code.
- 13.10.380 Lake management plan.
- 13.10.390 Large project drainage review.
- 13.10.400 Licensed civil engineer.
- 13.10.410 Maintenance.
- 13.10.420 Master drainage plan.
- 13.10.421 Municipal Separate Storm Sewer Systems (MS4).**
- 13.10.430 National Pollutant Discharge Elimination System.
- 13.10.440 National Pollutant Discharge Elimination System permit.
- 13.10.450 Native vegetated surface.
- 13.10.460 Natural discharge location.
- 13.10.470 Natural surface water drainage system.
- 13.10.480 New impervious surface.
- 13.10.490 New pervious surface.
- 13.10.500 Open space.
- 13.10.510 Parcel.
- 13.10.520 Person.
- 13.10.525 Pervious surface.
- 13.10.530 Pollution-generating impervious surface.
- 13.10.540 Pollution-generating pervious surface.
- 13.10.550 Project.
- 13.10.560 Project site.
- 13.10.570 Rate category.
- 13.10.580 Redevelopment project.
- 13.10.590 Replaced impervious surface.
- 13.10.600 Residence.
- 13.10.610 Residential parcel.

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- 13.10.620 Runoff.
- 13.10.630 Salmon conservation plan.
- 13.10.640 Shared facility.
- 13.10.650 Service area.
- 13.10.655 Simplified drainage review.
- 13.10.660 Site.
- 13.10.670 *Repealed.*
- 13.10.680 Source control BMP.
- 13.10.690 State Waste Discharge Permit.
- 13.10.700 Stormwater compliance plan.
- 13.10.710 Stormwater plan.
- 13.10.720 Stormwater Pollution Prevention Manual.
- 13.10.730 Subbasin.
- 13.10.740 Surface and stormwater.
- 13.10.750 Surface and stormwater management services.
- 13.10.760 Surface and stormwater management system.
- 13.10.770 Surface Water Design Manual.
- 13.10.780 Surface water management fee protocols.
- 13.10.790 Treatment BMP.
- 13.10.800 Targeted drainage review.
- 13.10.810 Undeveloped parcel.
- 13.10.820 Water quality facility.

13.10.421 Municipal Separate Storm Sewer Systems.

“Municipal Separate Storm Sewer Systems” or “MS4” is a conveyance or system of conveyances that is owned by the City of Sammamish that discharges to waters of the U.S., designed or used to collect or convey stormwater (e.g., storm drains, pipes, ditches), not a combined sewer, and not part of a sewage treatment plant, or publicly owned treatment works.

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Chapter 13.20
SURFACE WATER RUNOFF REGULATIONS

13.20.020 Drainage review – When required – Type.

(1) Drainage review is required when any proposed project is subject to a City of Sammamish development permit or approval and:

(a) Would result in 2,000 square feet or more of new impervious surface, replaced impervious surface or new plus replaced impervious surface. **Replacement of existing roofs shall not be considered new impervious nor replaced impervious surface;** or:

~~(i) Would result in 500 square feet or more of new impervious surface, replaced impervious surface or new plus replaced impervious surface within an historic plat as defined and mapped in Attachment B at the end of this section; or~~

~~(ii) Would result in 500 square feet or more of new impervious surface within a landslide hazard drainage area as defined in the adopted Sammamish Addendum to the Surface Water Design Manual; or~~

(b) Would involve 7,000 square feet or more of land disturbing activity; or

(c) Would construct or modify a drainage pipe or ditch that is 12 inches or more in size or depth or receives surface and stormwater runoff from a drainage pipe or ditch that is 12 inches or more in size or depth; or

(d) Contains or is adjacent to a flood hazard area as defined in SMC Title 15 or 21A; or

(e) **Would result in 500 square feet of new impervious surface when ~~is~~ located within a critical drainage area;** or

(f) Is a redevelopment project proposing \$100,000 or more of improvements to an existing high-use site. **High use sites are only commercial, industrial, or road sites as defined under SMC 13.10.320.**

(2) The drainage review for any proposed project shall be scaled to the scope of the project's size, type of development and potential for impacts to the regional surface water system to facilitate preparation and review

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of project applications. If drainage review for a proposed project is required under subsection (1) of this section, the City shall determine which of the following drainage reviews apply as specified in the Surface Water Design Manual:

- (a) Simplified drainage review;
- (b) Targeted drainage review;
- (c) Directed drainage review;
- (d) Full drainage review; or
- (e) Large project drainage review.

(Ord. O2016-428 § 5 (Att. C); Ord. O2015-389 § 1 (Att. A); Ord. O2011-304 § 1 (Att. A))

13.20.030 Drainage review – Requirements.

(1) A proposed project required to have drainage review by this chapter must meet each of the following ~~Core Requirements~~ which are described in detail in the Surface Water Design Manual ~~and as amended by the Sammamish Addendum to the Surface Water Design Manual. : Projects subject only to simplified drainage review that meet the simplified drainage requirements specified in the Surface Water Design Manual, including flow control best management practices, erosion and sediment control measures and drainage plan submittal requirements are deemed to comply with the following core requirements:~~

~~(a) Core Requirement 1 – Discharge at the Natural Location. All surface and stormwater runoff from a project shall be discharged at the natural location so as not to be diverted onto, or away from, downstream properties. The manner in which runoff is discharged from the project site shall not create a significant adverse impact to downhill properties or drainage systems as specified in the discharge requirements of the Surface Water Design Manual;~~

~~(b) Core Requirement 2 – Off-Site Analysis. The initial application submittal for proposed projects shall include an off-site analysis report that assesses potential off-site drainage and water quality impacts associated with development of the proposed site and proposes appropriate mitigations to those impacts. This initial submittal shall include, at minimum, a level one downstream analysis as described in the Surface Water Design Manual. If impacts are~~

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~~identified, the proposed projects shall meet any applicable problem specific requirements as specified in the Surface Water Design Manual;~~

~~(c) Core Requirement 3—Flow Control. Proposed projects that would result in 5,000 square feet or more of new plus replaced impervious surface or three-quarters acre or more of new pervious surface shall provide flow control facilities or flow control BMPs, or both, to control surface and stormwater runoff generated by new impervious surface, new pervious surface, replaced impervious surface and any existing impervious surface added on or after January 8, 2001, as specified in the Surface Water Design Manual. Flow control facilities shall meet the area specific flow control facility requirements and the flow control facility implementation requirements applicable to the project site as specified in the Surface Water Design Manual. Flow control BMPs shall also be applied as specified in the Surface Water Design Manual. Projects subject to area specific flow control facility requirements shall meet one of the flow control facility performance criteria listed in subsections (1)(c)(i) and (ii) of this section, as directed by the Surface Water Design Manual. The Inglewood, Thompson and Pine Lake Creek basins, and areas draining to the Beaver Lake basin, require level three flow control. The remainder of the City requires level two flow control unless downstream problems, as determined by the City of Sammamish, dictate the higher level of protection of level three flow control.~~

