



CITY COUNCIL MEETING AGENDA
Council Chambers, 1000 Laurel Street

August 4, 2014
Monday

Next Ordinance: 1849-14
Next Resolution: 14-1850

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. Any item received by noon on the day of the meeting will be distributed to Council.

5. Presentations & Proclamations

- A. Milton Days Donation – DM Disposal

6. Consent Agenda

- A. Minutes – Approval of the minutes of:

- i. 7/21/14 Special Meeting

- B. Claims Approval:

- i. Approval of the checks/vouchers numbers 55418-55491 in the amount of \$220,498.60.

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.

- ii. Approval of the payroll disbursement of 7/20/14 in the amount of \$133,479.16.

7. Regular Agenda

- A. 24th Street Watermain Replacement Bid Award
- B. Overlay Project Bid Award
- C. Soul Source AMR Meters Resolution
- D. 5th Ave Stormwater Treatment Facility-House demolition contract awarded
- E. Stormwater GIS Mapping-contract to Gray & Osborne
- F. Comprehensive Plan Amendment Ordinance
- G. Uptown Design Standards Ordinance

8. City Administrator Report

9. Council Reports

10. Mayor's Report

11. 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

August 2014			
Mon 8/04	7:00 pm	Regular Meeting	A. DM Disposal – <i>Presentation</i> of Milton Days donation B. 24 th Street Watermain Replacement – <i>Bid Award</i> C. Overlay Project – <i>Bid Award</i> D. Soul Source AMR Meters – <i>Resolution</i> E. 5 th Ave Stormwater Treatment Facility-House Demolition contract award F. Stormwater GIS mapping-contract to Gray & Osborne G. Comprehensive Plan Amendment – <i>Ordinance</i> H. Uptown Design Standards – <i>Ordinance</i>
Mon 8/11	7:00 pm	Study Session	A. Meet w/ staff: Building Official B. Electrical System Plan Update C. Marijuana Regulations Discussion D. Council Report Protocol
September 2014			
TUESDAY 9/02	7:00 pm	Regular Meeting	A. National Recovery Month – <i>Proclamation – Consent</i> B. Surplus Seized Vehicles – <i>Consent</i> C. Surplus Vehicle, Vactor Truck – <i>Consent</i> D. Marijuana Regulations – <i>Public Hearing</i> E. Amending Access Tract Code – <i>Ordinance</i> F. ADA Bathrooms
Mon 9/08	7:00 pm	Study Session	A. Street Standards B. Fire Hydrants information C. Fire Marshal information D. Police Vehicle Purchase Plan
Mon 9/15	7:00 pm	Regular Meeting	A. 2015 Revenue Estimates & Fee Schedule Changes B. Amendments to Building/Fire Codes
October 2014			
Mon 10/06	7:00 pm	Regular Meeting	A. 3rd Qtr Financial Report B. Budget Review – General Fund by Department
Mon 10/13	7:00 pm	Special Meeting Study Session	A. Revenue Estimates – <i>Public Hearing</i> B. Tax Levies for 2015 – <i>Adoption</i> C. Utility Collections – Amending code language to match state law
Mon 10/20	7:00 pm	Regular Meeting	A. 2015 Proposed Budget – <i>Public Hearing (#1)</i>
Mon 10/27	7:00 pm	<i>Tentative</i> Study Session	A. 2015 Budget
November 2014			
Mon 11/03	7:00 pm	Regular Meeting	A. Budget Review – Other Funds
Mon 11/10	7:00 pm	Special Meeting Study Session	A. 2015 Proposed Budget – <i>Public Hearing (#2)</i> B. Meet with Staff
Mon 11/17	7:00 pm	Regular Meeting	A. 2015 Budget – <i>Final Public Hearing</i> B. 2015 Budget – <i>Adoption</i> C. Marijuana Regulations – <i>Action</i>
December 2014			
Mon 12/01	7:00 pm	Regular Meeting	
Mon 12/08	7:00 pm	Study Session	
Mon 12/15	7:00 pm	Regular Meeting	



DRAFT CITY COUNCIL MINUTES

Special Meeting
Monday – July 21, 2014
7:00 p.m.

CALL TO ORDER

Mayor Perry called the special meeting to order at 7:07p.m. and led the flag salute.

ROLL CALL

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

Absent: Councilmember Whalen – **MOTION** (Morton/Ott) to excuse – **passed 6/0.**

STAFF PRESENT

City Administrator Langford, City Attorney Park, Public Works Director Neal, Finance Director Tylor, City Clerk Bolam

CITIZEN PARTICIPATION

Speaker	Address	Comments
Jack Chandler	Chairman of 911 Memorial Committee	Provided update on the wait to hear if Milton will receive a piece of steel. July 22 will mark one year since the application for a steel piece was filed.
Jack Chandler	79 23 rd Ave	Regarding solar energy – the City of Milton is one of a few electrical providers which doesn't reimburse for those using solar energy. He would like to have a representative come present a reimbursement program to council.
Jackie Straighter	1809 13 th Ave	Presented her opinion on the marijuana issue in advance of the next study session agenda. Milton should look at regulations of surrounding jurisdictions, but Milton is unique. We have to look at the impact to our utilities. No question that it uses massive amounts of power, and 6 gallons water each day. Concerned about Tier 1 and Tier 2 rates. Posed several questions

		for council to consider. Milton has to plan for the possibility that BPA cuts power in the future. She submitted an information page for the record. Cowlitz Co PUD, on 6/24/14, studied the issue and passed a modification notice.
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PRESENTATIONS AND PROCLAMATIONS

A. Milton Days Donation – Phil Waldner/Fife Towing

Susan Johnson introduced Phil and Justin Waldner of Fife Towing, who presented a donation check of \$1,500 for Milton Days.

B. National Night Out Proclamation

Interim City Administrator Langford introduced the National Night Out program. He encourages all residents to leave the porch light on all night on Tuesday, August 5, in support of National Night Out. The proclamation was read into the record.

CONSENT AGENDA

- A. Minutes
 - a. 7/7/14 Regular Meeting
 - b. 7/14/14 Special Meeting/Study Session

- B. Claims Approval
 - a. Checks/Vouchers
 - b. Payroll Disbursement

- C. School Impact Fees
- D. Business License Exemptions

Director Neal clarified the need for new public works business cards.

COUNCILMEMBER MORTON MOVED, seconded by Councilmember Jones, to approve the consent agenda. **Passed 6/0.**

POLICE CHIEF PANEL INTERVIEW

City Council conducted a formal interview of the three candidates for Police Chief.

EXECUTIVE SESSION

Mayor Perry recessed to executive session at 8:15 pm; the meeting was called back to order at 9:10 pm.

