

- 6:30 EXECUTIVE SESSION
For the purpose of Real Estate RCW 42.30.140 for approximately 20 minutes.
- 7:00 1. CALL TO ORDER AND ROLL CALL
Godwin___Johnson___Hull___Brooks___Cerqui___de Booy___Roscoe___
- 7:02 2. PLEDGE OF ALLEGIANCE
3. CHANGES, ADDITIONS OR DELETIONS TO AGENDA
- 7:03 4. CITIZENS COMMENTS (Items not on the agenda)
5. CONSENT AGENDA
- 7:10 a. Approval of Minutes: Date: August 23, 2008 Special Meeting
September 9, 2008 Council Meeting
- b. Approval of Vouchers:
Payroll: #44919 – 44933 \$352,121.31
Claim: #73715 – 73885 \$696,792.62
6. SPECIAL PRESENTATIONS
- 7:15 a. Proclamation Fife Harvest Festival (Potter/Worthington)
- 7:20 7. COUNCIL DELEGATE REPORT
8. PUBLIC HEARING
- 7:25 a. Chapter 18 Subdivision Code Revision (Durham)
- 7:35
- ORDINANCES AND RESOLUTIONS
9. ORDINANCES:
- 7:45 a. #1676 Chapter 18 Subdivision Code Revision (Durham)
- 7:55 b. #1682 Commute Trip Reduction (CTR) (Durham)
- RESOLUTIONS:
- 8:05 c. #1240 Amending ILA with Drainage District #21 (Blount)
- 8:15 d. #1241 Intent of Approving Annexation of Benthien Loop (Durham)
- 8:25 e. #1236 Authorize Purchase of Property Right of Way and Slope Easement from 2925 70th
Avenue Fife, LLC (Blount)
- 8:35 f. #1243 Termination of Services with Tacoma Fire District #10 (Marcotte)
- 8:45 g. #1244 James Omega Trust Slope Easement Resolution (Blount)

Council Agenda

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8:55 10. CITY MANAGER REPORT

9:00 11. COUNCILMEMBER COMMENTS

9:05 12. CITIZEN COMMENTS

13. ADJOURNMENT

Fife City Council Special Meeting Minutes

August 23, 2008 at Poodle Dog Board Room, Fife, WA. 98424

Time of meeting – Started at 7:00 a.m. – Completed at 9:30 a.m.

Council Members Present –

Mayor Barry Johnson

Butch Brooks

Nancy de Booy

Kim Roscoe

Dick Godwin

Staff Present –

City Manager Steve Worthington

City Attorney Loren Combs

Assistant City Manager Jim Reinbold

Mayor Johnson opened the meeting at 7:00 a.m. and went into executive session for matters of personnel, matters of real estate, and possible litigation with no action being taken. Time of executive session noted to be approximately one hour and no action to be taken. Executive session concluded at 8:15 a.m. with no action taken.

Agenda Item 1 – conducting meetings – Council Member Brooks – discussion suggested that a way to speed up meetings would be to follow Pierce County Council and City of Tacoma model with a council member assigned to bring up an agenda item through a motion. Item would be then discussed and voted on. It was concluded that the voucher committee members would be the council members to move for the agenda item presentation.

Agenda item 2 – Consultant Selection Process – Butch Brooks – it was explained how the state requires a certain protocol (best qualified) for selecting engineers and/or architects for projects. Council would like to be involved in the interview process when appropriate. Also of concern were the fees and percentage being charged for projects by the consultants. Those are generally to be negotiated but sometimes it appears that a standard is followed. If fees cannot be resolved, the next consultant can be brought in for review.

Agenda item 3 – Interagency Property Transfer - Nancy de Booy – City Manager Worthington gave an overview of its discussion with the school district and the upcoming meeting with the school board. The city will offer to finance an appraisal of the school property located next to the freeway. It would be up to the school board to approve this offer in order to continue.

Agenda item 4 – Milton-Edgewood participation in SRO program – Kim Roscoe – deferred.

Agenda item 5 – Executive Sessions – General Policy Only – Glenn Hull – deferred due to Council Member Hull being absent.

Agenda item 6 – Truck Route on Levee Road – Mayor Barry Johnson – Questions came up in the Mayor’s Forum about the use of Levee Road by trucks creating a perceived vehicular conflict. There was also concern about the guard rail and lack thereof. A traffic study had been done and it showed that trucks use that route often in different directions during the day. The study is posted on the Website. Levee Road is one main route to the industrial park along Frank Albert from SR167. The route between 54th and Frank Albert is narrower and considered less safe for truck-car passage. Staff is talking with Tribe about the levee breach and widening of that area of road as well as the connector road.

Agenda item 7 – Art Commission – Rob Cerqui – deferred due to Council Member Cerqui being absent.

Agenda item 8 – Police Advisory Board – Rob Cerqui – deferred due to Council Member Cerqui being absent.

Agenda item 9 – Mural in Park – Mayor Barry Johnson – discussion began with the status of the mural that was to be painted in Wedge Park. School had let out and nothing had been done due to being unable to contact the people to do the mural. Contact will be made again and if not possible then to look for another avenue or organization to help with this.

Other items for discussion –

Status of Tree Board – Staff will look into putting this together.

After School Program – concern as to how many Fife residents are participating.

SRO (School Resource Officer) Training – moving to GREAT rather than DARE as the prior has gang related training. Officer Paula Schwan will be the SRO and will take the training.

Meeting concluded at 9:30 a.m.

Barry Johnson, Mayor

Steve Marcotte, City Clerk/Finance Director

Prepared by James M. Reinbold, Assistant City Manager

**FIFE CITY COUNCIL
MINUTES**

5A-2

**Fife City Hall
Council Chambers**

**Date: September 9, 2008
7:00 p.m.**

EXECUTIVE SESSION Mayor Johnson convened an executive session at 6:30 p.m. for the purpose of Real Estate RCW 42.30.140 for approximately 20 minutes.

ADJOURNMENT Mayor Johnson adjourned the executive session at 6:50 p.m.

**CALL TO ORDER
AND ROLL CALL** Mayor Johnson called the regular meeting of the Fife City Council to order at 7:03 p.m. with the following Councilmembers present: Richard Godwin, Glenn Hull, Butch Brooks, Barry Johnson, Rob Cerqui, Nancy de Booy, and Kim Roscoe.

Staff present: City Manager Steve Worthington, Assistant City Manager Jim Reinbold, City Attorney Loren Combs, Finance Director Steve Marcotte, Acting Community Development Director Carl Durham, Police Chief Brad Blackburn, Public Works Director Russ Blount, Parks, Recreation & Community Services Director Kurt Reuter, Administrative Assistant Andrea Richards, Financial Analyst Dave DeGroot, Marketing Coordinator Laurel Potter, Code Enforcement Officer Chris Larson, Planner I Chris Pasinetti, and Recording Secretary Valerie Gow.

**PLEDGE OF
ALLEGIANCE** Councilmember Brooks led the pledge of allegiance.

**CHANGES,
ADDITIONS OR
DELETIONS TO
AGENDA** The title of Resolution #1237 was changed to reflect, "Authorize City Manager to Sign LID Petitions for Sewer, Water, and Storm Drainage Improvements Benefitting the City's Levee Road Properties." Item 8d; Resolution #1239, Set Hearing, Declare Intent to Form 70th Avenue/48th St. E. LID was added to the agenda. The agenda was approved as amended.

CONSENT AGENDA

- a. Approval of Minutes: Date: August 26, 2008 Council Meeting
- b. Approval of Vouchers:
 - Payroll #44873-44918 \$360,930.21
 - Claim: #73612-73714 \$492,904.22
- c. Set a Special Meeting for September 16, 2008 Study Session

Motion Councilmember Cerqui moved, seconded by Councilmember de Booy, to approve the consent agenda as presented. Motion carried unanimously.

**SPECIAL
PRESENTATIONS**

Fife Harvest Festival Marketing Coordinator Potter provided an update on activities scheduled for the Fife Harvest Festival on Saturday, October 4, 2008, at Dacca Park. Major sponsors include Fife Flowers & Gifts, Click! Cable Network, Pierce County Community Newspaper Group, and Emerald Queen Casino. Vendors are welcome to submit applications at the City's website or by calling or visiting City Hall. The festival includes vendors, food, Council Corn on the Cob, mini-train rides, face painting, arts & crafts, U-Fish Pond, bouncy toys, Kids Korner, strolling magicians and

clowns, and kids tractor pulls.

A video of a Fife Harvest Festival promotional ad currently airing on Click! was shared with the Council and audience.

Administrative Assistant Richards reviewed scheduled entertainment events at the Performing Arts Center at Columbia Junior High beginning at 6:30 p.m.

A Chili Feed & Cook-Off is scheduled at 4:30 p.m.

Library Survey

City Manager Worthington reported on the results of the recent library survey. Approximately 3,880 surveys were mailed to residents with a zip code of 98424, which included some residents outside the City limits. He referred to two sets of survey responses consisting of one complete set and one set pertaining only to citizens living within the City. The City received 281 responses, less than a 10% response rate. That number provides a statistically valid number and reflects a likely response from the sample of residents within a margin of error of 7%. The survey scale was 1 to 10 with 10 being the highest.

City Manager Worthington reviewed survey results of the following survey questions:

1. How important is some type of public library service to you?
2. How well is the City of fife currently meeting the growing community's needs for library services?
3. Why is library service important to you and/or your family?
4. What type of services would you want in a public library?
5. What type of resources would you want to check out from a public library?
6. What type of resources would you want to access online @ your home from a public library?
7. Options for library service:
 - Continue existing service of providing library cards to residents
 - Provide a Pierce County System branch in Fife.
8. Based on assessed property value, would you be in support of paying a 43-cent per \$1,000 increase in property tax to support a library?
9. Are you a Fife resident?
10. Are you a registered voter?

The survey asked respondents to provide any additional information or comments regarding library service in Fife.

City Manager Worthington reported approximately 63% of the respondents expressed support for paying an additional property tax assessment to support library service in Fife. Currently, approximately 80 households take advantage of the City's reimbursement program for library cards.

The Council discussed the option of scheduling a public hearing on library service within Fife. Councilmember de Booy encouraged citizens to read the survey results

as well as comments submitted by respondents. She encouraged citizens to attend the public hearing. Councilmember Godwin indicated he is opposed to having a library in Fife but supports scheduling a public hearing to receive input from citizens. The issue is with the value Fife receives in return for property taxes paid by citizens. Councilmember Brooks supported a public hearing but questioned the timing for library service in Fife as well as how some of the survey questions were phrased, which might have caused some confusion. There is also the cost of an election to consider. Councilmember Cerqui also agreed with many of the comments and supported scheduling a public hearing. He said his concern is the value Fife receives for its assessment and he wants to ensure appropriate negotiations occur. A public hearing will enable the Council to receive input from citizens on the issue. Councilmember Roscoe said the written comments appear to provide some representation from Fife citizens. However, the comments appear to indicate that the City is missing the mark. She expressed concerns about that issue and supported scheduling a public hearing but is also concerned about making a decision based on a low response rate from citizens. Councilmember Hull commented that from a population of 7,500 people, approximately 268 responded, which is a very low percentage. The survey results reflect the potential for a low voter turnout in a special election or general election. A large percentage of the respondents do not want pay for library service. He said he personally would like to have a library in Fife, but wants to ensure that more than 268 people in a City of 7,500 people want a library.

Mayor Johnson invited public comments.

Public Comments

Fred Thomas, 4704 12th Street East, said that it appears based on the survey response that there are not that many people interested in a library in the City of Fife and that the issue is not worth scheduling a public hearing.

P.K. MacLean, Fife Chamber of Commerce, inquired about whether the property tax is for residential only or applicable to businesses as well. She said she's unsure of the percentage of business owners who also reside in Fife and although agrees a library is an amenity within the community; the issue is demographics and how many business owners would actually benefit from a library. She asked how residents of multi-family housing are assessed fees. Several business owners inquired about the library and were not supportive of a library branch in the City.

Mayor Johnson replied businesses pay for assessed valuation as well as residential property owners. Owners of multi-family housing also pay property taxes and would pay the assessment as well.

Diane Curlin, 1181 37th Street Court East, Edgewood, said she lives in a city that does not have a branch library. She said she viewed the survey and thought the survey was a good survey and that the cover information was very good. Often people who do not utilize a library fail to realize how a library can enrich their lives. She suggested that if the survey had included postage, the City might have received a better response. In lieu of public hearing, the City should have at least one town meeting with information explaining the service along with staff from the

library system to answer questions. She said she is a representative of a library committee of the Tacoma Pierce County Library and conducted a study of library service in Pierce County several years ago. The study results revealed that each jurisdiction should provide library service as a basic service. If the City pursues an election and it passes, the number of library cardholders within five years would increase substantially.

Mayor Johnson agreed with the suggestion of a town hall meeting with library district representative followed by a public hearing. He referred to a recent article in the *Tacoma News Tribune* about the significance difference in WSAL scores of two school districts – one district with access to library service and one district with limited access to a library. He suggested it's a factor that should also be considered. As to the viability of the survey response, a 6% to 7% response is actually a good response. The highest response the City had experienced previously in survey results was 3% to 4%. The survey included many positive comments as well as negative comments. Many of the comments spoke to the issue of why the Council has not acted in previous years. The issue has been addressed previously, such as the district providing a book mobile. With Fife's increased assessed valuation, the district is now working with the City proactively and is discussing the option of a facility. The district has come a long way in ensuring the City has a facility to meet the City's needs and consistent with the funds collected.

Mayor Johnson said the Council supports conducting a public hearing with a town meeting held first. City Manager Worthington advised that he will contact library officials about their willingness to participate in a town meeting.

Councilmember de Booy urged and encouraged citizens to participate and provide comments at both the town meeting and the public hearing.

COUNCIL DELEGATE REPORT

Councilmember Brooks reported on his participation along with Councilmembers Hull and Cerqui in the City of University's Mayor's Invite Golf Tournament at Chambers Bay. The City raised approximately \$5,000. He attended the monthly grant meeting on behalf of Director Blount. Tolling options on SR 167, a presentation by Pierce Transit on its budget impacts, a discussion on Proposition 1, and a presentation by WSDOT on progress of HOV lanes through Pierce County were items of discussion during the meeting. He invited WSDOT representatives to provide the same presentation to the Council.

Councilmember Cerqui reported he attended the Puyallup Fair parade and opening day.

Councilmember de Booy reported on her attendance to the apple squeeze celebration at University Place, similar to Fife's Harvest Festival. She advised she will be out of the country for several weeks and will miss several Council meetings.

Councilmember Roscoe reported on her attendance to the Zootrek Advisory Board meeting to work on the 2009/2010 budget and review the Northwest Trek Forest Practices Plan. She commented positively on the availability of renting the

community pool and shared information on the recent Cub Scout event held at the pool.

Mayor Johnson acknowledged Mayor Pro Tem Cerqui for chairing the last Council meeting. Earlier in the week he and City Manager Worthington attended the Puyallup River Task Force on flooding issues. The meeting was well attended with most of the cities in the lower and mid-reaches in attendance. The facilitator did a good job of ensuring a well run and respectful meeting. Several citizens attended the last Mayor's Forum resulting in some good discussions.

ORDINANCES AND RESOLUTIONS

ORDINANCES

#1673 Amending the Noise Code

Motion

Councilmember Cerqui moved, seconded by Councilmember Roscoe, to adopt Ordinance No. 1673; Amending the Noise Code.

City Clerk/Finance Director Marcotte read the title of Ordinance #1673:

An ordinance of the City Council of the City of Fife, Washington, relating to public disturbance noises and noise control penalties and enforcement, and amending Sections 9.56.010.050(B), 9.56.060, 9.56.080, 9.56.120, and 9.56.140 of the Fife Municipal Code, and repealing sections 9.56.100, 9.56.110, 9.56.130 and Subsection 19.68.030(A) of the Fife Municipal Code.

Acting Director Durham referred to additional information concerning vehicle beepers as well as an amendment to the ordinance for consideration. The proposed amendment includes two types of beepers – self-adjusting sound types that are limited to 10 decibels over the ambient sound level and a broadband type. He described the characteristics for each type of beeper.

Councilmember Brooks questioned the status of the amendment moved by Councilmember Godwin, which added the original Exhibit E to the ordinance, which was tabled. He inquired about the need to address the tabled amendment.

City Attorney Combs advised the Council of the requirement to address the tabled motion.

Councilmember Brooks noted the current exhibit is different than the amendment previously moved.

Motion

Councilmember Brooks moved, seconded by Councilmember Roscoe, to amend the motion and replace the former Exhibit E with new Exhibit E provided to the Council.

Councilmember Brooks expressed appreciation for delaying action on the original motion to remove language identifying specific brands of beepers.

Motion

Motion carried unanimously to amend the motion.

Removal of Tabled Amendment

The Council moved to remove the tabled amendment from the table. Motion carried unanimously on the tabled amendment to amend Ordinance #1673 by requiring the use of broadband white noise for automotive reverse alarms and approving second reading of the ordinance.

Motion

The main motion to adopt Ordinance #1673; Amending the Noise Code as amended carried unanimously.

Councilmember Godwin inquired as to whether the City's vehicles are considered yard equipment. City Manager Worthington advised that they are not considered yard equipment and that most of the equipment will not need to be updated with new beepers.

RESOLUTIONS

#1237; Authorizing City Manager to Sign LID Petitions for Sewer, Water, and Storm Drainage Improvements Benefitting the City's Levee Road Properties

Motion

Councilmember de Booy moved, seconded by Councilmember Cerqui, to approve Resolution #1237; Authorizing City Manager to Sign LID Petitions for Sewer, Water, and Storm Drainage Improvements Benefitting the City's Levee Road Properties.

City Clerk/Finance Director Marcotte read the title of Resolution #1237:

A resolution of the City Council of the City of Fife, Washington, authorizing the City Manager to sign the petition to form Local Improvement District LID 08-2 on behalf of the City for the Levee Road property.

Director Blount presented the recommendation and described the reason for two resolutions. There are three categories of properties within the Local Improvement District (LID). He described the boundaries of the LID. Improvements will include sewers in 70th and 45th, and sewers, water main, and storm drain lines along 48th. The City owns less than 30 percent of the total land area in the proposed LID. The City received petitions from property owners representing over 60 percent of the LID area, excluding the area owned by the City.

Councilmember Godwin asked whether 60% of the assessed valuation representing signed petitions excludes the City's property. Director Blount reported total petitions represent 59.88%. The Council set a goal of 60%. Councilmember Godwin said he would be concerned if there wasn't an overwhelming majority of willing property owners.

Councilmember Brooks inquired as to whether property owners could have formed a separate LID boundary excluding the City's property. Director Blount replied that it would be possible but that the assessments would be different.

Director Blount responded to questions from Councilmember Cerqui on the type of sewers. Staff analyzed shallow gravity options as well. He noted the sewer on 48th will extend east of the line of the City's property.

Public Comments

Rainer Willingham, 7213 45th Street, Cascades Plastics Company, Fife, referred to Exhibit C and said he likes the term that it's a "bargain," but to him it represents approximately \$712,000. He said his business is a family business, which is managed by his daughter. He recently signed a 20-year lease with his daughter so that she can operate the business. He cited the heritage of farmers within the City where land has increased in price while farmers continue to make little from farming. The "bargain" is not a bargain. The building on parcel #4 is fully built out. He questioned whether he will gain from connecting to sewers. He described his existing parcels and said the properties have not been sold because he wants to give his children the opportunity to grow the business. The company employs approximately 90 people. He acknowledged the need for sewers and indicated he met with Director Blount and offered easements to the City to enable the City to access the property. He noted his property is built out and doesn't need to be connected. He suggested there is a way to resolve the problem and is willing to work with the City.

Motion

Motion carried unanimously.

#1238; Authorize Development and Exploration of Holt Well

Motion

Councilmember Cerqui moved, seconded by Councilmember de Booy, to approve Resolution #1238; Authorize Development and Exploration of Holt Well.

City Clerk/Finance Director Marcotte read the title of Resolution #1238:

A resolution of the City Council of the City of Fife, Pierce County, Washington, authorizing a contract with RH2 Engineering, Inc. for engineering services associated with developing and testing the Holt Well.

Director Blount presented the staff report. The Council previously authorized an

analysis on the appropriateness of further development and testing of a municipal well. The Holt well is an incomplete well drilled to 600 feet in depth. The well is approximately three-quarters finished. The proposal is to install a temporary pump to test the capacity of the well and the quality of the water, and then evaluate whether to recommend acquisition of the well. There is no pre-negotiated value of the well because of the unknown production capability. The proposal is for services to be provided on an hourly basis, with the fee limited to \$50,000. If the well proves to be productive, the City would transfer water rights rather than submitting an application to obtain water rights. Staff believes the action is appropriate and recommends approval of the resolution.

Mayor Johnson inquired about the size of the parcel. Director Blount reported acquisition would involve one to two acres of the approximate 10-acre parcel for siting a well, pump house, treatment facilities, and sufficient perimeter for protection of the well.

Councilmembers commented positively on the City moving forward with developing municipal water sources.

Director Blount addressed questions about potential frontage improvements if the City were to acquire the property, drilling depth, the size of the casing, drilling costs, and the City's current municipal water supply, which provides approximately 12% of the City's water service. Adding one well would increase water service to approximately 35%. The majority of the City's municipal water supply is purchased from the City of Tacoma.

Councilmember Godwin inquired as to whether staff has considered some of the other City properties with deep wells. Director Blount reported staff has considered the wells and tested water. However, high treatment costs override the value the City would receive in water production.

Motion

Motion carried unanimously.

**#1239 Set Hearing,
Declare Intent to Form
70th Avenue/48th St. E.
LID**

Motion

Councilmember de Booy moved, seconded by Councilmember Cerqui, to adopt Resolution #1239; Set Hearing, Declare Intent to Form 70th Avenue/48th St. E. LID.

City Clerk/Finance Director Marcotte read the title of Resolution #1239:

A resolution of the City Council of the City of Fife, Pierce County, Washington setting a public hearing at which citizens can express their objections to the City forming a Local Improvement District (LID) to pay in whole or in part for all or some of the costs associated with the improvements along 70th Avenue East, south

of 43rd Street East, and along 45th and 48th Streets East, west of 70th Avenue East. Improvements will consist of sewers in 70th and 45th, and sewers, water main and storm drain lines along 48th by levying and collecting assessments upon the property within the proposed improvement district, and expressing the Council's intent to form the Local Improvement District and order the construction of improvements.

Director Blount reported that in accordance with the Council's authorization of Resolution #1237, the City Manager has signed the petitions for the City of Fife. With the City's signed petitions, approximately 72% of the assessed valuation of the land area has signed petitions agreeing to the intent of forming an LID. Staff recommends approval of the resolution.

Motion

Motion carried unanimously.

NEW BUSINESS

**Commute Trip
Reduction (CTR) Plan
Update**

Acting Director Durham reported the Legislature adopted the Commute Trip Reduction (CTR) Efficiency Act in 2006 to improve the capacity of the state transportation system. Staff is seeking the Council's direction to prepare an ordinance to adopt the CTR plan and update Fife Municipal Code (FMC) or consider whether the Council prefers pursuing another study.

Planner Pasinetti presented information on the CTR Program and new goals under the new legislation. The FMC is outdated and only reflects the CTR Program goals from 2005. He outlined the new goals of a 10% reduction in single occupancy vehicles and a 13% reduction in vehicle miles traveled. Instead of focusing on urban areas, the focus is within urban areas with congested highway corridors. Major employees with over 100 employees in urban growth areas are required to participate. The Planning Commission voted unanimously to adopt the new CTR plan and subsequent amendments to Title 17.

Mayor Johnson inquired about the status of the City achieving its current CTR goals. City Manager Worthington reported the City has experienced a 24% reduction in commutes based on a one-week survey period.

City Manager Worthington described what measures the City uses to attain CTR goals from shorter workweeks and incentives for ridesharing and encouraging use of transit.

Councilmember Godwin asked about the obligation of affected employers to participate in the CTR Program. City Manager Worthington reported employers are not subject to any sanctions if they do not meet goals. Planner Pasinetti said employers are required to identify themselves as an affected employer.

Planner Pasinetti said by 2011, the City's affected employers need to meet the 10% reduction in commutes and 13% reduction in vehicles miles traveled.

consensus

The Council directed staff to present an ordinance for future consideration.

**Lodging Tax Advisory
Committee
Recommendations**

Motion

Councilmember Cerqui moved, seconded by Councilmember Roscoe, to direct staff to place approved funding items as recommended by the Lodging Tax Advisory Committee within the 2009 Budget with the recommendation that no less than \$300,000 remain in the fund balance.

Councilmember Cerqui reported the Lodging Tax Advisory Committee (LTAC) met and reviewed the applications for funding representing nine City generated applications and eight private applications. The committee recommended approval of seven of the eight private applications and all of the City generated applications.

City Manager Worthington reviewed the funding proposals:

Councilmember Hull inquired about the difference between the Tacoma Regional CVB and the Tacoma Pierce County Sports Commission. Marketing Coordinator Potter replied the Sports Commission pursues sports-related events and teams while the CVB markets for conventions, trade shows, business travelers, and tourists. Councilmember Hull asked about the revenue in terms of hotel and motel rooms booked.

Citizen Comments

Tami Blount, Executive Director, Tacoma Regional CVB, reported the CVB recently launched a new business plan and is proactive in marketing efforts for local hotels and motels. In 2007, the CVB confirmed 2,183 room nights involving 1,308 convention delegates spending approximately \$378,000. The CVB is also launching online booking capability for hotels in Fife.

Tim Waer, Executive Director, Tacoma Pierce County Sports Commission, thanked the Council for its previous support. The commission is the only organization that attracts, promotes, and creates sports events in Tacoma and Pierce County for amateur sports. For Fife, the organization continues to focus on events that serve Fife hotels more than any other organization. Return on investment is also difficult to quantify. The LTAC committee approves many applications where the return on investment is not quantifiable based on the number of hotel nights. They are all great projects and are supported by the LTAC and members understand the importance of them to the community. The two organizations responsible for creating lodging tax or regenerating its use are the Tacoma Regional CVB and the Tacoma Pierce County Sports Commission. The commission generates thousands of room nights per year based on the commission's efforts. He said he believes full funding will allow the organization to remain active for recruiting large Citywide events that will draw several thousand competitors and fans to the City. Mr. Waer read a letter from local hoteliers urging the Council to fund the Sports Commission and the CVB. The hoteliers expressed support for both organizations and acknowledged the events that are attracted by the efforts of both organizations.

Councilmember Hull commented on an upcoming softball tournament in Tacoma. He asked how many rooms were booked in the City of Fife for the tournament. Mr. Waer said the tournament has been cancelled. He noted the event did not generate many room nights and the only hotel rooms that would have been generated were for players coming to compete in the tournament. All of their reservations were at Fife hotels. He cited different types of sports events that have held events in the area.

Councilmember Hull asked how the Sports Commission attracts people to stay in Fife hotels. Mr. Waer said for some events, the website is used for reserving lodging. For other events, a preferred list of hotels is published. The Commission works with each hotel to offer a block of rooms for specific events and works with hotel sales directors to qualify as the preferred hotel for major events.

Councilmember Hull said the work of the Sports Commission is admirable but noted when comparing the two presentations, the CVB provided information on the value generated to the City while the Sports Commission appears not able to track the number of lodging rooms generated by its activities. Mr. Waer said staffing resources limits the ability of the commission providing tracking information for each sports event. The commission believes that the events it attracts and promotes to the area create more tourism and more room nights. He suggested the City should contact the hoteliers to verify information.

Councilmember Roscoe said the presentation by the CVB is the first time the organization has been able to provide data. The Sports Commission has always been forthcoming with tourism information.

Councilmember Hull asked to see tracking data in the future.

Mayor Johnson thanked Mr. Waer for the information. He agreed with Councilmember Roscoe and that each year, hoteliers have unanimously supported the City of Fife donating to the Sports Commission, which was during the years when there was very little support from the CVB. Both organizations are doing a good job today. He said he supports funding both organizations.

Ms. Blount and Mr. Waer shared budget figures for their respective organizations at the request of Councilmember Brooks. Councilmember Brooks said although he doesn't wish to diminish the work of the committee, he doesn't believe the City is creatively expending the funds. It appears that most of the funding benefits the hotels, which should occur to some extent, but some of the funds should be expended to mitigate some of the impacts that some of the events have on residents. The City is spending too much money and some recommendations are funded at too high a level. He asked whether additional funds the Council authorized for the Fife Historical Society are included in the recommendation. City Manager Worthington said a portion of the funds is included in the recommendation. The amount not reflected is approximately \$70,000. Councilmember Brooks said he would like to reduce some of the amounts and allocate some of the funds to the Fife

Historical Society to complete the barn project. He suggested pursuing a smarter course of action, reconsider the recommendation, and redistribute the funds to avoiding dipping into the City's fund.

Councilmember Cerqui responded that the committee reviewed the applications thoroughly and engaged in a thoughtful and challenging discussion on the best way to expend the funds. The law limits how the funds are expended as well as dictating the application and review process. The committee was supportive of the funding recommendation. The CVB has done a good job of providing some good numbers and the Sports Commission has always done a good job in promoting the City. He suggested moving forward with the recommendation. He questioned whether an amendment is necessary based on the Council's direction at the last meeting. City Manager Worthington said staff will follow the Council's direction and that it will be incorporated within the documentation for the Fife Historical Society.

Mayor Johnson said he believes the amendment for allocating \$130,000 from lodging tax funds pertained to 2008 funds. City Manager Worthington said he understood the direction to be from 2008/2009 funds.

Councilmember Godwin commented positively on the CVB providing honest numbers and expressed appreciation for the work. He asked about the company not recommended for funding. Marketing Coordinator Potter reported the company is a marketing research firm that surveys visitors and tourists on reasons they might visit Fife.

Councilmember Hull asked how funding for the Fife Historical Society is allocated. City Manager Worthington explained how staff works with the Fife Historical Society on reimbursement of expenses as they are incurred. He answered questions on Fife's regulatory and inspection role with respect to the work completed. Councilmember Hull asked staff to develop a contractual agreement with the Fife Historical Society to ensure the project is completed in 2009. City Manager Worthington commented that the City needs to be realistic in terms of the timeline for completion because of factors outside of the City's control in terms of delivery of the train engine and work factors related to the site.

Citizen Comments

P.K. Maclean, Fife Chamber of Commerce, advocated in support of the Sports Commission and the CVB. In past years, there has been the same rhetoric from the CVB. However, she attended the CVB's business planning meeting and was impressed by the enthusiasm and clear objectives the CVB Board outlined. The CVB also has toured all hotel properties to review each facility's capabilities. The Sports Commission does a tremendous job in bringing people to Fife hotels. Hotels in Fife cater to a different demographic and are perfect for sport tournaments. She urged the Council's support of the LTAC funding recommendation.

Motion

Motion carried unanimously.

CITY MANAGER

City Manager Worthington reported on the following activities and events:

REPORT

- Road construction is underway and the City urges residents to have patience during construction activities.
- The crossing project on 70ths is underway and on schedule.
- The Valley Avenue roadway project is on schedule.
- On September 11, 2008, the Tacoma Fire Department will host a 9/11 remembrance ceremony at 9 a.m. at the Firefighter's Memorial, 3301 Ruston Way.
- Representatives from the Fire and Police Departments attended the memorial service of the Skagit County Sheriff's Deputy killed in the line of duty.
- City Manager Worthington said he and his wife had the opportunity to attend the Puyallup Tribe Powwow. He said he was very impressed with the event as well as the family-oriented events to include dance, drums, and a salmon bake.
- The September 16, 2008 study session is focused on the 2009 budget. The Council was provided with budget packets for their review prior to the study session. City Manager Worthington reviewed some of the budget adjustments recently made in terms of reduced revenues, program reductions, street and park changes, as well as consideration of an approach involving Real Estate Excise Tax (REET). The packet also includes information on the proposed Brookville Park Design and a summary capturing the Council's comments. Staff is waiting for another design review. The cost is an estimate based on the numbers available at this time. He invited the Council to contact him if they have questions on the budget information.

COUNCILMEMBER COMMENTS

Councilmember Cerqui reported he attended the funeral of Silas Cross, a member of the Puyallup Tribe and former owner of the Cross' Smoke Shop. Mr. Cross was a former Tribal Councilmember and an active member of the community. He extended condolences to his family.

Councilmember Cerqui said the 70th closure is creating much traffic on Valley. He suggested posting better signage to help direct traffic.

Councilmember de Booy asked for the public's indulgence during road construction activities. The City is working to improve roadways for its citizens.

Mayor Johnson referred to an article in the newspaper on Tacoma's red light cameras and the effectiveness in reducing major accidents by 50% in the first 12 months.

Mayor Johnson referred to the consultant's presentation on the Brookville Park design and said he looks forward to further discussion on the design.

ADJOURNMENT

Mayor Johnson adjourned the meeting at 9:32 p.m.

Barry Johnson, Mayor

Steve Marcotte, City Clerk/Finance Director

Prepared by Valerie Gow, Recording Secretary/President
Puget Sound Meeting Services

Payroll Vouchers #44919 - 44933

For The Month of September 15, 2008 Payroll and Benefits

(Detail registers and labor distribution reports are available in Finance Department)

Payroll authorized by Current Budget Ordinance.

Grand total amount: \$352,121.31

Steve Marcotte
Clerk/Treasurer

Councilmember

Councilmember

Councilmember

Councilmember

City Manager's approval of facsimile signature on Warrants

Ie the undersigned councilpersons of the City of Fife, County of Pierce, State of Washington, do hereby certify that the services herein specified have been received and that warrant numbers 73715 through 73885 in the amount of \$ 696,792.62 are approved for payment on 9-23-08.

Councilperson _____

Councilperson _____

Councilperson _____

Councilperson _____

City Clerk/Treasurer _____

□□□

City Manager's approval of facsimile signature on Warrants

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Baydo, Gary Library Card Reimbursement Non-Departmental, , Library Services	1381	73715	\$56.00
Claimant Total:			\$56.00
City of Des Moines Cash Bail - G. Smith	TT0634	73716	\$750.00
Claimant Total:			\$750.00
City of Federal Way Cash Bail - D. Sorenson	TT0654	73717	\$600.00
Claimant Total:			\$600.00
Gonzalez, Daniel Refund - Facility Rental Depos Non-Rev/Non-Exp, , Center Damage Deposits	6996	73718	\$500.00
Claimant Total:			\$500.00
vins, Theron Library Card Reimbursement Non-Departmental, , Library Services	TT0568	73719	\$56.00
Claimant Total:			\$56.00
Nasinec, Brett Refund - Ballfield Rental Depo Non-Rev/Non-Exp, , Ball Field Deposit Refund	10392	73720	\$100.00
Claimant Total:			\$100.00
NW Entertainment Productions Variety Show	10558	73721	\$4,000.00
Claimant Total:			\$4,000.00
Praxair Distribution SEPA Appeal	12998	73722	\$5,000.00
Claimant Total:			\$5,000.00
Admin Fee - SEPA Appeal			\$-750.00
Claimant Total:			\$4,250.00
Schneider, Paul Refund - Ballfield Rental	14649	73723	\$77.50

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$77.50
South Sound Outlaws	15311	73724	
Refund - Ballfield Rental Depo Non-Rev/Non-Exp, , Ball Field Deposit Refund			\$100.00
		Claimant Total:	\$100.00
Whiteley, Ron	19287	73725	
Refund - Ballfield Rental Depo Non-Rev/Non-Exp, , Ball Field Deposit Refund			\$100.00
		Claimant Total:	\$100.00
		Grand Total:	\$10,589.50

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Ed Selden Floor Covering Floor Replacement	14870	73726	\$44,928.80
Carpet Installation	General Government, Facilities & Property Division, Other Improvements		\$2,249.33
Claimant Total:			\$47,178.13
Home Depot Credit Services Ridgid Tool	7448	73727	\$48.93
Ceiling Fan	Operations Division, , Small Tools, Equip		\$48.93
Claimant Total:			\$97.86
HSBC Bus. Solutions (Costco) Credit Supplies	4651	73728	-\$98.33
Buns, Hotdogs, Chips, Water, S	Police, Operations Division, Office & Operating Supplies		\$206.32
Juice, Milk, Cereal	Police, Crime Prevention, Office & Operating Supplies		\$380.29
DVD Player	Detention Services, , Supplies/Jail		\$87.03
Water, Candy, Cookies, Fruit	Parks, Rec. & Senior Services, Senior/Community Center Div., Small Tools, E		\$58.18
Candy	Park Acquisition/Develop, , Brookville Garden Phase I		\$51.12
Drinks, Candy, Crackers, Cooki	Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup		\$295.86
Chips, Cookies, Popcorn	Parks, Rec. & Senior Services, Recreation Division, Summer Day Camp Supplie		\$98.81
Claimant Total:			\$1,079.28
News Tribune Notice of Ordinance 1675	10550	73729	\$83.72
	Legislative, , Advertising		

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Comprehensive Plan Amendments		Community Development, Planning Division, Advertising	\$116.60
Reserve Police Officer		Police, Operations Division, Advertising	\$495.96
Port of Tacoma Road / I-5 IJR 34th/12th Improvements, , Engineering			\$208.35
Planned Final Action		Legislative, , Advertising	\$302.92
Notice of Ordinances 1678, 167		Legislative, , Advertising	\$209.76
Notice of Ordinance 1666		Legislative, , Advertising	\$94.68
Notice of Public Meeting-Plan		Community Development, Planning Division, Advertising	\$381.16
Reserve Police Officer		Police, Operations Division, Advertising	\$495.97
Requests for Proposals - Touri Tourism/Promotion/VCB, , Advertising			\$142.48
CMU - Street Design - 20th St		Community Development, Building Division, Advertising	\$60.28
		Claimant Total:	\$2,591.88
Visa	18129	73730	
Lodging		Municipal Court, Municipal Court, Travel, Conf, Schooling	\$88.00
Tuition - B Blackburn		Police, Operations Division, Travel, Conf, Schooling	\$90.00
Coffee		Legislative, , Office & Operating Supplies	\$58.81
Sleeper Sofa		Police, Communications/Dispatch, Miscellaneous	\$798.00
Hobby Leads, 12V DC		Community Development, Planning Division, Small Tools, Equip	\$32.71
radio		Police, Community Policing, Small Tools - SWAT	\$265.93

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Hearing Examiner Ad		Community Development, Building Division, Advertising	\$75.00
Training - Lodging, A Morales,		Police, Operations Division, Travel, Conf, Schooling	\$198.40
Pacific Science Center Admissi		Parks, Rec. & Senior Services, Recreation Division, Miscellaneous	\$11.50
Field Trip		Parks, Rec. & Senior Services, Recreation Division, Miscellaneous	\$212.00
Meetings - Meals, B Blackburn		Police, Operations Division, Travel, Conf, Schooling	\$12.45
Meetings - Meals, B Blackburn		Police, Operations Division, Travel, Conf, Schooling	\$16.39
FPC Exam		Finance & Admin. Services, Finance Division, Travel, Conf, Schooling	\$290.00
Training - J Rackley		Police, Operations Division, Travel, Conf, Schooling	\$94.00
Training - R Pomeroy		Police, Operations Division, Travel, Conf, Schooling	\$115.00
Registration - Training, S McC		Executive, Human Resources, Travel, Conf, Schooling	\$53.33
Registration - Cantlin, VanVel		Executive, Human Resources, Wellness Program	\$66.33
Webhosting		Executive, Information Technology/IT, Professional Services	\$52.00
Tuition - B Blackburn		Police, Operations Division, Travel, Conf, Schooling	\$90.00
Files, Bookcases		Operations Division, , Small Tools, Equip	\$100.00
Tuition - B Blackburn		Police, Operations Division, Travel, Conf, Schooling	\$90.00
Propane		Maintenance Division, , Roadway	\$16.83
Training - Manual		Police, Operations Division, Office & Operating Supplies	\$28.27
Jail Food		Detention Services, , Supplies/Jail	\$457.82

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Lodging	Municipal Court, Municipal Court, Travel, Conf, Schooling		\$88.00
Training-Registration, Airfare	Tourism/Promotion/VCB, , Advertising		\$458.67
Seminar -S Elwell, C Mathies,	Finance & Admin. Services, Finance Division, Travel, Conf, Schooling		\$16.15
Webhosting	Executive, Information Technology/IT, Professional Services		\$52.00
Credit Grappling Dummy	Criminal Justice, , Small Tools-Civil Disturb Team		\$-282.29
Tools	Executive, Information Technology/IT, Small Tools, Equip		\$283.70
16 Port KVM	Executive, Information Technology/IT, Small Tools, Equip		\$241.08
Files, Bookcases	Water Utility, , Small Tools, Equipment		\$100.00
Vater Meter	Water Utility, , Small Tools, Equipment		\$456.96
Files, Bookcases	Sewer Utility, , Small Tools, Equip		\$100.00
		Claimant Total:	\$4,827.04
		Grand Total:	\$55,774.19

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Bisogno, Donna Library Card Reimbursement Non-Departmental, , Library Services	1554	73731	\$150.00
Claimant Total:			\$150.00
Brij Bala Khara, Gurmej S. Khara and Valley Ave/70th Right of Way 70th/Valley - Phase I, , Right-of-Way A	17257	73732	\$25,000.00
Claimant Total:			\$25,000.00
Hong Im and Nanette Im Valley Ave/70th Right of Way 70th/Valley - Phase I, , Right-of-Way A	7638	73733	\$23,400.00
Claimant Total:			\$23,400.00
Nybus, Brooke Refund - Day Camp , , Summer Day Camp	10575	73734	\$82.00
Claimant Total:			\$82.00
Quad Corp Park Owners Assoc Valley Ave/70th Right of Way 70th/Valley - Phase I, , Right-of-Way A	16727	73735	\$83,600.00
Claimant Total:			\$83,600.00
Grand Total:			\$132,232.00

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
4 Paws Pet Food K-9 Food	11919	73736	\$54.00
	K-9 Division, , Office & Operating Supplies		
		Claimant Total:	\$54.00
Accurant - Account #1264194	286	73737	
Background Checks	Police, Operations Division, Professional Services		\$30.00
		Claimant Total:	\$30.00
Aramark Uniform Services	944	73738	
Mat Service	Parks, Rec. & Senior Services, Senior/Community Center Div., Professional S		\$15.72
Mat Service	General Government, Facilities & Property Division, Professional Services		\$9.61
Uniform Services	Parks, Rec. & Senior Services, Park Maintenance, Professional Services		\$31.90
Mat Service	General Government, Facilities & Property Division, Professional Services		\$9.61
Mat Service	Parks, Rec. & Senior Services, Senior/Community Center Div., Professional S		\$15.72
Mat Service	General Government, Facilities & Property Division, Professional Services		\$9.61
Uniform Services	Parks, Rec. & Senior Services, Park Maintenance, Professional Services		\$31.90
Uniform Services	Parks, Rec. & Senior Services, Park Maintenance, Professional Services		\$31.90
Mat Service	Operations Division, , Repairs & Maintenance		\$61.57
Mat Service	Water Utility, , Repairs & Maintenance		\$61.58
Mat Service	Parks, Rec. & Senior Services, Senior/Community Center Div., Professional S		\$15.72
Shop Towels	, , Miscellaneous		\$63.53

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Mat Service	Sewer Utility, , Repairs & Maintenance		\$61.58
Claimant Total:			\$419.95
Assoc Of Washington Cities	1100	73739	
Indoor Flags	Tourism/Promotion/VCB, , Professional Services		\$770.74
Claimant Total:			\$770.74
Battery Systems	539	73740	
Batteries	, , Repair Parts - Police		\$182.67
Claimant Total:			\$182.67
Benham, Jack	1396	73741	
Fire Dancers	Tourism/Promotion/VCB, , Fife Harvest Festival		\$600.00
Claimant Total:			\$600.00
Berner Inc	1427	73742	
Interpreter Services	Municipal Court, Municipal Court, Professional Services		\$142.12
Claimant Total:			\$142.12
Best Parking Lot Cleaning	1431	73743	
Street Cleaning	Maintenance Division, , Street Cleaning		\$441.05
Claimant Total:			\$441.05
Big John's Trophies	1558	73744	
Name Tags	Legislative, , Office & Operating Supplies		\$16.32
Claimant Total:			\$16.32
Blackburn, Brad	1562	73745	
Tuition Reimbursement	Police, Operations Division, Travel, Conf, Schooling		\$786.00
Tuition Reimbursement	Police, Operations Division, Travel, Conf, Schooling		\$1,869.00
Claimant Total:			\$2,655.00
Blue Sky Landscape Service	1567	73746	
GroundsMaintenance	General Government, Facilities & Property Division, Professional Services		\$924.80

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Grounds Maintenance		General Government, Grounds Division, Professional Services	\$87.04
Grounds Maintenance		General Government, Grounds Division, Professional Services	\$87.04
Grounds Maintenance		General Government, Grounds Division, Professional Services	\$87.04
Grounds Maintenance		Operations Division, , Professional Services	\$101.54
Grounds Maintenance		Sewer Utility, , Professional Services	\$101.55
Grounds Maintenance		Water Utility, , Professional Services	\$101.55
		Claimant Total:	\$1,490.56
Blumenthal Uniforms			
Vests	1570	73747 Criminal Justice, , Small Tools, Equip	\$1,252.29
Badges		Police, Crime Prevention, Small Tools, Equip	\$293.76
Shoes		Police, Operations Division, Office & Operating Supplies	\$130.29
Pants, Shirts, Emblems		Police, Operations Division, Office & Operating Supplies	\$179.82
Badges		Police, Investigations, Small Tools, Equip	\$440.64
Vests		Police, Investigations, Small Tools, Equip	\$1,252.29
		Claimant Total:	\$3,549.09
Board Volunteer Firefighters			
Benefits, Interest	1338	73748 Police, Operations Division, Personnel Benefits-Reserves	\$36.00
		Claimant Total:	\$36.00
Bob Barker Company Inc			
Cuffs, Toothbrush	1340	73749 Detention Services, , Supplies/Jail	\$421.46
T-Shirts, Cart		Detention Services, , Supplies/Jail	\$278.01

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$699.47
Brown & Caldwell Fife SW System Plan Addendum	1838	73750	\$7,465.50
	Storm Drainage Utility, , Professional Services		
		Claimant Total:	\$7,465.50
Bush, Jeremy Sound Services	1974	73751	\$1,200.00
	Tourism/Promotion/VCB, , Fife Harvest Festival		
		Claimant Total:	\$1,200.00
C.T.E.P Trout Pond	2276	73752	\$550.00
	Tourism/Promotion/VCB, , Fife Harvest Festival		
		Claimant Total:	\$550.00
Cancel, Helga Instructor - Dog Obediance Cla	2450	73753	\$924.00
	Parks, Rec. & Senior Services, Recreation Division, Miscellaneous		
		Claimant Total:	\$924.00
Children's Hospital Donation from Boeing Clowns	2885	73754	\$200.00
	Tourism/Promotion/VCB, , Fife Harvest Festival		
		Claimant Total:	\$200.00
City Of Fife Utilities	3050	73755	\$27.88
	Sewer Utility, , Public Utility Services		
Utilities	Parks, Rec. & Senior Services, Swim Center Division, Water/Sewer Utilities		\$8,445.34
Utilities	Parks, Rec. & Senior Services, Park Maintenance, Public Utility Services		\$6,144.32
Utilities	Operations Division, , Public Utility Svcs		\$1,767.58
Utilities	Parks, Rec. & Senior Services, Senior/Community Center Div., Public Utility		\$1,230.80
Utilities	General Government, Facilities & Property Division, Public Utility Svcs		\$4,120.36

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Utilities	General Government, Grounds Division, Public Utility Svcs		\$9,653.86
		Claimant Total:	\$31,390.14
City of Puyallup	13550	73756	
Jail Services	Detention Services, , Jail Costs		\$1,188.00
		Claimant Total:	\$1,188.00
City Treasurer	3200	73757	
Utilities	Parks, Rec. & Senior Services, Swim Center Division, Electricity		\$3,996.27
Utilities	Sewer Utility, , Public Utility Services		\$2,277.31
Utilities	Storm Drainage Utility, , Public Utility Services		\$947.37
Utilities	General Government, Facilities & Property Division, Public Utility Svcs		\$4,293.58
Utilities	Parks, Rec. & Senior Services, Park Maintenance, Public Utility Services		\$874.03
Utilities	Parks, Rec. & Senior Services, Senior/Community Center Div., Public Utility		\$579.72
Utilities	Water Utility, , Public Utilities		\$178.47
Utilities	Maintenance Division, , Traffic Control		\$393.69
Utilities	Maintenance Division, , Street Lighting		\$703.27
Utilities	Operations Division, , Public Utility Svcs		\$169.48
		Claimant Total:	\$14,413.19
City Treasurer	3201	73758	
Valley Ave Road Improvement	Valley - 54th to Brook Gardens, , Construction		\$16,463.12
Wapato Creek Replacement	70th/Valley - Phase I, , Culvert Replacements		\$3,595.00

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$20,058.12
Cleanworks	3215	73759	
Janitorial Services	Operations Division, , Professional Services		\$216.67
Janitorial Services	Parks, Rec. & Senior Services, Swim Center Division, Professional Services		\$950.00
Janitorial Services	Water Utility, , Professional Services		\$216.67
Janitorial Services	Sewer Utility, , Professional Services		\$216.66
Janitorial Services	Parks, Rec. & Senior Services, Senior/Community Center Div., Professional S		\$850.00
Janitorial Services	General Government, Facilities & Property Division, Professional Services		\$650.00
Janitorial Services	General Government, Facilities & Property Division, Professional Services		\$1,650.00
Janitorial Services	General Government, Facilities & Property Division, Professional Services		\$1,300.00
		Claimant Total:	\$6,050.00
Clownbuggie Entertainment	3225	73760	
Clowns and Balloons	Tourism/Promotion/VCB, , Fife Harvest Festival		\$1,050.00
		Claimant Total:	\$1,050.00
Coastwide Laboratories	3251	73761	
Tissue, Towels, Liners, Cleane	Parks, Rec. & Senior Services, Senior/Community Center Div., Office & Opera		\$49.48
Tissue, Towels, Liners, Cleane	Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup		\$382.00
Cleaners, Towels	General Government, Facilities & Property Division, Professional Services		\$168.40

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$599.88
Cook Paging Pagers	3669 Police, Communications/Dispatch, Telephone	73762	\$111.05
		Claimant Total:	\$111.05
Copy Wrights Business Cards - R Cerqui	3778 Legislative, , Office & Operating Supplies	73763	\$57.61
Copies	Engineering, Engineering, Office & Operating Supplies		\$21.22
National Night Out Scrapbook	Police, Crime Prevention, Office & Operating Supplies		\$23.35
Copies - Records Request	Finance & Admin. Services, Administrative Services, Miscellaneous		\$9.79
EDA Pump - Pump Station Repair	Const/Improvement Div, , Erdahl Ditch Pump Station		\$149.01
EDA Pump - Fish Habitat, Biolo	Const/Improvement Div, , Erdahl Ditch Pump Station		\$142.64
Erdahl Ditch	Const/Improvement Div, , Erdahl Ditch Pump Station		\$823.07
Mailings - 70th Street Mailer	70th/Valley - Phase I, , Culvert Replacements		\$627.24
		Claimant Total:	\$1,853.93
Corporate Express Files, Folders	3786 Municipal Court, Municipal Court, Office & Operating Supplies	73764	\$192.04
		Claimant Total:	\$192.04
Correctional Industries Muffins	3792 Detention Services, , Supplies/Jail	73765	\$365.00
		Claimant Total:	\$365.00
CSK Auto Inc Screws, Wash Mit, Fastener	3919 , , Office & Operating Supplies	73766	\$35.09

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Circuit, Circuit Tester, Brake	, , Office & Operating Supplies		\$41.74
Stop Pads - Veh #68	, , Repair Parts - Streets		\$19.98
Stop Pads - Veh #68	, , Repair Parts - Sewer		\$19.98
Bolt Washer, Bolt, Brake Clean	, , Office & Operating Supplies		\$27.05
Stop Pads - Veh #68	, , Repair Parts - Water		\$19.98
Power Strip	, , Office & Operating Supplies		\$13.43
Claimant Total:			\$177.25
D & M Commercial Plumbing	4099	73767	
Backflow Tests	Water Utility, , Miscellaneous		\$783.36
Claimant Total:			\$783.36
D. C. Williams & Associates	4103	73768	
Interpreter Services	Municipal Court, Municipal Court, Professional Services		\$150.00
Claimant Total:			\$150.00
Databar Inc	4277	73769	
Library Survey Mailings	Legislative, , Professional Services		\$2,932.46
Claimant Total:			\$2,932.46
Delta Hospital Supply	4052	73770	
Gloves	Police, Operations Division, Office & Operating Supplies		\$957.29
Claimant Total:			\$957.29
Destination Harley-Davidson	3993	73771	
Horn Switch	, , Repair Parts - Police		\$15.86
Claimant Total:			\$15.86
DiJulio Displays Inc	4007	73772	
Street Banners	Tourism/Promotion/VCB, , Advertising		\$2,004.83

BLANKET VOUCHER APPROVAL DOCUMENT

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$2,004.83
DMCMA	4343	73773	
Registration-Training S Dowty, Municipal Court, Municipal Court, Travel, Conf, Schooling			\$396.00
		Claimant Total:	\$396.00
Dobson, Ian	4562	73774	
Final Payment - Music Band Tourism/Promotion/VCB, , Fife Harvest Festival			\$600.00
		Claimant Total:	\$600.00
Dorj, Tseggi	4249	73775	
Interpreter Services 8/27 Municipal Court, Municipal Court, Professional Services			\$93.83
		Claimant Total:	\$93.83
Downtown Harley Davidson	7351	73776	
Panel Bracket - Veh #225 , , Repair Parts - Police			\$109.00
		Claimant Total:	\$109.00
Enterprise Rent-A-Car	5164	73777	
Vehicle Rental Legislative, , Travel, Conf, Schooling			\$322.56
		Claimant Total:	\$322.56
Equifax	5163	73778	
Background Checks Police, Operations Division, Professional Services			\$20.00
File Fee			\$1.75
Set Up Fee			\$500.00
		Claimant Total:	\$521.75
Farnworth, Shane	5405	73779	
Training - Meals, S Farnworth Police, Investigations, Travel, Conf, Schooling			\$175.00
		Claimant Total:	\$175.00
Fast Track Entertainment	5395	73780	
Kids Pedal Tractor Pull Tourism/Promotion/VCB, , Fife Harvest Festival			\$1,500.00

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$1,500.00
Fife Printing	5775	73781	
Advice of Rights Forms	Municipal Court, Municipal Court, Office & Operating Supplies		\$620.16
Personal Recognizance Forms	Municipal Court, Municipal Court, Office & Operating Supplies		\$465.56
		Claimant Total:	\$1,085.72
Fife School District	5902	73782	
Grounds Maintenance	Parks, Rec. & Senior Services, Park Maintenance, Professional Services		\$2,638.00
Facility Use	Parks, Rec. & Senior Services, Recreation Division, Operating Rents & Lease		\$120.00
		Claimant Total:	\$2,758.00
Franco-Erickson, Adriana	6217	73783	
Interpreter Services	Municipal Court, Municipal Court, Professional Services		\$62.66
		Claimant Total:	\$62.66
GE Capital	6402	73784	
Postage Meter Lease	Police, Operations Division, Operating Rents & Leases		\$30.46
		Claimant Total:	\$30.46
Grainger	7125	73785	
Vinyl Labels	Operations Division, , Office & Operating Supplies		\$84.91
Safety Glasses	Sewer Utility, , Office & Operating Supplies		\$20.86
Arm Gripper, Receptacle Base &	Operations Division, , Small Tools, Equip		\$81.88
Cable Ties	Parks, Rec. & Senior Services, Park Maintenance, Office & Operating Supplie		\$39.69
Sander Belt, Cable Ties	Parks, Rec. & Senior Services, Park Maintenance, Office & Operating Supplie		\$71.94
Sander	Parks, Rec. & Senior Services, Park Maintenance, Small Tools, Equip		\$329.50

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Batteries		Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup	\$16.58
Vinyl Labels		Water Utility, , Office & Operating Supplies	\$84.91
Safety Glasses		Water Utility, , Office & Operating Supplies	\$20.87
Filters, Battery		Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup	\$109.84
Vinyl Labels		Sewer Utility, , Office & Operating Supplies	\$84.91
Safety Glasses		Operations Division, , Office & Operating Supplies	\$20.87
Spring Nuts		General Government, Facilities & Property Division, Office & Operating Supp	\$11.39
Credit Tip Out Slider		General Government, Facilities & Property Division, Small Tools, Equip	\$-2,601.73
Tip Out Slider		General Government, Facilities & Property Division, Small Tools, Equip	\$2,601.73
		Claimant Total:	\$978.15
Gregorich, W. Stephen ProTem Judge 9/5	7154	73786 Municipal Court, Municipal Court, Professional Services	\$300.00
		Claimant Total:	\$300.00
H & B Top Soil Compost	7280	73787 Drainage District #21, , Office & Operating Supplies	\$255.68
		Claimant Total:	\$255.68
H & H Supply Inc Blades	8281	73788 Operations Division, , Small Tools, Equip	\$36.94
		Claimant Total:	\$36.94
H D Fowler Co Pipe, Adapters, Valves, Coils,	6180	73789 Water Utility, , Office & Operating Supplies	\$1,538.27

