



**CITY COUNCIL MEETING AGENDA**  
**Council Chambers, 1000 Laurel Street**

**April 21, 2014**  
**Monday**

**Next Ordinance: 1840-14**  
**Next Resolution: 14-1847**

**Regular Meeting**  
**7:00 p.m.**

- 1. Call to Order and Flag Salute**
- 2. Roll Call of Councilmembers**
- 3. Additions/Deletions**
- 4. Citizen Participation**

Citizens may comment on any topic that is not on the Regular Agenda. To comment, please raise your hand to request recognition by the Chair. Once so recognized, please step to the podium and state your name and address for the record before making your comments. Also, please limit your comments to no more than three (3) minutes.

The public may comment on individual agenda items on the Regular Agenda prior to Council's action.

The public may also submit written communications, via letters or emails to [dperry@cityofmilton.net](mailto:dperry@cityofmilton.net). Any item received by noon on the day of the meeting will be distributed to Council.

- 5. Appointments to Events Committee**
- 6. Consent Agenda**
  - A. Minutes – Approval of the 4/14/14 Regular Meeting minutes
- 7. Public Hearing**
  - A. Uptown Design Standards/Guidelines – Visioning Ad Hoc

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting.

Thank you.

## **8. Regular Agenda**

- A. 2013 Comprehensive Plan Amendments – Ordinance
- B. Uptown Design Standards/Guidelines – Ordinance
- C. Short Plat Frontage Improvement Code Amendment
- D. 5<sup>th</sup> Avenue Stormwater Project Design Contract – Award
- E. Administrative Assistant/Deputy City Clerk Position - Authorize
- F. Old Police Office Space – Discussion

## **9. City Administrator Report**

## **10. Council Reports**

## **11. Mayor's Report**

## **12. Adjournment**

Council may add and take action on other items not listed on this agenda.

If you need ADA accommodations, please contact City Hall at (253) 517-2705 prior to the meeting.

Thank you.

**PENDING COUNCIL AGENDA CALENDAR (Dates are Subject to Change) FOR PLANNING PURPOSES ONLY**

<b>April 2014</b>			
Mon 4/21	7:00 pm	Regular Meeting	A. Events Committee Appointments – ACTION B. Uptown Design Standards/Guidelines – Visioning Ad Hoc – PUBLIC HEARING C. 2013 Comprehensive Plan Amendments – ACTION D. Uptown Design Standards/Guidelines – ACTION E. Ordinance Amending Frontage Improvement Code – ACTION F. 5 <sup>th</sup> Avenue Stormwater Project – Design Contract – ACTION G. Administrative Assistant – Deputy City Clerk – ACTION H. Old Police Department office space – DISCUSSION
<b>May 2014</b>			
Finance Committee Agenda			A. Janitorial Service B. Mowing Service
Mon 5/05	7:00 pm	Regular Meeting	A. Introduce new staff – City Clerk, Accounting Supervisor, and PW Admin Assistant B. Proclamation – National Police Week – May 11-17 C. Proclamation – National Public Works Week – May 19-24 D. Resolution for Street Vacation – ACTION E. Adoption of Water Utility CIP – ACTION F. Award of Activity Center Roof Replacement Contract – ACTION
Mon 5/12	7:00 pm	Special Meeting Study Session	A. Meet w/ Electrical Staff B. Amending Access Tract Code – DISCUSSION C. 15 <sup>th</sup> Avenue Parking Issues D. Janitorial Service – ACTION E. Mowing Service – ACTION F. Sterling Heights G. Information Technology (IT) needs – DISCUSSION
Mon 5/19	7:00 pm	Regular Meeting	A. Ordinance Amending Access Tract Code – ACTION B. Curtailment Agreement with Tacoma Power C. Amendments to Building & Fire Codes D. Granting of Easement to DOE – ACTION
<b>June 2014</b>			
Finance Committee Agenda			
Mon 6/02	7:00 pm	Regular Meeting	
Mon 6/09	7:00 pm	Study Session	A. 6 Year Transportation Improvement Program B. Reexamine Street Standards
Mon 6/16	7:00 pm	Regular Meeting	
<b>July 2014</b>			
Finance Committee Agenda			
Mon 7/07	7:00 pm	Regular Meeting	A. 2nd Qtr Financial Report B. Council review/accepts 2012, 2013 annual reports (SAO) ( <i>Consent Agenda</i> )
Mon 7/14	7:00 pm	Study Session	A. Electric System Plan Update B. Biennial Budget Discussion (tentative) C. Police Fleet Vehicle Purchase (tentative)
Mon 7/21	7:00 pm	Regular Meeting	
<b>August 2014</b>			
Finance Committee Agenda			
Mon 8/04	7:00 pm	Regular Meeting	
Mon 8/11	7:00 pm	Study Session	A. Meet w/ staff: Stormwater Discussion

Tue 8/18	7:00 pm	Regular Meeting	
<b>September 2014</b>			
Finance Committee Agenda			
TUESDAY 9/02	7:00 pm	Regular Meeting	
Mon 9/08	7:00 pm	Study Session	
Mon 9/15	7:00 pm	Regular Meeting	
<b>October 2014</b>			
Finance Committee Agenda			
Tue 10/06	7:00 pm	Regular Meeting	A. 3rd Qtr Financial Report
Mon 10/14	7:00 pm	Study Session	
Mon 10/20	7:00 pm	Regular Meeting	
<b>November 2014</b>			
Finance Committee Agenda			
Mon 11/03	7:00 pm	Regular Meeting	A.
Mon 11/10	7:00 pm	Study Session	A. Meet with Staff
Mon 11/17	7:00 pm	Regular Meeting	
<b>December 2014</b>			
Finance Committee Agenda			
Mon 12/01	7:00 pm	Regular Meeting	
Mon 12/08	7:00 pm	Study Session	
Mon 12/15	7:00 pm	Regular Meeting	

**UNSCHEDULED/TENTATIVE ITEMS:**

Regular Meeting			
Study Session			Transportation Benefit District
Finance Committee			Transportation Benefit District



## **DRAFT CITY COUNCIL MINUTES**

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**Regular Meeting**  
**Monday – April 14, 2014**  
**7:00 p.m.**

### **CALL TO ORDER**

Mayor Perry called the regularly-scheduled meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

### **ROLL CALL**

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers Whalen, Jones, Ott, Manley, and Zaroudny

Absent: Councilmember Morton (**Motion** to excuse (Whalen/Taylor) – **Passed 6/0.**)

### **STAFF PRESENT**

City Administrator Langford, City Attorney Park, Public Works Director Neal, and Finance Director Tylor, City Clerk Bolam, Finance Tech Dabson, Officer Kidwell

### **ADDITIONS / DELETIONS**

None.

### **CITIZEN PARTICIPATION**

None.

### **PRESENTATION**

#### **A. Wellness Committee**

Finance Tech Dabson presented information regarding the City's Wellness program, saying she is pleased and proud to announce that the City has earned the 2014 Well City Excellence Award, resulting in a 2% discount on the City's medical insurance premiums for 2015. Thank you to City Council and Mayor for support.

She explained that the criteria to earn the award increases from year-to-year, and the City would not have earned the award with the support and participation of directors and

executive staff. Furthermore, in order to earn the award for 2015, two things are needed:

1. Must address 2 of the 3 areas of concern highlighted from the annual employee survey through AWC – stress, depression and weight. The Wellness Committee is already working on this, beginning with an employee survey to explore ways to address these areas.
2. Must increase support and participation among elected officials, employee spouses, and the community. If these groups are committed to healthy living, then our employees will also be. The Committee will be inviting these groups to join in the activities of the Wellness Committee.

Officer Kidwell presented a proposal to install stairs, increasing access to the Interurban Trail, saying this would help toward meeting several Wellness initiatives.

Council expressed support for the Wellness Committee and the plan for the stairs in particular. Director Tylor thanked Finance Tech Dabson for her participation on the Wellness Committee and reporting to AWC for award eligibility.

The Mayor expressed appreciation to the Wellness efforts, which have resulted in earning this award 3 years running, and saving the City about \$30,000.

### **CONSENT AGENDA**

Approval of:

- A. Minutes
  - a. March 17 Regular Meeting
  - b. April 7 Special Meeting/Study Session
- B. Claims Approval

Councilmember Zaroudny received clarification on two vouchers, numbers 55014 and 55016.

**MAYOR PRO TEM TAYLOR MOVED**, seconded by Councilmember Jones, to approve the consent agenda. **Passed 6/0.**

### **REGULAR AGENDA**

- A. 1<sup>st</sup> Quarter Financial Report

Director Tylor presented the report, explaining that overall both revenues and expenses are right about 25% for the year, in line with expectations. She expounded on a few line items.

Councilmembers expressed appreciation for the format of the report.

- B. Street Vacation Petition

Director Neal explained that the City had received a petition from landowners in March requesting that the City relinquish a section of right-of-way to their ownership. She explained the code requirements that have been met, the process needed to complete the transaction if approved, and some complicating factors yet to be worked out.

City attorney Park said that this is not a typical vacation request due to the location lying on a city boundary, among other items.

Councilmember Whalen said that the circumstances of this location make this a reasonable petition, and would like to see any funds that may be received for this put toward pedestrian safety improvements.

Speaker	Address	Comments
Leonard Sanderson	1201 24 <sup>th</sup> Ave Ct	Says the property to the east was Pierce Co, and the county's standard was 30' roadway, even though Milton's has been 60'.  Calculation – he gets different figure and slightly different value than shown in packet materials.  City may not own the street – might have a perpetual easement.  There would be a \$350/year real estate tax difference from a transaction.
Jacquelyn Whalen	1605 13 <sup>th</sup> Ave	The advantage of this transaction to the property owner will be enough land for at least one and maybe two additional single-family residences.
Leonard Sanderson	1201 24 <sup>th</sup> Ave Ct	Each lot is just under 17,000 sf – not small lots.

City attorney Park clarified that, regardless of whether the city owns the right-of-way or has an easement, the City has equal rights for compensation.

C. Acceptance of Department of Commerce Grant for LED Streetlights

Director Neal announced that the City has received official notice of a grant award of \$217,600, which will allow Milton to convert all street lights to LED at no cost to Milton citizens.

**COUNCILMEMBER OTT MOVED**, seconded by Councilmember Whalen, to accept the Department of Commerce Energy Efficiency grant for the LED Streetlight Retrofit Project in the amount of \$217,600 and authorize the Mayor to sign all necessary documents.

Councilmembers expressed appreciation for the initiative and effort to secure this grant.

Director Neal said the decision hasn't been made whether to have city staff or an outside contractor do the work.

**The motion was voted on and passed 6/0.**

## **CITY ADMINISTRATOR REPORT**

- An all-city employee meeting was held recently with department reports new employee introductions.
- The Mayor has accepted an invitation and will be speaking at the Cambodian New Year celebration.
- There's a possibility of receiving some donated carpet for the office space remodel.

## **COUNCIL REPORTS**

Councilmembers expressed appreciation for the “show-and-tell” of the vector truck and the employee’s expertise prior to this council meeting.

- Councilmember Whalen
  - Noticed that the T-Ball fields are coming along nicely – anxious to see kids use it and the new benches.
  - Frustrated with East Pierce Fire District – still no statistics and hasn’t been getting commissioner’s packets. The District needs to understand its obligation to the City of Milton.
  - Notices some extremely dirty intersections, particularly at Oak/13<sup>th</sup>, where stormwater has dislodged dirt/debris from the side of the street.
- Councilmember Jones
  - Kudos to Public Works employee Glen Baker. Councilmember Jones’ neighbor had a water issue one evening and Glen was at his house at 8am to help out.
- Councilmember Zaroundny
  - A warm welcome to new City Clerk Katie Bolam.
- Councilmember Manley
  - The Interurban Trail is so nice; is there a plan for its continuance to Edgewood? Director Neal answered that city sidewalks connect for the time being; the trail continuation is on the TIP, but is currently unfunded.
- Councilmember Ott
  - Asked if the mudslide on Interurban Trail is completely fixed. Director Neal answered that the emergency repairs are completed and the permanent revision to the storm water system is starting soon.
  - Asked about progress on the possibility of moving the street light near 17<sup>th</sup>/Alder. Director Neal answered that it will be addressed as part of the LED street light project.
  - Community members have mentioned to him they are pleased to notice the increased presence of police officers.
  - Asked about the current police reserves status. City Administrator Langford answered that, of the 4 reserves Milton had, 1 went to Seattle, 2 are actively working, and 1 will graduate from the academy in May. The Department may recruit another to replace the 1 who went to Seattle.
- Mayor Pro Tem Taylor
  - CFL light bulb exchange is up to 30 homes in Heather Hills. He likes the lighting much better.

## **MAYOR'S REPORT**

- Appreciates the tractor truck show and tell and Wellness presentation; she likes the opportunity when employees can share.
- T-ball park benches are installed; she's impressed with the accomplishment given the extreme rain. Grass was planted, but it might not sprout; if not, they will do it again after T-Ball season.
- Encourages participation in Park Appreciation Day April 26.
- Encourages participation in the Shredding Event April 26.
- Encourages participation in the Skate Park Spaghetti Celebration on April 26, with proceeds going to the Event Committee for Milton Days.
- Encourages participation in Senior Center's Rummage Sale April 26-27.
- Attended the Port of Tacoma breakfast – to stay competitive with Canada, they must quit competing with the Port of Seattle and join together.

## **ADJOURNMENT**

Motion to adjourn (Whalen/Taylor). Adjourned at 8:45 p.m.

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Debra Perry, Mayor

ATTEST:

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Katie Bolam, City Clerk

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To: Mayor Perry and City Councilmembers  
From: Letticia Neal, Public Works Director  
Chris Larson, Associate Planner  
Date: April 21<sup>st</sup>, 2014 Regular Meeting  
Re: Uptown Design Standards and Guidelines Public Hearing

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**ATTACHMENTS:** SEE ATTACHMENTS FOR ITEM 8B

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**TYPE OF ACTION:**

Information Only     Discussion     Action     Expenditure Required

**Recommendation/Action:** Hold a public hearing.

**Fiscal Impact/Source of Funds:** There is no anticipated fiscal impact from holding a public hearing.

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**Previous Council Review:** The City Council, as a whole, first reviewed the Planning Commission's recommendation to adopt the Uptown Design Standards and Guidelines at their November 11<sup>th</sup> 2013 meeting. During this meeting the Council created an Ad-Hoc Committee, by motion, to review the Vision Plan.

The Ad-Hoc Committee first met on November 25<sup>th</sup> 2013 to review the Uptown Design Standards and Guidelines. The Council, as a whole, reviewed input from the Ad-Hoc Committee at their December 2<sup>nd</sup> 2013 meeting. Based on input received during the public process, the discussion at the November 25<sup>th</sup>, 2013 Ad-Hoc Committee and December 2<sup>nd</sup> 2013 Council meeting, two additional Ad Hoc meeting were held on January 14<sup>th</sup>, 2014, and March 18<sup>th</sup>, 2014.

**Background:** As identified in the Planning Commission's 2013-14 Work Plan, the Planning Commission was tasked with reviewing Design Standards and Guidelines for the Uptown District.

As required for all legislative code amendments, the Planning Commission held a Public Hearing at their October 30<sup>th</sup> 2013 meeting, prior to making a recommendation to the City Council at the same meeting.

**Discussion:** The adoption of Design Standards is a process type IV legislative action. Milton Municipal Code (MMC) section 17.71.050(F)(5)(a)(i), authorizes the City Council to hold an additional public hearing for non-site specific rezones, if so desired. Due to the amount of input the City has received regarding this process and the proposed regulations, the Administration has elected to hold an additional public hearing.



To: Mayor Perry and City Councilmembers  
From: Leticia Neal, Public Works Director  
Chris Larson, Associate Planner  
Date: April 21<sup>st</sup>, 2014 Regular Meeting  
Re: 2013 Comprehensive Plan Amendments Adoption

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**ATTACHMENTS:** 1 – Ordinance 1840-14  
2 – Proposed Comprehensive Plan Amendments

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**TYPE OF ACTION:**

Information Only     Discussion     Action     Expenditure Required

**Recommendation/Action:** Staff recommends adoption of the proposed 2013 amendments to the City's Comprehensive Plan.

**Fiscal Impact/Source of Funds:** Work on this item was funded as part of the 2013 budget.

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**Previous Council Review:** The City Council, as a whole, first reviewed the Planning Commission's recommendation to adopt the Comprehensive Plan amendments at their November 11<sup>th</sup> 2013 meeting. During this meeting the Council created an Ad-Hoc Committee, by motion, to further review the proposal.

**Background:** The City Council formally adopted the Visioning Report: *A Community of Neighborhoods a City of Places*, on November 19<sup>th</sup> 2012 via the passage of Resolution 12-1826. On February 4<sup>th</sup>, 2013 the Council reviewed the Visioning Report and identified the next steps as focusing on the Uptown and Milltown Districts. The Council adopted the Planning Commission's work plan on June 17<sup>th</sup> 2013, which identified adoption of comprehensive plan goals and policies this year, to support the adopted Vision. The Planning Commission made a recommendation to approve the 2013 Comprehensive Plan Amendments at their October 30<sup>th</sup>, 2013. Adoptions of the Comprehensive Plan Amendments are needed to support the subsequent adoption of the Uptown Design Standards and Guidelines.

**Discussion:** The proposed amendments to the City's Comprehensive Plan will add goals and policies specific to the Uptown and Milltown Districts. The goals and policies are designed to implement the adopted Vision. The attached ordinance adopts the amendments which are shown in the Attachment 2.

These amendments will add a section to the Land Use Element explaining the Districts in general, as well as the Vision for the districts. This also identifies the boundary of the districts.

There will also be two new items added to the Goals and Policies section of the Land Use Element; one for the Uptown District, and one for the Milltown District. These new sections will identify the Goals and Policies that are unique to each district.

**CITY OF MILTON  
ORDINANCE 1840-14**

**AN ORDINANCE OF THE CITY OF MILTON,  
WASHINGTON, ADOPTING THE 2013  
AMENDMENTS TO THE CITY OF MILTON  
COMPREHENSIVE PLAN**

WHEREAS, Milton Municipal Code 17.67 provides the opportunity to make amendments to the Milton Comprehensive Plan and Zoning Map on an annual basis; and

WHEREAS, on November 19<sup>th</sup>, 2012 the City Council adopted the 2012 Vision Report: a Community of Neighborhoods, a City of Places, via Resolution 12-1826 at their regularly scheduled meeting; and

WHEREAS, the City of Milton desires to add policies specific to the Uptown District, and the Milltown District, as identified in the 2012 Vision Report: A Community of Neighborhoods, a City of Places;

WHEREAS, the Planning Commission held a public hearing on October 30<sup>th</sup>, 2013 prior to making a recommendation to the City Council; and

WHEREAS, staff performed a SEPA analysis and issued a Mitigated Determination of Nonsignificance on October 4<sup>th</sup>, 2013; and

WHEREAS, the State Department of Commerce has been provided with 60-day notice of intent to adopt comprehensive plan amendments;

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

Section 1. Findings. The above recitals are hereby adopted by reference as legislative findings in support of this ordinance. The City Council further enters the following additional findings:

A. The Comprehensive Plan amendments set forth herein bear a substantial relation to the public health, safety and welfare.

B. The Comprehensive Plan amendments set forth herein are in the best interest of City of Milton residents.

C. The Comprehensive Plan amendments set forth herein satisfy all relevant criteria for approval and adoption.

D. The Comprehensive Plan amendments set forth herein have been processed, reviewed, considered and adopted in material compliance with all applicable state and

local procedural requirements, including but not limited to the requirements codified in and Chapter 36.70A RCW and Chapter 35A.63 RCW.

E. All relevant procedural requirements of the State Environmental Policy Act have been satisfied with respect to this ordinance.

Section 2. Adoption. The City hereby adopts the 2013 amendments to the Comprehensive Plan as shown in Exhibit A attached to this ordinance.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 4. Effective Date. This Ordinance shall take effect and be in full force 5 days after its adoption.

**PASSED AND APPROVED** by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this 21<sup>st</sup> day of April 2014.

CITY OF MILTON

\_\_\_\_\_  
Debra Perry, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Lisa Tylor, Deputy City Clerk

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Approved as to form:

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Bio Park, City Attorney

Date of Publication:

Effective:

# Land Use Element

## UPTOWN DISTRICT SPECIAL PLANNING AREA

### Introduction

The 63-acre Uptown District is located along the City's eastern boundary. The area is generally bounded by Meridian Avenue E along the east, 28th Avenue S to the west and the edges of the existing commercial centers to the north and south. Milton Way runs east/west through the Uptown District, bisecting the District into north and south halves.

The Uptown District encompasses an existing commercial center that serves the Cities of Milton and Edgewood and regional pass-through traffic on Meridian Avenue E. Two existing shopping centers are located on the north and south sides of Milton Way, and oriented toward Meridian

Avenue E. Each center is anchored by a grocery store and supported by a variety of related retail uses. Existing development character is typical of traditional suburban style retail shopping centers, with one-story buildings to the rear of each site and parking areas developed between the buildings and Meridian Avenue E. Land use and implementing zoning designations are for commercial business uses, consistent with existing and envisioned development

The major streets in the Uptown District are Meridian Avenue E and Milton Way. Meridian Avenue E is also known as State Route 161, providing north/south regional connections to Pierce and King County destinations. Milton Way is designated as a minor arterial in Milton, providing mobility and access to destinations within the City. The intersection at Milton Way and Meridian Avenue E stands as the City's main intersection. Jovita Boulevard E feeds into the District from the east, directly across from the entrance to the northerly commercial center.



## Land Use Element

The Jovita Boulevard Realignment Project, a shared project between the Cities of Milton and Edgewood, extends Emerald St east past Meridian connecting to Jovita Blvd, and also installed a new signalization at the intersection of Emerald/Meridian. The realignment improves the safety, grid network, traffic distribution and congestion by increasing the intersection spacing on Meridian Avenue S.

### Uptown District Vision

The Uptown District is to become the City's premier commercial center, characterized as a vibrant and inviting gateway to the City of Milton. Features, such as storefronts near the streets, parking located behind buildings, streetscape improvements, on street parking options and entry signs will revitalize the Uptown District and create a distinguished gateway to the City.



Through urban revitalization efforts, Milton's commercial center will be transformed into the vibrant, pedestrian friendly commercial center it deserves to be. The commercial area will once again give the citizens Milton a sense of ownership and distinguished character while acting as a gateway to the city.

## Land Use Element

### MILLTOWN DISTRICT SPECIAL PLANNING AREA

#### Introduction

The 200-acre Milltown District generally extends along Pacific Highway E (State Route 99) in the northwest corner of the City of Milton. The area is generally defined by existing Business and Light Manufacturing land use designations. Approximate boundaries include 10th Street E to the south and the King / Pierce county boundary to the north. The eastern boundary is provided by Interstate-5 for the majority of the District, with the exception of a small area east of Interstate-5 in the vicinity of the Porter Way/5th Avenue intersection. To the west, the District is generally bounded by Pacific Highway E and properties fronting this road.

The land immediately surrounding Pacific Highway E can be characterized as commercial and light industrial, consisting of storage, auto service facilities and similar uses. This area is crossed by Hylebos Creek and contains some small wetland areas.

Although there are some roads that access Pacific Highway E, the dispersed road and development patterns do not support a pedestrian-oriented environment. The area is primarily automobile dependent with few public amenities.

#### Milltown District Vision

The potential for future development along the Pacific Highway E corridor in Milton is anticipated to increase significantly as development along this corridor in the Cities of Fife and Federal Way extends to the north and south into Milton. The Pacific Highway E corridor provides an ideal

opportunity for flex development, characterized as buildings that support a mix of uses from administrative, office, light assembly, storage, laboratory, restaurant or other compatible uses. Because rental rates are typically inexpensive, flex-space provides a great opportunity for start-up businesses and, because it is flexible, offers businesses an opportunity to naturally develop and evolve within the district.