COUNCIL COMMENTS

Councilmember Jones reported he will not be here on August 4th or the 18th; Mayor Pro Tem Taylor will not be here on the 4th, either.

COUNCILMEMBER MORTON MOVED, seconded by Councilmember Jones, to cancel the August 18th meeting; **Passed 5/1.**

ADJOURNMENT

Adjourned at 9:15 p.m.

Debra Perry, Mayor

ATTEST:

Katie Bolam, City Clerk

Accounts Payable



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55418	Dept of Licensing	7/16/2014	Admin	001-13-513-100-49	71514	Notary Application Fee	\$ 30.00
Dept of Licensing Total							\$ 30.00
55419	Pierce County Budget & Finance	7/16/2014	General Fund	001-19-518-900-51	AR159585	Reissue - 2% Liquor Profits - 1st Qtr 2014	\$ 363.52
Pierce County Budget & Finance Total							\$ 363.52
55420	WA ST Law Enforcement Firearms Instru	7/16/2014	Police	001-21-521-201-49	71414	Membership Dues - Kidwell	\$ 20.00
55420	WA ST Law Enforcement Firearms Instru	7/16/2014	Police	001-21-521-202-49	71414	Conference Registration - Kidwell	\$ 125.00
WA ST Law Enforcement Firearms Instructors Assc. Total							\$ 145.00
7/16/2014 Total							\$ 538.52
0	Comcast	7/21/2014	Police	001-21-521-200-42	61614	PD Cable	\$ 4.05
0	Comcast	7/21/2014	Electric	401-32-533-500-42	61614	Shop Cable	\$ 2.03
0	Comcast	7/21/2014	Water	403-34-534-500-42	61614	Shop Cable	\$ 2.02
Comcast Total							\$ 8.10
0	Discovery Benefits	7/21/2014	Employee Benefits	001-17-517-310-49	468826-IN	Employee Benefits Program/FSA	\$ 15.60
Discovery Benefits Total							\$ 15.60
0	Pierce County Sewer	7/21/2014	Facilities	001-18-518-300-47	2931-070114	Utilities	\$ 2.64
0	Pierce County Sewer	7/21/2014	General Fund	001-19-518-900-47	8965-070114	Utilities	\$ 29.54
0	Pierce County Sewer	7/21/2014	Police	001-21-521-200-47	2842-070114	Utilities	\$ 45.10
0	Pierce County Sewer	7/21/2014	Building	001-24-558-500-47	2931-070114	Utilities	\$ 2.65
0	Pierce County Sewer	7/21/2014	Planning	001-58-558-600-47	2931-070114	Utilities	\$ 2.64
0	Pierce County Sewer	7/21/2014	Parks	001-76-576-600-47	3431-070114	Utilities	\$ 13.98
0	Pierce County Sewer	7/21/2014	Parks	001-76-576-600-47	2931-070114	Utilities	\$ 2.65
0	Pierce County Sewer	7/21/2014	Electric	401-32-533-500-47	2931-070114	Utilities	\$ 16.92
0	Pierce County Sewer	7/21/2014	Electric	401-32-533-500-47	2923-070114	Utilities	\$ 13.90
0	Pierce County Sewer	7/21/2014	Water	403-34-534-550-47	2931-070114	Utilities	\$ 14.28
0	Pierce County Sewer	7/21/2014	Water	403-34-534-550-47	2923-070114	Utilities	\$ 13.91
0	Pierce County Sewer	7/21/2014	Storm	406-38-553-350-47	2923-070114	Utilities	\$ 6.95
0	Pierce County Sewer	7/21/2014	Storm	406-38-553-350-47	2931-070114	Utilities	\$ 11.11
Pierce County Sewer Total							\$ 176.27
7/21/2014 Total							\$ 199.97
55421	A WorkSAFE Service	7/22/2014	Street	101-00-542-900-41	193534	Drug Testing	\$ 26.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55421	A WorkSAFE Service	7/22/2014	Storm	406-37-553-310-41	193534	Drug Testing	\$ 26.00
	A WorkSAFE Service Total						\$ 52.00
55422	AMSAN	7/22/2014	Facilities	001-18-518-300-31	313617110	Janitorial Supplies	\$ 202.12
	AMSAN Total						\$ 202.12
55423	Calvert Technical Services Inc.	7/22/2014	Water	403-34-534-550-48	3869	Corridor Well Programming and Radio Check	\$ 884.87
	Calvert Technical Services Inc. Total						\$ 884.87
55424	Campbell Shaffer	7/22/2014	Storm Capital Project	407-00-595-400-63	10896	Side Sewer Capping @ 605 5th Ave	\$ 5,154.47
	Campbell Shaffer Total						\$ 5,154.47
55425	Cashman Jamie	7/22/2014	Planning	001-00-386-100-00	70814	Deposit Balance Refund	\$ 1,302.17
	Cashman Jamie Total						\$ 1,302.17
55426	Chuckals	7/22/2014	Street	101-00-542-900-31	785863-0	Markers, Paper, Batteries, Pads	\$ 69.94
55426	Chuckals	7/22/2014	Electric	401-30-533-110-31	787437-1	Business Cards - Mercer	\$ 24.35
55426	Chuckals	7/22/2014	Electric	401-32-533-500-31	785863-0	Markers, Paper, Batteries, Pads	\$ 69.94
55426	Chuckals	7/22/2014	Water	403-30-534-110-31	787437-1	Business Cards - Mercer	\$ 25.08
55426	Chuckals	7/22/2014	Water	403-34-534-500-31	785863-1	Clip Dispenser	\$ 1.36
55426	Chuckals	7/22/2014	Storm	406-30-553-110-31	787437-1	Business Cards - Mercer	\$ 24.35
55426	Chuckals	7/22/2014	Storm	406-38-553-350-31	785863-0	Markers, Paper, Batteries, Pads	\$ 69.95
55426	Chuckals	7/22/2014	Motor Pool	501-00-548-300-31	785863-0	Markers, Paper, Batteries, Pads	\$ 59.96
	Chuckals Total						\$ 344.93
55427	Craig C. Mike	7/22/2014	Employee Benefits	001-17-517-380-29	71714	Leoff Retiree Expenses	\$ 83.59
	Craig C. Mike Total						\$ 83.59
55428	Daily Journal Of Commerce	7/22/2014	Capital Projects	310-99-595-100-63	3290025	TIB Overlay Program Advertising - 6/27	\$ 212.80
55428	Daily Journal Of Commerce	7/22/2014	Capital Projects	310-99-595-100-63	3290025	TIB Overlay Program Advertising - 7/3	\$ 212.80
	Daily Journal Of Commerce Total						\$ 425.60
55429	DKS Associates	7/22/2014	Electric	401-31-533-100-41	55111	Consultant Services - Milton On Call	\$ 506.76
	DKS Associates Total						\$ 506.76
55430	EES CONSULTING	7/22/2014	Electric	401-31-533-100-41	30901	Pierce County Mutuals GTA	\$ 40.28
	EES CONSULTING Total						\$ 40.28
55431	EVERGREEN EQUIPMENT CO INC	7/22/2014	Street	101-00-542-900-31	80440	Gator Line	\$ 63.40
55431	EVERGREEN EQUIPMENT CO INC	7/22/2014	Water	403-34-534-500-31	80440	Gator Line	\$ 63.40
55431	EVERGREEN EQUIPMENT CO INC	7/22/2014	Storm	406-38-553-350-31	80440	Gator Line	\$ 63.40
	EVERGREEN EQUIPMENT CO INC Total						\$ 190.20
55432	Ferguson Waterworks	7/22/2014	Water	403-34-534-500-31	425706	Meter	\$ 153.32
55432	Ferguson Waterworks	7/22/2014	Water	403-34-534-500-31	425148	Meter	\$ 171.21