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Romac Saddle, Strap	Water Utility, , Office & Operating Supplies		\$36.08
Claimant Total:			\$1,574.35
H D Supply - Waterworks	11399	73790	
Pipe, Connectors, Traffic Cove	Water Utility, , Office & Operating Supplies		\$400.68
Claimant Total:			\$400.68
Hamilton, Steve	7303	73791	
Final Payment - Magic Performa	Tourism/Promotion/VCB, , Fife Harvest Festival		\$325.00
Claimant Total:			\$325.00
Harr, Ruby	7348	73792	
Face Painters	Tourism/Promotion/VCB, , Fife Harvest Festival		\$600.00
Claimant Total:			\$600.00
Hartman, Ed	10880	73793	
Music Band	Tourism/Promotion/VCB, , Fife Harvest Festival		\$500.00
Claimant Total:			\$500.00
Hasler Financial Services	7361	73794	
Postage Meter Lease	Storm Drainage Utility, , Telephone, Postage		\$0.77
Postage Meter Lease	Parks, Rec. & Senior Services, Recreation Division, Telephone/Postage		\$3.84
Postage Meter Lease	Parks, Rec. & Senior Services, Recreation Division, Telephone/Postage		\$1.34
Postage Meter Lease	Parks, Rec. & Senior Services, Recreation Division, Telephone/Postage		\$1.53
Postage Meter Lease	Operations Division, , Telephone, Postage		\$4.99
Postage Meter Lease	Parks, Rec. & Senior Services, Senior/Community Center Div., Telephone, Pos		\$0.77
Postage Meter Lease	Sewer Utility, , Telephone, Postage		\$1.92

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Postage Meter Lease		Water Utility, , Telephone, Postage	\$1.73
Postage Meter Lease		Parks, Rec. & Senior Services, Swim Center Division, Telephone, Postage	\$9.41
Postage Meter Lease		Executive, Human Resources, Postage	\$2.88
Postage Meter Lease		Community Development, Building Division, Postage	\$2.88
Postage Meter Lease		Executive, Civil Service, Postage	\$0.95
Postage Meter Lease		Community Development, Planning Division, Postage	\$20.35
Postage Meter Lease		Finance & Admin. Services, Finance Division, Postage	\$76.58
Postage Meter Lease		Executive, Executive, Postage	\$3.64
Postage Meter Lease		Finance & Admin. Services, Administrative Services, Postage	\$20.73
		Claimant Total:	\$154.31
Healthcare Delivery Systems	73401	73795	
Medical Services - Milton		Detention Services, , Professional Services	\$40.00
Medical Services - Fife		Detention Services, , Professional Services	\$796.00
Medical Services - Federal Way		Detention Services, , Professional Services	\$580.00
		Claimant Total:	\$1,416.00
Hospenthal, Louise	7469	73796	
Museum Tree Removal		Legislative, , Professional Services	\$800.00
		Claimant Total:	\$800.00
Impact Achievement Group	7641	73797	
Workshop Series - Training, T Executive, Human Resources, Professional Services			\$2,245.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$2,245.00
Integra Phones	14177	73798 General Government, Facilities & Property Division, Telephone	\$1,162.25
Phones		Sewer Utility, , Telephone, Postage	\$14.70
Phones		Operations Division, , Telephone, Postage	\$14.70
Phones		Water Utility, , Telephone, Postage	\$14.70
		Claimant Total:	\$1,206.35
Jimmy Free Recordings Final Payment - Jimmy Free Ban	8080	73799 Tourism/Promotion/VCB, , Fife Harvest Festival	\$340.00
		Claimant Total:	\$340.00
Judicial Conference Regr Registration-Training S Dowty, Municipal Court, Municipal Court, Travel, Conf, Schooling	11713	73800	\$124.00
		Claimant Total:	\$124.00
Kelley, Dan Final Payment - Magic Performa	8241	73801 Tourism/Promotion/VCB, , Fife Harvest Festival	\$375.00
		Claimant Total:	\$375.00
Lebarco Corporation Cable Installation	8614	73802 General Government, Facilities & Property Division, Repairs & Maintenance	\$3,341.42
		Claimant Total:	\$3,341.42
Lim, Vannara S Interpreter Services	8662	73803 Municipal Court, Municipal Court, Professional Services	\$124.04
		Claimant Total:	\$124.04
Lumbermen's Bldg Centers Hinge Hasp	8980	73804 General Government, Facilities & Property Division, Office & Operating Supp	\$18.49

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Clothesline		General Government, Facilities & Property Division, Office & Operating Supp	\$4.89
Spray Enamel		Water Utility, , Office & Operating Supplies	\$15.21
Claimant Total:			\$38.59
Malave, Michael	9203	73805	
Training - Meals, Checked Bagg		Police, Crime Prevention, Travel, Conf, Schooling	\$190.00
Claimant Total:			\$190.00
Matthew Bender & Co	1409	73806	
WA Appellate Reports - Vol 139		Municipal Court, Municipal Court, Office & Operating Supplies	\$24.75
Claimant Total:			\$24.75
McDonough & Sons	9105	73807	
Street Cleaning		Maintenance Division, , Street Cleaning	\$792.54
Claimant Total:			\$792.54
McDowell, Robert H.	9106	73808	
Instructor - Karate		Parks, Rec. & Senior Services, Recreation Division, Miscellaneous	\$520.00
Claimant Total:			\$520.00
Micenko, Ryan	269	73809	
Training - Meals, R Micenko		Police, Operations Division, Travel, Conf, Schooling	\$115.00
Claimant Total:			\$115.00
Micro Data	9655	73810	
Infraction Forms, Citation For		Police, Operations Division, Office & Operating Supplies	\$1,192.26
Claimant Total:			\$1,192.26
Mountain Mist Water	9803	73811	
Water Service		REET I, , Professional Services	\$19.75
Claimant Total:			\$19.75

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
MultiCare Health System Physical Exam	10089	73812	\$156.00
	Detention Services, , Professional Services		
		Claimant Total:	\$156.00
News Tribune Subscription - 13 Weeks	10551	73813	\$9.00
	Water Utility, , Miscellaneous		
Subscription - 13 Weeks	Operations Division, , Miscellaneous		\$9.00
Subscription - 13 Weeks	Sewer Utility, , Miscellaneous		\$9.00
		Claimant Total:	\$27.00
Office Depot Pens, Tissue, Flags, Binders, Pa	4697	73814	\$10.95
	Finance & Admin. Services, Finance Division, Office & Operating Supplies		
Credit Extension Cord, Note Pa	Finance & Admin. Services, Finance Division, Office & Operating Supplies		\$-5.48
Files, Pens, Tape, Post its, E	Community Development, Planning Division, Office & Operating Supplies		\$22.02
Air Duster, Ink, Paper, Labels	Community Development, Planning Division, Office & Operating Supplies		\$33.03
Gloves, Keyboard	Engineering, Engineering, Office & Operating Supplies		\$52.84
Storage Cab, Grip-A-Strip, Pen	Police, Operations Division, Reserve Academy		\$495.18
Air Duster, Ink, Paper, Labels	Executive, Human Resources, Office & Operating Supplies		\$17.13
Extension Cord, Note Pad	Executive, Human Resources, Office & Operating Supplies		\$6.03
Pens, Tissue, Flags, Binders,	Executive, Human Resources, Office & Operating Supplies		\$10.95
Credit Extension Cord, Note Pa	Executive, Human Resources, Office & Operating Supplies		\$-5.48

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Extension Cord, Note Pad	Finance & Admin. Services, Finance Division,	Office & Operating Supplies	\$6.03
3 Hole Punch	Finance & Admin. Services, Finance Division,	Small Tools, Equip	\$87.31
Air Duster, Ink, Paper, Labels	Finance & Admin. Services, Finance Division,	Office & Operating Supplies	\$17.13
Files, Pens, Tape, Post its, E	Finance & Admin. Services, Finance Division,	Office & Operating Supplies	\$11.41
Extension Cord, Note Pad	Finance & Admin. Services, Administrative Services,	Office & Operating Supp	\$8.61
File Folders	Finance & Admin. Services, Finance Division,	Office & Operating Supplies	\$15.67
Pens, Tissue, Flags, Binders,	Finance & Admin. Services, Administrative Services,	Office & Operating Supp	\$15.64
Files, Pens, Tape, Post its, E	Finance & Admin. Services, Administrative Services,	Office & Operating Supp	\$16.30
Boxes	Finance & Admin. Services, Administrative Services,	Office & Operating Supp	\$14.69
Air Duster, Ink, Paper, Labels	Finance & Admin. Services, Administrative Services,	Office & Operating Supp	\$24.47
Credit Extension Cord, Note Pa	Community Development, Planning Division,	Office & Operating Supplies	\$-10.57
Air Duster, Ink, Paper, Labels	Community Development, Building Division,	Office & Operating Supplies	\$33.03
Files, Pens, Tape, Post its, E	Community Development, Building Division,	Office & Operating Supplies	\$22.02
Pens, Tissue, Flags, Binders,	Community Development, Building Division,	Office & Operating Supplies	\$21.11
Extension Cord, Note Pad	Community Development, Building Division,	Office & Operating Supplies	\$11.63

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Extension Cord, Note Pad	Legislative, , Office & Operating Supplies		\$8.61
Pens, Tissue, Flags, Binders,	Legislative, , Office & Operating Supplies		\$15.64
Air Duster, Ink, Paper, Labels	Legislative, , Office & Operating Supplies		\$24.47
Files, Pens, Tape, Post its, E	Legislative, , Office & Operating Supplies		\$16.30
Credit Shredder	Police, Operations Division, Small Tools, Equip		\$-1,742.39
Credit Extension Cord, Note Pa	Finance & Admin. Services, Acministrative Services, Office & Operating Supp		\$-7.83
Paper	Parks, Rec. & Senior Services, Recreation Division, After school program su		\$12.53
Gloves, Keyboard	Parks, Rec. & Senior Services, Recreation Division, Office & Operating Supp		\$13.21
HandCleaner, Clipboard, Lamina	Parks, Rec. & Senior Services, Recreation Division, Office & Operating Supp		\$28.40
Credit Extension Cord, Note Pa	Legislative, , Office & Operating Supplies		\$-7.83
Credit Extension Cord, Note Pa	Community Development, Building Division, Office & Operating Supplies		\$-10.57
Extension Cord, Note Pad	Community Development, Planning Division, Office & Operating Supplies		\$11.63
Pens, Tissue, Flags, Binders,	Community Development, Planning Division, Office & Operating Supplies		\$21.11
Credit Extension Cord, Note Pa	Sewer Utility, , Office & Operating Supplies		\$-8.61
Extension Cord, Note Pad	Water Utility, , Office & Operating Supplies		\$11.19
Air Duster, Ink, Paper, Labels	Sewer Utility, , Office & Operating Supplies		\$26.92

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Air Duster, Ink, Paper, Labels	Water Utility, , Office & Operating Supplies		\$31.81
Post-its, Highlighters, Moist	Operations Division, , Office & Operating Supplies		\$30.80
Paper	Parks, Rec. & Senior Services, Recreation Division, After school program su		\$14.17
HandCleaner, Clipboard, Lamina	Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup		\$24.40
Gloves, Keyboard	Parks, Rec. & Senior Services, Park Maintenance, Office & Operating Supplie		\$13.21
Paper	Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup		\$73.87
Gloves, Keyboard	Parks, Rec. & Senior Services, Swim Center Division, Office & Operating Sup		\$13.21
Gloves, Keyboard	Parks, Rec. & Senior Services, Senior/Community Center Div., Office & Opera		\$13.21
Shredder	Police, Operations Division, Small Tools, Equip		\$1,740.79
Files, Pens, Tape, Post its, E	Executive, Human Resources, Office & Operating Supplies		\$11.41
Paper, Envelopes, Notes, Folde	Police, Communications/Dispatch, Office & Operating Supplies		\$627.34
Extension Cord, Note Pad	Executive, Executive, Office & Operating Supplies		\$10.33
Credit Extension Cord, Note Pa	Executive, Executive, Office & Operating Supplies		\$-9.39
Pens, Tissue, Flags, Binders,	Executive, Executive, Office & Operating Supplies		\$18.76
Air Duster, Ink, Paper, Labels	Executive, Executive, Office & Operating Supplies		\$29.36
Files, Pens, Tape, Post its, E	Executive, Executive, Office & Operating Supplies		\$19.56

WARRANT REQUEST DATE: 09/23/2008

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Post-its, Highlighters, Moist	Water Utility, , Office & Operating Supplies		\$30.80
Credit Extension Cord, Note Pa	Storm Drainage Utility, , Office & Operating Supplies		\$-2.35
Pens, Tissue, Flags, Binders,	Water Utility, , Office & Operating Supplies		\$20.32
Extension Cord, Note Pad	Storm Drainage Utility, , Office & Operating Supplies		\$2.58
Extension Cord, Note Pad	Sewer Utility, , Office & Operating Supplies		\$9.47
Pens, Tissue, Flags, Binders,	Storm Drainage Utility, , Office & Operating Supplies		\$4.69
Files, Pens, Tape, Post its, E	Sewer Utility, , Office & Operating Supplies		\$17.93
Files, Pens, Tape, Post its, E	Storm Drainage Utility, , Office & Operating Supplies		\$4.89
Credit Extension Cord, Note Pa	Water Utility, , Office & Operating Supplies		\$-10.17
Air Duster, Ink, Paper, Labels	Storm Drainage Utility, , Office & Operating Supplies		\$7.34
Files, Pens, Tape, Post its, E	Water Utility, , Office & Operating Supplies		\$21.19
Post-its, Highlighters, Moist	Sewer Utility, , Office & Operating Supplies		\$30.80
Pens, Tissue, Flags, Binders,	Sewer Utility, , Office & Operating Supplies		\$17.20
		Claimant Total:	\$2,161.96
Office of State Treasurer	TR0004	73815	
08 July Drug Forfeits	Non-Rev/Non-Exp, , Evidence Confiscation		\$413.30
08 July Bldg Fees	Non-Rev/Non-Exp, , Stage Bldg Code Fees		\$77.50
08 July Court Fees	Non-Rev/Non-Exp, , State Court Remittance		\$54,267.62

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$54,758.42
Office Of The Code Reviser	10850	73816	
RCW's	Police, Operations Division, Miscellaneous		\$235.73
RCW's	Executive, Legal, Office & Operating Supplies		\$235.73
RCW's	Finance & Admin. Services, Finance Division, Miscellaneous		\$117.87
RCW's	Finance & Admin. Services, Administrative Services, Miscellaneous		\$117.87
		Claimant Total:	\$707.20
Oldcastle Precast UtilityVault	18045	73817	
Precast Parts - Wapato Creek 70th/Valley - Phase I, , Construction			\$13,546.69
Precast Parts - Wapato Creek 70th/Valley - Phase I, , Construction			\$12,086.60
Precast Culvert Parts - Wapato	70th/Valley - Phase I, , Construction		\$45,211.85
Precast Culvert Parts - Wapato	70th/Valley - Phase I, , Construction		\$18,118.47
		Claimant Total:	\$88,963.61
Parker Paint Company	11550	73818	
Paint	Water Utility, , Office & Operating Supplies		\$75.30
Paint, Brushes	Water Utility, , Office & Operating Supplies		\$36.51
		Claimant Total:	\$111.81
Peterson, Scott	13537	73819	
Reptile Show	Tourism/Promotion/VCB, , Fife Harvest Festival		\$675.00
		Claimant Total:	\$675.00
PetroCard Systems Inc	11909	73820	
Fuel - PW Spare	Sewer Utility, , Fuel Consumed		\$80.39

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Fuel - Investigations	Police, Investigations, Fuel Consumed		\$322.10
Fuel - PW Spare	Operations Division, , Fuel Consumed		\$80.40
Fuel - PD	Police, Operations Division, Fuel Consumed		\$3,332.83
Fuel - PW	Operations Division, , Fuel Consumed		\$654.19
Fuel - Jail	Detention Services, , Fuel Consumed		\$214.16
Fuel - PW	Water Utility, , Fuel Consumed		\$654.19
Fuel - PW Spare	Water Utility, , Fuel Consumed		\$80.39
Fuel - PW	Sewer Utility, , Fuel Consumed		\$654.18
Fuel - Parks	Parks, Rec. & Senior Services, Park Maintenance, Fuel Consumed		\$270.93
Fuel - Cantlin	Parks, Rec. & Senior Services, Park Maintenance, Fuel Consumed		\$90.58
Fuel - Cantlin	Parks, Rec. & Senior Services, Senior/Community Center Div., Fuel Consumed		\$10.07
Fuel - Nyberg	Drainage District #21, , Office & Operating Supplies		\$145.62
Fuel - Fleet	, , Fuel Consumed		\$138.76
Fuel - Engineering	Engineering, Engineering, Fuel Consumed		\$66.60
Fuel - Brooks	Parks, Rec. & Senior Services, Recreation Division, Fuel		\$96.70
Fuel - Admin	General Government, Facilities & Property Division, Fuel Consumed		\$54.81
		Claimant Total:	\$6,946.90

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Petty Cash - Kristen LaFrance	12046	73821	
Car Wash Tokens	Parks, Rec. & Senior Services, Park Maintenance, Office & Operating Supplie		\$20.00
Parking	Parks, Rec. & Senior Services, Senior/Community Center Div., Center - Senio		\$30.00
Lag Bolts	Parks, Rec. & Senior Services, Senior/Community Center Div., Office & Opera		\$1.11
		Claimant Total:	\$51.11
Petty Cash-Dianna Kilponen	12040	73822	
Starbucks Gift Cards	Police, Operations Division, Miscellaneous		\$80.00
Photo Finishing	Police, Investigations, Miscellaneous		\$6.91
Test, Meals	Police, Operations Division, Travel, Conf, Schooling		\$41.89
Lex 2GB, Ice	Police, Operations Division, Office & Operating Supplies		\$40.38
Starbucks Gift Cards	Police, Crime Prevention, Miscellaneous		\$40.00
Fabric, Candy	Police, Crime Prevention, Office & Operating Supplies		\$6.33
		Claimant Total:	\$215.51
Petty Cash-Matthew Ray-Pool	12001	73823	
Pacific Science Center - Parki	Parks, Rec. & Senior Services, Recreation Division, Miscellaneous		\$20.00
		Claimant Total:	\$20.00
Pierce Co Budget & Finance	12200	73824	
Jail - 13 Bookings, 54 Days, 4	Detention Services, , Jail Costs		\$6,669.00
Vehicle Work Form, Towing Etc	Police, Operations Division, Office & Operating Supplies		\$301.40
Health Contact Form	Police, Operations Division, Office & Operating Supplies		\$71.94

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Public Defense Services	Municipal Court, Municipal Court, Indigent Defense - DAC		\$8,083.33
Claimant Total:			\$15,125.67
Pierce County Auditor Recordings	12202 Engineering, Engineering, Miscellaneous	73825	\$98.00
Recordings	Non-Rev/Non-Exp, , Billable Engineering		\$64.00
Claimant Total:			\$162.00
Pierce County Budget & Finance 08 July Law Library	TR0005 Non-Rev/Non-Exp, , County Court Remittance	73826	\$-7.00
08 July Crime Victims	Non-Rev/Non-Exp, , County Court Remittance		\$917.65
Claimant Total:			\$910.65
Pierce County Recycling, Disposal Costs	8500 Maintenance Division, , Rd Litter/Vegetation Cntrl	73827	\$82.35
Claimant Total:			\$82.35
Pierce County Security Security Services	12215 Parks, Rec. & Senior Services, Park Maintenance, Professional Services	73828	\$150.00
Claimant Total:			\$150.00
Platt Electric Supply Cover Plate, Term Strip	12650 General Government, Facilities & Property Division, Office & Operating Supp	73829	\$7.88
Quad Tap	Parks, Rec. & Senior Services, Senior/Community Center Div., Office & Opera		\$114.20
Light Bulbs	Parks, Rec. & Senior Services, Senior/Community Center Div., Office & Opera		\$81.56
Cable Ties	Parks, Rec. & Senior Services, Park Maintenance, Office & Operating Supplie		\$8.08
Mounting Lugs	Parks, Rec. & Senior Services, Park Maintenance, Small Tools, Equip		\$51.95

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
PVC Pipe, PVC Cement	Valley - 54th to Brook Gardens, , Construction		\$65.72
		Claimant Total:	\$329.39
Public Storage Storage	13261 Police, Operations Division, Operating Rents & Leases	73830	\$252.00
		Claimant Total:	\$252.00
Puget Sound Energy Utilities	18370 Maintenance Division, , Street Lighting	73831	\$24.10
Utilities	General Government, Facilities & Property Division, Public Utility Svcs		\$100.72
Utilities	Operations Division, , Public Utility Svcs		\$13.37
Utilities	Water Utility, , Public Utilities		\$13.36
Utilities	Maintenance Division, , Street Lighting		\$43.62
Utilities	Sewer Utility, , Public Utility Services		\$13.36
		Claimant Total:	\$208.53
Puget Sound Meeting Services Transcription Services	13353 Finance & Admin. Services, Administrative Services, Professional Services	73832	\$1,112.14
		Claimant Total:	\$1,112.14
QWest Phones - Direct Lines	17650 Parks, Rec. & Senior Services, Recreation Division, Telephone/Postage	73833	\$4.17
Phones - Direct Lines	Operations Division, , Telephone, Postage		\$6.24
Phones - Direct Lines	Water Utility, , Telephone, Postage		\$7.28
Phones - Direct Lines	Parks, Rec. & Senior Services, Swim Center Division, Telephone, Postage		\$4.17

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Phones - Direct Lines		Parks, Rec. & Senior Services, Swim Center Division, Telephone, Postage	\$3.23
Phones - Direct Lines		Water Utility, , Telephone, Postage	\$5.66
Phones - Direct Lines		Municipal Court, Municipal Court, Telephone, Postage	\$9.37
Phones - Direct Lines		Police, Operations Division, Postage	\$12.09
Phones - Direct Lines		Police, Operations Division, Postage	\$15.61
Phones - Direct Lines		Community Development, Building Division, Postage	\$7.28
Phones - Direct Lines		Finance & Admin. Services, Administrative Services, Postage	\$5.66
Phones - Direct Lines		Executive, Executive, Postage	\$4.16
Phones - Direct Lines		Finance & Admin. Services, Administrative Services, Postage	\$7.28
Phones - Direct Lines		Community Development, Planning Division, Postage	\$7.28
Phones - Direct Lines		Legislative, , Postage	\$3.23
Phones - Direct Lines		Legislative, , Postage	\$4.16
Phones - Direct Lines		Finance & Admin. Services, Finance Division, Postage	\$7.28
Phones		Police, Communications/Dispatch, Telephone	\$49.83
Phones		Police, Communications/Dispatch, Telephone	\$82.26
Phones - Direct Lines		Sewer Utility, , Telephone, Postage	\$5.66
Phones - Direct Lines		Sewer Utility, , Telephone, Postage	\$7.28
Phones - Direct Lines		Operations Division, , Telephone, Postage	\$4.85

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Phones - Direct Lines		Parks, Rec. & Senior Services, Recreation Division, Telephone/Postage	\$3.23
Phones - Direct Lines		Parks, Rec. & Senior Services, Park Maintenance, Telephone, Postage	\$4.17
Phones - Direct Lines		Parks, Rec. & Senior Services, Senior/Community Center Div., Telephone, Pos	\$3.23
Phones - Direct Lines		Parks, Rec. & Senior Services, Senior/Community Center Div., Telephone, Pos	\$4.17
Phones - Direct Lines		Parks, Rec. & Senior Services, Park Maintenance, Telephone, Postage	\$3.23
Phones - Direct Lines		Storm Drainage Utility, , Telephone, Postage	\$1.62
Phones - Direct Lines		Finance & Admin. Services, Finance Division, Postage	\$5.66
Phones - Direct Lines		Storm Drainage Utility, , Telephone, Postage	\$2.08
Phones - Direct Lines		Executive, Executive, Postage	\$3.23
Phones - Direct Lines		Municipal Court, Municipal Court, Telephone, Postage	\$7.27
Phones - Direct Lines		Community Development, Planning Division, Postage	\$5.66
Phones - Direct Lines		Community Development, Building Division, Postage	\$5.66
Phones		Police, Communications/Dispatch, Telephone	\$235.84
Phones		Police, Communications/Dispatch, Telephone	\$56.07
Phones		General Government, Facilities & Property Division, Telephone	\$39.71
Phones - Direct Lines		Executive, Human Resources, Postage	\$2.08
Phones - Direct Lines		Executive, Human Resources, Postage	\$1.62

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$648.56
Ramco Consulting Services	13659	73834	
Registration - Training, H Far	Municipal Court, Municipal Court, Travel, Conf, Schooling		\$149.00
		Claimant Total:	\$149.00
Regional Water Assoc of Pierce	13791	73835	
2008 - 2009 Dues	Water Utility, , Miscellaneous		\$600.00
		Claimant Total:	\$600.00
Reinbold, James	13811	73836	
Meetings - Meals	Executive, Executive, Travel, Conf, Schooling		\$67.64
Meetings - Meals	Executive, Executive, Travel, Conf, Schooling		\$162.64
		Claimant Total:	\$230.28
Reserve Account (Court)	12808	73837	
Postage Meter Refill	Municipal Court, Municipal Court, Telephone, Postage		\$3,000.00
		Claimant Total:	\$3,000.00
Ricoh Americas Corporation	7302	73838	
Copier Maintenance	Parks, Rec. & Senior Services, Swim Center Division, Repairs & Maintenance		\$43.13
Copier Maintenance	Executive, Executive, Repairs & Maintenance		\$109.37
Copier Maintenance	Police, Communications/Dispatch, Repairs & Maintenance		\$10.86
Copier Maintenance	Executive, Human Resources, Miscellaneous		\$60.28
Copier Maintenance	Finance & Admin. Services, Administrative Services, Repairs & Maintenance		\$110.89
Copier Maintenance	Municipal Court, Municipal Court, Repairs & Maintenance		\$52.29
Copier Maintenance	Police, Operations Division, Repairs & Maintenance		\$101.37

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Copier Maintenance	Sewer Utility, , Repairs & Maintenance		\$1.06
Copier Maintenance	Water Utility, , Repairs & Maintenance		\$1.06
Copier Maintenance	Community Development, Planning Division, Repairs & Maintenance		\$127.47
Copier Maintenance	Operations Division, , Repairs & Maintenance		\$0.52
Copier Maintenance	Legislative, , Repairs & Maintenance		\$40.19
Copier Maintenance	Detention Services, , Repairs & Maintenance		\$60.51
Copier Maintenance	Finance & Admin. Services, Finance Division, Repairs & Maintenance		\$115.06
Copier Maintenance	Parks, Rec. & Senior Services, Senior/Community Center Div., Repairs & Main		\$82.82
Copier Maintenance	Community Development, Building Division, Repairs & Maintenance		\$123.45
		Claimant Total:	\$1,040.33
Robinson Engineers LLC	13951	73839	
EDA Pump Station	Const/Improvement Div, , Erdahl Ditch Pump Station		\$13,526.70
20th Street Improvements	20th Ave - 54th to 63rd, , Engineering		\$11,430.00
		Claimant Total:	\$24,956.70
Rodabaugh II, John L.	13966	73840	
Prosecuting Services	Executive, Legal, Prosecution		\$8,021.28
		Claimant Total:	\$8,021.28
Schwan, Paula	14557	73841	
Training - Meals, P Schwan	Police, Crime Prevention, Travel, Conf, Schooling		\$75.00
Training - Meals, P Schwan	D.A.R.E., , Travel, Conf, Schooling		\$550.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$625.00
Secoma Fence Inc Fence Installation	14855	73842 Drug Intervention, , Small Tools & Minor Eqpt	\$874.75
		Claimant Total:	\$874.75
Select Advantage Background Checks	14858	73843 Police, Communications/Dispatch, Professional Services	\$90.00
		Claimant Total:	\$90.00
Servicemaster Services Floor Care	14891	73844 General Government, Facilities & Property Division, Repairs & Maintenance	\$480.00
		Claimant Total:	\$480.00
Shared Values Associates Harrison Assessment	5403	73845 Executive, Human Resources, Professional Services	\$225.00
		Claimant Total:	\$225.00
Smythe, Fredrick LEOFF 1 Benefits	15154	73846 Police, Operations Division, Personnel Benefits	\$28.00
		Claimant Total:	\$28.00
Standard Parts Corporation Power Car Wash	15555	73847 , , Repairs & Maint. - Police	\$13.03
		Claimant Total:	\$13.03
State Auditor's Office 2007 Audit Costs	15834	73848 Finance & Admin. Services, Finance Division, Audits	\$1,336.20
		Claimant Total:	\$1,336.20
Sterling Reference Laboratorie Analysis thru 8/20	15912	73849 Municipal Court, Probation Division, Professional Services	\$156.38
		Claimant Total:	\$156.38
Strategies 360 Federal Relations Service	15946	73850 Legislative, , Professional Services	\$5,500.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Federal Relations Services	Legislative, , Professional Services		\$5,500.00
Claimant Total:			\$11,000.00
Strickland, Heischman, Hoss	15917	73851	
Appraisal Services	ROW Acquisitions, , ROW Acquisitions		\$4,250.00
Claimant Total:			\$4,250.00
Stringfellow, Jake	15919	73852	
Training - Meals, Baggage Chec	Police, Crime Prevention, Travel, Conf, Schooling		\$190.00
Claimant Total:			\$190.00
Svr Design Co	14906	73853	
LID Codes and Standards	Community Development, Planning Division, Professional Services		\$10,662.32
Claimant Total:			\$10,662.32
Jwenson, Gary	16054	73854	
Interest Payment - Oct	REET I, , Interest/59th Ave Property		\$2,118.92
Principal Payment - Oct	REET I, , Principle/59th Ave Property		\$3,520.98
Claimant Total:			\$5,639.90
Tacoma P.C. Sports Commission	16655	73855	
2nd Qtr - 2008 Funding	Tourism/Promotion/VCB, , Sports Commission		\$15,000.00
3rd Qtr - 2008 Funding	Tourism/Promotion/VCB, , Sports Commission		\$15,000.00
Claimant Total:			\$30,000.00
Tacoma Rubber Stamp	16800	73856	
Replacement Stamp Pads	Municipal Court, Municipal Court, Office & Operating Supplies		\$26.65
Claimant Total:			\$26.65
Taylor Technologies Inc	16737	73857	
Test Kits	Parks, Rec. & Senior Services, Swim Center Division, Supplies - Chemicals		\$78.07

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$78.07
Territorial Supplies Inc	17100	73858	
Nik Test Kits	Police, Operations Division, Office & Operating Supplies		\$600.03
		Claimant Total:	\$600.03
Tetra Tech Infrastructure Grp	17105	73859	
City of Fife-2008 CSR Modifica	Community Development, Building Division, Professional Services		\$375.00
		Claimant Total:	\$375.00
The Granger Company	4961	73860	
Appraisal Services	ROW Acquisitions, , ROW Acquisitions		\$650.00
		Claimant Total:	\$650.00
The Part Works Inc	11571	73861	
Wrench	Parks, Rec. & Senior Services, Park Maintenance, Small Tools, Equip		\$19.18
Plunger	Parks, Rec. & Senior Services, Park Maintenance, Office & Operating Supplie		\$18.75
		Claimant Total:	\$37.93
Timco Inc	17200	73862	
Hydrant Hose, Crimp - Veh #20	, , Repair Parts - Streets		\$19.22
Hydrant Hose, Crimp - Veh #20	, , Repair Parts - Sewer		\$19.22
Hydrant Hose, Crimp - Veh #20	, , Repair Parts - Water		\$19.22
		Claimant Total:	\$57.66
TMI Salt Pure Corporation	17262	73863	
Circuit Board	Parks, Rec. & Senior Services, Swim Center Division, Small Tools, Equip		\$259.03
		Claimant Total:	\$259.03
Trim Line	17456	73864	
Stickers - Veh #248	, , Repair Parts - Police		\$39.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$39.00
United Parcel Service	17897	73865	
Delivery Costs	Police, Operations Division, Postage		\$10.94
Delivery Costs	Police, Operations Division, Postage		\$53.92
		Claimant Total:	\$64.86
United Pipe & Supply	17900	73866	
Herbicide	Operations Division, , Office & Operating Supplies		\$245.87
		Claimant Total:	\$245.87
US Bank	17642	73867	
Admin Fees	Finance & Admin. Services, Finance Division, Miscellaneous		\$23.50
		Claimant Total:	\$23.50
Velazquez - Rosado, C.I.	18121	73868	
Interpreter Services 8/22, 8/2	Municipal Court, Municipal Court, Professional Services		\$100.00
		Claimant Total:	\$100.00
Verizon Wireless	17665	73869	
Phones	Executive, Information Technology/IT, Telephone, Postage		\$115.25
Phones	Operations Division, , Telephone, Postage		\$4.51
Phones	Finance & Admin. Services, Finance Division, Postage		\$85.67
Phones	Sewer Utility, , Telephone, Postage		\$5.07
Phones	Executive, Human Resources, Postage		\$56.35
Phones	Legislative, , Postage		\$394.45
Phones	Executive, Executive, Postage		\$189.03
Phones	Finance & Admin. Services, Administrative Services, Postage		\$28.17

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<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Phones		Storm Drainage Utility, , Telephone, Postage	\$4.51
Phones		, , Telephone, Postage	\$4.51
Phones		Parks, Rec. & Senior Services, Park Maintenance, Telephone, Postage	\$275.10
Phones		Municipal Court, Municipal Court, Telephone, Postage	\$112.70
Phones		Parks, Rec. & Senior Services, Swim Center Division, Telephone, Postage	\$137.07
Phones		Community Development, Building Division, Postage	\$219.13
Phones		Visitor Information Center, , Chamber Partnership/Marketing	\$56.35
Phones		Community Development, Planning Division, Postage	\$48.05
Phones		Water Utility, , Telephone, Postage	\$5.07
Phones		Executive, Legal, Prosecution	\$56.35
Phones		Parks, Rec. & Senior Services, Senior/Community Center Div., Telephone, Pos	\$98.61
Phones		General Government, Facilities & Property Division, Telephone	\$4.51
Phones		Parks, Rec. & Senior Services, Recreation Division, Telephone/Postage	\$109.31
		Claimant Total:	\$2,009.77
VSI Law Group, PLLC	18132	73870	
Legal		General Facilities, , LID 2008-1	\$21,556.03
Legal - General Business		Executive, Legal, City Attorney	\$20,140.00
Legal		Executive, Legal, Misc - Other Legal	\$11,852.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$53,548.03
WA Recreation & Park Assoc	18551	73871	
Registration - B Whitman, J Ha	Parks, Rec. & Senior Services, Park Maintenance, Travel, Conf, Schooling		\$70.00
		Claimant Total:	\$70.00
WA ST Assoc of Senior Centers	19329	73872	
Mariner's Game Tickets	Parks, Rec. & Senior Services, Senior/Community Center Div., Center - Senio		\$450.00
		Claimant Total:	\$450.00
WA St Dept Of Ecology	15790	73873	
Stormwater Construction Fee	70th/Valley - Phase I, , Construction		\$950.00
Stormwater General Permit	Storm Drainage Utility, , Intergovernmental Services		\$946.50
		Claimant Total:	\$1,896.50
WA ST Dept Of Inf Svcs	15772	73874	
Scan	Police, Communications/Dispatch, Telephone		\$54.68
		Claimant Total:	\$54.68
Wagner, Kevin	18095	73875	
Jeans	Sewer Utility, , Uniform Clothing		\$6.25
Jeans	General Government, Grounds Division, Uniform Clothing		\$6.25
Jeans	Operations Division, , Uniform Clothing		\$106.32
Jeans	Water Utility, , Uniform Clothing		\$6.25
		Claimant Total:	\$125.07
Washington State Weed Assoc	18671	73876	
Registration-Training, D Cantl	Parks, Rec. & Senior Services, Park Maintenance, Travel, Conf, Schooling		\$170.00
		Claimant Total:	\$170.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
Water Mgmt Laboratories Inc	19000	73877	
Water Testing	Water Utility, , Miscellaneous		\$1,344.00
Water Testing	Water Utility, , Miscellaneous		\$240.00
Claimant Total:			\$1,584.00
Wescom Communications	19058	73878	
Antenna Cable	Police, Traffic Policing, Small Tools		\$190.75
Claimant Total:			\$190.75
Wilbur-Ellis Company	19298	73879	
Bio-sphere	Parks, Rec. & Senior Services, Park Maintenance, Chemicals		\$130.56
Claimant Total:			\$130.56
Williams, Karl L.	19296	73880	
ProTem Judge 9/3	Municipal Court, Municipal Court, Professional Services		\$275.00
ProTem Judge 9/10	Municipal Court, Municipal Court, Professional Services		\$150.00
Claimant Total:			\$425.00
Woodworth & Company	19450	73881	
Gravel	Maintenance Division, , Roadway		\$32.82
Claimant Total:			\$32.82
Worthington, Steve	19535	73882	
Meetings - Registration, Meals Executive, Executive, Travel, Conf, Schooling			\$309.63
Conference - Lodging, Meals, Executive, Executive, Travel, Conf, Schooling			\$666.72
M			
Meetings - Lodging, Meals	Executive, Executive, Travel, Conf, Schooling		\$679.37
Claimant Total:			\$1,655.72
WWGCSA	13947	73883	
Registration - Training, B Whi	Parks, Rec. & Senior Services, Park Maintenance, Travel, Conf, Schooling		\$240.00

<u>CLAIMANT</u>	<u>CLAIMANT#</u>	<u>VOUCHER</u>	<u>AMOUNT</u>
		Claimant Total:	\$240.00
Yoshida, Ben and Sachiko	20020	73884	
Interest Payment - Oct	Non-Departmental, , Interest/Yoshida		\$2,146.98
Principal Payment - Oct	Non-Departmental, , Principal/Yoshida		\$3,522.98
		Claimant Total:	\$5,669.96
Yoshioka, Robert and Vicki	20021	73885	
Interest Payment - Oct	Non-Departmental, , Interest/Yoshioka		\$9,173.53
Principal Payment - Oct	Non-Departmental, , Principal/Yoshioka		\$9,505.30
		Claimant Total:	\$18,678.83
		Grand Total:	\$498,196.93

Memorandum

For Meeting of September 23, 2008

TO: Mayor and City Council

THROUGH: Steve Worthington, City Manager

FROM: Laurel Potter, City Marketing Coordinator

SUBJECT: 2008 Fife Harvest Festival

REPORT IN BRIEF: Fife Harvest Festival Activities

BACKGROUND: The 2008 Fife Harvest Festival will take place on Saturday, October 4th at Dacca Park. All day events include vendors, food, Council Corn on the Cob, Reptile Man & Petting Zoo, mini-train rides, face painting, arts & crafts, U-Fish Pond, bouncy toys, Kids Korner, strolling magicians and clowns, and kids tractor pulls. The day will begin with the first annual Fun Run at 8:00 a.m., followed by a pancake feed and parade. The day will cap off with a Chili Feed and Cook-Off, the Really Big Show! At the Performing Arts Center featuring an illusionist, circus act, and more! Don't forget to stay late for the firedancers and fireworks immediately following the Really Big Show. For more information or to register for the Fun Run or Chili-Cook Off, visit our website at www.fifeharvestfestival.org. The event is FREE! Our top sponsor is Fife Flowers & Gifts.

DISCUSSION: None

ATTACHMENTS: None

FISCAL IMPACT: None

ALTERNATIVE COURSE OF ACTION: None

RECOMMENDATION: None



Laurel Potter, Marketing Coordinator



Steve Worthington, City Manager

PROCLAMATION

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF FIFE,
PIERCE COUNTY, WASHINGTON PROCLAIMING
OCTOBER 4th, 2008
TO BE DESIGNATED AS THE "FIFE HARVEST FESTIVAL"

Whereas, this festival is designed to celebrate the community of Fife, its residents and local businesses.

Whereas, the City of Fife property encompassing Dacca Park, Columbia Junior High School and parking areas contained therein is designated as the official Festival site.

Whereas, the 2008 "Fife Harvest Festival" is themed as a "Harvest" celebration and participants, volunteers and the like are encouraged to be dressed in farming apparel.

Whereas, the Parade will begin at 11am along 54th Ave. E by Fife City Hall and will finish at Dacca Park.

Whereas, businesses, companies, Fraternal Organizations, non-profit organizations and the like are encouraged to help by promoting this event through the purchase of a vendor booth for the event, distribute and post official Festival publications, and provide assistance where possible.

Now Therefore Be it Resolved, this "Proclamation" serves to invite Fife residents and businesses and those from other neighboring communities to participate and attend this free celebration for a day of music, entertainment, concessions, exhibits, activities and fun for all ages.

Approved by the Mayor on the 23rd day of September 2008.

Barry Johnson, Mayor

MEMORANDUM
For Meeting of September 23rd, 2008

TO: The City Council
FROM: Chris Larson, Code Enforcement Officer; Carl Durham, Acting Community Development Director
THRU: Steve Worthington, City Manager
SUBJECT: Public Hearing on Amendments to the Subdivision Code (FMC Title 18)

REPORT IN BRIEF: This Public Hearing is to introduce Ordinance No. 1676. City staff has recently reviewed the Fife Municipal Code, Title 18 Subdivisions, and is recommending the following proposed changes. The goal of the review and the subsequent proposed changes is to make the subdivision process more user friendly and readable as well as to remove double references to other sections of the FMC. The proposed changes are attached as Exhibit A.

BACKGROUND: Title 18 of the Fife Municipal Code is entitled "Subdivisions." This section of code describes the process and requirements for a party to subdivide land within City limits. Sections 18.04 through 18.44 were adopted in 1969 by Ordinance No.223. Parts of the following sections have been updated since 1969:

- FMC 18.24.090 (Consultation fees) – revised in 1986 by Ordinance No.860;
- FMC 18.28.090 (Right-of-way widths) – revised in 2006 by Ordinance No.1595-06;
- FMC 18.28.100 (Roadway widths curb to curb) – revised in 2006 by Ordinance No.1595-06;
- FMC 18.28.110 (Curvature of streets) - revised in 2006 by Ordinance No.1595-06;

Section 18.48 (Short Subdivisions) was adopted in 1976 by Ordinance No.390 and added to Title 18. Sections of 18.48 were revised in 1976, 1979, 1982, 1989, 1996, and 2002.

Section 18.50 (Lot Line Adjustments) was adopted in 1992 by Ordinance No.1123 and added to Title 18. FMC 18.50.020 (Application) was revised in 1993 by Ordinance No.1149.

The Planning Commission reviewed and recommended the proposed changes at their meeting held on June 9th, 2008.

DISCUSSION: The main revisions to Title 18 include a re-write of sections 18.01 through 18.44, which are now replaced by the proposed sections 18.01 through 18.07. The existing sections 18.01 – 18.44 are attached as Exhibit B for your reference. This re-write creates a more user friendly version of the subdivision code. The proposed section 18.05 "Subdivisions," follows the subdivision process from the required pre-application conference, through preliminary plat, and on to Council action. This is easier for the user, staff and applicant, because the code now follows the subdivision process chronologically.

The new section 18.07 comprises the regulations for improvements and development standards of a subdivision. These requirements were compiled from sections 18.28 through 18.44 of the existing subdivision code. The majority of changes to these sections included removing double references to the Titles 19 and 14 of the FMC.

Binding Site Plan

Section 18.09 "Binding Site Plans" is a new section that creates a binding site plan process. The purpose of a binding site plan is to provide an alternative means of dividing land for commercially or industrially zoned property. This can essentially be viewed as a "plat" for commercial and industrial zones properties. All requirements with in this section meet the requirements set by RCWs.

Short Subdivision

The "Short Subdivision" section, 18.48, also received some revisions. Currently the code allows any division of land into 9 parcels, or less, to be processed as a short subdivision. This threshold has been reduced to 4 parcels or less. This reduction is at the statutory minimum. Also changed in this section are the approval procedures. The existing code requires the signatures of the Mayor, City engineer, City Clerk-treasurer, and Chairman of the Planning Commission. The proposed amendment allows the Community Development Director to approve or deny a short subdivision.

Other Changes

There were also minimal changes to the submittal requirements, and requirements for information on the plat itself. Furthermore, all time deadlines are set at the statutory maximum. There are no changes to section 18.50 "Lot Line Adjustments."

Exhibits

Since the majority of the Code is a re-write I have attached two exhibits for your review. Exhibit A is the proposed changes. Sections 18.01 – 18.06 of Exhibit A are intended to replace current FMC chapters 18.04 to 18.44 in their entirety. Current chapters 18.04 to 18.44 are attached as Exhibit B. Sections 18.48 in Exhibit A are amended as noted.

STAFF RECOMMENDATION: Staff recommends that Council open the Public Hearing for amendments to the Subdivisions Code.

FISCAL IMPACT: None expected

RECOMMENDATION: I move that the Council open the Public Hearing on Ordinance No. 1676.



Carl Durham,
Acting Community Development
Director



Approved for Agenda:
Steve Worthington, City Manager

TITLE 18 LAND DIVISIONS (Proposed Amendments)

(New chapters 18.01 to 18.06 below are intended to replace current FMC chapters 18.04 to 18.44 in their entirety)

CHAPTER 18.01 GENERAL PROVISIONS

18.01.010 Short Title

The ordinance codified in this title, together with any amendments hereto, shall be known as the "Fife Land Division Ordinance" which shall constitute Title 18 of the Fife Municipal Code.

18.01.020 General authority.

This title is adopted under the authority of Chapters 35A.58 and 58.17 RCW.

18.01.030 Purpose

The purposes of this title are to regulate the dividing of land and to promote the public safety and general welfare in accordance with standards established by the state and city to prevent the overcrowding of land; to lessen congestion in the streets and highways; to promote the effective and efficient use of land; to promote safe and convenient travel by the public on streets and highways; to provide for adequate light and air; to facilitate the adequate provision for water, sewerage, parks and recreation areas, sites for schools and school grounds and other public requirements; to provide for proper ingress and egress; to provide for the expeditious review and approval of proposed subdivisions which conform to zoning standards and the comprehensive plan as adopted under the Growth Management Act; to adequately provide for the housing and commercial needs of the citizens of the city of Fife; and to require uniform monumenting of land subdivisions and conveyances by accurate legal description. [RCW 58.17.010].

18.01.040 Scope

Every division of land lying within the corporate limits of the city shall comply with the provisions of this title, except as provided by FMC 18.01.050 and shall also comply with the provisions of Chapter 58.17 RCW. Wherever conflicts may arise between this title and Chapter 58.17 RCW, the latter shall prevail. No building permit, septic tank permit or other development permit shall be issued for any lot, tract or parcel of land divided in violation of this title or Chapter 58.17 RCW unless the authority authorized to issue such permit finds that the public interest will not be adversely affected thereby. [RCW 58.17.210]

18.01.050 Exceptions

The provisions of this title shall not apply to:

- A. Cemeteries and other burial plots while used for that purpose;
- B. Divisions made by testamentary provisions or the laws of descent;
- C. Assessor's plats made in accordance with RCW 58.18.010;
- D. A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose. "Personal wireless services" means any federally licensed personal wireless service. "Facilities" means unstaffed facilities that are used for the transmission or reception, or both, of wireless communication services including, but not necessarily limited to, antenna arrays, transmission cables, equipment shelters, and support structures; and

E. A division of land into lots or tracts of less than three acres that is recorded in accordance with chapter 58.09 RCW and is used or to be used for the purpose of establishing a site for construction and operation of consumer-owned or investor-owned electric utility facilities. For purposes of this subsection, "electric utility facilities" means unstaffed facilities, except for the presence of security personnel, that are used for or in connection with or to facilitate the transmission, distribution, sale, or furnishing of electricity including, but not limited to, electric power substations. This subsection does not exempt a division of land from the zoning and permitting laws and regulations of cities, towns, counties, and municipal corporations. Furthermore, this subsection only applies to electric utility facilities that will be placed into service to meet the electrical needs of a utility's existing and new customers. New customers are defined as electric service locations not already in existence as of the date that electric utility facilities subject to the provisions of this subsection are planned and constructed.

18.01.060 Administration

This title shall be administered by the director of the department of planning and community development. All applications for land division approval under this title shall be submitted to the department of planning and community development.

18.01.070 Consent to access

Persons applying for land division or lot line adjustment approval under this title shall permit free access to the land subject to the application, to all agencies considering the proposal, for the period of time extending from the time of application to the time of final action.

18.01.080 Enforcement

The community development director or his designee shall be charged with the responsibility of enforcing the provisions of this title or any conditions properly imposed by the hearing examiner, planning commission or city council. In addition to any other available remedies, whenever land is used in a manner or for a purpose which violates any provision of this title, RCW 58.17, or any term or condition of approval, then the city attorney may commence an action to restrain and enjoin such use and compel compliance with the provisions of this title, RCW 58.17, or with such terms or conditions. The costs of such action and attorneys fees may be taxed against the violator.

CHAPTER 18.02 DEFINITIONS

18.02.010 General definitions

Except where specifically defined in this chapter, all words used in this title shall carry their customary meanings. Words used in the present tense include the future, and the plural includes the singular; the word "he" or "his" shall also refer to "she" or "her," the word "shall" is always mandatory, the word "may" denotes a use of discretion in making a decision, the words "used" or "occupied" shall be considered as though followed by the words "or intended, arranged or designed to be used or occupied."

18.02.020 Applicant.

"Applicant" means the owner or owners of record of the property subject to an application for land division or lot line adjustment, or the authorized representative of such owner or owners.

18.02.030 Application.

"Application" means all of the application forms, plans and accompanying documents required by this title for any particular land division or lot line adjustment request. The city shall not be considered to be in receipt of an application under this title until the planning director has verified that an application is complete.

18.02.032 Base Flood.

"Base flood" means the flood having a one percent chance of being equaled or exceeded in a given year, also referred to as the "100-year flood".

18.02.033 Base Flood Elevation.

"Base flood elevation" means water surface elevation, in feet, above mean sea level for the base flood and referenced to the National Geodetic Vertical Datum of 1929 (or Pierce County datum or United States Coast and Geodetic Datum of 1929 which are the same).

18.02.035 Binding Site Plan.

"Binding site plan" means a drawing to a scale pursuant to FMC chapter 18.10 which: (a) Identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by FMC chapter 18.10; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the local government body having authority to approve the site plan; and (c) contains provisions making any development be in conformity with the site plan. [statutory]

18.02.040 Block.

"Block" means is a group of lots, tracts, or parcels within well defined and fixed boundaries. [statutory]

18.02.050 Dedication.

"Dedication" means the deliberate conveyance of land by an owner or owners to the city for any general and public uses, reserving to the owner or owners no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner or owners presenting for filing a final plat showing the dedication thereon. Acceptance by the city shall be evidenced by the approval of the city council of such final plat for filing. [statutory]

18.02.060 Department.

"Department" means the city's Community Development Department, or its successor, unless otherwise specified.

18.02.070 Director.

"Director" means the director of the city's Community Development Department, or its successor, unless otherwise specified.

18.02.080 Final plat.

"Final plat" means the final drawing of a subdivision and dedication prepared for filing for record with the county auditor, and containing all elements and requirements as set forth in FMC Chapter 18.04, and as set forth in Chapter 58.17 RCW. [statutory].

18.02.090 Improvements.

"Improvements" means the streets, sidewalks, street lights, fire hydrants, storm water facilities, sanitary sewer facilities, domestic water facilities, and other utilities and facilities to be constructed in conjunction with any particular land division.

18.02.100 Land division.

"Land division" means the creation of any new lot or lots for the purpose of sale, lease or transfer of ownership, whether such lot or lots is created by subdivision, short subdivision, large lot division, or binding site plan.

18.02.110 Large lot divisions.

"Large Lot Division" means a division of land into lots, tracts or parcels, each of which is five acres or larger.

18.02.120 Lot.

"Lot" means an area of land under single or common ownership, which has been created by any of the various land division methods for the purpose of lease, sale or transfer of ownership, defined by fixed and definite boundaries, and having sufficient area and dimension to accommodate development allowed by the zone in which it is located. The term shall not include those tracts or parcels which are not buildable, but are created for common or public use such as road and utility tracts.

18.02.130 Lot line adjustment.

"Lot line adjustment" means the relocation of the boundaries of a lot, which relocation does not result in the creation of any additional lot or lots nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site

18.02.140 Monument.

"Monument" means a permanent type survey marker which conforms to the city standard detail for monuments, or an approved substitute.

18.02.150 Panhandle.

"Panhandle" means an irregular extension or protrusion of a lot, created for the purpose of providing such lot with frontage on a public or private street or access way.

18.02.160 Plat

"Plat" is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications. [statutory].

18.02.170 Preliminary plat.

"Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the provisions of this title. The preliminary plat shall be the basis for approval or disapproval of the general layout of a subdivision. [statutory]

18.02.180 Public way.

"Public way" means any publicly owned land set aside for surface transportation purposes, including vehicular, bicycle and pedestrian transportation, whether improved or not improved.

18.02.190 Short plat.

"Short plat" means a neat and accurate drawing of a short subdivision, prepared for filing for record with the county auditor, and containing all elements and requirements as set forth by Chapter 18.48 FMC. [statutory].

18.02.200 Short subdivision.

"Short subdivision" means the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, consistent with the provisions of Chapter 18.48 FMC, except "large lot divisions" as defined in this chapter.

[Current code regulates nine or less as short subdivision.]

18.02.210 Street.

"Street" means any land legally segregated or reserved for the purpose of providing for vehicular travel and access to real property.

18.02.220 Subdivision.

"Subdivision" means the division or redivision of land into five or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, consistent with the provisions of this title, except "short subdivisions," "large lot divisions," and "binding site plans" as defined in this chapter. [statutory].

18.02.270 USC and GS.

"USC and GS" means the United States Coastal and Geodetic Survey.

18.02.280 USGS.

"USGS" means United States Geodetic Survey.

CHAPTER 18.04 SUBDIVISIONS

18.04.010 Preliminary Plat Preapplication Conference.

Persons considering making application to subdivide land lying within the city of Fife shall request that a preapplication conference be held with appropriate city staff. Such request shall be directed to the Director, and upon its receipt the Director shall schedule a conference between the prospective applicant and appropriate city staff. The purpose of a preapplication conference is for the prospective applicant and city staff to gain a common understanding of the nature of the contemplated subdivision and subsequent development, and any procedures, rules, standards and policies which may apply. The prospective applicant is encouraged to bring to the conference whatever information deemed appropriate to help describe the existing nature of the site and its surroundings and the proposed nature of the contemplated subdivision and subsequent development. Such information may include photographs, sketches and maps. The director or the prospective applicant may request that an additional conference or conferences be held to further the purpose of this section.

18.04.020 Preliminary Plat Application, submittal and contents.

Application for subdivision approval shall be submitted to the Community Development Department. To be considered complete, the application shall include the following:

- A. A completed subdivision application form, blank copies of which are available from the department;
- B. A completed environmental checklist form, blank copies of which are available from the department, unless the director and the applicant agree that an environmental impact statement must be prepared;
- C. 8 paper copies of a preliminary plat, prepared according to the provisions of this chapter;
- D. Addressed envelopes with U.S. postage stamps and a map of the property owners within a 300-foot radius of the boundaries of the proposed subdivision, and if the applicant owns property abutting the project site, all property owners within 300 feet of the abutting property.
- E. Application fee in accordance with FMC 3.80.

18.04.030 Preliminary Plat—Preparation

The preliminary plat shall be prepared in accordance with the following requirements:

A. Preparation. The preliminary plat shall be prepared by a professional engineer or professional land surveyor registered or licensed by the state of Washington. The preparer shall certify on the plat that it is a true and correct representation of the lands actually surveyed. The preparation of the plat shall comply with the Survey Recording Act, chapter 58.09 RCW and chapter 332-130 WAC.

B. Scale and Format. The preliminary plat shall be drawn with India ink or other reproducible black ink on mylar. All geographic information portrayed by the preliminary plat shall be accurate, legible, and drawn to an engineering (decimal) scale. The horizontal scale of a preliminary plat shall be 100 feet or fewer to the inch, except that the location sketch and typical street cross sections may be drawn to any other appropriate scale. A preliminary plat shall be 24 inches by 36 inches in size, and if more than one sheet is needed each sheet shall be numbered consecutively and an index sheet showing the entire property and orienting the other sheets, at any appropriate scale, shall be provided.