~~(i) Level two shall meet level one criteria and also match the predeveloped site's discharge durations for the predeveloped peak discharge rates between the 50 percent of the two-year peak flow through the 50-year peak flow; or~~

~~(ii) Level three shall meet level two criteria and also match the predeveloped site's peak discharge rate for the 100-year return period;~~

~~(d) Core Requirement 4—Conveyance System. All engineered conveyance system elements for proposed projects shall be analyzed, designed and constructed to provide the minimum level of protection against overtopping, flooding, erosion and structural failure as specified by the conveyance requirements for new and existing systems and conveyance implementation requirements described in the Surface Water Design Manual;~~

~~(e) Core Requirement 5—Erosion and Sediment Control. All proposed projects that will clear, grade or otherwise disturb the site shall provide erosion and sediment control that prevents, to the maximum extent practicable, the transport of sediment from the site to drainage facilities;~~

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~~water resources and adjacent properties. Erosion and sediment controls shall be applied in accordance with SMC Title 16 as specified by the temporary erosion and sediment control measures and performance criteria and implementation requirements in the City of Sammamish Surface Water Design Manual;~~

~~(f) Core Requirement 6—Maintenance and Operation. Maintenance of all drainage facilities in compliance with Sammamish maintenance standards is the responsibility of the applicant or property owner as described in the Surface Water Design Manual, except those facilities for which Sammamish assumes maintenance and operation as described in this chapter and the Surface Water Design Manual;~~

~~(g) Core Requirement 7—Financial Guarantees and Liability. All drainage facilities constructed or modified for projects, except downspout infiltration and dispersion systems for single-family residential lots, must comply with the liability requirements of this chapter and the financial guarantee requirements of SMC Title 27A;~~

~~(h) Core Requirement 8—Water Quality. Proposed projects that would result in 5,000 square feet or more of new plus replaced pollution-generating impervious surface or three-quarters acre or more of new pollution-generating pervious surface shall provide water quality treatment facilities to treat polluted surface and stormwater runoff generated by new or replaced pollution-generating impervious surface, new pollution-generating pervious surface and any existing pollution-generating impervious surface added on or after January 8, 2001, as specified in the Surface Water Design Manual. However, pervious surfaces are specifically excluded if there is a good faith agreement with the King Conservation District to implement a farm management plan for agricultural uses, and pervious areas for other uses are specifically excluded if the City of Sammamish approves a landscape management plan that controls pesticides and fertilizers leaving the site. Water quality treatment facilities shall meet the area-specific water quality treatment requirements and the water quality implementation requirements applicable to the project site as specified in the Surface Water Design Manual. The facilities specified by these requirements are designed to reduce pollutant loads according to the applicable annual average performance goals listed in subsections (1)(h)(i) through (iv) of this section for 95 percent of the annual average runoff volume:~~

~~(i) For basic water quality: remove 80 percent of the total suspended solids;~~

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~~(ii) For enhanced basic water quality: remove 50 percent of the total zinc;~~

~~(iii) For sensitive lake protection: remove 50 percent of the total phosphorus; and~~

~~(iv) For sphagnum bog protection: remove 50 percent of the total phosphorus and 40 percent of the total nitrate plus nitrite. The discharge shall maintain a pH of less than 6.5 and an alkalinity of less than 10 milligrams per liter;~~

~~(i) Core Requirement 9—Flow Control BMPs. Proposed projects that would result in 2,000 square feet or more of new plus replaced impervious surface or 7,000 square feet or more of land disturbing activity shall provide on-site flow control BMPs to mitigate the impacts of surface and stormwater runoff generated by new impervious surface, new pervious surface, existing impervious surfaces, and replaced impervious surface targeted for mitigation as specified in the Surface Water Design Manual.~~

(2) A proposed project required by this chapter to have drainage review shall meet ~~any of the following~~ **s**Special Requirements which apply to the site and which are described in detail in the Surface Water Design Manual.

~~The City shall verify if a proposed project is subject to and must meet any of the following special requirements.~~

~~(a) Special Requirement 1—Other Adopted Area Specific Requirements. If a proposed project is in a designated critical drainage area, or is in an area included in an adopted master drainage plan, basin plan, salmon conservation plan, stormwater compliance plan, flood hazard reduction plan, lake management plan or shared facility plan, then the proposed project shall meet the applicable drainage requirements of the critical drainage area, master drainage plan, basin plan, salmon conservation plan, stormwater compliance plan, flood hazard reduction plan, lake management plan or shared facility plan;~~

~~(b) Special Requirement 2—Floodplain/Floodway Delineation. If a proposed project contains or is adjacent to a stream, lake, wetland or closed depression, or if other City regulations require study of flood hazards relating to the proposed project, the 100-year floodplain boundaries and floodway shall be determined and delineated on the site improvement plans and profiles and any final maps prepared for the proposed project. The flood hazard study shall be prepared for as specified in the Surface Water Design Manual;~~

~~(c) Special Requirement 3—Flood Protection Facilities. If a proposed project contains or is adjacent to a stream that has an existing flood protection facility, such as a levee, revetment or~~

Exhibit 1
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~~berm, or proposes to either construct a new or modify an existing flood protection facility, then the flood protection facilities shall be analyzed and designed as specified in the Surface Water Design Manual to conform with the Federal Emergency Management Agency regulations as found in 44 C.F.R.;~~

~~(d) Special Requirement 4— Source Control. If a proposed project requires a commercial building or commercial site development permit, then water quality source controls shall be applied to prevent rainfall and runoff from coming into contact with pollutants to the maximum extent practicable. Water quality source controls shall be applied in accordance with this chapter, the Stormwater Pollution Prevention Manual and the Surface Water Design Manual. All structural source controls shall be identified on the site improvement plans and profiles or final maps prepared for the proposed project; and~~

~~(e) Special Requirement 5— Oil Control. If a proposed project is a high use site or is a redevelopment project proposing \$100,000 or more of improvements to an existing high use site, then oil control shall be applied to all runoff from the high use portion of the site as specified in the Surface Water Design Manual.~~