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55432	Ferguson Waterworks	7/22/2014	Water	403-34-534-500-31	CM089900	Meter Returned Credit	\$ (171.21)
	Ferguson Waterworks Total						\$ 153.32
55433	Fife City of	7/22/2014	Police	001-21-521-200-42	143495	Monthly Alarm Monitoring	\$ 19.95
55433	Fife City of	7/22/2014	Police	001-21-528-600-51	143501	Monthly Dispatch Services	\$ 9,775.00
	Fife City of Total						\$ 9,794.95
55434	Gray & Osborne Inc	7/22/2014	Planning	001-58-558-600-41	14516.00-1	Aerie Crest	\$ 1,101.24
55434	Gray & Osborne Inc	7/22/2014	Capital Projects	310-99-595-200-63	13594.00-8	Milton Way Ped Imps (17th Av to 22nd Av)	\$ 2,069.65
55434	Gray & Osborne Inc	7/22/2014	Water	403-33-534-100-41	14510.00-1	Britney Court	\$ 1,113.41
55434	Gray & Osborne Inc	7/22/2014	Storm	406-38-553-200-63	14437.00-4	General Engineering - Interurban Trail Landslide	\$ 1,426.04
55434	Gray & Osborne Inc	7/22/2014	Storm Capital Project	407-99-595-100-63	14413.00-6	Stormwater LID Retrofit Projects	\$ 20,967.77
	Gray & Osborne Inc Total						\$ 26,678.11
55435	HD Fowler	7/22/2014	Facilities	001-18-518-300-31	13668386	Pipe and Connectors - MAC	\$ 22.23
55435	HD Fowler	7/22/2014	Facilities	001-18-518-300-31	13668387	Pipe and Connectors - City Hall Complex Irrigation	\$ 127.41
	HD Fowler Total						\$ 149.64
55436	HD Supply Power Solutions	7/22/2014	Electric	401-32-533-500-31	2584285	Lamps	\$ 452.92
	HD Supply Power Solutions Total						\$ 452.92
55437	Higrade Construction Asphalt	7/22/2014	Street	101-00-542-900-31	2662	Bark	\$ 212.08
55437	Higrade Construction Asphalt	7/22/2014	Street	101-00-542-900-31	2669	Bark	\$ 141.39
	Higrade Construction Asphalt Total						\$ 353.47
55438	Honey Bucket	7/22/2014	Parks	001-76-576-600-45	1-948977	Monthly Lease	\$ 171.33
	Honey Bucket Total						\$ 171.33
55439	ICMA Retirement Corporation	7/22/2014	Electric	401-31-533-100-49	14164	401A Plan Fee	\$ 250.00
	ICMA Retirement Corporation Total						\$ 250.00
55440	Jet Chevrolet	7/22/2014	Motor Pool	501-00-548-300-31	343158	Pump	\$ 31.42
55440	Jet Chevrolet	7/22/2014	Motor Pool	501-00-548-300-31	343158	Pump	\$ 31.42
55440	Jet Chevrolet	7/22/2014	Motor Pool	501-00-548-300-31	343196	Key	\$ 14.41
	Jet Chevrolet Total						\$ 77.25
55441	Kelley Blocks	7/22/2014	Electric	401-32-533-500-31	8679	Concrete Blocks	\$ 156.67
	Kelley Blocks Total						\$ 156.67
55442	KPG	7/22/2014	Capital Projects	310-99-595-200-63	68914	14006 Milton Way Overlay	\$ 5,207.06
	KPG Total						\$ 5,207.06
55443	Law Office of Thomas M. Pors	7/22/2014	Water	403-34-534-550-41	313	Milton Water Rights	\$ 105.00
	Law Office of Thomas M. Pors Total						\$ 105.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55444	Marsh Mundorf Pratt Sullivan & McKen:	7/22/2014	Electric	401-31-533-100-41		5 WPAG Litigation	\$ 883.60
55444	Marsh Mundorf Pratt Sullivan & McKen:	7/22/2014	Electric	401-31-533-100-41		18 Pierce County Mutuals	\$ 109.39
	Marsh Mundorf Pratt Sullivan & McKenzie Total						\$ 992.99
55445	McCarthy & Causseaux	7/22/2014	Planning	001-00-386-100-00		137 Cashman Variance	\$ 567.83
	McCarthy & Causseaux Total						\$ 567.83
55446	Mt. View-Edgewood Water Co.	7/22/2014	Water	403-34-534-550-31		71514 Intertie Standby Charge	\$ 427.48
	Mt. View-Edgewood Water Co. Total						\$ 427.48
55447	Northstar Chemical	7/22/2014	Water	403-34-534-550-31		52738 Sodium Hydroxide	\$ 5,677.60
	Northstar Chemical Total						\$ 5,677.60
55448	Pierce County Budget & Finance	7/22/2014	Court	001-00-586-120-00		70314 Milton Court Remittance - June 2014	\$ 246.43
55448	Pierce County Budget & Finance	7/22/2014	Police	001-21-521-200-31	AR160440	Traffic Signs	\$ 46.72
55448	Pierce County Budget & Finance	7/22/2014	Street	101-00-542-900-48	AR160440	Traffic Signal Maintenance - May 2014	\$ 360.10
	Pierce County Budget & Finance Total						\$ 653.25
55449	Pierce County Community Newspaper G	7/22/2014	Planning	001-00-386-100-00		5480 Notice of Application & Neighborhood Meeting	\$ 80.00
55449	Pierce County Community Newspaper G	7/22/2014	Admin	001-13-513-100-41		5498 Monthly Advertising	\$ 600.00
	Pierce County Community Newspaper Group Total						\$ 680.00
55450	Pierce County Sewer	7/22/2014	Storm	406-38-553-350-47	062914 Final	Storm Detention Pond	\$ 38.04
	Pierce County Sewer Total						\$ 38.04
55451	Preferred Copier Systems	7/22/2014	Police	001-21-521-200-48	IN17591	Copier Maintenance	\$ 93.41
55451	Preferred Copier Systems	7/22/2014	Police	001-21-521-200-48	IN17592	Copier Maintenance - Police Clerk	\$ 24.03
	Preferred Copier Systems Total						\$ 117.44
55452	Pro-Build	7/22/2014	Water	403-34-534-500-31		1365520 Plumbers Putty	\$ 2.18
	Pro-Build Total						\$ 2.18
55453	Puyallup City of	7/22/2014	General Fund	001-19-518-800-41	AR110215	Prof Services IT June 2014	\$ 774.45
	Puyallup City of Total						\$ 774.45
55454	Rosen Supply Co Inc.	7/22/2014	Facilities	001-18-518-300-31	1407142-00	Urinal Kit	\$ 116.81
	Rosen Supply Co Inc. Total						\$ 116.81
55455	Shred-it Western Washington	7/22/2014	Finance	001-14-514-230-41	9403876251	Prof Svcs	\$ 17.33
55455	Shred-it Western Washington	7/22/2014	Police	001-21-521-200-41	9403876251	Prof Svcs	\$ 38.11
	Shred-it Western Washington Total						\$ 55.44
55456	Springbrook Software	7/22/2014	Electric	401-32-533-500-41	Inv28723	Monthly Web Payment Fees	\$ 482.00
55456	Springbrook Software	7/22/2014	Water	403-34-534-500-41	Inv28723	Monthly Web Payment Fees	\$ 482.00
55456	Springbrook Software	7/22/2014	Storm	406-38-553-350-41	Inv28723	Monthly Web Payment Fees	\$ 241.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
Springbrook Software Total							\$ 1,205.00
55457	Standard Parts Corporation (NAPA)	7/22/2014	Motor Pool	501-00-548-300-31	327235	Auto Maintenance Supplies	\$ 24.80
55457	Standard Parts Corporation (NAPA)	7/22/2014	Motor Pool	501-00-548-300-31	327235	Auto Maintenance Supplies	\$ 24.81
55457	Standard Parts Corporation (NAPA)	7/22/2014	Motor Pool	501-00-548-300-31	327235	Auto Maintenance Supplies	\$ 24.81
Standard Parts Corporation (NAPA) Total							\$ 74.42
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-830-00	70314	Milton Court Remittance	\$ 1,318.33
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-880-00	70314	Milton Court Remittance	\$ 114.45
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-890-00	70314	Milton Court Remittance	\$ 716.75
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-910-00	70314	Milton Court Remittance	\$ 6,962.75
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-920-00	70314	Milton Court Remittance	\$ 3,530.84
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-960-00	70314	Milton Court Remittance	\$ 5.48
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-970-00	70314	Milton Court Remittance	\$ 1,939.98
55458	State Treasurer Washington	7/22/2014	Court	001-00-586-990-00	70314	Milton Court Remittance	\$ 295.82
State Treasurer Washington Total							\$ 14,884.40
55459	Sumner	7/22/2014	General Fund	001-19-554-300-51	2577	Animal Control Svcs	\$ 1,886.06
Sumner Total							\$ 1,886.06
55460	Unifirst Corporation	7/22/2014	Facilities	001-18-518-300-22	3301006749	Uniform Svcs	\$ 8.10
55460	Unifirst Corporation	7/22/2014	Parks	001-76-576-600-22	3301006749	Uniform Svcs	\$ 18.90
55460	Unifirst Corporation	7/22/2014	Street	101-00-542-900-22	3301006749	Uniform Svcs	\$ 79.07
55460	Unifirst Corporation	7/22/2014	Electric	401-32-533-500-22	3301006845	Uniform Svcs	\$ 129.40
55460	Unifirst Corporation	7/22/2014	Electric	401-32-533-500-22	3301006749	Uniform Svcs	\$ 5.79
55460	Unifirst Corporation	7/22/2014	Water	403-34-534-500-22	3301006845	Uniform Svcs	\$ 11.76
55460	Unifirst Corporation	7/22/2014	Water	403-34-534-500-22	3301006749	Uniform Svcs	\$ 165.85
55460	Unifirst Corporation	7/22/2014	Storm	406-38-553-350-22	3301006749	Uniform Svcs	\$ 30.84
55460	Unifirst Corporation	7/22/2014	Motor Pool	501-00-548-300-22	3301006749	Uniform Svcs	\$ 115.71
Unifirst Corporation Total							\$ 565.42
55461	Unum Life Insurance	7/22/2014	Employee Benefits	001-17-517-380-29	61814	Leoff Retiree	\$ 97.70
Unum Life Insurance Total							\$ 97.70
55462	US Bank N.A. Custody Treasury Div.-Moi	7/22/2014	Finance	001-14-514-230-49	70714	Safekeeping Fees - June	\$ 38.00
US Bank N.A. Custody Treasury Div.-Money Cntr Total							\$ 38.00
55463	Utilities Underground Loc Cent	7/22/2014	Electric	401-32-533-500-49	4060162	Monthly Locates	\$ 17.55
55463	Utilities Underground Loc Cent	7/22/2014	Water	403-34-534-500-49	4060162	Monthly Locates	\$ 17.54
Utilities Underground Loc Cent Total							\$ 35.09
55464	Water Management Laboratories	7/22/2014	Water	403-34-534-550-41	131920	Water Testing	\$ 197.00
55464	Water Management Laboratories	7/22/2014	Storm	406-37-553-310-41	131603	Water Testing	\$ 220.00
Water Management Laboratories Total							\$ 417.00