18.04.040 Preliminary Plat—Contents

A preliminary plat shall provide the following information:

- A. General Information.
 1. The name of the proposed subdivision, together with the words "preliminary plat";
 2. The name and address of the applicant;
 3. The name, address, stamp and signature of the professional engineer or professional land surveyor who prepared the preliminary plat;
 4. Numeric scale, graphic scale, true north point and date of preparation;

5. A form for the endorsement of the Director;
 6. Legal description of preliminary plat;
- B. Vicinity Map. A vicinity map sufficient to define the location and boundaries of the proposed subdivision with respect to surrounding property, streets, and other major manmade and natural features shall appear on the preliminary plat;
- C. Existing Geographic Features. Except as otherwise specified herein, the following existing geographic features shall be drawn lightly in relation to proposed geographic features:
1. The boundaries of the property to be subdivided, and the boundaries of any adjacent property under the same ownership as the land to be subdivided, to be indicated by bold lines;
 2. All existing property lines lying within the proposed subdivision which are to be vacated, and all existing property lines lying within 100 feet of the property to be subdivided or within 100 feet of property lying adjacent to and under the same ownership as the property to be subdivided;
 3. The location, right-of-way widths, pavement widths, and names of all existing or platted streets, whether public or private, and other public ways within or adjacent to the proposed subdivision;
 4. The location, widths and purposes of any existing easements, including recording numbers, lying within or adjacent to the proposed subdivision;
 5. The location and size of existing sanitary sewer, storm sewer and water lines lying within or adjacent to the proposed subdivision;
 6. The location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed subdivision;
 7. The location of any well used for domestic water supply existing within the proposed subdivision or within 100 feet of the boundaries of the proposed subdivision;
 8. Existing contour lines at intervals of five feet for average slopes exceeding five percent, or at intervals of one foot for average slopes not exceeding five percent. Existing contour lines which will be altered through filling or excavation shall be indicated by broken lines (final contour lines shall be indicated by solid lines, as provided by subsection (D) of this section). Contour lines shall be labeled at intervals not to exceed 20 feet, and shall be based upon USGS or USC & GS datum, as determined by the City;
 9. The location of any existing structures lying within the proposed subdivision. Existing structures to be removed shall be indicated by broken lines, and existing structures not to be removed shall be indicated by solid lines;
 10. A geotechnical report may be required if deemed necessary by the director.
- D. Proposed Geographic Features. The following proposed geographic features shall be shown:
1. The boundaries and approximate dimensions of all proposed lots, and the proposed identifying number or letter to be assigned to each lot and/or block;
 2. The right-of-way location and width, the proposed name of each street, alley or other public way to be created and adequate horizontal and vertical street geometries to ensure compliance with city standards;
 3. The location, width and purpose of each easement to be created;
 4. The boundaries, dimensions and area of public and common park and open space areas;
 5. Identification of all areas proposed to be dedicated for public use, together with the purpose and any conditions of dedication;
 6. Proposed final contour lines at intervals of five feet for average slopes exceeding five percent, or at intervals of two feet for average slopes not exceeding five percent. Final contours shall be indicated by solid lines (existing contours which are to be altered shall be shown by broken lines, as provided by subsection (C)(8) of this section). Contour lines shall be labeled at intervals not to exceed 20 feet, shall be based upon USGS or USC & GS datum, and shall be indicated by lines drawn lightly relative to other proposed geographic

features;

7. The building envelope and setbacks shall be indicated for each lot.

E. Additional Information. The following additional information shall be shown on the face of the preliminary plat:

1. For proposed subdivisions involving residential land uses, a table providing the following information for each distinct residential area:
 - a. Proposed land use (e.g., single-family, duplex, multifamily),
 - b. Number of dwelling units;
 - c. Gross and net acreage;
 - d. Existing zoning designation;
 - e. Proposed zoning designation;
 - f. Approximate area of smallest lot;
 - g. Number of platted lots
 - h. Square feet used for;
 1. Environmental Constraints
 2. Roads
 3. Storm water & Utilities
 - i. Achieved Density
 - j. Square feet used to determine permitted number of units.
2. Proposed source of domestic water supply;
3. Proposed sewage disposal system;
4. Typical street cross section(s);
5. Proposed storm drainage system;
6. A landscaping plan in compliance with FMC 19.64.
7. Base Flood Elevation.

18.04.050 Preliminary Plat—determination of completeness-time limitations-simultaneous processing

A. Within twenty-eight days after receiving a preliminary plat application, the director shall mail or provide in person a written determination to the applicant, stating either that the application is complete, or that the application is incomplete and what is necessary to make the application complete. An application is complete for purposes of this section when it meets the procedural submission requirements of FMC 18.04.020-.040 and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

B. Within 14 days after an applicant has submitted the additional information identified by the city as being necessary for a complete application, the director shall notify the applicant whether the application is complete or whether additional information is necessary.

[Mandatory RCW 36.70B.070]

C. An application for preliminary plat approval shall be approved, approved with conditions, or returned to the applicant for modifications or corrections or denied within 90 days from the date the application is determined to be complete unless the applicant consents to an extension of such time period. PROVIDED, That if an environmental impact statement is required as provided in RCW 43.21C.030 the ninety day period shall not include the time spent preparing and circulating the

environmental impact statement.

D. Unless an applicant for preliminary plat approval requests otherwise, a preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, SEPA, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.

[Mandatory RCW 58.17.070 and RCW 58.17.140]

18.04.060 Planning Commission review. Upon receipt of a complete application for preliminary plat approval, the director shall set a date for a public meeting to be held before the planning commission. The planning commission shall review the preliminary plat and make recommendations thereon to the city council to assure conformance of the proposed subdivision to the general purposes of the comprehensive plan and to planning standards and specifications as adopted by the city. Reports of the planning commission shall be advisory. The planning commission shall within 14 calendar days after the public meeting recommend to the city council to approve, deny, or approve with conditions the preliminary plat. The recommendation shall be in writing and shall include findings and conclusions to support the recommendation. **[RCW 58.17.100]**

18.04.070 Administrative review.

The director shall solicit the comments of the city engineer, parks director, building official any other appropriate city department, local utility provider, local school district, and any other appropriate public or private entity, concerning the proposed subdivision. Comments received in a timely manner, as well as any written comments received in response to a notice of public hearing, shall either be transmitted to the city council or incorporated into a report prepared by the director and submitted to the city council, prior to the scheduled public hearing.

18.04.080 Public Hearing--City council action

A. After receiving the written recommendation from the planning commission, the City Council shall at its next public meeting set the date for the public hearing where it shall consider the recommendations of the Planning Commission and may adopt or reject the recommendations of the planning commission based on the record established at the public hearing. **[Public hearing may be held by hearing examiner, planning commission or council. Council may authorize administrative review without public hearing if it adopts procedures of RCW 58.17.095].**

B. Every hearing held for the purposes of this chapter shall be open to the public, and a record of the hearing shall be kept and made available for public inspection. A public hearing held under this chapter shall not be continued beyond the originally scheduled date of public hearing unless the applicant consents, in writing, to an extension of the time period allowed for a decision under FMC 18.04.050(C).

C. Any notice of public hearing required by this section shall include the hour and location of the hearing and a description of the property to be subdivided. The description may be in the form of either a vicinity location sketch or a written description other than a legal description. **[RCW 58.17.090(2)]**

D. Except as provided in RCW 36.70B.110 at a minimum, the Community Development director shall cause notice of the hearing to be given in the following manner:

1. Notice shall be published not less than 10 days prior to the hearing in a newspaper of general circulation within the county and a newspaper of general circulation in the area where the real property which is proposed to be subdivided is located;

2. Notice shall be mailed to all property owners within 300 feet of the subject property. If the applicant owns property abutting the project site, all property owners within 300 feet of the abutting property shall also be notified;

3. Where any boundary of the proposed subdivision lies adjacent to or within one mile of the municipal boundaries of any city or town other than the city of Fife, notice shall be mailed to the appropriate city or town authorities;

4. Where the proposed subdivision adjoins the municipal boundaries of the city of Fife, notice shall be mailed to the appropriate county officials;
5. Where the proposed subdivision is located adjacent to the right-of-way of a state highway, notice shall be mailed to the Washington State Department of Transportation;
6. Where the proposed subdivision is located within two miles of a publicly owned airport, notice shall be mailed to the Washington State Secretary of Transportation.

E. If, after considering the matter at a public hearing, the City Council deems a change in the planning commission's recommendations is necessary, the City Council shall adopt its own recommendations and approve, approve with conditions, or disapprove the preliminary plat. City Council approval of preliminary plats shall be by ordinance and include findings and conclusions to support the decision. **[RCW 58.17.100]**

18.04.100 Approval or Disapproval of Subdivision—Factors to be considered. [RCW 58.17.110]

A. The City Council shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. A proposed subdivision and dedication shall not be approved unless the City Council makes written findings that: (a) the proposed subdivision is in conformity with all applicable zoning and other land use regulations; (b) appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (c) the public use and interest will be served by the platting of such subdivision and dedication.

B. If the preliminary plat includes a dedication of a public park with an area of less than two acres and the donor has designated that the park be named in honor of a deceased individual of good character, the city council shall adopt the designated name.

C. The city council shall consider the physical characteristics of a proposed subdivision site and may disapprove a proposed plat because of flood, inundation, or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat. No plat shall be approved by the city covering any land situated in a flood control zone as provided in chapter 86.16 RCW without the prior written approval of the department of ecology of the state of Washington. **[mandatory RCW 58.17.120]**

18.04.110 Preliminary Plat—phased development

Preliminary plat approval must be granted for the entire subdivision. Where a plat is proposed to be developed in distinct phases, the plat map must delineate the separate divisions which are to be developed in increments. The preliminary plat approval is conditioned upon completion of the proposed phases in a particular sequence and may specify a completion date for each phase. Final plat approval is granted for each separate phase of the preliminary plat and any changes at the preliminary plat stage would require council approval.

18.04.120 Transfer of property following preliminary plat approval. [RCW 58.17.200-.205]

No lot, tract or parcel of land within a subdivision shall be sold or transferred, or offered or advertised for sale or transfer without having a final plat of such subdivision filed for record. Provided, If performance of an offer or agreement to sell, lease, or otherwise transfer a lot, tract or parcel of land following preliminary plat approval but prior to final plat approval, is expressly conditioned on the recording of the final plat containing the lot, tract or parcel under this chapter, the offer or agreement does not violate any provision of this chapter. All payments on account of an offer or agreement conditioned as provided in this section shall be deposited in an escrow or other regulated trust account and no disbursement to sellers

shall be permitted until the final plat is recorded.

18.04.130 Adjustments of an approved preliminary plat.

A. Minor Adjustments. Minor adjustments may be made and approved by the planning director. Minor adjustments are those which may affect the precise dimensions of the plat but which do not affect the basic character or arrangement of the lots and streets. Such dimensional requirements shall not vary more than 10 percent from the original. The adjustments cannot be inconsistent with the requirements of the preliminary plat approval. The adjustments cannot cause the subdivision to be in violation of this title, the zoning ordinance, any other applicable city land use control, Chapter 58.17 RCW, or any other applicable state law or regulation.

B. Major Adjustments. Major adjustments are those when determined by the planning director, substantially change the basic design, layout, open space or other requirements of the plat. When the planning director determines a change constitutes a major adjustment, the application shall be processed in the same manner as a new preliminary plat application.

18.04.140 Modification or Revocation of Preliminary Plat.

The City Council may modify a preliminary plat or revoke approval of a preliminary plat if, after notice and a public hearing, the City Council finds:

1. That a change in conditions creates a serious threat to the public health or safety;
2. Preliminary Plat approval was made under a mistake of material fact and in violation of law; or
3. The conditions of preliminary plat approval are impossible to satisfy because of a knowing and deliberate violation of a condition of approval.

18.04.150 Time limitations.

A preliminary plat shall be valid for a five-year period following council approval of the preliminary plat. An applicant who files a written request with the council at least 30 days before the expiration of the five-year period shall be granted a one-year extension upon showing that a good faith effort has been attempted in applying for a final plat. A good faith effort is defined to be at minimum the submittal of a complete engineering construction drawing(s) to the city. Additional extensions of one year may be similarly requested by the applicant and granted by the council, subject to a finding of good faith effort. A plat granted preliminary approval but not filed for final plat approval within the applicable time period or extended time period shall be null and void. [time period mandatory, granting extensions is optional RCW 58.17.140]

18.04.160 Preparation of Final Plat

The final plat shall be prepared in accordance with the following requirements:

A. Application. Eight paper copies of a final plat meeting all requirements of Chapter 58.17 RCW and this title shall be submitted to the director along with the fee established by FMC 3.80. The final plat shall be accompanied by a copy of the approved preliminary plat and any documents required by this section. An application for final plat approval shall be approved or returned to the applicant for corrections within 30 days of receipt of a complete application by the department unless the applicant agrees, in writing, to an extension of this time period. [RCW 58.17.140]

B. Scale and Format. The final plat shall be drawn with India ink on mylar measuring 24 inches by 36 inches in size, allowing one-half inch for border. The final plat shall be accurate, legible and drawn to an engineering (decimal) scale of 100 feet or fewer to the inch. If more than one sheet is required, an index sheet showing the entire subdivision with street and highway names and block numbers (if any) shall be provided. Each sheet, including the index sheet, shall be of the above-specified size. All signatures or certifications appearing on a final plat shall be in reproducible black ink.

C. Final Plat Contents. A final plat shall contain the following information:

1. The name of the subdivision;
2. Legal description of the property being subdivided;

3. Numeric scale, graphic scale, true north point and date of preparation of the final plat;
4. The boundary line of the plat, referenced to USGS or USC & GS datum and based on an accurate traverse, with angular and linear dimensions and bearings;
5. The exact location, width and name of all streets, alleys and other public ways within and adjacent to the subdivision;
6. The exact location, width and purpose of all easements and dedications for rights-of-way provided for public and private services and utilities;
7. True courses and distances to the nearest established street lines, or section or quarter section corner monuments which shall accurately locate the subdivision;
8. Municipal, township, county or section lines accurately tied to the lines of the plat by distances and courses;
9. All lot and block numbers and lines, with accurate dimensions in feet and hundredths of feet;
10. Delineation of the building envelope and setbacks of each lot;
11. The radii, internal angles, points of curvature, tangent bearings and lengths of all arcs;
12. The accurate location of each permanent control monument. One such monument shall be located at each and every controlling corner on the boundaries of the parcel of land being subdivided; at each street centerline intersection, each point of curvature (PC), each point of tangency (PT), and each point of reverse curve (PRC); and at each intersection of a street centerline with a plat boundary;
13. All plat meander lines or reference lines along bodies of water shall be established above, but not farther than 20 feet from the highwater line of such body;
14. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes of such dedication or reservation and any limitations indicated thereon and in the dedication;
15. Accurate outlines of any areas to be reserved by deed covenant for common use of owners of property within the subdivision, together with the purposes of such reservation;
16. Any restrictions or conditions on the lots or tracts within the subdivision, as required by the city council or at the discretion of the property owner;
17. The name, and seal of the licensed land surveyor responsible for preparation of the final plat, and a signed certification on the plat by said surveyor to the effect that it is a true and correct representation of the land actually surveyed by him or her, that the existing monuments shown thereon exist as located and that all dimensional and geodetic details are correct;
18. A signed certification stating that the subdivision has been made with the free consent, and in accordance with the desires of the owner or owners. If the plat includes a dedication, the certificate or a separate written instrument shall contain the dedication of all streets and other areas to the public, any individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage or maintenance of said street or other areas so dedicated. Such certificate or instrument shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided. An offer of dedication may include a waiver of right of direct access to any street from any property. Such waiver may be required by the city engineer as a condition of approval. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered as a quit claim deed to the said donee or grantee for use for the purpose intended by the donation or grant. At the discretion of the city engineer conveyances of right-of-way may be required to be by statutory warranty deed. The acceptance of right-of-way by the city shall not obligate the city to improve or develop the lands in the right-of-way;
19. Certification that all lots meet minimum zoning requirements;
20. Certification that roads, utilities, drainage facilities, and related infrastructure have been built or provided for;
21. If the plat is subject to a dedication, a certificate containing the dedication of all streets

and other areas, signed and acknowledged before a notary public by all parties having an ownership interest in the lands subdivided;

22. Signature blocks for the certification of approval by the County Assessor-Treasurer, County Auditor, Fife Clerk/Treasurer, Public Works Director, and City Manager;
23. Space for the signature of the City Manager to accept the public rights-of-way on behalf of the City;
24. Certification by the Pierce County treasurer that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been paid, satisfied or discharged;
25. A form for the certificate of the County recorder.
26. Buildable Lands Report information
 - a. Number of dwelling units;
 - b. Gross and net acreage;
 - c. Existing zoning and plan designation;
 - d. Proposed zoning and plan designation;
 - e. Number of platted lots;
 - f. Square feet used to determine permitted number of units;
 - h. Square feet used for:
 1. Environmental Constraints
 2. Roads
 3. Storm water & Utilities;
 - i. Achieved Density.

E. Accompanying Documents.

1. In cases where any protective deed covenants will apply to lots or parcels within a subdivision, a typewritten copy of such covenants shall be submitted along with the final plat.
2. The final plat shall be accompanied by a complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes, showing the original or re-established corners, with the descriptions of the same, and the actual traverse showing error of closure and method of balancing. A sketch showing all distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in 10,000 feet.
3. The final plat shall be accompanied by a current (within 30 days) title company certification of:
 - a. The legal description of the total parcel sought to be subdivided;
 - b. Those individuals or corporations holding an ownership interest in said parcel;
 - c. Any lands to be dedicated shall be confirmed as being in the name of the owners signing the dedication certificate;
 - d. Any easements or restrictions affecting the property to be subdivided with a description of purpose and referenced by auditors file numbers and/or recording number.

If lands are to be dedicated or conveyed to the city as part of the subdivision, an A.L.T.A. title policy may be required by the city engineer.

4. All required performance and maintenance bonds.
5. Electronic copy in a format determined by the City.

18.04.170 Administrative review.

Upon receipt of a final plat for council approval, the director shall place the final plat on the next council agenda that allows for at least 10 working days of staff review prior to the council meeting. The director shall forward the plat to the city engineer and to other city departments for review. Prior to the date at which the council will consider the final plat, the director shall forward to the council the original of the

final plat, along with the planning agency's report which discusses the conformity or nonconformity of the final plat with the terms and conditions of the preliminary plat approval, the requirements of this title, and the requirements of Chapter 58.17 RCW and other applicable state laws.

18.04.180 City council action.

The city council shall have sole authority to approve final plats. The council shall approve, disapprove, or return to the applicant for modification or correction, a proposed final plat, on the date of the meeting set for consideration of the final plat unless the applicant agrees, in writing, to an extension of the time period. If the council finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and the said subdivision meets the requirements of Chapter 58.17 RCW, other applicable state laws, and this title, it shall by resolution approve the final plat and direct and authorize the city manager to suitably inscribe and execute its written approval on the face of the final plat. The Council's decision shall include written findings and conclusions to support its decision.

18.04.190 Distribution and filing.

The director shall distribute the original and copies of the approved final plat as follows:

- A. The original shall be returned to the applicant to be forwarded to the county auditor for filing;
- B. Two paper copies shall be transmitted to the county assessor;
- C. One reproducible copy shall be transmitted to the city engineer;
- D. One reproducible copy shall be retained in the files of the planning department.

18.04.200 Vacation of Subdivisions

The procedures for vacation of subdivisions after final plat approval shall be in accordance with RCW 58.17.212 as amended.

18.04.210 Alteration of Subdivisions

The procedures for alteration of subdivisions after final plat approval shall be in accordance with RCW 58.17.215 as amended.

CHAPTER 18.06 SUBDIVISION IMPROVEMENT AND DEVELOPMENT STANDARDS

18.06.010 Plan preparation, submittal and approval.

Plans for improvements shall be prepared, signed, dated and stamped by a professional civil engineer registered in the state of Washington and shall be in accordance with city standards and specifications. No construction permit or approval shall be issued and no construction activity shall commence relating to subdivision improvements until the plans required by this chapter have been approved and signed by the city engineer.

18.06.020 Types of improvements.

The following minimum improvements are required for any subdivision within the City:

- A. Street and alley grading and surfacing, including curbs, gutters and sidewalks, in accordance with FMC 12.20;
- B. Sanitary sewers;
- C. Water mains and hydrants;
- D. Stormwater management facilities;
- E. Concrete survey monuments and brass plugs;
- F. Street lighting;
- G. Street trees and landscaping;

18.06.030 Compliance with City standards.

All improvements shall be in accordance with applicable City standards and all conditions of preliminary plat approval.

18.06.040 Qualifications of contractors.

The applicant shall file with the Director a list of all contractors and subcontractors who are to participate in the construction of all improvements that are required by this title. Such contractors and subcontractors shall be subject to the licensing requirements of the City and shall be subject to disqualification by reason of faulty performance of past construction work done for the city.

18.06.050 Inspection required.

All improvements shall be subject to inspection by authorized representatives of the City, both during the course of construction and after construction is completed. The representatives shall have the authority to determine whether materials of construction, methods of construction and workmanship comply with working drawings, specifications, and City standards. The applicant shall provide for reasonable tests and proof of quality of materials as requested by any City representative. Any City representative may require that work be suspended for just cause including adverse weather conditions, poor workmanship, the use of substandard materials or methods of construction, and failure to adhere to specifications, drawings, and City standards. Approval by the inspector or absence of inspections shall not relieve the applicant of full responsibility for adherence to all specifications, working drawings, conditions of preliminary approval, and City standards. Approval by the inspector shall not be deemed final acceptance of the improvements by the City.

18.06.060 Street Layout.

The proposed street layout shall conform to the general design criteria set forth below:

- (a) All streets shall be arranged in proper relation to topography and other site characteristics in a manner which results in usable lots, safe streets and acceptable gradients without unnecessary destruction of drainage courses, trees and other natural site features;

(b) The arrangement of streets in new development should be such that said streets extend to the boundary lines of the tract to make provision for future extension to adjacent tracts, except when determined to be impractical by the public works director or designee due to critical areas, site constraints, or existing street alignments;

(c) The street layout shall reflect the use of local streets to provide access to abutting properties, and the use of collector streets to channel traffic through the development to abutting collectors and arterials. The layout should discourage the use of local streets by through traffic;

(d) When lot(s) within a residential development are proposed adjacent to an arterial street, primary access to said lots shall be provided from a local street or collector street and a “no access” easement established along the lot boundary bordering the arterial;

(e) All street intersections shall be perpendicular, unless a modified intersection is approved by the city’s public works director or designee;

(f) New streets shall not be connected or traffic from a proposed development discharged to a substandard roadway without minimum improvement to said roadway as determined to be needed by the city public works director or designee.

18.06.070 Alleys.

Except in planned residential developments, alleys shall not be approved as primary access in residential districts or subdivisions. Paved rear alleys not less than 20 feet wide shall be required in all commercial, business, and industrial subdivisions except where special conditions make alleys impracticable. In such cases, adequate off-street loading space, suitably surfaced, shall be provided in accordance with Title 19 FMC. Alley turnarounds shall comply with specifications for cul-de-sacs as set forth in this chapter.

18.06.080 Grades.

Street grades shall conform in general to the terrain and shall not be less than two percent nor more than 12 percent. Street grades shall be such as to provide natural surface drainage of stormwater.

18.06.090 Cul-de-sacs.

Cul-de-sacs shall not exceed 400 feet in length and whenever possible, the closed end shall be located at a higher elevation than the entrance, and shall have a turnaround not less than 100 feet in diameter of right-of-way and pavement diameter of 90 feet at the closed end.

18.06.100 Curvature of streets.

Curvature of streets shall be as follows:

- A. Principal arterial, 600 foot radius;
- B. Minor arterial, 200 foot radius.
- C. Collector street, 200 foot radius.
- D. Access street, 100 foot radius.

18.06.110 Curb radii.

- A. Residential – Curb radii shall not be less than 20 feet. Where an angle of intersection less than 70 degrees is permitted, curb radii shall be increased as necessary to insure its safe usage.
- B. Commercial – Curb radii shall not be less than 50 feet.
- C. Industrial – Curb radii shall not be less than 70 feet.

18.06.120 Lengths of residential blocks.

The lengths, widths, and shapes of blocks shall be such as are appropriate for the locality and the type

of development contemplated. Blocks in residential subdivisions shall not exceed 1,200 feet in length nor be less than 400 feet in length; blocks longer than 800 feet in length shall have pedestrian crosswalks not less than 10 feet wide within 100 feet of the midpoint of the block. In such blocks, the City may also require the reservation of an easement not less than 10 feet wide through the block to accommodate utilities, drainage facilities, or pedestrian traffic. Blocks shall have sufficient width to provide for two tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to collectors, railroads, or waterways.

18.06.130 Blocks for industrial or commercial use.

Blocks intended for industrial, business park, or commercial use shall be designed specifically for such purpose, with adequate space set aside for off-street parking and loading and shall meet the minimum requirements for parking as established by this code.

18.06.140 Blocks on arterial streets.

Where feasible, blocks adjacent to principal arterial and minor arterial streets shall be so arranged that the long dimension of the block be parallel to the arterial street and that lots do not front on or have access to the arterial street. Where this arrangement is not feasible, additional neighborhood access streets shall be required. Wherever practicable, blocks along arterial streets and collector streets shall not be less than 1,000 feet in length.

18.06.150 Water facilities.

A. When a public water main is not available to the proposed subdivision, the applicant shall construct an extension of an approved public water main in accordance with the City water system plan and specifications and construction standards as established by the City Engineer and fire marshal to provide a water supply system capable of meeting all City standards for domestic water use and fire protection.

B. The applicant shall install adequate water facilities, including fire hydrants, within the subdivision, subject to all standards and specifications of the City.

C. Fire hydrants shall be located no more than 500 feet apart and within 150 feet of all structures, and shall be approved by the City Fire Marshal. All underground utilities for fire hydrants, together with the hydrants themselves, and all other supply improvements shall be installed before any final paving of a street shown on the subdivision plat.

18.06.160 Sanitary sewer facilities.

All subdivisions shall be served by and connected to the City's sanitary sewer collection system. All sanitary sewer system facilities shall be designed and approved in accordance with the rules, regulations, and standards of the City.

18.06.170 Streetlights.

Street lighting shall be provided and installed by the applicant and shall conform to the design and construction standards of the City.

18.06.180 Easements.

A. Adequate easements for water mains, sanitary sewers, storm sewers, gas mains, telephone lines, power lines, or other utilities together with right of ingress and egress thereto and therefrom shall be provided on the plat. The City may require evidence of approval by the public utility company of the proposed easement location and width.

B. The City may require perpetual unobstructed easements at least 10 feet in width to provide pedestrian access from streets to schools, parks, playgrounds, or other nearby streets. Such easements shall be provided on the plat.

18.06.190 Parks, playgrounds, and recreation areas.

A. All subdivisions shall meet concurrency and level of service standards for parks, playgrounds and recreation standards in accordance with the most recently adopted comprehensive parks, recreation and open space plan and the capital facilities element of the City's comprehensive plan.

B. The City shall require that land be reserved for parks and playgrounds or other recreation purposes in locations designated on the City's comprehensive plan or in the City's comprehensive parks, recreation and open space plan where such reservations would be appropriate. Each reservation shall be of suitable size, dimension, topography, and general character and shall have adequate street and pedestrian access for the particular purpose envisioned. The area shall be shown and marked on the preliminary plat, "Reserved for Park and/or Recreation Purposes." When recreation areas are required, the City shall determine the number of acres to be reserved from the standards set forth in the City's comprehensive parks recreation and open space plan and the comprehensive plans' capital facilities element. The applicant shall dedicate all such reservation areas to the City or a homeowners association as a condition of final subdivision plat approval.

18.06.200 Duplication of names

The names of subdivisions and new street names shall not duplicate, or too closely approximate phonetically, the name of any other subdivision or street within or near the city. Street names shall be subject to the approval of the City Council.

18.06.210 Bonding

A. Performance Bond. In lieu of the completion of the actual construction of any required improvements prior to the approval of a final plat, the director may accept a bond, approved as to form by the city attorney, with surety and conditions satisfactory to the City, or other method of security, providing for and securing to the city the actual construction and installation of such improvements within a period specified by the city and expressed in the bonds. The amount of the bond shall be not less than 150 percent of the final estimate of cost of the improvement as estimated by the city engineer. There shall be no reduction in the amount of that portion of the bond applying to a particular improvement unless that improvement is complete and accepted or approved by the city council.

B. Maintenance Bond. In addition, the city may require the posting of a maintenance bond securing to the city the successful operation and maintenance of improvements for up to two years after final approval. The amount of the maintenance bond shall be not less than ten percent of the cost of the improvements. All bonded improvements shall be designed and certified by or under the supervision of a registered civil engineer prior to the acceptance of such improvements. If an improvement bond or other guarantee has been submitted under this section, such guarantee shall only be released upon acceptance by the city of a properly executed bill of sale for such improvements and submittal of adequate "as-built" drawings for which the guarantee was submitted for.

18.06.220 Protection and repair of existing improvements.

The applicant, his contractors and suppliers shall be responsible to insure that existing improvements and the property of the city are not damaged or rendered less useful or unsightly by the operations of the applicant, his contractors or suppliers. This provision is intended to include damage or nuisance with respect to land, improvements or landscaping of the city; damage to existing streets, sidewalks, curbs and gutters by passage thereover of equipment or trucks or by excavation for any purpose; the spillage or tracking of earth, sand or rock onto existing streets, sidewalks, curbs and gutters; the washing by stormwater of earth or sand onto streets, sidewalks, curb and gutter or into catch basins; damage to water mains, sanitary sewers, culverts or storm sewers. In order to reduce or localize the possibility of damage

to streets by heavy trucking, the utility superintendent shall instruct the applicant as to the streets to be used for access to the subdivision by equipment and trucks, and the applicant shall be responsible for the enforcement of this instruction as to his contractors and their supplies. The applicant shall make provisions to prevent washing of earth or sand onto sidewalks, streets, curbs and gutters and into catch basins by stormwater. When deemed advisable, the city council shall have the power to require, either prior to commencement of construction or after construction is in process, that the applicant post a surety bond to guarantee repair of damages or abatement of nuisances. Expenses incurred by the city in repairing damages, cleaning streets, catch basins and sewers shall be deducted from the surety bond.

18.06.230 Additional requirements.

The standards and requirements established or referenced by this chapter are minimum requirements. These standards may be increased, and additional requirements may be imposed for the purpose of preventing or abating public nuisances or mitigating identified adverse environmental impacts pursuant to the State Environmental Policy Act of 1971 (Chapter 43.21C RCW) as now established or hereafter modified. Such additional requirements may include but shall not be limited to off-site improvements to any public facility, the dedication and/or improvement of parks and open spaces, and monetary contributions to any city fund established to finance the provision of public services required by the subdivision

CHAPTER 18.10 BINDING SITE PLANS (*New Chapter*)

18.10.010 Purpose and Scope

The purpose of this chapter is to clearly delineate the procedures and criteria used by the City of Fife to review and approve binding site plans. A binding site plan is intended to provide an alternative means of dividing land for commercially or industrially zoned property, or divisions of land as a result of subjecting a portion of a parcel to tract of land to either chapter 64.32 or 64.34 RCW. This chapter shall only apply to divisions of land for sale or lease of commercially or industrially zoned property and upon which no future residential structure will be placed except as an accessory use, and for divisions of property so that a portion of the parcel or tract can be subjected to chapter 64.32 or 64.34 RCW.

18.10.020 Application Requirements

An application for a binding site plan shall be submitted to the Department on forms provided by the Department. A complete application for a binding site plan shall consist of:

A. At least one original drawing, eight copies, and one eight-and-one-half-inch by 11-inch copy containing the following information:

1. The location and size of all proposed lots, tracts, and buildings;
2. Proposed and existing structures, including elevations and floor plans as known (plans which show building envelopes rather than footprints must include postconstruction treatment of unoccupied areas of the building envelopes);
3. All proposed or existing uses;
4. The location of proposed or existing open space, including any required landscaped areas;
5. The location and identification of critical areas;
6. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles;
7. The number and location of proposed or existing parking spaces on and off the site;
8. A drainage plan which will accommodate the maximum proposed square footage of impervious surface, including the maximum proposed square footage of impervious surface exposed to vehicular use, subject to the requirements of the city's storm water drainage design standards;
9. The location of existing utilities;
10. The location and size of water bodies and drainage features, both natural and manmade;
11. A grading plan showing proposed clearing and tree retention and the existing and proposed topography, detailed to two-foot contours, unless smaller contour intervals are otherwise required by the city code or rules and regulations promulgated thereunder;
12. A layout of sewers and the proposed water distribution system;
13. Existing and proposed easements and access; and
14. Proposed signage.
15. Buildable Lands Report information
 - A. Commercial Use
 1. Plan Designation
 2. Zone Designation
 3. Parcel Size
 4. Building Size
 5. Floor to Area Ratio
 - B. Residential Use
 1. Number of dwelling units;
 2. Gross and net acreage;

3. Existing zoning and plan designation;
4. Proposed zoning and plan designation;
5. Number of platted lots
6. Square feet used to determine permitted number of units.
- 7.. Square feet used for;
 - a. Environmental Constraints
 - b. Roads
 - c. Storm water & Utilities
8. Achieved Density

B. A completed environmental checklist, if required by the State Environmental Policy Act and implementing ordinances.

C. A downstream drainage analysis or any other requirement specified in the city's stormwater drainage regulations.

D. All covenants, easements, maintenance agreements or other documents regarding mutual use of common open space, parking and access.

E. Preliminary approval of sanitary sewer disposal.

F. Proposed source of domestic water supply.

G. Copies of all easements, deed restrictions or other encumbrances restricting the use of the site.

H. A phasing plan and time schedule, if the site is intended to be developed in phases.

I. The payment of all applicable fees.

J. The director may waive specific submittal requirements determined to be unnecessary for review of the application.

18.10.030 Determination of completeness-time limitations

A. Within twenty-eight days after receiving a binding site plan application, the Director shall mail or provide in person a written determination to the applicant, stating either that the application is complete, or that the application is incomplete and what is necessary to make the application complete. An application is complete for purposes of this section when all applicable fees are paid, and the application meets the procedural submission requirements of FMC 18.10.020 and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

B. Within 14 days after an applicant has submitted the additional information identified by the Director as being necessary for a complete application, the director shall notify the applicant whether the application is complete or whether additional information is necessary.

18.10.040 Review of Binding Site Plan

Upon receiving a complete application for binding site plan approval, the Director shall transmit for review and comment a copy of the site plan, together with copies of any accompanying documents as the Director deems appropriate, to the following:

- A. City engineer, who shall review the proposed binding site plan with regard to its conformance to the general purposes of adopted traffic and utility plans; adequate provisions for storm drainage, streets, alleys, other public ways, water and sanitary sewer; and conformance to any applicable improvement standards and specifications;
- B. City fire marshal, who shall review the proposed binding site plan with regard to adequate provisions for emergency access, and response;
- C. Any other city department, utility provider, school district or other public or private entity as the Director deems appropriate.
- D. If the proposed binding site plan is located adjacent to the right of way of a state highway, the Director shall give written notice of the application, including a legal description of the binding site plan and a location map, to the department of transportation.

18.10.050 Approval.

- A. A proposed binding site plan shall be considered under the zoning and other land use control ordinances in effect at the time a fully completed application is filed with the city. The director shall consider and base a decision to approve, approve with conditions, deny or return the application for modifications, based on the following criteria:
 - 1. Appropriate provisions are made for, but not limited to, the public health, safety, and general welfare for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, and sanitary wastes;
 - 2. The proposed binding site plan is in conformity with the underlying zoning district requirements, other land use controls, building requirements, and other applicable regulations which may exist at the time of a completed application;
 - 3. All other relevant facts were considered, including sidewalks and other planning features that assure safe walking conditions for pedestrians; and
 - 4. The public interest is served by the binding site plan and any dedications.
- B. The director's decision shall include written findings and conclusions supporting the decision. The director may require, as a condition of binding site plan approval, that any required improvements be guaranteed by the method described by FMC 18.06.210 prior to binding site plan approval or issuance of building permits for any lot within the binding site plan.
- C. The director may authorize or recommend authorization of the sharing of open space, parking, access and other improvements among contiguous properties subject to the binding site plan. Conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access and other improvements shall be identified on the binding site plan and enforced by covenants, easements or other similar mechanisms.

18.10.060 Final binding site plan approval and recording.

- A. After a binding site plan application has received approval from the director, the applicant shall have ninety days to present to the city a final binding site plan in accordance with this section.
- B. The approved binding site plan shall be surveyed and a professional land surveyor, licensed in the state of Washington, shall prepare the final binding site plan for recording in accordance with Chapter 58.09 RCW and Chapter 332-130 WAC.
- C. The final binding site plan shall be drawn on Mylar and include the following information in a format prescribed by the director:

1. Lots designated by number on the binding site plan within the area of the principal lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose;
2. Signature and stamp of the land surveyor who prepared the binding site plan;
3. Reference to the recording number of the completed survey as required by this section if the boundaries have been previously surveyed;
4. Reference to all agreements or covenants required as a condition of approval;
5. Notarized signatures of all persons having an ownership or security interest in the land being divided;
6. Certificate for approval of the public works director; and
7. Certificate for approval of the director.

D. The binding site plan shall contain applicable inscriptions or attachments setting forth limitations and conditions to which the plan is subject, including any applicable irrevocable dedications of property, and shall contain a provision requiring that any development of the site be in conformity with the approved site plan.

E. For condominiums, the binding site plan shall contain the following statement: "All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city, town, or county having jurisdiction over the development of such land, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all now or hereafter having any interest in the land described herein."

F. After the City has returned the duly executed final binding site plan to the applicant, the applicant shall record the approved binding site plan with the Pierce County Auditor within thirty days. Failure to present the city with a final binding site plan or to record the executed final binding site plan with the time limits set forth herein shall render the binding site plan approval null and void.

G. Lots, parcels, or tracts adjusted or created through the binding site plan procedure shall be legal lots of record. The number of lots, tracts, parcels, sites, or divisions shall not exceed the number of lots allowed by other provisions of this chapter.

H. All provisions, conditions, and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.

I. Any sale, transfer, or lease of any lot, tract, or parcel created pursuant to the binding site plan, that does not conform to the requirements of the binding site plan or without binding site plan approval, shall be considered a violation of chapter 58.17 RCW and shall be restrained by injunctive action and be illegal as provided in chapter 58.17 RCW.

18.10.070 Amendments, modifications and vacations.

Any amendment, modification and vacation of a binding site plan shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new binding site plan

application, as set forth in this chapter, except that amendments that adjust lot lines only, without creating any additional lots, shall be made in accordance with FMC Chapter 18.48. If a portion of a binding site plan is vacated, the property subject to the vacated portion shall constitute one lot unless an approved full subdivision or short subdivision subsequently divides the property. The Director may revoke a binding site plan approval, after an opportunity for notice and hearing to the affected property owners of record, if the Director determines that there has been a violation of the conditions of approval and the violation has not been corrected after reasonable notice to the owner of record to correct the violation.

18.10.080 Administrative rules.

The director may promulgate administrative rules and regulations consistent with this chapter to implement the provisions and requirements of this chapter.

18.10.090 Appeal procedure.

Within 14 days following the Director's decision on an application for binding site plan, a party of record may appeal such decision to the hearing examiner, in accordance with FMC Chapter 2.92 and FMC Title 14.

CHAPTER 18.48 SHORT SUBDIVISIONS

(following are proposed amendments to existing FMC chapter 18.48, not a total rewrite)

18.48.010 Compliance– Applicability.

A. As of August 15, 1976, every short plat and short subdivision shall comply with the provisions of this chapter.

B. The short subdivision area shall consist only of the one to ~~nine~~ four parcels, lots or tracts of land which are divided from the original tract for the purpose of sale, lease or transfer of ownership.

C. The community development director is hereby authorized to approve short plats and large lot divisions in accordance with the procedures set forth in this chapter.

D. Contiguous parcels that have one or more common owners, one or more persons who have an interest in the entity that owns or has an ownership interest in contiguous parcels, or a developer who intends to develop contiguous properties, must comply with the subdivision requirements of this title if the total number of resultant lots will exceed four in number. The short subdivision code may not be used as a mechanism to avoid the requirements of the subdivision code where there are adjacent parcels under common ownership, as described herein, that, but for the property boundaries, would be required to comply with the subdivision requirements.

18.48.020 Exemptions [repeal]

The provisions of this chapter are not applicable to the following:

A. ~~Parcels or lots divided for the purpose of sale or lease and which do not contain adequate area or width for a building site unless two such contiguous parcels which collectively comprise a building site are acquired by the same person, family or developer;~~

B. ~~Parcels, lots or tracts which are sold or leased prior to August 15, 1976, as evidenced by an earnest money contract, real estate contract, deed or other evidence acceptable to the city attorney;~~

C. ~~Cemeteries and other burial lots while used for that purpose;~~

D. ~~Divisions made by testamentary provisions or the laws of descent;~~

~~E. Division of land into lots or tracts, each of which is five acres or larger, or one one hundred twenty-eighth of a section or larger; provided, that for purposes of computing the size of any lot under this item which borders on a street or road, the lot size shall be expanded to include that area which would be bounded by the centerline of the road or street and the side lot lines of the lot running perpendicular to such centerline, and such lot expansion shall be permitted only when a portion of the right of way originally was part of the lot;~~

~~F. A division for the purpose of lease, except for residential uses where the city has granted a binding site plan pursuant to the zoning ordinance of the city;~~

~~G. Lots which are acquired by the same developer as part of the same development scheme but legal title is obtained at different times to the lots; provided, that such development is subject to a binding site plan pursuant to the zoning ordinance of the city;~~

~~H. Divisions which were surveyed in accordance with the Survey Recording Act or lots within a plat and are recorded with the auditor prior to August 15, 1976;~~

~~I. Deed releases, for the purpose of obtaining building financing; provided a short plat is required if said parcel is separately sold or if all the land specified by the contract is not acquired;~~

~~J. An acquisition of land which increases the buyers contiguous parcel of land.~~

18.48.030 Further divisions restricted.

Land within a short subdivision shall not be further divided in any manner for a period of five years from the date the approved short plat is recorded with the auditor without the filing of a final plat on the land which is proposed to be further divided, except that when the short plat contains fewer than four lots, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five year period to create up to a total of four lots within the original short plat boundaries. This requirement shall be stated on the face of the short plat.

[RCW 58,17.060(1)]

18.48.040 Separate short plats permitted when.

Lots within a plat or contiguous unplatted parcels of land which are acquired by the developer or applicant independently of each other and which, when further divided into lots, collectively create no more than ~~nine~~four lots, may be short platted separately; provided, that when the applicant short plats the first parcel, the access, lot lines and drainage for the total tract are also approved by the city. (Ord. 670 § 2, 1982; Ord. 390 § 1(3), 1976).

18.48.050 Filing procedure and fee.

A. One mylar original tracing and ~~four~~eight prints of a proposed short plat shall be filed with the City.

B. A short plat shall meet the following standards:

1. Drawing in ink to a scale not smaller than one inch equals 100 feet on mylar, a sheet size of 18 inches by 24 inches;
2. The plat shall show the boundary and dimensions of the original tract including its assessor's parcel number, section, township and range, and all adjoining public or private roads and identifying names of such;

3. A vicinity map drawn to a scale of four inches equals one mile of sufficient detail to orient the location of the original tract;
4. Name and address of the owner of record of the original tract, scale of the drawing, and north directional arrow;
5. The tract(s) of land proposed to be sold or leased, each tract of which is identified by numerical designation; dimensions of each lot;
6. Width and location of access to all short platted lots proposed for sale or lease;
7. The location and use of all buildings on the original tract;
8. Space on a second 18-inch by 24-inch mylar sheet shall be reserved for comments and appropriate city signatures;
9. Where a survey is required, the form of the plat shall be as required by the Survey Recording Act (Chapter 50 Washington Laws of 1973, or as amended). (Ord. 1226 § 5, 1996; Ord. 986 § 4, 1989; Ord. 670 § 3, 1982; Ord. 390 § 2, 1976).
10. Addresses for all parcels

18.48.060 Exemption from environmental analysis and impact statement review.

A. All actions by the city in approving a short plat shall be exempt from any environmental analysis or environmental impact statement review unless the ~~director~~ mayor determines that the short plat is located wholly or partially within a critical sensitive area (as defined by WAC 173-34-020(2)). "Sensitive area" is defined as any area which: as designated in FMC 17.05.015, or associated buffer.

1. ~~Contains significant threats to the environment, arising from earth slides, avalanche or flooding from a flood frequency expected to recur on the average of once every 100 years or a flood magnitude which has a one percent chance of occurring in any given year; or~~
2. ~~Contains any special natural values such as a marshland, or habitation place of substantial concentrations of flora or fauna or of rare or endangered species of flora or fauna; or~~
3. ~~The area is being given special attention because of a problem of critically low or declining resource supply or quality; or~~
4. ~~Contains elements having significant aesthetic, recreational or historical value; or~~
5. ~~It is within shorelines of the state as defined in the Shoreline Management Act of 1971.~~

B. If the proposed short plat is located wholly or partially within a critical sensitive area or associated buffer, as determined by the ~~mayor, director,~~ the environmental procedures review shall be in accordance with the SEPA and critical areas regulations set forth in Title 17 FMC ~~stated in this chapter shall be followed.~~

C. ~~If an environmental impact statement is required, the short plat shall be reviewed by the planning commission. The planning commission may approve or disapprove the short plat for environmental reasons.~~

18.48.070 Survey requirement. [Unchanged]

A. Surveys shall be required for all short plats and short subdivisions; provided, that:

1. If there is sufficient existing survey monumentation, which means that at least two of the boundaries were included in a previous survey and one corner is monumented; or

2. If the cost of the survey will exceed 10 percent of the fair market value of the short subdivision land involved; then the city engineer shall waive this requirement.

B. It is the applicant's responsibility to prove by county assessor's records and by two written estimates from licensed land surveyors, that the land value and survey cost is of an appropriate amount to request this waiver.

C. In the event a survey is not required, then the legal description of the short plat must be written or checked by a registered land surveyor or civil engineer.

D. All surveys shall be accomplished as required by the Survey Recording Act (Chapter 50, Washington Laws of 1973), and shall be monumented as stated herein. (Ord. 390 § 4, 1976).

18.48.075 Determination of completeness-time limitations (new section)

A. Within twenty-eight days after receiving a short plat application, the director shall mail or provide in person a written determination to the applicant, stating either that the application is complete, or that the application is incomplete and what is necessary to make the application complete. An application is complete for purposes of this section when all applicable fees are paid, and the application meets the procedural submission requirements of FMC 18.48.050-.070 and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

B. Within 14 days after an applicant has submitted the additional information identified by the city as being necessary for a complete application, the director shall notify the applicant whether the application is complete or whether additional information is necessary.

[Mandatory RCW 36.70B.070]

C. An application for short plat approval shall be approved, approved with conditions, or returned to the applicant for modifications or denied within 30 days from the date the application is determined to be complete unless the applicant consents to an extension of such time period. PROVIDED, That this time period shall be extended if environmental review is required as provided in FMC 18.48.060.

18.48.080 Review of Plat (new section)

A. Upon receiving a complete application for short subdivision approval, the director shall transmit a copy of the short plat, together with copies of any accompanying documents as the director deems appropriate, to the following:

1. City engineer, who shall review the proposed short subdivision with regard to its conformance to the general purposes of adopted traffic and utility plans; adequate provisions for storm drainage, streets, alleys, other public ways, water and sanitary sewer; and conformance to any applicable improvement standards and specifications;

2. City fire marshal, who shall review the proposed short subdivision with regard to adequate provisions for emergency access, and response.

3. Any other city department, utility provider, school district or other public or private entity as the director deems appropriate.

4. If the proposed short plat is located adjacent to the right of way of a state highway, the director shall give written notice of the application, including a legal description of the short subdivision and a location map, to the department of transportation.

B. In transmitting the proposed short plat to the parties referenced above, the director shall solicit their comments and recommendations, and note the date by which comments and recommendations must be received by the department in order to be considered. Any comments received by that date will form the basis of the director's decision on the short subdivision. However, in every case a proposed short plat shall contain a statement of approval from the city engineer, as to the survey data, the layout of streets, alleys and other rights-of-way, design of bridges, sewer and water systems and other structures. The planning director shall not approve a short plat that does not contain such a statement signed by the city engineer.

C. The planning director shall review the proposed short subdivision and determine its conformance to the general purposes of this title, its conformance to the Fife comprehensive plan, its conformance to FMC Title 19, and any other applicable land use controls.

18.48.090 Review criteria– Access – Generally. [Unchanged]

The proposed short plat shall be reviewed for adequate ingress and egress to all proposed lots. Extension of roads or access rights from property line to property line of the short subdivision land may be required so that the road may be extended in the future. If there is other reasonable access available, the city may limit the location of direct access to city arterials or other city roads. When an adjoining landowner will be obligated to construct or maintain a future road, a note to this effect shall be stated on the fact of the short plat. (Ord. 670 § 5, 1982; Ord. 502 § 2, 1979; Ord. 390 § 6(1)(a), 1976).

18.48.100 Review criteria– Access – Street reserved areas. [Unchanged]

Where a city street is planned by the city, or is being planned for the short subdivision land area, the city may require that a 60-foot wide right-of-way area be designated as a street reserved area for the future. The reserved street will be built to city street standards at the time of construction. A performance bond shall be filed with the city, prior to the final approval and recording of the short plat. The street shall be constructed prior to the development of the last lot of the short plat. (Ord. 670 § 6, 1982; Ord. 502 § 2, 1979; Ord. 390 § 6(1)(b), 1976).

18.48.110 Review criteria– Access – Private streets. [Unchanged]

The community development director may approve a private street if he determines that there is good cause for not having the street as part of the city public road system. The location of private streets relative to the proposed short platted parcels shall be analyzed by the community development director for location, adequacy, possible conflicts with future developments and existing plans, maps, sketches or studies for a city public street. A performance bond shall be filed with the city prior to the final approval and recording of the short plat, for the construction of the street, which shall be built to current city standards at the time of construction. All persons and their successors who own the land adjoining to the road within the short plat have equal legal right to use the private street area. Streets shall be designed and the designs approved by the city relative to grades, width, pavement type, adequacy of pavement, storm drainage, other affective items, and city street standards. Street right-of-way of private streets may be required to be 60 feet, or determined by the City Engineer, in width, if in the opinion of the city such right-of-way provisions are necessary. The developer and/or adjoining landowners and their successors shall bear the expense of constructing and maintaining the street and a note to this effect shall be made on

the face of the short plat. (Ord. 1148 § 2, 1993; Ord. 670 § 7, 1982; Ord. 502 § 2, 1979; Ord. 390 § 6(1)(c), 1976).

18.48.120 Review criteria– Drainage, sewers and water. [Unchanged]

The proposed short plat shall be reviewed for adequate drainage, sewer and water facilities. If the city is unable to determine the facilities which would be required and necessary for future development, a note on the fact of the short plat shall state that a utilities plan shall be submitted and approved prior to issuance of a fill or building permit. (Ord. 670 § 8, 1982; Ord. 502 § 2, 1979; Ord. 390 § 6(2), 1976).

18.48.130 Review criteria– Sewers or septic tanks. [Unchanged]

The proposed short plat shall be reviewed for sewer or septic tank adequacy. If known local conditions exist which may affect future building sites, these conditions shall be stated on the face of the short plat. (Ord. 502 § 2, 1979; Ord. 390 § 6(3), 1976).

18.48.140 Review criteria– Feasibility for building sites.

Areas which are known or suspected to be poor building sites because of with known hazards or conditions including, but not limited to: geological hazard, flooding, poor drainage or swamp conditions, mud slides or avalanche, may be noted on the face of the short plat. (Ord. 502 § 2, 1979; Ord. 390 § 6(4), 1976).

18.48.150 Review criteria– Water supply and fire protection. [Unchanged]

The proposed plat shall be reviewed for adequacy of water supply and fire protection for present and future needs. If the adopted city policy statement for fire protection requires a certain capacity of water system for the area of the proposed short subdivision area, this shall be noted on the face of the short plat as being required prior to the issuance of a building permit. (Ord. 502 § 2, 1979; Ord. 390 § 6(5), 1976).

18.48.160 Review criteria– Denial of plat when. [Repeal]

~~FMC 18.48.120 through 18.48.150 may be considered as criteria for which a short plat may be denied. Existing city standards shall be used during the review process.~~

18.48.170 Planning director's decision—Recording (new section)

A. The director shall, within the time period described by FMC 18.48.075(c), take one of the following actions:

1. Approve the short subdivision with or without conditions;
2. Return the short plat to the applicant for correction or modification or for the construction of improvements as requested by the city engineer or fire marshal; or
3. Disapprove the short subdivision.

B. The director's decision shall include written findings and conclusions supporting the decision. The director may require, as a condition of plat approval, that any required improvements be guaranteed by the method described by FMC 18.06.210 prior to short plat approval or issuance of building permits for any lot within the short plat.

C. Upon reaching a decision, the director shall so notify the applicant. Such notification shall contain any conditions of approval.

D. The applicant shall record the approved short plat with the Pierce County Auditor within 30 days after approval.

18.48.180 Approval-Automatic [Repeal]

If a short plat has not been disapproved, approved, or an environmental analysis ordered within the 30-day review period, the short plat is deemed to be automatically approved. Such automatic approval shall be verified by the city attorney who shall sign the short plat before it can be recorded with the auditor. (Ord. 502 § 3, 1979; Ord. 390 § 7(2), 1976).

18.48.190 Approval- Notice of return to applicant for cause. [Repeal]

~~A. If a short plat is not in proper order or cannot be approved in its present form, a certified letter, postmarked prior to the expiration of the 30-day period, shall be sent to the applicant to notify him of why approval cannot be given in its present form. The letter shall act as staying the automatic approval and renews the 30-day review period when the short plat is resubmitted.~~

~~B. At the end of a second review period (if necessary), if a short plat is not approved, it is deemed final and conclusive unless appealed. (Ord. 670 § 10, 1982; Ord. 502 § 3, 1979; Ord. 390 § 7(3), 1976).~~

18.48.200 Approval- Effect. [Unchanged]

The approval of a short plat shall not be a guarantee that future permits will be granted for any structures or development within the area and a notation to this effect shall be stated on the fact of the short plat. (Ord. 502 § 4, 1979; Ord. 390 § 7(4), 1976).

18.48.210 Notice to prospective purchasersrequirement

~~A. Notice to the adjacent landowners as herein mentioned shall be required only if the short subdivision is located in a sensitive area as defined by WAC 173-34-020(2).~~

~~B. A~~Prior to the sale, lease or contract to sell of any lot, parcel or tract within a short subdivision, a copy of the approved short plat shall be given to the prospective purchaser or lessee by the owner, owner's agent, or any person, firm or corporation who closes or escrows the transaction.

18.48.220 Appeal procedure. [Unchanged]

Within 14 days following the city's decision on the application, any interested party may appeal such decision to the hearing examiner. The appeal shall be filed in accordance with FMC Title 14. (Ord. 1593-06 § 52, 2006; Ord. 1226 § 14, 1996; Ord. 390 § 9, 1976).

18.48.230 Large lot division procedure.

A. Large lot division consists of a division of land into lots or tracts, each of which is five acres or larger.

B. The filing procedure, fee, review criteria, approval and appeal procedure for large lot divisions~~short plats~~ shall be the same as for large lot divisions~~short plats~~. The city shall determine if and when any of the sections are not applicable to a large lot division review.

C. One mylar original tracing and four prints of the approved large lot division plan which shows the original tract and contains the legal description of the original tract and shows the divisions, the future roads and future drainage, shall be filed with the city engineer. The plan may be drawn in any manner which is neat and legible.

D. Large lot division approval is not exempt from the procedures required by the State Environmental Policy Act.

~~E. Any person who feels aggrieved or damaged by the decision of the city engineer or the chairman of the planning commission may, within 14 days of the decision, file a written appeal with the city clerk-treasurer, and the appeal shall be forthwith forwarded to the city council for hearing on the matter.~~

EF. When segregation is requested by the developer, applicant or purchaser of a large lot division, the person shall provide the assessor with a copy of the legal description of every lot which is created by the division.

18.48.240 Record of proceedings. [Repeal]

~~A. A summary of all hearings and public meetings before the planning commission and the city council shall be preserved in a reasonable manner which may include a tape recorded record. The developer may, in addition, be required to provide a court reporter at any public hearing or meeting, as determined by the city manager or the chairman of the planning commission.~~

~~B. The appellant shall be responsible for paying all reasonable costs for transcribing the record of relevant hearings or meetings. (Ord. 1450 § 19, 2002; Ord. 390 § 11, 1976).~~

18.48.250 Amendments, modifications and vacations (new section).

Any amendment, modification and vacation of an approved short plat shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new short plat application, as set forth in this chapter, except that when an alteration or vacation involves a public dedication, that alteration or vacation shall be processed as provided in RCW 58.17.212 or 58.17.215, as amended. [RCW 58.17.060].

Title 18 SUBDIVISIONS (18.04 – 18.44)

18.04 Title – Scope – Purpose

18.08 Definitions

18.12 Procedure

18.16 Preliminary Layout

18.20 Final Plat

18.24 General Requirements

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Chapter 18.04 TITLE – SCOPE – PURPOSE

18.04.010 Title.

18.04.020 Regulations adopted – Purpose.

18.04.030 Authority.

18.04.040 Scope of regulations.

18.04.010 Title.

The regulations contained in this title except Chapter 18.48 FMC shall be referred to officially as “The Subdivision Regulations of the City of Fife, Washington” and the terms “regulations” or “subdivision regulations” when used in this title mean and have the force and effect of ordinance provisions of the city. (Ord. 223 § 4, 1969).

18.04.020 Regulations adopted– Purpose.

In order to promote the realization of a comprehensive plan for the city; in order to provide reasonable requirements for public streets, community facilities and other public areas; in order to provide for the health, safety, morals and general welfare of the residents of the city; in order that developers of land may have a procedural guide, the regulations set forth in this title establishing reasonable standards of design and procedure for plats, subdivisions, resubdivisions and dedications of land within the city are established and adopted. (Ord. 223 § 1, 1969).

18.04.030 Authority.

Authority for the administration of these regulations shall be vested in the city council. (Ord. 223 § 2, 1969).

18.04.040 Scope of regulations.

These regulations shall apply to and govern all future plats, subdivisions, resubdivisions and dedications of land within the corporate limits of the city. (Ord. 223 § 3, 1969).