## Land Use Element Goals and Policies

### UPTOWN DISTRICT

#### **Goal UD.1 Recognize and enhance the potential of the Uptown District as a vibrant commercial center.**

- Pol. UD 1.1 Strengthen the distinctive visual character of the gateway, buildings and streetscapes to create a positive and memorable impression of the Uptown District.
- Pol. UD 1.2 Increase the intensity of activity with complementary infill and public uses.
- Pol. UD 1.3 Encourage storefronts oriented toward a “Main Street” along Milton Way with parking located behind the buildings.
- Pol. UD 1.4 Provide on-street parking along Milton Way where appropriate.
- Pol. UD 1.5 Encourage storefront development and signage along Meridian Avenue E that reinforces the gateway entrance to Milton at the Milton Way/Meridian Avenue E intersection.
- Pol. UD 1.6 Support the existing grocery stores that serve as anchors for the retail centers north and south of Milton Way.
- Pol. UD 1.7 Encourage a balanced mix of retail, office and residential uses in the District. In order to promote a lively street environment, limit ground floor uses to retail, with office and residential on the floors above.
- Pol. UD 1.8 Support increased walkability on Milton Way and Meridian Avenue E through a variety of measures, including new crosswalks, widened sidewalks, increased landscaping, landscaped medians and on-street parking.
- Pol. UD 1.9 Establish an internal circulation system in the commercial areas with internal “streets” and pedestrian walkways that clearly define the pedestrian realm.

#### **Goal UD.2 Design distinctive streetscapes which unify and distinguish the District.**

- Pol. UD 2.1 Design streets to become a strong element of the District’s design identity, using distinctive streetscape standards, including sidewalks, crosswalks, street furniture, street signs, wayfinding, trees, landscaping and paving.
- Pol. UD 2.2 Ensure that the non-motorized system is internally connected and directly connected to key destinations within the District.
- Pol. UD 2.3 Develop a plan for pedestrians to safely cross roadways both on the periphery and internal to the district, through large properties and parking lots.
- Pol. UD 2.4 Promote shared use of driveways and parking to minimize traffic and pedestrian conflicts.

## **Land Use Element Goals and Policies**

Pol. UD 2.5 Orient buildings close to the street with visible pedestrian entrances and transparent windows.

### **Goal UD 3 Create a cohesive architectural character that embodies the Uptown District Vision.**

Pol. UD 3.1 Promote a cohesive built environment that is visually consistent and legible.

Pol. UD 3.2 Encourage a visual and architectural character that is respectful of context and history while seeking to remain current.

Pol. UD 3.3 Use design standards and form-based codes to achieve modern, contemporary architecture.

Pol. UD 3.4 Achieve overall consistency in character and quality that identifies the Uptown District as a unique place, while still allowing design flexibility.

Pol. UD 3.5 Integrate building characteristics with the streetscape, parking and wayfinding.

### **Goal UD 4 Use the design of signs to create a district identity, increase visibility and create a distinguished entry to the City of Milton**

Pol. UD 4.1 Develop a signage palette that is vibrant, visible and helps create a strong Uptown District identity.

Pol. UD 4.2 Establish standards for visually prominent commercial signs that increase visibility of businesses and signage while retaining a distinctive District character.

Pol. UD 4.3 Include sign standards in the form-based codes to ensure integration and compatibility with the overall desired character and function of the Uptown District.

### **Goal UD.5 Create a prosperous district by capitalizing on partnerships of business, civic and community organizations to provide a range of economic activities.**

Pol. UD 5.1 Explore creative options to capture new investment and development, such as through local incentives, tax exemptions or credits or grant programs.

Pol. UD 5.2 Partner with brokers, land owners and leasing agents to create building and permitting information sheets to assist in the recruiting of potential tenants.

## **MILLTOWN DISTRICT**

### **Goal MD 1 Support future development of the Milltown District as a successful flexible space employment center.**

## **Land Use Element Goals and Policies**

- Pol. MD 1.1 Provide regulatory support for a flexible range of employment opportunities that allow for light industrial, retail, office, warehouse, restaurant, and other potential uses. Regulations should recognize the variety in scale and uses that can occur in the District.
- Pol. MD 1.2 Consider combining the existing Business and Light Manufacturing land use and zoning designations into a single designation that recognizes the industrial commercial mixed use character of the District. This designation would allow for a broad range flex-space uses throughout the Milltown District.
- Pol. MD 1.3 Provide flexibility in development standards while maintaining an inviting visual environment.
- Pol. MD 1.4 Monitor and update development standards and guidelines to make sure that standards and guidelines continue to provide flexibility in the range of uses and activities in the Milltown District.
- Goal MD 2 Establish the Milltown district’s identity as an attractive, efficient and flexible employment center.**
- Pol. MD 2.1 Achieve overall consistency in character and quality that identifies the Milltown District as a unique place, while still allowing design flexibility.
- Pol. MD 2.2 While recognizing that the Milltown District will remain primarily auto-dependent, support standards to promote compact development with strong pedestrian connections and amenities. Pedestrian supportive features may include such elements as sidewalks, crosswalks, street furniture, street signs, wayfinding, trees, landscaping and paving
- Pol. MD 2.3 Encourage the location of buildings close to the street with visible pedestrian entrances and transparent windows.
- Pol. MD 2.4 Consider design standards that promote shared parking and location of loading and outdoor storage areas to the rear and sides of buildings where possible.
- Pol. MD 2.5 Establish standards for visually prominent signs that promote the Milltown District character.
- Pol. MD 2.6 Conserve and enhance wetlands, streams and other critical areas through clustering and compact development, while recognizing the operational needs of industrial uses and site limitations.
- Pol. MD 2.7 Use design standards and form-based codes to encourage the Milltown District’s desired character. Include sign standards in the form-based code to ensure integration and compatibility with the overall desired character of the District.

## **Land Use Element Goals and Policies**

### **Goal MD 3 Recruit, grow and sustain a range of mixed-employment opportunities in the Milltown district.**

Pol. MD 3.1 Provide incentives for site aggregation that would provide increased flexibility for future development opportunities. Incentives may include flexibility in development standards, expedited permit review or other similar measures.

Pol. MD 3.2 Identify and implement incentives that would encourage new development to locate in the Milltown District. For example, incentives may include targeted capital improvements such as infrastructure and amenities; regulatory assistance; and reduced permit processing times.

Pol. MD 3.3 Expand outreach to the business community, including a regular program of meetings with business owners and managers, ongoing outreach to industry organizations, and continued contact with area business associations.

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To: Mayor Perry and City Councilmembers

From: Letticia Neal, Public Works Director  
Chris Larson, Associate Planner

Date: April 21<sup>st</sup>, 2014 Regular Meeting

Re: **Uptown District Design Standards and Guidelines Adoption**

---

**ATTACHMENTS:** 1 – Options to Amend Uptown Design Standards and Guidelines  
2 – DRAFT Uptown Design Standards and Guidelines  
3 – Ordinance Adopting Design Standards and Guidelines  
4 – Summary of major requirements  
5 – Summary of process

---

**TYPE OF ACTION:**

Information Only     Discussion     Action     Expenditure Required

**Recommendation/Action:** Staff recommends adoption of the proposed Uptown Design Standards and Guidelines after being modified with the concept identified in Option 2 of Attachment 1.

**Fiscal Impact/Source of Funds:** Work on this item was funded as part of the 2013 budget.

---

**Previous Council Review:** The City Council, as a whole, first reviewed the Planning Commission's recommendation to adopt the Comprehensive Plan amendments and Uptown Design Standards and Guidelines at their November 11<sup>th</sup> 2013 meeting. During this meeting the Council created an Ad-Hoc Committee, by motion, to review the Vision Plan.

The Ad-Hoc Committee first met on November 25<sup>th</sup> 2013 to review the Uptown Design Standards and Guidelines. The Council, as a whole, reviewed input from the Ad-Hoc Committee at their December 2<sup>nd</sup> 2013 meeting. Based on input received during the public process, the discussion at the November 25<sup>th</sup>, 2013 Ad-Hoc Committee meeting and the December 2<sup>nd</sup> 2013 Council meeting, two additional Ad Hoc meetings were held on January 14<sup>th</sup>, 2014, and March 18<sup>th</sup>, 2014.

**Background:** The City Council formally adopted the Visioning Report: *A Community of Neighborhoods a City of Places*, on November 19<sup>th</sup> 2012 via the passage of Resolution 12-1826. On February 4<sup>th</sup>, 2013 the Council reviewed the Visioning Report and identified the next steps as focusing on the Uptown and Milltown Districts. The Council adopted the Planning Commission's work plan on June 17<sup>th</sup> 2013, which identified adoption of comprehensive plan goals and policies this year, as well as Design Standards and Guidelines, to support the adopted Vision.

The Planning Commission reviewed the Uptown Design Standards and Guidelines at their August and September meetings in 2013, as well as a September 2013 subcommittee meeting and an October 2013 Special Meeting, prior to making a recommendation at their October 30<sup>th</sup> 2013 meeting.

Staff met with property owners in May 2013 before the Planning Commission was directed to work on this. The City also met with representatives of Wallace Properties at their request, on October 24<sup>th</sup> 2013, immediately prior to the Planning Commission's recommendation, to discuss the Design Standards and Guidelines. All property owners in the Uptown District were also invited to the January 14<sup>th</sup>, 2014 Ad-Hoc meeting. A brief summary of the process is included as Attachment #5. The Council and Ad-Hoc Committee have been presented with all communication between the City and Wallace Properties.

**Discussion:** At the March 18<sup>th</sup> Ad- Hoc Committee meeting, the Committee discussed the proposed Design Guidelines and Standards as well as potential options to amend the Design Guidelines and Standards to address input received during the public process. Staff also presented a phasing presentation regarding how these standards would be implemented over time. The Ad-Hoc Committee determined that the proposed Uptown Design Standards and Guidelines should be presented to the Council as a whole, with a list of potential changes to address input received during the end of the public process.

A list of potential options to amend the Uptown Design Standards and Guidelines are shown in Attachment #1. These options were created after hearing additional input from property owners, as well as discussion and input heard through Ad-Hoc Committee review. Option #2 was created to incorporate as much of the input as possible, without losing sight of the overall vision for the district. Options #2 is representative of the preferred outcome identified by the Ad-Hoc Committee.

**Details:** Attachment #4 includes a table showing the major requirements of the Design Guidelines and Standards. Below are items to consider in the adoption of the Design Standards and Guidelines.

Flexibility – The document is designed to be flexible within the confines of the adopted Vision and the intent of the Uptown Design Guidelines and Standards. There are three ways to change the requirements in the design standards and guidelines. All three are spelled out in section 17.43.020(C)-(E) of the ordinance, as well the applicability section of the standards and guidelines. The scenarios that would allow a change in the requirements include a proportional compliance decision, a conflict with the underlying development regulations, or a proposed alternative to the standards and guidelines.

Modification – The Uptown Design Guidelines and Standards are “development regulations” and can be amended at any time. Unlike a Comprehensive Plan, there is not a limitation on when and how many times this can be changed in a given year. As such, if there is an unforeseen problem that arises with the Designs Guidelines and Standard, an amendment to the regulations can be made at any time. Any amendments would be reviewed by the Planning Commission and ultimately approved by the City Council.

Growth Along the Corridor – While the City of Milton has not seen a large increase in residential development, with the exception of Alder Ridge Senior Apartments, there is a great amount of growth occurring along the Meridian St Corridor. The Westridge Subdivision in Edgewood will add approximately 300 new homes to the area. Edgewood also has application for over 750 multifamily units to be developed within a half mile of the Uptown District.

Implementation – The adoption of the proposed Uptown Design Guidelines and Standards do not require any work to be done immediately. These standards only apply to new work, as identified in the applicability section.

## Conceptual Options to Amend DRAFT Uptown Design Guidelines and Standards

Packaged options: The following options are packages of numerous changes that all implement a certain conceptual change. Each option will require different changes to numerous places in the document. Once direction on conceptual changes is provided, staff will work to amend the document as necessary to implement the chosen concept package.

1. No Change; keep the document as is – This would imply no changes to the ordinance or DRAFT Uptown Design Standards and Guidelines, included in your packet.
2. Soften approach toward Meridian St – This approach would focus primary on Milton Way in implementing the vision of a walkable, pedestrian oriented district. Building frontage requirements would be amended to match what Edgewood already requires for properties zoned Commercial on the east side of Meridian St.

This includes making changes to numerous places in the DRAFT Uptown Design Standards and Guidelines as outlined below:

- a. Reduce % of building required to be fronting Meridian St down to 35% from 55%; building still need to comply with the “build-to-line,” just less of the building needs to be physically adjacent to the street.
  - b. Do not require an entrance on Meridian St.
  - c. Require a “visual presence” along Meridian St. for 2 story buildings
3. Remove “build-to-line” from Meridian St – This approach removes the Meridian St frontage from the requirement to have a building adjacent to the street. Buildings would be able to be located anywhere, in relation to Meridian St.

This includes making changes to numerous places in the DRAFT Uptown Design Standards and Guidelines as outlined below:

- a. Remove build-to-line from Meridian St.
  - b. Adjust requirement for corner buildings along Meridian St.
4. Identify these are “recommendations” and not requirements – Make the DRAFT Uptown Design Guidelines and Standards a recommendation only and not required. This was a motion that failed to pass at the Planning Commission. The effective outcome would be similar to not adopting these standards.

This includes making changes to numerous places in Ordinance and the DRAFT Uptown Design Standards and Guidelines as outlined below:

- a. Remove requirement for Design Review from ordinance.
- b. Remove all language that implies these are required.

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# City of Milton

## UPTOWN DESIGN STANDARDS & GUIDELINES



October 30, 2013

KPG, Inc.  
Seth Harry & Associates  
Studio 3MW



# **City of Milton**

## **UPTOWN DESIGN GUIDELINES & STANDARDS**

**October 30, 2013**

KPG, Inc.  
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# List of Terms

**The City.** The City of Milton

**The Comprehensive Plan.** The *Comprehensive Plan* for Milton is intended to guide future decisions related to land use, downtown development, transportation, housing, capital facilities, utilities and recreational facilities and programs.

**The Guidelines.** The *Uptown Design Standards and Guidelines*.

**The District.** The Uptown District as identified in Figure 3 on page 5.

**The Vision.** The concepts and policies identified in the *Milton Visioning Report, a Community of Neighborhoods, a City of Places* (November 2012).

The above terms are specific when capitalized in text and used as a generic term when uncapitalized.



# Introduction & Applicability

The *Uptown Design Standards and Guidelines* (the Guidelines) is a companion document to the *Goals and Policies for the Uptown District*. These two documents together are based on the *Milton Visioning Report, A Community of Neighborhoods, A City of Places* (the Vision), adopted by the Milton City Council in November 2012, and the City of Milton's Comprehensive Plan (the Comprehensive Plan). They were developed to provide the City of Milton (the City) with the policy and regulatory means to implement the City's Vision for the Uptown District (the District) in more detail.

The Guidelines are organized in four chapters as follows:

1. Introduction and Applicability, page 1-18.
2. Site Design, page 19-40.
3. Building Design, page 41-60.
4. Appendix, page 61-84.

## PURPOSE AND INTENT

As identified in the Comprehensive Plan Goals and Policies, the District is to become the City's premier commercial center and serve as a destination for Milton and the surrounding communities. Envisioned as a walkable, mixed use center, the District will feature such as elements as storefronts adjacent to the streets, parking located behind buildings, streetscape improvements and entry signs. It is envisioned that through revitalization efforts and new development, the District can be transformed into the vibrant, pedestrian-friendly commercial center that will help give Milton a sense of place and community ownership. People will slow down to see it and stop in for the experience. Figure 1 and Figure 2 from the Vision on the following page illustrate this envisioned District.

### **Pedestrian Orientated Streets and Uses**

The highest priority is to provide clear guidance to those elements that affect the development pattern and pedestrian orientation: building orientation and location on site, relationship to the street, and circulation (the ways in which buildings, circulation, parking and landscaping are arranged on a site has an



**Figure 1.** Aerial view of the envisioned District (looking west)

*Drawing produced by Seth Harry & Associates for the Milton Visioning Report, a Community of Neighborhoods, a City of Places*



**Figure 2.** Ground view of the envisioned District

*Drawing produced by Seth Harry & Associates for the Milton Visioning Report, a Community of Neighborhoods, a City of Places*

effect on the viability of pedestrian environments). The Guidelines relating to these topics are more specific and relate to:

- A sidewalk environment which is lively, attractive, comfortable, and safe.
- Rich visual detail in the built environment which tells the user how buildings and places are used.
- Emphasis on the visual predominance of buildings, walkways and landscape and less prominent signs and parking lots and structures, which are generally concealed from view.

### **Scale of Uptown Development**

The standards relating to the character of development are structured to provide greater flexibility in development and building design. These items create character and provide a palette of options to consider during the design process. They address:

- Ground floors of buildings.
- Buildings of several stories which create continuity along the streetscape and walkways.
- Detail in building mass and form which creates human scale with the parts of larger buildings.

## **GUIDING PRINCIPLES**

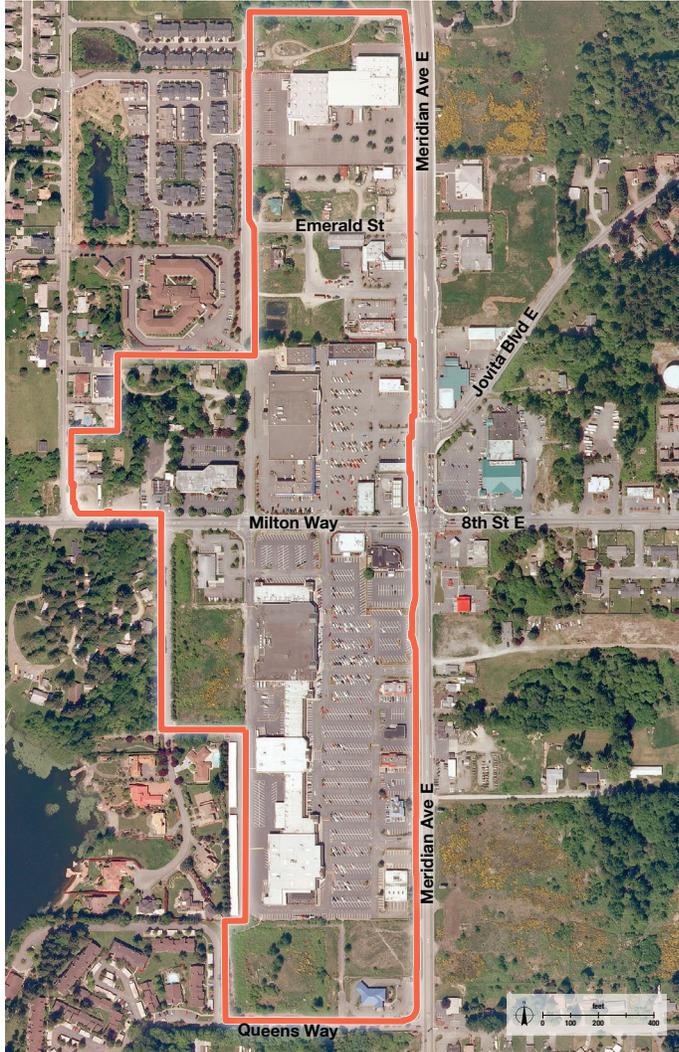
- Plan for and implement an attractive, vital, pedestrian-oriented district offering commercial and mixed use development characterized by active storefronts and vibrant sidewalk activity.
- Support redevelopment in accordance with the Vision for the District through investment in public infrastructure including circulation, streetscapes, utilities, and landscaping.
- Give priority to active streets and gathering places and promote community activities meeting the needs of a range of ages and interests. Outdoor spaces should include plazas, parks, and public green spaces. Encourage the efficient, shared use of public space where appropriate.
- Create a District circulation system that promotes mobility for all modes of travel, emphasizing a loop road circulation system interspersed with a smaller block pattern.

- Promote the revitalization and expansion of business and retail compatible with the character of the Vision. Encourage businesses that draw patrons during both the day and evening. Provide an adequate mix of on-street, parking and parking lots and encourage shared parking options.
- Coordinate public and private investment to achieve optimal leverage of public funds to develop a lively walking district.
- Create an identity for the District by giving priority consideration to improving the appearance of the physical environment through design guidelines, sidewalks, landscaping, street trees, public art and signage.

## **APPLICABILITY**

- 1.** The provisions in the Guidelines apply to properties within the District. Figure 3 identifies the boundaries of the District.
- 2.** In the event of conflict between these Guidelines and any other applicable code, the reviewing official(s) in the case a Public Works standard conflicts with this shall determine the appropriate application of the conflicting codes, in compliance with MMC 17.43.020(C). The decision shall recognize the need to protect public health, safety, and welfare, any specific interpretation criteria, as well as furtherance of the intent of the Comprehensive Plan and these Guidelines.
- 3.** The provisions of the Guidelines shall apply to all development and redevelopment within the District, as defined in Figure 3. The following categories of improvements shall comply with applicable design standards:
  - a. New buildings.
  - b. Expansion of floor area.
  - c. Reconfiguration of parking lots (not including actions such as relocation of ADA spaces, overlays, or other minor projects which do not alter the circulation pattern or physical location of the parking stalls).
  - d. Remodel of 25% or more of the façade area.

If the proposal does not have a component or aspect covered by the design standards then the appropriate standard does not apply. For example, if there is no outdoor storage included in a proposal, then there is no requirement for outdoor storage screening.



**Figure 3.**  
District Boundary  
2009 USDA NAIP Orthoimagery

4. For proposed existing structure exterior remodels, or existing structure expansions, or parking reconfigurations, the reviewing official shall determine if proportional compliance with the Guidelines as defined in the Definitions and Methods section of this document is appropriate to recognize current conditions and further the intent of the Guidelines. Proportional compliance decisions shall be made in compliance with MMC 17.43.020(D).
5. Applications subject to Design Review shall be reviewed and processed as a Type II permit, which is approved administratively.
6. The Director is authorized to allow an alternate approach to the guidelines and standards in this document. This is not designed to relieve

a development or applicant from the requirements of a particular design guideline or standards, but to instead allow a level of flexibility in application of the design guidelines and standards and the materials or methods that are used to meet the design guidelines and standards. Decisions for development or applications that include a proposed alternative to the design guidelines and standards shall be made by the director as detailed in the Milton Municipal Code 17.43.020(E).

## **METHODS**

### **Example Images Included in the Guidelines**

The photographs in this document are included to visually depict the type of site or building design considerations that could meet the intent of the Guidelines. The images are examples only and are not intended to be interpreted as the only design approach possible.