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55465	WM.Dickson CO.	7/22/2014	Street	101-00-542-900-47	600708	Dirt & Concrete Dump Fee	\$ 117.47
55465	WM.Dickson CO.	7/22/2014	Water	403-34-534-500-47	600708	Dirt & Concrete Dump Fee	\$ 117.47
	WM.Dickson CO. Total						\$ 234.94
		7/22/2014 Total					\$ 82,278.25
55466	AMSAN	7/28/2014	Facilities	001-18-518-300-31	314260720	PaperTowels & Garbage Bags	\$ 118.02
	AMSAN Total						\$ 118.02
55467	Broadway Center for Performing Arts	7/28/2014	Event Committee Milton	116-79-573-901-45	72814	Stage Rental Milton Days - Balance	\$ 500.00
	Broadway Center for Performing Arts Total						\$ 500.00
55468	Campbell Shaffer	7/28/2014	Storm Capital Project	407-99-595-400-63	7172014	Pay Estimate #2	\$ 36,868.41
	Campbell Shaffer Total						\$ 36,868.41
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754541T	Exhaust Pipe - Dumptruck	\$ 9.96
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754541T	Exhaust Pipe - Dumptruck	\$ 7.11
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754541T	Exhaust Pipe - Dumptruck	\$ 7.11
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754541T	Exhaust Pipe - Dumptruck	\$ 4.27
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754346T	Exhaust Pipe - Dumptruck	\$ 18.81
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754346T	Exhaust Pipe - Dumptruck	\$ 13.44
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754346T	Exhaust Pipe - Dumptruck	\$ 13.44
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	754346T	Exhaust Pipe - Dumptruck	\$ 8.06
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	CM754346T	Exhaust Pipe - Dumptruck	\$ (18.81)
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	CM754346T	Exhaust Pipe - Dumptruck	\$ (13.44)
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	CM754346T	Exhaust Pipe - Dumptruck	\$ (13.44)
55469	CASCADIA	7/28/2014	Motor Pool	501-00-548-300-31	CM754346T	Exhaust Pipe - Dumptruck	\$ (8.06)
	CASCADIA Total						\$ 28.45
55470	Chuckals	7/28/2014	Finance	001-14-514-230-31	788239-0	Binder Clips, Ribbon, Misc. Office Supplies	\$ 32.92
55470	Chuckals	7/28/2014	Finance	001-14-514-230-35	788239-0	Calculator	\$ 70.33
55470	Chuckals	7/28/2014	Electric	401-32-533-500-31	787466-0	Door Hangers	\$ 177.29
	Chuckals Total						\$ 280.54
55471	CLOWNS UNLIMITED INC	7/28/2014	Event Committee Milton	116-79-573-901-41	72814	Milton Days Attractions	\$ 4,472.88
	CLOWNS UNLIMITED INC Total						\$ 4,472.88
55472	EES CONSULTING	7/28/2014	Electric	401-31-533-100-41	30860	Milton COSA Study	\$ 3,900.00
	EES CONSULTING Total						\$ 3,900.00
55473	EVERGREEN EQUIPMENT CO INC	7/28/2014	Street	101-00-542-900-31	80584	Trimmer Line	\$ 17.47
	EVERGREEN EQUIPMENT CO INC Total						\$ 17.47
55474	Excel Supply Company	7/28/2014	Electric	401-32-533-500-31	70385	Ibuprofen Tablets	\$ 13.06
	Excel Supply Company Total						\$ 13.06