Chapter 18.08 DEFINITIONS

- 18.08.010 Generally.
- 18.08.020 Alley.
- 18.08.030 Arterial.
- 18.08.040 Buffer planting strip.
- 18.08.050 Building setback line.
- 18.08.060 Comprehensive plan.
- 18.08.070 Crosswalkway.
- 18.08.080 Cul-de-sac.
- 18.08.090 Easement.
- 18.08.100 Final plat.
- 18.08.110 Improvements and public improvements.
- 18.08.120 Lots.
- 18.08.130 Major street plan.
- 18.08.140 Minor streets.
- 18.08.150 Planning commission.
- 18.08.160 Preliminary layout.
- 18.08.170 Roadway.
- 18.08.180 Secondary arterial.
- 18.08.190 Sidewalk.
- 18.08.200 Side yard.
- 18.08.210 Street.
- 18.08.220 Subdivider.
- 18.08.230 Subdivision.

18.08.010 Generally.

For the purpose of these regulations, certain words and phrases used in this title are defined as set forth in this chapter. (Ord. 223 § 5, 1969).

18.08.020 Alley.

“Alley” means a minor public right-of-way used primarily for vehicular service access to the rear or side properties. (Ord. 223 § 5(a), 1969).

18.08.030 Arterial.

“Arterial” means a street of great continuity which serves or is intended to serve as a principal trafficway for fast or heavy traffic, and which taken together comprises the basic structure of the street system of the city and surrounding area. (Ord. 223 § 5(b), 1969).

18.08.040 Buffer planting strip.

“Buffer planting strip” means a narrow area planted with trees and shrubs of sufficient density to provide an effective sight-obscuring and sound-absorbing screen. (Ord. 223 § 5(c), 1969).

18.08.050 Building setback line.

“Building setback line” means the line indicating the minimum horizontal distance between the property line and buildings, either at the front or side of the lot. (Ord. 223 § 5(d), 1969).

18.08.060 Comprehensive plan.

“Comprehensive plan” means the official plan or any portion thereof made and adopted by the planning commission and city council in accordance with the laws of the state indicating the general or specific locations recommended for streets, parks, public buildings, other public improvements, and all other land uses. (Ord. 223 § 5(e), 1969).

18.08.070 Crosswalkway.

“Crosswalkway” means a public right-of-way, 10 feet or more in width between property lines, which provides pedestrian access to adjacent properties. (Ord. 223 § 5(f), 1969).

18.08.080 Cul-de-sac.

“Cul-de-sac” means a short street having one end open to traffic and being terminated at the other end by a vehicular turnaround. (Ord. 223 § 5(g), 1969).

18.08.090 Easement.

“Easement” means a grant, by the owner of land, to others, of the use of a portion of the land for specific purposes. (Ord. 223 § 5(h), 1969).

18.08.100 Final plat.

“Final plat” means the final plat or drawing on which a subdivision plan is submitted to the planning commission for approval and which, if approved by the planning commission and the city council, will be submitted to the county auditor for recording. The final plat must be prepared by a registered land surveyor or an engineer. (Ord. 223 § 5(i), 1969).

18.08.110 Improvements and public improvements.

“Improvements” and “public improvements” means any sanitary sewer, storm sewer, drainage ditch, water main, roadway, parkway strip, sidewalk, planting strip, crosswalkway, off-street parking area, or other facility for which the city may ultimately assume the responsibility for maintenance and operation. (Ord. 223 § 5(j), 1969).

18.08.120 Lots.

“Lots” means a portion of a subdivision intended as a unit for transfer of ownership or for development. (Ord. 223 § 5(k), 1969).

18.08.130 Major street plan.

“Major street plan” means a part of the comprehensive plan showing the location and dimensions of principal thoroughfares. (Ord. 223 § 5(t), 1969).

18.08.140 Minor streets.

“Minor streets” means a street of limited continuity which serves or is intended to serve the local needs of a neighborhood. (Ord. 223 § 5(t), 1969).

18.08.150 Planning commission.

“Planning commission” means the planning commission of the city. (Ord. 223 § 5(m), 1969).

18.08.160 Preliminary layout.

“Preliminary layout” means the preliminary map or drawing on which the proposed layout of subdivision is submitted to the planning commission. (Ord. 223 § 5(n), 1969).

18.08.170 Roadway.

“Roadway” means the portion of a street available for vehicular traffic; where curbs are laid, the portion between curbs. (Ord. 223 § 5(o), 1969).

18.08.180 Secondary arterial.

“Secondary arterial” means a street of considerable continuity, sometimes called a collector street, which serves or is intended to serve as a secondary trafficway and as a feeder between minor streets in a neighborhood and one or more arterials. (Ord. 223 § 5(s), 1969).

18.08.190 Sidewalk.

“Sidewalk” means the portion of a street or crosswalkway, paved or otherwise surfaced intended for pedestrian use only. (Ord. 223 § 5(p), 1969).

18.08.200 Side yard.

“Side yard” means an open, unoccupied space on the same lot with a building and located between the building and the side line and extending from the street line to the rear yard. (Ord. 223 § 5(q), 1969).

18.08.210 Street.

“Street” means a public or private right-of-way having the primary purpose of providing for vehicular and pedestrian access to adjacent properties. (Ord. 1148 § 1, 1993; Ord. 223 § 5(r), 1969).

18.08.220 Subdivider.

“Subdivider” means any person, group or corporation acting as a unit or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as defined in FMC 18.08.230. (Ord. 223 § 5(u), 1969).

18.08.230 Subdivision.

“Subdivision” means a division of any tract or parcel of land into five or more lots or other divisions of land for the purpose, whether immediate or future, or transfer of ownership or for building development. The term includes resubdivision and replatting. (Ord. 223 § 5(v), 1969).

Chapter 18.12 PROCEDURE

18.12.010 Requirements prior to commencement of construction – Permit required.

18.12.020 Informal consideration.

18.12.010 Requirements prior to commencement of construction– Permit required.

It is unlawful for any person, firm or corporation, proposing to make or having made a plat or subdivision of land containing five or more lots, plots, or tracts, or proposing to make or having made a plat or subdivision containing a dedication of any part thereof as a public street or highway, to enter into any contract for the sale of, or to offer to sell, the subdivision, or plat, or any part thereof, or to proceed with any construction work on the proposed plat or subdivision, including grading and excavation, relating thereto, until both the tentative and final approval of the proposed plat, subdivision, resubdivision or dedication have been obtained from the city council in accordance with the prescribed rules and regulations contained in this title.

Construction of improvements shall be in accordance with Chapter 18.44 FMC. Construction of buildings and dwelling shall be started only after issuance of building permits, and no building permit shall be issued prior to recording of the final plat. (Ord. 223 § 6, 1969).

18.12.020 Informal consideration.

While the subdivision plan is still in sketch form, the subdivider may consult with the planning commission to determine whether the plan conforms with the comprehensive plan, including the major street plan, and the zoning ordinance, and whether the plan complies with these

regulations and with the city ordinances not in conflict with these regulations. (Ord. 223 § 7, 1969).

Chapter 18.16 PRELIMINARY LAYOUT

18.16.010 Preparation.

18.16.020 Submission.

18.16.030 Consideration.

18.16.040 Conditional approval or disapproval.

18.16.050 Action by city council.

18.16.060 Conditional approval not deemed acceptance.

18.16.070 Effective period of conditional approval.

18.16.090 Documents – Tracings and prints.

18.16.010 Preparation.

Prior to the completion of the final survey of streets and lots of any subdivision and before any map of the subdivision is made in form suitable for recording, a preliminary layout, prepared in accordance with the regulations set forth in this chapter, shall be submitted to the planning commission for its review and recommendations. (Ord. 223 § 8, 1969).

18.16.020 Submission.

A. A written application, in quadruplicate, for the conditional approval of the subdivision, together with 10 prints of the preliminary layout shall be filed with the city clerk-treasurer at least five days prior to the regular monthly meeting of the commission in order to receive action at such meeting. Upon receipt of the application, the clerk-treasurer shall forthwith forward it to the planning commission.

B. The planning commission shall determine whether the preliminary layout is in proper form and shall not receive or consider the application as filed until all documents are in accordance with the requirements set forth in this chapter and the proper fee has been paid. (Ord. 223 § 9, 1969).

18.16.030 Consideration.

The planning commission will study the preliminary layout in connection with the comprehensive plan, including the major street plan, the zoning ordinance and the topography of the area, and will take into consideration the general requirements of the neighborhood, and the best use of the land to be subdivided. Particular attention will be given to specific requirements for parks, playgrounds, school sites, major streets, the adequacy of street connections and the suitability of land for development. (Ord. 223 § 10, 1969).

18.16.040 Conditional approval or disapproval.

The planning commission will communicate its conditional approval, or its disapproval, in writing to the city council within 30 days after the time at which application for conditional approval is made, giving, in case of conditional approval, the specific changes which it will require in the preliminary layout and the character and extent of the required public improvements. (Ord. 223 § 11, 1969).

18.16.050 Action by city council.

After receiving the report from the planning commission, the city council will consider the report at its regular hearing. If the city council agrees with the report by the planning commission, it will take action accordingly by formal resolution and, in writing, inform the subdivider of its action. If it does not agree with the report by the planning commission, the city council shall hold over action on the preliminary layout until its next regular meeting at which meeting it shall request a representative of the planning commission to be present. At the next regular meeting the preliminary layout and a report of the planning commission shall be considered again and the representative of the planning commission shall be given an opportunity to discuss the preliminary layout. Following this procedure, the city council may approve or disapprove the preliminary layout by formal resolution and in writing notify the subdivider of its action. (Ord. 223 § 12, 1969).

18.16.060 Conditional approval not deemed acceptance.

Conditional approval by the city council of the preliminary layout does not constitute acceptance of the plat or the proposed subdivision, acceptance of proposed improvements or final agreement as to improvement specifications or costs. It is to be considered only as approval of the general layout design. (Ord. 223 § 13, 1969).

18.16.070 Effective period of conditional approval.

A final plat meeting all the conditions of this chapter shall be submitted within five years from the date of preliminary plat approval. If the final plat has not been submitted to the city within the time limits described, the approval of the preliminary plat shall have been deemed to have lapsed and a new application shall be required to be submitted. (Ord. 1226 § 12, 1996; Ord. 223 § 14, 1969).

18.16.090 Documents– Tracings and prints.

The preliminary layout tracings and prints shall have dimensions that are multiples of nine inches along one side and multiples of 12 inches along the adjacent side. Tracings shall be submitted rolled in a mailing tube and prints shall be submitted folded to nine inches by 12 inches. The drawing shall be to a scale of no greater than one inch equals 50 feet or smaller than one inch equals 100 feet. The preliminary layout shall contain the following information:

A. Name of subdivision;

B. Legal description of location;

C. Scale of the layout or plat;

D. Date;

E. Statement of whether the north point is true or magnetic and whether bearings shown on the plat are true or magnetic;

F. Boundary lines of the subdivision with length and bearing of lines;

G. Relationship of the subdivision to section and half section lines and to any adjacent city boundary lines and distances and bearings to the nearest official monuments;

H. The location, widths and names of streets or other public ways, easements, railroad and utility rights of way, both within the subdivision and those adjacent to or leading into the subdivision;

I. Proposed methods of providing for stormwater disposal, sanitary sewage disposal and water supply;

J. Location of land intended to be dedicated to public use or reserved in the deeds for the use of all property owners in the subdivision;

K. Numbers and dimensions of lots and blocks;

L. Location of watercourses and other important features;

M. Contours, with intervals of five feet or less, referred to sea level datum;

N. Names and addresses of owner and subdivider and plan surveyor or engineer who designed the preliminary layout;

O. The names of immediately adjacent subdivisions and the names of owners of record or adjacent unsubdivided tracts;

P. Existing permanent buildings or structures within or adjacent to the tract;

Q. Where the preliminary layout covers only a part of the subdivider's entire holding, a sketch of the prospective street system of the part not submitted must be furnished, and the street system of the submitted part will be considered in the light of adjustments and connections with the street system of the part not submitted. (Ord. 223 § 27, 1969).

Chapter 18.20 FINAL PLAT

18.20.010 Submission for approval – Specifications and procedure.

18.20.020 Disapproval or recommendation for approval – Notice in writing.

18.20.030 Effectiveness of final approval.

18.20.040 Conformance to preliminary layout – Required information.

18.20.010 Submission for approval– Specifications and procedure.

After approval of the preliminary layout by the city council and fulfillment of the required conditions, the subdivider shall apply in writing to the chairman of the planning commission for approval of a final plat. The final plat shall conform substantially to the preliminary layout as given conditional approval. The application shall be in duplicate and shall be accompanied by the original inked plat on tracing cloth or vellum, one Van Dyke or sepia reproduction and 10 prints. Specifications for the plat and for other documents to accompany the application are given in FMC 18.20.040. The final plat will not be considered as submitted unless it meets with all specifications herein and is accompanied by all required documents. Approval shall be given only at a regular meeting of the planning commission open to the public. (Ord. 223 § 16, 1969).

18.20.020 Disapproval or recommendation for approval– Notice in writing.

Upon approval of the final plat by the city council, the mylar shall be signed by the city engineer, the community development director, the chairperson of the planning commission, the mayor, and the city clerk-treasurer and affixed with the city seal. Approval by the city council shall be by resolution setting forth all conditions upon which approval is predicated. The applicant shall be responsible for recording the final plat with the Pierce County assessor's office. A copy of the recorded mylar and three prints shall then be submitted to the city by the applicant. (Ord. 1226 § 13, 1996; Ord. 223 § 17, 1969).

18.20.030 Effectiveness of final approval.

A. Approval of the final plat by the planning commission and the city council shall be null and void if the plat is not acceptable for recording in the county auditor's office of Pierce County.

B. If the subdivider fails to record the plat at the county auditor's office within a 12-month period from the date of final approval by the city council, the council's final approval shall be null and void. (Ord. 223 § 18, 1969).

18.20.040 Conformance to preliminary layout– Required information.

The final plat shall conform to the dimensional and scale standards of the preliminary layout and shall contain all the information required in subsections (A) through (H) and (J) through (L) of the preliminary layout requirements outlined in FMC 18.16.090 and, in addition, shall contain the following information:

A. Accurate location and references of all monuments. Monuments shall be placed at the following locations:

1. At each intersection of two or more streets;
 2. At the center of a cul-de-sac;
 3. Where curvilinear platting pattern is used, monuments shall also be placed at points of curve and points of tangency;
- B. Certification by a registered professional engineer or registered land surveyor to the effect that the plat represents a survey made by him and that the monuments shown thereon actually exist as located and that all dimensional and other details such as curve data, are correct;
- C. Notarized certification by the owner or owners of the land or other persons having an interest therein of the adoption of the plat and the dedication of streets and other public places;
- D. Certification by signature of county treasurer that there are no delinquent taxes outstanding against the property;
- E. Certification by signature of the city clerk-treasurer that there are no delinquent special assessments or other liens outstanding against the property;
- F. Approval by signature of the engineer of the city indicating that the plat has been checked, that all working drawings and specifications for improvements have been prepared in conformance with the town's standards and requirements;
- G. Space for approval of the planning commission by date and signature of the chairman of the commission;
- H. Space for approval of the city council by date and signature of the mayor and space for signature of the city clerk-treasurer and the city seal;
- I. Subsections (B) through (H) above shall be executed in order of listing. (Ord. 223 § 28, 1969).

Chapter 18.24 GENERAL REQUIREMENTS

- 18.24.010 Conformance to comprehensive plan.
- 18.24.020 Provision for future subdivision.
- 18.24.030 Reserve strips prohibited.
- 18.24.040 Buffer planting strips and fences.
- 18.24.050 Building sites.
- 18.24.060 Preservation of trees.
- 18.24.070 Neighborhood plan.
- 18.24.080 Variations and exceptions.
- 18.24.090 Consultation fees.

18.24.010 Conformance to comprehensive plan.

The subdivision shall conform to the comprehensive plan or the portions thereof now or hereafter existing, and shall not encroach upon areas designated in the comprehensive plan for future public facilities. (Ord. 223 § 19(a), 1969).

18.24.020 Provision for future subdivision.

If a tract is subdivided into larger parcels than ordinary building lots, such parcels shall be arranged to allow the opening of future streets and logical further subdivision. (Ord. 223 § 19(b), 1969).

18.24.030 Reserve strips prohibited.

There shall be no reservation of strips of land that prevent or limit access to land dedicated or intended to be dedicated to public use. (Ord. 223 § 19(c), 1969).

18.24.040 Buffer planting strips and fences.

Where a residential subdivision adjoins a railroad right-of-way, a waterway, an industrial area, a business area or other land use which would have a depreciating effect on the residential use of the property, a buffer planting strip 10 to 15 feet in width and suitably planted to form a screen and/or fence may be required by the planning commission. (Ord. 223 § 19(d), 1969).

18.24.050 Building sites.

Every lot must contain a suitable building site and must be able to conform to the requirements of the building and zoning code for the erection and location of building structures. (Ord. 223 § 19(e), 1969).

18.24.060 Preservation of trees.

Valuable large trees shall be preserved whenever possible. Where planting strips are provided with trees, such trees shall not be of a low bushy species that might obstruct vision. Trees or shrubs situated within a 40-foot radius from intersection property lines at a street intersection shall not have branches closer than eight feet to the ground. (Ord. 223 § 19(f), 1969).

18.24.070 Neighborhood plan.

If a suggested plan for the neighborhood or area in which the tract to be subdivided is located has been made by the planning commission, the street layout of the subdivision shall be in the general conformance thereto. (Ord. 223 § 19(g), 1969).

18.24.080 Variations and exceptions.

Variations to and exceptions from the design and dimensional standards and improvement requirements of these regulations may be made by the city council upon the recommendation of the planning commission in cases where, owing to exceptional conditions, there are extreme difficulties or hardships in the way of carrying out the strict letter of these regulations. No variation or exception shall be made that will be detrimental to the public welfare or that will affect adversely the comprehensive plan. (Ord. 223 § 19(h), 1969).

18.24.090 Consultation fees.

A. A fee for any consultations shall be charged to the applicant for the recovery of all costs incurred by the city. The fee shall include any charges for meetings and reviews conducted for any of the following services, which is not intended to be exclusive:

1. Traffic, hydraulic, structural and civil engineering services; and
2. Licensed Land Surveying Services. The amount of the fee shall be recovery of all actual costs charged to the city by the selected consultant, plus 15 percent of the cost for administrative fees.

B. Consultation fees shall not be considered part of the established filing fee that is charged by the city for the particular review or process.

C. The consultant shall attach the cost of the review at the time that the plans, documents and/or related materials are returned to the city along with a report of findings.

D. The sum of \$100.00 shall be collected as a deposit at the time the city determines that such consultation is necessary to ensure an accurate evaluation of the proposal. No permits, determinations and/or approvals shall be given or documents released by the city until all fees are paid in full. (Ord. 860 § 1, 1986).

Chapter 18.28 STREETS

18.28.010 Arterials.

18.28.020 Layout.

18.28.030 Minor streets.

18.28.040 Intersections of major and minor streets.

18.28.050 Alleys.

18.28.060 Half streets.

18.28.070 Grades.

18.28.080 Cul-de-sac.

18.28.090 Right-of-way widths.

18.28.100 Roadway widths (curb to curb).

18.28.110 Curvature of streets.

18.28.120 Intersections to be at right angles.

18.28.130 Curb radii.

18.28.010 Arterials.

Wherever a subdivision embraces an arterial street, as shown on the major street plan, such arterial street shall be platted in the location and of the width indicated on the major street plan. (Ord. 223 § 20(a), 1969).

18.28.020 Layout.

The street layout shall be devised for the most advantageous development of the entire neighborhood area. Where necessary to the neighborhood pattern, existing principal streets in adjoining subdivisions shall be continued and shall be at least as wide as such existing streets and in alignment with them. The street layout shall provide for the future projection of the principal streets into unsubdivided lands adjoining. (Ord. 223 § 20(b), 1969).

18.28.030 Minor streets.

Minor streets shall be so laid out that their use by through traffic will be discouraged. (Ord. 223 § 20(c), 1969).

18.28.040 Intersections of major and minor streets.

There shall be minimum number of intersections of minor streets with major streets in the case of intersecting minor streets; intersections of four streets shall be avoided whenever possible. (Ord. 223 § 20(d), 1969).

18.28.050 Alleys.

Paved rear alleys not less than 20 feet wide will be required in all business and industrial districts of subdivisions except where special conditions make alleys impracticable; in such cases, adequate off-street loading space, suitably surfaced, shall be provided. Dead-end alleys shall be avoided whenever possible, or if provided shall include a turnaround. In general, alleys will not be approved for residential districts or subdivisions. (Ord. 223 § 20(e), 1969).

18.28.060 Half streets.

Half streets shall be permitted only under exceptional circumstances. (Ord. 223 § 20(f), 1969).

18.28.070 Grades.

Street grades shall conform in general to the terrain and shall not be less than one-half of one percent nor more than 12 percent. Street grades shall be such as to provide natural surface drainage of stormwater regardless of the presence or absence of storm sewers. The intent of this provision is to avoid depressions or inverts which will flood in flash storms and for which storm sewers are inadequate. (Ord. 223 § 20(g), 1969).

18.28.080 Cul-de-sac.

Cul-de-sacs shall not exceed 400 feet in length and whenever possible, the closed end shall be located at a higher elevation than the entrance, and shall have a turnaround not less than 90 feet in diameter of right-of-way and pavement diameter of 70 feet at the closed end. (Ord. 223 § 20(h), 1969).

18.28.090 Right-of-way widths.

Right-of-way widths shall be as described in Chapter 12.20 FMC. (Ord. 1595-06 § 8, 2006; Ord. 223 § 20(i), 1969).

18.28.100 Roadway widths (curb to curb).

Roadway widths (curb to curb) shall be as described in Chapter 12.20 FMC. (Ord. 1595-06 § 9, 2006; Ord. 223 § 20(j), 1969).

18.28.110 Curvature of streets.

Curvature of streets shall be provided with centerline radii as follows:

- A. Principal arterial, and North Levee Road East, 600 feet;
- B. Minor arterial, 300 feet;
- C. Collector street, 250 feet;
- D. Commercial and multifamily access street, 250 feet; and
- E. Single-family access street, 100 feet. (Ord. 1595-06 § 10, 2006; Ord. 223 § 20(k), 1969).

18.28.120 Intersections to be at right angles.

Street intersections shall be at right angles. Where, because of topographic or other reasons, an intersection cannot be at right angles, such intersection shall be designed so as to insure its safe usage. (Ord. 223 § 20(l), 1969).

18.28.130 Curb radii.

Curb radii shall not be less than 20 feet. Where an angle of intersection less than 70 degrees is permitted, curb radii shall be increased as necessary so as to insure its safe usage. (Ord. 223 § 20(m), 1969).

Chapter 18.32 BLOCKS

- 18.32.010 Lengths of residential blocks.
- 18.32.020 Blocks for industrial or commercial use.
- 18.32.030 On arterial streets.

18.32.010 Lengths of residential blocks.

Blocks shall not exceed 1,200 feet in length nor be less than 400 feet in length; blocks longer than 800 feet in length may be required to have crosswalkways. (Ord. 223 § 21(a), 1969).

18.32.020 Blocks for industrial or commercial use.

Blocks intended for industrial or commercial use shall be designed specifically for such purpose, with adequate space set aside for off-street parking and loading and shall meet minimum ordinance requirements for parking. (Ord. 223 § 21(b), 1969).

18.32.030 On arterial streets.

It is preferred that blocks adjacent to arterial streets be so arranged that the long dimension of the block be parallel to the arterial street and that lots do not front on or have access to the arterial street. Where this arrangement is not feasible, marginal access streets may be required. (Ord. 223 § 21(c), 1969).

Chapter 18.36 LOTS

- 18.36.010 Minimum width and area.
- 18.36.020 Maximum depth.
- 18.36.030 Lot to abut on street.
- 18.36.040 Building setback lines.
- 18.36.050 Corner lots.
- 18.36.060 Property lines at corners.
- 18.36.070 Side lines.
- 18.36.080 Shape.
- 18.36.090 Double frontage lots.
- 18.36.100 Grading for stormwater.

18.36.010 Minimum width and area.

Lots for residential use shall be at least 70 feet wide at the building setback line for interior lots and 80 feet wide for corner lots and shall be at least 7,000 square feet in area for interior lots and 8,000 square feet in area for corner lots. (Ord. 223 § 22(a), 1969).

18.36.020 Maximum depth.

The maximum depth of any lot, exclusive of unusable land, shall be two and one-half times the width of the lot. (Ord. 223 § 22(b), 1969).

18.36.030 Lot to abut on street.

Every lot shall abut on a dedicated and improved street for at least 20 feet. (Ord. 223 § 22(c), 1969).

18.36.040 Building setback lines.

Minimum setback lines from property lines in residential zones shall conform with the zoning regulations, except that there shall be a side yard along each lot line of a width not less than 10 percent of the lot width at the building setback line, but in no case less than five feet. (Ord. 223 § 22(d), 1969).

18.36.050 Corner lots.

Corner lots in residential zones shall have a minimum side yard setback of 20 percent of the width of the lot along the side yard facing the street. The other side yard shall be 10 percent of the lot width, but in no case less than five feet. (Ord. 223 § 22(e), 1969).

18.36.060 Property lines at corners.

Property lines at street intersection corners shall be arcs having radii of at least 10 feet or shall be chords of such arc. (Ord. 223 § 22(f), 1969).

18.36.070 Side lines.

Side lines of lots shall be approximately at right angles, or radial, to the street line. (Ord. 223 § 22(g), 1969).

18.36.080 Shape.

The shape of lots and their orientation shall be appropriate to the location of the proposed subdivision and to the type of development contemplated. (Ord. 223 § 22(h), 1969).

18.36.090 Double frontage lots.

Double frontage lots, other than corner lots, will be permitted only under unusual circumstances. (Ord. 223 § 22(i), 1969).

18.36.100 Grading for stormwater.

Lots and blocks shall be graded so as to eliminate depressions that would accumulate stormwater. Grades at building sites shall bear such relationships to roadway and curb grades as to prevent flooding of basement windows or of entryways either to basements or to first floor levels in the absence of basements. Where deemed necessary, the planning commission may require the subdivider to submit working drawings showing contours to which the property is to

be graded to provide for the requirements of this section. The planning commission shall transmit a copy of the approved drawing to the city clerk-treasurer. In such cases, building permits shall not be issued unless the lot plan indicates site and building grades consistent with the grading drawing. (Ord. 223 § 22(j), 1969).

Chapter 18.40 PUBLIC PLACES

18.40.010 Preservation of natural and cultural features.

18.40.020 Easements.

18.40.030 Duplication of names prohibited.

18.40.010 Preservation of natural and cultural features.

Outstanding natural and cultural features such as scenic spots and watercourses shall be preserved insofar as possible. (Ord. 223 § 23(a), 1969).

18.40.020 Easements.

All above ground utilities shall be placed on rear or side property lines. Where a subdivision is traversed by a watercourse, an appropriate easement shall be provided for the watercourse in either an open cut or an underground conduit, depending upon the density of development, as specified by the planning commission. Where water mains, sanitary sewers, storm sewers, gas mains, telephone lines, power lines or other utilities are located on or adjacent to property lines, adequate easements together with right of ingress or egress thereto and therefrom shall be provided and platted. Easements shall not be less than 10 feet in width and shall be centered upon the centerline of the utility. Where more than one utility is to occupy the same easement, the easement shall be of such width as to extend five feet at each side beyond the centerline of the outermost utility. Additional width shall be provided where necessary to accommodate utility pole bracing. The planning commission may require evidence of approval by the public utility company of the proposed easement width. Where an easement occurs on a side lot and adjacent to a driveway, there shall not be less than 10 feet of clearance between the easement line and the extreme projection of the building structure. (Ord. 223 § 23(b), 1969).

18.40.030 Duplication of names prohibited.

The names of subdivisions and new street names shall not duplicate, nor too closely approximate phonetically, the name of any other subdivision or street within or near the city. Street names shall be subject to the approval of the planning commission. (Ord. 223 § 23(c), 1969).

Chapter 18.44 IMPROVEMENTS

- 18.44.010 Construction in accordance with plans and specifications.
- 18.44.020 Permission required prior to commencement of construction.
- 18.44.030 Types of improvements.
- 18.44.040 Compliance with city standards.
- 18.44.050 Qualification of contractors.
- 18.44.060 Inspection required.
- 18.44.070 Responsibility of subdivider.
- 18.44.080 Approval not acceptance.
- 18.44.090 Notice to engineer – Request for inspection.
- 18.44.100 Responsibility for maintenance.
- 18.44.110 Guarantee of completion and maintenance.
- 18.44.120 Acceptance – Contingency of recommendation.
- 18.44.130 Fees.
- 18.44.140 Protection and repair of existing improvements.
- 18.44.150 Other regulations prevail.

18.44.010 Construction in accordance with plans and specifications.

All improvements shall be constructed in accordance with plans and specifications prepared by the engineers for the city. The subdivider shall reimburse the city for such engineering costs in accordance with FMC 18.44.130. (Ord. 223 § 24(a), 1969).

18.44.020 Permission required prior to commencement of construction.

Approval of the city council shall be secured before commencement of construction of any improvement. Approval of the final plat by the city council shall constitute permission to proceed with construction, providing the plat is accepted for recording by the county auditor. (Ord. 223 § 24(b), 1969).

18.44.030 Types of improvements.

The following improvements are required for any subdivision within the city:

A. Street and alley grading and surfacing with asphaltic concrete:

1. In areas zoned for commercial or industrial use, concrete curbs and gutters are required;
2. In areas other than those zoned for commercial or industrial use, the minimum requirement shall be for thickened edge, but concrete curbs and gutters are preferred;

B. Sanitary sewers;

C. Water mains and hydrants;

D. Piped stormwater drainage facilities;

E. Concrete survey monuments and brass plugs. (Ord. 223 § 24(c), 1969).

18.44.040 Compliance with city standards.

All improvements shall be in accordance with city standards and requirements as given in ordinances and regulations in effect at the time of submission of the final plat. (Ord. 223 § 24(d), 1969).

18.44.050 Qualification of contractors.

The developer shall file with the city clerk-treasurer a list of all contractors and subcontractors who are to participate in construction of public improvements. Such contractors and subcontractors shall be subject to the licensing provisions of the city and shall be subject to disqualification by reason of faulty performance upon past construction work done by the city. (Ord. 223 § 24(e), 1969).

18.44.060 Inspection required.

All improvements shall be subject to inspection by a duly authorized representative of the city, both during the course of construction and after construction is complete. The inspector shall have the authority to determine whether or not materials of construction, methods of construction and workmanship comply with working drawings and specifications. The contractor shall provide for reasonable tests and proof of quality of materials as requested by the inspector. The inspector may require that work be suspended for due cause. For purposes of this section, "due cause" includes adverse weather conditions, poor workmanship, the use of questionable materials or methods of construction, and nonadherence to specifications and drawings. (Ord. 223 § 24(f), 1969).

18.44.070 Responsibility of subdivider.

Approval by the inspector or absence of inspection shall not relieve the subdivider of full responsibility for adherence by his contractors to specifications and working drawings or for the use of his contractors of high standards of materials, methods and workmanship. (Ord. 223 § 24(g), 1969).

18.44.080 Approval not acceptance.

Approval by the inspector shall not be deemed acceptance of the improvement by the city. Acceptance shall be only by action of the city council and acceptance shall be contingent upon a favorable inspection report signed by the engineers for the city. (Ord. 223 § 24(h), 1969).

18.44.090 Notice to engineer— Request for inspection.

It shall be the responsibility of the subdivider or his contractor to notify the city engineer when work is to be started and to request the assignment of an inspector. The initial notification that a

particular improvement is to be started shall be in writing and shall reach the engineer in advance of the date that inspection is to begin. (Ord. 223 § 24(i), 1969).

18.44.100 Responsibility for maintenance.

As further assurance of serviceable construction, and to provide for repair of damage resulting from subsequent construction operations of the subdivider or his contractors, the subdivider shall be responsible for all maintenance of an improvement for a period of not less than 15 months following completion of construction of that improvement; providing, in addition, that the subdivider shall be responsible for all maintenance of roadways, curbs and gutters, sidewalks, water hydrants and all other public improvements and facilities until all construction work has been completed upon other improvements, dwellings, buildings, fill and landscaping adjacent to the improvement under consideration. No improvement shall be accepted by the city sooner than 15 months after completion of construction nor before all construction work has been completed upon adjacent improvements, dwellings, buildings, fill and landscaping nor until all maintenance work is complete. (Ord. 223 § 24(j), 1969).

18.44.110 Guarantee of completion and maintenance.

The final plat will not be considered for approval unless the subdivider has guaranteed to complete all required improvements within a reasonable period in compliance with working drawings and specifications and has guaranteed to maintain the improvements until they are accepted by the city. The maintenance shall provide that the subdivider will reimburse the city for any maintenance expenses incurred by the city in performing maintenance work, herein required of the subdivider, upon failure of the subdivider to perform such work after receiving due notice from the city to perform such work. This guarantee shall be by one or more of the three following listed methods. Only one method shall be applied to one specific improvement:

A. The subdivider may post a performance bond prepared in a form approved by the attorney for the city and underwritten by a surety company. The amount of the bond shall be not less than 125 percent of the final estimate of cost of the improvement as estimated by the engineer for the city under FMC 18.44.130. There shall be no reduction in the amount of that portion of the bond applying to a particular improvement unless that improvement is complete and accepted or approved by the city council. The subgrade, base course and surface course of a street, alley, or parking area shall be considered as a single improvement from the standpoint of acceptance.

B. The subdivider may deposit a cash bond with the city in accordance with a specific escrow agreement approved by the attorney of the city and in an amount not less than 125 percent of the final estimate of cost of the improvements as estimated by the engineer for the city under FMC 18.44.130. The deposit shall be held in a special account by the city, and the agreement may provide for partial payouts as work progresses, in amounts recommended by the engineer for the city, corresponding to the original estimate of unit costs. Partial payouts shall be contingent upon favorable inspection reports, and the sum of partial payouts for a single improvement shall not exceed 85 percent of the original deposit for the improvement unless the improvement is complete and accepted or approved by the city council. The subgrade, base course and surface

course of a street, alley, or parking area shall be considered a single improvement from the standpoint of acceptance.

C. Upon specific permission of the city council, the subdivider may elect to complete one or more improvements prior to approval of the final plat. Where the subdivider elects to guarantee completion of an improvement by this method, approval of the final plat shall be contingent upon certification by the engineer for the city that the improvement has been completed and in accordance with drawings and specifications, that the inspection reports are favorable, and that guarantee has been provided to cover cost of maintenance of the improvement in accordance with FMC 18.44.100. (Ord. 223 § 24(k), 1969).

18.44.120 Acceptance— Contingency of recommendation.

Acceptance of an improvement for the city shall be only by resolution of the city council upon recommendation of the engineers for the city. Recommendation shall be contingent upon:

A. Fulfillment of the requirements of FMC 18.44.100;

B. An opinion by the attorney for the city that satisfactory and proper conveyances and dedications have been made by the subdivider to the city;

C. Improvements being complete and in good repair in accordance with standards and requirements of the city;

D. Inspection reports indicating compliance with working drawings and specifications;

E. A single improvement shall not be accepted in part; it shall be complete throughout the subdivision as indicated in the final plat and working drawings; the subgrade, base course of a street, alley or parking area shall be considered as a single improvement;

F. Acceptance of an improvement shall operate to release the applicable portion of the performance bond or the applicable portion of the balance of the cash deposit. (Ord. 223 § 24(l), 1969).

18.44.130 Fees.

A. To defray the engineering and inspection expenses incurred by the city in preparation of preliminary and final cost estimates, working drawings, specifications, in checking the final plat, and in executing inspection responsibilities, the subdivider shall be required to reimburse the city as follows. These charges are separate and distinct from the fee paid at the time of submission of the preliminary layout.

B. The subdivider shall submit a written request to the city clerk-treasurer for preparation of a preliminary plan and an estimate for construction costs of improvements. This request shall be accompanied by a certified check in an amount equal to two percent of the estimated costs of engineering services.

C. Before the preliminary plan and estimated construction cost is furnished to the subdivider, he shall pay to the city clerk-treasurer an additional amount which will increase his total payment to 20 percent of the estimated cost of engineering.

D. An additional 40 percent shall be paid prior to start of construction.

E. All engineering and inspection performed by the city in connection with projects of this nature shall be charged to such deposit. After the project has been completed to the satisfaction of the city engineers, any unexpended balance of the deposit shall be refunded; or if for any reason the charges shall exceed the amount deposited, the city clerk-treasurer shall forthwith cause a statement to be issued notifying the depositor to pay the balance due.

F. If during the progress of any project it appears that the cost of engineering and/or inspection will exceed the amount deposited, the city clerk-treasurer shall notify the depositor and terminate any permit which may have been issued. All work in connection with the project shall immediately cease and the project shall remain closed until there is deposited such additional amount as may be necessary to cover the estimated cost of engineering and/or inspection for the completion of the project, and until any terminated permit shall be renewed. (Ord. 223 § 24(m), 1969).

18.44.140 Protection and repair of existing improvements.

The subdivider, his contractors and suppliers shall be responsible to insure that existing improvements and the property of the city are not damaged or rendered less useful or unsightly by the operations of the subdivider, his contractors or suppliers. This provision is intended to include damage or nuisance with respect to land, improvements or landscaping of the city; damage to existing streets, sidewalks, curbs and gutters by passage thereover of equipment or trucks or by excavation for any purpose; the spillage or tracking of earth, sand or rock onto existing streets, sidewalks, curbs and gutters; the washing by stormwater of earth or sand onto streets, sidewalks, curb and gutter or into catch basins; damage to water mains, sanitary sewers, culverts or storm sewers. In order to reduce or localize the possibility of damage to streets by heavy trucking, the utility superintendent shall instruct the subdivider as to the streets to be used for access to the subdivision by equipment and trucks, and the subdivider shall be responsible for the enforcement of this instruction as to his contractors and their supplies. The subdivider shall make provisions to prevent washing of earth or sand onto sidewalks, streets, curbs and gutters and into catch basins by stormwater. When deemed advisable, the city council shall have the power to require, either prior to commencement of construction or after construction is in process, that the subdivider post a surety bond to guarantee repair of damages or abatement of nuisances. Expenses incurred by the city in repairing damages, cleaning streets, catch basins and sewers shall be deducted from the surety bond. (Ord. 223 § 25, 1969).

18.44.150 Other regulations prevail.

None of the provisions of these regulations pertaining to permission, surety bonds, fees, acceptance and approval shall be construed as exempting subdividers, general contractors, sidewalk contractors, cement contractors, building contractors or plumbers, sewer contractors,

sewer builders, drain layers, electrical contractors, or electricians or any other contractor or craftsmen from any other ordinance or regulation of the city with respect to licenses, fees, surety bonds, inspection or other respect to licenses, fees, surety bonds, inspection or other control. (Ord. 223 § 26, 1969).

MEMORANDUM
For Meeting of September 23rd, 2008

TO: City Council
FROM: Chris Larson, Code Enforcement Officer; Carl Durham, Acting Community Development Director
THRU: Steve Worthington, City Manager
SUBJECT: First Read of Ordinance 1676 to amend the Subdivision Code (FMC Title 18)

REPORT IN BRIEF: Earlier in tonight's agenda a Public Hearing was held regarding the amendments to Title 18 of the FMC.

ALTERNATIVE COURSE OF ACTION

1. Give first read to Ordinance No. 1676
2. Do not give first read to Ordinance No. 1676
3. Amend Ordinance No. 1676 and give first read

STAFF RECOMMENDATION: Give first read to Ordinance No. 1676, amending Title 18 of the FMC.

SUGGESTED MOTION: I move that the City Council give first read to Ordinance No. 1676.



Carl Durham
Acting Community Development
Director



Approved for Agenda.
Steve Worthington, City Manager

CITY OF FIFE, WASHINGTON

ORDINANCE NO. 1676

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIFE, WASHINGTON, REGARDING DIVISIONS OF LAND, ADDING NEW CHAPTERS 18.01, 18.03, 18.05, 18.07, AND 18.09, AMENDING CHAPTER 18.48 AND REPEALING CHAPTERS 18.04, 18.08, 18.12, 18.16, 18.20, 18.24, 18.28, 18.32, 18.36, 18.40, AND 18.44 AND SECTIONS 18.48.020, 18.48.160, 18.48.180, 18.48.190, AND 18.48.240

WHEREAS, the City of Fife subdivision ordinance, codified in Chapter 18 of the Fife Municipal Code, was adopted in 1969; and

WHEREAS, it is necessary to amend Chapter 18 to comply with the provisions of RCW 58.17 and to update the City regulations to comply with modern planning and development practices; now therefore,

THE CITY COUNCIL OF THE CITY OF FIFE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Title 18 of the Fife Municipal Code is hereby amended by the addition of a new Chapter 18.01 titled "General Provisions."

Section 2. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.010 to read as follows:

18.01.010 Short Title

The ordinance codified in this title, together with any amendments hereto, shall be known as the "Fife Land Division Ordinance" which shall constitute Title 18 of the Fife Municipal Code.

Section 3. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.020 to read as follows:

18.01.020 General authority.

This title is adopted under the authority of Chapters 35A.58 and 58.17 RCW.

Section 4. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.030 to read as follows:

18.01.030 Purpose

The purposes of this title are to regulate the dividing of land and to promote the public safety and general welfare in accordance with standards established by the state and city to prevent the overcrowding of land; to lessen congestion in the streets and highways; to promote the effective and efficient use of land; to promote safe and convenient travel by the public on streets and highways; to provide for adequate light and air; to facilitate the adequate provision for water, sewerage, parks and recreation areas, sites for schools and school grounds and other public requirements; to provide for proper ingress and egress; to provide for the expeditious review and approval of proposed subdivisions which conform to zoning standards and the comprehensive plan as adopted under the Growth Management Act; to adequately provide for the housing and commercial needs of the citizens of the city of Fife; and to require uniform monumenting of land subdivisions and conveyances by accurate legal description.

Section 5. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.040 to read as follows:

18.01.040 Scope

Every division of land lying within the corporate limits of the city shall comply with the provisions of this title, except as provided by FMC 18.01.050 and shall also comply with the provisions of Chapter 58.17 RCW. Wherever conflicts may arise between this title and Chapter 58.17 RCW, the latter shall prevail. No building permit, septic tank permit or other development permit shall be issued for any lot, tract or parcel of land divided in violation of this title or Chapter 58.17 RCW unless the authority authorized to issue such permit finds that the public interest will not be adversely affected thereby.

Section 6. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.050 to read as follows:

18.01.050 Exceptions

The provisions of this title shall not apply to:

- A. Cemeteries and other burial plots while used for that purpose;
- B. Divisions made by testamentary provisions or the laws of descent;
- C. Assessor's plats made in accordance with RCW 58.18.010;
- D. A division for the purpose of leasing land for facilities providing personal wireless services while used for that purpose. "Personal wireless services" means any federally licensed personal wireless service. "Facilities" means unstaffed facilities that are used for the transmission or reception, or both, of wireless

communication services including, but not necessarily limited to, antenna arrays, transmission cables, equipment shelters, and support structures; and

E. A division of land into lots or tracts of less than three acres that is recorded in accordance with chapter 58.09 RCW and is used or to be used for the purpose of establishing a site for construction and operation of consumer-owned or investor-owned electric utility facilities. For purposes of this subsection, "electric utility facilities" means unstaffed facilities, except for the presence of security personnel, that are used for or in connection with or to facilitate the transmission, distribution, sale, or furnishing of electricity including, but not limited to, electric power substations. This subsection does not exempt a division of land from the zoning and permitting laws and regulations of cities, towns, counties, and municipal corporations. Furthermore, this subsection only applies to electric utility facilities that will be placed into service to meet the electrical needs of a utility's existing and new customers. New customers are defined as electric service locations not already in existence as of the date that electric utility facilities subject to the provisions of this subsection are planned and constructed.

Section 7. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.060 to read as follows:

18.01.060 Administration

This title shall be administered by the Director of the community development department. All applications for land division approval under this title shall be submitted to the department of planning and community development.

Section 8. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.070 to read as follows:

18.01.070 Consent to access

Persons applying for land division or lot line adjustment approval under this title shall permit free access to the land subject to the application, to all agencies considering the proposal, for the period of time extending from the time of application to the time of final action.

Section 9. The Fife Municipal Code is hereby amended by the addition of a new section 18.01.080 to read as follows:

18.01.080 Enforcement

The Community Development Director or his designee shall be charged with the responsibility of enforcing the provisions of this title or any conditions properly

imposed by the hearing examiner, planning commission or city council. In addition to any other available remedies, whenever land is used in a manner or for a purpose which violates any provision of this title, RCW 58.17, or any term or condition of approval, then the city attorney may commence an action to restrain and enjoin such use and compel compliance with the provisions of this title, RCW 58.17, or with such terms or conditions. The costs of such action and attorneys fees may be taxed against the violator.

Section 10. Title 18 of the Fife Municipal Code is hereby amended by the addition of a new Chapter 18.03 titled "Definitions."

Section 11. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.010 to read as follows:

18.03.010 General definitions

Except where specifically defined in this chapter, all words used in this title shall carry their customary meanings. Words used in the present tense include the future, and the plural includes the singular; the word "he" or "his" shall also refer to "she" or "her," the word "shall" is always mandatory, the word "may" denotes a use of discretion in making a decision, the words "used" or "occupied" shall be considered as though followed by the words "or intended, arranged or designed to be used or occupied."

Section 12. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.020 to read as follows:

18.03.020 Applicant.

"Applicant" means the owner or owners of record of the property subject to an application for land division or lot line adjustment, or the authorized representative of such owner or owners.

Section 13. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.030 to read as follows:

18.03.030 Application.

"Application" means all of the application forms, plans and accompanying documents required by this title for any particular land division or lot line adjustment request. The city shall not be considered to be in receipt of an application under this title until the Director has verified that an application is complete.

Section 14. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.032 to read as follows:

18.03.032 Base Flood.

“Base flood” means the flood having a one percent chance of being equaled or exceeded in a given year, also referred to as the “100-year flood”.

Section 15. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.033 to read as follows:

18.03.033 Base Flood Elevation.

“Base flood elevation” means water surface elevation, in feet, above mean sea level for the base flood and referenced to the National Geodetic Vertical Datum of 1929 (or Pierce County datum or United States Coast and Geodetic Datum of 1929 which are the same).

Section 16. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.035 to read as follows:

18.03.035 Binding Site Plan.

"Binding site plan" means a drawing to a scale pursuant to FMC chapter 18.09 which: (a) Identifies and shows the areas and locations of all streets, roads, improvements, utilities, open spaces, and any other matters specified by FMC chapter 18.09; (b) contains inscriptions or attachments setting forth such appropriate limitations and conditions for the use of the land as are established by the local government body having authority to approve the site plan; and (c) contains provisions making any development be in conformity with the site plan.

Section 17. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.040 to read as follows:

18.03.040 Block.

“Block” means is a group of lots, tracts, or parcels within well defined and fixed boundaries.

Section 18. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.050 to read as follows:

18.03.050 Dedication.

"Dedication" means the deliberate conveyance of land by an owner or owners to the city for any general and public uses, reserving to the owner or owners no other rights than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted. The intention to dedicate shall be evidenced by the owner or owners presenting for filing a final plat showing the dedication thereon. Acceptance by the city shall be evidenced by the approval of the city council of such final plat for filing.

Section 19. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.060 to read as follows:

18.03.060 Department.

"Department" means the city's Community Development Department, or its successor, unless otherwise specified.

Section 20. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.070 to read as follows:

18.03.070 Director.

"Director" means the director of the city's Community Development Department, or its successor, unless otherwise specified.

Section 21. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.080 to read as follows:

18.03.080 Final plat.

"Final plat" means the final drawing of a subdivision and dedication prepared for filing for record with the county auditor, and containing all elements and requirements as set forth in FMC Chapter 18.04, and as set forth in Chapter 58.17 RCW.

Section 22. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.090 to read as follows:

18.03.090 Improvements.

"Improvements" means the streets, sidewalks, street lights, fire hydrants, storm water facilities, sanitary sewer facilities, domestic water facilities, and other utilities and facilities to be constructed in conjunction with any particular land division.

Section 23. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.100 to read as follows:

18.03.100 Land division.

"Land division" means the creation of any new lot or lots for the purpose of sale,

lease or transfer of ownership, whether such lot or lots is created by subdivision, short subdivision, large lot division, or binding site plan.

Section 24. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.110 to read as follows:

18.03.110 Large lot divisions.

"Large Lot Division" means a division of land into lots, tracts or parcels, each of which is five acres or larger.

Section 25. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.120 to read as follows:

18.03.120 Lot.

"Lot" means an area of land under single or common ownership, which has been created by any of the various land division methods for the purpose of lease, sale or transfer of ownership, defined by fixed and definite boundaries, and having sufficient area and dimension to accommodate development allowed by the zone in which it is located. The term shall not include those tracts or parcels which are not buildable, but are created for common or public use such as road and utility tracts.

Section 26. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.120 to read as follows:

18.03.130 Lot line adjustment.

"Lot line adjustment" means the relocation of the boundaries of a lot, which relocation does not result in the creation of any additional lot or lots nor create any lot, tract, parcel, site, or division which contains insufficient area and dimension to meet minimum requirements for width and area for a building site.

Section 27. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.140 to read as follows:

18.03.140 Monument.

"Monument" means a permanent type survey marker which conforms to the city standard detail for monuments, or an approved substitute.

Section 28. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.150 to read as follows:

18.03.150 Panhandle.

"Panhandle" means an irregular extension or protrusion of a lot, created for the purpose of providing such lot with frontage on a public or private street or access

way.

Section 29. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.160 to read as follows:

18.03.160 Plat

“Plat” is a map or representation of a subdivision, showing thereon the division of a tract or parcel of land into lots, blocks, streets and alleys, or other divisions and dedications.

Section 30. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.170 to read as follows:

18.03.170 Preliminary plat.

"Preliminary plat" means a neat and approximate drawing of a proposed subdivision showing the general layout of streets and alleys, lots, blocks and other elements of a subdivision consistent with the provisions of this title. The preliminary plat shall be the basis for approval or disapproval of the general layout of a subdivision.

Section 31. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.180 to read as follows:

18.03.180 Public way.

"Public way" means any publicly owned land set aside for surface transportation purposes, including vehicular, bicycle and pedestrian transportation, whether improved or not improved.

Section 32. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.190 to read as follows:

18.03.190 Short plat.

"Short plat" means a neat and accurate drawing of a short subdivision, prepared for filing for record with the county auditor, and containing all elements and requirements as set forth by Chapter 18.48 FMC.

Section 33. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.200 to read as follows:

18.03.200 Short subdivision.

"Short subdivision" means the division or redivision of land into four or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, consistent with the provisions of Chapter 18.48 FMC, except “large lot

divisions” as defined in this chapter.

Section 34. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.210 to read as follows:

18.03.210 Street.

"Street" means any land legally segregated or reserved for the purpose of providing for vehicular travel and access to real property.

Section 35. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.220 to read as follows:

18.03.220 Subdivision.

"Subdivision" means the division or redivision of land into five or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease or transfer of ownership, consistent with the provisions of this title, except "short subdivisions," "large lot divisions," and "binding site plans" as defined in this chapter.

Section 36. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.270 to read as follows:

18.03.270 USC and GS.

"USC and GS" means the United States Coastal and Geodetic Survey.

Section 37. The Fife Municipal Code is hereby amended by the addition of a new section 18.03.280 to read as follows:

18.03.280 USGS.

"USGS" means United States Geodetic Survey.

Section 38. Title 18 of the Fife Municipal Code is hereby amended by the addition of a new Chapter 18.05 titled "Subdivisions."

Section 39. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.010 to read as follows:

18.05.010 Preliminary Plat Preapplication Conference.

Persons considering making application to subdivide land lying within the city of Fife shall request that a preapplication conference be held with appropriate city staff. Such request shall be directed to the Director, and upon its receipt the

Director shall schedule a conference between the prospective applicant and appropriate city staff. The purpose of a preapplication conference is for the prospective applicant and city staff to gain a common understanding of the nature of the contemplated subdivision and subsequent development, and any procedures, rules, standards and policies which may apply. The prospective applicant is encouraged to bring to the conference whatever information deemed appropriate to help describe the existing nature of the site and its surroundings and the proposed nature of the contemplated subdivision and subsequent development. Such information may include photographs, sketches and maps. The Director or the prospective applicant may request that an additional conference or conferences be held to further the purpose of this section.

Section 40. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.020 to read as follows:

18.05.020 Preliminary Plat Application, submittal and contents.

Application for subdivision approval shall be submitted to the Community Development Department. To be considered complete, the application shall include the following:

- A. A completed subdivision application form, blank copies of which are available from the department;
- B. A completed environmental checklist form, blank copies of which are available from the department, unless the Director and the applicant agree that an environmental impact statement must be prepared;
- C. 8 paper copies of a preliminary plat, prepared according to the provisions of this chapter;
- D. Addressed envelopes with U.S. postage stamps and a map of the property owners within a 300-foot radius of the boundaries of the proposed subdivision, and if the applicant owns property abutting the project site, all property owners within 300 feet of the abutting property.
- E. Application fee in accordance with FMC 3.80.

Section 41. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.030 to read as follows:

18.05.030 Preliminary Plat—Preparation

The preliminary plat shall be prepared in accordance with the following requirements:

- A. Preparation. The preliminary plat shall be prepared by a professional engineer or professional land surveyor registered or licensed by the

state of Washington. The preparer shall certify on the plat that it is a true and correct representation of the lands actually surveyed. The preparation of the plat shall comply with the Survey Recording Act, chapter 58.09 RCW and chapter 332-130 WAC.

B. Scale and Format. The preliminary plat shall be drawn with India ink or other reproducible black ink on mylar. All geographic information portrayed by the preliminary plat shall be accurate, legible, and drawn to an engineering (decimal) scale. The horizontal scale of a preliminary plat shall be 100 feet or fewer to the inch, except that the location sketch and typical street cross sections may be drawn to any other appropriate scale. A preliminary plat shall be 24 inches by 36 inches in size, and if more than one sheet is needed each sheet shall be numbered consecutively and an index sheet showing the entire property and orienting the other sheets, at any appropriate scale, shall be provided.

Section 42. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.040 to read as follows:

18.05.040 Preliminary Plat—Contents

A preliminary plat shall provide the following information:

A. General Information.

1. The name of the proposed subdivision, together with the words "preliminary plat";
2. The name and address of the applicant;
3. The name, address, stamp and signature of the professional engineer or professional land surveyor who prepared the preliminary plat;
4. Numeric scale, graphic scale, true north point and date of preparation;
5. A form for the endorsement of the Director;
6. Legal description of preliminary plat;

B. Vicinity Map. A vicinity map sufficient to define the location and boundaries of the proposed subdivision with respect to surrounding property, streets, and other major manmade and natural features shall appear on the preliminary plat;

C. Existing Geographic Features. Except as otherwise specified herein, the following existing geographic features shall be drawn lightly in relation to proposed geographic features:

1. The boundaries of the property to be subdivided, and the boundaries of any adjacent property under the same ownership as the land to be subdivided, to be indicated by bold lines;
2. All existing property lines lying within the proposed subdivision which are to be vacated, and all existing property lines lying within 100 feet of the property to be subdivided or within 100 feet of property lying adjacent to and under the same ownership as the property to be subdivided;

3. The location, right-of-way widths, pavement widths, and names of all existing or platted streets, whether public or private, and other public ways within or adjacent to the proposed subdivision;

4. The location, widths and purposes of any existing easements, including recording numbers, lying within or adjacent to the proposed subdivision;

5. The location and size of existing sanitary sewer, storm sewer and water lines lying within or adjacent to the proposed subdivision;

6. The location of existing section and municipal corporation boundary lines lying within or adjacent to the proposed subdivision;

7. The location of any well used for domestic water supply existing within the proposed subdivision or within 100 feet of the boundaries of the proposed subdivision;

8. Existing contour lines at intervals of five feet for average slopes exceeding five percent, or at intervals of one foot for average slopes not exceeding five percent. Existing contour lines which will be altered through filling or excavation shall be indicated by broken lines (final contour lines shall be indicated by solid lines, as provided by subsection (D) of this section). Contour lines shall be labeled at intervals not to exceed 20 feet, and shall be based upon USGS or USC & GS datum, as determined by the City;

9. The location of any existing structures lying within the proposed subdivision. Existing structures to be removed shall be indicated by broken lines, and existing structures not to be removed shall be indicated by solid lines;

10. A geotechnical report may be required if deemed necessary by the Director.

D. Proposed Geographic Features. The following proposed geographic features shall be shown:

1. The boundaries and approximate dimensions of all proposed lots, and the proposed identifying number or letter to be assigned to each lot and/or block;

2. The right-of-way location and width, the proposed name of each street, alley or other public way to be created and adequate horizontal and vertical street geometries to ensure compliance with city standards;

3. The location, width and purpose of each easement to be created;

4. The boundaries, dimensions and area of public and common park and open space areas;

5. Identification of all areas proposed to be dedicated for public use, together with the purpose and any conditions of dedication;

6. Proposed final contour lines at intervals of five feet for average slopes exceeding five percent, or at intervals of two feet for average slopes not exceeding five percent. Final contours shall be indicated by solid lines (existing contours which are to be altered shall be shown by broken lines, as provided by

subsection (C)(8) of this section). Contour lines shall be labeled at intervals not to exceed 20 feet, shall be based upon USGS or USC & GS datum, and shall be indicated by lines drawn lightly relative to other proposed geographic features;

7. The building envelope and setbacks shall be indicated for each lot.

E. Additional Information. The following additional information shall be shown on the face of the preliminary plat:

1. For proposed subdivisions involving residential land uses, a table providing the following information for each distinct residential area:
 - a. Proposed land use (e.g., single-family, duplex, multifamily),
 - b. Number of dwelling units;
 - c. Gross and net acreage;
 - d. Existing zoning designation;
 - e. Proposed zoning designation;
 - f. Approximate area of smallest lot;
 - g. Number of platted lots
 - h. Square feet used for;
 1. Environmental Constraints
 2. Roads
 3. Storm water & Utilities
 - i. Achieved Density
 - j. Square feet used to determine permitted number of units.
2. Proposed source of domestic water supply;
3. Proposed sewage disposal system;
4. Typical street cross section(s);
5. Proposed storm drainage system;
6. A landscaping plan in compliance with FMC 19.64.
7. Base Flood Elevation.