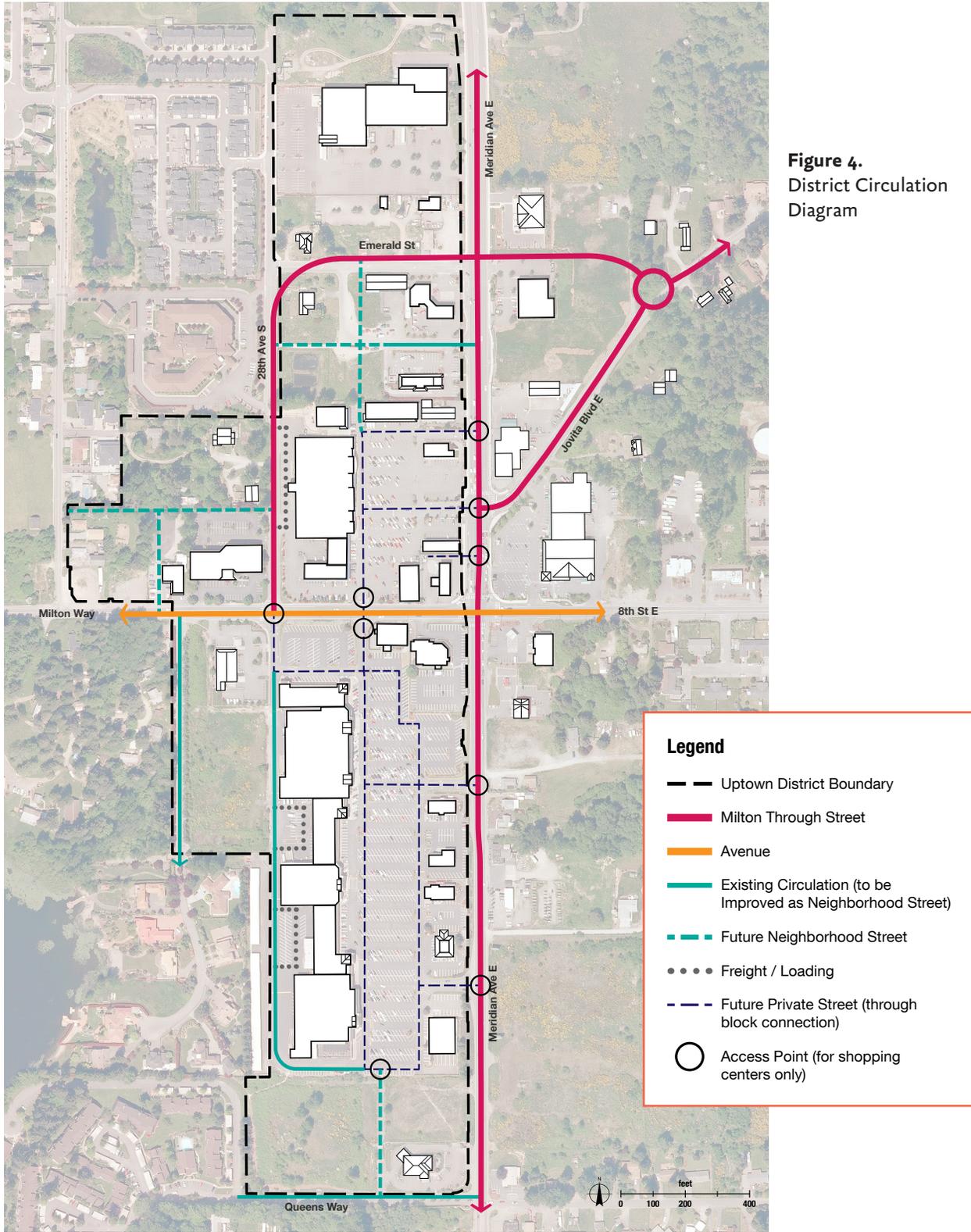
The photographs correspond to the intent of the Milton Visioning Report produced in November 2012.

## **FUTURE UPTOWN CHARACTER, CIRCULATION AND BUILDING LOCATIONS**

This section provides the basis for vehicular and pedestrian circulation, building street relationships and parking locations in the central parts of the District which further articulate the intent of the Vision and Comprehensive Plan policies. This section — combined with the individual Design Guideline topics below — has standing in the application of the design guidelines in the design review and permitting process, as it relates to circulation, parking locations, building locations and pedestrian walkways (described in detail below). Figure 4 through Figure 10 illustrate envisioned District circulation, parking locations, infill building-street relationships and example building elevations.

### **Circulation Map**

Figure 4 identifies the existing and future street layout and circulation pattern for the District. It identifies existing and future streets by type, and identifies allowed access points to the Safeway and Albertson's Shopping Centers only.



**Figure 4.**  
District Circulation  
Diagram

These access points further establish internal circulation “grids” and are fixed to enable continuing access to existing buildings, provide a framework for future buildings and access, manage access for arterial street traffic flow and turning movements, and account for differences in existing grades at street and parking lot levels.

The future streets will create a more pedestrian-oriented environment with smaller blocks, sidewalks and landscaping. Desired maximum length of block faces is 250-350 feet; 400 foot block faces are the maximum allowed. Direct pedestrian connections are required between building entrances and associated parking, though not mapped. The required design elements of pedestrian walkways are included in these Guidelines in Chapters 2 and 3.

### **Parking**

Figure 5 identifies allowed locations for surface parking locations in four Shared Parking Districts, which include the Safeway and Albertson’s Shopping Center sites and adjacent areas (termed P1 - P4).

At the time of the adoption of these guidelines, the existing amount of parking sets the maximum allowed on each of these sites. Additional parking may be provided if under buildings and located away from the street frontages of Meridian, 28th Avenue and Milton Way, as identified in Figure 5. Parking is currently shared among businesses; this system will continue for these two sites. There is no minimum or maximum parking requirement. Each development and business owner is required to demonstrate to the City how they intend to provide adequate parking.

To accommodate increased development and parking needs, a shared parking system is enacted, as identified in Figure 5. Shared parking areas are described in Figure 5 with boundaries and designations (P1, P2, etc). Parking is also separated into short-term and long-term parking, to ensure turnover in areas proximate to retail shops. Shared parking and character districts occupy different land areas. Parking is provided on both sides of Milton Way behind buildings, in the two different shopping centers.

Parking for the other areas of the District can be provided on individual sites or through shared arrangements in accordance with the guidelines in Chapters 2 and 3.

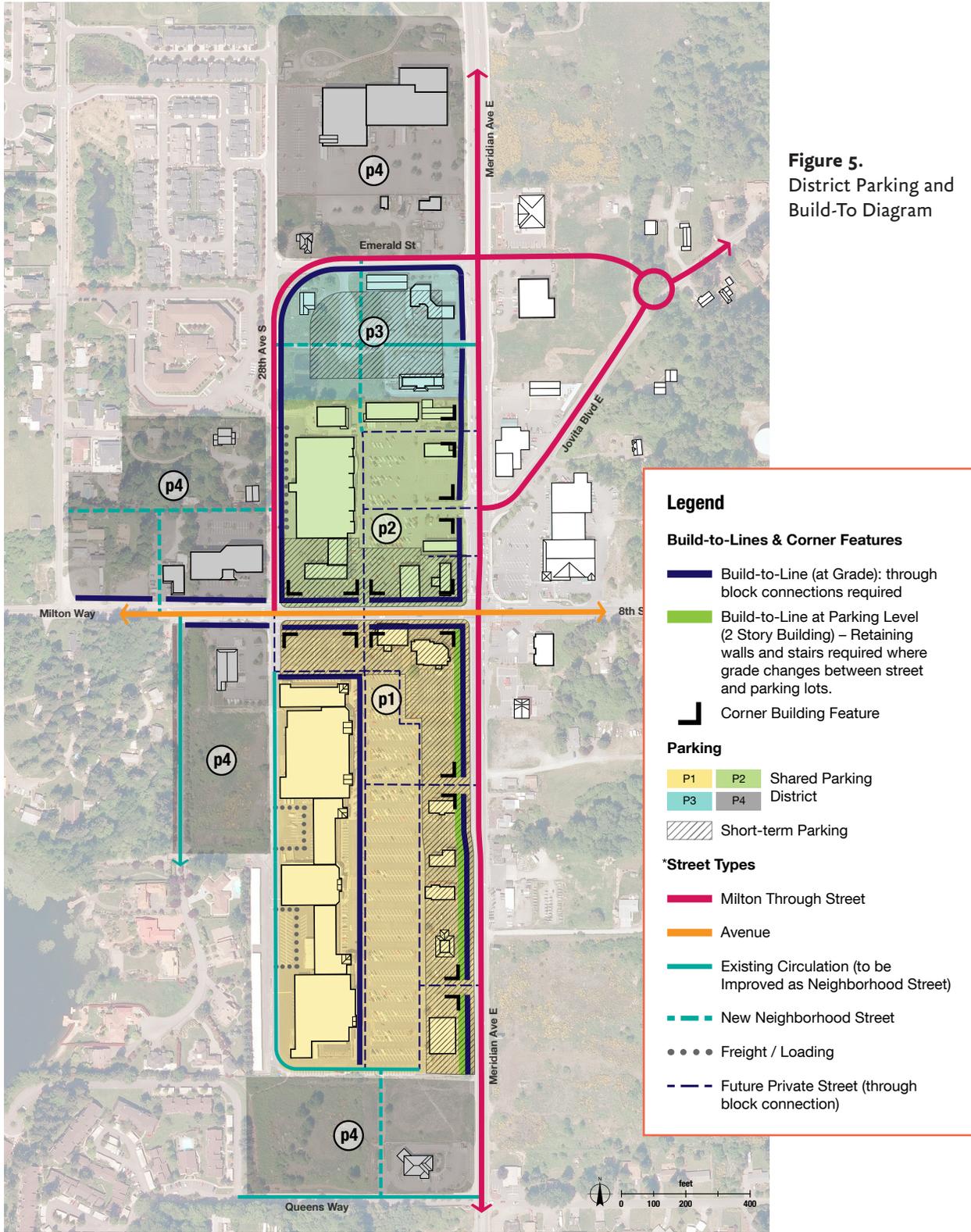
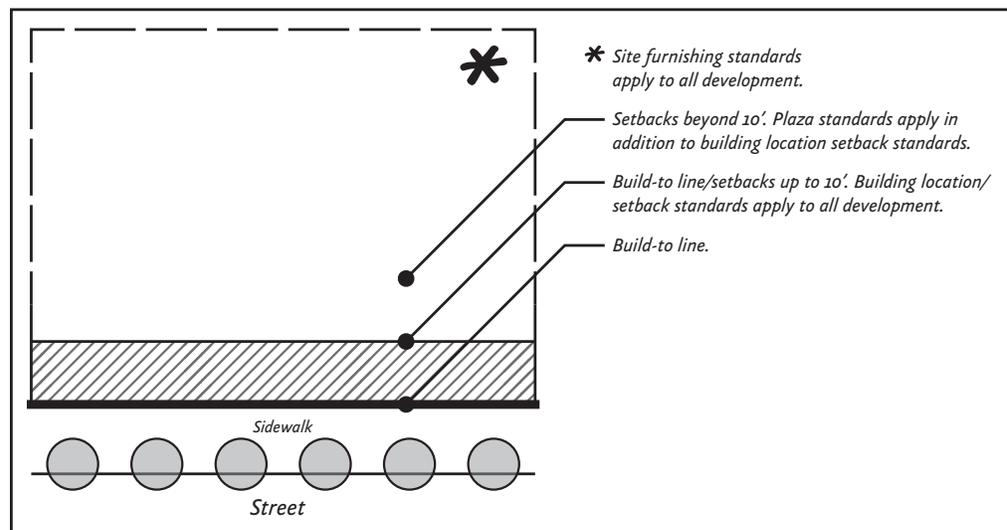


Figure 5 also identifies the locations of required shared parking and allowed locations of primary building frontages in relation to the existing and future streets. The build-to-lines (an urban setback dimension that delineates the maximum distance from the property line, street or driveway that a building facade can be placed) identify those areas where primary building frontages and entrances are required near sidewalks. Build-to-lines internal to existing blocks shall be established on a case by case basis as infill development allows.

### District Character

The Site and Building Guidelines in Chapters 2 and 3 are based upon the required street, parking and building relationships identified in Figure 4 and Figure 5 (Figure 6 illustrates where on a development site the interrelated Site Design Guidelines apply for site furnishings (page 26), build-to-line/setbacks allowed (page 30) and plazas (page 24)). Figure 7 envisions how infill could occur to incorporate these guidelines, including through block connections and building-street relationships. Figure 8 is a more detailed view of the possible commercial area infill near the intersection of Milton Way and Meridian Ave E. Additional illustrations of how the site and building design standards could be applied in the District are included in Figure 9 and Figure 10 on page 12.



**Figure 6.** Site design applicability.



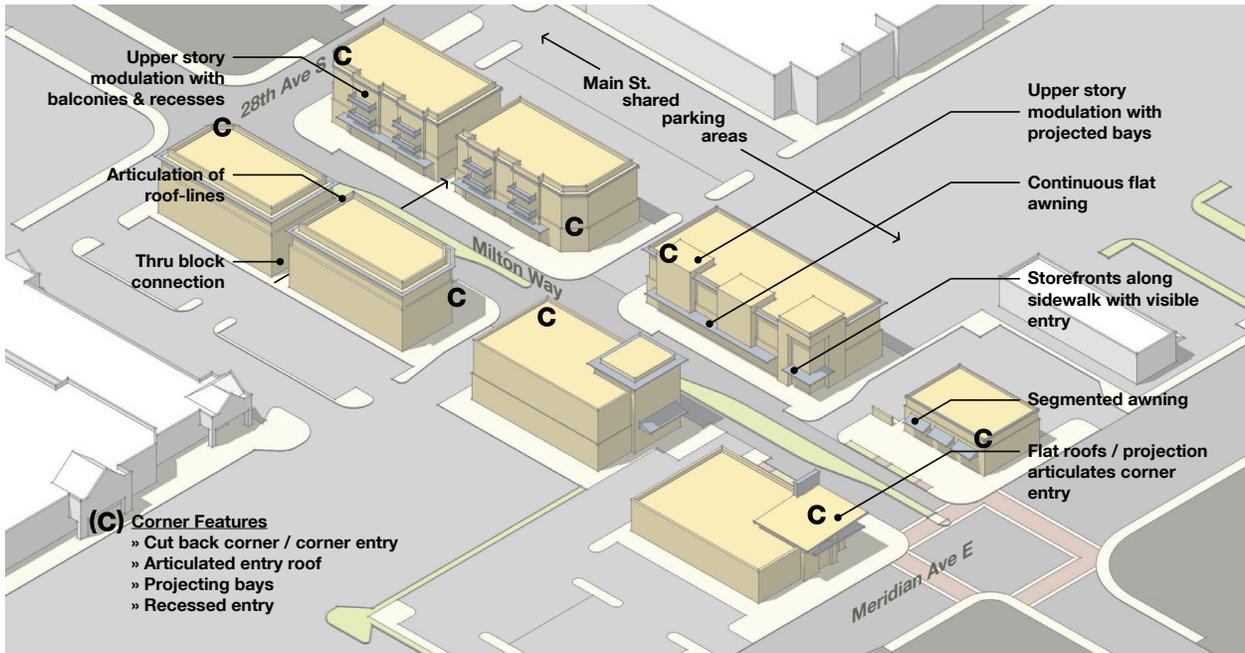
**Figure 7.** Envisioned infill in commercial areas

*Base image from Seth Harry & Associates*



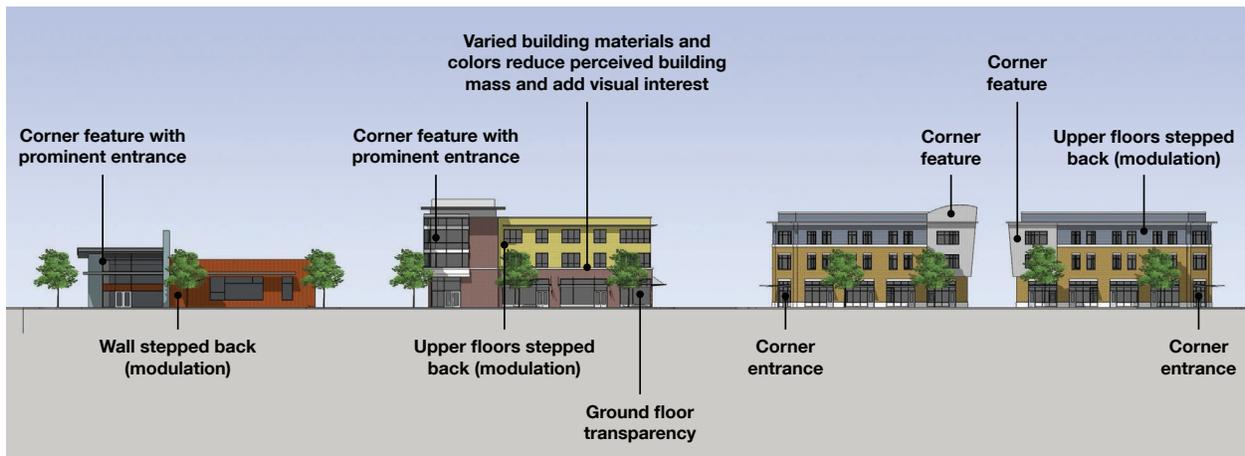
**Figure 8.** Detail of envisioned infill in commercial areas at Milton Way and Meridian Ave E

*Image from Seth Harry & Associates*



**Figure 9.** Illustrates the intent of the Vision and the Guidelines for building-street relationships, through block connections, shared parking and building massing. Many design solutions are possible for the features called out in this illustration.

*Base image from Seth Harry & Associates*



**Figure 10.** Illustrates the intent of the Vision and the Guidelines for building elevations. Many design solutions are possible for the features called out in this illustration.

*Base image from Seth Harry & Associates*

## Shopping Centers

Figure 5 on page 9 identifies areas with changes of grade between streets and private property.

Infill along Meridian in the Safeway Shopping Center area shall be developed at street grade, with storefronts below where feasible (two story buildings with entrances from the street and from parking lots). Circulation improvements, infill and additional buildings shall be located with care to retain visibility to the grocery stores. Building entrances shall be required on Meridian at street elevation and at parking lot elevation. Through block connections (stairs) on slopes or embankments shall be required between buildings.

Building entrances are required on facades facing public streets where build to lines are identified in Figure 5 on page 9 . Entrances may also be provided on facades facing parking lots.

Buildings in the Albertson's Shopping Center area shall provide both street entrances and parking lot entrances to enable pedestrian movement and access from the street and from parking areas.

## DEFINITIONS

**Arcade.** A series of arches supported by columns, piers, or pillars, often attached to a wall to form a roofed passageway or gallery.

**Architectural Elements.** Building elements which add detail and finely scaled features to a building facade, such as belt courses, braces, brackets, brick coursing, columns, corbelled brick, cornices, frame elements, window openings, piers, plinths, and sills.

**Articulation.** Shifts in wall planes such as stepbacks, reveals, overhangs, and architectural elements and details which are used to create variations in a building facade.

**Blank Walls.** Any ground floor wall over six feet in height and 15 feet or more in length and/or greater than 400 sq. ft. in total area without architectural embellishments such as windows, doors, modulation/articulation, or other special wall treatment. Upper floors are not included in blank wall requirements.

**Belt Courses.** A molding or projecting continuous row or layer of stones, tile, brick, shingles, etc., running horizontally along the face of a building.

**Build-to-Line (BTL).** An urban setback dimension that delineates the maximum distance from the property line, street or driveway that a building facade can be placed. Typically, build-to lines range from 0-10 feet, though these can vary based upon which guidelines apply.

**Bulk/Building Massing.** The combined effect of the shape and mass of a building or group of buildings, including height, width and depth.

**Butt Glazing.** Glass products where the vertical glass edges are without structural supporting bars between the panes of glass in a window.

**Cantilever.** A beam, girder, truss, window or other structural member which projects beyond its supporting wall or column.

**Clerestory.** An upper story row of windows; part of an interior wall rising above the adjacent roof with windows admitting light.

**Cornice.** A projecting molding that tops the elements to which it is attached; used especially for a roof or the crowning member of an entablature, located above the frieze.

**Courtyard.** A private open space internal to development which is not accessible to the public and which is enclosed on at least two sides by structure(s) or fencing.

**Director.** The Director of Community Development.

**Dormers.** A window in a sloping roof, usually that of a sleeping-apartment.

**Durable Materials.** Materials capable of withstanding wear and tear with limited maintenance required, long term use, vandal resistant, and weather resistant.

**Façade.** The face of a building, especially the principal face.

**Feasible.** An action, such as a development project, design requirement, or development guideline, is feasible when it meets all of the following conditions: (a) The action can be accomplished with technologies and methods that have been used in the past, or studies or tests have

demonstrated that such approaches are currently available and likely to achieve the intended results; (b) The action provides a reasonable likelihood of achieving its intended purpose; (c) The action does not physically preclude achieving the intent of the design standards, and; (d) The action is supported by the overall intent of the design guidelines and the Comprehensive Plan.

**Gables.** The part of a wall that encloses the end of a pitched roof.

**Glare.** A strong or dazzling horizontal light which intrudes into residences from street lighting.

**Human Scaled Elements.** The perceived size of a building or space relative to the human body. Human scaled elements such as doors, windows, bays, etc. have dimensions and proportions which respond to the size of a human body.

**Kickplate.** A thin, polished metal plate, applied to one or both sides of a door's bottom rail, which is used to prevent denting and soiling of the wood surface.

**Masonry.** All stone products, all brick products and all concrete block units, including decorative and customized blocks.

**Masonry Coursing.** Masonry construction in which the stones are laid in a regular continuous row or layer of stones, tile, brick, shingles, etc., in a wall (not irregularly as in rough or random stonework).

**Mixed Use.** Multiple types of compatible land uses within the same building or the same general area in appropriate locations which promotes a strong pedestrian environment and facilitate alternative modes of transportation.

**Modulation.** Variations in a building facade through the use of setbacks, upper level setbacks, and/or projections from the building which serve to break up the apparent mass and bulk of a building.

**Molding.** A decorative finishing strip.

**Mullion.** A vertical bar of wood, metal or stone which divides a window into two or more parts.

**Night Glow.** "Leakage" of light upward into the night sky from improperly shielded street lights, etc. which obscures the visibility of night skies.

**Parapet.** A low guarding wall at any point of sudden drop, as at the edge of a terrace, roof, battlement, balcony, etc.

**Pedestrian Connection.** A continuous, unobstructed, reasonably direct route intended and suitable for pedestrian use between two points; pedestrian connections are designed to connect key features of the pedestrian realm, such as doorways and parking, streets and parking lots, and others. They are required to be designed to the pedestrian walkway standard.

**Pedestrian Walkway.** A public walkway connects public streets to other streets, walkways, public spaces, or drives. Public walkways should be lit for night time use and be aligned for maximum nighttime visibility.

**Piers/Pilasters.** A shallow rectangular column projecting only slightly from a wall used to frame doorways, fireplaces, etc.

**Plaza.** A public square, marketplace or similar open space in a built-up area.

**Plinth.** A square or rectangular base for column, pilaster, or door framing.

**Portico.** A series of columns or arches in front of a building, generally as a covered walkway.

**Proportional Compliance.** The degree to which a renovation or remodel project must conform to the design standards. This is a decision that is made by the Director after a request from the applicant and based on the requirements found in MMC 17.43.020.

**Public Space/Public Open Space.** An open space or plaza in an area between a building and a street or pedestrian walkway where people gather or sit. Public spaces are open for public use during the daytime and evening and are visible from adjacent streets. Public spaces contain site furnishings, artwork, landscaping, pedestrian lighting, and other amenities which make the space comfortable and inviting.

**Public View.** Areas which are visible from adjacent public streets, walkways, or public spaces.

**Recess.** A small space created by building part of a wall further back from the rest.

**Setback.** The distance of a structure or other feature from the property line.

**Stepbacks.** Stepping back floors of a building to reduce its mass and allow more light to reach the ground.

### Street Types

**Milton Through Street.** Designed for through traffic and local traffic. They include multiple travel lanes, landscaping options and center planted median options.

**Avenues.** Apply to the Main Street envisioned for Milton Way, with one travel lane in each direction, on-street parking, landscaping on one of two sides, sidewalks on both sides and either a center left turn lane or planted median. Other applicable design includes single travel lanes, a center planted median, sidewalks and planting areas.

**Neighborhood Streets and Future Private Streets (in Existing Shopping Centers).** Streets with two lanes of travel, a sidewalk on one side and landscaping on the opposite side. The curb and sidewalk provide clear safe pedestrian walkways that are separate from moving vehicles. Narrower street options (two lanes of travel, a sidewalk on one side and landscaping on the opposite side) in areas with limited right-of-way, and options for two travel lanes, on street pocket parking, with sidewalks and landscaping on both sides, are also included.

**Stucco.** Fine plaster used for coating wall surfaces or molding into architectural decorations.

**Transom Windows.** A window or pane above a door (rectangular or arched).

**Visual Light Transmittance (VT).** A measure of how much light passes through a window. VTs range from 0 (no light) to 1 (all light). VT provides protection against UV rays.