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55475	Fife City of	7/28/2014	Planning	001-58-558-600-41	143521	Contract Planner Services	\$ 4,921.50
	Fife City of Total						\$ 4,921.50
55476	HD Supply Waterworks Ltd.	7/28/2014	Water	403-34-534-500-31	C531350	Couplings & Yoke	\$ 1,239.75
	HD Supply Waterworks Ltd. Total						\$ 1,239.75
55477	HJ Arnett Industries	7/28/2014	Electric	401-32-533-500-41	INV34266	Glove Testing	\$ 196.74
	HJ Arnett Industries Total						\$ 196.74
55478	KPG	7/28/2014	Planning	001-58-558-600-41	64714	Comprehensive Plan Update	\$ 10,506.16
	KPG Total						\$ 10,506.16
55479	Language Line Services	7/28/2014	Police	001-21-521-200-41	3366810	Interpeting Service	\$ 71.69
	Language Line Services Total						\$ 71.69
55480	Larsco	7/28/2014	Motor Pool	501-00-548-300-31	10793494-01	Cable Tie	\$ 6.57
	Larsco Total						\$ 6.57
55481	Northstar Chemical	7/28/2014	Water	403-34-534-550-31	53117	Sodium Hypochlorite	\$ 448.27
	Northstar Chemical Total						\$ 448.27
55482	Randles Sand & Gravel Inc	7/28/2014	Street	101-00-542-900-31	364824	Gravel	\$ 405.71
55482	Randles Sand & Gravel Inc	7/28/2014	Electric	401-32-533-500-31	364824	Gravel	\$ 405.72
55482	Randles Sand & Gravel Inc	7/28/2014	Water	403-34-534-500-31	364824	Gravel	\$ 405.71
	Randles Sand & Gravel Inc Total						\$ 1,217.14
55483	Recovery 1	7/28/2014	Water	403-34-534-500-47	0092904-IN	Land Clearing Debris Disposal Fee	\$ 32.75
	Recovery 1 Total						\$ 32.75
55484	Rice Kevin	7/28/2014	General Fund	001-19-518-100-43	72314	Travel Costs Related to Police Chief Recruitment	\$ 1,054.84
	Rice Kevin Total						\$ 1,054.84
55485	SCORE South Correctional Entity	7/28/2014	Police	001-21-523-600-51	835	Jail Services June 2014	\$ 5,095.00
	SCORE South Correctional Entity Total						\$ 5,095.00
55486	Skillings Connolly	7/28/2014	Storm Capital Project	407-00-595-400-63	7022014	5th Ave Stormwater Facility	\$ 38,658.02
	Skillings Connolly Total						\$ 38,658.02
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00626-08	Backhoe Battery	\$ 69.21
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00626-08	Backhoe Battery	\$ 34.61
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00626-08	Backhoe Battery	\$ 34.61
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00626-08	Backhoe Battery	\$ 34.61
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00643-08	Backhoe Battery Credit	\$ (12.32)
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00643-08	Backhoe Battery Credit	\$ (6.16)