Section 43. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.050 to read as follows:

18.05.050 Preliminary Plat—determination of completeness-time limitations-simultaneous processing

A. Within twenty-eight days after receiving a preliminary plat application, the Director shall mail or provide in person a written determination to the applicant, stating either that the application is complete, or that the application is incomplete and what is necessary to make the application complete. An

application is complete for purposes of this section when it meets the procedural submission requirements of FMC 18.05.020-.040 and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

B. Within 14 days after an applicant has submitted the additional information identified by the city as being necessary for a complete application, the Director shall notify the applicant whether the application is complete or whether additional information is necessary.

C. An application for preliminary plat approval shall be approved, approved with conditions, or returned to the applicant for modifications or corrections or denied within 90 days from the date the application is determined to be complete unless the applicant consents to an extension of such time period. PROVIDED, That if an environmental impact statement is required as provided in RCW 43.21C.030 the ninety day period shall not include the time spent preparing and circulating the environmental impact statement.

D. Unless an applicant for preliminary plat approval requests otherwise, a preliminary plat shall be processed simultaneously with applications for rezones, variances, planned unit developments, site plan approvals, SEPA, and similar quasi-judicial or administrative actions to the extent that procedural requirements applicable to these actions permit simultaneous processing.

Section 44. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.060 to read as follows:

18.05.060 Planning Commission review. Upon receipt of a complete application for preliminary plat approval, the Director shall set a date for a public meeting to be held before the planning commission. The planning commission shall review the preliminary plat and make recommendations thereon to the city council to assure conformance of the proposed subdivision to the general purposes of the comprehensive plan and to planning standards and specifications as adopted by the city. Reports of the planning commission shall be advisory. The planning commission shall within 14 calendar days after the public meeting recommend to the city council to approve, deny, or approve with conditions the preliminary plat. The recommendation shall be in writing and shall include findings and conclusions to support the recommendation.

Section 45. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.070 to read as follows:

18.05.070 Administrative review.

The Director shall solicit the comments of the city engineer, parks director, building official any other appropriate city department, local utility provider, local school district, and any other appropriate public or private entity, concerning the proposed subdivision. Comments received in a timely manner, as well as any written comments received in response to a notice of public hearing, shall either be transmitted to the city council or incorporated into a report prepared by the Director and submitted to the city council, prior to the scheduled public hearing.

Section 46. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.080 to read as follows:

18.05.080 Public Hearing--City council action

A. After receiving the written recommendation from the planning commission, the City Council shall at its next public meeting set the date for the public hearing where it shall consider the recommendations of the Planning Commission and may adopt or reject the recommendations of the planning commission based on the record established at the public hearing.

B. Every hearing held for the purposes of this chapter shall be open to the public, and a record of the hearing shall be kept and made available for public inspection. A public hearing held under this chapter shall not be continued beyond the originally scheduled date of public hearing unless the applicant consents, in writing, to an extension of the time period allowed for a decision under FMC 18.05.050(C).

C. Any notice of public hearing required by this section shall include the hour and location of the hearing and a description of the property to be subdivided. The description may be in the form of either a vicinity location sketch or a written description other than a legal description.

D. Except as provided in RCW 36.70B.110 at a minimum, the Director shall cause notice of the hearing to be given in the following manner:

1. Notice shall be published not less than 10 days prior to the hearing in a newspaper of general circulation within the county and a newspaper of general circulation in the area where the real property which is proposed to be subdivided is located;

2. Notice shall be mailed to all property owners within 300 feet of the subject property. If the applicant owns property abutting the project site, all property owners within 300 feet of the abutting property shall also be notified;

3. Where any boundary of the proposed subdivision lies adjacent to or within one mile of the municipal boundaries of any city or town other than the

- city of Fife, notice shall be mailed to the appropriate city or town authorities;
4. Where the proposed subdivision adjoins the municipal boundaries of the city of Fife, notice shall be mailed to the appropriate county officials;
 5. Where the proposed subdivision is located adjacent to the right-of-way of a state highway, notice shall be mailed to the Washington State Department of Transportation;
 6. Where the proposed subdivision is located within two miles of a publicly owned airport, notice shall be mailed to the Washington State Secretary of Transportation.

E. If, after considering the matter at a public hearing, the City Council deems a change in the planning commission's recommendations is necessary, the City Council shall adopt its own recommendations and approve, approve with conditions, or disapprove the preliminary plat. City Council approval of preliminary plats shall be by ordinance and include findings and conclusions to support the decision.

Section 47. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.100 to read as follows:

18.05.100 Approval or Disapproval of Subdivision—Factors to be considered.

A. The City Council shall inquire into the public use and interest proposed to be served by the establishment of the subdivision and dedication. A proposed subdivision and dedication shall not be approved unless the City Council makes written findings that: (a) the proposed subdivision is in conformity with all applicable zoning and other land use regulations; (b) appropriate provisions are made for the public health, safety, and general welfare and for such open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds and all other relevant facts, including sidewalks and other planning features that assure safe walking conditions for students who only walk to and from school; and (c) the public use and interest will be served by the platting of such subdivision and dedication.

B. If the preliminary plat includes a dedication of a public park with an area of less than two acres and the donor has designated that the park be named in honor of a deceased individual of good character, the city council shall adopt the designated name.

C. The city council shall consider the physical characteristics of a proposed

subdivision site and may disapprove a proposed plat because of flood, inundation, or swamp conditions. Construction of protective improvements may be required as a condition of approval, and such improvements shall be noted on the final plat. No plat shall be approved by the city covering any land situated in a flood control zone as provided in chapter 86.16 RCW without the prior written approval of the department of ecology of the state of Washington.

Section 48. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.110 to read as follows:

18.05.110 Preliminary Plat—phased development

Preliminary plat approval must be granted for the entire subdivision. Where a plat is proposed to be developed in distinct phases, the plat map must delineate the separate divisions which are to be developed in increments. The preliminary plat approval is conditioned upon completion of the proposed phases in a particular sequence and may specify a completion date for each phase. Final plat approval is granted for each separate phase of the preliminary plat and any changes at the preliminary plat stage would require council approval.

Section 49. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.1120 to read as follows:

18.05.120 Transfer of property following preliminary plat approval.

No lot, tract or parcel of land within a subdivision shall be sold or transferred, or offered or advertised for sale or transfer without having a final plat of such subdivision filed for record. Provided, If performance of an offer or agreement to sell, lease, or otherwise transfer a lot, tract or parcel of land following preliminary plat approval but prior to final plat approval, is expressly conditioned on the recording of the final plat containing the lot, tract or parcel under this chapter, the offer or agreement does not violate any provision of this chapter. All payments on account of an offer or agreement conditioned as provided in this section shall be deposited in an escrow or other regulated trust account and no disbursement to sellers shall be permitted until the final plat is recorded.

Section 50. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.130 to read as follows:

18.05.130 Adjustments of an approved preliminary plat.

A. Minor Adjustments. Minor adjustments may be made and approved by the Director. Minor adjustments are those which may affect the precise dimensions of the plat but which do not affect the basic character or arrangement of the lots and streets. Such dimensional requirements shall not vary more than 10 percent from the original. The adjustments cannot be inconsistent with the requirements of the

preliminary plat approval. The adjustments cannot cause the subdivision to be in violation of this title, the zoning ordinance, any other applicable city land use control, Chapter 58.17 RCW, or any other applicable state law or regulation.

B. Major Adjustments. Major adjustments are those when determined by the Director, substantially change the basic design, layout, open space or other requirements of the plat. When the Director determines a change constitutes a major adjustment, the application shall be processed in the same manner as a new preliminary plat application.

Section 51. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.140 to read as follows:

18.04.140 Modification or Revocation of Preliminary Plat.

The City Council may modify a preliminary plat or revoke approval of a preliminary plat if, after notice and a public hearing, the City Council finds:

1. That a change in conditions creates a serious threat to the public health or safety;
2. Preliminary Plat approval was made under a mistake of material fact and in violation of law; or
3. The conditions of preliminary plat approval are impossible to satisfy because of a knowing and deliberate violation of a condition of approval.

Section 52. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.150 to read as follows:

18.05.150 Time limitations.

A preliminary plat shall be valid for a five-year period following council approval of the preliminary plat. An applicant who files a written request with the council at least 30 days before the expiration of the five-year period shall be granted a one-year extension upon showing that a good faith effort has been attempted in applying for a final plat. A good faith effort is defined to be at minimum the submittal of a complete engineering construction drawing(s) to the city. Additional extensions of one year may be similarly requested by the applicant and granted by the council, subject to a finding of good faith effort. A plat granted preliminary approval but not filed for final plat approval within the applicable time period or extended time period shall be null and void.

Section 53. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.160 to read as follows:

18.05.160 Preparation of Final Plat

The final plat shall be prepared in accordance with the following requirements:

A. Application. Eight paper copies of a final plat meeting all requirements of Chapter 58.17 RCW and this title shall be submitted to the Director along with the fee established by FMC 3.80. The final plat shall be accompanied by a copy of the approved preliminary plat and any documents required by this section. An application for final plat approval shall be approved or returned to the applicant for corrections within 30 days of receipt of a complete application by the department unless the applicant agrees, in writing, to an extension of this time period.

B. Scale and Format. The final plat shall be drawn with India ink on mylar measuring 24 inches by 36 inches in size, allowing one-half inch for border. The final plat shall be accurate, legible and drawn to an engineering (decimal) scale of 100 feet or fewer to the inch. If more than one sheet is required, an index sheet showing the entire subdivision with street and highway names and block numbers (if any) shall be provided. Each sheet, including the index sheet, shall be of the above-specified size. All signatures or certifications appearing on a final plat shall be in reproducible black ink.

C. Final Plat Contents. A final plat shall contain the following information:

1. The name of the subdivision;
2. Legal description of the property being subdivided;
3. Numeric scale, graphic scale, true north point and date of preparation of the final plat;
4. The boundary line of the plat, referenced to USGS or USC & GS datum and based on an accurate traverse, with angular and linear dimensions and bearings;
5. The exact location, width and name of all streets, alleys and other public ways within and adjacent to the subdivision;
6. The exact location, width and purpose of all easements and dedications for rights-of-way provided for public and private services and utilities;
7. True courses and distances to the nearest established street lines, or section or quarter section corner monuments which shall accurately locate the subdivision;
8. Municipal, township, county or section lines accurately tied to the lines of the plat by distances and courses;
9. All lot and block numbers and lines, with accurate dimensions in feet and hundredths of feet;
10. Delineation of the building envelope and setbacks of each lot;
11. The radii, internal angles, points of curvature, tangent bearings and lengths of all arcs;

12. The accurate location of each permanent control monument. One such monument shall be located at each and every controlling corner on the boundaries of the parcel of land being subdivided; at each street centerline intersection, each point of curvature (PC), each point of tangency (PT), and each point of reverse curve (PRC); and at each intersection of a street centerline with a plat boundary;

13. All plat meander lines or reference lines along bodies of water shall be established above, but not farther than 20 feet from the highwater line of such body;

14. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purposes of such dedication or reservation and any limitations indicated thereon and in the dedication;

15. Accurate outlines of any areas to be reserved by deed covenant for common use of owners of property within the subdivision, together with the purposes of such reservation;

16. Any restrictions or conditions on the lots or tracts within the subdivision, as required by the city council or at the discretion of the property owner;

17. The name, and seal of the licensed land surveyor responsible for preparation of the final plat, and a signed certification on the plat by said surveyor to the effect that it is a true and correct representation of the land actually surveyed by him or her, that the existing monuments shown thereon exist as located and that all dimensional and geodetic details are correct;

18. A signed certification stating that the subdivision has been made with the free consent, and in accordance with the desires of the owner or owners. If the plat includes a dedication, the certificate or a separate written instrument shall contain the dedication of all streets and other areas to the public, any individual or individuals, religious society or societies, or to any corporation, public or private, as shown on the plat, and a waiver of all claims for damages against any governmental authority which may be occasioned to the adjacent land by the established construction, drainage or maintenance of said street or other areas so dedicated. Such certificate or instrument shall be signed and acknowledged before a notary public by all parties having any interest in the lands subdivided. An offer of dedication may include a waiver of right of direct access to any street from any property. Such waiver may be required by the city engineer as a condition of approval. Roads not dedicated to the public must be clearly marked on the face of the plat. Any dedication, donation or grant as shown on the face of the plat shall be considered as a quit claim deed to the said donee or grantee for use for the purpose intended by the donation or grant. At the discretion of the city engineer conveyances of right-of-way may be required to be by

statutory warranty deed. The acceptance of right-of-way by the city shall not obligate the city to improve or develop the lands in the right-of-way;

19. Certification that all lots meet minimum zoning requirements;
20. Certification that roads, utilities, drainage facilities, and related infrastructure have been built or provided for;
21. If the plat is subject to a dedication, a certificate containing the dedication of all streets and other areas, signed and acknowledged before a notary public by all parties having an ownership interest in the lands subdivided;
22. Signature blocks for the certification of approval by the County Assessor-Treasurer, County Auditor, Fife Clerk/Treasurer, Public Works Director, and City Manager;
23. Space for the signature of the City Manager to accept the public rights-of-way on behalf of the City;
24. Certification by the Pierce County treasurer that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been paid, satisfied or discharged;
25. A form for the certificate of the County recorder.
26. Buildable Lands Report information
 - a. Number of dwelling units;
 - b. Gross and net acreage;
 - c. Existing zoning and plan designation;
 - d. Proposed zoning and plan designation;
 - e. Number of platted lots;
 - f. Square feet used to determine permitted number of units;
 - h. Square feet used for:
 1. Environmental Constraints
 2. Roads
 3. Storm water & Utilities;
 - i. Achieved Density.

E. Accompanying Documents.

1. In cases where any protective deed covenants will apply to lots or parcels within a subdivision, a typewritten copy of such covenants shall be submitted along with the final plat.
2. The final plat shall be accompanied by a complete survey of the section or sections in which the plat or replat is located, or as much thereof as may be necessary to properly orient the plat within such section or sections. The plat and section survey shall be submitted with complete field and computation notes, showing the original or re-established corners, with the descriptions of the same, and the actual traverse showing error of closure and method of balancing. A sketch showing all distances of the plat shall accompany this data. The allowable error of closure shall not exceed one foot in 10,000 feet.

3. The final plat shall be accompanied by a current (within 30 days) title company certification of:
 - a. The legal description of the total parcel sought to be subdivided;
 - b. Those individuals or corporations holding an ownership interest in said parcel;
 - c. Any lands to be dedicated shall be confirmed as being in the name of the owners signing the dedication certificate;
 - d. Any easements or restrictions affecting the property to be subdivided with a description of purpose and referenced by auditors file numbers and/or recording number.

If lands are to be dedicated or conveyed to the city as part of the subdivision, an A.L.T.A. title policy may be required by the city engineer.

4. All required performance and maintenance bonds.
5. Electronic copy in a format determined by the City.

Section 54. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.170 to read as follows:

18.05.170 Administrative review.

Upon receipt of a final plat for council approval, the Director shall place the final plat on the next council agenda that allows for at least 10 working days of staff review prior to the council meeting. The Director shall forward the plat to the city engineer and to other city departments for review. Prior to the date at which the council will consider the final plat, the Director shall forward to the council the original of the final plat, along with the planning agency's report which discusses the conformity or nonconformity of the final plat with the terms and conditions of the preliminary plat approval, the requirements of this title, and the requirements of Chapter 58.17 RCW and other applicable state laws.

Section 55. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.180 to read as follows:

18.05.180 City council action.

The city council shall have sole authority to approve final plats. The council shall approve, disapprove, or return to the applicant for modification or correction, a proposed final plat, on the date of the meeting set for consideration of the final plat unless the applicant agrees, in writing, to an extension of the time period. If the council finds that the subdivision proposed for final plat approval conforms to all terms of the preliminary plat approval, and the said subdivision meets the requirements of Chapter 58.17 RCW, other applicable state laws, and this title, it shall by resolution approve the final plat and direct and authorize the city manager to suitably inscribe and execute its written approval on the face of the final plat.

The Council's decision shall include written findings and conclusions to support its decision.

Section 56. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.190 to read as follows:

18.04.190 Distribution and filing.

The Director shall distribute the original and copies of the approved final plat as follows:

- A. The original shall be returned to the applicant to be forwarded to the county auditor for filing;
- B. Two paper copies shall be transmitted to the county assessor;
- C. One reproducible copy shall be transmitted to the city engineer;
- D. One reproducible copy shall be retained in the files of the planning department.

Section 57. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.200 to read as follows:

18.05.200 Vacation of Subdivisions

The procedures for vacation of subdivisions after final plat approval shall be in accordance with RCW 58.17.212 as amended.

Section 58. The Fife Municipal Code is hereby amended by the addition of a new section 18.05.150 to read as follows:

18.05.210 Alteration of Subdivisions

The procedures for alteration of subdivisions after final plat approval shall be in accordance with RCW 58.17.215 as amended.

Section 59. Title 18 of the Fife Municipal Code is hereby amended by the addition of a new Chapter 18.07 titled "Subdivision Improvement and Development Standards"

Section 60. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.010 to read as follows:

18.07.010 Plan preparation, submittal and approval.

Plans for improvements shall be prepared, signed, dated and stamped by a professional civil engineer registered in the state of Washington and shall be in accordance with city standards and specifications. No construction permit or approval shall be issued and no construction activity shall commence relating to subdivision improvements until the plans required by this chapter have been

approved and signed by the city engineer.

Section 61. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.020 to read as follows:

18.07.020 Types of improvements.

The following minimum improvements are required for any subdivision within the City:

- A. Street and alley grading and surfacing, including curbs, gutters and sidewalks, in accordance with FMC 12.20;
- B. Sanitary sewers;
- C. Water mains and hydrants;
- D. Stormwater management facilities;
- E. Concrete survey monuments and brass plugs;
- F. Street lighting;
- G. Street trees and landscaping;

Section 62. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.030 to read as follows:

18.07.030 Compliance with City standards.

All improvements shall be in accordance with applicable City standards and all conditions of preliminary plat approval.

Section 63. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.040 to read as follows:

18.07.040 Qualifications of contractors.

The applicant shall file with the Director a list of all contractors and subcontractors who are to participate in the construction of all improvements that are required by this title. Such contractors and subcontractors shall be subject to the licensing requirements of the City and shall be subject to disqualification by reason of faulty performance of past construction work done for the city.

Section 64. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.050 to read as follows:

18.07.050 Inspection required.

All improvements shall be subject to inspection by authorized

representatives of the City, both during the course of construction and after construction is completed. The representatives shall have the authority to determine whether materials of construction, methods of construction and workmanship comply with working drawings, specifications, and City standards. The applicant shall provide for reasonable tests and proof of quality of materials as requested by any City representative. Any City representative may require that work be suspended for just cause including adverse weather conditions, poor workmanship, the use of substandard materials or methods of construction, and failure to adhere to specifications, drawings, and City standards. Approval by the inspector or absence of inspections shall not relieve the applicant of full responsibility for adherence to all specifications, working drawings, conditions of preliminary approval, and City standards. Approval by the inspector shall not be deemed final acceptance of the improvements by the City.

Section 65. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.060 to read as follows:

18.07.060 Street Layout.

The proposed street layout shall conform to the general design criteria set forth below:

- (a) All streets shall be arranged in proper relation to topography and other site characteristics in a manner which results in usable lots, safe streets and acceptable gradients without unnecessary destruction of drainage courses, trees and other natural site features;
- (b) The arrangement of streets in new development should be such that said streets extend to the boundary lines of the tract to make provision for future extension to adjacent tracts, except when determined to be impractical by the public works director or designee due to critical areas, site constraints, or existing street alignments;
- (c) The street layout shall reflect the use of local streets to provide access to abutting properties, and the use of collector streets to channel traffic through the development to abutting collectors and arterials. The layout should discourage the use of local streets by through traffic;
- (d) When lot(s) within a residential development are proposed adjacent to an arterial street, primary access to said lots shall be provided from a local street or

collector street and a “no access” easement established along the lot boundary bordering the arterial;

(e) All street intersections shall be perpendicular, unless a modified intersection is approved by the city’s public works director or designee;

(f) New streets shall not be connected or traffic from a proposed development discharged to a substandard roadway without minimum improvement to said roadway as determined to be needed by the city public works director or designee.

Section 66. The Fife Municipal Code is hereby amended by the addition of a new section 18.06.070 to read as follows:

18.07.070 Alleys.

Except in planned residential developments, alleys shall not be approved as primary access in residential districts or subdivisions. Paved rear alleys not less than 20 feet wide shall be required in all commercial, business, and industrial subdivisions except where special conditions make alleys impracticable. In such cases, adequate off-street loading space, suitably surfaced, shall be provided in accordance with Title 19 FMC. Alley turnarounds shall comply with specifications for cul-de-sacs as set forth in this chapter.

Section 67. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.080 to read as follows:

18.07.080 Grades.

Street grades shall conform in general to the terrain and shall not be less than two percent nor more than 12 percent. Street grades shall be such as to provide natural surface drainage of stormwater.

Section 68. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.090 to read as follows:

18.07.090 Cul-de-sacs.

Cul-de-sacs shall not exceed 400 feet in length and whenever possible, the closed end shall be located at a higher elevation than the entrance, and shall have a turnaround not less than 100 feet in diameter of right-of-way and pavement diameter of 90 feet at the closed end.

Section 69. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.100 to read as follows:

18.07.100 Curvature of streets.

Curvature of streets shall be as follows:

- A. Principal arterial, 600 foot radius;
- B. Minor arterial, 200 foot radius.
- C. Collector street, 200 foot radius.
- D. Access street, 100 foot radius.

Section 70. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.110 to read as follows:

18.07.110 Curb radii.

- A. Residential – Curb radii shall not be less than 20 feet. Where an angle of intersection less than 70 degrees is permitted, curb radii shall be increased as necessary to insure its safe usage.
- B. Commercial – Curb radii shall not be less than 50 feet.
- C. Industrial – Curb radii shall not be less than 70 feet.

Section 71. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.120 to read as follows:

18.07.120 Lengths of residential blocks.

The lengths, widths, and shapes of blocks shall be such as are appropriate for the locality and the type of development contemplated. Blocks in residential subdivisions shall not exceed 1,200 feet in length nor be less than 400 feet in length; blocks longer than 800 feet in length shall have pedestrian crosswalks not less than 10 feet wide within 100 feet of the midpoint of the block. In such blocks, the City may also require the reservation of an easement not less than 10 feet wide through the block to accommodate utilities, drainage facilities, or pedestrian traffic. Blocks shall have sufficient width to provide for two tiers of lots of appropriate depths. Exceptions to this prescribed block width shall be permitted in blocks adjacent to collectors, railroads, or waterways.

Section 72. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.130 to read as follows:

18.07.130 Blocks for industrial or commercial use.

Blocks intended for industrial, business park, or commercial use shall be designed specifically for such purpose, with adequate space set aside for off-street parking and loading and shall meet the minimum requirements for parking as established by this code.

Section 73. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.140 to read as follows:

18.07.140 Blocks on arterial streets.

Where feasible, blocks adjacent to principal arterial and minor arterial streets shall be so arranged that the long dimension of the block be parallel to the arterial street and that lots do not front on or have access to the arterial street. Where this arrangement is not feasible, additional neighborhood access streets shall be required. Wherever practicable, blocks along arterial streets and collector streets shall not be less than 1,000 feet in length.

Section 74. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.150 to read as follows:

18.07.150 Water facilities.

A. When a public water main is not available to the proposed subdivision, the applicant shall construct an extension of an approved public water main in accordance with the City water system plan and specifications and construction standards as established by the City Engineer and fire marshal to provide a water supply system capable of meeting all City standards for domestic water use and fire protection.

B. The applicant shall install adequate water facilities, including fire hydrants, within the subdivision, subject to all standards and specifications of the City.

C. Fire hydrants shall be located no more than 500 feet apart and within 150 feet of all structures, and shall be approved by the City Fire Marshal. All underground utilities for fire hydrants, together with the hydrants themselves, and all other supply improvements shall be installed before any final paving of a street shown on the subdivision plat.

Section 75. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.160 to read as follows:

18.07.160 Sanitary sewer facilities.

All subdivisions shall be served by and connected to the City's sanitary sewer

collection system. All sanitary sewer system facilities shall be designed and approved in accordance with the rules, regulations, and standards of the City.

Section 76. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.170 to read as follows:

18.07.170 Streetlights.

Street lighting shall be provided and installed by the applicant and shall conform to the design and construction standards of the City.

Section 77. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.180 to read as follows:

18.07.180 Easements.

A. Adequate easements for water mains, sanitary sewers, storm sewers, gas mains, telephone lines, power lines, or other utilities together with right of ingress and egress thereto and therefrom shall be provided on the plat. The City may require evidence of approval by the public utility company of the proposed easement location and width.

B. The City may require perpetual unobstructed easements at least 10 feet in width to provide pedestrian access from streets to schools, parks, playgrounds, or other nearby streets. Such easements shall be provided on the plat.

Section 78. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.190 to read as follows:

18.07.190 Parks, playgrounds, and recreation areas.

A. All subdivisions shall meet concurrency and level of service standards for parks, playgrounds and recreation standards in accordance with the most recently adopted comprehensive parks, recreation and open space plan and the capital facilities element of the City's comprehensive plan.

B. The City shall require that land be reserved for parks and playgrounds or other recreation purposes in locations designated on the City's comprehensive plan or in the City's comprehensive parks, recreation and open space plan where such reservations would be appropriate. Each reservation shall be of suitable size, dimension, topography, and general character and shall have adequate street and pedestrian access for the particular purpose envisioned. The area shall be shown and marked on the preliminary plat, "Reserved for Park

and/or Recreation Purposes.” When recreation areas are required, the City shall determine the number of acres to be reserved from the standards set forth in the City’s comprehensive parks recreation and open space plan and the comprehensive plans’ capital facilities element. The applicant shall dedicate all such reservation areas to the City or a homeowners association as a condition of final subdivision plat approval.

Section 79. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.200 to read as follows:

18.07.200 Duplication of names

The names of subdivisions and new street names shall not duplicate, or too closely approximate phonetically, the name of any other subdivision or street within or near the city. Street names shall be subject to the approval of the City Council.

Section 80. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.210 to read as follows:

18.07.210 Bonding

A. Performance Bond. In lieu of the completion of the actual construction of any required improvements prior to the approval of a final plat, the Director may accept a bond, approved as to form by the city attorney, with surety and conditions satisfactory to the City, or other method of security, providing for and securing to the city the actual construction and installation of such improvements within a period specified by the city and expressed in the bonds. The amount of the bond shall be not less than 150 percent of the final estimate of cost of the improvement as estimated by the city engineer. There shall be no reduction in the amount of that portion of the bond applying to a particular improvement unless that improvement is complete and accepted or approved by the city council.

B. Maintenance Bond. In addition, the city may require the posting of a maintenance bond securing to the city the successful operation and maintenance of improvements for up to two years after final approval. The amount of the maintenance bond shall be not less than ten percent of the cost of the improvements. All bonded improvements shall be designed and certified by or under the supervision of a registered civil engineer prior to the acceptance of such improvements. If an improvement bond or other guarantee has been submitted under this section, such guarantee shall only be released upon acceptance by the city of a properly executed bill of sale for such improvements and submittal of adequate "as-built" drawings for which the guarantee was submitted for.

Section 81. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.220 to read as follows:

18.07.220 Protection and repair of existing improvements.

The applicant, his contractors and suppliers shall be responsible to insure that existing improvements and the property of the city are not damaged or rendered less useful or unsightly by the operations of the applicant, his contractors or suppliers. This provision is intended to include damage or nuisance with respect to land, improvements or landscaping of the city; damage to existing streets, sidewalks, curbs and gutters by passage thereover of equipment or trucks or by excavation for any purpose; the spillage or tracking of earth, sand or rock onto existing streets, sidewalks, curbs and gutters; the washing by stormwater of earth or sand onto streets, sidewalks, curb and gutter or into catch basins; damage to water mains, sanitary sewers, culverts or storm sewers. In order to reduce or localize the possibility of damage to streets by heavy trucking, the utility superintendent shall instruct the applicant as to the streets to be used for access to the subdivision by equipment and trucks, and the applicant shall be responsible for the enforcement of this instruction as to his contractors and their supplies. The applicant shall make provisions to prevent washing of earth or sand onto sidewalks, streets, curbs and gutters and into catch basins by stormwater. When deemed advisable, the city council shall have the power to require, either prior to commencement of construction or after construction is in process, that the applicant post a surety bond to guarantee repair of damages or abatement of nuisances. Expenses incurred by the city in repairing damages, cleaning streets, catch basins and sewers shall be deducted from the surety bond.

Section 82. The Fife Municipal Code is hereby amended by the addition of a new section 18.07.230 to read as follows:

18.07.230 Additional requirements.

The standards and requirements established or referenced by this chapter are minimum requirements. These standards may be increased, and additional requirements may be imposed for the purpose of preventing or abating public nuisances or mitigating identified adverse environmental impacts pursuant to the State Environmental Policy Act of 1971 (Chapter 43.21C RCW) as now established or hereafter modified. Such additional requirements may include but shall not be limited to off-site improvements to any public facility, the dedication and/or improvement of parks and open spaces, and monetary contributions to any

city fund established to finance the provision of public services required by the subdivision.

Section 83. The Fife Municipal Code is hereby amended by the addition of a new Chapter 18.09 titled “Binding Site Plans”

Section 84. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.010 to read as follows:

18.09.010 Purpose and Scope

The purpose of this chapter is to clearly delineate the procedures and criteria used by the City of Fife to review and approve binding site plans. A binding site plan is intended to provide an alternative means of dividing land for commercially or industrially zoned property, or divisions of land as a result of subjecting a portion of a parcel to tract of land to either chapter 64.32 or 64.34 RCW. This chapter shall only apply to divisions of land for sale or lease of commercially or industrially zoned property and upon which no future residential structure will be placed except as an accessory use, and for divisions of property so that a portion of the parcel or tract can be subjected to chapter 64.32 or 64.34 RCW.

Section 85. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.020 to read as follows:

18.09.020 Application Requirements

An application for a binding site plan shall be submitted to the Department on forms provided by the Department. A complete application for a binding site plan shall consist of:

- A. At least one original drawing, eight copies, and one eight-and-one-half-inch by 11-inch copy containing the following information:
 - 1. The location and size of all proposed lots, tracts, and buildings;
 - 2. Proposed and existing structures, including elevations and floor plans as known (plans which show building envelopes rather than footprints must include post construction treatment of unoccupied areas of the building envelopes);
 - 3. All proposed or existing uses;
 - 4. The location of proposed or existing open space, including any required landscaped areas;
 - 5. The location and identification of critical areas;

6. The layout of an internal vehicular and pedestrian circulation system, including proposed ingress and egress for vehicles;
7. The number and location of proposed or existing parking spaces on and off the site;
8. A drainage plan which will accommodate the maximum proposed square footage of impervious surface, including the maximum proposed square footage of impervious surface exposed to vehicular use, subject to the requirements of the city's storm water drainage design standards;
9. The location of existing utilities;
10. The location and size of water bodies and drainage features, both natural and manmade;
11. A grading plan showing proposed clearing and tree retention and the existing and proposed topography, detailed to two-foot contours, unless smaller contour intervals are otherwise required by the city code or rules and regulations promulgated thereunder;
12. A layout of sewers and the proposed water distribution system;
13. Existing and proposed easements and access; and
14. Proposed signage.
15. Buildable Lands Report information
 - A. Commercial Use
 1. Plan Designation
 2. Zone Designation
 3. Parcel Size
 4. Building Size
 5. Floor to Area Ratio
 - B. Residential Use
 1. Number of dwelling units;
 2. Gross and net acreage;
 3. Existing zoning and plan designation;
 4. Proposed zoning and plan designation;
 5. Number of platted lots
 6. Square feet used to determine permitted number of units.
 7. Square feet used for;
 - a. Environmental Constraints
 - b. Roads
 - c. Storm water & Utilities
 8. Achieved Density

B. A completed environmental checklist, if required by the State

Environmental Policy Act and implementing ordinances.

- C. A downstream drainage analysis or any other requirement specified in the city's stormwater drainage regulations.
- D. All covenants, easements, maintenance agreements or other documents regarding mutual use of common open space, parking and access.
- E. Preliminary approval of sanitary sewer disposal.
- F. Proposed source of domestic water supply.
- G. Copies of all easements, deed restrictions or other encumbrances restricting the use of the site.
- H. A phasing plan and time schedule, if the site is intended to be developed in phases.
- I. The payment of all applicable fees.
- J. The Director may waive specific submittal requirements determined to be unnecessary for review of the application.

Section 86. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.030 to read as follows:

18.09.030 Determination of completeness-time limitations

A. Within twenty-eight days after receiving a binding site plan application, the Director shall mail or provide in person a written determination to the applicant, stating either that the application is complete, or that the application is incomplete and what is necessary to make the application complete. An application is complete for purposes of this section when all applicable fees are paid, and the application meets the procedural submission requirements of FMC 18.09.020 and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

B. Within 14 days after an applicant has submitted the additional information identified by the Director as being necessary for a complete application, the

Director shall notify the applicant whether the application is complete or whether additional information is necessary.

Section 87. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.040 to read as follows:

18.09.040 Review of Binding Site Plan

Upon receiving a complete application for binding site plan approval, the Director shall transmit for review and comment a copy of the site plan, together with copies of any accompanying documents as the Director deems appropriate, to the following:

- A. City engineer, who shall review the proposed binding site plan with regard to its conformance to the general purposes of adopted traffic and utility plans; adequate provisions for storm drainage, streets, alleys, other public ways, water and sanitary sewer; and conformance to any applicable improvement standards and specifications;
- B. City fire marshal, who shall review the proposed binding site plan with regard to adequate provisions for emergency access, and response;
- C. Any other city department, utility provider, school district or other public or private entity as the Director deems appropriate.
- D. If the proposed binding site plan is located adjacent to the right of way of a state highway, the Director shall give written notice of the application, including a legal description of the binding site plan and a location map, to the department of transportation.

Section 88. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.050 to read as follows:

18.09.050 Approval.

A. A proposed binding site plan shall be considered under the zoning and other land use control ordinances in effect at the time a fully completed application is filed with the city. The Director shall consider and base a decision to approve, approve with conditions, deny or return the application for modifications, based on the following criteria:

- 1. Appropriate provisions are made for, but not limited to, the public

health, safety, and general welfare for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, and sanitary wastes;

2. The proposed binding site plan is in conformity with the underlying zoning district requirements, other land use controls, building requirements, and other applicable regulations which may exist at the time of a completed application;

3. All other relevant facts were considered, including sidewalks and other planning features that assure safe walking conditions for pedestrians; and

4. The public interest is served by the binding site plan and any dedications.

B. The Director's decision shall include written findings and conclusions supporting the decision. The Director may require, as a condition of binding site plan approval, that any required improvements be guaranteed by the method described by FMC 18.06.210 prior to binding site plan approval or issuance of building permits for any lot within the binding site plan.

C. The Director may authorize or recommend authorization of the sharing of open space, parking, access and other improvements among contiguous properties subject to the binding site plan. Conditions of use, maintenance and restrictions on redevelopment of shared open space, parking, access and other improvements shall be identified on the binding site plan and enforced by covenants, easements or other similar mechanisms.

Section 89. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.060 to read as follows:

18.09.060 Final binding site plan approval and recording.

A. After a binding site plan application has received approval from the Director, the applicant shall have ninety days to present to the city a final binding site plan in accordance with this section.

B. The approved binding site plan shall be surveyed and a professional land surveyor, licensed in the state of Washington, shall prepare the final binding site plan for recording in accordance with Chapter 58.09 RCW and Chapter 332-130 WAC.

C. The final binding site plan shall be drawn on Mylar and include the following information in a format prescribed by the Director:

1. Lots designated by number on the binding site plan within the area of the principal lot. Tracts shall be similarly designated and each tract shall be clearly identified with the ownership and purpose;
2. Signature and stamp of the land surveyor who prepared the binding site plan;
3. Reference to the recording number of the completed survey as required by this section if the boundaries have been previously surveyed;
4. Reference to all agreements or covenants required as a condition of approval;
5. Notarized signatures of all persons having an ownership or security interest in the land being divided;
6. Certificate for approval of the public works director; and
7. Certificate for approval of the Director.

D. The binding site plan shall contain applicable inscriptions or attachments setting forth limitations and conditions to which the plan is subject, including any applicable irrevocable dedications of property, and shall contain a provision requiring that any development of the site be in conformity with the approved site plan.

E. For condominiums, the binding site plan shall contain the following statement: "All development and use of the land described herein shall be in accordance with this binding site plan, as it may be amended with the approval of the city, town, or county having jurisdiction over the development of such land, and in accordance with such other governmental permits, approvals, regulations, requirements, and restrictions that may be imposed upon such land and the development and use thereof. Upon completion, the improvements on the land shall be included in one or more condominiums or owned by an association or other legal entity in which the owners of units therein or their owners' associations have a membership or other legal or beneficial interest. This binding site plan shall be binding upon all now or hereafter having any interest in the land described herein."

F. After the City has returned the duly executed final binding site plan to the applicant, the applicant shall record the approved binding site plan with the Pierce County Auditor within thirty days. Failure to present the city with a final binding site plan or to record the executed final binding site plan with the time limits set forth herein shall render the binding site plan approval null and void.

G. Lots, parcels, or tracts adjusted or created through the binding site plan

procedure shall be legal lots of record. The number of lots, tracts, parcels, sites, or divisions shall not exceed the number of lots allowed by other provisions of this chapter.

H. All provisions, conditions, and requirements of the binding site plan shall be legally enforceable on the purchaser or any other person acquiring a lease or other ownership interest of any lot, parcel, or tract created pursuant to the binding site plan.

I. Any sale, transfer, or lease of any lot, tract, or parcel created pursuant to the binding site plan, that does not conform to the requirements of the binding site plan or without binding site plan approval, shall be considered a violation of chapter 58.17 RCW and shall be restrained by injunctive action and be illegal as provided in chapter 58.17 RCW.

Section 90. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.070 to read as follows:

18.09.070 Amendments, modifications and vacations.

Any amendment, modification and vacation of a binding site plan shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new binding site plan application, as set forth in this chapter, except that amendments that adjust lot lines only, without creating any additional lots, shall be made in accordance with FMC Chapter 18.48. If a portion of a binding site plan is vacated, the property subject to the vacated portion shall constitute one lot unless an approved full subdivision or short subdivision subsequently divides the property. The Director may revoke a binding site plan approval, after an opportunity for notice and hearing to the affected property owners of record, if the Director determines that there has been a violation of the conditions of approval and the violation has not been corrected after reasonable notice to the owner of record to correct the violation.

Section 91. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.080 to read as follows:

18.09.080 Administrative rules.

The Director may promulgate administrative rules and regulations consistent with this chapter to implement the provisions and requirements of this chapter.

Section 92. The Fife Municipal Code is hereby amended by the addition of a new section 18.09.090 to read as follows:

18.09.090 Appeal procedure.

Within 14 days following the Director's decision on an application for binding site plan, a party of record may appeal such decision to the hearing examiner, in accordance with FMC Chapter 2.92 and FMC Title 14.

Section 93. The Section 18.48.010 of the Fife Municipal Code is hereby amended to read as follows:

18.48.010 Compliance– Applicability.

A. As of August 15, 1976, every short plat and short subdivision shall comply with the provisions of this chapter.

B. The short subdivision area shall consist only of the one to four parcels, lots or tracts of land which are divided from the original tract for the purpose of sale, lease or transfer of ownership.

C. The Community Development Director is hereby authorized to approve short plats and large lot divisions in accordance with the procedures set forth in this chapter.

D. Contiguous parcels that have one or more common owners, one or more persons who have an interest in the entity that owns or has an ownership interest in contiguous parcels, or a developer who intends to develop contiguous properties, must comply with the subdivision requirements of this title if the total number of resultant lots will exceed four in number. The short subdivision code may not be used as a mechanism to avoid the requirements of the subdivision code where there are adjacent parcels under common ownership, as described herein, that, but for the property boundaries, would be required to comply with the subdivision requirements.

Section 94. The Section 18.48.030 of the Fife Municipal Code is hereby amended to read as follows:

18.48.030 Further divisions restricted.

Land within a short subdivision shall not be further divided in any manner for a period of five years from the date the approved short plat is recorded with the auditor without the filing of a final plat on the land which is proposed to be further divided, except that when the short plat contains fewer than four lots, nothing in this section shall prevent the owner who filed the short plat from filing an alteration within the five year period to create up to a total of four lots within the original short plat boundaries. This requirement shall be stated on the face of the short plat.

Section 95. The Section 18.48.040 of the Fife Municipal Code is hereby amended to read as follows:

18.48.040 Separate short plats permitted when.

Lots within a plat or contiguous unplatted parcels of land which are acquired by the developer or applicant independently of each other and which, when further divided into lots, collectively create no more than four lots, may be short platted separately; provided, that when the applicant short plats the first parcel, the access, lot lines and drainage for the total tract are also approved by the city.

Section 96. The Section 18.48.050 of the Fife Municipal Code is hereby amended to read as follows:

18.48.050 Filing procedure and fee.

A. One mylar original tracing and eight prints of a proposed short plat shall be filed with the City.

B. A short plat shall meet the following standards:

1. Drawing in ink to a scale not smaller than one inch equals 100 feet on mylar, a sheet size of 18 inches by 24 inches;

2. The plat shall show the boundary and dimensions of the original tract including its assessor's parcel number, section, township and range, and all adjoining public or private roads and identifying names of such;

3. A vicinity map drawn to a scale of four inches equals one mile of sufficient detail to orient the location of the original tract;

4. Name and address of the owner of record of the original tract, scale of the drawing, and north directional arrow;

5. The tract(s) of land proposed to be sold or leased, each tract of which is identified by numerical designation; dimensions of each lot;

6. Width and location of access to all short platted lots proposed for sale or lease;

7. The location and use of all buildings on the original tract;

8. Space on a second 18-inch by 24-inch mylar sheet shall be reserved for comments and appropriate city signatures;

9. Where a survey is required, the form of the plat shall be as required by the Survey Recording Act; and

10. Addresses for all parcels.

Section 97. The Section 18.48.060 of the Fife Municipal Code is hereby amended to read as follows:

18.48.060 Exemption from environmental review.

A. All actions by the city in approving a short plat shall be exempt from any environmental review unless the Director determines that the short plat is located wholly or partially within a critical area as designated in FMC 17.05.015, or associated buffer..

B. If the proposed short plat is located wholly or partially within a critical area or associated buffer, as determined by the Director, environmental review shall be in accordance with the SEPA and critical areas regulations set forth in Title 17 FMC.

Section 98. The Fife Municipal Code is hereby amended by the addition of a new section 18.48.075 to read as follows:

18.48.075 Determination of completeness-time limitations

A. Within twenty-eight days after receiving a short plat application, the Director shall mail or provide in person a written determination to the applicant, stating either that the application is complete, or that the application is incomplete and what is necessary to make the application complete. An application is complete for purposes of this section when all applicable fees are paid, and the application meets the procedural submission requirements of FMC 18.48.050-.070 and is sufficient for continued processing even though additional information may be required or project modifications may be undertaken subsequently. The determination of completeness shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or substantial changes in the proposed action occur.

B. Within 14 days after an applicant has submitted the additional information identified by the city as being necessary for a complete application, the Director shall notify the applicant whether the application is complete or whether additional information is necessary.

C. An application for short plat approval shall be approved, approved with conditions, or returned to the applicant for modifications or denied within 30 days from the date the application is determined to be complete unless the applicant

consents to an extension of such time period. PROVIDED, That this time period shall be extended if environmental review is required as provided in FMC 18.48.060.

Section 99. The Fife Municipal Code is hereby amended by the addition of a new section 18.48.080 to read as follows:

18.48.080 Review of Plat

A. Upon receiving a complete application for short subdivision approval, the Director shall transmit a copy of the short plat, together with copies of any accompanying documents as the Director deems appropriate, to the following:

1. City engineer, who shall review the proposed short subdivision with regard to its conformance to the general purposes of adopted traffic and utility plans; adequate provisions for storm drainage, streets, alleys, other public ways, water and sanitary sewer; and conformance to any applicable improvement standards and specifications;

2. City fire marshal, who shall review the proposed short subdivision with regard to adequate provisions for emergency access, and response.

3. Any other city department, utility provider, school district or other public or private entity as the Director deems appropriate.

4. If the proposed short plat is located adjacent to the right of way of a state highway, the Director shall give written notice of the application, including a legal description of the short subdivision and a location map, to the department of transportation.

B. In transmitting the proposed short plat to the parties referenced above, the Director shall solicit their comments and recommendations, and note the date by which comments and recommendations must be received by the department in order to be considered. Any comments received by that date will form the basis of the Director's decision on the short subdivision. However, in every case a proposed short plat shall contain a statement of approval from the city engineer, as to the survey data, the layout of streets, alleys and other rights-of-way, design of bridges, sewer and water systems and other structures. The Director shall not approve a short plat that does not contain such a statement signed by the city engineer.

C. The Director shall review the proposed short subdivision and determine its conformance to the general purposes of this title, its conformance to the Fife comprehensive plan, its conformance to FMC Title 19, and any other applicable

land use controls.

Section 100. The Section 18.48.140 of the Fife Municipal Code is hereby amended to read as follows:

18.48.140 Review criteria– Feasibility for building sites.

Areas with known hazards or conditions including, but not limited to; geological hazard, flooding, poor drainage or swamp conditions, mud slides or avalanche, may be noted on the face of the short plat.

Section 101. The Fife Municipal Code is hereby amended by the addition of a new section 18.48.170 to read as follows:

18.48.170 Director's decision—Recording (new section)

A. The Director shall, within the time period described by FMC 18.48.075(c), take one of the following actions:

1. Approve the short subdivision with or without conditions;
2. Return the short plat to the applicant for correction or modification or for the construction of improvements as requested by the city engineer or fire marshal; or
3. Disapprove the short subdivision.

B. The Director's decision shall include written findings and conclusions supporting the decision. The Director may require, as a condition of plat approval, that any required improvements be guaranteed by the method described by FMC 18.07.210 prior to short plat approval or issuance of building permits for any lot within the short plat.

C. Upon reaching a decision, the Director shall so notify the applicant. Such notification shall contain any conditions of approval.

.D. The applicant shall record the approved short plat with the Pierce County Auditor within 30 days after approval.

Section 102. The Section 18.48.210 of the Fife Municipal Code is hereby amended to read as follows:

18.48.210 Notice to prospective purchasers

Prior to the sale, lease or contract to sell of any lot, parcel or tract within a short subdivision, a copy of the approved short plat shall be given to the prospective purchaser or lessee by the owner, owner's agent, or any person, firm or corporation who closes or escrows the transaction.

Section 103. The Section 18.48.230 of the Fife Municipal Code is hereby amended to read as follows:

18.48.230 Large lot division procedure.

A. Large lot division consists of a division of land into lots or tracts, each of which is five acres or larger.

B. The filing procedure, fee, review criteria, approval and appeal procedure for large lot divisions shall be the same as for short plats. The city shall determine if and when any of the sections are not applicable to a large lot division review.

C. One mylar original tracing and four prints of the approved large lot division plan which shows the original tract and contains the legal description of the original tract and shows the divisions, the future roads and future drainage, shall be filed with the city engineer. The plan may be drawn in any manner which is neat and legible.

D. Large lot division approval is not exempt from the procedures required by the State Environmental Policy Act.

E. When segregation is requested by the developer, applicant or purchaser of a large lot division, the person shall provide the assessor with a copy of the legal description of every lot which is created by the division.

Section 104. The Fife Municipal Code is hereby amended by the addition of a new section 18.48.250 to read as follows:

18.48.250 Amendments, modifications and vacations

Any amendment, modification and vacation of an approved short plat shall be accomplished by following the same procedure and satisfying the same laws, rules and conditions as required for a new short plat application, as set forth in this chapter, except that when an alteration or vacation involves a public dedication, that alteration or vacation shall be processed as provided in RCW 58.17.212 or 58.17.215, as amended.

Section 105. Repealer. Fife Municipal Code Chapters 18.04, 18.08, 18.12, 18.16, 18.20, 18.24, 18.28, 18.32, 18.36, 18.40, and 18.44 and Sections 18.48.020, 18.48.160, 18.48.180, 18.48.190, and 18.48.240 are hereby repealed.

Section 106. Each and every provision of this Ordinance shall be deemed severable. In the event that any portion of this Ordinance is determined by final order of a court of competent jurisdiction to be void or unenforceable, such determination shall not affect the validity of the remaining provisions thereof, provided the intent of this Ordinance can still be furthered without the invalid provision.

Section 107. This Ordinance shall be in full force and effect five (5) days after publication as required by law. A summary of this Ordinance may be published in lieu of the entire Ordinance, as authorized by State law.

Introduced on the ____th day of September, 2008.

Passed by the City Council on the ____day of _____, 2008.

Steve Worthington, City Manager

ATTEST:

Steve Marcotte, Clerk-Treasurer

APPROVED AS TO FORM:

Loren D. Combs, City Attorney

Published: _____

Effective Date: _____

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MEMORANDUM
For the Meeting of September 23, 2008

TO: Honorable Mayor and City Council
 THROUGH: Steve Worthington, City Manager
 FROM: Carl Durham, Acting Community Development Director; Chris Pasinetti, Planner
 1
 SUBJECT: Ordinance No. 1682, adopting City of Fife's Commute Trip Reduction (CTR) Plan and amending the FMC Title 17.

REPORT IN BRIEF: Tonight's meeting is an opportunity to give first reading of Ordinance 1682 adopting the City of Fife's Commute Trip Reduction (CTR) Plan and amending Title 17 in the FMC. In 2006, the State Legislature passed the Commute Trip Reduction (CTR) Efficiency Act in order to improve the carrying capacity of the state transportation system, improve air quality, and conserve energy. The Act requires local governments in nine Washington counties experiencing the greatest traffic congestion to develop (and implement) plans to lower the number of vehicle miles traveled (VMT), as well as reduce single-occupant vehicle (SOV) trips. The 2006 CTR Efficiency Act applies to local jurisdictions in Pierce County. A draft plan for Fife has been prepared by City Staff, with assistance from a consultant (see Ordinance attached to this staff report, which includes City of Fife's CTR Plan).

BACKGROUND: At the City Council meeting of September 9, 2008 the Commute Trip Reduction Plan was presented. Staff requested to prepare an Ordinance to adopt the CTR plan and amend the FMC. The CTR Efficiency Act is based on the 1991 CTR law that requires major employers (at least 100 employees at a single worksite that arrive between 6am and 9am, public or private) to implement trip reduction programs. As a result of the changes in the CTR law, the City is required to develop its CTR Plan, and include goals and targets through the year 2011, with a description of the methodology for meeting those goals & targets. The CTR Plan is a collection of goals and policies, facility and service improvements, and marketing strategies that support a reduction in drive-alone trips and vehicle miles traveled.

The Fife Municipal Code will need to be amended to accommodate the new plan and the revised goals from the CTR Efficiency Act. For example:

FMC 17.19.070(A)-....The employees program must be designed to meet SOV/VMT reduction goals of 15 percent, 20 percent, 25 percent, and 35 percent for 1995, 1997, 1999, and 2005, respectively, from the zone's base year values.

The new plan designates that affected employers need a minimum 10% SOV rate and a 13% VMT reduction from their base line assessment by 2011. This is consistent with the state law that requires local jurisdictions to set goals and targets for their entire jurisdiction. The minimum target that each jurisdiction is required to establish for its urban growth area is a 10% reduction in drive alone commute trips by CTR commuters and a 13% reduction in vehicle miles traveled (VMT) per CTR commuter (pg. 13 CTR Efficiency Act Local Planning Guide).

Staff is suggesting amending the FMC to update the language and make it consistent with the updated plan's goals. Adopting the plan by reference will allow future revisions to the plan without the need for amending the FMC.

DISCUSSION: The City's plan update has been endorsed by Puget Sound Regional Council (PSRC) and was used to create the Regional CTR Plan compatible with the CTR Efficiency Act.

Some of the benefits of the CTR plan include:

- Implements and meets goals within the City of Fife's Comprehensive Plan

Transportation Element:

Policy 1.3 Continue to implement the Commute Trip Reduction Plan for affected employees within the City and a Commute Trip Reduction Program for City work sites.

Implementation 1.3.2 Continue to implement a Commute Trip Reduction Ordinance and Plan requiring major employers to take steps to reduce the proportion of their employees who commute to work in single occupancy vehicles.

- Updates the FMC to achieve the goals of the CTR Efficiency Act.
- Conforms with State Law (Clean Air Act RCW 70.94)
- Helps meet the Goals of GMA (Growth Management Act) :
Discourage sprawling development
Encourage efficient transportation systems

FISCAL IMPACTS: None directly as a result of adopting the plan update; there is an indirect result from reducing drive alone trips (SOV's) and Vehicle Miles Traveled (VMT's) in forms of increased road system efficiency, reduced traffic congestion, reduced air pollution, and a reduction in road way wear and tear. Also, there is a cost for contracting with the City of Tacoma to implement our CTR plan. Affected employers would also be required to designate an Employee Trip Coordinator (ETC).

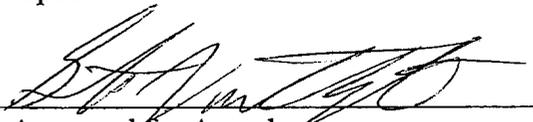
RECOMMENDATIONS: Give first reading to Ordinance 1682 adopting City of Fife's Commute Trip Reduction plan and amending Title 17.

ALTERNATIVE ACTIONS:

1. Give first reading of Ordinance No. 1682
2. Amend Ordinance No. 1682 and give first reading
3. Or, not give first reading of Ordinance No. 1682

SUGGESTED MOTION: I move that the City Council give first reading to Ordinance No. 1682, adopting the City of Fife's Commute Trip Reduction Plan and amending Title 17 of the Fife Municipal Code as seen attached to this staff report.

Carl Durhman, Acting Community
Development Director



Approved for Agenda:
Steve Worthington, City Manager

CITY OF FIFE, WASHINGTON

ORDINANCE NO. 1682

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FIFE, WASHINGTON, RELATING TO COMMUTE TRIP REDUCTION AND AMENDING SECTIONS 17.19.010, 17.19.020, 17.19.030, 17.19.040, 17.19.050, 17.19.060, 17.19.070, 17.19.090, 17.19.100, 17.19.120(a) AND 17.19.120(b), ADDING NEW SECTIONS 17.19.035 AND 17.19.110 AND REPEALING SECTION 17.19.080

WHEREAS, the Washington State Commute Trip Reduction (CTR) Law was amended in 2006 to make the CTR Law more efficient, and;

WHEREAS, these changes required the development of a new CTR plan and changes to the Fife Municipal Code to remain in compliance with the state CTR legislation;

WHEREAS, the Planning Commission held a public meeting on September 8, 2008 and recommended to the City Council to adopt the new CTR plan and subsequent amendments to the Fife Municipal Code, and;

WHEREAS, the City Council held a public meeting regarding Commute Trip Reduction on September 23, 2008, now therefore

THE CITY COUNCIL OF THE CITY OF FIFE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Fife Municipal Code Section 17.19.010 is hereby amended to read as follows:

17.19.010 Purpose.

The purpose of this chapter is to promote the public health, safety, and general welfare by establishing goals for employers to reduce Drive Alone Trips and vehicles miles traveled (VMT), by providing standards to measure Drive Alone Trips and VMT reduction against, and by requiring that commute trip reduction programs be established in accordance with RCW 70.94. The city of Fife recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues.

Section 2. Fife Municipal Code Section 17.19.020 is hereby amended to read as follows:

17.19.020 Definitions

For the purpose of this ordinance, the following definitions shall apply in the interpretation and enforcement of this ordinance:

A. "Affected Employee" means a full-time employee who begins his or her regular work day at a single worksite covered by the Commute Trip Reduction Plan between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months who is not an independent contractor. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.

B. "Affected Employer" means an employer that employs one hundred (100) or more full-time employees at a single worksite covered by the Commute Trip Reduction Plan who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months. Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition. (Also see definition of employer.)

C. "Alternative Mode" means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work week schedules if they result in reducing commute trips.

D. "Alternative Work Schedules" mean programs such as compressed work week schedules that eliminate work trips for affected employees.