**Weather Protection.** Awnings, canopies, arcades or marquees which are permanently fixed to buildings and which cover the public sidewalks to provide protection from the weather for pedestrians. Weather protection should allow light and transparency into ground floor uses.



# Site Design

## STANDARDS FOR ALL USES

### Pedestrian Walkways

#### Intent

- **Pedestrian Network.** To implement the Vision and Comprehensive Plan policies with the provision of a District-wide integrated walking system.
- **Through Block Connections.** To establish a finer grained network of off-street pedestrian connections. To create on-site and between-site pedestrian networks from streets and drives to building entrances and through parking lots to better connect buildings to the street (see Surface Parking Location standards on page 34).

#### Standards - Required

1. **Locations.** Clear and visible pedestrian walkways shall be provided in the following locations:
  - a. Through Block Connections: In areas not identified on the Circulation Plan (see Figure 4 on page 7), pedestrian walkways shall be provided to create through block connections between buildings and areas of development, to create through block connections between streets and to connects streets to public places.
    - Public spaces shall be linked to adjacent public or private streets and developments (public space and plaza requirements are further defined on on page 24).



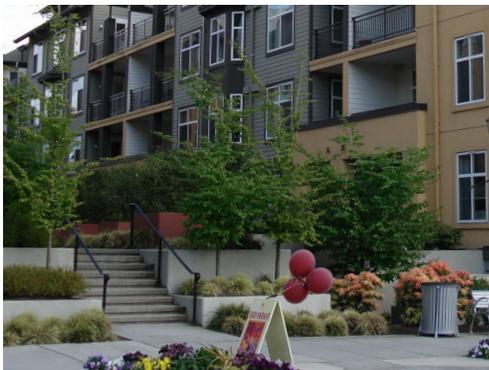
*Through block pedestrian walkway.*



*Pedestrian walkways can meander and vary in width depending upon location. Pedestrian walkways through parking lots shall be direct.*



*Site lighting, landscaping, special paving, and bollards define a parking lot pedestrian walkway.*



*Stairs are provided for pedestrians to navigate between buildings in a multifamily residential community.*



*Through block pedestrian walkway.*

- Exact locations of pedestrian walkways shall be determined at the time of development to accommodate linkages between adjacent developments.
- b. Sidewalk Entrances: Between a public right-of-way and building entrances where the building is setback from the street, sidewalk, or parking area.
- c. Parking Lots to Building Entrances: Between parking lots and building entrances.
- d. Building to Building: Between buildings where multiple structures are a part of a single development project.

## **2. Minimum/Average Width**

- a. For buildings up to three stories in height, pedestrian walkways shall be a minimum of 5-7 feet wide with a minimum average width of 6 feet. The minimum/average walkway width does not include additional areas which may be required for landscaping or site furnishings.
- b. For buildings greater than three stories in height, one of the following shall be used:
  - A minimum of 8 feet wide with a minimum average width of 12 feet. The minimum/average walkway width does not include additional areas which may be required for landscaping or site furnishings.

**3. Lines of Sight.** Locate walkways with clear sight lines for safety. Landscaping and site furnishings in the walkway shall not obstruct visibility of the walkway or sight lines to building entrances.

**4. Clearly Defined Walkways.** All pedestrian walkways shall be defined using a combination of one or more of the following techniques:

- a. **Special Paving:** Scored concrete, stained/colored concrete, concrete pavers, paving inlays, mosaics, or other special paving material.
- b. **Architectural Features:** Trellises, railing, low seat walls, weather protection, bollards, or other architectural features. Chain link fences shall not be allowed.
- c. **Landscaped Edges:** A continuous, landscaped area a minimum of 3 feet wide flanking at least one side of the pedestrian walkway. Landscaping shall meet the City’s landscaping requirements. In the case of through block connections, 4c shall apply in all cases, in addition to either 4a or 4b above.

**5. Lighting.** Pedestrian walkways shall include lighting such as pedestrian lights, bollards, and accent lighting to assist pedestrian navigation and promote a safe and comfortable walking space.

**6. Pedestrian Walkways in Parking Lots.** Where a walkway abuts or intersects a vehicular route (a driveway or driving aisle within a parking lot), landscaping shall be required consistent with 4c. If the walkway abuts a driveway or driving aisle on both sides, 4c shall apply to both sides.

Standards - Not Allowed

**7.** Narrow breezeways between buildings without architectural embellishments or site furnishings shall not be allowed.



*Special paving defines this parking lot pedestrian walkway across the vehicular routes. Landscaping further defines and separates pedestrian from vehicular traffic.*



*A through block pedestrian walkway clearly defined by landscaping.*



*A continuous landscaped buffer separates pedestrians from moving vehicles in a parking lot.*



*Stairs allow pedestrians to navigate between the exterior of buildings.*



*Stairs allow pedestrians to move between buildings near a residential community.*

## Stairs

### Intent

- **Reduce Barriers.** To ensure that slopes are not barriers to pedestrian circulation.
- **Provide Access.** To provide public pedestrian connections and access across slopes between Meridian and Milton Way and parking lots.
- **Quality Through Block Connections.** To make through block connections clear, safe and visible between buildings.
- **Pedestrian-Oriented Stairs.** To provide stairs that are designed in a manner which is consistent with the pedestrian-oriented environment.

### Standards - Required

- 1. Exterior public pedestrian access across slopes between streets and parking lots.** Stairs are required at through block connections in areas identified in Figure 5.
- 2. Stair design.** Stair design shall be integrated with slope landscaping and retaining walls.
- 3. Americans with Disabilities Act (ADA) Compliance.** The Design Guidelines are not intended to preclude ADA compliance. It is the developer's responsibility to incorporate ADA compliance into project design.

### Standards - Not Allowed

- 4. Unembellished grass embankments.**

## Slope Treatments

### Intent

- **Visual Continuity.** To provide visual continuity in the pedestrian environment between buildings on Meridian and Milton Way and parking lots.

### Standards - Required

- 1. Visual consistency in grade changes.** Slopes and grade changes between streets (public and private) shall be designed for visual consistency with the pedestrian environment, to enable stairs, and to provide pedestrian access across slopes and where grades change.
- 2. Retaining walls.** Retaining walls shall be integrated with slope landscaping and stairs.

### Standards - Not Allowed

- 3. Blank concrete retaining walls.**



*Landscaped retaining wall.*



*Well landscaped slope with stairs.*



*Outdoor seating in plaza area.*



*Outdoor seating, public art, and landscaping in plaza areas.*



*Outdoor seating which includes a fireplace .*

## Public Spaces and Plazas

### Intent

- **Comfortable and Usable Public Space.** Create usable, accessible, and inviting public open space for pedestrians.

### Standards - Required

- 1. Access.** Public spaces shall be visible and accessible to the public. All public spaces shall have pedestrian access from the primary public right-of-way, designated pedestrian walkway or through block connection (see page 19)
- 2. Public Space Amenities.** Public spaces and plazas shall include at least one or more of each of the following elements (in 2 a-b below):
  - a. Landscaping. Trees, shrubs, trellises, flowers, or container plants.
  - b. Seating area. Benches, low seating walls. Four linear feet or at least 1 seat per 60 square feet of plaza area or open space.

In addition to the requirements in 2 a-b above, public spaces and plazas shall also contain one or more of the following elements:

- c. Public art, fountain, or sculpture.
- d. Drinking Fountain.
- e. Gazebos or other covered/sheltered space.
- f. Other elements which meet the intent of this section such as grade/elevation changes, historic markers, art elements, pools, or others.

3. **Site Lighting.** Site lighting such as pedestrian lights, bollards, accent lighting, or building-mounted lighting shall be used to provide safe and comfortable public spaces (see Site Lighting Standards on page 28).
4. **Solar Access.** Where feasible, public spaces and courtyards shall be located to maximize southern and western sun exposure.
5. **Decorative Paving.** Decorative paving shall be used for all plazas, pedestrian walkways and other pedestrian areas used by the public. Examples of decorative paving include scored concrete, stained/colored concrete, concrete pavers, paving inlays, mosaics, or other special paving material.
6. **Seating Walls and Retaining Walls.** Treatments to block skateboards shall be designed into seating and retaining walls in areas used by the public.



*Decorative paving and outdoor seating surround a water feature in a plaza.*



*Wall treatments help deter skateboarders, in-line skaters and bicyclists from "grinding" on public property without impacting the intended use of the property.*



*Site furnishings add detail to an outdoor seating area.*



*Site furnishings add detail to an outdoor seating area.*

## Site Furnishings

### Intent

- **Furnishings Add Comfort and Detail.** To create inviting, pedestrian-friendly public spaces by incorporating site furnishings in plazas, public spaces, building entries, and in other pedestrian areas.

### Standards - Required

- 1. Durable Furnishings.** Site furnishings (benches, tables, bicycle racks, bollards, trash receptacles) and pedestrian amenities shall be made of durable, vandal-resistant, and weather resistant materials which do not retain rainwater.
- 2. Siting.** Site furnishings shall be located in all required public spaces such as:
  - a. Plazas, pedestrian walkways and other pedestrian areas.
  - b. Where building setbacks are allowed to:
    - Highlight building entrances (a minimum 3.5 feet recessed depth or greater than or equal to 16 square feet).
    - Provide seating in a landscaped public area. Seating shall be provided at a ratio of 4 linear feet or at least 1 seat per 60 square feet of plaza area or open space.
- 3. Placement.** Site furnishings shall not impede or block pedestrian access to plazas, open spaces, or building entrances.

- 4. Incorporate Site Furnishings.** A combination of four or more site furnishings shall be used in required public spaces. Site furnishings include but are not limited to:
- a. Trash and recycling receptacles (REQUIRED as one of the four site furnishings).
  - b. Benches/seating.
  - c. Tables.
  - d. Bike racks.
  - e. Drinking fountains.
  - f. Pedestrian scaled lighting (other than street lights in the public right-of-way).
  - g. Public art.
  - h. Container plants.



*Ample tables and chairs with weather protection provided in a pedestrian plaza between buildings.*



*Benches are located throughout this plaza near pedestrian scaled lighting and landscaping.*



*Site lighting complements other site furnishings.*



*Site lighting accentuates building entrance and landscape features*

## Site Lighting

### Intent

- **Adequate Lighting Levels.** To provide adequate lighting levels in pedestrian areas such as plazas, pedestrian walkways, parking areas, building entries, and other public areas.
- **Complement Street Lighting.** To provide pedestrian scaled, accent, and festival lighting to accompany street lighting.
- **Safety.** To provide well-lit, comfortable, and safe pedestrian areas.
- **Minimize Night Glow.** To ensure adequate lighting is confined to the project site and minimizes night glow and impacts to adjacent properties.

### Standards - Required

- 1. Light Pedestrian Areas.** Pedestrian scaled lighting shall be used to define plazas, courtyards, pedestrian walkways, crosswalks, building entries, and other pedestrian areas. Consideration should be given to consistency in design of the fixtures. Pedestrian scaled lighting includes but is not limited to:
  - a. Pedestrian lights (maximum 14 foot height).
  - b. Bollard lights.
  - c. Accent lighting.

- 2. Shielding.** All site lighting shall be shielded and directed away from adjacent buildings to avoid glare and “night glow”. Site lighting will be reviewed on a project specific basis to ensure site lighting is directed onto the pedestrian area and away from adjacent uses. Site lighting review will address:

  - a. Footcandle illumination.
  - b. Optics.
  - c. Shielding techniques.
  - d. Consideration of adjacent uses, especially adjacent residential buildings.
- 3. Adequate Illumination.** Site lighting shall be reviewed on a project specific basis to ensure pedestrian areas are adequately lit. Review considerations shall include:

  - a. Spacing.
  - b. Height of light fixture.
  - c. Shielding techniques.
- 4. Complementary Style.** Site lighting shall complement and coordinate with other site furnishings used throughout the site development project and shall complement street lighting in the public right- of-way.
- 5. Light Special Areas.** Accent lighting shall be used at focal points such as building entrances, site entrances, public art, and landscape features.



*Mixed use building with a small recessed entrance to allow for outdoor seating.*



*This building is setback at the corner to provide outdoor seating and other site furnishings.*



*Planters separate this outdoor cafe from pedestrian foot traffic.*

## Building Location/Setbacks (for Commercial/Mixed Use Buildings)

### Intent

- **Retail Visibility.** To ensure visibility of retail businesses, to establish active, lively uses along the sidewalk, and to encourage strolling in the Uptown District. To create visual continuity in the Uptown District with building locations, sidewalks and storefronts.

### Standards - Required

- 1. Buildings Close to Sidewalk.** The majority of buildings shall be located directly abutting the sidewalk except where setback to highlight building entrances, plazas or to provide wider sidewalks, as follows (specific standards for site furnishings are located on page 26). Building entry locations shall be determined based upon future right-of-ways for all public and private streets identified in Figure 4 on page 7.
  - a. **Highlight Entrances.** A minimum setback of four feet shall be allowed to highlight entrances or to provide wider sidewalks.
  - b. **Landscaped Area.** A maximum setback of up to ten feet shall be allowed to provide seating in a landscaped public area.
  - c. **Corner Lots.** On corner lots, use corner building entrances where feasible. Where not feasible, the primary entrance must be on one of the two streets, with the location determined on a case-by-case basis, evaluating access, volumes, adjacent uses, on site and through site circulation, and other fixed site features.

- d. Plazas at corners. A maximum setback of up to ten feet on corner lots shall be allowed to provide plaza space.
- e. Multiple Buildings in One Development; or properties subject to compliance with Surface Parking Lot Location standard 2, Street Frontage, on page 34. At least 55% of the lot frontage shall be occupied by the primary building. The remaining buildings and associated parking may be setback further from the street.
- f. Properties fronting Milton Way. Parcels fronting Milton Way shall be setback 10 feet from the right-of-way to allow for sidewalks.
- g. Recessed entrances are allowed.
- h. On-street parking. Buildings may be setback to a planned right-of-way boundary for the purposes of adding on-street parking.

**2. Outdoor Cafe Buffers.** Outdoor cafes on streets or driveways shall be buffered from moving traffic with fencing or walls and planters. Cafe buffers facing streets and on sidewalks may not be solid walls and shall be removable. Cafes must be visible and visually appealing from streets or the pedestrian realm.



*Lighting and landscaping buffers this sidewalk cafe from moving vehicular traffic.*



*A decorative fence separates this sidewalk cafe from pedestrian foot traffic.*



*Fences with decorative planters separate this sidewalk cafe from moving vehicular traffic.*



*Shallow front yards for residential buildings.*



*Landscaping modulates the street facing facades.*



*Shallow front yards transition to the street using landscaping and stairs.*

## **Building Setbacks (for Residential/Primarily Residential Uses)**

### Intent

- **Pedestrian Orientation and Densities.** To ensure pedestrian orientation and desired densities in the Uptown District.
- **Transition and Buffer.** To provide minor transition and buffer areas between streets and residences which can function as outdoor space.

### Standards - Required

- 1. Buildings Close to Sidewalk.** A maximum 10 foot setback, a minimum 6 foot setback, with an average setback of 8 feet per street frontage shall be required of primary structures to allow for shallow, residential front yards. The minimum setback for garages, carports, and paved parking shall be 10 feet.
- 2. Modulate Street Facing Facades.** Minor modulation techniques shall be used such as:
  - a. Recessed entries.
  - b. Landscaped gardens.
  - c. Plazas.
  - d. Courtyards.
- 3. Palette of Front Yard Transition Elements.** Two or more of the following elements shall be provided to provide front yard transitions and create usable front yard space:
  - a. Steps.
  - b. Low fences.
  - c. Trellises.
  - d. Site furnishings.

- e. Low hedges, trees, and landscaped borders.
- f. Patios if a low fence or trellis is included for added privacy.

**4. Palette of Entrance Elements.** Entrance elements shall be provided, such as:

- a. Gates.
- b. Archways or arbors.
- c. Walkway covers.
- d. Special paving.
- e. Pedestrian lighting.



*Shallow front yards for residential buildings with archway over pedestrian entrances and low hedges to separate private from public space.*



*Parking located behind the building.*



*Parking lot located between two buildings.*

## Surface Parking Lot Location

### Intent

- **Maintain Active Street Frontage.** To maintain contiguous active pedestrian street frontages by avoiding off-street parking lot siting along sidewalks and street frontages.
- **Minimize Visual Impacts.** To minimize visual impact of parking lots through screening where parking lots are unavoidable on street frontages.
- **Cohesive Walkable Urban Form.** To establish a cohesive walkable urban form with building facade continuity along streets.

### Standards - Required

- 1. Location of Parking Lots.** Locations for allowed parking lots are identified in Figure 5 on page 9. For all new development on Meridian and Milton Way, parking lots shall be located behind or to the side of buildings, or enclosed within or underneath the building. The Parking Lot Screening requirements on page 36 shall apply where a surface parking lot or portions of abut a public right-of-way. Parking lots shall not be located between a public right-of-way and the building unless no other feasible alternative exists.
- 2. Street Frontage.** Where consistent with the requirements of standard one above, parking lots on street frontages shall be located between buildings, with no less than 55% of the property street frontage devoted to the building facade. The street frontage devoted to surface parking shall also be appropriately screened and designed per the Parking Lot Screening standards on page 36.

- 3. Pedestrian Walkways.** Where a surface parking lot is located between the public right-of-way and the primary building, a pedestrian walkway shall be provided through the parking lot to connect the building to the street per the Pedestrian Walkway standards on page 19.



*A clearly defined pedestrian walkway connects through the parking lot.*



*Pedestrian walkways continue through the parking lot to connect buildings to the street.*



*Trellis used as parking lot screen.*



*A combination of a screen wall and evergreen landscaping provide parking lot screening.*

## Parking Lot Screening

### Intent

- **Reduce Visual Prominence.** To reduce visual impact of parking on on public and private streets through screening techniques.

### Standards - Required

- 1. Perimeter Screening.** Where surface parking lots are adjacent to a public right-of-way, the parking lot shall provide a minimum 10 feet wide planting strip between the parking lot and right-of-way(s).
- 2. Screening Techniques.** Year round perimeter screening shall provide a visually impervious screen utilizing one or more of the following screening techniques:
  - a. **Screen Walls.** Low walls, opaque hedge walls, etc. shall be a minimum of 3 foot height and maximum of 4 feet height. Where screen walls are used, the 10 foot wide planting strip requirement may be reduced by 2 feet.
  - b. **Screen Wall Transparency.** For screen walls taller than 4 feet height, all elements above 4 feet shall be made of semitransparent materials i.e. lattice walls, trellises, etc. Those portions of the screen wall taller than 4 feet height shall be a minimum of 85% transparency (i.e. see through railing, trellis, or similar treatment).
  - c. **Evergreen Shrubs.** Shrubs shall be maintained at a maximum 4 foot height from the sidewalk to maintain visibility into the site for security/safety purposes. At planting, shrubs shall be a minimum 2-gallon pot size or balled and burlapped equivalent.

- d. Trees. A mixture of evergreen and deciduous trees and shrubs. At planting, deciduous trees shall be a minimum 3-inch caliper at planting. Evergreen trees shall be a minimum of six foot height to the uppermost branching point at planting.
- e. Wood fences. If a wood fence is used, the fence shall have decorative detailing at the top (i.e. trellis materials) and an 8 foot wide planting strip. The requirements of item Screen Wall Transparency (page 50) shall also be applied.



*Landscaping treatments effectively screen parking lots from view.*

- 3. Supporting Ground Cover.** Evergreen ground cover, other than grass, shall be used in addition to the screening techniques identified above. A maximum of 45% of all ground cover required shall be dedicated to grass.

Standards - Not Allowed

- 4. Plain Fence.** Unadorned wood fences or chain link fencing shall not be allowed.



*Shared parking lot access between multiple commercial buildings.*



*Sidewalk paving extends across driveways.*

## Location of Driveways

### Intent

- **Minimize Sidewalk Interruptions.** To maintain continuous uninterrupted sidewalks by minimizing, consolidating, and eliminating driveways and promoting shared access to the extent possible.

### Standards - Required

1. **Locate Driveways.** Vehicular driveways shall be located on side streets and alleys unless the primary street is the only means of access to the site.
2. **Continuous Sidewalks.** Sidewalk paving shall be extended across driveways to maintain sidewalk continuity and sidewalk visibility to drivers.

## Outdoor Service and Storage Areas

### Intent

- **Screening.** To maintain design continuity by screening mechanical, service, and storage areas.
- **Visual Quality.** To maintain visual quality of facilities and avoid use of blank walls.

### Standards - Required

- 1. Siting of On-Site Storage Areas.** All outdoor service and storage areas, such as mechanical equipment, outdoor storage, trash/recycling containers, satellite dishes, accessory telecommunications devices, etc. shall be fully screened and shall not be visible from adjacent public streets or from views above from adjacent buildings.
- 2. At-Grade Service Areas.** At grade storage areas such as outdoor storage and/or trash/recycling containers shall be screened from adjacent streets and public rights-of-ways and from views above from adjacent buildings. Pedestrian oriented trash receptacles along walkways and in public spaces are excepted from this requirement.
- 3. Screening Techniques.** Service area screening shall be 100% sight obscuring, year round utilizing one or more of the following screening techniques:
  - a. **Fences and Walls.** Fencing and walls materials shall be integrated and compatible with the design of the building (i.e. use the building's materials on fence columns).
  - b. **Adjacent to Pedestrian Walkways.** Where an outdoor storage areas is adjacent to a pedestrian walkway, fences installed for screening may be used only in combination with either landscaping, vines, trellis, or similar landscaping screening technique.



*Outdoor storage is screened utilizing materials compatible with the building design.*



*Outdoor trash or storage enclosure.*



*Outdoor storage area is integrated with the building design.*

- c. Evergreen Hedges and Shrubs.
- d. Trees. A mixture of evergreen and deciduous trees.

**4. Mechanical Equipment.** Mechanical equipment shall be located early in the design process to ensure integration with the building design. Roof mounted mechanical equipment shall be grouped together, integrated into the building design, and thoroughly screened from view from the street level and above from adjacent buildings. Roof mounted screening techniques include but are not limited to:

- a. Roof Treatment. Roof line designed to screen visibility of mechanical equipment from an adjacent public street(s).
- b. Paint. Paint mechanical equipment to match or approximate the color of the roof.
- c. Setbacks. Position mechanical equipment away from building edges.

# Building Design

## STANDARDS FOR ALL USES

### Corner Features

#### Intent

- To ensure architectural interest and pedestrian-scaled detail in downtown.
- To allow for comfortable pedestrian queuing space.
- To create visual emphasis at key corners in the District as a unifying characteristic.

#### Standards - Required

**1. Locations Where Standards Apply.** Corner Features shall be required at locations specified in Figure 5 on page 9.

**2. Corner Features for Buildings at Intersections Facing Two Streets**

- a. Architectural Features. Building sides that face corners of public streets shall be treated architecturally to emphasize the corner location. Appropriate expressions include:
- Tower forms.
  - Prominent building entries.
  - Over-sized window treatment.
  - Special rooflines.
  - Plazas.
  - Other treatments which meet the intent of this standard.



*Prominent building entry and tower feature at street corner.*



*This building entrance uses architectural features in combination with other techniques to emphasize the corner location.*



*A well landscaped public plaza provides pedestrian interest at the street corner.*



*Special paving, landscaping, benches and weather protection provide pedestrian interest and comfort at this building entrance.*

- a. Building Corner Setbacks. First floors of building corners facing intersections of two streets shall be set back 10 feet to accommodate pedestrian circulation. Columns are allowed in the setback area up to the size of a 2 foot square footprint.

**3. Corner Features for Buildings at Intersections of a Street and a Pedestrian Walkway and/or Two Pedestrian Walkways.** Entrances to pedestrian walkways shall be visually emphasized by the use of two of the following elements:

- a. Special paving. Scored concrete, stained/colored concrete, concrete pavers, paving inlays, mosaics, or other special paving material which is different from the standard sidewalk material.
- b. Landscaping. Trees, shrubs, trellises, flowers, or container plants.
- c. Seating area. Benches, low seating walls.
- d. Site lighting.
- e. Wayfinding signage.