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00643-08	Backhoe Battery Credit	\$ (6.16)
55487	SONSRAY MACHINERY LLC	7/28/2014	Motor Pool	501-00-548-300-31	P00643-08	Backhoe Battery Credit	\$ (6.16)
SONSRAY MACHINERY LLC Total							\$ 142.24
55488	Standard Parts Corporation (NAPA)	7/28/2014	Motor Pool	501-00-548-300-31	329846	Alternator, Core Deposit, Retrofit Kit W/Freon, Mat	\$ 59.07
55488	Standard Parts Corporation (NAPA)	7/28/2014	Motor Pool	501-00-548-300-31	329846	Alternator, Core Deposit, Retrofit Kit W/Freon, Mat	\$ 59.07
55488	Standard Parts Corporation (NAPA)	7/28/2014	Motor Pool	501-00-548-300-31	329846	Alternator, Core Deposit, Retrofit Kit W/Freon, Mat	\$ 141.19
55488	Standard Parts Corporation (NAPA)	7/28/2014	Motor Pool	501-00-548-300-31	329846	Alternator, Core Deposit, Retrofit Kit W/Freon, Mat	\$ 59.50
55488	Standard Parts Corporation (NAPA)	7/28/2014	Motor Pool	501-00-548-300-31	329846	Alternator, Core Deposit, Retrofit Kit W/Freon, Mat	\$ (59.50)
Standard Parts Corporation (NAPA) Total							\$ 259.33
55489	Tacoma Police Department	7/28/2014	Police	001-21-521-200-49	90572062	Shooting Range	\$ 330.00
Tacoma Police Department Total							\$ 330.00
55490	Unifirst Corporation	7/28/2014	Facilities	001-18-518-300-22	3301010544	Uniform Svcs	\$ 4.16
55490	Unifirst Corporation	7/28/2014	Facilities	001-18-518-300-22	3301008650	Uniform Svcs	\$ 4.17
55490	Unifirst Corporation	7/28/2014	Parks	001-76-576-600-22	3301010544	Uniform Svcs	\$ 9.72
55490	Unifirst Corporation	7/28/2014	Parks	001-76-576-600-22	3301008650	Uniform Svcs	\$ 9.72
55490	Unifirst Corporation	7/28/2014	Street	101-00-542-900-22	3301010544	Uniform Svcs	\$ 40.68
55490	Unifirst Corporation	7/28/2014	Street	101-00-542-900-22	3301008650	Uniform Svcs	\$ 40.68
55490	Unifirst Corporation	7/28/2014	Electric	401-32-533-500-22	3301010641	Uniform Svcs	\$ 129.40
55490	Unifirst Corporation	7/28/2014	Electric	401-32-533-500-22	3301010544	Uniform Svcs	\$ 2.98
55490	Unifirst Corporation	7/28/2014	Electric	401-32-533-500-22	3301008650	Uniform Svcs	\$ 2.98
55490	Unifirst Corporation	7/28/2014	Electric	401-32-533-500-22	3301008740	Uniform Svcs	\$ 129.40
55490	Unifirst Corporation	7/28/2014	Water	403-34-534-500-22	3301010641	Uniform Svcs	\$ 11.76
55490	Unifirst Corporation	7/28/2014	Water	403-34-534-500-22	3301010544	Uniform Svcs	\$ 85.34
55490	Unifirst Corporation	7/28/2014	Water	403-34-534-500-22	3301008650	Uniform Svcs	\$ 85.34
55490	Unifirst Corporation	7/28/2014	Water	403-34-534-500-22	3301008740	Uniform Svcs	\$ 11.76
55490	Unifirst Corporation	7/28/2014	Storm	406-38-553-350-22	3301010544	Uniform Svcs	\$ 15.88
55490	Unifirst Corporation	7/28/2014	Storm	406-38-553-350-22	3301008650	Uniform Svcs	\$ 15.88
55490	Unifirst Corporation	7/28/2014	Motor Pool	501-00-548-300-22	3301010544	Uniform Svcs	\$ 59.54
55490	Unifirst Corporation	7/28/2014	Motor Pool	501-00-548-300-22	3301008650	Uniform Svcs	\$ 59.53
Unifirst Corporation Total							\$ 718.92
55491	Washington Tractor	7/28/2014	Street	101-00-542-900-64	498537	Flail Mower System	\$ 4,765.71
55491	Washington Tractor	7/28/2014	Electric	401-32-533-500-64	498537	Flail Mower System	\$ 3,404.08
55491	Washington Tractor	7/28/2014	Water	403-34-534-550-64	498537	Flail Mower System	\$ 2,042.45
55491	Washington Tractor	7/28/2014	Storm	406-38-553-350-64	498537	Flail Mower System	\$ 3,404.08
Washington Tractor Total							\$ 13,616.32
7/28/2014 Total							\$ 124,714.07
0	US Bank	7/30/2014	Council	001-11-511-600-43	6758-070714	Parking - AWC Conference	\$ 65.22
0	US Bank	7/30/2014	Admin	001-13-513-100-32	7907-070714	Fuel	\$ 61.66
0	US Bank	7/30/2014	Admin	001-13-513-100-36	5017-070714	Mouse	\$ 67.60