E. "Base year" means the twelve-month period which commences when a major employer is determined by the jurisdiction to be participating within the CTR program. The City uses this twelve-month period as the basis upon which it develops commute trip reduction goals.

F. "Base year survey" or "baseline measurement" means the survey, during the base year, of employees at a major employer worksite to determine the drive-alone rate and vehicle miles traveled per employee at the worksite. The jurisdiction uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurement must be implemented in a manner that meets the requirements specified by the City.

G. "Carpool" means a motor vehicle, including a motorcycle, occupied by two to

six people of at least 16 years of age traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle commute trip.

H. "Commute Trips" mean trips made from a worker's home to a worksite (inclusive) on weekdays.

I. "CTR" is the abbreviation of Commute Trip Reduction.

J. "CTR Program" means an employer's strategies to reduce employees' drive alone commutes and average VMT per employee.

K. "Commute trip vehicle miles traveled per employee" means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.

L. "Compressed Work Week" means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements.

M. "Custom Bus/Buspool" means a commuter bus service arranged specifically to transport employees to work.

N. "Dominant Mode" means the mode of travel used for the greatest distance of a commute trip.

O. "Drive Alone" means a motor vehicle occupied by one (1) employee for commute purposes, including a motorcycle.

P. "Drive Alone Trips" means commute trips made by employees in single occupant vehicles.

Q. "Employee Transportation Coordinator (ETC)" means a person who is designated as responsible for the development, implementation and monitoring of an employer's CTR program.

R. "Employer" means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, whether public, non-profit, or private, that employs workers.

S. "Exemption" means a waiver from any or all CTR program requirements granted to an employer by the City based on unique conditions that apply to the employer or employment site.

T. "Flex-Time" is an employer policy that provides work schedules allowing individual employees flexibility in choosing the start and end time but not the number of their working hours.

U. "Full-Time Employee" means a person, other than an independent contractor, whose position is scheduled on a continuous basis for 52 weeks for an average of at least 35 hours per week.

V. "Good Faith Effort" means that an employer has met the minimum requirements identified in RCW 70.94.531 and this ordinance, and is working collaboratively with the City to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed-upon length of time.

W. "Implementation" means active pursuit by an employer of the CTR goals of RCW 70.94.521-555 and this ordinance as evidenced by appointment of an employee transportation coordinator (ETC), distribution of information to employees regarding alternatives to drive alone commuting, and commencement of other measures according to its approved CTR program and schedule.

X. "A major employer" means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months.

Y. "Major employer worksite" or "affected employer worksite" or "worksite" means the physical location occupied by a major employer, as determined by the local jurisdiction.

Z. "Major employment installation" means a military base or federal reservation, excluding tribal reservations, or other locations as designated by the City, at which

there are one hundred or more affected employees.

AA. "Mode" means the means of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool or vanpool), transit, ferry, bicycle, walking, compressed work week schedule and telecommuting.

BB. "Notice" means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.

CC. "Peak Period" means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

DD. "Peak Period Trip" means any commute trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.

EE. "Proportion of Drive Alone Trips" or "Drive Alone Rate" means the number of commute trips over a set period made by employees in single occupancy vehicles divided by the number of potential trips taken by employees working during that period.

FF. "Ride Matching Service" means a system which assists in matching commuters for the purpose of commuting together.

GG. "Teleworking" or "Telecommuting" means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.

HH. "Transit" means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, passenger ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

II. "Transportation Demand Management (TDM)" means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.

JJ. "Transportation Management Association (TMA)" means a group of employers or an association representing a group of employers in a defined geographic area. A TMA may represent employers within specific city limits or may have a sphere of influence that extends beyond city limits.

KK. "Vanpool" means a vehicle occupied by from five (5) to fifteen (15) people traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle trip.

LL. "Vehicle Miles Traveled (VMT) Per Employee" means the sum of the individual vehicle commute trip lengths in miles made by employees over a set period divided by the number of employees during that period.

MM. "Week" means a seven-day calendar period starting on Monday and continuing through Sunday.

NN. "Weekday" means any day of the week except Saturday or Sunday.

OO. "Writing," "Written," or "In Writing" means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery.

Section 3. Fife Municipal Code Section 17.19.030 is hereby amended to read as follows:

17.19.030 The city of Fife commute trip reduction (CTR) plan

The goals established for the jurisdiction and affected employers in the city of Fife's Commute Trip Reduction Plan are incorporated herein by reference.

Section 4. A new section 17.19.035 is hereby added to the Fife Municipal Code to read as follows:

17.19.035 Commute trip reduction goals.

A. The city of Fife's goals for reductions in the proportions of drive-alone commute trips and vehicle miles traveled per employee by affected employers in Fife's jurisdiction, major employment installations, and other areas designated by the city of Fife are hereby established by Fife's CTR Plan incorporated by FMC 17.19.030. These goals establish the desired level of performance for the CTR program in its entirety in the city of Fife.

B. The city of Tacoma will set the individual worksite goals for affected

employers based on how the worksite can contribute to the city of Fife's overall goal established in the CTR plan. The goals will appear as a component of the affected employer's approved implementation plan outlined in FMC 17.19.060.

Section 5. Fife Municipal Code Section 17.19.040 is hereby amended to read as follows:

17.19.040 Responsible agency.

The city of Tacoma Community and Economic Development Department will be responsible for implementing those sections of this chapter and those sections of the commute trip reductions plan as outlined in the intergovernmental agreement between the city of Fife and the city of Tacoma effective on July 1, 2007. The city of Fife will be responsible for developing and implementing a city of Fife CTR program and other elements as specified in the CTR ordinance and plan..

Section 6. Fife Municipal Code Section 17.19.050 is hereby amended to read as follows:

17.19.050 Applicability

A. Affected Employer. The provisions of this chapter shall apply to any affected employer at any single work site within the limits of the city of Fife.

B. Change in Status as an Affected Employer. Any of the following changes in an employer's status will change the employer's CTR program requirements:

1. If an employer initially designated as an affected employer no longer employs one hundred (100) or more affected employees and expects not to employ one hundred (100) or more affected employees for the next twelve (12) months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the city of Tacoma that it is no longer an affected employer. The burden of proof lies with the employer.

2. If the same employer returns to the level of one hundred (100) or more affected employees within the same twelve (12) months, that employer will be considered an affected employer for the entire 12 months and will be subject to the same program requirements as other affected employers.

3. If the same employer returns to the level of one hundred (100) or more affected employees twelve (12) or more months after its change in status to an

"unaffected" employer, that employer shall be treated as a newly affected employer and will be subject to the same program requirements as other newly affected employers.

C. Newly Affected Employers.

1. Employers meeting the definition of "affected employer" in this ordinance must identify themselves to the city of Tacoma within 90 days of either moving into the boundaries outlined in the CTR Plan adopted in FMC 19.19.030 or growing in employment at a worksite to one hundred (100) or more affected employees. Employers who do not identify themselves within 90 days are in violation of this ordinance.

2. Newly affected employers identified as such shall be given 90 days to perform a baseline measurement consistent with the measurement requirements specified by city of Tacoma. Employers who do not perform a baseline measurement within 90 days of receiving written notification that they are subject to this ordinance are in violation of this ordinance.

3. Not more than 90 days after receiving written notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR Program to city of Tacoma. The program will be developed in consultation with city of Tacoma to be consistent with the goals of the CTR Plan adopted in FMC 17.19.030. The program shall be implemented not more than 90 days after approval by city of Tacoma. Employers who do not implement an approved CTR Program according to this schedule are in violation of this ordinance and subject to the penalties outlined in FMC 17.19.120 below.

Section 7. Fife Municipal Code Section 17.19.060 is hereby amended to read as follows:

17.19.060 Notification of Applicability

A. In addition to the city of Fife's established public notification for adoption of an ordinance, a notice of availability of a summary of this ordinance, a notice of the requirements and criteria for affected employers to comply with the ordinance, and subsequent revisions shall be published at least once in the city of Fife's official newspaper not more than 30 days after passage of this ordinance or revisions.

B. Affected employers located in the city of Fife are to receive written notification that they are subject to this ordinance. Such notice shall be addressed

to the company's chief executive officer, senior official, CTR program manager, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by city of Tacoma.

C. Affected employers that, for whatever reason, do not receive notice within 30 days of passage of the ordinance and are either notified or identify themselves to the city of Tacoma within 90 days of the passage of the ordinance will be granted an extension to assure up to 90 days within which to perform a baseline measurement consistent with the measurement requirements specified by the city of Tacoma.

D. Affected employers that have not been identified or do not identify themselves within 90 days of the passage of the ordinance and do not perform a baseline measurement consistent with the measurement requirements specified by the city of Tacoma within 90 days from the passage of the ordinance are in violation of this ordinance.

E. If an affected employer has already performed a baseline measurement, or an alternative acceptable to the city of Tacoma, under previous iterations of this ordinance, the employer is not required to perform another baseline measurement.

Section 8. Fife Municipal Code Section 17.19.070 is hereby amended to read as follows:

17.19.070 Requirements for employers

A. Commute Trip Reduction Goals for Affected Employers:

1. The drive-alone and VMT goals for affected employers in the city of Fife are hereby established as set forth in the CTR Plan incorporated by reference.

2. If the goals for an affected employer or newly affected employer are not listed in the CTR Plan, they shall be established by the city of Tacoma at a level designed to achieve the city of Fife's overall goals for the jurisdiction and other areas as designated by the city of Fife. The city of Tacoma Community and Economic Development Department will set the individual worksite goals for affected employers based on how the worksite can contribute to Fife's overall goal established in the CTR plan. The goals will appear as a component of the affected employer's approved implementation plan. The city of Tacoma shall provide written notification of the goals for each affected employer worksite by providing the information when the city of Tacoma reviews the employer's proposed

program and incorporating the goals into the program approval issued by the city of Tacoma.

B. An affected employer is required to make a good faith effort, as defined in RCW 70.94.534(2) and this chapter, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and drive alone commute trips. The CTR program must include the mandatory elements as described below.

C. Mandatory Program Elements:

Each employer's CTR program shall include the following mandatory elements:

1. Employee Transportation Coordinator (ETC):

The employer shall designate an Employee Transportation Coordinator (ETC) to administer the CTR program. The ETC and/or designee's name, location, and telephone number must be prominently displayed physically or electronically at each affected worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and the city of Tacoma. The objective is to have an effective transportation coordinator presence at each worksite; an affected employer with multiple sites may have one ETC for all sites.

2. Information Distribution:

Information about alternatives to drive alone commuting as well as a summary of the employer's CTR Program shall be provided to employees at least once a year and to new employees at the time of hire. The summary of the employer's CTR Program shall also be submitted to the city of Tacoma with the employer's program description and regular report.

D. Additional Program Elements:

In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals. Elements may include, but are not limited to, one or more of the following:

1. Provision of preferential parking for high-occupancy vehicles;
2. Reduced parking charges for high-occupancy vehicles;
3. Instituting or increasing parking charges for drive alone commuters;

4. Provision of commuter ride matching services to facilitate employee ridesharing for commute trips;
5. Provision of subsidies for rail, transit, or vanpool fares and/or transit passes;
6. Provision of vans or buses for employee ridesharing;
7. Provision of subsidies for carpools, walking, bicycling, teleworking, or compressed schedules;
8. Provision of incentives for employees that do not drive alone to work;
9. Permitting the use of the employer's vehicles for carpooling or vanpooling;
10. Permitting flexible work schedules to facilitate employees' use of transit, carpools, or vanpools;
11. Cooperation with transportation providers to provide additional regular or express service to the worksite;
12. Construction of special loading and unloading facilities for transit, carpool, and vanpool users;
13. Provision of bicycle parking facilities, lockers, changing areas, and showers for employees who bicycle or walk to work;
14. Provision of a program of parking incentives such as a rebate for employees who do not use the parking facilities;
15. Establishment of a program to permit employees to work part- or full-time at home or at an alternative worksite closer to their homes which reduces commute trips;
16. Establishment of a program of alternative work schedules, such as a compressed work week, which reduces commute trips;
17. Implementation of other measures designed to facilitate the use of high-occupancy vehicles, such as on-site day care facilities, emergency taxi services, or guaranteed ride home programs;

18. Charging employees for parking, and/or the elimination of free parking; and

19. Other measures that the employer believes will reduce the number and length of commute trips made to the site.

E. CTR Program Report and Description. Affected employers shall review their program and file a regular progress report with the city of Tacoma in accordance with the format provided by the city of Tacoma. The CTR Program Report and Description outlines the strategies to be undertaken by an employer to achieve the commute trip reduction goals for the reporting period. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other to implement program elements. At a minimum, the employer's CTR Program Report and Description must include:

1. A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services;

2. The number of employees affected by the CTR program and the total number of employees at the site;

3. Documentation on compliance with the mandatory CTR program elements described in FMC 17.19.070;

4. Description of any additional elements included in the employer's CTR program as described in FMC 17.19.070; and

5. A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

F. Biennial Measure of Employee Commute Behavior. In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) at least once every two years, and strive to achieve at least a 70% response rate from employees at the worksite.

G. Record Keeping. Affected employers shall maintain a copy of their approved CTR Program Description and Report, their CTR Program Employee Questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the city of Tacoma for a minimum of 48 months. The city of Tacoma and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

Section 9. Fife Municipal Code Section 17.19.080 is hereby repealed.

Section 10. Fife Municipal Code Section 17.19.090 is hereby amended to read as follows:

17.19.090 Schedule and Process for CTR Program Description and Report

A. Document Review. City of Tacoma shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or annual report within 90 days of submission, the employer's program or annual report is deemed accepted. The city of Tacoma may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

B. Upon review of an employer's initial CTR program, the city of Tacoma shall establish the employer's regular reporting date. This report will be provided in a form provided by the city of Tacoma consistent with FMC 17.19.070(E).

Section 11. Fife Municipal Code Section 17.19.100 is hereby amended to read as follows:

17.19.100 Goal Modifications, Extensions, and Exemptions.

A. Modification of CTR Program Elements. Any affected employer may submit a request to the city of Tacoma Community and Economic Development Department for modification of CTR requirements. Such request may be granted if one of the following conditions exist:

1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or

2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship. The city of Tacoma Community and Economic Development Department may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request.

B. Extensions. An employer may request additional time to submit a CTR

Program Description and Report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested. Extensions not to exceed 90 days shall be considered for reasonable causes. The city of Tacoma shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's regular reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of the City of Tacoma.

C. Program Modification Criteria. The following criteria for achieving goals for VMT per employee and proportion of drive alone trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer meets either or both goals, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program;

2. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, but has not met the applicable drive alone or VMT goal, no additional modifications are required.

3. If an employer fails to make a good faith effort as defined in RCW 70.94.534(2) and this ordinance, and fails to meet the applicable drive alone or VMT reduction goal, the city of Tacoma shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW 70.94.534(2), including specific recommended program modifications. In response to the recommended modifications, the employer shall submit a revised CTR Program Description and Report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. the city of Tacoma shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, the city of Tacoma will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by the city of Tacoma within 10 working days of the conference.

D. Worksite Exemptions. An affected employer may request the city of Tacoma to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of the ordinance as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could reduce the proportion of drive alone trips and VMT per employee. Exemptions may be granted by the city of Tacoma at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. The city of Tacoma shall grant or deny the request within 30 days of receipt of the request. The city of Tacoma shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

E. Employee Exemptions. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The city of Tacoma will use the criteria identified in the CTR Board Administrative Guidelines to assess the validity of employee exemption requests. The city of Tacoma shall grant or deny the request within 30 days of receipt of the request. The city of Tacoma shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

F. Modification of CTR Program Goals.

1. An affected employer may request that the city of Tacoma modify its CTR program goals. Such requests shall be filed in writing at least 60 days prior to the date the worksite is required to submit its program description or annual report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must also demonstrate that it has implemented all of the elements contained in its approved CTR program.

2. The city of Tacoma will review and grant or deny requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines. (3) An employer may not request a modification of the applicable goals until one year after city/county approval of its initial program

description or annual report.

Section 12. A new section 17.19.110 is hereby added to the Fife Municipal Code to read as follows:

17.19.110 Implementation of Employer's CTR Program

Unless extensions are granted, the employer shall implement its approved CTR program, including approved program modifications, not more than 90 days after receiving written notice from city of Tacoma Community and Economic Development Department that the program has been approved or with the expiration of the program review period without receiving notice from the city of Tacoma.

Section 13. Fife Municipal Code subsection 17.19.120(a) is hereby amended to read as follows:

A. Compliance. For purposes of this section, compliance shall mean:

1. Fully implementing in good faith all mandatory program elements as well as provisions in the approved CTR Program Description and Report;
2. Providing a complete CTR Program Description and Report on the regular reporting date; and
3. Distributing and collecting the CTR Program Employee Questionnaire during the scheduled survey time period.

Section 14. Fife Municipal Code subsection 17.19.120(b) is hereby amended to read as follows:

B. Violations. The following constitute violations if the deadlines established in this ordinance are not met:

1. Failure to self identify as an affected employer;
2. Failure to perform a baseline measurement, including:
 - a. Employers notified or that have identified themselves to the city of Tacoma within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the city of Tacoma within 90 days from the notification or self-identification;
 - b. Employers not identified or self-identified within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the city of Tacoma within 90 days from the adoption of the ordinance;
3. Failure to develop and/or submit on time a complete CTR program;

4. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and drive alone goals as specified in ordinance;
5. Submission of false or fraudulent data in response to survey requirements;
6. Failure to make a good faith effort, as defined in RCW 70.94.534 and this ordinance; or
7. Failure to revise a CTR program as defined in RCW 70.94.534(4) and this ordinance.

Section 15. Each and every provision of this Ordinance shall be deemed severable. In the event that any portion of this Ordinance is determined by final order of a court of competent jurisdiction to be void or unenforceable, such determination shall not affect the validity of the remaining provisions thereof, provided the intent of this Ordinance can still be furthered without the invalid provision.

Section 16. This Ordinance shall be in full force and effect five (5) days after publication as required by law. A summary of this Ordinance may be published in lieu of the entire Ordinance, as authorized by State law.

Introduced on the 23rd day of September, 2008.

Passed by the City Council on the _____ day of _____, 2008.

Steve Worthington, City Manager

ATTEST:

Steve Marcotte, Clerk-Treasurer

APPROVED AS TO FORM:

Loren D. Combs, City Attorney

Published: _____

Effective Date: _____

Ordinance No. 1682

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City of Fife Draft Commute Trip Reduction Plan



June 2007

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INTRODUCTION

In 1993, the City of Fife adopted the Commute Trip Reduction Ordinance (FMC 17.19). The purpose of this ordinance was to comply with the Commute Trip Reduction Act RCW 70.94.521 adopted by the Washington State Legislature in 1991. This law requires employers of 100 or more employees who arrive between 6 and 9 a.m. to develop and implement a program to encourage their employees to reduce vehicle miles traveled and drive alone trips.

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which amended the requirements for local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce drive alone trips. This plan is required and has been prepared in accordance with these revisions to RCW 70.94.521.

The Commute Trip Reduction Plan is a collection of jurisdiction-adopted goals and policies, facility and service improvements, and marketing strategies about how the jurisdiction will help make progress for reducing drive alone trips and vehicle miles traveled over the next four years. The goal of the CTR plan is to reduce drive alone trips by 10% and vehicle miles traveled by 13%. Building upon the success of the existing commute trip reduction program, the City of Fife strives to meet the goals of the plan for the future by working in partnership and coordination with other agencies and employers.

This proposed Plan has been developed through extensive involvement by employers, transit agencies, organizations and individuals from throughout the City who helped identify strategies and ways for successful achievement of the goals. This plan helps to support the achievement of the City's vision and the goals of its comprehensive plan.

Benefits of the CTR Program to Fife

Although the Commute Trip Reduction Program only applies to a few sites in Fife, the CTR program will continue to grow and address a variety of transportation and environmental issues. Several trends are increasing the value of CTR in Fife, particularly as an alternative to expanding roads and parking facilities. Those trends include:

- *Rising facility costs.* The cost of expanding highways and parking facilities is increasing. In many cases it is more cost effective to manage demand than to continue expanding supply. If the CTR program is successful, it will help reduce the demand on state, regional and local streets. This in turn helps to reduce the need to expand the roadway system.
- *Demographics.* As the population becomes older and more mature, it will become more important to increase the availability of quality travel options for non-drivers. Senior citizens will be more dependent on transit and non-motorized travel options.
- *Energy Costs.* Vehicle fuel costs have risen dramatically and are projected to increase in the future due to depletion of oil supplies and environmental constraints. Rising costs

have increased the demand for non-drive alone travel alternatives. The vanpool market, in particular, has exceeded demand and there are currently waiting lists for available vanpools.

- *Consumer preferences and market trends.* CTR is addressing current consumer preferences in which more consumers want to live in more multi-modal communities where it is possible to walk and bicycle safely, use neighborhood services, and have access to quality public transportation.
- *Environmental concerns.* CTR helps to address concerns over air pollution, sprawl and other environmental impacts by reducing the demand for automobiles. Automobiles comprise 55% of air pollutants. For each car that is taken off the road, there is a significant benefit to the environment.

In summary, the CTR program is a cost-effective program that addresses a number of issues in Fife. Although CTR has been applied to only a few work sites, the program will continue to grow and expand as solutions are needed to complex transportation and environmental issues.

I. BASELINE ASSESSMENT

Affected CTR Work Sites

The CTR plan focuses on reducing drive alone trips and vehicle miles traveled among major work sites. As part of the CTR plan requirements, an assessment of the land use and transportation conditions was performed for each CTR-affected work site. Under the CTR ordinance, there are four affected work sites in the City of Fife. Those work sites include the following:

Name	Address
City of Fife	5411 23 rd St E.
Comcast Cable Communications	1323 34 th Ave. E
DSHS	6416 Pacific Highway E.
Morning Sun	3500 20 th St. E

The attached map of the jurisdiction shows the locations of the CTR work sites (see Appendix A).

Additional Work Sites

The CTR law only applies to work sites in which 100 or more employees arrive at the site between 6 and 9 am. According to City of Fife business license applications, there are a number of businesses that might meet these criteria and are not currently in the CTR program. The City of Fife is working with Pierce County to evaluate whether these sites are truly affected CTR work sites. Those sites found to be affected will be included in the CTR program and others will be encouraged to join the program voluntarily. The following is a list of work sites that appear to qualify as CTR-affected sites as of June 11, 2007. In partnership with City of Tacoma and Pierce County certain procedures are required. City of Tacoma implements City of Fife's CTR plan, which would require them to contact the employer and determine if they qualify for the plan.

Bassett Furniture
Bunzl Extrusion, Inc.
Costco Business
Milgard Manufacturing
Rushforth Construction
Smith Fire Systems
United Parcel
Viking Freight System
Diane's Foods
Northwest Metal Products Co.

Major Issues Regarding Land Use and Transportation Conditions Around CTR Work Sites

City of Fife – 5411 23rd Street E., Fife, WA 98424

Existing and planned land use conditions:	<p>This work site is located in a Public Use/Open Space Zone.</p> <p>There are no proposed changes to the land use in this area.</p>
Existing and planned transportation facilities:	<p>This work site is located on a collector street, adjacent to a principle arterial, Valley Ave E.</p> <p>There are plans to improve an intersection near this work site and to widen 23rd and Valley Ave to three lanes in the future.</p>
Existing and planned transit services and facilities:	<p>This work site is located near a bus stop for Pierce Transit route 501.</p> <p>There are no proposed changes to the transit system near this work site.</p>
Existing parking conditions:	<p>There is free parking for employees and visitors at this work site.</p>

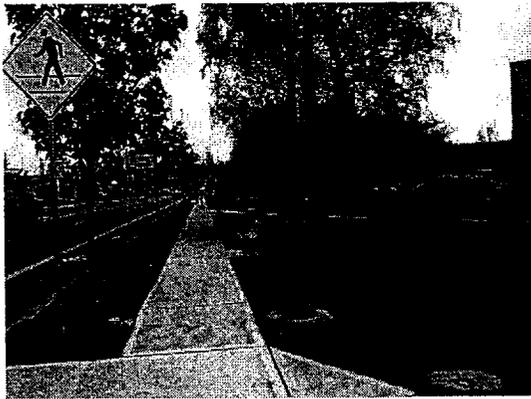
City of Fife – 5411 23rd Street E., Fife, WA 98424



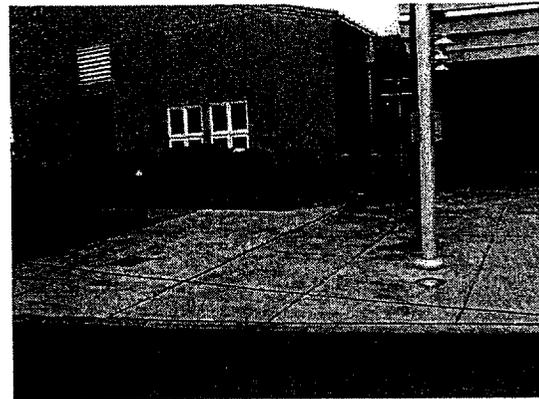
Building



Parking lot



Sidewalk and pedestrian crosswalk



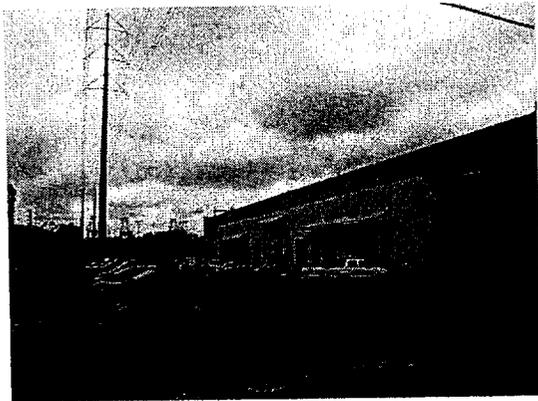
Bike rack at building entrance

City of Fife	City of Fife
ID Number:	E70094
Total Number of Employees:	117
Affected CTR Employees:	44
2011 Drive Alone Goal:	72%
2011 VMT/Employee Goal:	10 Miles/day
Services Available:	Bus, close to train in Tacoma
Bus Routes:	501
Parking:	There is free parking for employees and visitors at this work site
Recommended CTR Strategies:	Provide subsidies for carpooling and vanpooling, offer discounted transit pass to employees, and offer telework program.

Comcast Cable Communications – 1323 34th Avenue E., Fife, WA 98424

Existing and planned land use conditions:	<p>This work site is located in an industrial zone.</p> <p>There are no proposed changes to the land use in this area.</p>
Existing and planned transportation facilities:	<p>This work site is located on a local street, adjacent to principle arterials, Pacific Highway East and Port of Tacoma Road.</p> <p>There are plans to improve an intersection near this work site and to widen 34th to three lanes and Port of Tacoma Road to 5 lanes in the future.</p>
Existing and planned transit services and facilities:	<p>This work site is located near a bus stop for Pierce Transit route 500.</p> <p>There are no proposed changes to the transit system near this work site.</p>
Existing parking conditions:	<p>There is free parking for employees and visitors at this work site.</p>

Comcast Cable Communications – 1323 34th Avenue E., Fife, WA 98424



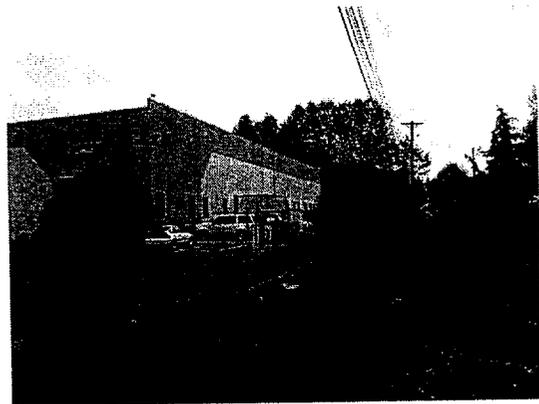
Building



Parking lot



Driveway



Pedestrian footpath

City of Fife	Comcast Cable Communications
ID Number:	E71639
Total Number of Employees:	516
Affected CTR Employees:	254
2011 Drive Alone Goal:	59%
2011 VMT/Employee Goal:	9 Miles/day
Services Available:	Bus, close to train in Tacoma
Bus Routes:	500
Parking:	There is free parking for employees and visitors at this work site
Recommended CTR Strategies:	Offer subsidies for carpooling and vanpooling, offer discounted transit pass to employees and provide telework program for selected employees.

DSHS – Fife – 6416 Pacific Highway E., Fife, WA 98424

Existing and planned land use conditions:	<p>This work site is located in a regional commercial zoned area.</p> <p>There are no proposed changes to the land use in this area.</p>
Existing and planned transportation facilities:	<p>This work site is located on a principle arterial.</p> <p>There are plans to improve an intersection near this work site and to make Pacific Highway East more pedestrian friendly in this area.</p>
Existing and planned transit services and facilities:	<p>This work site is located near a bus stop for Pierce Transit route 500.</p> <p>There are no proposed changes to the transit system near this work site.</p>
Existing parking conditions:	<p>There is free parking for employees and visitors at this work site.</p>

DSHS – Fife – 6416 Pacific Highway E., Fife, WA 98424



Building



Parking lot



Bike rack



Pacific Highway

City of Fife	DSHS – Fife
ID Number:	E71720
Total Number of Employees:	102
Affected CTR Employees:	102
2011 Drive Alone Goal:	73%
2011 VMT/Employee Goal:	12 Miles/day
Services Available:	Bus
Bus Routes:	500
Parking:	There is free parking for employees and visitors at this work site
Recommended CTR Strategies:	Offer telework program and discounted transit pass to employees.

Morning Sun – 3500 20th Street E., Fife, WA 98424

Existing and planned land use conditions:	This work site is located in an industrial zoned area. There are no proposed changes to the land use in this area.
Existing and planned transportation facilities:	This work site is located on a minor arterial. There are plans to improve an intersection near this work site.
Existing and planned transit services and facilities:	This work site is located near a bus stop for Pierce Transit route 501. There are no proposed changes to the transit system near this work site.
Existing parking conditions:	There is free parking for employees and visitors at this work site.

Morning Sun – 3500 C 20th Street E., Fife, WA 98424



Building



Parking lot



Handicapped parking



Carpool parking

City of Fife	Morning Sun
ID Number:	E70037
Total Number of Employees:	210
Affected CTR Employees:	210
2011 Drive Alone Goal:	70%
2011 VMT/Employee Goal:	9 Miles/day
Services Available:	Bus, close to train in Tacoma
Bus Routes:	501
Parking:	There is free parking for employees and visitors at this work site
Recommended CTR Strategies:	Offer subsidies for carpooling and vanpooling to employees. Provide discounted transit passes to employees.

Supporting Comprehensive Plan Policies

As part of the baseline assessment, the City reviewed its existing Comprehensive Plan to identify policies that support the CTR law. The most current version of the City of Fife's Comprehensive Plan was adopted in the fall of 2005. Key goals and policies that support CTR include the City of Fife's plans to concentrate mixed use growth on Pacific Highway East that are supportive of transit, pedestrian and bicycle use. The City will be incorporating transition zones to help make an appealing landscaping area between different land uses. The City's policies also support non-motorized connections. The City will be making improvements to bike lanes, sidewalks, and other trails throughout the City. The City has some strong transportation Plan policies that support CTR including promoting multi-modal transportation, strong Transportation Demand Management and CTR policies and locating park and rides in transit-oriented design developments and close to the highway.

Appendix G includes an analysis of the comprehensive plan goals and policies that support CTR. The CTR Planning Guide included a list of goals and policies that CTR-affected jurisdictions should incorporate into their comprehensive plans. The analysis shows that there are a number of goals and policies that are not yet incorporated in the Fife Comprehensive Plan. During the next update cycle, the appropriate steps could be taken to create a stronger basis for the City's CTR program.

Supporting Transit Plan Policies and Programs

In December 2006, Pierce Transit adopted the Transit Development Plan for 2007-2012. The Plan identifies priorities for future investments and service improvements. Pierce Transit will provide a number of services to CTR-affected work sites which will help them achieve their 2011 goals.

Public requests for new or expanded fixed route services far outstrip Pierce Transit's ability to accommodate the requests. Given the large number of possible new services, planned service improvements focus on only the most essential projects. Pierce Transit plans a number of projects that would affect this City. Each will depend upon Pierce Transit's continued ability to secure adequate operating funding.

2008 – 12 Changes:

- Begin employer-oriented Bus PLUS services throughout the Port of Tacoma and portions of Fife.
- Add 20 expansion vanpools during 2007. After that, the vanpool program will grow by ten vehicles per year until 2011, when it will increase to fifteen per year.
- Sound Transit will continue to increase the number of Sounder Trains that serve Pierce County. For the first time, reverse direction commuter rail services will be initiated.
- Continue sponsoring marketing programs that focus on promoting alternate modes of transportation. These marketing efforts will include: Reaching out to employers and employees at major work sites and in specific industries (e.g., health care) and making a significant effort to tailor services to the needs of this market group; Conducting outreach

efforts to key target markets including new residents, seniors and youth; and Increasing overall public awareness of local and regional transit, vanpool and rideshare services.

- Continue to monitor all Pierce Transit services, looking for operational improvements and economies that will allow existing services to operate more efficiently and effectively, or to provide improved service to existing destinations. Economies that are achieved through this program may allow Pierce Transit to provide additional new services that are not identified within its service expansion program.

Planning Coordination and Cross Boundary Issues

The Commute Trip Reduction plans in Pierce County were coordinated between the Cities of Tacoma, Fife, Lakewood, Puyallup, DuPont, University Place and Unincorporated Pierce County. Between February 2006 and June 2007, representatives from the CTR-affected jurisdictions met on a regular basis to coordinate their CTR plans. Discussions were also held with the Puget Sound Regional Council to coordinate with jurisdictions of other counties within the region. CTR-affected jurisdictions in Pierce County worked together on various CTR issues and agreed to do the following items:

- Developed a consistent framework for preparing the CTR plans.
- Pooled resources together to hire a consultant to prepare the draft CTR plans for all CTR-affected jurisdictions.
- Prepared common strategies for achieving the CTR goals.
- Prepared a joint financial plan for implementing the CTR plans.
- The Cities of Lakewood, DuPont, Puyallup and University Place agreed to contract with Pierce County to administer the CTR program.
- The City of Fife agreed to contract with the City of Tacoma to administer the CTR program.

CTR-affected jurisdictions also compared their Comprehensive Plan policies and identified any inconsistencies that would affect their CTR plans. Many of the goals and policies of the CTR-affected jurisdictions are consistent with each other and the Puget Sound Regional Council Vision 2020. All of the CTR-affected jurisdiction plans in Pierce County contain policies that support CTR visions for a Downtown or Town Center which have goals for higher density and mixed-use development that is supportive of transit, pedestrian and bicycle use.

CTR-affected jurisdictions incorporate policies that support pedestrian-oriented streetscape environments for residential and commercial activity. They also encourage mixed-use development patterns that provide a variety of commercial and residential opportunities, including multi-family and small lot single-family residences.

CTR-affected jurisdictions also discussed cross boundary issues that occur in Pierce County. Because of Pierce County's close proximity to the job and commercial centers of King County and Thurston County, there are a number of travelers who make trips between Pierce County, King County, and Thurston County. The main cross boundary issue that affects the local CTR plan is the issue of transit services from Tacoma, Lakewood, Puyallup, DuPont, Fife and University Place to destinations in King County and Thurston County.

For commuters that travel from Pierce County to King County and from Thurston County to Pierce County, the following cross boundary issues that affect the local CTR plans were identified:

- Provide more frequent commuter rail service through Sounder
- Extension of light rail to Seattle (Planned for later in the decade)
- Extension of east corridors
- More frequent transit service to eastern Pierce County
- Expand transit service from Thurston County during off-peak hours
- Expand the park-and-ride system in Thurston County
- Connect HOV lanes south of Tacoma (currently none exist south of the Tacoma Dome)
- Connect bicycle and pedestrian routes in Pierce County
- Expand capacity on the Express Bus to and from Seattle (from downtown Tacoma and the 512 Park and Ride in Lakewood)

II. and III. BASELINE AND GOALS FOR 2011

The goal of the Fife CTR plan is to reduce drive alone trips by 10% and vehicle miles traveled by 13% at CTR-affected work sites. The base rates have been determined using the most recent CTR survey data. At the time that this plan was prepared, survey data from 2005 was used to prepare the base rates.

The overall goals and target rates for Fife have been calculated by aggregating the CTR work sites in Fife. The tables below show the base rate, goal and target rates.

Area of Jurisdiction	2005 SOV Rate	Goal	2011 SOV Target Rate	2005 VMT	Goal	2011 Target VMT
Fife	80%	Reduce by 10%	72%	12.40	Reduce by 13%	10.79

Employer	2005 SOV Rate	Goal	2011 SOV Target Rate	2005 VMT	Goal	2011 Target VMT
City of Fife	66%	Reduce by 10%	59%	10	Reduce by 13%	9
Comcast Cable	89%	Reduce by 10%	80%	15	Reduce by 13%	13
DCS	82%	Reduce by 10%	73%	14	Reduce by 13%	12
Morning Sun	78%	Reduce by 10%	70%	10	Reduce by 13%	9

IV. STRATEGIES FOR ACHIEVING GOALS AND TARGETS

Potential Actions for the City to Eliminate Barriers

The following potential actions have been identified as strategies that will help the City achieve its 2011 goal. The City will perform these strategies in coordination with Pierce Transit and other Pierce County jurisdictions.

- Parking

To increase the percentage of commuters using transit, vanpool, carpool and non-motorized forms of transportation, the City will work with CTR employers to implement a parking management program, such as parking cashout and employee paid parking. The City will also implement its Comprehensive Plan policies on parking management. The City may also review the development code for parking requirements that discourage drive alone vehicle travel.

- Transit

The City will continue to work with Pierce Transit and Sound Transit to provide a full range of public transportation services, including local and express fixed route bus services, commuter rail, the Tacoma Link light rail line, deviated fixed route service, rideshare matching, ADA paratransit and vanpool services to CTR-affected and other employer work sites. Under the 2007 – 2012 Transit Development Plan, Pierce Transit identified its priorities for services and future investments. These include:

- Initiation of reverse commute service on the Sounder Commuter Rail line providing commute hour service from Seattle, the Green River Valley, Sumner and Puyallup to Downtown Tacoma;
- Initiation of deviated fixed route services that link Downtown Tacoma and the Tacoma Dome Station with the Port of Tacoma;
- Continued expansion of vanpool services, and provision of carpool information and ridematch services.
- Continued business partnerships, providing commute option programs to employees.

Pierce Transit will continue to work with the City to implement the requirements of the CTR Efficiency Act and help employers achieve their 2011 goals.

- Create Local Networking Opportunities

To increase opportunities for ridesharing and creating partnerships between employers, the City, in coordination with Pierce Transit, will create local networking opportunities for affected employers. Local networking with other CTR-affected employers and businesses will offer opportunities to discuss CTR and transportation issues, conduct joint commute option promotions, and offer coordinated programs that can benefit their employees.

- Land Use

The City will implement its current land use policies that encourage the development of Mixed Use Centers. Employers will be encouraged to locate in the Centers where higher levels of services, such as transit, non-motorized and TDM programs are offered. Higher densities will be allowed which will help increase transit, vanpooling and ridesharing activities.

- Employer Assistance

To help CTR-affected and other business work sites achieve their goals, the City and Pierce Transit will continue to provide assistance to employers with implementing their programs. Pierce Transit will help promote CTR programs at work sites through a variety of services and preparing public information materials.

- Management Support and ETC Training

The City, in coordination with Pierce Transit, will work with the Tacoma-Pierce County Chamber of Commerce and other business organizations to increase support for CTR programs. It will also develop guidelines for Employee Transportation Coordinators and provide training to help them implement their programs.

Recommended Strategies to Achieve Goals

Based on the potential actions that were identified, the following strategies are planned that will help the CTR-affected work sites make progress towards their 2011 goal. These strategies will be performed in coordination with Pierce Transit and other Pierce County cities.

Strategy	Description
Policies and Regulations	
Implement City's Vision for Pacific Highway East.	The City of Fife's plans to concentrate mixed use growth on Pacific Highway East that is supportive of transit, rideshare, pedestrian and bicycle use.
Employer Notification and Enforcement	The City will work to improve the system of how employers notify the City when they become affected by the CTR law and how existing CTR-affected employers notify the City about program changes.
ETC Training and Guidelines	The City will work with Employee Transportation Coordinators (ETCs) to implement successful CTR programs. ETCs will be responsible for attending training and networking opportunities, coordinating annual fairs, conducting promotions, distributing information, notifying the jurisdiction about program changes, and meeting program reporting and surveying requirements. The City will work with employers to ensure that they provide ETCs with adequate time and support to be successful to meet their goals and target reductions.
Review Parking Policies	The City will review existing parking requirements that may discourage drive alone vehicle use. Specifically, the parking review will fully implement the Comprehensive Plan policies on parking management. The City will look for opportunities to implement parking management zones.
Amend Comprehensive Plan to include language about the CTR Efficiency Act	The City will review its Comprehensive Plan and add new policies to correspond with its CTR plan, if necessary.
Transportation Management Plans	The City will work with developers to implement TDM elements in new development, including commuter information centers, preferential parking for carpools and vanpools, bike lockers, showers, bike racks, and bus stops. The City will require developers to work with Pierce Transit early in the plan development process to ensure transit oriented design occurs.

Strategy	Description
Services and Facilities	
Transit Services	Pierce Transit will continue to provide transit services to CTR work sites, where service is currently available. Pierce Transit will make service enhancements based on its updated Six-Year Transit Development Plan
Sound Transit Services	The City will work with Sound Transit to implement additional services on Sounder and Regional Express Bus services. Additional service on Sounder is scheduled to begin in fall 2007 (see above).
Park and ride Lots	The City will work with Pierce Transit to expand the Pierce County park and ride lot system. Pierce Transit plans to undertake a major park and ride demand study that will identify where future demands in south and east Pierce County for added park and ride capacity will arise. This may be done through adding capacity at existing lots, adding new lots, and leasing capacity from private sources.
Vanpool Services	Pierce Transit will target adding 10 new vans per year between 2007 and 2011.
Carpool Services	The City and Pierce Transit will continue to encourage carpooling and vanpooling through the use of www.rideshareonline.com .
Bicycling and Walking Amenities	The City will work with major employers to encourage the provision of amenities such as bike lockers, access to shower facilities, and changing facilities to increase usage of non-motorized transportation.
Enhance Bicycle and Pedestrian Facilities	The City will work to improve its system of bicycle and pedestrian facilities. This may include adding new bike lanes, trails and signage to improve the pedestrian and bicycling environment.
Telework Program	The City will work to create a telework education program that would increase employer knowledge on how to implement telework at their work site, if applicable. The program should include education on human resource policies and information technology assistance to allow employees to work from home.

Strategy	Description
Vanshare Program	The City will work with Pierce Transit to expand vanshare usage as appropriate. This program will help commuters make the connection between (1) travel from a home area to a transit center or park and ride lot where they will connect with transit or (2) from a transit center or park and ride lot to their destination after having used a bus or the train to that location. Vanshare travel a maximum of 20 miles round trip. Participation is intended for individuals who use a mass transportation mode to or from the vanshare location.
Alternative and Flexible Schedules	The City will work with Pierce Transit to encourage employers to offer alternative and flexible work schedules for their employees, including compressed work weeks.
Emergency Ride Home	Pierce Transit will provide a limited number of rides to non-drive alone participants from their work site to their home in the case of an emergency.
Employer Assistance	The City will provide assistance to affected employers to help them meet the requirements of the CTR Efficiency ACT and implement their programs.
Marketing and Incentives	
Management Support	The City and Pierce Transit will work with CTR work site managers and owners to educate them about the benefits of CTR to their organizations.
Subsidies	The City, in coordination with Pierce Transit, will encourage employers to offer subsidy programs to persuade employees to shift to non-drive alone commute modes. Examples include six-months of free vanpool participation, transit pass subsidies, and a one-time payment or gift card for starting a carpool.
Parking Management	The City will encourage employers to charge employees for parking or allow their employees to receive cash for their parking spot if they choose to not use their parking space, which could be used toward transit costs or vanpool costs.
Marketing and Education	The City will work with Pierce Transit to expand education efforts to CTR employees about

Strategy	Description
	alternative commuting including web site, workshops, information brochures, and posters.
Promotional Events	The City will work with Pierce Transit and major employers to conduct on site promotions, transportation fairs, and activities to increase awareness and use of commute alternatives.
Networking Opportunities	The City and Pierce Transit will work with the major employers to create networking opportunities to discuss CTR issues, coordinate ridesharing programs, and conduct joint promotional efforts.
Partner with Complimentary Agencies to Promote CTR	The City will work to develop partnerships with complimentary organizations to promote CTR as a method for maintaining healthy living and business vitality. Joint promotional efforts, grants, and programs will be explored.

V. REQUIREMENTS FOR MAJOR EMPLOYERS

Employers that are affected by the CTR Law will be required to implement the following program elements:

Required Element	Description
Designate Employee Transportation Coordinator	<p>The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements.</p> <p>Affected employers will be responsible for obtaining adequate training for the ETC, allow them to attend networking meetings, and provide them with the necessary time and support to administer a program that reduces SOV trips and average vehicle miles traveled.</p> <p>Employers will be required to select an employee for this role who has the necessary skill set and job placement to effect positive change.</p>
Regular Distribution of Information to Employees	<p>Information on program elements or commute alternatives will be distributed at least monthly to employees. Information packets will be distributed to new employees at CTR-affected work sites. Examples of information that will be distributed will include:</p> <ul style="list-style-type: none"> • Description of the employer's commute options program • Emergency Ride Home • Vanpool information • Transit system maps and schedules • Ridematching information • Campaign promotional materials • Other timely promotional materials
CTR Reporting	<p>The employer is required to meet a set of annual and quarterly reporting requirements to determine if progress is being made towards achieving the goals and targets.</p>
CTR Survey	<p>Biennially, the employer is required to collect commuter information using a state approved method and to achieve at least a 70 percent response rate.</p>
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using some or all of the following modes:</p> <ul style="list-style-type: none"> • Vanpool • Carpool

Required Element	Description
	<ul style="list-style-type: none"> • Transit • Bicycle or walking • Telework, Compressed Work Week • Other non-single occupant vehicle modes <p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none"> • Provision of preferential parking or reduced parking charges for high occupancy vehicles • Instituting or increasing parking charges for single-occupant vehicles • Provision of commuter ride matching services • Provision of subsidies for transit fares • Provisions of vans for vanpools • Provisions of subsidies for carpooling or vanpooling • Provision of car sharing services • Permitting the use of the employer's vehicles for carpooling or vanpooling • Provision for subsidies for bicyclist and walkers • Permitting flexible work schedules that facilitate the use of commute alternatives to driving alone • Establishment of a compressed work week schedules program (such as 4/40 or 9/80) that eliminates a trip into the work site • Cooperation with transportation providers to provide additional regular or express service to the work site • Construction of special loading and unloading facilities for transit, carpool, and vanpool users • Provision of bicycle parking facilities, lockers, changing areas, and showers • Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility • Establishment of a program to permit employees to work part or full time at home or at an alternative work site closer to their homes (telework) • Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities, earned paid time off, incentives and emergency taxi services • Employers or owners of work sites may form or utilize an existing transportation management association or other transportation-related associations by RCS 35.87A.010 to

Required Element	Description
	assist members in developing and implementing commute trip reduction programs
Emergency Ride Home	Work with Pierce Transit and the City to offer the Emergency Ride Home program to employees.

VI. FINANCIAL PLAN

Pierce County has entered into an inter-local agreement to work with other Pierce County Cities to implement the CTR program. The following financial plan has been jointly prepared for the cities of Pierce County, Tacoma, Puyallup, Lakewood, Fife, DuPont, and University Place.

Funding Sources

The CTR programs administered in Pierce County are funded by a number of sources, as described in the following table.

Source of Funding	Responsible Agency	Estimated Amount for 2008	Estimated Amount for 2009	Estimated Amount for 2010	Estimated Amount for 2011
CTR Base Funding	WSDOT	\$141,000	\$141,000	\$141,000	\$141,000
CMAQ Funds	Pierce County	\$162,000	\$162,000	\$162,000	\$162,000
Local Funds from Pierce Transit (vanpools and transit services)	Pierce Transit	\$19.5 million	\$19.5 million	\$19.5 million	\$19.5 million
Contributions from Local Jurisdictions	Cities, County	\$18,400	\$17,000	\$17,000	\$17,000
Sound Transit services	Sound Transit	\$10.9 million	\$10.9 million	\$10.9 million	\$10.9 million
Employers	Employers	\$6,500	\$6,500	\$6,500	\$6,500
TOTAL		\$30,727,900	\$30,726,500	\$30,726,500	\$30,726,500

Program Expenses

The cost of implementing is shared primarily by the City, the transit agency, and the employers. The following is a summary of the types of expenses incurred throughout Pierce County.

Expense	Responsible Party	Estimated Annual Cost 2008	Estimated Annual Cost 2009	Estimated Annual Cost 2010	Estimated Annual 2011
Prepare local CTR plan, Comprehensive Plan, and CTR ordinance	All CTR-Affected Pierce County Jurisdictions	\$57,000	\$25,000	\$25,000	\$25,000
Employer Notification	City of Tacoma	\$0	\$10,000	\$10,000	\$10,000
Administer CTR program (contract management, annual reporting, program review, surveys, coordination meetings)	City of Tacoma	\$25,500	\$25,500	\$25,500	\$25,500
Promotions and Marketing	Pierce Transit	\$93,500	\$93,500	\$93,500	\$93,500
Emergency Ride Home Program	Pierce County	\$2,500	\$2,500	\$2,500	\$2,500
Provision of supporting Pierce Transit services	Pierce Transit	\$18,100,000	\$18,100,000	\$18,100,000	\$18,100,000
Provision of Sound Transit Services	Sound Transit	\$10,900,000	\$10,900,000	\$10,900,000	\$10,900,000
Provision of supporting vanpool services	Pierce Transit	\$1,414,000	\$1,414,000	\$1,414,000	\$1,414,000
Bike to Work Campaign	City of Tacoma	\$13,500	\$13,500	\$13,500	\$13,500
Offer program incentives	Cities, County, Pierce Transit, Employer	\$23,000	\$23,000	\$23,000	\$23,000
TOTAL		\$30,629,000	\$30,607,000	\$30,607,000	\$30,607,000

Financial Gaps

The following table summarizes program areas that are not currently funded. However, some potential funding sources have been identified for the applicable organization to target.

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap
Develop Management Support	Chief Executive Officers, program managers	Increase management support for CTR program by giving employer recognition and describing benefits of program to CEOs	\$ 100,000
Telework Education and Compressed Work Week	CEOs, ETCs	Training and assistance to help set up telework programs	\$ 75,000
Transit, vanpool and carpool subsidies	Commuters at CTR-affected work sites	Subsidies to encourage commuters to shift to transit, vanpool and carpools	\$ 300,000
Marketing and Promotions	Commuters at CTR-affected work sites	Increase awareness of transit and ridesharing programs.	\$100,000
Smart Card Readers	Vanpool participants	Implement the smart card reader which will help improve vanpool services.	\$ 75,000
Employer On-Site Assistance	ETCs	Provide on-site assistance to employers to help them promote and market their CTR programs to employees	\$ 115,000
Commuter Calendar	Commuters, ETCs	Develop a commuter calendar that will help commuters track trips and improve reporting.	\$ 40,000
Bicycle Amenities	Commuters	Work with employers to provide amenities to bicycle commuters, i.e. bike racks, lockers, and public information.	\$ 50,000
TOTAL			\$855,000

The following funding sources have been identified that potentially could be used to fund CTR programs:

- Congestion Management Air Quality Grants
- Surface Transportation Program Grants
- Employer Trip Reduction Performance Grants
- Washington State Construction Mitigation Funding
- Transit Agency Funds
- Local Jurisdiction Funds
- Major Employers

Summary

The following table shows the amount of money necessary to implement all of the proposed strategies listed in the previous tables. There are insufficient funds at this time; however, some potential funding sources were identified in the previous table for the jurisdiction or transit agency to target.

Budget Summary	Estimated Annual Cost 2008	Estimated Annual Cost 2009	Estimated Annual Cost 2010	Estimated Annual Cost 2011
Existing Funding	\$30,727,900	\$30,726,500	\$30,726,500	\$30,726,500
Existing Expenses	\$30,639,000	\$30,607,000	\$30,607,000	\$30,607,000
Unfunded Programs	\$855,000	\$855,000	\$855,000	\$855,000
Needed Funds	\$766,100	\$735,500	\$735,500	\$735,500

VII. IMPLEMENTATION STRUCTURE

The City plans to work in partnership with Pierce Transit and its affected work sites to implement the CTR program.

Organization	Responsibility
City of Fife	The City will be responsible for developing and implementing their local CTR plan. It is responsible for ensuring that CTR plan is consistent with its local comprehensive plans. As part of its CTR plan, the City will set the goals and targets for the affected employers.
City of Tacoma	Under contract with the City of Fife, the City of Tacoma will administer the City's CTR program. The City of Tacoma will be responsible for ensuring that affected employers are in compliance with the CTR law.
Pierce Transit	In partnership with the City, Pierce Transit will be responsible for employer outreach, conducting marketing and promotional activities, and providing services to CTR-affected work sites.
Major Employers	Employers that are affected under the CTR law are responsible for notifying the City when they are affected. Employers are responsible for implementing their CTR program requirements, including information distribution, designating an ETC, submitting program reports, delegating adequate time for ETCs to perform duties and implementing program elements.

CTR Program Activities

Program Strategy or Service	Agency Responsible for Administering	Scheduled Date for Implementation
Policies and Regulations		
Update Comprehensive Plan	City of Fife	2008
CTR Program Enforcement	City of Fife	On-going
Implement Vision of Downtown Fife and Centers	City of Fife	On-going
Review Parking Policies	City of Fife	2008 - 2011
Services and Facilities		
Transit Services	Pierce Transit	On-going
Vanpool Services	Pierce Transit	On-going
Souder and Regional Express	Sound Transit	On-going

Bus		
Ridematching services	Pierce Transit	On-going
Bicycle and Pedestrian Facilities	City of Fife	On-going
Marketing and Incentives		
Management Support	Pierce County, City of Fife, Pierce Transit, Employers	On-going
Parking Management	City of Fife and Pierce Transit	On-going
Marketing and Education	Pierce Transit	On-going
Promotional Events	Pierce Transit	On-going
Build partnerships with other agencies with complementary goals such as the health groups and business associations	Pierce County, City of Fife and Pierce Transit	On-going

VIII. PUBLIC OUTREACH AND COORDINATION OF PLANS

The City's CTR Plan was developed in consultation with the following organizations:

- City of Puyallup
- City of Lakewood
- City of University Place
- City of Fife
- City of DuPont
- Pierce County
- Pierce Transit

The dates of the consultations with these jurisdictions occurred on:

- January 12, 2007
- April 4, 2007
- April 19, 2007
- April 25, 2007
- April 30, 2007
- May 16, 2007

During these consultations, the following issues were discussed:

- Existing Conditions
- Goals for 2011
- Proposed Strategies
- Financing Plan
- Implementation Plan
- Employer Outreach

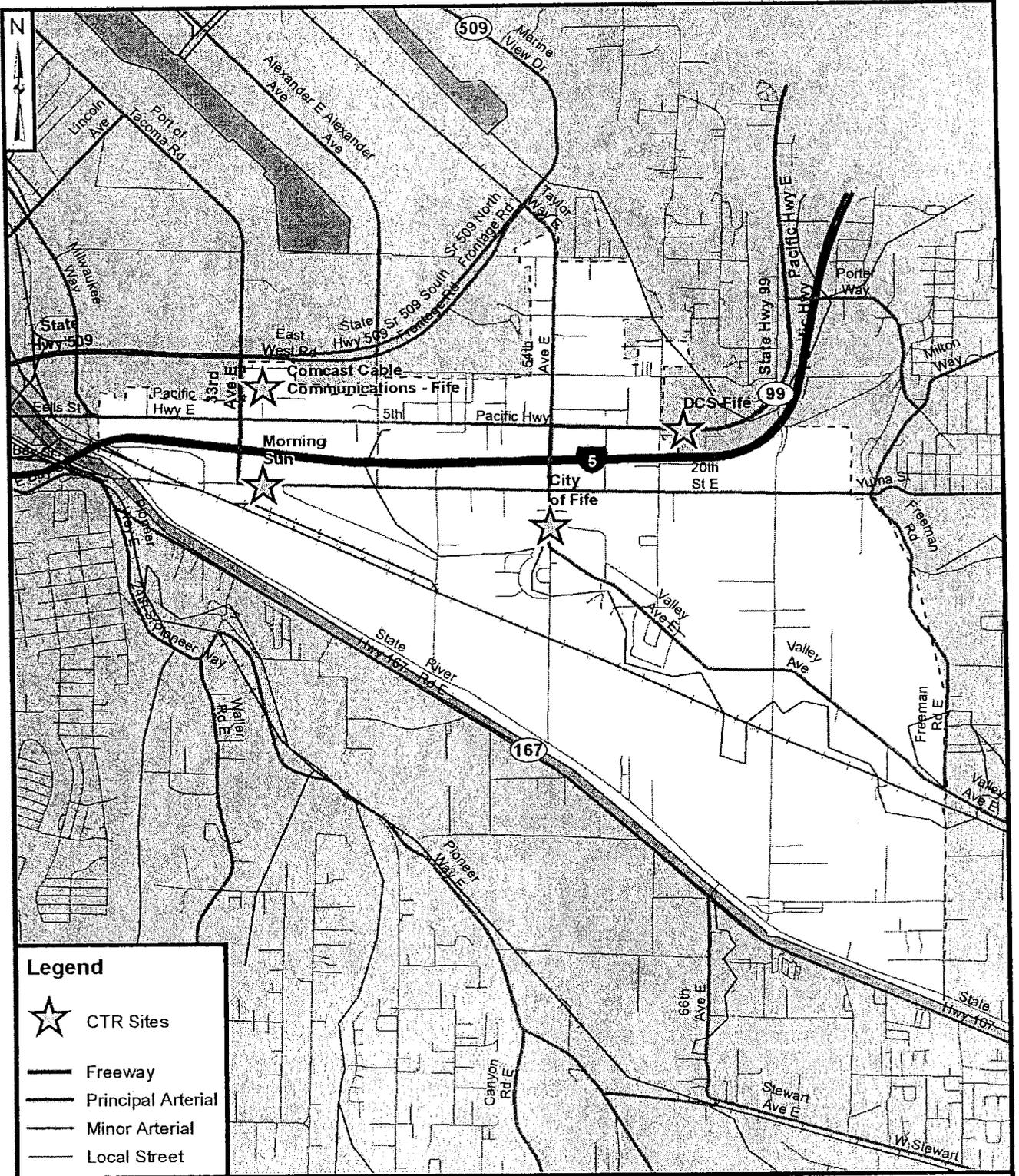
On March 28, 2007, a CTR Employer Workshop was held for all affected employers at Pierce Transit. During this workshop, employer requirements to comply with the CTR law and CTR strategies were discussed.