## Roof Form

### Intent

- **Distinctive Profiles.** To ensure that roof forms provide distinctive profiles and visual interest.
- **Express Base and Top.** To provide detail which break buildings into distinct visible elements of base and top (see Stepbacks, Mass and Bulk standards on page 58 for details regarding building modulation and articulation).

### Standards - Required

- 1. Commercial Buildings.** Commercial buildings shall use one of the following elements to create a prominent edge:
  - a. Extended parapets.
  - b. Projecting cornices.
  - c. Pitched or sloped roofs.
  - d. Decorative molding if greater than or equal to 10 inches wide.
  
- 2. Predominantly Residential Buildings.** Buildings which contain predominantly residential uses shall use the following elements to break up the massiveness of an uninterrupted flat roof:
  - a. Dormers.
  - b. Pitched roofs.
  - c. Stepbacks.
  - d. Roof gardens.
  - e. Cornices.
  - f. Parapets.
  - g. Intersecting roof forms.
  - h. Horizontal projections.

The design of these types of roof treatments shall be approved at the discretion of the Director.



*Pitched/sloped roofs provide a distinctive building profile.*



*Residential building with intersecting roof forms.*



*Residential building with intersecting roof forms.*



*Vines screen a blank wall.*



*Windows, awnings and other architectural features provide visual interest and continuity.*



*Landscaping, signage, and site lighting screen a blank wall.*

## Blank Wall and Side Wall Screening

### Intent

- **Continuity of Visual Interest.** To ensure that all sides of a building in the public view have visual interest and continuity of pedestrian-oriented building scale.

### Standards - Required

- 1. Architectural Treatments for Visible Building Sides.** All sides of buildings visible from a public right-of-way shall be treated with two or more of the following elements:
  - a. Visible rooflines (i.e. cornices, extended parapets, pitched/sloped roofs, decorative molding, etc).
  - b. Windows.
  - c. Secondary entrances.
  - d. Balconies.
  - e. Awnings.
  - f. Oversized window treatments.
  - g. Other architectural details which meet the intent of this standard.
- 2. Detailed Walls Required.** Ground floor walls (including retaining walls) within public view shall have architectural detail such as windows, doors, reveals, and other architectural features as described in the Building Design section of the Guidelines. A wall is considered a blank wall if:
  - a. A ground floor wall or portion of a ground floor wall over 6 feet in height that has a horizontal length greater than 15 feet and does not include architectural detailing; or

- b. Any portion of a ground floor wall having a surface area of 400 square feet or greater.

**3. Blank Wall Screening.** Where a blank wall within the public view is unavoidable due to Uniform Building Code regulations, (such as where a side building wall abuts a property line or site-specific constraints), blank walls shall be treated with two or more of the following:

- a. Vegetation, including trees, shrubs, ever green ground cover (in conjunction with other landscaping) or vines adjacent to the blank wall surface.
- b. Trellis vine panels.
- c. Architectural detailing such as reveals, contrasting materials, or other special detailing which meet the intent of this standard.

Due to the many potential site specific conditions which could occur, blank/side wall treatment shall be subject to the Director's discretion and approval.



*A blank wall becomes a "living wall" through screening.*

## **Franchise Design and Visible Facades**

### Standards - Required

- 1. No franchise and corporate architecture.** The use of stock building plans, typical corporate and/or franchise designs, "regional prototype alternatives," or other designs which are easily identified with a particular chain or corporation are not allowed.
- 2. Design all visible facades.** All facades of a building shall be given equal design consideration. Some flexibility may be given by the Director for alley or other facades that are not visible from streets, parks, parking lots, or other areas used by the public.

## STANDARDS FOR COMMERCIAL/MIXED USE BUILDINGS

### Visible Building Entrances

#### Intent

- **Visible and Welcoming Entrances.** To make major building entrances obvious and welcoming.

#### Standards - Required

1. **Visual Prominence.** The primary building entrance shall be made visibly prominent utilizing a minimum of 5 of the architectural treatments listed below. At least one element shall be selected from each of the categories listed below (i.e. at least one element from a,b, and c.).
  - a. Facade Features
    - Recess
    - Overhangs.
    - Canopies.
    - Trellis
    - Porticos.
    - Porches.
  - b. Doorway Features
    - Clerestory.
    - Transom windows.
    - Glass windows flanking door.
    - Large entry doors.
    - Ornamental lighting.
    - Lit displays.



*Building entrance incorporates glass windows, ornamental lighting, and planters.*



*A gateway feature, ornamental lighting and planters are used to visually define the building entrance.*

c. Detail Features

- Special entry paving.
- Ornamental building name or address.
- Planters or pots of flowers.
- Seating.

**2. Weather Protection.** Weather protection shall be provided at building entrances such as a canopy, marquee, or awning. This feature may be combined with the methods used above in this section to achieve visual building entry prominence.

## Ground Floor Facades

### Intent

- **Visual Interest in Ground Level Activities.**  
To visually and architecturally express ground level activities which promote the pedestrian environment.

### Standards - Required

**1. Architectural Treatments and Details.** Commercial building facades facing streets shall incorporate at least two elements from each of the following categories, with a minimum of five total treatments required:

- a. Palette of Window Treatments
  - Large storefront windows above kickplates.
  - Clerestory windows.
  - Recessed windows.
  - Mullions.
- b. Palette of Façade Treatments
  - Lighting or baskets supported by ornamental brackets.
  - Medallions.
  - Belt courses.
  - Plinths for columns.
  - Piers or pilasters.
  - Projecting sills.
  - Tilework.
  - Stone or concrete masonry.
  - Pedestrian scaled signs.
  - Planter boxes.
  - Other architectural treatments which meet the intent of this standard.



*Facade treatments provide visual interest and pedestrian orientation.*



*Large storefront windows, varied facade treatments, and pedestrian scaled signs.*



*Visibility into the building from the sidewalk.*



*Windows along ground floor facade provide visibility into the building.*

## Ground Floor Transparency and Visibility

### Intent

- **Visual Interest in Ground Level Activities.** To visually and architecturally express ground level activities which contribute to the pedestrian environment.
- **Visibility into Buildings.** To provide visibility into buildings and from within buildings out to the sidewalks.

### Standards - Required

1. **Clear Glass Windows.** A minimum of 50% of the ground floor façade of commercial buildings fronting public or private streets shall be comprised of clear windows.
2. **Film.** Film may be applied to windows to provide shade and for energy efficiency provided full transparency and visibility is maintained into the building from the sidewalk.
3. **Visible Light Transmittance.** Windows shall have a minimum 50% visible light transmittance.

### Standards - Not Allowed

4. **Reflective glass or film.** Reflective glass, smoky film and/or reflective film which diminishes transparency shall not be allowed.

## Weather Protection

### Intent

- **Weather Protection.** To provide weather protection for pedestrians throughout Uptown.

### Standards - Required

- 1. Canopies, Arcades, or Awnings.** Canopies, arcades, or awnings shall be provided on commercial building facades facing streets. Dimensions shall provide all of the following:
  - a. Minimum canopy depth of 5 feet.
  - b. Vertical height above the sidewalk and underside of canopy between 8 and 10 feet.
  - c. Minimum protection along 80% of the building facade facing a public right-of-way.
  - d. If an arcade is proposed, the specific dimensions and length of the arcade shall be negotiated on a case by case basis to ensure adequate light, air, and visibility through to ground floor windows and building entries from the street.



*A variety of awning styles provide weather protection.*



*Hard awnings along a mixed use building facade.*

### Standards - Not Allowed

- 2. Internal or Backlit Canopies.** Internal, backlit, or uplit canopies shall be prohibited. Downlighting is allowed to light sidewalks for pedestrians.
- 3. Awnings as Signage.** Awnings shall not be used as primary signage, including use of print and backlighting. If awnings are used for signage, the drop edge of the awning/canopy shall not exceed 12 inches in height.



*Variety between ground floor and upper story building materials.*



*Use of ornamental tile provides visual interest and detail at the pedestrian level.*

## **Building Materials (Standards for Commercial/Mixed Use Buildings)**

### Intent

- To develop a cohesive visual downtown identity and to ensure that downtown development forms a cohesive visual whole over time. This shall be accomplished through the use of a primarily masonry materials palette.
- To provide a materials palette which allows for individual and creative architectural expression in individual development.

### Standards - Required

- 1. Primary Materials Palette.** Commercial and mixed use buildings shall be built with materials which will form a visually cohesive identity over time. Facades of commercial and commercial levels of mixed use buildings shall be primarily one of the following masonry materials:
  - a. Brick.
  - b. Stone.
  - c. Metal.
  - d. Enamel.
  - e. Ceramic Tile. Alternate coursing with changes in color and or texture is required with use of tile. Alternate coursing can be vertical, horizontal, or both.
  - f. Split face alternate course concrete masonry units. Alternate coursing with changes in color and or texture is required with use of split face masonry units . Alternate coursing can be vertical, horizontal, or both, or other decorative patterns.

- g. Stucco if limited to a maximum 50% of total building surface area.
- h. Hardie Board.

At the first two stories above the public sidewalk level, and at exposed stories below the public sidewalk level, primary materials must cover 85% of the opaque surfaces on any elevation.

Exceptions

- a. Transparent glass may cover 75% of the first story of any one facade. Transparent glass may cover 40% of the second story of any one facade.
- b. Where there are two front property lines, transparent glass may cover 75% of a second facade if the facade is within 15 feet of the property line.

- 2. Residential Floors, Mixed Use Buildings.** Non-masonry materials may be used as a primary material in the residential portions of mixed use buildings.

Standards - Not Allowed

- 3. Plain Faced and/or Uncolored Concrete Masonry Units.** Plain faced and/or uncolored concrete masonry units shall not cover an area greater than 5% of any facade.
- 4.** Reflective or smoky glass windows.



*Stepbacks, decks, and a modulated roofline on a mixed-use building.*



*Upper story setbacks visually decrease the bulk of the building.*

## Upper Level Stepbacks, Mass, and Bulk

### Intent

- **Develop Pedestrian Scale.** To ensure that multiple-storied building facades do not overwhelm the pedestrian orientation and scale of Uptown.

### Standards - Required

A minimum of two of the following techniques shall be applied to facades visible from public right-of-ways and public spaces to minimize the apparent bulk and mass of a building:

- 1. Stepback buildings over two stories.** Buildings above two stories in height shall stepback the upper stories as follows:
  - a. Stepbacks above two stories shall be a minimum of 6 feet from the first two floors.
  - b. A second, minimum 6 foot stepback shall be made above four stories.
  - c. Evident Decrease in Bulk. Stepbacks need not be continuous and uniform across the entire façade as long as bulk is visually decreased.
- 2. Horizontal Building Modulation.** Use bays, recesses, and building projections to provide variations in large facades.
  - a. The maximum horizontal length without building modulation shall be 100 feet.
  - b. Modulation Depth. The minimum modulation depth shall be 6 feet.

- 3. Modulated Roof Line.** Provide breaks in the roofline by alternating stepped roofs; gables, dormers, etc (see Roof Form standards on page 43).
- 4. Articulation.** Building Articulation with at least one of the following architectural elements:
  - a. Change in materials or color with a change in building plane.
  - b. Decks and Balconies. Decks, terraces, and balconies are encouraged but not required, and may be roofed or open.
  - c. Bay Windows.
  - d. Repeat distinctive window patterns at horizontal modulation intervals.
- 5. Other Treatments.** Other architectural treatments which meet the intent of this standard.

#### Exceptions

- 6. Stairs, Corner Features, and Other Architectural Features.** Stairs, corners, and other vertical architectural features are not required to stepback.



*Horizontal building modulation and changes in color reduce the appearance of bulk and mass.*

## STANDARDS FOR RESIDENTIAL/ PRIMARILY RESIDENTIAL USES

### Primary Residential Entrances

(Applies to all multifamily residential development except townhouses).

#### Intent

- **Active and Lively Street.** To face residential entrances onto streets to create and maintain a lively and active downtown.
- **Safe and Welcoming Entry.** To provide safe and welcoming building entries.



*Secure and direct access to residential units.*

#### Standards - Required

1. **Visible Entrance.** The primary building entrance shall be visible from the adjacent street.
2. **Weatherproof Covering.** All building entries shall have a weatherproof covering.
3. **Secure and Direct Access.** Primary building entries shall provide secure and direct access to lobbies, stairs, and elevators.
4. **Entrance Dimensions.** The primary residential entrance shall be a minimum 4 feet deep and a width at least 50% wider than the entry doors.
5. **Visual Prominence.** The primary building entrance shall be made visibly prominent utilizing a minimum of 5 of the architectural treatments listed below. At least one element shall be selected from each of the categories listed below (i.e. at least one element from a, b, and c.)

a. Facade Features

- Recess.
- Overhangs.
- Canopies.
- Trellis.
- Porticos.
- Porches.

b. Doorway Features

- Clerestory.
- Transom windows.
- Glass windows flanking door.
- Large entry doors.
- Ornamental lighting.

c. Detail Features

- Special entry paving.
- Ornamental building name or address.
- Planters or pots of flowers.
- Seating.



*A combination of balconies, color differentiation, bays, and stepbacks reduce the appearance of bulk.*



*Bays, recesses, and distinctive roof forms break up building mass and bulk.*

## Building Mass and Bulk

### Intent

- **Reduce Building Bulk with Smaller Architectural Components.** To reduce the apparent bulk of buildings by breaking them down into smaller components which are consistent with the pedestrian scale of downtown.
- **Visual Variety.** To provide visual variety along streets.

### Standards - Required

- 1. Variations in Large Facades.** Horizontal facades longer than twenty-five feet in length shall be treated to reduce visual scale and bulk using two of the following:
  - a. Bays and Recesses; (Bays and recesses shall be a minimum of 3 feet in depth and 8 feet long. Wall variations shall extend from first floor to roof, excluding balconies, decks, and terraces).
  - b. Balconies, decks, and terraces.
  - c. Distinctive roof forms.
  - d. Window patterns.
  - e. Changes in materials.
  - f. Color differentiation.
  - g. Projections or overhangs.
  - h. Upper story stepbacks.
- 2. Other Treatments.** Other architectural treatments which meet the intent of this standard.

### Standards - Not Allowed

- 3. Flat Blank Walls Not Allowed.** Flat blank walls shall not be allowed. See Blank Wall Standards on page 44.

## Materials

### Intent

- **Ensure Quality and Maintenance Over Time.**  
To ensure a standard of quality and maintenance over time.
- **Materials and Details that Reduce Bulk.** To encourage the use of materials appropriate to residential development and details that reduce the visual bulk of larger buildings.

### Standards - Required

- 1. Durable Materials with Texture and Pattern.**  
Exterior materials shall be durable and maintainable over time, including:
  - a. Materials with textures or patterns.
  - b. Materials which lend themselves to quality detailing and can be well maintained over time.
- 2. Allowed Primary Materials.**
  - a. Allowed primary materials include wood or masonry units (brick, stone, tile, or split face alternate course concrete).
  - b. Enamel panels, and precast concrete panels. If panel materials are used, each panel shall not exceed a maximum of 9 square feet.

### Standards - Not Allowed

- 3. Reflective Glass.** Reflective glass is not allowed.
- 4. Vinyl Siding.** Vinyl siding shall not be allowed.



*Stone materials at the ground floor and color differentiation on upper levels provide texture and pattern.*



*Varied window sizes.*



*Varied window shapes and number of panes divided by mullions and other window details.*

## Windows

### Intent

- **Active and Lively Street.** To face windows onto streets to create and maintain a lively and active downtown.

### Standards - Required

- 1. Transparent Windows.** Transparent windows shall be required where buildings face streets.
- 2. Varied Window Sizes.** Residential buildings shall be designed with varied window sizes and shape. Examples of acceptable window treatments that would meet this intent include:
  - a. Varied shape, and number of panes.
  - b. Divided or mullioned windows if appropriate to style.
  - c. Cantilevered bay windows if appropriate to style and may project 18 inches into required stepback areas.
  - d. Recessed windows.
  - e. Visible and substantial trim.
  - f. Butt glazing is allowed.
- 3. Visible and Substantial Trim.** Windows shall be surrounded with visible and substantial trim.

### Standards - Not Allowed

- 4. Two-Panes Horizontal Sliding Windows.** Horizontal sliding windows with two lights are not allowed.

# **City of Milton**

## **UPTOWN DESIGN STANDARDS & GUIDELINES**

### **APPENDIX**

**October 30, 2013**

KPG, Inc.  
Seth Harry & Associates  
Studio 3MW

Note: The design elements shown in the appendix images refer only to the specific topic addressed in that section and do not imply that all of the design elements in the image meet the intent of the Guidelines.

## Pedestrian Walkways

*This*



*Landscaped edges buffers this pedestrian walkway from parking areas. (Woodinville)*



*Landscaping, seating, and bollards contribute to a comfortable pedestrian environment. (Redmond Town Center)*

*Not This*



*This pedestrian walkway lacks treatments which buffer the pedestrian from parking areas. (Kirkland)*

## Public Spaces and Plazas

*This*



*This small public space integrates public art, landscaping, and weather protection. (Kirkland)*



*Low seating walls, container plants, and site lighting encourage pedestrians to linger. (Harbor Steps, Seattle)*



*Special paving, landscaping, and outdoor seating provides inviting, visual interest to pedestrians. (Fremont, Seattle)*

*Not This*



*An uninviting public space.*

## Site Furnishings

*This*



*This plaza provides adequate seating, lighting, and trash receptacles for pedestrian use. (University Village, Seattle)*



*Outdoor seating, planters, and other site furnishings add comfort and detail to the streetscape.*



*This small plaza contains durable seating, plantings, special paving, and art inlays. (Burien)*

*Not This*



*The site furnishings in this example are not durable nor weather-resistant. (Old Kirkland)*

## Site Lighting

*This*



*Pedestrian lighting defines the edge of this public space and integrates with street lighting nearby. (San Francisco)*



*Site lighting provides comfort and safety. (Seattle Center, Seattle)*

*Not This*



*Lighting is not shielded to prevent nightglow.*

### Building Location/Setbacks (Commercial/Mixed Use)

*This*



*Commercial development is built to the sidewalk to provide a continuous streetscape presence. (Ravenna, Seattle)*



*The ground floor of this building is setback at the corner to allow for outdoor seating. (Capitol Hill, Seattle)*



*Minor setbacks at building entries allow for plaza space. (Greenlake, Seattle)*

*Not This*



*Commercial development setback to provide parking should be avoided where possible. (Mississippi)*

## Building Setbacks (Residential)

*This*



*These residential units are setback from the sidewalk to provide private open space. (Madison Valley, Seattle)*



*This residential entrance is setback from the street to create a courtyard. (Queen Anne, Seattle)*



*Building setback to provide a landscaped garden buffer. (Kirkland)*

*Not This*



*Residential apartments setback to provide parking results in an undefined street corner. (Capitol Hill, Seattle)*



*Residential building setback does not provide private open space for units. (Central District, Seattle)*

### Surface Parking Lot Location

*This*



*The surface parking lot is located above the grocery store and screened from the street. (Capitol Hill, Seattle)*



*This parking lot is located to the side of a building and is screened from view with landscaping. (Woodinville)*

*Not This*



*Parking located in front of the building should be avoided where possible.*



*Parking lots such as this one detract from an active pedestrian street frontage.*

## Parking Lot Screening

*This*



*A combination of trellis materials and landscaping screen parking from view. (Woodinville)*



*Dense plantings and established trees screen vehicles. (Capitol Hill, Seattle)*

*Not This*



*Mature landscaping does not adequately screen parking areas from view. (Central District, Seattle)*



*Newspaper bins and sparse plantings do not adequately screen parking. (Capitol Hill, Seattle)*

## Location of Driveways

*This*



*Parking lot driveway is designed to minimize sidewalk interruptions. (Madison Valley, Seattle)*



*Shared driveway access serves eight residential units. (Redmond)*

*Not This*



*Wide curb cuts creates sidewalk interruptions. (Capitol Hill, Seattle)*



*Wide driveway for a single business creates large breaks in the streetscape. (Capitol Hill, Seattle)*

## Outdoor Service and Storage Areas

*This*



*Architectural details such as this trellis and fence design screen outdoor storage from view. (Woodinville)*



*This outdoor storage area utilizes building materials from the primary building. (Redmond)*

*Not This*



*This espalier does not adequately screen electrical equipment. (Kirkland)*



*Non-screened dumpsters are not allowed in the downtown. (Central District, Seattle)*

### Corner Features

*This*



*Prominent building features accentuate the street corner. (Japan)*



*This building is setback at the corner to accentuate the building entrance. Architectural features provide interest and detail. (Capitol Hill, Seattle)*



*A grocery store garage includes a tower to emphasize the corner location. (Ballard)*

*Not This*



*Parking lots at street corners do not contribute to a pedestrian friendly environment. (Capitol Hill, Seattle)*

## Roof Form

*This*



*Roof expression provides breaks in the building form. (Eastlake, Seattle)*



*Various intersecting roof forms provide a distinctive building profile. (Redmond)*



*Variations in roof form. (Kirkland)*

*Not This*



*The flat roof treatment of this mixed use building does not create a prominent roof edge. (Renton)*



*Flat, unadorned roof treatment is not allowed. (Queen Anne, Seattle)*

## Blank Wall and Side Wall Screening

*This*



*Trellis materials and landscaping screen this blank wall. (Redmond)*



*Contrasting materials and windows treat a building side. (Redmond Town Center)*

*Not This*



*This blank wall does not provide screening treatment. (Detroit, Michigan)*



*Decorative elements such as this hanging rope do not satisfy blank wall requirements. (Ballard)*

## Visible Building Entrances

*This*



*Weather protection, signage, and transparent ground floor uses make this a visible building entrance. (Central District, Seattle)*



*Architectural details and weatherproofing emphasize this building entrance. (University District, Seattle)*



*This large, mixed use development has clearly defined building entrances. (Kirkland)*

*Not This*



*Lack of architectural treatments makes this an uninviting entrance. (Capitol Hill, Seattle)*

## Ground Floor Facades

*This*



*Planter boxes, special lighting, window treatments, and building materials provide visual interest at the ground level. (Queen Anne, Seattle)*



*Varied facade treatments and details promotes a pedestrian environment. (Madison Valley, Seattle)*

*Not This*



*Lack of windows, visible entry, or other architectural embellishments. (Capitol Hill, Seattle)*

## Ground Floor Transparency and Visibility

*This*



*Ground floor transparency provides visual interest. (Bellingham)*



*Window transparency along the sidewalk provides visibility into the building. (Capitol Hill, Seattle)*



*Ground floor visibility into storefronts provides visual interest to pedestrians. (Queen Anne, Seattle)*

*Not This*



*Reflective glass and an indiscernible building entries are not allowed. (Kirkland)*



*No visibility/transparency into the ground floor. (Capitol Hill, Seattle)*

## Weather Protection

*This*



*Hard awning provides continuous weather protection at building corner. (University Village, Seattle)*



*Weather protection serves dual purpose to protect outdoor seating from inclement weather. (Capitol Hill, Seattle)*

*Not This*



*Avoid awnings/overhangs which do not provide continuous weather protection. (Kirkland)*

## Building Materials

*This*



*Variations in building materials to provide visual interest. (West Seattle)*



*A combination of wood siding, metal, concrete, and transparent ground floor treatments. (Central District, Seattle)*



*Alternate course concrete masonry units. (West Seattle)*

*Not This*



*Residential buildings without architectural treatments. (Central District, Seattle)*

### Upper Level Stepbacks, Mass and Bulk (Commercial)

*This*



*Bays and horizontal building modulation reduce the appearance of bulk. (Eastlake, Seattle)*



*Building modulation, roof form expression, and changes in building materials reduce the appearance of bulk. (Madison Valley, Seattle)*

*Not This*



*This commercial buildings needs texture and modulation to reduce bulk. (Lynnwood)*