~~(3)(a)~~ An adjustment to the requirements contained ~~in this section or other requirements~~ in the Surface Water Design Manual may be proposed **in accordance to the terms and conditions for Drainage Adjustment in the Surface Water Design Manual**. The resulting development shall be subject to all of the remaining terms and conditions of this chapter and the adjustment shall:

~~(i) Produce a compensating or comparable result in the public interest; and~~

~~(ii) Meet this chapter's objectives of safety, function, appearance, environmental protection and maintainability based upon sound engineering judgment.~~

~~(b) If complying with subsection (3)(a)(i) of this section will deny all reasonable use of a property, the best practicable alternative shall be obtained as determined by the director according to the adjustment process defined in the Surface Water Design Manual.~~

~~(c) Requests for adjustments that may conflict with any other City requirement shall require review and concurrence by the applicable City department.~~

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~~(d) A request for an adjustment is a Type 1 land use decision as provided for in SMC Title 20 and shall be processed in accordance with the procedures specified in the Surface Water Design Manual.~~

~~(e) The City may require monitoring of experimental designs and technology or untested applications proposed by the applicant in order to determine compliance with subsection (3)(a) of this section and the approved plans and conditions.~~

~~(f) An adjustment decision may be appealed by following the appeal procedures as specified in the Surface Water Design Manual. (Ord. O2016-428 § 5 (Att. C); Ord. O2011-304 § 1 (Att. A))~~

(4) Proposed subdivision projects shall include outreach and education materials to support the continued maintenance and operation of low impact development best management practices. Such materials shall include an on-site educational kiosk located in a high foot traffic area of the development, educational brochures and handouts, noticing on title, noticing on the final plat of maintenance and operations responsibility, and noticing in the Covenants, Conditions, and Restrictions, when any are applicable.

13.20.040 Critical drainage ~~and/or critical erosion~~ areas.

Development in areas where the department has determined that the existing flooding, drainage and/or erosion conditions present an imminent likelihood of harm to the welfare and safety of the surrounding community shall meet special drainage requirements set by the director until such time as the community hazard is alleviated.

Such conditions may include the limitation of the volume of discharge from the subject property to predevelopment levels, preservation of wetlands or other natural drainage features or other controls necessary to protect against community hazard. **Critical Drainage Areas are defined in Chapter 21A.15 SMC.**

Development proposed in critical drainage areas requiring drainage review shall not qualify for any exemptions or exceptions from **Core Requirements 2 or 9** ~~core or special requirements~~ in the Surface Water Design Manual ~~unless approved by the director~~. Where alternate facility designs or methods will produce a compensating or comparable result in the public interest and which will meet this section's objectives of safety, function, appearance, environmental protection and maintainability, based upon sound engineering judgment, an adjustment to the special drainage requirements promulgated under this section may be proposed; provided, that the resulting development shall be subject to all of the remaining terms and conditions of this chapter.

Where application of this section will deny all reasonable use of a property and a facility or design that produces a compensating or comparable result cannot be obtained, then **an adjustment criterion exception may be approved in accordance to the process as required in the Surface Water Design Manual. This process includes, but is not limited to, legal noticing, public comment period, and reconsideration request.** ~~a best~~

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~~practicable alternative may be approved by the director according to the adjustment process defined in the Surface Water Design Manual.~~ These standards are in addition to the applicable standards of Chapter [21A.50](#) SMC. (Ord. O2016-428 § 5 (Att. C); Ord. O2011-304 § 1 (Att. A))

Exhibit 1
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Exhibit 1
Exhibit 1
Attachment B

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Title 21A
DEVELOPMENT CODE

21A.15.255 Critical drainage area.

“Critical drainage area” means an area that requires more restrictive regulation than ~~City~~countywide standards afford in order to mitigate severe flooding, drainage, erosion, or sedimentation problems that result from the cumulative impacts of development and urbanization. Critical drainage areas include areas that drain to Pine Lake and Beaver Lake and all landslide hazard drainage areas. (Ord. O2016-429 § 2 (Att. B); Ord. O2013-350 § 1 (Att. A); Ord. O2003-132 § 10)

Exhibit 1
Exhibit 1
Attachment C

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CITY OF SAMMAMISH
SAMMAMISH ADDENDUM TO THE
2016 KING COUNTY SURFACE WATER DESIGN MANUAL

CHAPTER 1 – Drainage Review and Requirements

- Section 1.1.1 PROJECTS REQUIRING DRAINAGE REVIEW (page 1-12 of the 2016 KCSWDM) — Delete numbers 1 through 6 and replace with the following: Replace the “King County Permits and Approvals” table with the following table and adding new numbers 7 and 8.

~~7. Projects located in landslide hazard drainage areas that will result in 500 square feet or more of new impervious surface.~~

8. Projects as listed in SMC 13.20.020.

1.2.1 CORE REQUIREMENT #1: DISCHARGE AT THE NATURAL LOCATION

2. IF a proposed project, or any *natural discharge area* within a project, is located within a *Landslide Hazard Drainage Area* and drains over the erodible soils of a *landslide hazard area* with slopes steeper than 15%, THEN a **tightline system must be provided** through the *landslide hazard area* to an acceptable discharge point unless one of the following exceptions applies. The tightline system must comply with the design requirements in Core Requirement #4 and in Section 4.2.2 unless otherwise approved by ~~DPER~~ Public Works. Drainage easements for this system must be secured from downstream property owners and recorded prior to engineering plan approval.

Exceptions: A tightline is not required for any *natural discharge location* where ~~DPER~~ Public Works approves an alternative system based on a geotechnical evaluation/recommendation from a licensed geotechnical engineer that considers cumulative impacts on the hazard area under built out conditions AND ~~one of~~ the following conditions can be met:

- a) Less than 1,000 ~~2,000~~ square feet of *new impervious surface* will be added **plus all existing impervious surfaces that were exempted since January 8, 2001 from tightline mitigation requirements** within the *natural discharge area*, ~~OR~~. *Note: January 8, 2001 is the effective date of the ESA 4(d) Rule for Puget Sound Chinook Salmon.*

- b) ~~The developed conditions runoff from the~~ *natural discharge area* is less than 0.1 cfs for the 100-

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~~year runoff event and will be infiltrated for runoff events up to and including the 100-year event,
OR~~

~~e) The *developed conditions runoff volume*⁴³ from the *natural discharge area* is less than 50% of the existing conditions runoff volume from other areas draining to the location where runoff from the *natural discharge area* enters the *landslide hazard area* onto slopes steeper than 15%, AND the provisions of Discharge Requirement 1 are met, OR~~