APPENDICES

Appendix A

CITY OF FIFE

VICINITY CTR WORK SITE PLANS

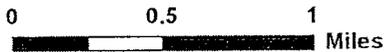


Legend

- ★ CTR Sites
- Freeway
- Principal Arterial
- Minor Arterial
- Local Street



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March 23, 2007

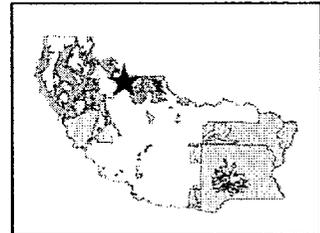
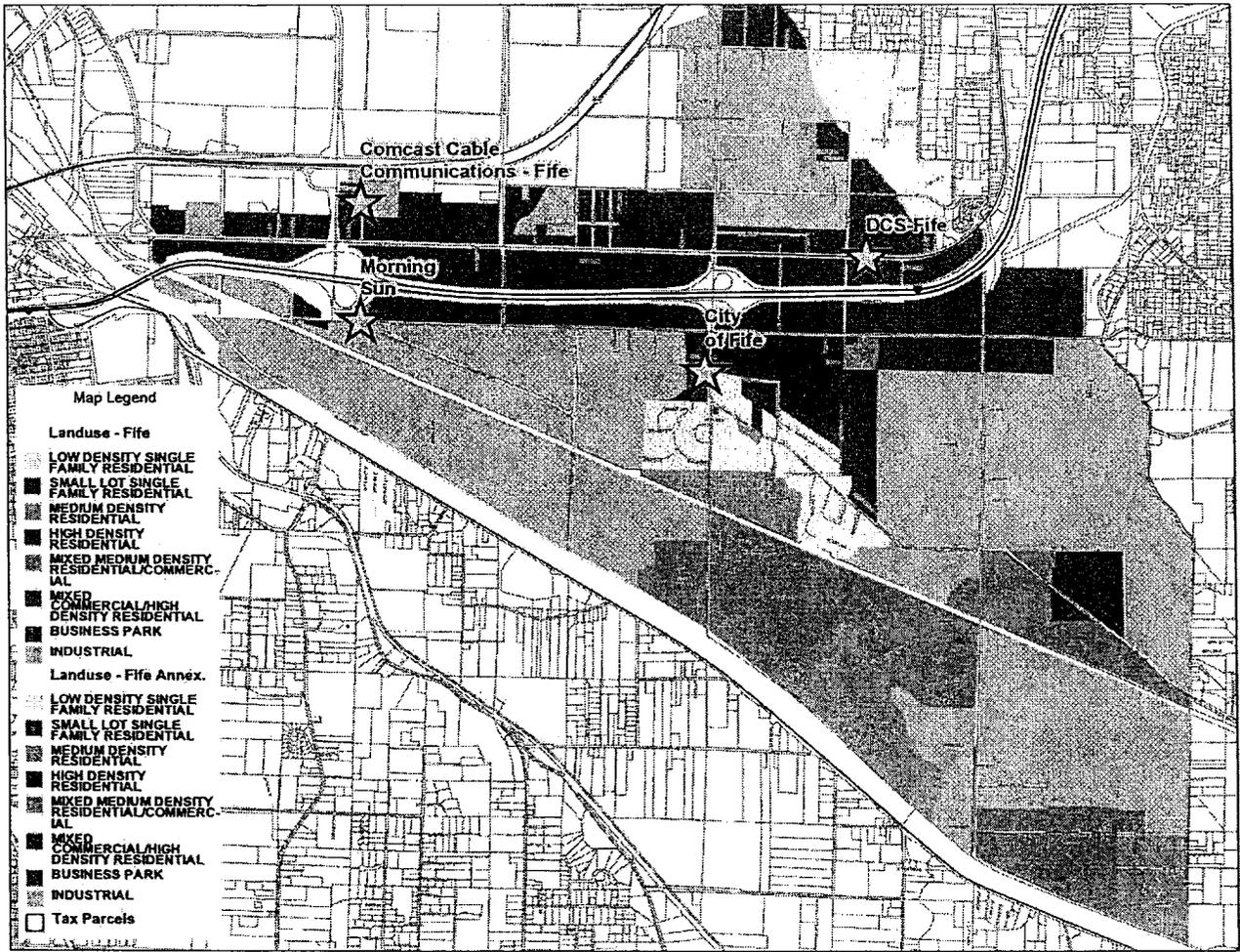


Fife CTR Plan
Fife CTR Employers

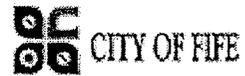
Figure A

Appendix B

**CITY OF FIFE
COMPREHENSIVE PLAN**



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March 23, 2007

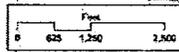
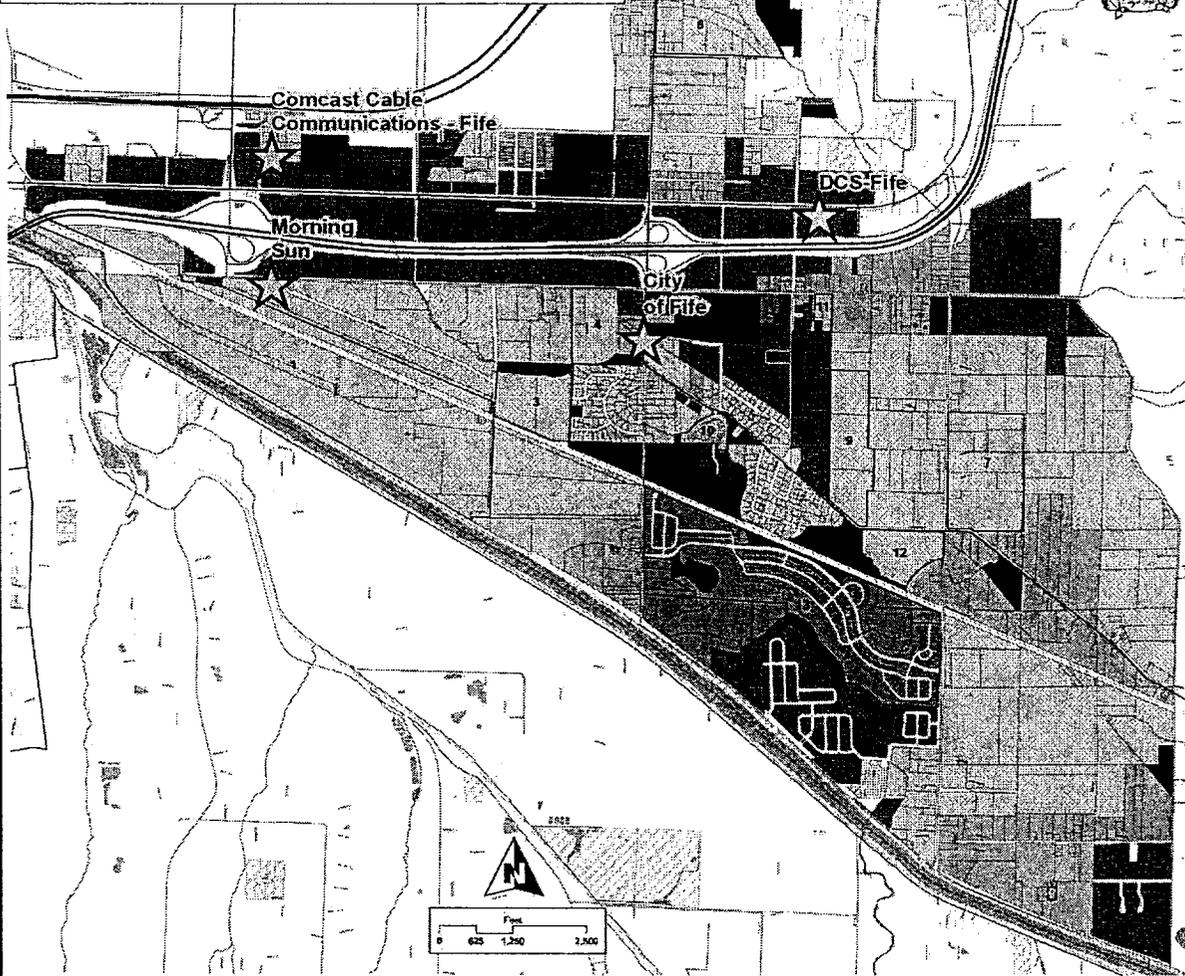
Fife CTR Plan
 Fife CTR Employers
 Comprehensive Plan
 Source Map Date: 05/14/2007
 Figure B

Appendix C

CITY OF FIFE

ZONING MAP

CITY OF FIFE ZONING MAP



Legend

- 1- Ordinance 353, 433 & 548
- 2- Ordinance 816
- 3- Ordinance 959
- 4- Ordinance 1122
- 5- Ordinance 1150
- 6- Ordinance 1203
- 7- Ordinance 1206
- 8- Ordinance 1244, 1239
- 9- Ordinance 1307
- 10- Ordinance 363, 433 & 546
- 11- Ordinance 1320
- 12- Ordinance 1405
- 13- Ordinance 1409

Zoning607
(all other values)

PUBLIC USE/OPEN SPACE	INDUSTRIAL
SINGLE FAMILY RESIDENTIAL	Water body
SMALL LOT RESIDENTIAL	island
MEDIUM DENSITY RESIDENTIAL	swamp
HIGH DENSITY RESIDENTIAL	Hydro - Centerline
NEIGHBORHOOD RESIDENTIAL	Parcel Annex 5_07
NEIGHBORHOOD COMMERCIAL	Annexation Boundary
COMMUNITY COMMERCIAL	Playa/Up Tribal Trust Land
REGIONAL COMMERCIAL	
BUSINESS PARK	

Roads

Road Class

- Interstate Highway
- Highway Ramp
- Limited Access State Highway
- Other State Highway
- Major Road
- Arterial
- Residential
- Unknown
- Roads Anno - 15k

06/06/07
 Comm. Dev. Dept.

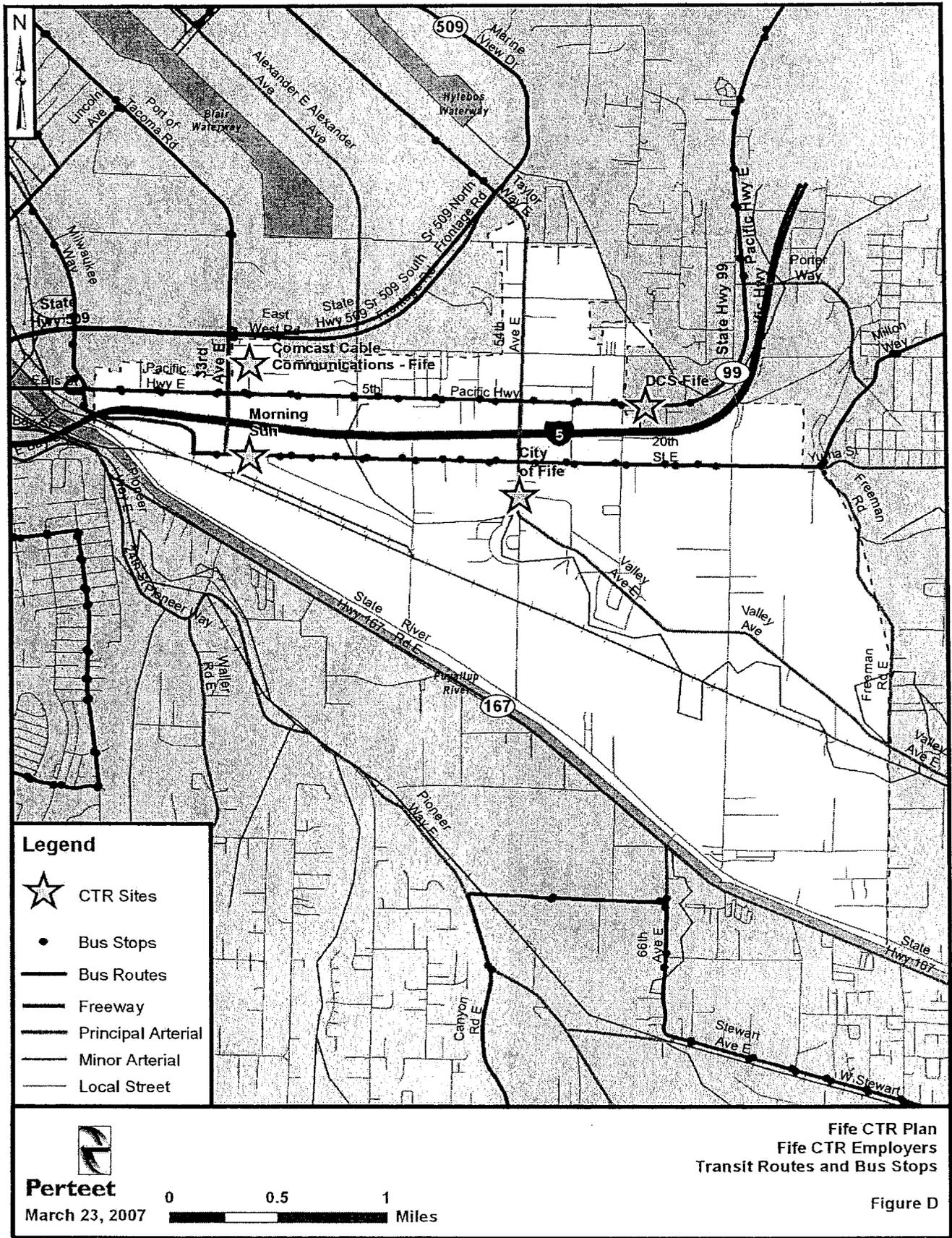
Pertee
 June 11th, 2007

Fife CTR Plan
 Fife CTR Employers
 2007 Zoning
 Source Map Date: 06/06/2007
 Figure C

Appendix D

CITY OF FIFE

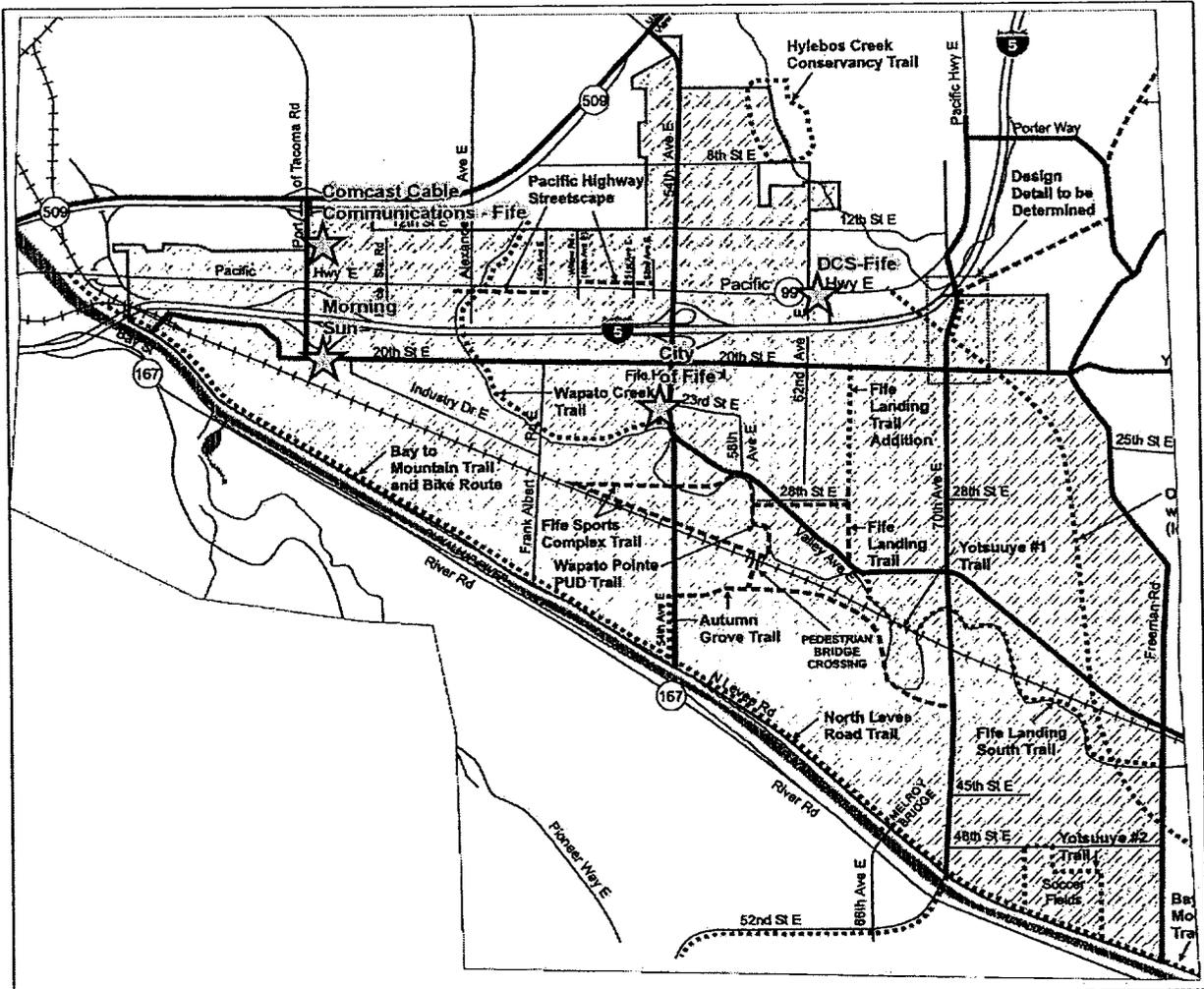
TRANSIT SERVICES AND FACILITIES



Appendix E

CITY OF FIFE

NON-MOTORIZED FACILITIES



<p>DAVID EVANS & ASSOCIATES</p>	<p>LEGEND</p>	
	<p>□ Fife city limits (study area)</p> <p>..... Planned trails ⁽¹⁾</p>	<p>— Existing trails</p> <p>— On-Road Bicycle Touring Routes ⁽²⁾</p>
<p>⁽¹⁾ Also refer to the City of Fife Comprehensive Parks, Recreation, and Open Space Plan, for most of the planned trails.</p> <p>⁽²⁾ Class 1, 2 or 3 Bike Lane Required, per Parks, Recreation and Open Space Plan.</p>		
<p>City of Fife</p>	<p>Transportation Element Comprehensive Plan 2002 Update</p> <p>May 2003</p>	

Figure 12
EXISTING, PLANNED AND PROPOSED TRAILS AND ON-ROAD BIKE ROUTES

Appendix F

COMMUTE TRIP REDUCTION WORKSHOP SUMMARY

**Pierce County Local Jurisdictions Commute Trip Reduction Employer Workshop
Held at Pierce Transit, Lakewood
March 28, 2007**

Attendees:

Company	Representative
The Boeing Company	Nancy Musser
City of DuPont	Hillary Jones
City of Lakewood	Dan Penrose
City of Lakewood	DJ Lietzau
City of Lakewood	Debi Young
City of Puyallup	Nancy Eklund
City of Puyallup	Scharon Gilge
City of University Place	Sarah Ortiz
Clover Park Technical College	Eva Stricklen
Comcast Cable Communications-Fife	Marie Simonson
Comcast Cable Communications-Fife	Richard Rolle
Comcast Cable Communications-Puyallup	Melody Paddock
DSHS-Division of Child Support-Fife	Mary Asche
Franciscan Health Systems	Eric Kaplan
Good Samaritan Hospital	Amy Kastberg
HQ, I Corps and Ft. Lewis	Kelly Rosacrans
HQ, I Corps and Ft. Lewis	Terry Austin
Pacific Lutheran University	Gretchen Crosgrrove
Perteet Inc.	Carolyn Mayer
Perteet Inc.	Erin Martindale
Pierce College	Annemarie Cadle
Pierce County	Jesse Hamashima
Pierce County	Mike Galizio
Pierce County	Debbie Germer
Pierce Transit	Sharon Stockwell
Pierce Transit	Rachel Grover
Pierce Transit	Karen Henderson
Pierce Transit	Louise Bray
State Farm Insurance	Cinda Waller
WA State Department of Transportation	Keith Cotton
WA State Department of Transportation	Brian Lagerberg
WA State Department of Transportation	Ed Hillsman
WA State National Guard-Camp Murray	Lee Strehlow
WA State National Guard-Camp Murray	Doug Stearnes
Westmark Products	Mike Milsten

Agenda:

- Introductory Remarks – John Ladenburg, Pierce County Executive
- Overview of CTR Efficiency Act – Carolyn Mayer, Perteet Inc.
- Employer Profile – Terry Austin, Sustainability Coordinator, Fort Lewis
- Small Group Discussions led by Dan Penrose of the City of Lakewood and Debbie Germer of Pierce County

Summary of Small Group Discussions:

1. What are the benefits of having a CTR program for your organization?
 - Improves parking
 - Improves morale – by offering compressed work week schedules, designated carpool parking, incentives and subsidies
 - Sharing the ride reduces tardiness and helps with better balance with home life
 - Better employee retention
 - Seen as employee benefit
2. What elements of the CTR program have been working well in your organization?
 - Most folks said carpooling is the most effective alternative to driving alone.
 - Preferential parking
 - Vanpooling at the larger sites is popular too
 - Use a compressed work week
 - Incentives and subsidies
3. Do you find there are barriers to increasing participation in transit and ridesharing programs?
 - Not enough support from management to allow Employee Transportation Coordinator to devote time to program.
 - Most employers don't care how people get to work, only that their employees arrive on time.
 - State should do more advertising to reach out to the general population on transit use and ridesharing programs
 - The whole program is on the responsibility of the Employee Transportation Coordinator. Managers/Company doesn't know how much time and money it takes to run the program.
 - Show businesses how they can benefit from CTR programs.
 - Many employee schedules/shifts—hard to coordinate ridesharing and communicate programs
 - Not enough transit service
 - Not sufficient connections from one mode of transit to another
 - Need bike and sidewalk facility improvements
 - Lack of budget for incentives
 - Better placement of the Employee Transportation Coordinator
 - Hard to encourage employees to use www.RideshareOnline.com
 - Hard to motivate wealthy people to not drive alone

- Why does the state require the same standards for all types of employers (health care, manufacturing, etc)?
- CTR-affected employers can't make the difference alone—need a massive movement
- State needs to do more advertising on TV, etc to not drive alone
- Location of employee homes from work
- Availability of vanpools from Pierce Transit
- State funding for vans only allows for “new” vans, not replacement vans or staff to operate/administer additional vans.
- Need to explore vanshare program
- Bring Sounder to DuPont—then use DuPont station for park and ride lot
- New roads not including bike lanes, need connectivity
- No funding for incentives or program in general

4. To help shift more of your organization's employees from driving alone to alternative modes of commuting, what kinds of programs and services would you suggest be offered at the organization?

- Incentives that work include subsidies, cash, gift cards, vacation package and other giveaways
- Who would be the ideal candidate to be an Employee Transportation Coordinator?
 - Someone who is interested and passionate about the issue
 - Someone who can use the site data to show management where there are cost savings and other improvements.
- Need to invite CEOs to a meeting to educate them on CTR; similar to today's meeting
- Telework—work from home
- State money and state support
- Provide the Employee Transportation Coordinator with more time
- Coordination between employers
- Improvements to ridematch
- Management support

5. What type of assistance from Pierce Transit and your jurisdiction would you like to see that would help your organization with its CTR program?

- Educate CEOs and management on CTR issues—they need to be onboard to have a successful program and allow Employee Transportation Coordinator to spend significant time on the program.
- Coordinate with neighboring businesses
- More participation from Pierce Transit at work sites—more onsite assistance
- More marketing and promotion at state and regional level
- Discounted bus passes or bulk purchase
- Keep Emergency Ride Home—it works well
- Complete update of Pierce County bicycle guide map
- Vanpool maps that show pick up and drop off locations
- Create a threshold that requires a part-time paid Employee Transportation Coordinator
- Participation in employer events/fairs
- Improve ridematch system

6. Other Comments

- Vanpools are hard to organize for second and third shift employees
- Craigslist.com also has rideshare boards
- How can we coordinate with neighboring businesses for rideshare programs? (mailings, who would lead such a group?)
- Motivating people to carpool and vanpool is harder than incentives for transit passes, etc...
- Use alternative fuels for vanpools
- Pierce Transit should find ways to help CTR employers with discounted transit passes or to allow employers to get a discount when buying transit passes in bulk
- Employee Transportation Coordinator's need to sell the importance to managers of employee moral
- Communications needs to occur at all levels—Employee Transportation Coordinators, Managers, State, CTR Board and land use
- Managers need to be informed of current situations with traffic, trends, business benefits
- When Employee Transportation Coordinators approach CEOs and managers, can jurisdictions attend to provide more support and background information on the importance of CTR?

Appendix G

COMMUTE TRIP REDUCTION SUMMARY OF POLICIES THAT SUPPORT CTR

COMPREHENSIVE PLAN GOALS AND POLICIES ANALYSIS

This section provides a list of CTR supportive comprehensive plan goals and policies that the City of Fife either has or doesn't have. The right hand column identifies the policies that the jurisdiction has in place relating to the recommended goals and policies in the left hand column. If the jurisdiction doesn't have some of the recommended goals and policies listed below, then they may want to consider adding some of these recommended goals and policies to their comprehensive plan during the next update.

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Land Use Element	
Inter-Agency Coordination	
Work with transit providers to provide transit that is fast, frequent and reliable between urban centers, urban villages, GTEC's and accessible to most of the City's residences and businesses.	None
Urban Growth Areas	
Enter into agreements and establish procedures for setting priorities, programming, maintaining and financing for countywide, regional and state transportation facilities and services consistent with the GMA current federal transportation legislation	None
Land use and transportation goals and decisions should be integrated with one another and coordinated with adjacent jurisdictions and with the Regional Transportation Plan to determine the types and levels of transportation facilities to be provided within the unincorporated county.	None
The county/city should use future land use projections to identify and provide for adequate safety, structural, rights-of-way and other possible improvements that support vehicle transportation, non-motorized and transit needs of the region <u>plus use alternative transit modes as areas develop.</u>	None
Integrate Commute Trip Reduction land use planning by requiring non-motorized pedestrian connections between retail, living, and work places. Non-motorized connects shall include, but not be limited to: transit connections, bus stops, sidewalks, bike facilities, trails and encouraging employers to participate in ride sharing programs.	None
When evaluating land use changes to the Comprehensive Plan, proposals should include an analysis of how the development furthers the goals of Commute Trip Reduction planning.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
<p>Pursue transportation demand management (TDM) strategies at the local/regional level by coordinating with regional and state partners so customers see their travel choices and the various TDM promotions as a coordinated, integrated system that makes a difference in the community.</p> <p>Example: Regulations to influence travel behavior Marketing Improvements in services and facilities</p>	None
<p>Require the integration of non-motorized and transit connections when planning and developing urban centers or GTEC's.</p>	None
<p>Establish urban centers and/or GTEC's where they can be served by regional transit agencies, or work with the appropriate transit agency to expand service to the urban center within a reasonable timeframe.</p>	None
Urban Design	
<p>Encourage new housing developments to be located in urban growth areas and small towns to help provide a sense of community and safe, non-motorized transportation to community facilities and public transit modes.</p>	1.6
<p>Discourage transportation improvements that would trigger development that is premature or not consistent with applicable comprehensive plans, policies, or zoning.</p>	None
<p>Provide aesthetic and functional amenities along pedestrian facilities, such as water fountains, benches, trash receptacles, public art, and open spaces (such as seating plazas).</p>	None
<p>Provide pedestrian, and bicycle connections in newly developing areas of the city, promoting both internal access and linkages with the rest of the City.</p>	None
<p>Incorporate transit-supportive and pedestrian friendly design features in new development through the development review process. Examples include: Provide pedestrian pathways that minimize walking distances to activities and to transit stops. Provide weather protection such as covered walkways or arcades connecting building developments, and covered waiting areas for transit and ridesharing.</p>	None
<p>Incorporate guidelines for addressing that sidewalks and walkways are separated from the roadway by a landscaping strip or drainage swale.</p>	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Adopt pedestrian friendly design guidelines, especially in high pedestrian activity zones, such as wide sidewalks, landscape buffers or strips, street trees, adequate lighting, traffic calming measures (such as traffic circles, curb bulbs, raised medians, speed tables and chicanes), special pavements, and bollards.	None
Adopt development design standards that promote a pedestrian friendly environment. Such standards may include reduced building setbacks, requirements for display windows, building entrances oriented toward the street, and locating parking lots to the rear or side of buildings.	None
Secure bike lanes and trail improvements or easements through the development review process to develop portions of the bicycle and pedestrian system.	4.7
<p>Require new developments to incorporate non-motorized features or programs designed to promote use of alternatives to single-occupant vehicles, such as;</p> <ul style="list-style-type: none"> • Preferential parking for car pools and van pools • Special loading and unloading facilities • Transit facilities, including comfortable bus stops, and waiting areas, adequate turning room, and where appropriate, signal preemption and queue-jump lanes • Bicycle parking and related facilities 	None
Inter-Agency Coordination	
Pursue strategies that make transit safe, secure, comfortable, and affordable.	None
Integrate multiple access modes, including buses, carpools, and vanpools, bicycles, and pedestrians.	None
Integrate transit-oriented development opportunities with the private and public sectors.	None
Zoning	
<p>Discourage the development of major, stand-alone park and ride facilities with city limits. Situations where additions to park and ride capacity could be considered include:</p> <p>At the terminus for a major, regional transit system.</p> <p>When opportunities exist for "shared parking "(e.g., where transit commuter parking can be leased from another development. Such as a shopping center, movie theatre, church, etc.)</p> <p>Areas where alternatives to automobile uses are particularly inadequate (e.g., lack of direct transit system, or pedestrian and bicycle access) or cannot be provided in a cost-effective manner.</p>	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Allow a reduction in the number of required parking spaces if a development provides ride-share programs, car pool parking spaces, bike racks, lockers or other approved non-motorized parking options.	None
Encourage transit oriented development and pedestrian friendly land use characteristics through zoning and land use policies that encourage mixtures of land uses, increased densities in targeted areas with design standards.	None
Adopt a parking credit program that allows developers to reduce the number of required parking spaces if they provide an alternative transportation program to single occupant vehicles.	None
Housing Element	
Work with other jurisdictions to achieve a jobs/housing balance that makes it possible for people to live closer to where they work.	None
Promote quality, community-friendly residential development, through features such as enhanced open space and pedestrian connectivity.	None
Capital Facilities Element	
Explore the possibility of encouraging cooperative funding for bicycle trails.	None
Implement a methodology for public-private partnerships when it would result in a more efficient use of public resources.	None
Aggressively seek funding opportunities for safety, mobility, intermodal, bicycle, pedestrian, neighborhood, and transportation demand management improvements	None
Provide adequate and predictable funding to construct and maintain pedestrian and bicycle capital projects.	None
Effectively link pedestrian project funding and approval decisions to priorities identified in the CTR plan, as well as the Non-Motorized element of the jurisdiction's Comprehensive Plan.	None
Support a greater investment in pedestrian enhancements, and ensure that all new transportation projects include funding for pedestrian improvements.	None
Continue programs to construct, maintain, and repair sidewalks.	None
Assign high priority to pedestrian and bicycle projects that provide access to major employment areas and activity centers, provide linkages to transit, complete planned bicycle facilities and provide system connectivity.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Effectively link TDM program funding and approval decisions to priorities identified in the CTR plan, as well as the transportation element of the jurisdiction's Comprehensive Plan.	None
Utilities Element	
Secure sidewalk and trail easements over existing utility lines where ever feasible	None
Transportation Element	
Carpools, Vanpools, & Ride Share	
Ensure that the City as an employer sets a positive example by maintaining a strong transportation demand management program for its employees.	None
Pedestrian System Connectivity	
The county should ensure that continuous and/or direct bicycle lanes are provided between all jurisdictions and major activity centers.	None
Consider pedestrians along with other travel modes in all aspects of developing the transportation system. Provide safe and convenient pedestrian access in all new and improved transportation projects, unless exceptional circumstances exist.	1.1, 4.1
Remove barriers and deterrents along the existing pedestrian system to create better access between employment facilities, residential and other uses.	1.1, 4.1
Coordinate the local jurisdiction's existing and planned pedestrian system with adjacent jurisdictions to provide a continuous, coordinated system, especially when major employment and activity centers are nearby.	None
Secure sidewalks and trail improvements or easements through the development review process to develop portions of the pedestrian system.	None
Pedestrian Safety and Security	
Adopt and use national (American Association of State Highway and Transportation Officials, AASHTO) design standards for pedestrian facilities.	None
Address the special needs of citizens with various degrees of mobility in planning, designing, implementing and maintaining pedestrian facilities.	None
Provide consistently designed pedestrian activated signal crossings, and consider technologies that enhance pedestrian safety at crossings, such as longer crossing times and audible crossings.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Consider access management to reduce the number of conflict points (driveways) between pedestrians and vehicles, thereby improving pedestrian safety.	None
Ensure that pedestrian facilities are designed and monitored to improve security and safety, through lighting, openness, vegetation upkeep and security features such as panic buttons at key locations.	None
Design midblock crossings with safety as a high priority, and consider improvements such as pedestrian crossing signals, flared curbs (bulbouts), pedestrian refuge islands, medians, and adequate sight distance around parked vehicles.	None
Pedestrian and Bicycle Convenience	
Conduct periodic analyses of bicycle and pedestrian environments in and around urban centers and regional transit stations to identify deficiencies and to plan access improvements.	None
Include bicycle facilities in the six-year capital improvement program (for trails that will be utilized by bikes) or the six-year transportation program (for widening shoulder projects that will accommodate bikes).	None
Implement way-finding (signage) along sidewalks and trails that direct pedestrians to key locations or destinations, such as major activity centers, business districts, institutions, major medical facilities, parks or recreational facilities.	None
Provide internal pedestrian circulation systems within and between existing, new or redeveloping commercial, multi-family or single family developments, and other appropriate activity centers. Provide convenient connections to frontage pedestrian systems and transit facilities.	None
Encourage transit use by improving pedestrian and bicycle linkages to the existing and future transit and school bus system, and by improving the security of and utility of park and ride lots and bus stops.	Yes
Provide bicycle connections and secure bicycle parking and storage convenient to major transit facilities; increase the number of secure parking areas for bicycles.	None
Conduct bicycle transportation studies to improve safety and overall quality of bicycling.	None
Cooperate with the public and private schools, bicycle clubs and other interests groups to provide education and strategies to promote safe riding skills and the transportation and recreation opportunities of bicycling.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Improve mobility and safe access for walking and bicycling, and create incentives to promote non-motorized travel to employment centers, commercial districts, transit stations, schools and major institutions, and recreational destinations	None
Update and review the Pedestrian and Bicycle transportation Plan every five years. The updates should consider the existing and future role of the single-occupant vehicle in relation to non-motorized and public transportation modes, as well as newly annexed areas, areas experiencing unforeseen development and/or redevelopment, and other emerging issues.	None
Develop an effective "share the road/share the trail" concept for pedestrian and bicycle education programs for the motorized and non-motorized public.	None
Accessibility	
Sidewalks or pedestrian facilities should be located along all both sides of all arterials, collectors, and at least one side of most local streets.	None
Pedestrian facilities should be wide enough to allow the disabled, such as wheelchair users, to access them, usually a minimum of 5' to 6'. A wider facility should be provided along principal arterials (generally a minimum of 8'), or in business districts that attract more pedestrians.	None
Direct pedestrian linkages should be considered whenever possible, to connect between internal land uses and arterials. This reduces walking distances to transit stops and commercial uses.	None
Public Transportation	
Encourage interconnections and time coordination of public transportation modes (bus, coach and rail) to increase level of service and ridership.	TR7
Work with transit providers to provide transit service that is fast, frequent, and reliable between urban centers and urban villages and that is accessible to most of the City's residences and businesses. Pursue strategies that make transit safe, secure, comfortable, and affordable.	TR7
Support development of an integrated, regional high capacity transit system that links urban centers within the City and the region.	None
Develop partnerships with transit providers to implement projects providing neighborhood-to-transit links that improve pedestrian and bicycle access to transit services and facilities.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Coordinate with regional, state, and federal agencies, local governments, and transit providers when planning and operating transportation facilities and services in order to promote regional mobility for people and goods and the urban center approach to growth management.	None
Design transit access into large developments, considering bus lanes, stops, shelters, non-motorized lanes & facilities as part of the project design	None
Coordinate with transit providers and the private sector to develop and implement compatible transportation demand management regulations and strategies that are consistent with the Commute Trip Reduction Act.	1.0, 1.3
Work with car share companies to provide car share opportunities at key locations, such as major employers, business districts, and high density residential areas.	None
Provide preferential lanes, such as High Occupancy Vehicle (HOV) lanes on roads which will benefit commuters the most, such as those with major transit routes, and those experiencing the greatest congestion.	1.5
Ferries	
For water-borne travel across Puget Sound, encourage the expansion of the passenger-only ferry service and land-side facilities and terminals that encourage walk-on (by-foot, bicycle, transit) trips rather than ferry travel with automobiles.	None
Coordinate ferry arrivals and departures with mass transit systems to ensure an efficient flow of people and traffic.	None
Education and Encouragement	
Educate the general public and public officials about the economic, transportation system performance, environmental, health and social benefits of walking and biking and develop improved programs to encourage increased levels of walking and biking.	None
Educate drivers and pedestrians about pedestrian safety issues, and enforce pedestrian related laws.	None
Consider the formation of a pedestrian advisory committee to provide input to the jurisdiction (staff and elected officials) on pedestrian related issues and needs, as well as review of major transportation projects to ensure that pedestrian needs are adequately addressed or considered.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Develop a pedestrian walking/biking map that is focused on major activity centers, such as business districts or major employment areas. The map should identify sidewalks, trails, bike routes, transit corridors and bus stops/transit centers, and key activity centers such as institutional uses and government centers, major employers, commercial or retail areas, parks, and other points of interest.	None
Monitoring	
Ensure that the local government monitors the results of its TDM programs and policies, and continually evaluate changes needed to improve mode split goals.	None
Continually evaluate large employer CTR program effectiveness and reduce the employer threshold if needed to achieve the jurisdiction's mode split goals.	None
Economic Development Element	
Funding Mechanisms	
Promote public awareness of the impact travel choices have on household finances, personal quality of life, society, and the environment, and increase awareness of the range of travel choices available.	None
Employment	
Require large employers to implement a commute trip reduction program for employees, as mandated by the Commute Trip Reduction Act.	None
The county/city should encourage employers in urbanized areas to offer staggered work hours or flextime and other Transportation demand Management programs such as parking management, ride match services and preferential parking of vanpools, carpools, covered bike racks, lockers and showers at work sites.	None
Encourage employers to provide information and marketing on commute alternatives, such as transit schedules, rideshare information, and guaranteed ride home programs.	None
Encourage employers to develop telecommuting options, which allow employees to work one or more days at home or at a "satellite work center" closer to their homes.	None
Encourage employers to allow flexible work schedules or compressed work weeks to help reduce the number of vehicles using local and regional roadways.	None
Encourage major employers to provide daycare opportunities onsite or nearby.	None

Example Commute Trip Reduction & Growth Management Planning Policies	Goals & Policies in Current Plans
Encourage employers to provide subsidies to employees who commute using other modes, such as free or reduced prices for transit passes, or discounted parking for rideshare vehicles.	None
Parks & Open Space Element	
Provide for adequate roadway, pedestrian, and bicycling connections in newly developing areas of the City, promoting both internal access and linkages with the rest of the City.	4
Identify areas to be designated as pedestrian promenades, with pedestrian friendly environments.	None
Provide for uniform bicycle and pedestrian markings and design standards for travel along City bikeways and walkways.	None

Appendix H
GLOSSARY OF TERMS

GLOSSARY OF TERMS

Affected Employee: Under the Commute Trip Reduction (CTR) law, an affected employee is a full-time employee who regularly begins work between 6 a.m. and 9 a.m., at a single work site, on two or more weekdays for at least 12 continuous months.

Affected Employer: An employer is "affected" under the CTR law if there are at least 100 "affected" employees at a single work site.

Alternative Work Schedules: AWS programs offer alternatives to the typical eight-hour work day. Options include flex-time, a compressed work week, and staggered work hours.

Automobile Dependency: Transportation and land use patterns that result in high levels of automobile use and limited transportation alternatives. In this case, "automobile" includes cars, vans, light trucks, SUVs and motorcycles

Base Year: The CTR law requires affected employers to measure the results of their employee trip program against base year values for VMT and drive alone vehicles. The goal year is 2011.

Bus Rapid Transit: Special lanes dedicated to transit buses, often incorporating other features to insure high quality transit service.

Carpool: Two to six people age 16 and older, sharing the ride in an automobile to and from the work place.

Commute: The trip made by an employee between their home and work locations, regardless of the distance or mode used.

Compressed Work Week: A work week that is compressed from the typical five-day, 40 hour work week into a shorter work week but maintaining the same number of hours.

Commute Trip Reduction Program: A CTR program is comprised of strategies used by an employer to reduce employee use of single-occupant vehicles (SOVs) and the vehicle miles traveled (VMT) per employee. The CTR program specifies the measures to be used that will achieve the target goals.

Drive Alone Vehicle: A vehicle that is occupied by one person.

Employee Transportation Coordinator: The CTR law requires employers to appoint an employee transportation coordinator, or ETC. The person is a personal change agent who provides the "human touch" needed to remedy traffic congestion and air pollution problems. An ETC is the organization's key contact person providing commuting information to employees and liaison activities with transit agencies and local jurisdictions. The ETC creates marketing strategies, administers employee ridesharing programs, and measures results.

Guaranteed Ride Home (GRH): GRH programs provide an emergency ride home for employees who commute to work in a ridesharing mode and have an illness or emergency. Typically, an employee can take a cab ride home and charge the ride to their employer's account or be reimbursed for the expense.

High-Occupancy Vehicle (HOV): a passenger vehicle carrying more than a specified minimum number of passengers. HOVs include carpools, vanpools, and buses. HOV requirements are often indicated as 3+ (three or more passengers required) or 4+ (four or more passengers required).

HOV Lane: This is a traffic lane limited to carrying high occupancy vehicles (HOVs) and certain other qualified vehicles.

HOT Lanes (High Occupancy Toll Lanes): HOV facilities that allow lower occupancy vehicles, such as solo drivers, to use the facility if they pay a toll. This offers users three options: drive alone on an unpriced but congested general purpose lane, drive alone and pay to use a less congested lane, or rideshare (carpool, vanpool or ride transit) to use a less congested lane without any additional fee.

Mobility: The movement of people and goods.

Mobility Management (Also called *Transportation Demand Management*): Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions.

Nonmotorized Transportation (also known as *Active Transportation* and *Human Powered Transportation*): includes Walking, Bicycling, Small-Wheeled Transport (skates, skateboards, push scooters and hand carts) and Wheelchair travel.

Parking Management: Strategies aimed at making better use of available parking supply. Parking management strategies include preferential parking or price discounts for carpools and/or short-term parkers, and disincentives, prohibitions and price supplements for those contributing more to congestion.

Parking Pricing: Strategy to reduce automobile use by requiring motorists to pay directly for using parking facilities. Time variable parking pricing can be used as a congestion reduction strategy.

Parking Cash-Out: This means that people (typically commuters, and sometimes residents of multi-family housing) who are offered a free parking space are also offered the cash equivalent when they use alternative transportation modes and so do not impose parking costs.

Ridesharing: Ridesharing is any cooperative effort of two or more people sharing a motor vehicle traveling to a common destination, such as a work site. Carpools and vanpools are common forms of ridesharing.

Smart Growth: Land use development practices that create more resource efficient and livable communities, with more accessible land use patterns, an alternative to sprawl.

Sprawl: Dispersed, low-density, single-use, automobile dependent land use patterns.

Stakeholder: Individuals or groups that are affected by a decision and have an interest in its outcome.

Teleworking: Teleworking involves the use of telephones, computers, and other technology to work from a location other than a conventional office.

Transportation Demand Management (TDM): Various strategies that change travel behavior (how, when and where people travel) in order to increase transport system efficiency and achieve specific objectives such as reduced traffic congestion, road and parking cost savings, increased safety, improved mobility for non-drivers, energy conservation and pollution emission reductions. Also called *Mobility Management*.

Transportation Management Association (TMA): A TMA is a partnership or organization that brings interested parties together to work on transportation issues.

Vanpool: A vanpool consists of seven to fifteen people sharing their commute in a passenger van, generally riding to the same place of employment.

Vehicle Miles Traveled: Number of miles a vehicle has traveled for a commute.

MEMORANDUM
For Meeting of September 23, 2008

TO: Mayor and Councilmembers
 THROUGH: Steve Worthington
 FROM: Russ Blount
 SUBJECT: **Resolution 1240** – Authorize execution of Amendment Number 2 to Interlocal Agreement between the City of Fife and Pierce County Drainage District 21

REPORT IN BRIEF: Authorize an amendment to the interlocal agreement (ILA) that extends the mandatory term of the interlocal agreement to six years and provides for withdrawal from the District of all area within the City's boundaries at the expiration of the six year term.

BACKGROUND: The City and the District entered into an interlocal agreement dated the 8th day of June 2004, for the operation, maintenance and administration of the District's storm water drainage system. The interlocal agreement was amended by an agreement dated the 13th day of February, 2006, relating to the acquisition of easements. The City devoted considerable effort into the acquisition of easements and the Council has determined that effort has reached an appropriate stopping point.

ATTACHMENTS: Draft Resolution 1240, Second Amendment to the ILA (despite "of 3" notation, this is a two page document), First Amendment and original ILA for reference.

DISCUSSION: The District will continue to pay the City of Fife for services until it withdraws.

FISCAL IMPACT: The District will continue to pay the City of Fife for services until it withdraws; the City's 2008 budget includes \$80,354 in revenue from the District. This revenue will need to be replaced, or other budget adjustments made, in 2010.

ALTERNATIVE COURSES OF ACTION:

1. Approve Resolution 1240 as drafted.
2. Amend Resolution 1240, and then approve the amended resolution.
3. Decline to approve Resolution 1240.

RECOMMENDATIONS: Approve Resolution 1240 as drafted.

SUGGESTED MOTION: Motion to approve Resolution 1240.



Russ Blount
 Public Works Director

Approved for Agenda



Steve Worthington
 City Manager

RESOLUTION NO. 1240

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIFE, PIERCE COUNTY, WASHINGTON AUTHORIZING THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH PIERCE COUNTY DRAINAGE DISTRICT NO. 21 RELATING TO THE OPERATION, MAINTENANCE, AND ADMINISTRATION OF DRAINAGE SYSTEMS

Whereas, the City and Pierce County Drainage District No. 21 entered into an interlocal agreement dated the 8th day of June 2004, for the operation, maintenance and administration of the District's storm water drainage system; and

Whereas, the interlocal agreement was amended by an agreement dated the 13th day of February, 2006, relating to the acquisition of easements. The original interlocal agreement and the first amendment to the agreement shall be referred to collectively as the "ILA"; and

Whereas, the ILA provides a mandatory term of five years, after which either party may terminate its obligations upon one year's written notice; and

Whereas, the City and the District wish to extend the mandatory term of the ILA to six years and provide for withdrawal from the District of all area within the City's boundaries at the expiration of the six year term; now, therefore

BE IT RESOLVED that the City Manager is authorized and directed to execute on behalf of the City, the Second Amendment to Interlocal Agreement between the City of Fife and Drainage District #21, Relating to the Operation, Maintenance, and Administration of Drainage Systems in the form attached hereto as Exhibit A, and by reference incorporated herein.

ADOPTED by the City Council at an open public meeting held on the 23rd day of September, 2008.

Barry Johnson, Mayor

Attest:

Steve Marcotte, City Clerk

SECOND AMENDMENT TO INTERLOCAL AGREEMENT BETWEEN
THE CITY OF FIFE AND DRAINAGE DISTRICT #21, RELATING TO THE OPERATION,
MAINTENANCE, AND ADMINISTRATION OF DRAINAGE SYSTEMS

1. Date and Parties. This agreement, for reference purposes only, is dated the _____ day of July 2008, and is entered into between the City of Fife (the "City") and Pierce County Drainage District #21 (the "District") under authority of the Interlocal Cooperation Act (Chapter 39.34 RCW) and shall be referred to as "ILA Amendment 2."

2. General Recitals.

2.1 The City and the District entered into an interlocal agreement dated the 8th day of June 2004, for the operation, maintenance and administration of the District's storm water drainage system. The interlocal agreement was amended by an agreement dated the 13th day of February, 2006, relating to the acquisition of easements. The original interlocal agreement and the first amendment to the agreement shall be referred to collectively as the "ILA."

2.2 The ILA provides a mandatory term of five years, after which either party may terminate its obligations upon one year's written notice.

2.3 The City and the District wish to extend the mandatory term of the ILA to six years and provide for withdrawal from the District of all area within the City's boundaries at the expiration of the six year term.

2.4 The City and the District recognize that at the conclusion of the District's operations in the City of Fife, the District will continue to exist and have responsibility for facilities outside the City. The City and District will negotiate in good faith towards a subsequent further amendment to this agreement through which the City may provide services in this area, but the City shall not be obliged to provide such services unless such subsequent amendment is executed.

3. Effect of ILA Amendment 2 on the ILA. ILA Amendment 2 is intended to amend the ILA. Except as expressly modified herein, the ILA shall remain in full force and effect as approved. In case of a conflict between the terms of the ILA and the terms of ILA Amendment 2, the terms of ILA Amendment 2 shall control.

4. Amendments to ILA.

4.1 Term. The ILA shall remain in full force and effect for a minimum of six years from the effective date of the ILA which is June 8, 2004.

4.2 Withdrawal of Area within City from District. At the expiration of the six year period which expires June 8, 2010, the District shall withdraw all area from its boundaries that is located within the boundaries of the City of Fife, and the City shall assume full

responsibility for the maintenance, improvements, and collection of payment for the operation of the drainage system previously operated by the District within the City limits. The parties agree to fully cooperate with each other to effectuate such withdrawal and agree to perform or cause to be performed any and all further acts as may be reasonably necessary to complete the withdrawal in accordance with applicable law. The ILA shall remain in full force and effect until the withdrawal is completed.

4.3 Continuation of the ILA (Inter local Agreement).

5. Signature Authority

5.1 The Fife City Manager was authorized to execute this agreement by resolution of the City Council as adopted on the _____ day of _____ 2008 at a regularly scheduled Council meeting.

5.2 Drainage District #21 was authorized to execute this agreement by motion of the Commissioners as adopted on the _____ day of _____ 2008 at a regularly scheduled Commissioners meeting.

CITY OF FIFE

DRAINAGE DISTRICT #21

By: _____
Steve Worthington
City Manager

By: Hugh Patton
Commissioner

By: John A. Doherty
Commissioner

ATTEST:

ATTEST:

Steve Marcotte
City Clerk-Treasurer

Yvonne Schittler
Secretary

Approved as to form:

Loren D. Combs
City Attorney

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RESOLUTION NO. 2006-01

RESOLUTION OF PIERCE COUNTY DRAINAGE DISTRICT #21 REGARDING AN AMENDMENT TO AN INTERLOCAL AGREEMENT WITH THE CITY OF FIFE FOR THE PURPOSE OF ACQUIRING EASEMENT RIGHTS TO THE STORM WATER CONVEYANCE SYSTEM

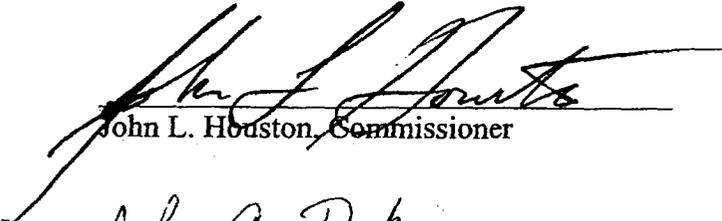
WHEREAS, the City of Fife ("City") and the Pierce County Drainage District #21 entered into an Interlocal Agreement dated June 8, 2004 ("ILA"); and

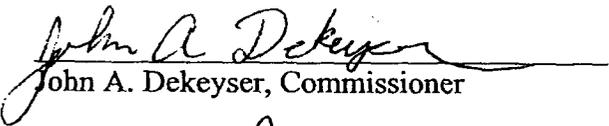
WHEREAS, the ILA contemplated the acquisition of easement rights for the storm water conveyance system, but did not provide the details regarding said acquisition; and

WHEREAS, the District and the City are now ready to start the easement acquisition process and it is thus necessary to amend the ILA to provide the details on the acquisition process; now, therefore

BE IT RESOLVED that the Commissioners hereby approve the attached amendment to the ILA and authorize the Chairman to execute the amendment on behalf of the Drainage District.

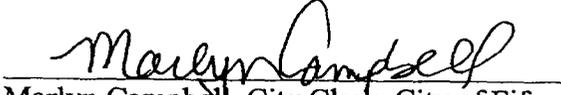
Dated this 13th day of February, 2006.


John L. Houston, Commissioner


John A. Dekeyser, Commissioner


Hugh Patton, Commissioner

Attest:


Marlyn Campbell, City Clerk, City of Fife

**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF FIFE AND PIERCE COUNTY DRAINAGE DISTRICT #21
RELATING TO THE ACQUISITION OF EASEMENTS**

1. Date and Parties. This agreement, for reference purposes only, is dated the 13th day of February, 2006, and is entered into by and between the City of Fife, a Washington municipal corporation (the "City") and Pierce County Drainage District #21 (the "District") and shall be referred to as "ILA Amendment 1".

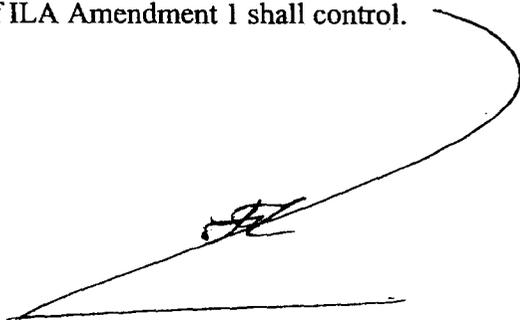
2. General Recitals.

2.1 The City and the District entered into an Interlocal Agreement dated the 8th day of June, 2004 for the operation, maintenance and administration of the District's storm water drainage system ("ILA").

2.2 The ILA contemplated the acquisition of recorded easement rights to the storm water drainage system.

2.3 The City and the District are now ready to start that acquisition process, and the purpose of ILA Amendment 1 is to amend the ILA in order to set forth the acquisition process details.

3. Effect of ILA Amendment 1 on the ILA. ILA Amendment 1 is intended to supplement the ILA. The ILA terms and conditions are incorporated into ILA Amendment 1. Except as expressly modified herein, the ILA shall remain in full force and effect as initially approved. In the case of a conflict between the terms of the ILA and the terms of ILA Amendment 1, the terms of ILA Amendment 1 shall control.

A handwritten signature, possibly "JL", is written in black ink. Below the signature is a long horizontal line that curves upwards at the right end, resembling a large checkmark or a stylized flourish.

4. Authorization for the City of Fife to Commence Easement Acquisitions.

4.1 The City is hereby authorized to acquire recordable easements for all of the District's storm water conveyance systems. The easements shall be acquired in the name of the District as the grantee, but the easement right shall be assignable to the City

4.2 The City is hereby authorized to commence condemnation proceedings, and/or proceedings to quiet title, in the name of the District to acquire the easements if the City is unable to acquire the easements without commencing legal action. The District agrees to pass such additional resolutions in a timely manner if determined necessary to commence condemnation proceedings as to particular parcels.