## Primary Residential Entrances

*This*



*Residential entrance has weather protection and a safe and welcoming entrance. (Queen Anne, Seattle)*



*Visible, secure, and direct residential entrance. (Redmond)*

*Not This*



*There is a lack of weather protection at this residential building entry. (Capitol Hill, Seattle)*

### Building Mass and Bulk (Residential)

*This*



*Bays, recesses, balconies, and roof overhangs provide variations in a large residential building facade. (Kirkland)*



*Variations in building materials, modulation, and color changes reduce the appearance of bulk. (Kirkland)*

*Not This*



*This building has few treatments applied to reduce the appearance of bulk. (Eastlake, Seattle)*



*This residential building lacks upper level setbacks and visual variety. (Bellingham)*



*Although this building is modulated, it does not reduce the appearance of bulk. (Eastlake, Seattle)*

## Materials (Residential)

*This*



*Durable materials with textures and patterns are encouraged. (University District, Seattle)*



*This residential building has masonry units and quality detailing. (Queen Anne, Seattle)*

*Not This*



*Unadorned, stucco or concrete building materials are not allowed. (Central District, Seattle)*



*Residential buildings without architectural treatments. (Central District, Seattle)*

## Windows

*This*



*Visible window trim provides detail. (Capitol Hill, Seattle)*



*Windows in various sizes and shapes. (Queen Anne, Seattle)*

*Not This*



*Windows are monotonous and are not of varied sizes and shapes. (New Holly, Seattle)*



*Windows are monotonous and are not of varied sizes and shapes. (Pearl District, Portland)*

Back to Agenda Bill

**CITY OF MILTON  
ORDINANCE 1841-14**

**AN ORDINANCE OF THE CITY OF MILTON,  
WASHINGTON; ADOPTING DESIGN  
STANDARDS AND GUIDELINES; THRESHOLDS  
FOR IMPLEMENTATION; A PROCESS FOR  
REVIEW AND APPROVAL OF DESIGN  
GUIDELINES STANDARDS; PROVIDING FOR  
SEVERABILITY; AND ESTABLISHING AN  
EFFECTIVE DATE**

WHEREAS, on November 19<sup>th</sup>, 2012 the City Council adopted the 2012 Vision Report: a Community of Neighborhoods, a City of Places, via Resolution 12-1826 at their regularly scheduled meeting; and

WHEREAS, the City Council directed the Planning Commission to consider adoption of design standards and guidelines as part of the 2013 Work Plan; and

WHEREAS, the Planning Commission reviewed design standards and guidelines at their August 28<sup>th</sup>, September 25<sup>th</sup> regularly scheduled meetings as well as at the September 11<sup>th</sup> and October 9<sup>th</sup> committee meetings; and

WHEREAS, the Planning Commission held a public hearing on October 30<sup>th</sup> 2013, and made a recommendation to the City Council; and

WHEREAS, the City Council reviewed the Design Standards and Guidelines at their November 11<sup>th</sup>, 2013 and December 2<sup>nd</sup>, 2013 meetings; and

WHEREAS, the City Council created an Ad-Hoc committee to review the Design Standards and Guidelines on November 25<sup>th</sup>, 2013, January 14<sup>th</sup>, 2014, and March 18<sup>th</sup>, 2014; and

WHEREAS, the City of Milton desires to adopt design standards and guidelines for the proposed area in order to create a vibrant, pedestrian friendly commercial center to act as a gateway to the city; and

WHEREAS, a determination of non-significance was issued for the proposal on October 4<sup>th</sup>, 2013; and

WHEREAS, the State Department of Commerce has been provided with 60-day notice of intent to adopt development regulations;

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

**Section 1. Findings.** The above recitals are hereby adopted by reference as legislative findings in support of this ordinance. The City Council further enters the following additional findings:

A. The code amendments set forth herein bear a substantial relation to the public health, safety and welfare.

B. The code amendments set forth herein are in the best interest of City of Milton residents.

C. The code amendments set forth herein satisfy all relevant criteria for approval and adoption.

D. The zoning code amendments set forth herein have been processed, reviewed, considered and adopted in material compliance with all applicable state and local procedural requirements, including but not limited to the requirements codified in and Chapter 36.70A RCW and Chapter 35A.63 RCW.

E. All relevant procedural requirements of the State Environmental Policy Act have been satisfied with respect to this ordinance.

**Section 2. A new Chapter 17.43 of the Milton Municipal Code, titled “Design Standards and Guidelines”, is hereby added as follows**

Chapter 17.43  
DESIGN STANDARDS AND GUIDELINES

Sections:

- 17.43.010 Purpose.
- 17.43.020 Review
- 17.43.030 Procedures.
- 17.43.040 Design Standards and Guidelines adopted.
- 17.43.050 Compliance.

**17.43.010 Purpose.**

The purpose of this chapter is to establish the types of developments which shall be subject to design review pursuant to the adopted standards and guidelines. Further, the chapter shall establish the standards and guidelines for the city of Milton, and the procedure to address conflicts between the standards and guidelines and the underlying zoning designation, should such a conflict arise.

**17.43.020 Review Required.**

A. Design Review: All development which falls within the thresholds provided in this section shall be subject to design review as provided for in chapter 17.71 MMC, Permit Decision and Appeal procedure.

B. Applicability: The following types of development shall be required to conform to the requirements of the Uptown District Design Standards and Guidelines:

1. New buildings
2. Expansion of building footprint
3. Parking lot reconfiguration (not including actions such as relocation of ADA spaces, overlays, or other minor projects which do not alter the circulation pattern or physical location of the parking stalls)
4. External façade modification resulting in modification of more than 25% of the façade.

C. Conflicts: In the event of a conflict between the standards and guidelines adopted in section 17.43.040(a) and the underlying zoning code, the standards and guidelines shall apply. In the event that an interpretation is required to rectify any conflict, the director shall utilize the intent statements in the applicable sections of the standards and guidelines, the overall intent of the standards and guidelines, the goals and policies identified in the Comprehensive Plan, and the adopted 2012 Vision, in determining the appropriate standard to apply. This is not intended to create a new standard, but to identify which standard is most appropriate given the intent of the afore mentioned guidance documents. In making such a determination the director shall enter findings of facts in substantial similarity to those found below in subsection D.1 –D.5.

D. Proportional Compliance: Where strict application of a standard or guideline will interfere with the use, existing building, site operations or use, circulation or access, the applicant may request a proportional compliance decision. In making such a decision, the director shall enter findings of fact to support the proportional compliance decision. The findings shall include:

1. A description of unique site or building characteristics which prohibit strict application of the standard or guideline;
2. A description of why strict application of the standards and guidelines will interfere with the existing building or site operations and ultimately detract from the implementation of the adopted 2012 Vision;
3. A description of how the proposal meets the intent of the standards and guidelines for which proportional compliance is being sought;
4. A description of how the proposal meets the City's the adopted Visioning Report, Uptown District Comprehensive Plan policies, the Uptown District Standards & Guideline Purpose and Intent, Guiding Principles.

5. An affirmative decision shall be made on the following findings for any decision authorized under this section:
  - a. The proposal will further the intent of City's 2012 Vision;
  - b. The proposal is consistent with the intent of the Design Guidelines and Standards;
  - c. The proposal is similar or demonstrably superior to the original requirement;
  - d. The request for proportional compliance is not based on monetary savings;
  - e. The proposal is consistent with the City's Comprehensive Plan;
  - f. The proposal will not be detrimental to the public health safety and welfare;

E. Alternatives: When a development or application for development proposes an alternative that is not specifically addressed in the standards and guidelines, the applicant shall bear the burden of proof in showing that the proposed alternative is equivalent or demonstrably superior to the requirements of the standards and guidelines. In making this decision the director shall enter findings of fact in substantial similarity to those found above in subsection D.1 –D.5.

#### **17.43.030 Procedure**

The procedures for design review shall be as provided in chapter 17.71 MMC, Procedures for Land Use Permits, as a process type II permit. The director shall be responsible for the implementation and enforcement of the standards and guidelines as provided for under chapter 17.71 MMC.

#### **17.43.040 Design Guidelines and Standards adopted**

The following documents shall be utilized in design review as appropriate the proposed developments listed in MMC 17.43.020.

A. The city hereby adopts the standards and guidelines published in the Uptown District Design Guidelines and Standards date October 30<sup>th</sup>, 2013, which shall be applied to the developments as listed in MMC 17.43.020.

B. The City's currently adopted Comprehensive Plan.

C. The City Vision, adopted by the City Council in November 2012, is hereby adopted by reference as the guidance for the standards and guidelines.

#### **17.43.050 Compliance.**

No permit for construction or a use subject to these standards and guidelines shall be issued until the plans are in compliance with the standards. All such developments shall be maintained in compliance for the life of the structure. The director may require bonds

or other guarantees to ensure the completion of a project consistent with approved plans. All such developments shall be in compliance with the standards prior to occupancy, unless the project proponent can show that meeting the conditions of approval or standards is not feasible prior to occupancy, in which case the director may, at his/her discretion, authorize bonding of certain item prior to occupancy.

**Section 3. Section 17.71.040 of the Milton Municipal Code, is hereby amended as follows;**

	Administrative			Quasi-Judicial		Legislative
	Process I	Process II	Process III	Process IV	Process V	Process VI
<b>Preapplication Meeting</b>	None	None	Optional	Recommended	Recommended	Recommended
<b>Notification Requirement</b>	None	None	500 feet	500 feet	500 feet	Citywide
<b>Neighborhood Meeting</b>	None	None	Optional	Required	Required	Optional
<b>Written Report</b>	None	Staff	Staff	Applicable Director	Applicable Director	Applicable Director
<b>Open Record Hearing</b>	None	None	None	Hearing Examiner	Hearing Examiner	Planning Commission
<b>Closed Record Hearing</b>	None	None	None	None	City Council	City Council
<b>Decision-Maker</b>	Applicable Director	Applicable Director/HE	Applicable Director	Hearing Examiner	City Council	City Council
<b>Administrative Appeal</b>	None	Hearing Examiner	Hearing Examiner	City Council	None	None
<b>Judicial Appeal</b>	Superior Court	Superior Court	Superior Court	Superior Court	Superior Court	Growth Management Hearings Board or Superior Court
<b>Type of Review/Permit</b>	<b>Enforcement Action</b> MMC Titles 5 – 18	<b>Code Interpretation</b> MMC Titles 8 – 18	<b>Minor Site Plan Approval</b> Chapter 17.62 MMC	<b>Preliminary Subdivision</b> Chapter 16.12 MMC	<b>Planned Development Master Plan</b> Chapter 17.38 MMC	<b>Code Amendment</b> MMC Title 17
	<b>Engineering and Utilities</b> MMC Titles 12, 13, 16	<b>Home Occupation</b> Chapter 17.44 MMC	<b>Preliminary Short Plat</b> Chapter 16.28 MMC	<b>Binding Site Plan</b> Chapter 16.30 MMC <sup>1</sup>	<b>Special Use Permit</b> Chapter 17.42 MMC <sup>4</sup>	<b>Comprehensive Plan Amendment</b> Chapter 17.67 MMC
	<b>Clear and Grade Permit</b> Chapter 13.26 MMC	<b>Final Subdivision</b> Chapter 16.12 MMC <sup>1,2</sup>	<b>Minor Wireless Communication Facility</b> Chapter 17.58 MMC	<b>Major Wireless Communication Facility</b> Chapter 17.58 MMC		<b>Zoning Map Amendment</b> <sup>5</sup> Chapter 17.68 MMC
	<b>Storm Water Drainage Permit</b> Chapter 13.26 MMC	<b>Deviation from Standards</b> Chapter 12.24, 13.26 or 17.50 MMC	<b>Modifications to Process IV Decisions</b>	<b>Mobile Home Park</b> Chapter 17.60 MMC <sup>1</sup>		<b>Shoreline Master Plan Amendment</b> Chapter 18.12 MMC

	Administrative			Quasi-Judicial		Legislative
	Process I	Process II	Process III	Process IV	Process V	Process VI
	<b>Building Permit</b> MMC Title 15	<b>Nonconforming Sign</b> Chapter 17.50 MMC	<b>SEPA</b> Threshold determination not otherwise combined Chapter 18.16 MMC	<b>Major Site Plan Approval</b> Chapter 17.62 MMC		
	<b>Boundary Line Revision</b> Chapter 16.29 MMC <sup>1</sup>	<b>Nonconforming Structures or Uses</b> Chapter 17.52 MMC	<b>Shoreline Substantial Development Permit<sup>6</sup></b> Chapter 18.12 MMC	<b>Conditional Use Permit</b> Chapter 17.64 MMC		
	<b>Sign Permits</b> Chapter 17.50 MMC	<b>Critical Areas Decision (Map)</b> Chapter 18.16 MMC <sup>1</sup>		<b>Revocation of Decision</b> All Processes		
	<b>Temporary Use</b> Chapter 17.56 MMC	<b>Design Review</b> <a href="#">(MMC 17.43)</a>		<b>Variance</b> Chapter 17.65 MMC <sup>3</sup>		
	<b>Critical Areas or Exemption</b> Chapter 18.16 MMC			<b>Shoreline Conditional Use Permit or Shoreline Variance<sup>6</sup></b> Chapter 18.12 MMC		
	<b>Final Short Plat</b> Chapter 16.28 MMC <sup>1</sup>			<b>Reasonable Use Exception</b> Chapters 17.65 and 18.16 MMC		

**Section 4. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 5.** Copy to Department of Commerce. Pursuant to RCW 36.70A.106, the City Clerk is hereby authorized and directed to forward a copy of this ordinance to the Department of Community, Trade and Economic Development.

**Section 6. Effective Date.** This Ordinance shall take effect and be in full force 5 days after its publication.

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**PASSED AND APPROVED** by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this \_\_ day of \_\_\_\_\_, 2014.

CITY OF MILTON

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Debra Perry, Mayor

ATTEST/AUTHENTICATED:

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Katie Bolam, City Clerk

Approved as to form:

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Bio Park, City Attorney

[Back to Agenda Bill](#)

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**Milton Way Development Regulations**  
**Key Features**

Applicability	New Buildings Expansion of Floor Area Reconfiguration of Parking Lots Remodel of 25% or more of façade area
Building Location	Minimum 55% of building that is up to 30 feet in height must be on the “build-to-line” along Milton Way. Same along Meridian for the corner lot
Visible Building Entrances	Building entrances adjacent to sidewalks (p.10, 13, 30.)
Street side building facade	Minimum 50% of street side façade shall be comprised of clear glass.
Building Materials for the first 2 stories.	85% of façade must be covered by material on the list (p.52)
Weather protection	Weather protection through canopies, arcades and awnings shall be provided along the facades facing streets.
Building Modulation	Vertical modulation: Step back of buildings above 2 stories. Horizontal modulation: Minimum 6 feet every 100 feet of façade. Roof line modulation (p.55)
Parking	Shared parking requirements On- street parking on Milton Way
Pedestrian Walkways between buildings	Average 6 foot wide for buildings up to 3 stories with minimum 5 foot width. Average 12 foot wide for buildings greater than 3 stories with minimum 8 foot width.
Pedestrian Walkways in parking lots	Must be landscaped (p.21)

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## Uptown Design Standards and Guidelines Process to date

March 2012	KPG Made vision in presentation during Council Retreat
June 2012	Council formed Ad Hoc Committee to explore the concept of a “Visioning Process.” Met 3-4 times in June, the discussion was moved to the Council level.
July 16 <sup>th</sup> , 2012	Council approved moving forward with a Visioning process by formally appropriating funds.  The City retained KPG, who facilitated an open house on October 29 <sup>th</sup> , to obtain input related to what the City sees as the future of Milton. During that week KPG worked on developing a vision and met with the ad-hoc committee to make sure they were on the right track.
October 29 <sup>th</sup> , 2012	Open House held in City Council Chambers to kick-off the visioning process.
Week of Oct 29 <sup>th</sup>	KPG worked on Visioning Report, with a mid-week check in from the Council Ad-Hoc Committee
Nov 5 <sup>th</sup> , 2012	Proposed Visioning Report presented to Council
Nov 19 <sup>th</sup> , 2012	Council formally adopted the Visioning Report as a guide for future amendment to the Comprehensive Plan, by passing resolution 12-1286.
Feb 4 <sup>th</sup> , 2013	Council received the Visioning Report and identified the next steps as focusing on the Uptown and Milltown District.
May 6 <sup>th</sup> , 2013	Staff, Mayor, and Consultant met with property owners from the uptown District.
June 17 <sup>th</sup> , 2013	The Council also adopted the Planning Commission’s work plan which identified adoption of comprehensive plan goals and polices, along with Design Standards and Guidelines this year, to support the adopted vision.
Aug – October	The Planning Commission worked on the Comprehensive Plan update and Design Standards and Guidelines, including 2 additional sub-committee meetings.
October 28 <sup>th</sup> , 2013	The Mayor, Staff, and Consultant met with Wallace Properties and their development team, at their request.
October 30 <sup>th</sup> , 2013	The Planning Commission held public hearing and made a recommendation to approve the Comprehensive Plan amendments and the Uptown Design Standards and Guidelines.

- November 11<sup>th</sup>, 2013 The City Council reviewed the recommendation from the Planning Commission and created an Ad-Hoc Committee to review the Planning Commission's recommendation in depth.
- November 25<sup>th</sup>, 2014 1<sup>st</sup> The Ad Hoc Committee meeting. Discussed the planning Commission recommendations and recommended the following to the City Council:
- a. Discus the issues at a future Council study session or
  - b. Send it back to the Planning Commission for further review
- December 2<sup>nd</sup>, 2014 City Council reviewed the Comprehensive Plan Amendment, Design Standards and Guidelines, and input from the Ad-Hoc Committee, and decided to continue review at the Ad-Hoc Committee level.
- January 14<sup>th</sup>, 2014 2<sup>nd</sup> Ad-Hoc Committee meeting. Presentation given by Seth Harry and discussion from a panel of professionals in the development industry. Input was provided by property owners who attended.
- March 18<sup>th</sup>, 2014 3<sup>rd</sup> Ad-Hoc Committee meeting. Discussed various ways to amend the Design Standards and Guidelines in order address input received during the process. Direction was given to come up with options to amend the Design Standards "soften" the approach to Meridian, and bring it back to Council.

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To: Mayor Perry and City Councilmembers  
From: Chris Larson, Contract Associate Planner  
Date: April 21, 2014 Special Session  
Re: **Short Plat frontage improvements – Code Amendment ADOPTION**

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**ATTACHMENTS: A – Proposed Ordinance**

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**TYPE OF ACTION:**

Information Only     Discussion     Action     Expenditure Required

**Recommendation/Action:** “I move to adopt the attached Ordinance amending Milton Municipal Code Section 16.28 related to short plat improvements.”

**Fiscal Impact/Source of Funds:** This was part of the Planning Commission’s 2012 work plan. No additional funds will be expended on this item after adoption of this ordinance.

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**Previous Council Review:** The Council reviewed this item at the April 7, 2014 Study Session.

**Background:** The Planning Commission reviewed this in early 2012 and made a recommendation of approval (6/1) at their June 27<sup>th</sup>, 2012 meeting.

Subdivisions (creating 5 lots or more) are regulated by state law. Short plats (creating 4 lots or less) are not regulated by state law; leaving cities free to adopt their own process for approving a short plat. Currently the City’s short plat process has a preliminary and final short plat approval, similar to the state mandated subdivision procedures found in RCW 58.17.

This process requires that a “preliminary short plat approval” is obtained which identifies the general layout of the lots and the type of improvements required. This is followed by installing or guaranteeing the installation of improvements (curb, gutter, sidewalk, storm etc). Once the improvements are addressed a “final short plat” can be issued, which is the document that is recorded with the County and actually creates the new lots.

This creates an issue where a single family property owner, who wants to create 1 additional lot to sell, may be required to install costly improvements or obtain a bond for 150% of the cost of the improvements, in order to create an additional lot. The bond will need to stay in place until the improvements are completed; in some scenarios this would be upwards of 5+ years.

Amending the short plat code as proposed, would transfer the cost burden and responsibility to install the improvements, to the person who benefits from development of the newly created lot.

**Discussion:**

The proposed amendment is in relation to timing of installing frontage improvements associated with a short plat. The proposed amendment is NOT amending what TYPE of frontage improvements need to be installed, only WHEN said improvements need to be installed: effectively allowing the frontage improvement requirement to be deferred to the end of the process, immediately before issuance of a Certificate of Occupancy.

The type and extent of frontage improvements that need to be installed are defined in MMC Section 12.24, and are NOT being amended with this ordinance.

In order to provide applicants with a timely and cost effective way of short platting the City has been utilizing a note on the face of the short plat to meet the standard of “guaranteeing” the improvements will be completed. This meets the requirements for “Performance Guarantees” required in the subdivision code, if the applicant wishes to receive final short plat prior to installation of improvements. The proposed amendment clearly spells this out as the process for improvements associated with short plats. This is consistent with the way short plats are handled in a number of Cities.

**CITY OF MILTON  
ORDINANCE 1842-14**

**AN ORDINANCE OF THE CITY OF MILTON,  
WASHINGTON; AMENDING SECTION 16.28  
RELATED TO SHORT PLAT IMPROVEMENTS;  
PROVIDING FOR SEVERABILITY; AND  
ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Milton Planning Commission met in regular session on April 25<sup>th</sup>, May 23<sup>rd</sup>, and June 27<sup>th</sup> to discuss a package of proposed amendments; and

WHEREAS, a Determination of Nonsignificance was issued for the amendments on June 11<sup>th</sup>, 2012; and

WHEREAS, the Planning Commission held a public hearing on June 27<sup>th</sup>, 2012 to receive public input on the proposed amendments; and

WHEREAS, the Planning Commission made a 6/1 recommendation to approve the proposed amendments to the short plat code;

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

**Section 1. Findings.** The above recitals are hereby adopted by reference as legislative findings in support of this ordinance. The City Council further enters the following additional findings:

A. The code amendments set forth herein bear a substantial relation to the public health, safety and welfare.

B. The code amendments set forth herein are in the best interest of City of Milton residents.

C. The code amendments set forth herein satisfy all relevant criteria for approval and adoption.

D. The zoning code amendments set forth herein have been processed, reviewed, considered and adopted in material compliance with all applicable state and local procedural requirements, including but not limited to the requirements codified in and Chapter 36.70A RCW and Chapter 35A.63 RCW.

E. All relevant procedural requirements of the State Environmental Policy Act have been satisfied with respect to this ordinance.

**Section 2. Section 16.28 of the Milton Municipal Code is hereby amended as follows**

**Chapter 16.28**

**SHORT SUBDIVISIONS**

Sections:

- 16.28.010 Scope.
- 16.28.020 Number of parcels permitted.
- 16.28.040 Further division unauthorized within five years.
- 16.28.050 Permit decision and approval processes.
- 16.28.070 Filing – Required contents.
- 16.28.110 Access requirements.
- ~~16.28.120 Pedestrian safety requirements.~~
- 16.28.130 Future street reservations.
- 16.28.140 Access required.
- 16.28.150 Access standards for short plats.
- 16.28.160 Lot shape – Avoidance of irregular lot shapes.
- 16.28.165 Easement requirements.
- 16.28.170 Utility review.
- 16.28.175 Buildable site required.
- ~~16.28.178 Preliminary short plat approval criteria.~~
- ~~16.28.180 Engineering approval for a short plat or subdivision.~~Deferral of short subdivision improvements.
- 16.28.200 Approval criteria for a ~~final~~ short plat.
- 16.28.210 Report of decisions.

**16.28.010 Scope.**

Every short plat or short subdivision shall comply with the provisions of this chapter and the provisions of Chapter 16.04 MMC (General Provisions).

**16.28.020 Number of parcels permitted.**

Every short plat or short subdivision shall consist only of one to four parcels, lots or tracts of land which are divided from the original tract now proposed to be sold or leased.

**16.28.040 Further division unauthorized within five years.**

The land within a short subdivision may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than four parcels, 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.