~~bd) DPER Public Works determines that a tightline system is not physically feasible or will create a significant adverse impact based on a soils report by a geotechnical engineer.~~

Exhibit 2: Stormwater Code Amendments - Staff Response to City Council Questions/Comments				
December 5, 2017				
No.	SMC		City Council Question/Comment	Staff Response
1	13.20	Wictor	<p>13.20.020 Drainage review -- When required (1)(e) has added unnecessary and potentially harmful threshold of 500SF (up from 0 SF) as new impervious surface before drainage review for critical drainage areas.</p> <p>There are a lot of homes and lots around Pine and Beaver Lakes, septic systems, and water quality is a concern and needs management especially for phosphorous. There has never been a threshold in the past, as a drainage review is just be required for any critical drainage area. While the change is being suggested by staff "for consistency", the ill effects will be the cumulative impacts as more building and redevelopment can be done without any drainage review, flow control, or water quality treatment. This impacts lakes and streams</p>	<p>Prior to Jan 1, 2017, we did not define areas that drained to Pine and Beaver lakes and areas that were located in the Landslide Hazard Drainage Areas as Critical Drainage Areas so the "past" is our one year of experience with this code. Prior to Jan 1, 2016, all developments had a 2000 SF threshold for drainage review, except for areas located in the Inglewood Historic Plat which had a 500 SF of new plus replaced impervious surface threshold that triggered drainage review. With the proposed change, drainage review will be required for all projects over 500 sf in critical drainage areas.</p>

No.	SMC	City Council Question/Comment		Staff Response
2	13.20	Hornish	SMC 13.20.020 I'm still having difficulty understanding why, in critical drainage areas, we'd want to exempt all improvements under 500' square feet of new impervious surface. If we don't, what type of review would be needed, and how much staff time/effort is involved if we were to make all new impervious surface areas in critical drainage areas subject to drainage review?	<p>The 500 SF threshold of new impervious surface was proposed in Critical Drainage Areas to ensure consistency with other parts of the stormwater code. Prior to Jan 1, 2017, drainage review was not required for all projects proposing less than 2,000 SF of new plus replaced impervious surface unless located in the Inglewood Historic Plat Area. The threshold for drainage review in Inglewood was 500 SF of new plus replaced impervious surface. Beginning on Jan 1, 2017, the threshold for drainage review in Critical Drainage Areas was zero.</p> <p>There were 161 building permits for additions, ADUs, garages, etc. (not including new SFR), from Jan 1, 2016 to Nov 14, 2017 (2 years) overall in the City. So it would be a relatively small number of additional reviews, given Critical Drainage Areas cover about 23% of the City land area. There would be additional cost for a drainage review, and a downstream analysis and LID assessment would be required. This would require applicants to hire a licensed civil engineer to provide a report. An estimate for additional planning and design cost to applicants may be \$2,000 - \$4,000, exclusive of construction costs depending on the project site and local area conditions.</p>
3	13.20	Hornish	SMC 13.20.040 I'm still not grasping why exemptions in Critical Drainage Areas would/should be exempt from Core Requirements 3 thru 8. I think I just need this to be explained to me again, and the effect.	<p>To clarify, the proposed amendments are not to exempt development from these core requirements. Core requirements would still be required unless the proposal could meet exemption criteria. The current code does not allow any exemptions unless approved by the Director.</p> <p>The two major core requirements that would be impacted by the proposed amendments are Core Requirement No. 3 (Flow Control) and Core Requirement No. 8 (Water Quality). The current code allows the director to grant an exemption or exception from all of the core or special requirements if the process in the KCSWDM are followed. Staff proposes to limit them to only CR #3 and CR #8. Staff rationale for allowing exemptions are outlined in the memo to City Council dated Nov 6, 2017, which is included in the Dec 5, 2017 Council Packet as Exhibit 3.</p>
4	13.20	Malchow	13.20.040: Why have we eliminated "critical erosion areas" from the language there?	We eliminated the phrase to reduce confusion as there is no definition for the term "Critical Erosion Areas" in the code. We use other designations such as erosion hazard areas and erosion hazard near sensitive water bodies that are clearly defined as Critical Areas in SMC 21A.50.
5	13.20	Malchow	I would prefer to see the reference to January 8, 2001 eliminated as the effective date. I suspect there are properties up in Inglewood & Tamarack (and elsewhere) that have added significant impervious surface over the years, and quite possibly long before 2001. These are historic plats...so many had construction & impervious surface well before 2001 that would not be considered for the <i>real</i> full build out cumulative impacts.	Staff added the language to include existing impervious surface added after 2001 in order to address the concern that applicants could piecemeal their development to be under thresholds for both drainage and tightline requirements. The consequences of including all existing impervious surfaces regardless of when they were constructed may mean that the improvement(s) could not be made because the tightline requirement might be triggered.
6	13.20	Malchow	I had raised the issue of LID being recorded to title & staff's response is that Core Requirement 9 has a declaration of covenant and easement is recorded on the title...but there is a workaround because the Director can exempt someone from Core Requirement 9, thus nothing would be recorded to title. Unless an exemption from CR 9 means no LID at all. Is that a correct interpretation or no?	Yes, the director could approve exemption from any or all requirements of Core Requirement 9 under the existing and proposed code. City Council could remove that ability for the director to approve those exemptions. There are no conditions staff can foresee that would persuade the director to provide an exemption from CR #9.
7	13.20	Malchow	Staff time was cited in our Nov 14 th meeting dealing with this update for giving exemptions on a "case by case basis". I'd really prefer to know what staff needs for resources to deal with these cases rather than simply handing out exemptions to move them expeditiously along in the review process. That seems counterintuitive to the cumulative impacts were are trying to avoid.	The following staff are involved in making any exemption decisions: The Public Works Director, the City Engineer, and the Stormwater Program Manager, Associate Stormwater Engineer, Public Works Development Review Engineer, and the City Planner. In order to provide consistency and predictability for an applicant, minimum thresholds (not exemptions) are recommended in order to allow applicants to know what can be done without the extensive and unpredictable process of applying for exemptions. This is one of the main purposes of code development.
8	13.20	Wictor	21A.15.255 By definition, Critical Drainage Areas require more restrictive regulation than City (or county) standards to mitigate severe flooding, drainage, erosion, or sedimentation problems that result from cumulative impacts of development and urbanization. Thus, the "goal" is NOT to drop requirements for drainage review, nor exempt/except Core and Special requirements to be less in order to "match" 2016 King County standards. (Management and mitigation of stormwater runoff is essential.)	<p>City Council requested Public Works review the 2014-15 Inglewood ordinance and the 2016 adopted stormwater codes. Staff reviewed the codes to ensure consistency regarding the requirements for all Critical Drainage Areas, add clarification and remove redundancies, and ultimately recommend a code that balances environmental protection with the ability to develop private property under consistent and predictable requirements.</p> <p>The proposed changes require development to assess cumulative impacts.</p>