4.3 The easement purchase price, or the condemnation award amount, as the case may be, ("Acquisition Price") shall be paid by the City, and the City shall be responsible for the acquisition costs, as set forth in paragraphs 4.4 and 4.5. As additional consideration for the City paying the Acquisition Price, if the District decides to dissolve, or merge with another District or another legal entity other than the City of Fife, the District shall transfer to the City its capital assets, up to the value of the Acquisition Price before effectuating the merger/dissolution, and such other assets as the District determines appropriate to reimburse the City.

4.4 The District authorizes the City to utilize the services of the City Attorney, Loren D. Combs, and any of the other attorneys and staff affiliated with the law firm of McGavick Graves, P.S., to represent the District in the negotiations and acquisition of the above referenced easements, including any legal action that must be commenced to obtain title to the easements in the name of the District. The City Attorney and the law firm shall be paid by the City.

4.5 The costs associated with acquiring the recordable easements, including litigation costs, shall be paid by the City, and shall not be a reimbursable expense under the ILA, as



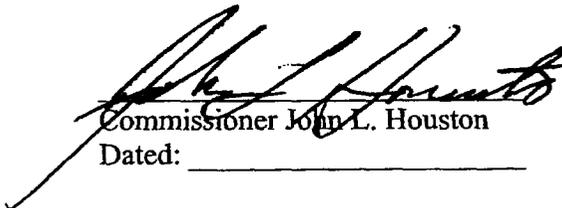
the acquisition costs are considered as additional consideration for the assignment provisions contained herein.

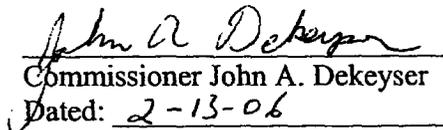
5. Assignment of Easements to the City. The District hereby agrees to irrevocably assign to the City all easements acquired pursuant to the terms of ILA Amendment 1 when the easement is acquired. Said assignment shall be recorded at the time the easement is recorded. The District shall execute the assignments and any Commissioner is hereby authorized and directed to execute the assignments without further District action.

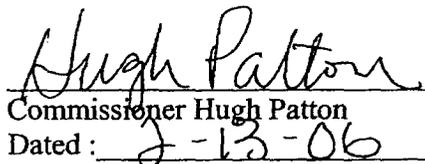
CITY OF FIFE

DRAINAGE DISTRICT #21


Steve Worthington, City Manager
Dated: 2-13-06

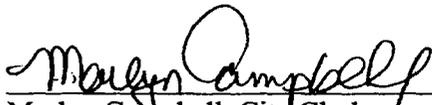

Commissioner John L. Houston
Dated: _____

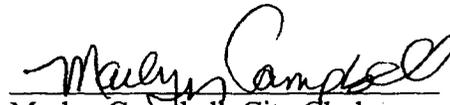

Commissioner John A. Dekeyser
Dated: 2-13-06


Commissioner Hugh Patton
Dated: 2-13-06

ATTEST:

ATTEST:


Marlyn Campbell, City Clerk


Marlyn Campbell, City Clerk

APPROVED AS TO FORM:


Loren D. Combs, City Attorney
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**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF FIFE AND DRAINAGE DISTRICT #21
RELATING TO THE OPERATION, MAINTENANCE,
AND ADMINISTRATION OF DRAINAGE SYSTEMS**

THIS AGREEMENT is entered into by and between the City of Fife, a Washington municipal corporation (the "City") and Pierce County Drainage District #21 (the "District").

WHEREAS, the City and the District operate surface water drainage systems and provide surface water drainage services within their respective political boundaries to preserve and protect the environment, public and private property, and the public's health and welfare; and

WHEREAS, the City and the District acknowledge the mutual benefit and efficiency of coordinating the operation, maintenance, and administration of their drainage systems and services; and

WHEREAS, the Interlocal Cooperation Act, chapter 39.34 RCW, authorizes the parties to enter into an agreement for cooperative action; and

WHEREAS, the City and the District each desire to contract with the other regarding the operation, maintenance, and administration of their drainage systems and services; and

WHEREAS, the City and the District have adopted the necessary ordinances or resolutions authorizing them to enter into this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the parties mutually agree as follows:

1. Purpose.

1.1. This Agreement establishes the means by which the City will provide the District with drainage-related services.

1.2. This Agreement sets forth the drainage-related services that the parties agree the City will provide to the District and provides estimates of the costs of those services.

1.3. This Agreement establishes procedures for documenting and reviewing the levels and costs of actual services delivered.

2. Description of Drainage Services.

2.1. The services to be provided under this Agreement are set forth in the "Description of Contract Services" attached to this Agreement as Exhibit A. This section sets forth any conditions that must be met for the delivery of the specific services addressed in Exhibit A to occur.

2.2. Enforcement Services.

2.2.1. Should the District wish the City to provide enforcement services, said District must adopt sufficient authority to perform specific tasks associated with enforcement, and to allow the City to undertake specific enforcement action within the District's limits. Such authority includes drainage standards and enforcement provisions identical to Fife Municipal Code chapter 15.32 and stormwater facility design, construction standards and enforcement provisions identical to Fife Municipal Code chapter 15.34.

2.3. Request-Basis Services.

2.3.1. The City shall provide additional services only upon written request from the District. Provision of these request-basis services is subject to availability of City staff and to such fees as the City determines are appropriate.

3. Responsibilities of the Parties.

3.1. City of Fife.

3.1.1. The City agrees to provide the drainage services set forth in Exhibit A, pursuant to the District's authorization.

3.1.2. The City shall keep records of services delivered within the District and shall make said records available to the District at least semi-annually or as requested.

3.1.3. The City is a contractor of services only and does not purport to represent the District professionally other than in providing services as outlined in this Agreement.

3.2. Drainage District #21.

3.2.1. Drainage District #21 shall provide the legal authority to contract with and delegate to the City for the drainage related services described in Exhibit A.

4. Administration and Management of Drainage Services.

4.1. The City and the District shall each appoint a representative to manage the activities covered under this Agreement and to resolve any conflicts that may arise. The City and the District shall each notify the other in writing of its designated representative. The administrators of this Agreement shall meet or confer as needed, but not less than two times per year.

5. Financial Arrangements for Drainage Services.

5.1. Service Costs: City of Fife's Responsibilities.

5.1.1. The City agrees to provide the services shown in Exhibit A at the cost set forth in the initial budget attached as Exhibit B.

5.1.2. Where information is available, the initial budget is based on actual costs for services delivered in previous years within the City's jurisdiction. Where previous year actual costs are not available, costs are acknowledged to be the best projections for service and cost available at the time the Agreement is entered into.

5.1.3. The budget accounts for the costs of direct services plus an administrative overhead charge.

5.1.4. The City shall provide the District with monthly invoices that reflect actual costs for services delivered to the District plus administrative overhead charges of 8 percent (8%).

5.1.4.1. Said invoices shall be paid within thirty (30) days of the District's receipt. If the District disputes any of the charges, the District shall pay the agreed charges within thirty (30) days and the balance shall be referred to conflict resolution as set forth in section 4.1, above, and if that is unsuccessful, then to arbitration pursuant to section 9.3, below.

5.1.5. In the event the City may be required or requested to provide services to the District in unscheduled or unpredictable circumstances or events, the parties shall agree in writing for additional payments for services should

those extraordinary service costs cause the budget set forth in Exhibit B to be exceeded.

5.1.6. The City shall prepare subsequent budgets as needed and shall consult with the District during the preparation and adoption of any subsequent budget.

5.2. Service Costs: The District's Responsibilities.

5.2.1. In order to pay for the services described in Exhibit A, the district shall adopt the initial budget set forth in Exhibit B. The District shall prepare subsequent budgets as needed and shall consult with the City during the preparation and adoption of subsequent budgets. The District shall impose such rates, assessments, and charges as are necessary to adequately fund said budget(s).

5.3. Other.

5.3.1. At the end of a budget term, any remaining funds shall be retained and added to the funds required for any subsequent budget.

5.3.2. In the event this Agreement is terminated as provided in Section 7 below, within 60 days, the City shall prepare a final accounting for the final budget term. Any remaining funds and/or equipment attributable to the District shall be returned to the District.

6. Transfer of Drainage System Responsibility.

6.1. City's Responsibilities.

6.1.1. As of the date of this Agreement, the City as the District's agent shall assume responsibility for the operation, maintenance, and repairs to the Interlocal Agreement
City of Fife and Drainage District #21 - 5

drainage facilities and/or properties listed on Exhibit C attached to this Agreement.

- 6.1.2. The City agrees to operate and maintain the drainage facilities and properties listed on Exhibit C as designed and to at least the same maintenance standards as those set forth in the Fife Municipal Code to ensure that the local and regional effects of said facilities shall not be diminished.
- 6.1.3. The City agrees to hire the District's sole full time employee as a Maintenance Leadman to perform all or a portion of the services set forth on Exhibit A. Said employee shall be required to join the applicable union and shall be entitled and subject to all of the rights and responsibilities set forth in the applicable union contract, including the serving of a probationary employment period.
- 6.1.4. The City shall abide by all terms, conditions, reservations, restrictions and covenants to title for the properties within the District listed on Exhibit C.
- 6.1.5. The City shall provide the District with access to all relevant information that the City maintains in connection with the facilities and properties listed on Exhibit C.
- 6.1.6. The City shall consult with the District prior to the destruction of any documentation associated with the facilities and properties listed on Exhibit C.
- 6.1.7. The City will provide up to 2 hours each month of secretarial support for the District Commission meetings. The cost for this service is within the

administrative charge paid by the District. The District will be charged for secretarial support services in excess of two hours a month at the actual cost of the employee, including benefit cost and with administrative overhead added.

6.1.8. The City will provided storage for District official records.

6.1.9. The City, will provide administrative services to include payroll, bookkeeping, publishing, tax preparation and application, retention of records and preservation of historical information. These services are included in the 8% (eight percent) administrative charge paid by the district.

6.2. The District's Responsibilities.

6.2.1. The District shall furnish the City with any and all contracts or other agreements, conditions, maintenance obligations, or dedications related to the use of or restrictions on the facilities and properties listed on Exhibit C.

6.2.2. The District shall provide the City copies of any and all documents relating to the District's employee, including but not limited to information regarding his current salary and benefits, job duties, and employment history.

6.2.3. The District shall provide the City, at the earliest opportunity, copies of all warranties, maps, titles, "as built," maintenance logs and records, maintenance and performance standards, and any and all other records related to the facilities and properties listed on Exhibit C.

6.2.4. The District shall grant the City all necessary access to drainage-related properties and easements held by the District for purposes of providing the

District with the drainage maintenance services contracted for in this Agreement.

6.2.5. In the event easements or access agreements for the properties listed on Exhibit C are not a matter of public record, the District authorizes the City, at the City's expense, to take such steps as are necessary to record said easements and agreements, or to otherwise acquire quiet title to the easements.

7. Effectiveness, Termination, and Amendment.

7.1. This Agreement is effective on the date set forth below and shall remain in effect for twenty (20) years.

7.2. Except as set forth below, this Agreement may not be terminated within five (5) years of the effective date. After five (5) years, either party may terminate its obligations under this Agreement upon one (1) year's written notice to the other party.

7.2.1. The City has agreed to hire the District's sole employee, as set forth in subsection 6.1.3. In the event said employee is dismissed during his probationary employment period with the City, the District may terminate this Agreement.. In order for the termination to be effective the District shall give written notice of termination within thirty (30) days of said employee's dismissal. The agreement shall then be terminated effective at the end of 30 days from the date of receipt of the agreement termination notice.

7.3. This Agreement may be amended, altered, or clarified only by written agreement of the parties, and may be supplemented by addenda or amendments which

have been agreed upon by both parties in writing. Copies of such addenda or amendments shall be attached and by this reference made part of this Agreement as though fully set forth herein.

7.4. This Agreement is a complete expression of the terms and any oral or written representations or understandings not incorporated are excluded. The parties recognize that time is of the essence in the performance of the provisions of this Agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequently breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such through written approval by the parties which shall be attached to the original Agreement.

8. Hold Harmless and Indemnification.

8.1. City's Hold Harmless and Indemnification.

8.1.1. The City shall indemnify and hold harmless the District and its elected officials, officers, agents or employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, which are caused by or result from a negligent action or omission of the City, its officers, agents or employees in performing its obligations pursuant to this Agreement.

8.1.1.1. In the event any suit based upon a claim, action, loss or damage as described in subsection 8.1.1 is brought against the District or both the District and the City, the City shall defend the same at its sole cost and

expense and, if final judgment be rendered against either the District and its elected officials, officers, agents or employees or jointly against both the District and the City and their respective elected officials, officers, agents or employees, then the City shall satisfy the same.

8.1.2. In executing this Agreement, the City does not assume liability or responsibility for or in any way release the District from any liability or responsibility that arises in whole or in part from the existence or effect of the District's ordinances, rules, regulations, or existing facilities and conditions. If any cause, claim, suit, action, or administrative proceeding is commenced in which the enforceability and/or validity of the District's ordinances, rules, regulations, or existing facilities and conditions is at issue, the District shall defend the same at its sole expense and if judgment is entered or damages are awarded against the District, the City, or both, the District shall satisfy the same, including all chargeable costs and attorney's fees.

8.2. The District's hold harmless and indemnification.

8.2.1. The District shall indemnify and hold harmless the City and its elected officials, officers, agents or employees, or any of them, from and against any and all claims, actions, suits, liability, loss, costs, expenses and damages of any nature whatsoever, which are caused by or result from a negligent action or omission of said District, its officers, agents or employees in performing its obligations pursuant to this Agreement.

8.2.1.1. In the event any suit based upon a claim, action, loss or damage as described in subsection 8.2.1 is brought against the City or the City and the District, the District shall defend the same at its sole cost and expense and, if final judgment be rendered against the City and its elected officials, officers, agents or employees or jointly against the City and the District and their respective elected officials, officers, agents or employees, then the District shall satisfy the same.

8.3. Each party to this Agreement shall immediately notify the other of any and all claims, actions, losses or damages that arise or are brought against that party relating to or pertaining to the subject matter of this Agreement.

8.4. Each party agrees that its obligations under this section extend to any claim, demand, and/or cause of action brought by or on behalf of any employees or agents. For this purpose, each party by mutual negotiation hereby waives, with respect to the other party only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.

9. Miscellaneous.

9.1. This Agreement shall not be assignable by any party, except with the written consent of the other parties.

9.2. The parties agree that this Agreement shall be interpreted and governed by the laws of the State of Washington.

9.3. Any controversy arising out of or in connection with or relating to this Agreement shall be determined and settled by arbitration in Pierce County in accordance with the rules set forth in Chapter 7.04 RCW.

9.4. Should any litigation be commenced between the parties hereto concerning this Agreement, the prevailing party in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for its attorney's fees and costs in such litigation, which shall be determined by the court.

EXHIBIT C

Drainage District No. 21 Facilities and Properties

IN WITNESS WHEREOF, the parties have executed this Agreement on the 8th day
of June, 2004

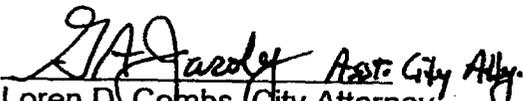
CITY OF FIFE


William J. Malinen, City Manager

ATTEST:


Marilyn Campbell
City Clerk

APPROVED AS TO FORM:

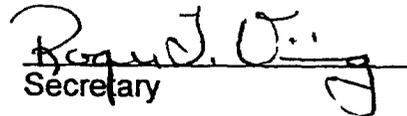

Loren D. Combs, City Attorney
FDR

DRAINAGE DISTRICT #21



Roger J. Uring
Commissioner

ATTEST:


Secretary

APPROVED AS TO FORM:

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EXHIBIT A

DESCRIPTION OF BASIC CONTRACT SERVICES AND ESTIMATED COSTS

Drainage System Maintenance

- Conduct initial inspection of regional, residential and commercial drainage facilities and identify maintenance needs (see facility inventory listed on Exhibit ___).
- Based on initial inspection results, prepare work authorizations for regional and residential drainage facilities and complete maintenance work (through Fife Public Works Department).
- Conduct annual inspections and complete maintenance work identified in annual inspections.
- As indicated after major storm events, conduct additional inspections to assess regional and residential facility conditions; prepare and complete work authorizations as needed.
- Provide after hours response during urban flooding situations.
- Prepare and issue Maintenance Correction letters for commercial facilities.
- Respond to/assist with resolving complaints/inquiries regarding facilities; prepare/complete special work authorizations for regional and residential facilities as needed.
- Provide technical review prior to accepting new facilities into the facility inventory.
- Update and maintain facility file information.

Estimated Annual Cost (based on current facility inventory:
___ regional, ___ residential, and ___ commercial facilities) \$78,000.00

Drainage Investigation and Response

- Provide technical response to/assistance toward resolving complaints/inquiries received for drainage problems.
- Report on investigation results and recommendations for complaint resolution where indicated.
- Provide engineering support/analysis for developing options for resolving drainage problems (upon District's request).

Estimated Annual Cost to be mutually agreed in subsequent years.

Other Services

- Within twenty-four (24) months, prepare a capital improvement and operations plan for the District.

Estimated Annual Cost \$ _____

Total Estimated Annual Cost for Basic Services \$ _____

DRAINAGE DISTRICT # 21

2004 budget

Expenditures:

Payroll Taxes - for all	\$ 6,000.00
Health benefits-Superintendent	6,000.00
Improvements and costs of joint agreement with Fife	6,000.00
Secretary's Salary	3,000.00
Commissioner's Salary	1,000.00
Commissioner's Field Trips	1,000.00
Superintendent's Salary	52,000.00
Summertime help	.00
Supplies & Equipment	2,000.00
Auto Expense	1,750.00
Machine Work	.00
Office Supplies	250.00
Miscellaneous	250.00
Legal and updating tax rolls and methodology	5,750.00
Total *	\$ 85,000.00

2003 budget was \$73,995.00

Assessment Levy Required:

Estimated funds available 12-31-03	\$30,000.00
Less minimum reserve, contingency and operating funds	30,000.00
Available for 2004 operations	.00
Levy*	85,000.00
Estimated budget for 2004 operations	\$85,000.00

*2003 levy was \$63.995.00

Exhibit C

Drainage District number 21 Facilities and Properties

The facilities of the district are two main primary drainage conveyances, lying within the boundaries of the district, Wapato Creek and the Firwood Ditch. In addition Simons Creek, a Tide gate on the Puyallup River, and the old river bed (oxbow area) that has served as a natural water retention and cleaning area.

The properties of the District are only minor tools, two chain saws, several hedge trimmers and weed eaters.

The district does not own any real property. (real estate)

MEMO

May 21, 2007

FROM: John DeKeyser - DD21 Commissioner
Doug Skelly - DD21 Commissioner
Hugh Patton - DD21 Commissioner

TO: CITY OF FIFE STAFF AND COUNCIL

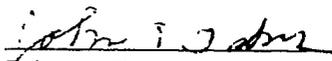
REF: Drainage Easements

We have come to consensus on several items needing clarification regarding the City's easement procurement process that has its goal of "Perfecting Easement Rights" in Drainage District 21. These items are being submitted to the City Staff and Council in our collective effort to clearly state our desires and expectations, and have them made part of DD21, City and Public records.

- DD21 initially made no recommendations regarding the current City of Fife easement procurement process. All such initial recommendations came from City Staff.
- It is the Drainage District's understanding that any easement procurement process, as proposed by the City, will only occur within Fife City Limits and, if obtained, will be in the name of the City.
- It is DD21's understanding that the current 5-year ILA with the City of Fife, in which the City acts as the Drainage District's agent, requires the City to earn the same Prescriptive Easements currently enjoyed by the District. "Perfecting Rights" was not understood by the District to be part of the 5-year ILA.
- DD21 recommends that if any easements are procured as a result of the City's desire to perfect its rights, they will be obtained when titles for current affected property owners are transferred to new owners. At that time and only at that time will the added encumbrance be attached to the title and made clearly known to the new owner.
- Should the City's easement procurement process continue, the Drainage District strongly recommends that a stakeholders meeting be scheduled and held by no later than July 31, 2007. Said meeting will be advertised through conventional meeting notice media including newspaper ads, City web site listing, stakeholder mailings and, where necessary, personal contact. Further, to accommodate the stakeholders, the meeting will be held in the evening. The District understands that only City of Fife stakeholders will be involved in said meeting.

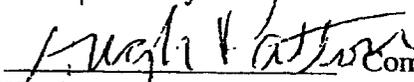
DD21 looks forward to the City's response and would, therefore, request said response by no later than June 15, 2007.

Respectfully Submitted,



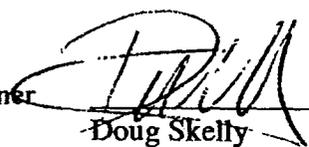
John A. DeKeyser

Commissioner



Hugh Patton

Commissioner



Doug Skelly

Commissioner

MEMORANDUM
For Meeting of September 23rd, 2008

TO: City Council
FROM: Chris Larson, Code Enforcement Officer; Carl Durham, Acting Community Development Director
THRU: Steve Worthington, City Manger
SUBJECT: Benthien Loop Annexation Notice of Intent

REPORT IN BRIEF: This report is to introduce Resolution No. 1241 (Attachment 1) and inform the Council of the final steps of the annexation.

BACKGROUND: On July 22nd, 2008 the Council approved, by motion, the circulation of petitions for the annexation of the area known as Benthien Loop. On August 12th the petitions were returned, signed by property owners representing no less than 60% of the assessed valuation, to the City. These petitions were in turn forwarded to the Boundary Review Board for determination of sufficiency on August 15th. On August 29th the City received a Declaration of Sufficiency (Attachment 2) from the Pierce County Assessor-Treasurer office, stating that the petitions were signed by 60% of the owners of real property within the annexation area.

DISCUSSION: This resolution is required as a part of the Notice of Intent that is to be submitted to the Pierce County Boundary Review board. The submittal requirement specifically states; "*A signed and certified copy of the initial resolution/ordinance accepting the proposal as officially passed, together with a copy of the petition (unsigned). Include a copy of the letter certifying the petition from the Assessor (petition method) or Auditor (election method).*" This resolution is not officially approving the annexation, but is instead declaring Council's intent to annex the area known as Benthien Loop, upon approval from the Pierce County Boundary Review Board.

STAFF RECOMMENDATION: Staff recommends approval of Resolution No. 1241.

ALTERNATIVES: To approve Resolution No. 1241 or not.

RECOMMENDATION: I move to approve Resolution No. 1241

Carl Durham
Acting Community Development
Director



Approved for Agenda:
Steve Worthington, City Manager

CITY OF FIFE, WASHINGTON

RESOLUTION NO. 1241

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIFE, WASHINGTON, DECLARING IT'S INTENT TO ANNEX CERTAIN REAL PROPERTY LOCATED NORTH OF 4TH ST E TO 57TH AVE E, AND EAST OF 54TH AVE E TO THE HYLEBOS CREEK, INCLUDING PARCELS WHICH THE CREEK INTERSECTS, KNOWN AS THE BENTHIEN LOOP

WHEREAS, on July 22nd the City Council passed, by motion, the approval of circulation of annexation petitions for the area known as Benthien Loop, as described in exhibits A and pictorially illustrated in exhibit B; and to require the simultaneous adoption of the zoning regulations set forth in Ordinance No. 1672; the assumption of existing indebtedness of the City by the area to be annexed; and to waive all associated fees with the annexation; and

WHEREAS, the signed petitions were received by the City of Fife on August 12th, 2008 and were forwarded to the Pierce County Assessor's Office for verification on August 15th, 2008; and

WHEREAS, the City of Fife received a Declaration of Sufficiency, dated August 26th, 2008 from the Pierce County Assessor-Treasurer Office on August 29th, 2008; and

WHEREAS, on September 8th, 2008 the Planning Commission recommended to the City Council to continue with the annexation of the Benthien Loop, by declaring intent to annex the area known as the Benthien Loop upon approval from the Pierce County Boundary Review Board; now therefore

BE IT RESOLVED THAT the Council finds that the annexation of the subject property is in the best interests of the City and its citizens

BE IT FURTHER RESOLVED that the Council hereby declares its intent to annex all of the property as legally described in Exhibit A upon approval of said annexation by the Boundary Review Board

ADOPTED by the City Council at the open public meeting held on the ___ day of September 2008.

Attest:

Barry D. Johnson, Mayor

Steve Marcotte, City Clerk/Treasurer

EXHIBIT 'A'
CITY OF FIFE
BENTHIEN LOOP ANNEXATION

THOSE PORTIONS OF GOVERNMENT LOT 3 AND GOVERNMENT LOT 4 IN THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE W.M., PIERCE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

GOVERNMENT LOT 4 IN SAID SECTION 6; TOGETHER WITH:

THE WEST HALF OF THE SOUTHWEST QUARTER OF GOVERNMENT LOT 3 IN SAID SECTION 6; TOGETHER WITH:

THE WEST 100.00 FEET OF THE SOUTH 368.50 FEET OF THE EAST HALF OF THE SOUTHWEST QUARTER OF GOVERNMENT LOT 3 IN SAID SECTION 6;
TOGETHER WITH:

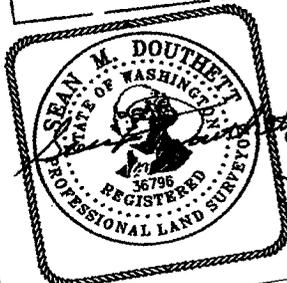
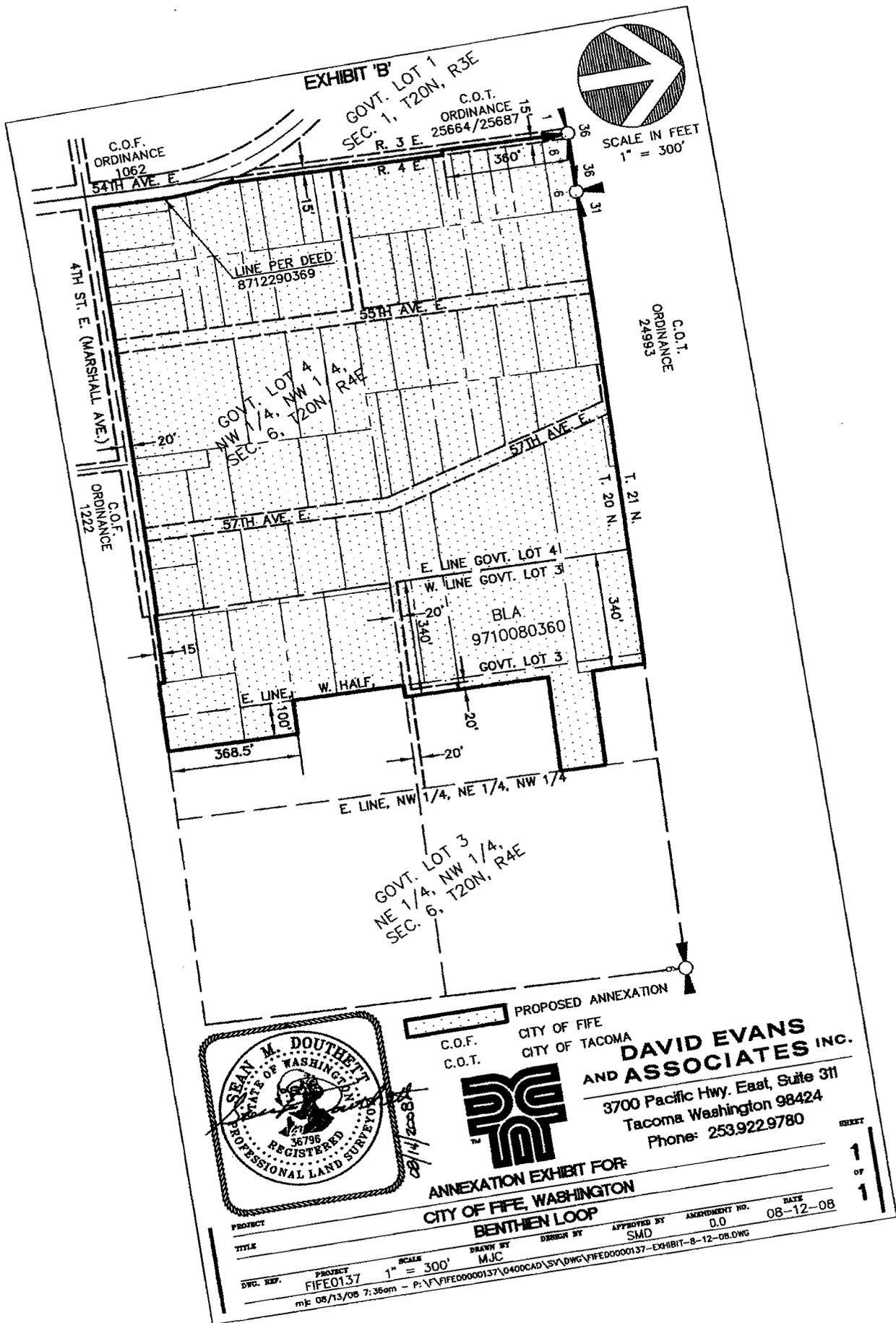
THE WEST 340.00 FEET OF THE NORTHWEST QUARTER GOVERNMENT LOT 3 IN SAID SECTION 6; TOGETHER WITH:

ALL THAT PORTION OF PARCEL 'A' OF BOUNDARY LINE ADJUSTMENT FILED UNDER RECORDING NUMBER 9710080360 RECORDS OF PIERCE COUNTY AUDITOR, LYING EAST OF THE EAST LINE OF SAID WEST 340.00 FEET; EXCEPT THE FOLLOWING:

THOSE PARCELS ANNEXED BY THE CITIES OF FIFE AND TACOMA UNDER THE FOLLOWING ORDINANCES;
CITY OF FIFE NUMBER 1062, DATED MARCH 21, 1991, CITY OF TACOMA NUMBER 24993, DATED OCTOBER 08, 1991, CITY OF TACOMA NUMBER 25664, DATED FEBRUARY 07, 1995 AND AMENDED BY ORDINANCE 25687, DATED APRIL 25, 1995, CITY OF FIFE NUMBER 1222, DATED FEBRUARY 15, 1996.

CONTAINING 2,175,242 SQUARE FEET OR 49.94 ACRES, MORE OR LESS.





PROPOSED ANNEXATION
 C.O.F. CITY OF FIFE
 C.O.T. CITY OF TACOMA



DAVID EVANS AND ASSOCIATES INC.
 3700 Pacific Hwy. East, Suite 311
 Tacoma Washington 98424
 Phone: 253.922.9780

ANNEXATION EXHIBIT FOR:
 CITY OF FIFE, WASHINGTON
BENTHEN LOOP

PROJECT: _____ TITLE: _____

DWG. REV. PROJECT FIFE0137 SCALE 1" = 300'

DATE 08/13/08 7:36am - P:\V\F\FED0000137\0400CAD\SV\DWG\F\FED0000137-EXHIBIT-B-12-08.DWG

DRAWN BY MJC DESIGN BY SMD APPROVED BY SMD AMENDMENT NO. 0.0 DATE 08-12-08

SHEET 1 OF 1



Pierce County

Boundary Review Board

2401 South 35th Street
Tacoma, Washington 98409-7460
(253) 798-7156 • FAX (253) 798-3680

RECEIVED
AUG 29 2008
FIFE PLANNING DEPT

August 27, 2008

Chris Larson
City of Fife
5411 23rd St E
Fife WA 98424

RE: Proposed Benthien Loop Annexation

Dear Mr. Larson:

Enclosed please find a copy of the certification of sufficiency from the Assessor-Treasurer's office for the above referenced annexation proposal.

Sincerely,

Toni Fairbanks
Chief Clerk

Enclosure

cc. Mae Shephard, Assessor-Treasurer's Office

f:\clerk\BRB\annexations\Fife Benthien Loop.doc





Pierce County

Ken Madsen, Assessor-Treasurer

2401 South 35th Street, Rm 142

Tacoma WA 98409

State of Washington)
County of Pierce)ss.

DECLARATION

I, Ken Madsen, Assessor-Treasurer of Pierce County, do hereby certify that the Petition entitled: **Benthien Loop**, submitted to me by the **City of Fife**, bears the names and purported signatures of persons who are owners or part owners of parcels lying within the proposed annexation and are owners of 60% of the assessed value of the area proposed for annexation. The undersigned cannot certify the authenticity of the signatures of such named owners, because authenticated signatures of all such owners are not required to be kept in the records of Pierce County for such real property.

I declare under penalty of perjury under the laws of the State of Washington that I have read the foregoing declaration, and know the contents thereof to be true.

Dated this 26th day of August, 2008, in Tacoma, Washington.

Ken Madsen, Assessor-Treasurer

MEMORANDUM
For Meeting of September 23, 2008

TO: Mayor and Councilmembers
THROUGH: Steve Worthington, City Manager
FROM: Russ Blount, Public Works Director

SUBJECT: **Resolution No. 1236** – Authorizing the purchase of a portion of Tax Parcel No. 0420087009, from 2925 70th Ave Fife, LLC, for right-of-way and a slope easement.

REPORT IN BRIEF: Resolution 1236 authorizing the purchase of a portion of Tax Parcel No. 0420087009, from 2925 70th Ave Fife, LLC, for right-of-way and a slope easement, necessary for the reconstruction 70th Avenue East, as part of the 70th Avenue East and Valley Avenue East Road Improvement Project.

BACKGROUND: The City needs to acquire property from 2925 70th Ave Fife, LLC for right of way and a slope easement for the 70th Avenue East and Valley Avenue East road Improvement Project.

ATTACHMENT: Resolution No. 1236 with attached legal descriptions and maps.

DISCUSSION: 2925 70th Ave Fife, LLC is the owner of the real estate identified as tax parcel no. 0420087009. It is necessary for the City to acquire a portion of the property for right of way and a slope easement, for the reconstruction of 70th Avenue East, as part of the 70th Avenue East and Valley Avenue East Road Improvement Project. The City Attorney has negotiated the purchase of the right of way and slope easement in lieu of condemnation, for the sum of \$62,400, which is the full appraised value as determined by the City's appraiser and review appraiser. **2925 70th Ave Fife, LLC has already executed and delivered to the City Attorney, the deed and all other documents necessary for closing the transaction, and has authorized the deed to be recorded upon payment of the purchase price.**

FISCAL IMPACT: \$62,400, plus recording fees, and closing fees.

ALTERNATIVE COURSES OF ACTION:

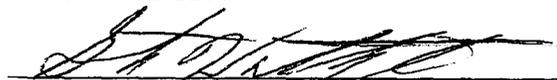
1. Approve Resolution 1236.
2. Amend Resolution 1233 and then approve Resolution 1236.
3. Decline to approve Resolution 1236.

RECOMMENDATIONS: Approve Resolution 1236 as drafted.

SUGGESTED MOTION: Move to approve Resolution 1236.



Russ Blount
 Public Works Director



Approved for Agenda:
 Steve Worthington, City Manager

RESOLUTION NO. 1236

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIFE, PIERCE COUNTY, WASHINGTON AUTHORIZING THE PURCHASE OF A PORTION OF TAX PARCEL NO. 0420087009 FROM 2925 70TH AVENUE FIFE LLC FOR RIGHT OF WAY AND A SLOPE EASEMENT IN LIEU OF CONDEMNATION

WHEREAS, it is necessary for the City to acquire a portion of the property located at 2925 70th Avenue East, tax parcel no. 0420087009, for right of way and slope easement, for the 70th and Valley Road Improvement Project. The property to be acquired is described in Exhibits A and B; and

WHEREAS, in lieu of condemnation, the City Attorney has negotiated a purchase of the right of way and slope easement from the owner 2925 70th Avenue East Fife, LLC, for a total of \$62,400, which constitutes just compensation based on the City's appraisal; now, therefore

BE IT RESOLVED that the City Council hereby authorizes and approves the purchase by the City of Fife of the property described in Exhibits A-C from 2925 70th Avenue East Fife, LLC, for the sum of \$62,400, and authorizes the City Manager to execute on behalf of the City the documents necessary to effectuate the transaction.

BE IT FURTHER RESOLVED that this purchase is being made under immediate threat of the City's exercise of the right of eminent domain.

ADOPTED by the City Council at an open public meeting held on the ___th day of September, 2008.

Barry Johnson, Mayor

Attest:

Steve Marcotte, City Clerk

EXHIBIT 'A'
RIGHT-OF-WAY ACQUISITION
PIERCE COUNTY TAX PARCEL NUMBER 0420087009

THE WESTERLY 9.50 FEET OF LOT 1 OF PIERCE COUNTY SHORT PLAT FILED UNDER RECORDING NUMBER 9007180454, SITUATE IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE W.M., CITY OF FIFE, PIERCE COUNTY, WASHINGTON.

CONTAINING 3,089 SQUARE FEET OR 0.07 ACRES, MORE OR LESS.

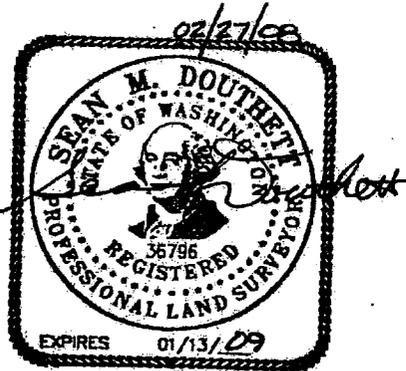


EXHIBIT 'B'
SLOPE EASEMENT
PIERCE COUNTY TAX PARCEL NUMBER 0420087009

THE EASTERLY 5.00 FEET OF THE WESTERLY 14.50 FEET OF LOT 1 OF PIERCE COUNTY SHORT PLAT FILED UNDER RECORDING NUMBER 9007180454, SITUATE IN THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 8, TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE W.M., CITY OF FIFE, PIERCE COUNTY, WASHINGTON.

CONTAINING 1,626 SQUARE FEET OR 0.04 ACRES, MORE OR LESS.

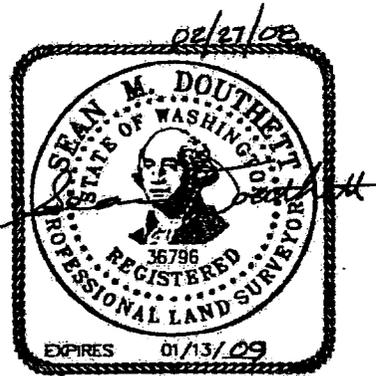
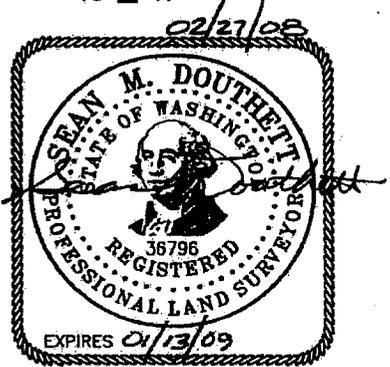
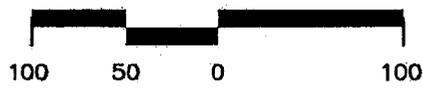
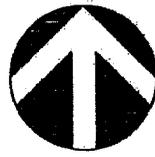
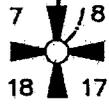
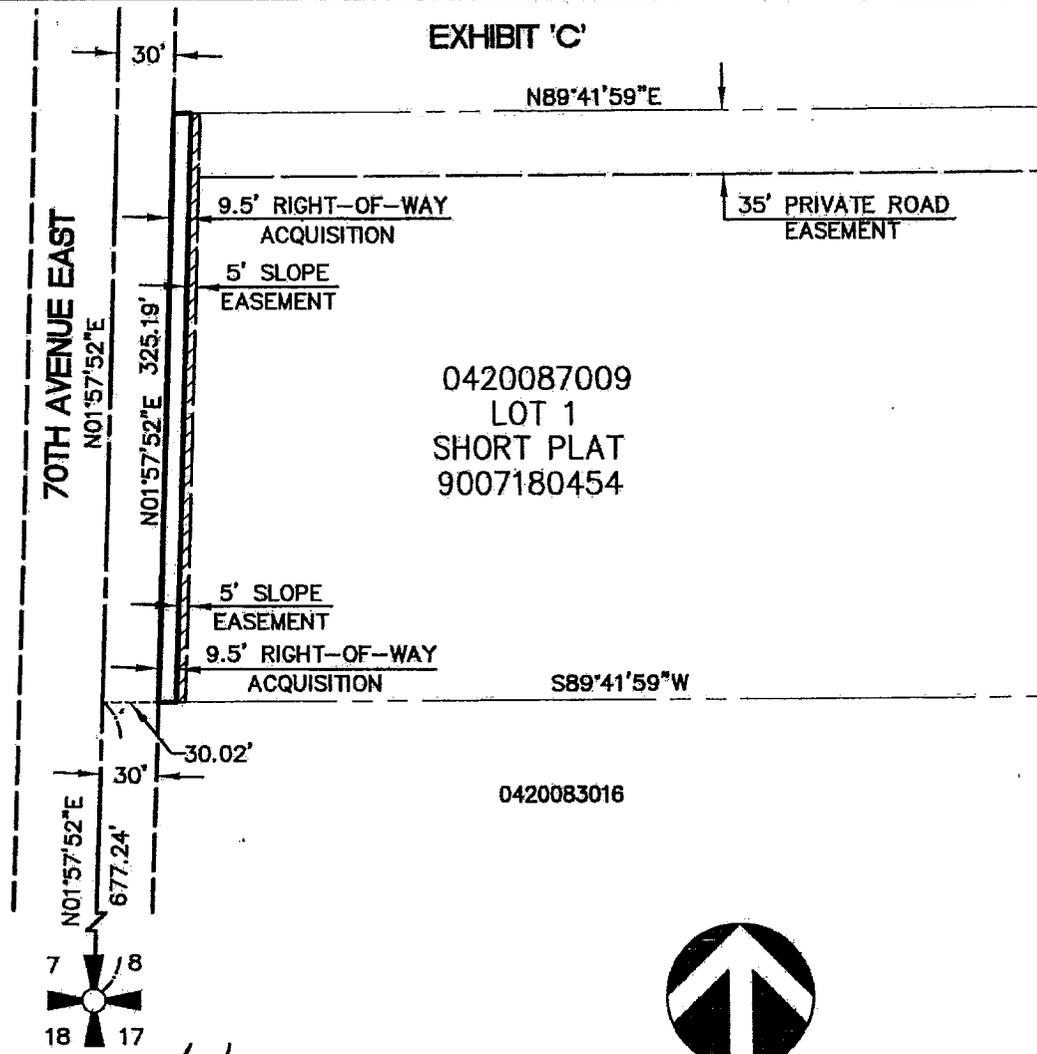


EXHIBIT 'C'



DAVID EVANS AND ASSOCIATES INC.
 3700 Pacific Hwy. East, Suite 311
 Tacoma Washington 98424
 Phone: 253.922.9780

PROJECT	RIGHT-OF-WAY ACQUISITION AND SLOPE EASEMENT EXHIBIT FOR:						SHEET 1 OF 1
TITLE	2925 70TH AVENUE FIFE LLC						
	PIERCE COUNTY TAX PARCEL NO. 0420087009						
DWG. REF.	PROJECT	SCALE	DRAWN BY	DESIGN BY	APPROVED BY	AMENDMENT NO.	DATE
	FIFE0062	1"=100'	MJC	---	SMD	0.0	02-25-08

MEMORANDUM
For Meeting of September 23, 2008

9F

TO: Mayor and Councilmembers
THROUGH: Steve Worthington, City Manager
FROM: Steve Marcotte, Finance Director
SUBJECT: Resloution 1243 Cancellation of Agreement with Fire District No. 10

REPORT IN BRIEF: The City has an agreement with Fire District No. 10 which will result in the City paying approximately \$100,000 to the District. The City of Fife will notify the District by October 1 that it intends to cancel the agreement. The agreement no longer appears to serve its original purpose and should be cancelled.

BACKGROUND: In 1988 the City entered into an agreement with Fire District No.10 to “furnish fire protection and basic life support services to and on all City owned or leased real and personal property”. This appears to have been an effort to provide additional financial support to the District at a time when the assessed value of property within the District was much lower and the District may have needed additional support to adequately provide these services with the City. The City also provided the District with a fire truck and other equipment. The District has subsequently entered into an agreement with the City of Tacoma to provide these services throughout the District and no longer provides these services directly.

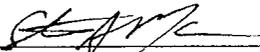
DISCUSSION: The City is annexed into Fire District No. 10 so that all fire and emergency services within the City are provided by the District. The District receives its support through a property tax levy and an Emergency Services levy. The revenues go to the City of Tacoma for providing these services. The District has an obligation to provide services throughout the District, including any tax-exempt property such as the City, Fife School District, Pierce County or other tax-exempt property without payment of any supplemental fees from those jurisdictions and agreements such as this one are very unusual. The property tax revenue received by the district has grown substantially in recent years as development has occurred in the City. Currently, the per capita property tax revenues given to Tacoma for providing fire and emergency services within the City of Fife greatly exceeds per capita property tax revenue compared to what Tacoma receives from its own citizens for equivalent provided services because of Fife’s relatively high assessed valuation and small population. At the same time, the cost of this supplemental agreement has grown from \$7,098 in 1988 to an estimated \$100,000 in 2009 but this payment does not result in any additional services to the City. The agreement appears to have outlived its original purpose and no longer seems necessary or appropriate.

FISCAL IMPACT: \$100,000 in savings to the General Fund.

ALTERNATIVE COURSES OF ACTION:

- Continue the existing agreement with Fire District No. 10.
- Cancel the agreement with Fire District No.10.

RECOMMENDATION: Cancel the agreement with Fire District No. 10 by providing notice by October 1. Suggested motion; “I move we provide notice by October 1 to Fire District No. 10 that we intend to cancel this agreement”.



Steve Marcotte
Finance Director



Approved for Agenda
Steve Worthington, City Manager

RESOLUTION NO. 1243

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIFE,
PIERCE COUNTY, WASHINGTON TERMINATING THE FIRE
AND EMERGENCY MEDICAL PROTECTION AGREEMENT
WITH PIERCE COUNTY FIRE DISTRICT NO. 10**

WHEREAS; in 1988 the City of Fife entered into a Fire and Emergency Medical Protection Agreement with Fire District No. 10 to provide fire and emergency medical services to City owned property in exchange for payment of an "in lieu" amount of property tax on City owned property; and

WHEREAS; Fire District No. 10 levies property tax and an Emergency Medical Services levy on taxable properties within the District to support its operations and is obligated to provide these services to all properties within the District including tax-exempt properties; and

WHEREAS; it appears that the real purpose of this agreement was to provide additional financial support to District operations at a time when the property tax revenues of the District were substantially less than they are today; and

WHEREAS; the Agreement can be cancelled by either party by providing notice of cancellation by the first day of October; and

WHEREAS; the Assessed Value of City owned property has grown since 1988 so that the annual "in lieu" payment to the District has grown from \$7,098 in 1988 to an estimated \$100,000 in 2009; and

WHEREAS; the Assessed Value of the portion of the District that is in the City of Fife has grown to preliminary estimated amount of \$2,213,403,273 for 2009 which provides substantial property tax revenues to support District operations; and

WHEREAS; Fire District No. 10 has entered into an agreement with the City of Tacoma to provide fire and emergency medical services throughout the District in exchange for the District's property tax revenues; and

WHEREAS; the District revenues paid to the City of Tacoma on a per capita basis greatly exceed the per capita revenues used to support fire and emergency medical service in the City of Tacoma due to Fife's relatively high Assessed Valuation and small population; NOW, THEREFORE,

BE IT RESOLVED that the Council finds that it is no longer necessary to provide supplemental revenues to Fire District No. 10 and intends to exercise its rights to cancel the Agreement as of January 1, 2009.

ADOPTED by the City Council at an open public meeting held on the 23rd day of September, 2008.

Barry D. Johnson, Mayor

Attest:

Steve Marcotte, City Clerk

MEMORANDUM
For Meeting of September 23, 2008

TO: Mayor and Councilmembers
 THROUGH: Steve Worthington, City Manager
 FROM: Russ Blount, Public Works Director

SUBJECT: **Resolution No. 1244** – Authorizing the purchase of a slope easement on Tax Parcel No. 0420172030, from James Omega Revocable Trust.

REPORT IN BRIEF: Resolution 1244 authorizing the purchase of a slope easement on Tax Parcel No. 0420172030 from James Omega Revocable Trust, necessary for the reconstruction 70th Avenue East, as part of the 70th Avenue East and Valley Avenue East Road Improvement Project.

BACKGROUND: The City needs to acquire a slope easement from James Omega Revocable Trust for the 70th Avenue East and Valley Avenue East Road Improvement Project.

ATTACHMENT: Resolution No. 1244 with attached legal descriptions and maps.

DISCUSSION: James Omega Revocable Trust is the owner of the real estate identified as tax parcel no. 0420172030. It is necessary for the City to acquire a slope easement over the property, for the reconstruction of 70th Avenue East, as part of the 70th Avenue East and Valley Avenue East Road Improvement Project. The City Attorney has negotiated the purchase of the slope easement in lieu of condemnation, for the sum of \$10,000, which is the full appraised value as determined by the City's appraiser and review appraiser. **James Omega Revocable Trust has already executed and delivered to the City Attorney, the deed and all other documents necessary for closing the transaction, and has authorized the deed to be recorded upon payment of the purchase price.**

FISCAL IMPACT: \$10,000, plus recording fees, and closing fees.

ALTERNATIVE COURSES OF ACTION:

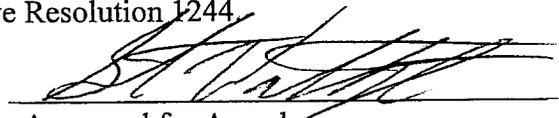
1. Approve Resolution 1244.
2. Amend Resolution 1244 and then approve Resolution 1244.
3. Decline to approve Resolution 1244.

RECOMMENDATIONS: Approve Resolution 1244 as drafted.

SUGGESTED MOTION: Move to approve Resolution 1244.



Russ Blount
 Public Works Director



Approved for Agenda:
 Steve Worthington, City Manager

RESOLUTION NO. 1244

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FIFE, PIERCE COUNTY, WASHINGTON AUTHORIZING THE PURCHASE OF A SLOPE EASEMENT ON TAX PARCEL NO. 0420172030 FROM JAMES OMEGNA REVOCABLE TRUST IN LIEU OF CONDEMNATION

WHEREAS, it is necessary for the City to acquire a slope easement over a portion of tax parcel no. 0420172030 for the 70th and Valley Road Improvement Project. The property to be acquired is described in Exhibits A and B; and

WHEREAS, in lieu of condemnation, the City Attorney has negotiated a purchase of the slope easement from the owner James Omega Revocable Trust, for a total of \$10,000, which constitutes just compensation based on the City's appraisal; now, therefore

BE IT RESOLVED that the City Council hereby authorizes and approves the purchase by the City of Fife of the slope easement described in Exhibits A-B from James Omega Revocable Trust, for the sum of \$10,000, and authorizes the City Manager to execute on behalf of the City the documents necessary to effectuate the transaction.

BE IT FURTHER RESOLVED that this purchase is being made under immediate threat of the City's exercise of the right of eminent domain.

ADOPTED by the City Council at an open public meeting held on the ___th day of September, 2008.

Barry Johnson, Mayor

Attest:

Steve Marcotte, City Clerk

EXHIBIT 'A'
SLOPE EASEMENT
PIERCE COUNTY TAX PARCEL NUMBER 0420172030

THE SOUTHERLY 12.00 FEET, LYING PARALLEL TO THE CENTERLINE OF VALLEY AVENUE EAST, OF THE FOLLOWING DESCRIBED PROPERTY:

THE WEST 133.1 FEET OF THE EAST 272.7 FEET (AS MEASURED ON THE NORTH LINE) OF THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 17, TOWNSHIP 20 NORTH, RANGE 4 EAST OF THE W.M., CITY OF FIFE, PIERCE COUNTY, WASHINGTON, LYING NORTHERLY OF VALLEY AVENUE (PACIFIC HIGHWAY) (KINCAID-GILLIAM ROAD).

EXCEPT RIGHT-OF-WAY FOR VALLEY AVENUE (PACIFIC HIGHWAY) (KINCAID-GILLIAM ROAD) AS GRANTED IN INSTRUMENTS RECORDED UNDER AUDITOR'S NUMBERS 417643 AND 1871115, RECORDS OF PIERCE COUNTY, WASHINGTON.

CONTAINING 1,992 SQUARE FEET OR 0.05 ACRES, MORE OR LESS.

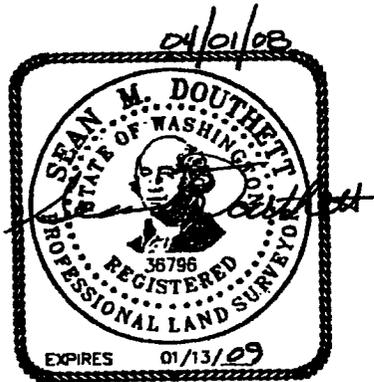
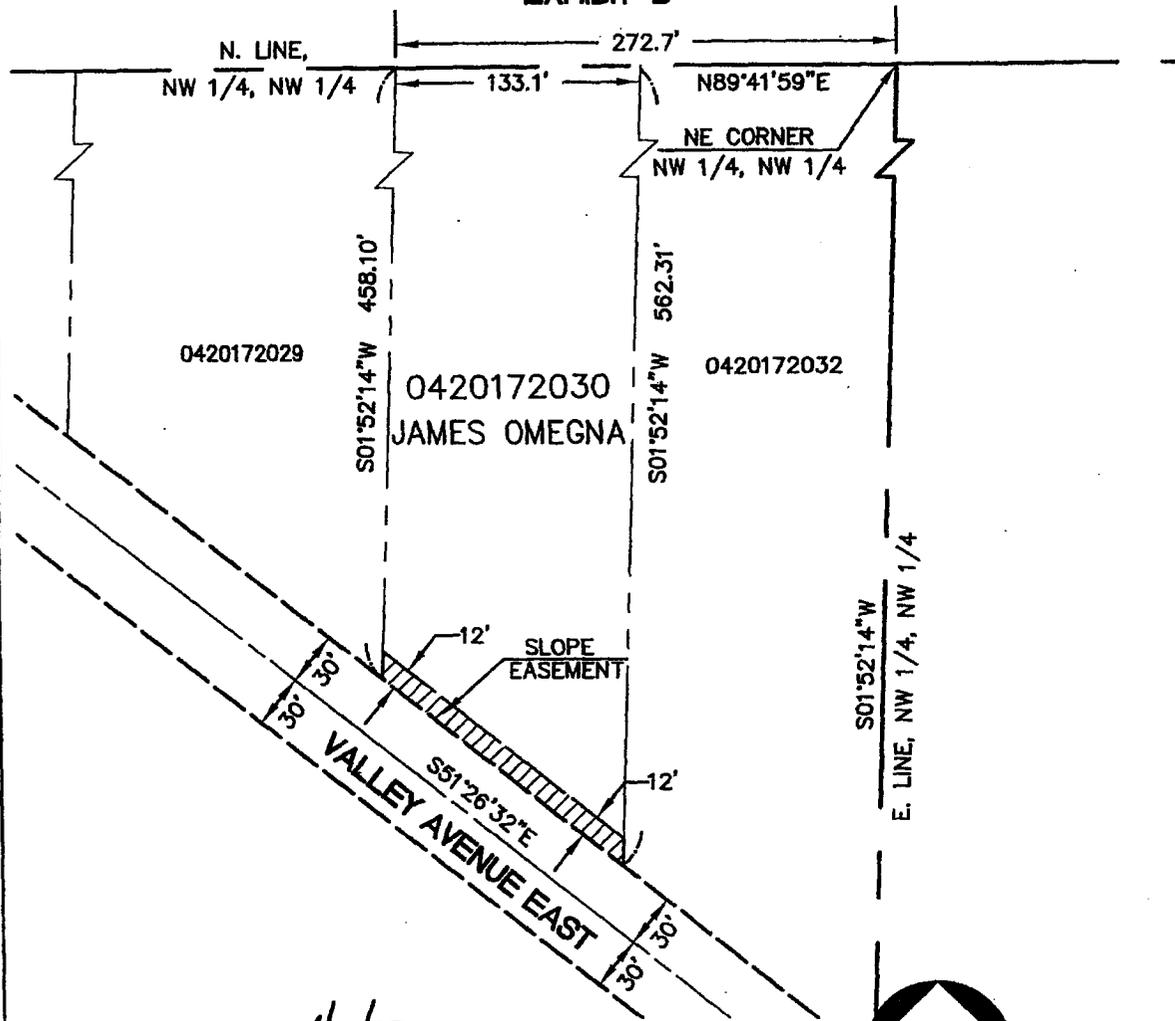
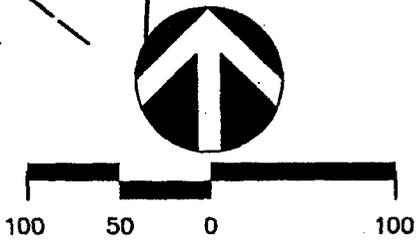


EXHIBIT 'B'



DAVID EVANS AND ASSOCIATES INC.
 3700 Pacific Hwy. East, Suite 311
 Tacoma Washington 98424
 Phone: 253.922.9780



PROJECT	SLOPE EASEMENT EXHIBIT FOR:						SHEET
TITLE	OMEGNA, JAMES						1
	PIERCE COUNTY TAX PARCEL NO. 0420172030						OF
DWG. NO.	PROJECT	SCALE	DRAWN BY	DESIGN BY	APPROVED BY	AMENDMENT NO.	DATE
FIFE0062		1"=100'	MJC	---	SMD	0.0	03-06-08