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
0	US Bank	7/30/2014	Admin	001-13-513-100-36	7907-070714	Surface Table	\$ 483.95
0	US Bank	7/30/2014	Admin	001-13-513-100-43	5017-070714	Chamber Lunch	\$ 40.00
0	US Bank	7/30/2014	Admin	001-13-513-100-43	5017-070714	Lodging - WCMA Conference	\$ 240.50
0	US Bank	7/30/2014	Admin	001-13-513-100-43	7907-070714	Travel Meal - AWC Conference	\$ 18.22
0	US Bank	7/30/2014	Admin	001-13-513-100-43	7907-070714	Travel Meal - AWC Conference	\$ 23.02
0	US Bank	7/30/2014	Admin	001-13-513-100-43	7907-070714	Travel Meal - AWC Conference	\$ 19.69
0	US Bank	7/30/2014	Admin	001-13-513-100-43	7907-070714	Lodging - AWC Conference	\$ 618.07
0	US Bank	7/30/2014	Admin	001-13-513-100-43	7907-070714	Lodgingl - AWC Conference	\$ 530.13
0	US Bank	7/30/2014	Admin	001-13-513-100-43	7907-070714	Planning Mtg D. Osaki	\$ 2.46
0	US Bank	7/30/2014	Admin	001-13-513-100-43	6758-070714	Travel Meal - AWC Conference	\$ 22.10
0	US Bank	7/30/2014	Admin	001-13-513-100-43	6758-070714	Lodging - AWC Conference	\$ 612.63
0	US Bank	7/30/2014	Admin	001-13-513-100-43	6758-070714	Meal - PC Chief Appointed Officials Lunch Meeting	\$ 15.88
0	US Bank	7/30/2014	Admin	001-13-513-102-49	5017-070714	WCMA Conference Registration - Langford	\$ 325.00
0	US Bank	7/30/2014	Finance	001-14-514-232-49	6853-070714	Unclaimed Property Training Registration - Garrison	\$ 60.00
0	US Bank	7/30/2014	Facilities	001-18-518-300-31	6838-070714	Equipment and Furniture Storage Supplies	\$ 59.05
0	US Bank	7/30/2014	Facilities	001-18-518-300-31	6838-070714	Herbicide	\$ 152.82
0	US Bank	7/30/2014	General Fund	001-19-518-900-31	3089-070714	Printer Cord for Receipt Printer	\$ 16.99
0	US Bank	7/30/2014	General Fund	001-19-518-900-45	6481-070714	Archive Storage	\$ 110.00
0	US Bank	7/30/2014	Police	001-21-521-200-31	6598-070714	Taser Instructor Training Supplies - Taser	\$ 70.02
0	US Bank	7/30/2014	Police	001-21-521-200-31	4659-070714	First Aid Supplies	\$ 3.27
0	US Bank	7/30/2014	Police	001-21-521-200-32	2647-070714	Fuel	\$ 471.25
0	US Bank	7/30/2014	Police	001-21-521-200-32	6887-070714	Fuel	\$ 400.72
0	US Bank	7/30/2014	Police	001-21-521-200-32	6758-070714	Fuel	\$ 363.89
0	US Bank	7/30/2014	Police	001-21-521-200-32	8284-070714	Fuel	\$ 406.77
0	US Bank	7/30/2014	Police	001-21-521-200-32	4659-070714	Fuel	\$ 157.84
0	US Bank	7/30/2014	Police	001-21-521-200-32	6630-070714	Fuel	\$ 294.69
0	US Bank	7/30/2014	Police	001-21-521-200-32	6747-070714	Fuel	\$ 506.03
0	US Bank	7/30/2014	Police	001-21-521-200-32	6671-070714	Fuel	\$ 84.65
0	US Bank	7/30/2014	Police	001-21-521-200-32	8100-070714	Fuel	\$ 543.45
0	US Bank	7/30/2014	Police	001-21-521-200-32	6614-070714	Fuel	\$ 254.68
0	US Bank	7/30/2014	Police	001-21-521-200-35	6598-070714	Taser DPM's & Cartridges - Proforce	\$ 644.21
0	US Bank	7/30/2014	Police	001-21-521-200-35	6838-070714	Double Sided Banner - 4th of July	\$ 322.73
0	US Bank	7/30/2014	Police	001-21-521-200-36	6598-070714	Computer Monitors - Amazon	\$ 568.84
0	US Bank	7/30/2014	Police	001-21-521-200-36	6671-070714	Hard Drive	\$ 120.33
0	US Bank	7/30/2014	Police	001-21-521-200-41	6614-070714	Mobilelock - HDG	\$ 19.95
0	US Bank	7/30/2014	Police	001-21-521-200-42	6598-070714	Postage/Shipping - Lotus Business Services	\$ 27.89
0	US Bank	7/30/2014	Planning	001-58-558-601-49	1127-070714	Annual Subscription - Survey Monkey	\$ 204.00
0	US Bank	7/30/2014	Parks	001-76-576-600-31	6838-070714	Lawn Maintenance Tools	\$ 196.83
0	US Bank	7/30/2014	Parks	001-76-576-600-31	6838-070714	Herbicide	\$ 152.82
0	US Bank	7/30/2014	Parks	001-76-576-600-31	6838-070714	PPE Safety Glasses	\$ 19.04
0	US Bank	7/30/2014	Parks	001-76-576-600-31	6838-070714	Equipment and Furniture Storage Supplies	\$ 59.05
0	US Bank	7/30/2014	Parks	001-76-576-600-32	6838-070714	Fuel	\$ 36.14
0	US Bank	7/30/2014	Street	101-00-542-900-31	6838-070714	Herbicide	\$ 152.82
0	US Bank	7/30/2014	Street	101-00-542-900-31	3097-070714	Fertilizer & Weed Control	\$ 109.46
0	US Bank	7/30/2014	Street	101-00-542-900-31	3097-070714	Fertilizer & Weed Control	\$ 21.88



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
0	US Bank	7/30/2014	Street	101-00-542-900-31	4283-070714	Sub-Base Repair Fabric	\$ 68.90
0	US Bank	7/30/2014	Street	101-00-542-900-31	7647-070714	Bark	\$ 128.76
0	US Bank	7/30/2014	Street	101-00-542-900-31	7647-070714	Bark	\$ 59.94
0	US Bank	7/30/2014	Street	101-00-542-900-31	7647-070714	Bark	\$ 59.94
0	US Bank	7/30/2014	Street	101-00-542-900-32	3097-070714	Propane	\$ 19.59
0	US Bank	7/30/2014	Electric	401-30-533-110-31	3089-070714	Printer Cord for Receipt Printer	\$ 6.41
0	US Bank	7/30/2014	Electric	401-32-533-500-31	6838-070714	Herbicide	\$ 152.83
0	US Bank	7/30/2014	Electric	401-32-533-500-31	3089-070714	Phone Charger	\$ 21.87
0	US Bank	7/30/2014	Electric	401-32-533-500-31	9197-070714	Cleaning Supplies	\$ 7.79
0	US Bank	7/30/2014	Electric	401-32-533-500-31	9197-070714	OSHA Compliance Manual	\$ 43.76
0	US Bank	7/30/2014	Electric	401-32-533-500-31	4283-070714	Blinds, Shelf Liner, Nut, Washer & Spray Nozzle	\$ 134.10
0	US Bank	7/30/2014	Electric	401-32-533-500-31	6754-070714	Shrink Tube for Insulating Wire	\$ 218.47
0	US Bank	7/30/2014	Electric	401-32-533-500-31	6895-070714	Power Strip	\$ 13.12
0	US Bank	7/30/2014	Electric	401-32-533-500-32	6655-070714	Fuel	\$ 80.00
0	US Bank	7/30/2014	Electric	401-32-533-500-32	7647-070714	Propane	\$ 9.30
0	US Bank	7/30/2014	Electric	401-32-533-500-42	6820-070714	Postage	\$ 7.43
0	US Bank	7/30/2014	Electric	401-32-533-500-42	6895-070714	Postage	\$ 15.27
0	US Bank	7/30/2014	Electric	401-32-533-500-43	6655-070714	Overtime Meal	\$ 15.76
0	US Bank	7/30/2014	Water	403-30-534-110-31	3089-070714	Printer Cord for Receipt Printer	\$ 5.77
0	US Bank	7/30/2014	Water	403-34-534-500-31	6432-070714	Snacks & Supplies for Co-op Meeting	\$ 30.52
0	US Bank	7/30/2014	Water	403-34-534-500-31	6432-070714	Snacks & Supplies for Co-op Meeting	\$ 38.81
0	US Bank	7/30/2014	Water	403-34-534-500-31	6648-070714	Water Meter Locks	\$ 85.33
0	US Bank	7/30/2014	Water	403-34-534-500-31	7647-070714	Propane	\$ 13.32
0	US Bank	7/30/2014	Water	403-34-534-500-32	3097-070714	Propane	\$ 19.59
0	US Bank	7/30/2014	Water	403-34-534-500-32	7647-070714	Propane	\$ 9.03
0	US Bank	7/30/2014	Water	403-34-534-500-42	6820-070714	Postage	\$ 7.21
0	US Bank	7/30/2014	Water	403-34-534-550-31	6820-070714	PostageTruck Fittings, PET Cock - Booster Station	\$ 38.51
0	US Bank	7/30/2014	Water	403-34-534-550-31	6820-070714	Compressor Parts	\$ 180.74
0	US Bank	7/30/2014	Water	403-34-534-550-42	6820-070714	Postage	\$ 8.03
0	US Bank	7/30/2014	Water	403-34-534-550-42	6820-070714	Postage	\$ 8.03
0	US Bank	7/30/2014	Water	403-34-534-550-42	6820-070714	Postage	\$ 8.03
0	US Bank	7/30/2014	Water	403-34-534-550-42	6820-070714	Postage	\$ 8.03
0	US Bank	7/30/2014	Storm	406-30-553-110-31	3089-070714	Printer Cord for Receipt Printer	\$ 2.89
0	US Bank	7/30/2014	Storm	406-38-553-350-31	5084-070714	CB Sock-Best Mgmt Practice	\$ 210.05
0	US Bank	7/30/2014	Storm	406-38-553-350-31	7647-070714	Supplies for MW Repair	\$ 32.30
0	US Bank	7/30/2014	Storm	406-38-553-350-31	7647-070714	Propane	\$ 13.31
0	US Bank	7/30/2014	Storm	406-38-553-350-32	7647-070714	Propane	\$ 9.03
0	US Bank	7/30/2014	Storm	406-38-553-350-42	6820-070714	Postage	\$ 7.22
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Shop Supplies - Motor Oil	\$ 333.22
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Hydraulic Fittings	\$ 3.58
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Hydraulic Fittings	\$ 8.35
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Hydraulic Fittings	\$ 5.97
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Hydraulic Fittings	\$ 5.97
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Slip Hook With Latch	\$ 39.35
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-31	6689-070714	Slip Hook With Latch	\$ 4.37