No.	SMC		City Council Question/Comment	Staff Response
9	13.20	Wictor	<p>13.20.040 Critical drainage areas</p> <p>I have edited and put comments in one-page of text for Exhibit 1 Attachment A pg11-12 regarding concerns for Tamarack. While the drainage review threshold is being kept at 500SF, <u>increasing the tightline requirement from 500SF to 1000SF and potentially exempting/excepting Core or Special requirements will allow, encourage, and permit more building and redevelopment without any drainage review</u> in this critical drainage area that already has known drainage problems. <u>Special drainage requirements and/or a targeted moratorium is needed in Tamarack-West and -South or Zackuse subbasin being studied.</u> Erosion-type code is also missing and requirements from SMC 21A.50.220 & 225 need to be adopted. Tamarack has true Landslide Hazard areas, and "drains to" Landslide Hazard Drainage areas--but many homes have been built withing those areas already. There are still quite a number of vacant lots and they are selling or recently sold. More new homes cannot be tolerated until problems are addressed and the community hazard is alleviated!</p>	<p>Again, the staff recommended thresholds that balance the need for environmental protection of Critical Drainage Areas and the ability to develop private property under consistent and predictable requirements.</p> <p>Staff recommends that erosion hazard areas under SMC 21A.50 be addressed under the next Critical Areas update.</p>
10	13.20	Wictor	<p>Core requirements and Special requirements for drainage review can't be used as tools to help mitigate stormwater until a drainage review is required. Larger size projects/lots require more drainage review... but so should added complexity of overlapping/underlying environmentally critical areas, slopes and steep slopes, and multiple existing lots within the same watershed/mini-subbasin--even for small single-family homes. Thus, <u>don't except/exempt based on "small" size alone</u>, and make sure that each project/site can and will be evaluated for drainage review based on important and applicable combinations of site-specific attributes. <u>Again, the "goal" is not to drop back to "match" King County standards, but provide what the City of Sammamish has for protections of natural features and complex geologic hazard areas that flow to ravines, streams, and lakes.</u></p>	<p>The staff recommendations have modified a great many of the King County Standards as seen in the proposed Title 13 and Sammamish Addendum amendments. For example, Core Requirement 9 (LID) is required by King County when a 2000 SF threshold of new plus replaced impervious surface is proposed. Staffs recommendation is to require LID with all drainage review regardless of impervious area proposed. The City's thresholds for drainage review and tightline are all more strict than King County's standards.</p>
11	13.20	Malchow	<p>Under what conditions would allow for additional exemptions to Core requirements 2 & 9 under "unless approved by the director" for 13.20.040? Exemptions can also be had for 3-8 as well.</p> <p>a. This essentially leaves the only Core Requirement in tact to be Core Requirement 1, but I am still curious about how the cumulative impacts are actually accounted for under that Core Requirement (discharge at the natural area). I re-watched the video, but still am not clear if basically every CR can be skirted with an exemption.</p>	<p>It is highly unlikely that exemptions to Core Requirements 2 and 9 would be granted. To make the code more definitive, staff recommends to strike, "...unless approved by the director." If it isn't deleted, Core Requirements 2 (Offsite Analysis) and 9 (Low Impact Development) would be required in Critical Drainage Areas that are subject to drainage review.</p> <p>Exemptions from Core Requirements 3-8 are allowed and defined in the 2016 KCSWDM. The primary exemption that many additions and ADUs would meet would be the maximum new and replaced impervious surface (5,000 SF) limit that is applied throughout the City.</p> <p>Under Core Requirement 1 (Discharge at the Natural Location), the applicant must have a geotechnical engineer assess cumulative impacts under built out conditions, Public Works must approve an alternative system based on geotechnical evaluation that considers cumulative impacts on the landslide hazard area under built out conditions and propose less than 1,000 SF of new impervious surface plus existing impervious surface added after Jan 8, 2001. Cumulative impacts under built out conditions would include both quantitative and qualitative assessment by a geotechnical engineer. A slope stability model would be completed showing any potential for global instability (landslides) using boring data. The geotechnical engineer would also be required to assess historical instability and surface erosion under cumulative impacts.</p>
12	13.20	Malchow	<p>It's unclear what core requirements are being proposed to be exempted and which will not be allowed exemptions unless approved by the Public Works Director.</p>	<p>Core Requirements 2 (Off site Analysis) and 9 (Low Impact Development) are the only core requirements in which exemptions are proposed to <u>NOT BE ALLOWED</u> unless approved by the Public Works Director. Core Requirement 1 (Discharge at the Natural Drainage Location) which requires a tightline in landslide hazard areas would be allowed an exemption if criteria are met. Exemptions from Core Requirement 3 (flow control) and 8 (water quality) would also be allowed under the proposed code amendments. The exemption criteria would match the requirements in the 2016 King County Surface Water Design Manual.</p>
13	13.20	Malchow	<p>Low Impact Development should be placed on title to ensure these facilities are not removed in the future.</p>	<p>For all individual lots in which LID BMPs are proposed, under the 2016 KCSWDM, Core Requirement No. 9, Page 1-91, a declaration of covenant and easement is required to be recorded on title.</p>