**16.28.050 Permit decision and approval processes.**

The subdivider should consult early and informally with the land use administrator and his/her technical staff for advice and assistance before preparation of a ~~preliminary short plat and its formal application for approval~~. A preapplication conference is highly encouraged but not mandated.

~~This~~ The application for a short plat shall be decided by the director of planning and community development land use administrator using a Process Type III decision (Chapter 17.71 MMC).

~~The procedure for review and approval of a subdivision plat usually consists of two steps and an optional third step, but also can be rolled up and combined into a single step if desired by the applicant.~~

~~The initial step is the preparation and submission of an application for a preliminary short plat.~~

~~The optional step is preparation and submittal of civil engineering drawings for the construction of the short plat. This step may be combined with the preliminary short plat thus making it optional. If filed separately, the application for civil engineering is decided upon by the public works director using Process Type I (Chapter 17.71 MMC). The improvements must be constructed or securities must be established prior to issuance of final short plat.~~

~~The final step is the preparation and submission of an application for a final short plat. The final short plat is also decided upon by the director of planning and community development as a Process Type I decision (Chapter 17.71 MMC). This final plat becomes the instrument to be recorded in the office of the county auditor when duly signed by the officials as set forth in this title.~~

~~If the applicant desires to combine the decisions into one process, then all needed parts shall be submitted at the initiation of the application, and the decision on the short plat will be made by the director of planning and community development using Process Type III (Chapter 17.71 MMC).~~

No short plat or a short subdivision of land within the city shall be filed or recorded by the auditor of Pierce/King County without the approval of the final short plat by the land use administrator as specified in this title.

#### **16.28.070 Filing – Required contents.**

The applicant shall provide application materials as required in Chapter 17.70 MMC (Application Requirements).

#### **16.28.110 Access requirements.**

A. The proposed short plat shall be reviewed by the land use administrator for adequate ingress and egress to all proposed lots. Extension of streets or access rights from the property line to property line of the short subdivision land may be required in order that such street access may be extended in the future.

B. If there is other reasonable access available, the land use administrator may limit the location of direct access to city arterial or other city streets.

C. A right-of-way which is proposed to be dedicated to the city shall not be so dedicated unless it meets city standards, or city standards with an approved deviation.

D. When an adjoining landowner will be obligated to construct or maintain a future road, a note to this effect shall be stated on the face of the short plat.

### **~~16.28.120 Pedestrian safety requirements.~~**

~~As a condition of short plat approval, the planning and community development director or his/her designee is required to make a finding that appropriate provisions are made for considering sidewalks and other planning features that assure safe walking conditions for those who walk to and from school. The planning and community development director or his/her designee shall have the authority to condition approval on the provision of pedestrian safety requirements.~~

### **16.28.130 Future street reservations.**

Where a city street or arterial may be or is being planned for the short subdivision land area, the planning and ~~community development director~~ land use administrator or his/her designee may require that a right-of-way up to 60 feet in width be reserved for a future street.

### **16.28.140 Access required.**

Each lot shall have direct access to a public street or shall be served by an access corridor such as a private street, tract, access easement or panhandle having direct access to a public street.

### **16.28.150 Access standards for short plats.**

Private streets, access corridors, tracts and panhandles may be approved by the land use administrator, upon concurrence by the city engineer and fire marshal.

A. The minimum width for a panhandle, an access tract or an access corridor serving one or two lots shall be 20 feet with a minimum pavement width of 14 feet unless the access is needed for a fire lane. If the access is needed for a fire lane, a minimum width of 30 feet with a minimum pavement width of 20 feet is required. The minimum width of an access tract or corridor that serves three or four lots shall be 30 feet with a minimum

pavement width of 20 feet. No parking shall be permitted within a panhandle, access tract, access corridor or fire lane.

B. Access corridors up to 150 feet in length do not require a turn-around. Access corridors 20 feet wide and more than 150 but less than 500 feet in length shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 500 feet in length up to 750 feet in length shall be 30 feet in width, and shall provide a dedicated turn-around as described in IFC Appendix D Table D103.4. Access corridors more than 750 feet in length shall be subject to approval of the fire marshal. The length of the access corridor shall be measured along the center line of the access from the edge of the public right-of-way to the nearest lot line of the most distant lot.

C. Greater width may be required at the discretion of the land use administrator, with the concurrence of the city engineer and/or fire marshal, to address the need for such items as parking, drainage, or emergency access. Lesser width may be allowed on 30-foot-wide access corridors at the discretion of the land use administrator, with the concurrence of the city engineer and/or fire marshal, to address constraints such as critical areas or existing parcel boundaries.

D. The access corridor shall be included in the density calculation but shall not be included as part of a lot in determining the applicable bulk and dimensional regulations set forth in Chapters 17.15A and 17.15B MMC.

E. All short plats containing access corridors in private ownership shall record with the short plat such joint access easements, utility easements, emergency access easements, and covenants establishing a means for assessing maintenance costs and an organization for ensuring ongoing maintenance subject to approval of the land use administrator. Such covenants or documents shall obligate any seller to give written notice to any prospective purchaser of the annual cost and method of maintenance of the private access corridor.

F. Access corridors serving more than two lots shall have official city street designations and addresses; provided, that the private nature shall also be indicated by a street sign.

G. Access corridors shall be separated from other access corridors by at least one required minimum lot width.

### **16.28.160 Lot shape – Avoidance of irregular lot shapes.**

All lots created by the short subdivision that have five or more corners shall require approval of the shape of the lot by the land use administrator prior to approval of the short plat. The land use administrator shall base the approval on whether the lot shape is necessary or desirable due to factors including, but not limited to, critical areas, topography, natural features, street layouts, access, or existing parcel boundaries. The land use administrator may deny the creation of lots with five or more corners if the primary purpose of the lot shape is to meet minimum lot size or dimension requirements.

### **16.28.165 Easement requirements.**

A. Existing, legal easements less than the minimum required width may be allowed to remain; however, additional lots shall not be served by such existing easement unless widened to the minimum required width.

B. Easements shall be granted to assure that land within each short subdivision is adequately drained, and that all lots can be provided with water, fire protection, and utilities.

### **16.28.170 Utility review.**

A. Drainage. The proposed short plat shall be reviewed for adequate drainage facilities. Requirements for any future necessary facilities which may depend upon the use of the land shall be stated on the face of the short plat.

B. Sewers. The proposed short plat shall be reviewed for sewer. No construction shall occur on any lot unless it is connected to a public sewer system. If known local conditions exist which may affect future building sites, these conditions shall be stated on the face of the short plat.

C. Water Supply and Fire Protection. The proposed plat shall be reviewed for potential adequacy of water supply and fire protection.

D. Subsections A, B and C of this section shall not be considered as criteria for which a short plat may be denied, but may be considered as criteria for which a building permit may be denied.

### **16.28.175 Buildable site required.**

A. Feasibility for Building Sites. Areas which are known or suspected to be poor building sites because of geological hazard, flooding, poor drainage or swamp conditions, mud slides or avalanche shall be noted on the face of the short plat.

### **~~16.28.178 Preliminary short plat approval criteria.~~**

~~At the option of the applicant, an approval of a preliminary short plat may be sought. Alternatively, the applicant may seek direct approval of a final short plat, wherein this step will be covered but shall not slow down the process of approval for the final short plat. The direct approval process shall be known as a "combined short plat."~~

~~Approval of a preliminary short plat shall not constitute approval of the final short plat; rather, it shall be deemed an expression of approval to the layout submitted on the preliminary short plat as a guide to the preparation of the final short plat. In addition to satisfying the criteria identified in Chapter 16.04 MMC (General Provisions), the preliminary short plat shall comply with the following:~~

~~A. The granting of the proposed permit will not be injurious to the uses, planned uses, property, or improvements adjacent to and in the vicinity of the site upon which the proposed plat is to be located.~~

~~B. The proposal is consistent and compatible with the intent of the goals, objectives and policies of the city's comprehensive plan.~~

~~C. The proposal must protect adjacent properties, the vicinity, and the public health, safety, and welfare of the community. To accomplish this, the applicant must mitigate any hazardous conditions introduced to the site.~~

~~D. Adequate public facilities and services must support the short plat or subdivision. The city may impose reasonable conditions to ensure the use does not adversely affect those facilities or services.~~

~~E. The applicant must demonstrate the availability of public services necessary for the support of the proposal to the land use administrator. These may include, but shall not be limited to, availability of utilities and transportation systems (including vehicular, pedestrian and public transportation systems). The city may impose conditions to ensure the use does not adversely affect those facilities or services.~~

~~F. Provision of fire hydrants must conform to the requirements of any applicable public works development standards and regulations.~~

~~G. The proposed plat or subdivision must, at a minimum, meet the following requirements, as applicable:~~

~~1. The site conforms to Chapters 17.15A, 17.15B and 17.15C MMC for all lots.~~

~~2. The applicant has paid all applicable fees.~~

### **16.28.180 Engineering approval for a short plat or subdivision. Deferral of short subdivision improvements**

The land use administrator may authorize the deferral of the completion of any required short subdivision improvements up to the issuance of building permits to the extent that the deferral does not adversely affect the functionality of the improvements. The public works director may require a performance guaranty as authorized by MMC 16.04.050 as a condition of deferring any short subdivision improvements. If the completion of any improvements is deferred beyond the filing of the final short plat, a note shall be placed on the final short plat identifying the deferred improvements and the obligations of the property owner to complete them.

~~The procedure for review and approval of a short plat includes an optional step for submission of civil engineering drawings for approval by the city. This step may be combined with the preliminary plat thus making it optional. The application for civil~~

engineering is decided upon by the public works director through Process Type I (Chapter 17.71 MMC).

~~A. Adequate public facilities and services must support the use.~~

~~1. On-site drainage shall conform to Chapter 13.26 MMC (Storm Drainage of Surface Water—Utility, Management and Maintenance) and the applicable public works development standards and regulations—and all best management practices for grading erosion control.~~

~~2. The proposal meets all adopted city standards for: water connection and distribution including fire standards conditioned on the preliminary short plat; streets including frontage, drainage gutters, drainage improvements, curbs, planting strips, and sidewalk; sewers to applicable standards; dry utilities; and planting and landscaping including irrigation.~~

~~3. The proposal meets all requirements imposed through conditions on the preliminary short plat necessary for the support of the proposed short plat. These may include off-site improvements to the utilities, transportation systems (including vehicular, pedestrian and public transportation systems), education, and police and fire facilities. The public works director shall review all utilities design and installation against the applicable development regulations and the public works development standards and regulations.~~

~~B. The city is able to monitor and enforce all conditions of approval and all inspections necessary to lessen any impacts of the proposed construction. The applicant may propose privately funded special inspectors from the city's approved list for this purpose.~~

### **16.28.200 Approval criteria for a **final** short plat.**

~~The final step is the preparation and submission of an application for a final short plat. A separate final short plat is decided upon by the director of planning and community development as a Process Type I decision (Chapter 17.71 MMC). This final short plat becomes the instrument to be recorded in the office of the county auditor when duly signed by the officials as set forth in this title. No short plat or subdivision of land within the city shall be filed or recorded by the auditor of Pierce/King County without the approval of the **final** short plat by the land use administrator as specified in this title. The short plat shall comply with the following provisions:~~

~~A. All the conditions of approval of the preliminary short plat are met to the satisfaction of the director of planning and community development.~~

~~**A.** Monuments. Monuments shall conform to American Public Works Association (APWA) Standards and the City of Milton Public Works Development Guidelines and Standards. The applicant must set monuments at all street corners, at all points where the street lines intersect the exterior boundaries of the subdivision, and at angle points and points of curve in each street. The applicant shall install all monuments with the finished~~

~~grade. All surveys shall have an accuracy such that no error of closure exceeds one foot in 5,000 feet. The city encourages the use of state plan coordinates.~~

B. The granting of the proposed permit will not be injurious to the uses, planned uses, property, or improvements adjacent to, and in the vicinity of the site upon which the proposed short plat is to be located.

C. The proposal is consistent and compatible with the intent of the goal, objectives, and policies of the City Comprehensive Plan.

D. The proposal meets the criteria of MMC 16.04.040.

~~E.~~ Covenants. Any covenants required must be to the satisfaction of the land use administrator.

~~F.~~ The applicant has recorded documents for the provision of any required deed, dedication, and/or easements ~~or such recording is made a condition of approval with the recording number on the face of the plat.~~

~~G.~~ The applicant shall record a native growth protection area per MMC 18.16.170 and 18.16.180 for all critical areas the city has required the applicant to reserve on the plat.

~~H.~~ The land use administrator must certify the plan for filing before it is filed with the county auditor. The applicant must return a copy of the recorded instrument to the planning and community development department prior to the issuance of any building permits for construction within the site. The applicant shall pay all costs associated with this filing.

J. Provisions of fire hydrants must conform to the requirements of ~~all~~ any applicable Public Works Development Standards and Regulations.

K. The proposed plat or subdivision must, at a minimum, meet the following requirements, as applicable:

1. The site conforms to Chapters 17.15A, 17.15B and 17.15C MMC for all lots.

2. The applicant has paid all applicable fees.

3. All applicable provisions of the Milton Municipal Code.

L. The Land Use ~~Administrator~~ Administrator is authorized to ~~impose~~ impose conditions necessary to ensure compliance with the requirements of this section.

## **16.28.210 Report of decisions.**

The ~~planning and community development director~~ land use administrator or his/her designee shall provide regular reports to the planning commission and the city council on decisions issued pursuant to this chapter.

**Section 10. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by State or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 11.** Copy to Department of Commerce. Pursuant to RCW 36.70A.106, the City Clerk is hereby authorized and directed to forward a copy of this ordinance to the Department of Community, Trade and Economic Development.

**Section 12. Effective Date.** This Ordinance shall take effect and be in full force 5 days after its publication.

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**PASSED AND APPROVED** by the City Council of the City of Milton, Washington, at a regularly scheduled meeting this \_\_ day of \_\_\_\_\_, 2014.

CITY OF MILTON

\_\_\_\_\_  
Debra Perry, Mayor

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
Katie Bolam, City Clerk

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Approved as to form:

\_\_\_\_\_  
Bio Park, City Attorney

Date of Publication: \_\_\_\_\_

Effective Date: \_\_\_\_\_



To: Mayor Perry and City Councilmembers  
From: Public Works Director Neal  
Date: April 21, 2014 Regular Session  
Re: 5<sup>th</sup> Avenue Stormwater Treatment Facility – Design Contract

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**ATTACHMENTS: A. Proposed Scope of Work and Fee Schedule**

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**TYPE OF ACTION:**

Information Only       Discussion       Action       Expenditure Required: \$58,630

**Recommendation/Action:**

“I move to authorize the Mayor to enter into a contract with the firm of Skillings Connolly, Inc. for consulting services related to the 5<sup>th</sup> Avenue Stormwater Treatment Facility, as substantially represented in the attached scope and fee, for a cost not to exceed \$58,630.”

**Fiscal Impact/Source of Funds:** This project was included in the 2013 budget and the now again in the adopted 2014 budget. Total project cost is projected to be \$150,000 with \$112,000 provided by the grant and \$38,000 from the Stormwater Utility Capital Fund.

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**Previous Council Review:** Council accepted the Department of Ecology grant for this project in the amount of \$112,000 on June 4, 2012. On October 8, 2012, Council approved a design contract with the firm of Lodestone Engineering for a cost not to exceed \$50,615.47.

**Issue:** The City has accepted a grant to develop a stormwater treatment facility on 5<sup>th</sup> Avenue.

**Background:** The 2012 Washington State Legislature provided \$67 million to the Department of Ecology (DOE) to help local governments covered by a National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit fund stormwater infrastructure projects. This project was one of 111 applications that DOE received in November of 2011.

This project was developed in response to an on-going stormwater issue along 5<sup>th</sup> Avenue, as well as the need for a formal treatment facility in the foreseeable future. Runoff from 5<sup>th</sup> Avenue and adjoining streets currently discharge untreated into Hylebos Creek. The original concept for this

project was to purchase and convert a residential parcel to a stormwater treatment facility: purchase this property, remove the structure and any unnecessary utilities, and construct a bioretention facility sized to accommodate not only the current roadway runoff but that which can be expected when the roadway is improved with sidewalks and bike lanes.

This grant program allows for 75% DOE funding, with the remainder as City match. The City's formal agreement with the Department of Ecology (DOE) for this project's granting funding was received on September 25, 2012. A copy of the agreement is on file in the Public Works office for review.

**Discussion:** The City entered into an agreement with the selected engineering consultant, Lodestone Engineering LLC, in October of 2012. Their scope of work included appraisal and acquisition services, assistance with removal of the existing structure and any unnecessary utilities, and engineering plans for a bioretention facility.

Lodestone Engineering and their subconsultant began work immediately, but the property acquisition process took much longer than anticipated due to a reluctant seller. After months of negotiation, the City acquired the parcel located at 605 5<sup>th</sup> Avenue on July 18, 2003 for a settlement of \$54,051.39. Almost immediately after the sale was final, Lodestone Engineering notified me that they were closing their business.

Staff has extended the grant funding contract with the Department of Ecology thru the end of December, 2014, and has selected a new consultant from the City's Professional Services Roster. Skillings Connolly is a qualified engineering firm, with a strong stormwater/environmental base. The City utilized their services in the past for the Milton Way Sidewalk Project along and thru Community Park.

Attached is a negotiated scope and fee for Skillings Connolly to complete the engineering work necessary on this project.

**EXHIBIT A-1  
SCOPE OF WORK**

Prepared for:

**CITY OF MILTON  
5<sup>TH</sup> AVENUE  
STORMWATER TREATMENT FACILITY**

The City of Milton (City) has received a grant from the Washington State Department of Ecology to design and construct a stormwater treatment facility on a City owned parcel (Assessor's Parcel #5990200330) of land at 605-5<sup>th</sup> Avenue. Skillings Connolly (SC) has been retained to provide design services for this project. Major activities will include project management, design, preparation of PS&E and bidding documents, and preparation of environmental documentation and permits.

Proposed improvements include razing the existing house including inspection, and if necessary abatement, for asbestos and lead; clearing and grubbing; removal of the existing gravel driveway and foundation material supporting the house; and construction of an earthen berm with inlet/outlet control structure.

**Project Assumptions:**

1. SC will provide the services required by this task. There will be no subconsultants involved in this project.
2. Improvements will be within the boundaries of Parcel #5990200330.
3. Stormwater facility will be sized to accommodate the stormwater generated from 5<sup>th</sup> Avenue when it is improved with curb, gutter, and sidewalk.
4. Power and city water to the house have been disconnected; Pierce County sewer is still connected. The City will cap and remove the water service line to the house. Pierce County will cap and remove the sewer service line to the house.
5. Management of contract work to include contract pre-bid, administration and inspection, and close-out services are not included in this scope of work but may be added by supplement.
6. Bids for the construction of this project will be let by mid June 2014.

This project will be developed in accordance with the current (as of the signing of this Agreement) City of Milton Development Guidelines and Public Works Standards, supplemented with the latest edition of the following publications:

1. Washington State Department of Transportation Standard Specifications for Road, Bridge and Municipal Construction.
2. Washington State Department of Ecology 2005 Stormwater Manual for Western Washington as amended by City Code.

SC will administer this Agreement, manage all aspects of the work, and furnish materials and information to accomplish the following tasks:

<b>TASK 100</b>	<b>PROJECT MANAGEMENT</b>
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The work associated with this task includes administration of the Agreement and management of all tasks to complete the scope of work defined herein.

**Assumptions**

1. The duration of this project will be three months for budgeting purposes.
2. SC will develop a comprehensive project schedule using Microsoft Project 2000.

#### **Tasks**

1. Provide in-house coordination.
2. Develop project schedule.
3. Prepare monthly invoices with progress reports.
4. Prepare for and attend monthly coordination and direction setting meetings with City staff (in person or by telecom) to include preparation of meeting agendas and minutes.

#### **Deliverables**

1. Project schedule.
2. Invoices and progress reports.
3. Meeting agendas and minutes.

<b>TASK 200</b>	<b>SURVEYING &amp; MAPPING</b>
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The work associated with this task includes setting vertical and horizontal control, setting property corners, delineating property lines, and collecting topographic and other information needed to prepare the design and PS&E for this project.

#### **Assumptions**

1. The City will provide existing right-of-way plans.
2. NGVD 1929 Vertical Control Datum will be used.
3. Bench marks and horizontal control will be based on research of public and private sources and existing street monumentation.
4. The City will provide locations and sizes of public utilities.

#### **Tasks**

1. QA/QC.
2. Call for utility locates.
3. Set vertical and horizontal control.
4. Complete topographic, boundary, shoreline jurisdiction, floodplain, and critical areas survey.
5. Field stake property corners and property lines.
6. Prepare base map to include topographic, boundary, shoreline jurisdiction, floodplain, and critical areas information.
7. Field verify base map.

#### **Deliverables**

1. Field staking.
2. Project base map.

<b>Task 300</b>	<b>PRELIMINARY SITE PLAN</b>
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The work associated with this task includes the preparation of a preliminary site plan and submittal to resource agencies for review and feedback. This effort will define next steps with regard to environmental documentation and permitting, and ultimately facilitate the design of this project.

**Tasks**

1. QA/QC.
2. Calculate approximate quantity of stormwater from the improved 5<sup>th</sup> Avenue to be treated in the proposed facility.
3. Size the facility based on the volume of stormwater to be treated.
4. Prepare a Preliminary Site Plan showing size and placement of the treatment facility including berm and inlet/outlet structure; type, quantity and elevations of material to be removed, shoreline jurisdiction limits, critical areas ordinance/shoreline buffer limits, limits of the 100-year flood plain, and mitigation concept.
5. Submit Preliminary Site Plan to ACOE, DOE and other agencies for review; meet to discuss the reviews and receive feedback.
6. Record minutes of the agency meetings to document comments.

**Deliverables**

1. Preliminary Site Plan.
2. Documented review comments.

<b>Task 400</b>	<b>Environmental Documentation &amp; Permitting</b>
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The work associated with this task includes preparation and processing of the required environmental documentation and permitting including a SEPA Checklist, cultural resource 05-05 EZ-1 Form, a JARPA, an ESA biological evaluation, and a critical areas report. Additionally, this task will include an inspection of the house to be razed for the presence of asbestos and lead, if necessary, abatement services, and a demolition permit.

**Assumptions**

1. The City will engage a testing firm with expertise in asbestos and lead testing, and if necessary, a contractor to provide abatement services.
2. It is assumed that the ACOE will prepare the NEPA documentation, the Section 404 Wetland Permit, and the Section 401 Water Quality Certification via the JARPA submittal.
3. It is assumed that a 404(b)(1) LEDPA analysis will not be required.
4. The construction site is partially located within shoreline jurisdiction.
5. The City will be the SEPA Lead Agency and issue the final SEPA determination.
6. The SEPA checklist will be prepared concurrent with surveying and mapping as the first order of work and will include removal of the house and out-building.
7. Less than one acre of land will be disturbed with this project. It is assumed that an NPDES Permit will not be required.
8. It is assumed that ESA listed species have the potential to occur within the project action area requiring an effect determination of "May Effect, Not Likely to Adversely Affect" which requires informal consultation with USFWS and NOAA Fisheries.
9. If it becomes necessary to mitigate for wetland impacts, the work to coordinate with the City for location of a mitigation site, and prepare a wetland mitigation plan and report will be added to this agreement by supplement.
10. The City will provide a list of required City permits.

**Tasks**

1. QA/QC.

2. Assist the City with engaging a firm to inspect the house for asbestos and lead and, if necessary, a contractor to perform abatement services.
3. Prepare and submit an application to the Puget Sound Clean Air Agency for a demolition permit.
4. Conduct a site visit to inspect the existing conditions, observe critical areas, review adjoining properties, and delineate wetlands.
5. Review the Washington Department of Fish and Wildlife's Priority Habitat and Species (PHS) maps.
6. Research the Washington Natural Heritage Program (WNHP) GIS datasets.
7. Prepare and submit 05-05 EZ-1 Form.
8. Prepare an ESA Biological Evaluation (BE) through informal consultation.
9. Prepare and submit JARPA.
10. Prepare a Critical Areas Report including floodplain and shoreline jurisdiction requirements.
11. Prepare a SEPA Checklist for City action.
12. Prepare wetland delineation report.
13. Prepare required City permit applications including a shoreline substantial development permit application.