No.	SMC	City Council Question/Comment		Staff Response
14	13.20	Gerend, Keller, Hornish	<p>In the past, King County would limit the approval of a single family residence to a minimum of three lots in the Inglewood area due to the need for septic drain fields. Can the City do something similar by requiring a minimum lot size due to public health and safety for stormwater discharges?</p>	<p>Staff has asked City legal regarding this question. Their response was that we could codify a minimum lot size (we already have a 30-ft min lot width in the R4 zone, see SMC 21A.25.030.A). For example, we could codify a minimum lot count of 3 lots or a minimum lot size of 7500 sf in the Inglewood area. However, if a property owner only owned a single 2500 sf lot in the Inglewood Historic Plat and wanted to build a single family residence, the owner would be able to apply for a reasonable use exception, which could result in a law suit if denied. The Court would rule on the claim of a City regulatory takings.</p> <p>Staff proposes that the City through future updates to the SMC Development Code pursue this codification if requested by the City Council.</p>
15	13.20 & Sammamish Addendum	Malchow	<p>I have a concern that a property owner could apply for a permit and be just under thresholds for tightline systems. Then in consecutive years, continue to apply for permits each of which may be just under threshold, resulting in a total footprint much greater than 1,000 sf.</p>	<p>Staff proposes to add the following revisions to the proposed code requirements. See page 23 and 24 of Attachment C within Exhibit 1 for redline/strikeouts to existing code:</p> <p>"Less than 1,000 square feet of <i>new impervious surface</i> will be added plus all existing impervious surfaces that were exempted since January 8, 2001 from tightline mitigation requirements within the <i>natural discharge area</i>. Note: January 8, 2001 is the effective date of the ESA 4(d) Rule for Puget Sound Chinook Salmon."</p> <p>Comment: The new revision would require tightline mitigation of previously unmitigated impervious surface, which the original permit may not have required. For example, if a property owner submitted a permit to add 600 sf to an existing house permitted after Jan 8, 2001 with a footprint of 950 sf, they would have to add the proposed new impervious (600 sf) to the existing unmitigated impervious surface (950 sf). This would trigger a tightline storm system.</p>
16	13.20 & Sammamish Addendum	Hornish	<p>What was the rationale for increasing the tightline threshold to 1000 SF of new impervious surface?</p>	<p>The City's attorney advised staff that 1000 SF was thought to be a minimum footprint area necessary for a single family residential home that would minimize the validity of a regulatory takings claim.</p>
17	N/A	Hornish	<p>I think there were some additional changes to the proposed language, but I'm not able to see the changes, if any, from the last version of the proposed revised code that we saw. Can you pls go over what changes were since the last version?</p>	<p>A color copy of the proposed changes have been provided to the Council.</p>
18	N/A	Malchow	<p>I can't see the details of this map presented during the 11/13/17 Council meeting to know if this is depicting the critical drainage areas or not. It's not anything like the map I have in possession labeled "Water Quality Map" which shows the only critical drainage areas being Beaver Lake & Pine Lake areas. Is that accurate, that the only "Critical Drainage Areas" are those two areas (which is defined as: Sensitive lake plus 80% phosphorus removal)?</p>	<p>We defined critical drainage areas in our code update at the end of 2016 to include landslide hazard drainage areas AND areas that drain to Pine and Beaver lakes. The map provided on 11-13-2017 is a map showing critical drainage areas and should show all these areas. The map is attached to this matrix.</p> <p>The water quality map doesn't and shouldn't show landslide hazard drainage areas as it only deals with how water quality treatment is required in different areas in the city. The water quality map has been updated on the City website.</p>
19	N/A	Wictor	<p>Also, I have written a new b) to identify properties that may have too much existing impervious surface (e.g., gravel) and should not build, remodel, nor redevelop without drainage review. A real live example is included, and the thresholds I've suggested are based on information discussed during City Dimensional Standards Amendments for "bulk and massing" in Ordinance 2016-407.</p> <p>Historic Inglewood Plat also has very small lots (e.g., 2500SF), and I've handdrawn a table to show how lot size translates to zoning, and given a 35% factor and 2000SF for drainage review to be required and identify properties that have too much existing/replaced impervious surface, since nearly all the other changes relate to only "new" impervious.</p>	<p>If the Council wishes to add this new work item to the 2018 work plan, please provide direction to staff.</p>

No.	SMC	City Council Question/Comment		Staff Response
20	N/A	Wictor	<p>STEEP SLOPES MAP is needed for the whole City. Many areas are flat, or just 5-10% slopes in the City. Landslide Hazard areas are 15-40% or more with additional requirements. Steep slopes are 40% or more. The 2015 Comprehensive Plan says "steep slopes limit development potential". Having a map for the whole city with steep slopes, rather than just Inglewood and Tamarack, will help staff and owners/builders/developers. Not having the map takes a lot more time, requires looking at contour lines and calculating, and can lead to errors and problems. Many people just think they can develop without really having understanding of just how challenging development is in steeply sloping areas that flow west to Lake Sammamish. Just using the No Disturbance area layer or the map for Landslide Hazard/Landslide Hazard Drainage Areas gives "TOO BROAD A BRUSH", and does NOT readily identify where STEEP SLOPES exist. This type of map for Steep Slopes can be a .pdf that is zoom-able, or it would be even better to add a Steep Slopes layer to the Sammamish Property Tool. The color the Comp Plan uses is GRAY, which might work well.</p>	<p>Application of code requirements are not determined by the accuracy of the maps. All City maps except for zoning, overlays and critical aquifer recharge areas are provided for guidance only. When applicants submit an application, they are required to provide site specific analysis of all critical areas. Creating more detailed maps would not exempt an applicant from evaluating the presence of critical areas or describe the regulations that would need to be met in order for the development to move forward.</p>
21	N/A	Malchow	<p>Steep slope maps is needed.</p>	<p>SMC 21A.15.1230 Steep slope hazard areas. "Steep slope hazard areas" means those landslide hazard areas in the City on slopes 40 percent or steeper within a vertical elevation change of at least 10 feet. The City's Landslide Hazard Drainage Map shows landslide hazard areas and can be found on the City's website here: https://www.sammamish.us/attachments/pagecontent/36874/3_LandslideHazardsDrainage.pdf</p>
22	N/A	Huckabay	<p>Can we assess a latecomers charge on property owners for connecting into the Inglewood Stormwater Retrofit Project?</p>	<p>Not after the fact. Legal is looking into a latecomers option. A Utility Local Improvement District or Local Improvement District could need to be formed prior to the design and construction of a future project.</p>
23	N/A	Huckabay	<p>What are the Inglewood Neighborhood Drainage Project (\$2.2M) and the Inglewood Neighborhood Water Quality Retrofit (\$900k) projects in the Comprehensive Plan?</p>	<p>Those projects are from the October 2015 Comprehensive Plan Surface Water Capital Improvement Projects, and not from the updated Capital Facilities Chapter that the Council recently adopted. The two projects were combined into one and renamed Inglewood Hill Stormwater Retrofit and Nonmotorized Improvement Project.</p>
24	N/A	Hornish	<p>Proposed amendments are not clearly identified in exhibits.</p>	<p>Exhibits A, B, and C within Exhibit 1 will be provided in color to show the proposed code changes.</p>
25	N/A	Hornish, Valderamma	<p>Lake Sammamish is an important sensitive lake and should be added as a Critical Drainage Area</p>	<p>Lake Sammamish was not included in the definition of Critical Drainage Area since Pine and Beaver Lakes require higher levels of phosphorus water quality protection in accordance to the City's adopted Storm and Surface Water Management Comprehensive Plan. Dissolved oxygen and PCBs are the only parameters of concern on Ecology's current 303d list for Lake Sammamish. Requiring a stormwater tightline or drainage review does not mitigate for these pollutants.</p>
26	N/A	Valderamma	<p>Planning Commission not present at handoff.</p>	<p>The Planning Commission's Vice Chair was present for part of the meeting.</p>
27	Sammamish Addendum	Wictor	<p>1.2.1 Core Requirement #1... is the only place where a tightline pipe may be required. Existing lots can build but should really have a drainage review for 500SF of impervious or more. This threshold was set in July 2014 8 months before I started speaking at City Council. It was set via Emergency Surface Water Ordinances to protect areas having drainage issues and because the City has experienced that deleterious discharges occur when vacant lots build within and drain to Landslide Hazard areas without a tightline being implemented properly.</p>	<p>That is correct.</p>



Memorandum

Date: November 6, 2017

To: City Council

From: Lyman Howard, City Manager

Subject: Stormwater Code Amendments Briefing

- Exhibits:**
1. Planning Commission Recommendation
 2. Redline Version of Chapter 13.10 SMC – Definitions, Chapter 13.20 SMC – Surface Water Runoff Regulations, Chapter 13.30 SMC – Water Quality, Chapter 21A.15 SMC - Technical Terms and Land Use Definitions, and the Sammamish Addendum to the 2016 KCSWDM
 3. Map of city-wide critical drainage areas
 4. Ordinance 2015-389 – Inglewood Historic Plat Stormwater Regulations
-

Summary Statement:

This memo provides information about Stormwater Code Amendments recommended by the Planning Commission. Proposed amendments include:

- Changes to stormwater regulations in Chapters 13.10, 13.20, 13.30, 21A.15 of the Sammamish Municipal Code (SMC);
- Changes to the Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM); and
- Repeal of Ordinance 2015-389 - Inglewood Historic Plat Stormwater Regulations.

Background:

In December 2016, the City adopted new stormwater regulations by approving the 2016 King County Surface Water Design Manual (KCSWDM) and Sammamish Addendum, and incorporated requirements for low impact development. To maintain consistency with existing stormwater regulations, City Council requested a review of the Inglewood Historic Plat area as part of a 2017 code update.

Staff has taken this opportunity to also provide further clarification, delete duplicate code language, require low impact development outreach, and update the City's allowable stormwater discharges to meet National Pollution Discharge Elimination System (NPDES) Phase 2 Permit requirements. Input was provided by the Planning Commission, Sammamish residents, and legal counsel.

Proposed Amendments:

Following are summaries of the proposed code amendments to Chapters 13.10, 13.20, 13.30, 21A.15 SMC, and the Sammamish Addendum to the 2016 KCSWDM (See Exhibit 2: Redlined Stormwater Code).

Drainage Review Threshold

Exhibit 2, SMC 13.20.020, page 5.

The current code features varying drainage review threshold requirements for the Inglewood Historic Plat Area, landslide hazard drainage area, and critical drainage areas. Staff proposes the code be amended to require consistent drainage review in all critical drainage areas for projects that create 500 square feet or more of new impervious surface. This recommendation is based on Planning Commission feedback regarding requiring drainage review to protect against unmitigated stormwater runoff.

Tightline Exemption

Exhibit 2, SMC 13.20.040, page 11;

Exhibit 2, Sammamish Addendum to the 2016 KCSWDM, page 32-33.

The current code features varying mitigation requirements for stormwater discharges, including tightline pipes used to convey flows down steep slopes. Staff proposes the code be amended to require a stormwater tightline pipe for developments located within Landslide Hazard Drainage Areas, unless the following conditions are met:

1. Public Works approves an alternative system based on a geotechnical evaluation/recommendation from a licensed geotechnical engineer; AND
2. The alternate system must consider cumulative impacts on the hazard area under built out conditions; AND
3. The development proposes less than 1,000 square feet of new impervious surface.

Example:

A developer proposes 999 square feet of new impervious surface and wishes to obtain a tightline exemption. Under the proposed amendment, the developer must show that each of the three conditions listed above have been met, in addition to meeting requirements associated with drainage review and KCSWDM Core Requirements 1-9.

Staff rationale for establishing the above exemption conditions is as follows:

- The City's attorney has cautioned us that the current system of not allowing for exemptions may limit the reasonable use of a legal lot, making it difficult for builders to construct a single family residential home if easements through neighboring private property(s) cannot be obtained to construct a tightline pipe.

- An alternate system and evaluation of cumulative impacts would be required.
- An exemption threshold of 1,000 square feet allows a builder to construct a small home without constructing a tightline if above conditions are met.

Flow Control and Water Quality Exemption

Exhibit 2, SMC 13.20.040, page 11.

The current code features variable flow control and water quality facility requirements. Staff proposes the code be amended to allow for development exemptions from formal flow control and water quality facilities.

Example:

A homeowner wishes to install a 600 square foot driveway. Under the proposed amendment, the homeowner would be allowed to apply for an exemption from requirements to install a sand filter or water quality pond since the homeowner proposes less than 5000 SF of new impervious surface.

Staff rationale for establishing the above exemption conditions is as follows:

- Large detention and water quality ponds or vaults often cannot be sited on a single family residential lot due to size.
- Excavation for and construction of detention and water quality ponds or vaults may cause unintended environmental impacts.
- These facilities would be privately owned and maintained, and may not be adequately maintained.
- The City may require additional resources to inspect a large number of installed facilities to ensure private property owners are performing adequate maintenance.
- Critical Drainage Areas, including areas that drain to Pine and Beaver Lake, will continue to require low impact development best management practices.

Allowable Discharges

Exhibit 2, SMC 13.30, page 22-26.

As part of the requirements of the National Pollutant Discharge Elimination System (NPDES) Phase 2 permit, the City is required to adopt changes to effectively prohibit non-stormwater, illicit discharges by revising the allowable discharges into surface or groundwater. The permit requires these revisions to be adopted by February 2, 2018.