#### **Deliverables**

1. Demolition Permit.
2. EZ-1 Form.
3. Biological Evaluation.
4. JARPA.
5. Critical Areas Report
6. SEPA Checklist.
7. Wetland delineation report.
8. Required City permit applications.

<b>TASK 500</b>	<b>SCHEMATIC DESIGN</b>
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The work associated with this task includes preparation of a schematic (30%) level design for review and concurrence by City staff.

#### **Assumptions**

1. City will review and provide comments on the schematic design submittal.

#### **Tasks**

1. QA/QC
2. Develop facility design to include lines, grades, sections, and cut/fill lines.
3. Prepare a hydraulics analysis to determine actual quantity of stormwater to be treated.
4. Prepare draft drainage report.
5. Calculate schematic design level quantities, prepare a cost estimate, and prepare a quantities calculation notebook.
6. Prepare a design documentation notebook.
7. Prepare and submit three schematic level design plan sets (11"X17") with cost estimate and design documentation notebook for City review.
8. Meet with City to discuss review comments.

#### **Deliverables**

1. Draft drainage report.

2. Three copies of the schematic level plan set with cost estimate and design documentation notebook.
3. Minutes from review meeting.

<b>TASK 600</b>	<b>90% DESIGN</b>
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The work associated with this task includes advancing the design to a 90% level of completion; preparing a final drainage report; and preparing 90% plans, specifications, and estimate for City review. SC will prepare the following list of plan sheets to detail the proposed design:

1. Cover sheet (including sheet index, vicinity map, and summary of quantities) – 1 sheet
2. Demolition and erosion control plan – 1 sheet
3. Typical facility and berm sections – 1 sheet
4. Facility plan and profile – 1 sheet
5. Facility details – 1 sheet
6. Construction staging and work zone traffic control plan – 1 sheet

**Assumptions**

1. City will review and comment on the schematic design submittal.

**Tasks**

1. QA/QC
2. Incorporate comments from the schematic design review.
3. Complete facility design to include lines, grades, sections, and cut/fill lines.
4. Finalize drainage report.
5. Prepare construction staging and work zone traffic control design.
6. Prepare temporary erosion and sedimentation control design.
7. Prepare final specifications to include special provisions, general special provisions, and amendments to the Standard Specifications.
8. Calculate 90% design quantities, develop a cost estimate, and update the quantities calculation notebook.
9. Prepare and submit three 90% design plan sets (11"X17") with cost estimate, final specifications, and design documentation notebook for City review.
10. Meet with City to discuss review comments

**Deliverables**

1. Three copies of the 90% design plan set with cost estimate, final specifications, and design documentation notebook.
2. Minutes from review meeting.

<b>TASK 700</b>	<b>FINAL DESIGN</b>
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The work associated with this task includes advancing the 90% PS&E to a 100% level of completion. Bid documents will also be prepared.

**Tasks**

1. QA/QC.
2. Incorporate comments from the 90% review.
3. Revise final specifications to include any applicable 90% review comments.

4. Calculate final quantities, develop a cost estimate, and finalize the quantities calculation notebook.
5. Finalize design documentation notebook.
6. Prepare bid documents.
7. Prepare and submit three plan sets (two 11"X17" and one full size) with cost estimate, specifications, bid documents, quantities calculation notebook, design documentation notebook, and electronic copies (specifications, cost estimate, and AutoCAD drawings).
8. Prepare seven bid sets including plans (11"X17"), specifications, and bid documents.

**Deliverables**

1. Final plans (two 11"X17" sets and one full size set), specifications, cost estimate, and bid documents.
2. Seven bid sets including final plans (11"X17"), specifications, and bid documents
3. Final Quantity calculation notebook.
4. Final design documentation notebook.
5. Electronic copies of specifications, cost estimate, and AutoCAD drawings.

**END SCOPE OF WORK**

Prepared by: Gary Richardson, PE SE Date: 04/14/2014

Reviewed by: Robert G. Connolly, PE Date: 04/14/2014

**Exhibit E-2A**  
**Consultant Fee Determination – Man-Hours**

PROJECT NAME: 14059 CITY OF MILTON STORMWATER TREATMENT FACILITY		GARY RICHARDSON	BOB CONNOLLY	PATRICK SKILLINGS	MARY JULVEZAN	JASON BRUHN	PAT FOX	STEVE EGAN	SARAH BRUHN
TASK #	TASK DESCRIPTION								
<b>100</b>	<b>PROJECT MANAGEMENT</b>								
100.1	Provide in-house coordination.	32	16						
100.2	Develop project schedule.	4							
100.3	Prepare monthly invoices with progress reports.	2							4
100.4	Prepare for and attend monthly coordination and direction setting meetings with City staff (in person or by telecom) to include preparation of meeting agendas and minutes.	8	4						
<b>200</b>	<b>SURVEYING AND MAPPING</b>								
200.1	QA/QC.						4		
200.2	Call for utility locates.							2	
200.3	Set vertical and horizontal control.						2	4	
200.4	Complete topographic, boundary, shoreline jurisdiction, floodplain, and critical areas survey.						2	14	
200.5	Field stake property corners and property lines.						2	4	
200.6	Prepare base map to include topographic, boundary, shoreline jurisdiction, floodplain, and critical areas information.						2	8	
200.7	Field verify base map.					4			
<b>300</b>	<b>PRELIMINARY SITE PLAN</b>								
300.1	QA/QC.	4							
300.2	Calculate approximate quantity of stormwater from the improved 5th Avenue to be treated in the proposed facility.		2			8			
300.3	Size the facility based on the volume of stormwater to be treated.		2			4			
300.4	Prepare a Preliminary Site Plan showing size and placement of the treatment facility including berm and inlet/outlet structure; type, quantity and elevations of material to be removed, shoreline jurisdiction limits, critical areas ordinance/shoreline buffer limits, limits of the 100-year flood plain and mitigation concept.		2			8			
300.5	Submit Preliminary Site Plan to ACOE, DOE and other agencies for review; meet to discuss the reviews and receive feedback.		4			4			
300.6	Record minutes of the agency meetings to document comments.					2			

PROJECT NAME: 14059 CITY OF MILTON STORMWATER TREATMENT FACILITY		GARY RICHARDSON	BOB CONNOLLY	PATRICK SKILLINGS	MARY JULVEZAN	JASON BRUHN	PAT FOX	STEVE EGAN	SARAH BRUHN
TASK #	TASK DESCRIPTION								
<b>400</b>	<b>ENVIRONMENTAL DOCUMENTATION AND PERMITTING</b>								
400.1	QA/QC.	2	2	8					
400.2	Assist the City with engaging a firm to inspect the house for asbestos and lead and, if necessary, a contractor to perform abatement services.			1	2				
400.3	Prepare and submit an application to the Puget Sound Clean Air agency for a demolition permit.				4				
400.4	Conduct a site visit to inspect the existing conditions, observe critical areas, and review adjoining properties, and delineate wetlands.				4				
400.5	Review the Washington Department of Fish and Wildlife's Priority Habitat and Species (PHS) maps.				2				
400.6	Research the Washington natural Heritage Program WNHPO (GIS datasets).				2				
400.7	Prepare and submit 0505 EZ-1 Form.			1	2	2			
400.8	Prepare an ESA Biological Evaluation (BE) through informal consultation.			2	40				
400.9	Prepare and submit JARPA.			1	8				
400.10	Prepare a Critical Areas Report including floodplain and shoreline jurisdiction requirements.			2	24				
400.11	Prepare a SEPA Checklist for City action.				12				
400.12	Prepare wetland delineation report.				12				
400.13	Prepare required City permit applications.					4			
<b>500</b>	<b>SCHEMATIC DESIGN</b>								
500.1	QA/QC.	4							
500.2	Develop facility design to include lines, grades, sections, and cut/fill lines.		2			16			
500.3	Prepare a hydraulics analysis to determine actual quantity of stormwater to be treated.		2			16			
500.4	Prepare draft drainage report.		2			24			
500.5	Calculate schematic design level quantities, prepare a cost estimate, and prepare a quantities calculation notebook.					8			
500.6	Prepare a design documentation notebook.					4			
500.7	Prepare and submit three schematic level design plan sets (11"x17") with cost estimate and design documentation notebook for City review.					4			
500.8	Meet with City to discuss review comments.	2	2						
<b>600</b>	<b>90% DESIGN</b>								
600.1	QA/QC.	4							
600.2	Incorporate comments from the schematic design review.		2			4			

PROJECT NAME: 14059 CITY OF MILTON STORMWATER TREATMENT FACILITY		GARY RICHARDSON	BOB CONNOLLY	PATRICK SKILLINGS	MARY JULVEZAN	JASON BRUHN	PAT FOX	STEVE EGAN	SARAH BRUHN
TASK #	TASK DESCRIPTION								
600.3	Complete facility design to include lines, grades, sections, and cut/fill lines.		2			16			
600.4	Finalize drainage report.		2			16			
600.5	Prepare construction staging and work zone traffic control design.	2				16			
600.6	Prepare temporary erosion and sedimentation control design.	2				8			
600.7	Prepare final specifications to include special provisions, general special provisions, and amendments to the Standard Specifications.	6				8			
600.8	Calculate 90% design quantities, develop a cost estimate, and update the quantities calculation notebook.					8			
600.9	Prepare and submit three 90% design plan sets (11"x17") with cost estimate, final specifications, and design documentation notebook for City review.					4			
600.10	Meet with City to discuss review comments.	2	2						
<b>700</b>	<b>FINAL DESIGN</b>								
700.1	QA/QC.								
700.2	Incorporate comments from the 90% review.					8			
700.3	Revise final specifications to include any applicable 90% review comments.	2							
700.4	Calculate final quantities, develop a cost estimate, and finalize the quantities calculation notebook.					4			
700.5	Finalize design documentation notebook.					4			
700.6	Prepare bid documents.	4				16			
700.7	Prepare and submit three plan sets (two 11"x17" and one full size) with cost estimate, specifications, bid documents, quantities calculation notebook, and design documentation notebook and electronic copies of specifications, cost estimate, and AutoCAD drawings.					4			
700.8	Prepare seven bid sets including plans (11"x17"), specifications, and bid documents.					8			
	<b>HOURS PER DISCIPLINE</b>	<b>80</b>	<b>48</b>	<b>15</b>	<b>112</b>	<b>232</b>	<b>12</b>	<b>32</b>	<b>4</b>





To: Mayor Perry and City Councilmembers  
From: Interim City Administrator Mark Langford  
Date: April 21, 2014  
Re: Approval of Job Description/Authorization to Fill Position – Administrative Assistant/Deputy City Clerk

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**ATTACHMENTS: Proposed Job Description**

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**TYPE OF ACTION:**

Information Only     Discussion     Action     Expenditure Required

**Recommendation/Action:** “Move to approve the attached job description and salary range of *Administrative Assistant/Deputy City Clerk*, and direct staff to move forward with the posting and hiring process.”

**Fiscal Impact/Source of Funds:** The total cost of this position is based upon the approved salary range of \$3,427-4,168 per month and will be allocated in a manner similar to other positions.

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**Previous Council Review:** N/A

**Discussion:** As part of a reorganization of positions and responsibilities, the Mayor desires to create a position with flexibility to fill various administrative needs throughout the City.

The position will act as a liaison between the city and the events committee and parks board, as well as helping with other volunteer boards and commissions. The position will be responsible for the city’s Activity Center and Community Center rentals, will back up and assist the City Clerk, and will be available to assist and fill in for other administrative needs throughout the city. The position will be on a flex schedule during the week to allow attendance at evening City Council and volunteer board meetings as directed.

This position will be represented by the IBEW, which has agreed to the proposed job description. The pay grade will be 13, and will provide for some growth opportunities for the person in the future.

Title	<b>Administrative Assistant – Deputy City Clerk</b>
Department	Executive
Representation	International Brotherhood of Electrical Workers Local 483
FLSA Status	Non-exempt

### **GENERAL PURPOSE**

This position assists the City Clerk in carrying out the programs and activities of the City Clerk Function. This position may be assigned responsibility for drafting and finalizing City Council agenda, minutes and follow-ups, implementing the City’s records management program, and performing related duties as assigned. This position may be assigned to other departments as needed to provide assistance and support for a variety of City events and functions. This position may be assigned to act as a liaison for City staff to volunteer boards and commissions.

### **SUPERVISION**

This position performs work under the direct supervision of the City Clerk and indirectly for the City Administrator. Although this position has no supervisory responsibilities, occasional supervision of volunteer or temporary staff may be required.

### **HOURS OF WORK**

Hours of work are as established under the contract with the IBEW with the following exceptions:

- Work hours may be flexible to accommodate attendance, when required, at regularly scheduled City Council and Planning Commission meetings.
- Work hours may be flexible to accommodate attendance, when required, at one Park Committee meeting per month and two Event Committee meetings per month.
- May be required to perform assigned duties at the following city events; Milton Days, Craft Bazaar, and Tree Lighting Festivities outside of normal working hours.
- May be required to coordinate City facility rentals outside of normal working hours.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Although the primary duties of the Deputy City Clerk are listed below, the omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

**Under the direction of the City Clerk or City Administrator, the Deputy City Clerk will:**

- Prepare for and provide support to the City Clerk, attend regular and special City Council meetings on behalf of the City Clerk as directed. Prepare, finalize and distribute agendas, minutes and follow ups for Council.
- Attend regular Planning Commission meetings on behalf of the City Clerk as directed. Prepare, finalize and distribute agendas, minutes and follow ups for the Planning Commission.

- Prepare public notices, bids and City documents for publication in accordance with the Revised Code of Washington (RCW) and other applicable laws and regulations.
- Administer the City's record management program and monitor retention schedules in accordance with state archiving and recording laws and regulations.
- Storage of all official documents and pertinent records of the City.
- Coordinate and monitor all public records requests pursuant to the RCW.
- Coordinate and maintain records of appointments to all committees, boards and elected positions.
- Prepare for and assist in conducting City elections in accordance with all applicable state and federal requirements.
- Maintain and update the City website, including but not limited to meetings, minutes, agendas and the calendar for City Administration.
- Maintain and purchase office supplies.
- Proofread materials as requested for conformance with City policies and procedures and for grammatical accuracy.
- Coordinate travel arrangements for City Council and City officials.
- Provide information and access to City records for other staff and the public and conduct research on more complex inquiries, retrieving and making copies for City Council actions and other public documents upon request.
- Act as a Notary Public by notarizing and certifying City documents as required.
- Provide clerical support to the City Clerk, the City Administrator and to City officials as requested.
- Support front office administration duties by assisting with customers both in person and via telephone, and by providing backup support to the utilities clerk, payroll clerk, and others in the front office. This includes processing payments and mail, and participating in daily reconciliations. Also assists in processing pet licenses, business licenses and passports.
- Assist with processing of new hire paperwork and with new hire orientation.
- Promote positive public relations and responsive customer service.
- Conduct research and prepare or participate in the preparation of reports, calendars and procedure manuals.
- May be required to fulfill City Clerk duties in the City Clerk's absence and to perform other duties as assigned.
- Coordinate the rental of City facilities including promotions, scheduling, issuance of keys and inspections for deposit refunds during normal working hours. May act as liaison with the Senior Advisory Board.
- May act as liaison with the Event Committee and Park Board.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or a GED equivalent, and

- Two years of progressively responsible administrative experience involving the development and maintenance of detailed and complex records, the meeting of critical deadlines and the interpretation of laws, regulations and other legal requirements.
- Graduation from an accredited business training program or an associates degree in a related field,
- Or an equivalent combination of education, training and/or experience.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

##### Knowledge of

- Modern records management techniques.
- Professional secretarial practices, procedures and equipment.
- Personal computers, spreadsheets and word processor applications including Microsoft Office products.
- Professional customer service techniques and phone skills.
- Public relations techniques to resolve difficult customer situations.

##### **SKILL IN**

- Excellent customer service, both internally, to the media and with the public.
- Microsoft Office word processing at a high level of efficiency.
- Exemplary organization of records, documents and computer files.
- Paying high attention to detail while performing in a fast paced environment.

##### **ABILITY TO**

- Prepare clear, concise and complete meeting documentation and other written correspondence and reports.
- Learn the legal requirements pertaining to the recording and preservation of municipal actions including modern records management techniques for recording, retention and disclosure.
- Understand and interpret RCW regulations for Washington cities pertaining to recording requirements and records retention.
- Organize work, set priorities, meet critical deadlines and follow up on work assignments with a minimum of supervision.
- Learn Municipal Code provisions that are related to the operations of the City Clerk's function and matters which come before the Council.
- Exercise tact and diplomacy in interpersonal dealings which are difficult, highly sensitive and confidential.
- Establish and maintain effective working relationships with the Mayor, department directors, employees, elected officials and the public.
- Understand and follow oral and written direction.
- Learn office policies, rules and practices.

## **PREFERRED QUALIFICATIONS**

### Education and Experience

- Associates degree in business or a related field.
- Washington State municipal government experience.
- Experience with Springbrook software.

## **DESIRABLE QUALIFICATION**

- Municipal Clerk certification.

## **LICENSING AND OTHER REQUIREMENTS**

Must be bondable and have a current Washington State driver's license or be able to obtain one shortly after hire. Incumbent must be available to attend council meetings, both regular and special. Must hold a current license as a Notary Public issued by the State of Washington, or have the ability to obtain one within six months of hire.

## **TOOLS AND EQUIPMENT USED**

Operates a variety of office machines including personal computers and related equipment, calculator, copier and other specialized equipment related to assigned activities.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Required to sit, talk, and hear; frequently required to use hands to finger, feel or handle objects, computers and office supplies which require repetitive arm, wrist and hand movement.
- May be required to sit for extended periods of time.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.
- Specific vision abilities include close, distant, color and peripheral vision, depth perception and the ability to adjust focus.
- The employee is occasionally required to lift or move 30 pounds.
- May visit job sites that require walking on uneven, rocky or rough ground.
- Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in a clean, climate-controlled workspace.
- This position works in an open office environment where the work of others may cause distraction in addition to the requirement to respond to phones and in-person contacts.
- May be exposed to upset and irate customers and clients.
- Work generally involves concentration and attention to detail.
- Occasionally requires visits to other City environments and may require travel for training.

#### **DISCLAIMER**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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To: Mayor Perry and City Councilmembers  
From: Mark Langford, Interim City Administrator  
Date: April 21, 2014  
Re: Utilizing the old Police Department office space

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**ATTACHMENTS: Proposal**

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**TYPE OF ACTION:**

Information Only  Discussion  Action  Expenditure Required:

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**Issue:** In order to be able to accommodate city staff, including those at City Hall and Public Works, the Mayor is proposing remodeling work in the old Police Department space, which will house the offices of the Mayor, City Administrator, and City Clerk, and create a multi-use meeting space for executive sessions, volunteer boards and commissions, and other city business.

**Discussion:** The current office configuration does not allow for adequate filing and work space, confidential records keeping and communication, proper routing of IT cables, and general efficiency in city business.

The recent move of the police department has made available office space best utilized by the Mayor, City Administrator, and City Clerk. This will also result in much-needed expansion of space for the Public Works office staff and the Finance Department.

**Fiscal Impact:** The anticipated fiscal impact to perform this remodel project is estimated at an amount not to exceed \$20,000. A budget amendment will be required.

**Recommendation/Action:** "I move to authorize the Mayor to contract with a licensed general contractor to perform work to remodel the old Police Department space at a cost not to exceed \$20,000."

**TROY D SMITH CONSTRUCTION LLC**  
1271 West Lost Lake Road, Shelton WA 98584  
253-227-6855

**PROPOSAL**

DATE: 4-12-14  
TO: BRENT THOMPSON  
SITE: MILTON  
JOB: CITY BUILDING

SCOPE OF WORK TO BE DONE:

JOB DESCRIPTION

#1; KATIE'S OFFICE-CUT OUT BRICK AND INSTALL 36"X 52" VINYL WINDOW, ½ VENT, TRIM, PAINT TO MATCH OTHERS  
\$2900.00

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#1a: KATIE'S OFFICE-FRAME AND INSTALL 4'X3'6" TEMPERED GLASS, TRIM, PAINT TO MATCH  
\$950.00

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#3; REMOVE EXISTING 3-OFFICE DOORS AND REPLACE WITH NEW VINYL DOORS- WHITE, WITH ½ LIGHT, USE EXISTING DOOR LOCKS, TRIM, PAINT TO MATCH  
\$2200.00

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#4: REMOVE EXTERIOR DOOR AND REPLACE WITH SOLID VINYL DOOR FIRE RATED-WHITE, NEW DOOR LOCK AND BOLT, TRIM, PAINT TO MATCH  
\$850.00

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#5a: REMOVE LOBBY DOOR, INSTALL NEW SOLID VINYL DOOR WITH ½ LIGHT-WHITE, NEW DOOR LOCK AND BOLT, KEYED THE SAME AS EXTERIOR DOOR, TRIM, PAINT TO MATCH  
\$800.00 OR

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#5b; REMOVE LOBBY DOOR, FRAME NEW OPENING IN THE CENTER OF THE WALL FOR NEW SOLID VINYL DOOR-WHITE, NEW LOCK AND BOLT, REMOVE EXISTING PASS THROUGH WINDOW, FRAME IN, SHEET ROCK, TAPE, TEXTURE, PAINT, TRIM TO MATCH  
\$1900.00 OR

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#5c: LOBBY DOOR WALL- REMOVE EXISTING GLASS AND INSTALL NEW  
TEMPERED GLASS, TRIM PAINT TO MATCH  
\$550.00

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#6: MAYOR'S OFFICE, FRAME, AND INSTALL NEW TEMPERED GLASS 4'X3'6"  
TRIM AND PAINT TO MATCH  
\$950.00

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#7: MAYORS OFFICE- HALL WALL-REMOVE AND FRAME NEW WALL OUT  
TO BEAM 22", SHEET ROCK, TAPE, TEXTURE, PAINT, TRIM TO MATCH  
\$1900.00

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#8: REPLACE BROKEN CEILING PANELS, TOUCH UP ALL SHEET ROCK  
HOLES AND BARE TEXTURED SPOTS, PAINT TWO TONE-WALLS & CEILING  
ONE COLOR, TRIM ONE COLOR  
\$2400.00

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\* HAUL OFF ALL DEBRI

\*\*ALL DOOR TRIM TO BE 1X3 MDF, HEADER TRIM TO BE  
5/4 X 4 MDF, COLOR WHITE

\*\*CUSTOMER TO PICK OUT COLORS

\*\*ELECTRICAL WORK TO BE DONE BY OTHERS

TROY D SMITH LLC IS AN HONEST LOYAL COMPANY THAT BELIEVES IN  
HARD WORK AND PERFECTION.

PAYMENTS TO BE MADE AS FOLLOWS: UPON COMPLETION  
PRICE \$15,400.00 + TAX

ANY ALTERATION OR DEVIATION FROM THE ABOVE SPECIFICATIONS  
INVOLVING EXTRA COSTS WILL BE EXECUTED ONLY UPON WRITTEN  
ORDER, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE  
ESTIMATE. ALL AGREEMENTS ARE CONTINGENT UPON STRIKES,  
ACCIDENTS, OR DELAYS BEYOND OUR CONTROL.

RESPECTFULLY SUBMITTED BY: TROY SMITH

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HERBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED, PAYMENTS WILL BE MADE AS OUTLINED ABOVE.

ALL PRICES GOOD FOR 30 DAYS

SIGNATURE: \_\_\_\_\_

DATE OF ACCEPTANCE: \_\_\_\_\_

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