Planning Commission Recommendations:

On October 5, 2017, the Planning Commission unanimously recommended that the City Council approve the following code amendments:

- **SMC 13.10 Definitions**, which includes adding a new definition for Municipal Separate Storm Sewer Systems (MS4).
- **SMC 13.20 Surface Water Runoff Regulations**, which provides for revisions to development regulations for surface and stormwater management.
 - **SMC 13.20.020**, which includes a revision of the threshold for drainage review in critical drainage areas to 500 SF of new impervious surface.
 - **SMC 13.20.020**, which removes duplicate language for Core Requirements, Special Requirements, and Drainage Adjustments already found in the adopted Surface Water Design Manual
 - **SMC 13.20.030(4)**, which requires development subdivisions to provide low impact development education and outreach to new single family residential homeowners.
 - **SMC 13.20.040**, which allows exemptions in Critical Drainage Areas from Core Requirements 3 through 8.
 - **SMC 13.20.040 and the Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM)**, which requires a tightline system in areas located in a Landslide Hazard Drainage Area unless exemptions can be met in accordance to Core Requirement No. 1 in the 2016 KCSWDM including a Public Works approved alternate drainage system that considers cumulative impacts and less than 1000 SF of new impervious surface is proposed.
- **SMC 13.30 Water Quality**, which updates the allowable discharges to meet requirements of the NPDES Phase 2 permit.
- **SMC 21A.15 Technical Terms and Land Use Definitions**, which revises the definition of Critical Drainage Area to reference “city-wide” standards.
- **Repeal Inglewood Historic Plat Ordinance 2015-389** to apply consistent requirements on all landslide hazard drainage areas.

Next Steps:

The Public Hearing and First Reading of the stormwater code amendments ordinance is scheduled for November 21, 2017. The Second Reading and council adoption is scheduled for December 5, 2017.



Date: November 3, 2017

To: City Council

From: Shanna Collins, Planning Commission Chair
Larry Crandall, Planning Commission Vice Chair

Subject: Summary of Planning Commission Recommendation on Stormwater Code Amendments

On behalf of the Planning Commission, we are pleased to forward to the City Council our recommendation to approve amendments to Chapters 13.10, 13.20, 13.30, 21A.15 SMC; the Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM) related to stormwater regulations; and repeal of the Inglewood Historic Plat Ordinance 2015-389.

Project Scope

The Department of Public Works has proposed amendments to Chapter 13.20 SMC which contain city-wide surface water runoff regulations, as well as specific requirements for critical drainage areas within the Inglewood Historic Plat Area. Staff also presented amendments to SMC Chapter 13.10 Definitions, 13.30 Water Quality, 21A.15 Technical Terms and Land Use Definitions, and Sammamish Addendum to the 2016 KCSWDM. These amendments address the following issues:

1. Inglewood Historic Plat Area and Critical Drainage Areas. The City Council requested staff and the Planning Commission review the Inglewood Historic Plat stormwater code requirements for consistency with existing stormwater codes and recommend amendments as needed. A review of stormwater thresholds also revealed inconsistent requirements within critical drainage areas. The City's legal counsel also expressed concerns that existing regulations may impose undue restrictions on reasonable use of single family zoned parcels.
2. Code Clarification. Stakeholders have expressed confusion or frustration with code requirements and application of the regulations. In addition, Chapter 13.20 SMC contains duplicate language that is part of the adopted 2016 KCSWDM.
3. Low Impact Development Outreach. Mandatory outreach efforts from developers are needed to educate future homeowners so that approved LID techniques remain viable and are maintained appropriately.
4. Allowable Stormwater Discharges. The City's National Pollution Discharge Elimination System (NPDES) Phase 2 Permit requires revisions to allowable discharges to the surface and stormwater system by February 2, 2018.

Project History

Public Works staff and the Planning Commission have been working on this project since early May 2017. Below is a summary of the public meetings that have been held.

1. On May 25, 2017 Public Works staff hosted a neighborhood public meeting to summarize the current stormwater requirements and receive input on the challenges of applying the Inglewood Historic Plat stormwater code.

2. On September 6, 2017, Public Works staff presented to the Planning Commission a full draft of the proposed amendments to Chapters 13.10, 13.20, 13.30, 21A.15 SMC, and Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM) related to stormwater regulations. Staff also discussed repealing the Inglewood Historic Plat Ordinance 2015-389.
3. On September 21, 2017, the Planning Commission opened a public hearing on the proposed code amendments, taking public comment related to the draft regulations. Following the public hearing, the Planning Commission deliberated and voted 5-0 continue the Public Hearing and deliberation to the October 5, 2017 Planning Commission meeting.
4. On October 5, 2017, the Planning Commission continued and closed the Public Hearing, deliberated on the proposed code amendments and voted 7-0 to recommend amending the stormwater codes to City Council.

Planning Commission Recommendation Summary

The Planning Commission unanimously recommends that the City Council approve the following code amendments, and repeal the Inglewood Historic Plat Ordinance.

- **SMC 13.10 Definitions**, which includes adding a new definition for Municipal Separate Storm Sewer Systems (MS4).
- **SMC 13.20 Surface Water Runoff Regulations**, which provides for revisions to development regulations for surface and stormwater management.
 - **SMC 13.20.020**, which includes a revision of the threshold for drainage review in critical drainage areas to 500 SF of new impervious surface.
 - **SMC 13.20.020**, which removes duplicate language for Core Requirements, Special Requirements, and Drainage Adjustments already found in the adopted Surface Water Design Manual
 - **SMC 13.20.030(4)**, which requires development subdivisions to provide low impact development education and outreach to new single family residential homeowners.
 - **SMC 13.20.040**, which allows exemptions in Critical Drainage Areas from Core Requirements 3 through 8.
 - **SMC 13.20.040 and the Sammamish Addendum to the 2016 King County Surface Water Design Manual (KCSWDM)**, which requires a tightline system in areas located in a Landslide Hazard Drainage Area unless exemptions can be met in accordance to Core Requirement No. 1 in the 2016 KCSWDM including a Public Works approved alternate drainage system that considers cumulative impacts and less than 1000 SF of new impervious surface is proposed.
- **SMC 13.30 Water Quality**, which updates the allowable discharges to meet requirements of the NPDES Phase 2 permit.
- **SMC 21A.15 Technical Terms and Land Use Definitions**, which revises the definition of Critical Drainage Area to reference “city-wide” standards.
- **Repeal Inglewood Historic Plat Ordinance 2015-389** to apply consistent requirements on all landslide hazard drainage areas.

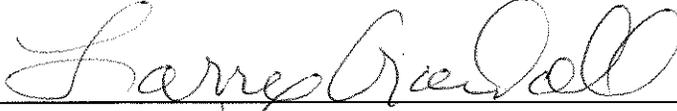
Thank you,



Shanna Collins
Chair, City of Sammamish Planning Commission

11-7-2017

Date



Larry Crandall
Vice-Chair, City of Sammamish Planning Commission

11/6/17

Date