Check #	Name	Date	Department	Account #	Invoice #	Description	Amount
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-32	6689-070714	Fuel	\$ 126.00
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-48	6689-070714	Lift Cylinder Repair	\$ 239.31
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-48	6689-070714	Lift Cylinder Repair	\$ 170.94
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-48	6689-070714	Lift Cylinder Repair	\$ 102.56
0	US Bank	7/30/2014	Motor Pool	501-00-548-300-48	6689-070714	Lift Cylinder Repair	\$ 170.94
US Bank Total							\$ 12,767.79
7/30/2014 Total							\$ 12,767.79
Grand Total							\$ 220,498.60





To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 4, 2014 Regular Session
Re: 24th Street East Watermain Project – Bid Award

ATTACHMENTS: **A. Bid Tabulation**
 B. Adopted 6-year CIP for the Water Utility

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required: \$236,785.36

Recommendation/Action:

“I move to authorize the Mayor to award the construction contract for the 24th Street East Watermain Project to Campbell Shaffer LLC for a bid amount of \$236,785.36 including tax, and to sign the related contract documents.”

Fiscal Impact/Source of Funds: This project was not included in the original 2014 proposed budget but was added by amendment when the new 6-year CIP for the Water Utility was adopted.

Previous Council Review: On November 18, 2013, Council awarded the design contract to Gray & Osborne. A new 6-year Capital Improvement Plan for the Water Utility was adopted by Ordinance on June 2, 2014, specifically identifying the construction of the 24th Street East Watermain Project in 2014.

Issue: This project is ready to be constructed.

Background: This project was not included in the original Water System Plan and came to light during the fall of 2013. The existing 2-inch line was installed in the mid 1940's and is now considered sub-standard. The water crew repaired two breaks in the waterline in close proximity with each other, and debris pulled out of the trench indicated a likelihood of future breaks.

Discussion: The bid opening for this project was scheduled for July 22, 2014. Only one bid was received, from Campbell Shaffer LLC, for an amount of \$236,785.36 including sales tax. There is less than \$25 difference between Campbell Shaffer's bid and the engineer's estimate.

City of Milton
 24th St East Watermain Improvements - Project #086
 Bid Tabulations
 Bid Opening July 22, 2014

NO.	ITEM	QUANTITY	ENGINEER'S ESTIMATE		Campbell Shaffer LLC		
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
1	Minor Changes	1 FA	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	<div style="border: 1px solid black; padding: 5px;"> Sealed bids were opened at the City of Milton, City Hall, 1000 Laurel Street, Milton, Washington 98354 on Tuesday, July 22, 2012 at 9:00 a.m. Note: We hereby certify that these tabulated bids represent all bids received and that the additions of all prices shown have been checked and corrected. </div> <div style="text-align: right; color: blue;">  7/25/2014 Letticia Neal, P.E. </div>
2	Survey	1 LS	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	
3	SPCC Plan	1 LS	\$1,000.00	\$1,000.00	\$500.00	\$500.00	
4	Mobilization, Cleanup, and Demobilization	1 LS	\$20,000.00	\$20,000.00	\$8,000.00	\$8,000.00	
5	Project Temporary Traffic Control	1 LS	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
6	Clearing and Grubbing	1 LS	\$2,000.00	\$2,000.00	\$1,600.00	\$1,600.00	
7	Removal of Structure and Obstruction	1 LS	\$5,000.00	\$5,000.00	\$5,500.00	\$5,500.00	
8	Controlled Density Fill	10 CY	\$200.00	\$2,000.00	\$5.00	\$50.00	
9	Locate Existing Utilities	1 LS	\$1,000.00	\$1,000.00	\$500.00	\$500.00	
10	Crushed Surfacing Top Course	80 TN	\$22.00	\$1,760.00	\$90.00	\$7,200.00	
11	Crushed Surfacing Base Course	120 TN	\$22.00	\$2,640.00	\$23.00	\$2,760.00	
12	HMA Cl. 1/2" PG 64-22	110 TN	\$150.00	\$16,500.00	\$175.00	\$19,250.00	
13	HMA Wedge Curb	500 LF	\$5.00	\$2,500.00	\$3.00	\$1,500.00	
14	Temporary HMA	10 TN	\$150.00	\$1,500.00	\$50.00	\$500.00	
15	DI Pipe for Water Main, 8 in. Diam.	720 LF	\$75.00	\$54,000.00	\$71.00	\$51,120.00	
16	DI Pipe for Water Main, 6 in. Diam.	10 LF	\$150.00	\$1,500.00	\$80.00	\$800.00	
17	Additional DI Fittings	1,000 LB	\$3.00	\$3,000.00	\$1.00	\$1,000.00	
18	Connection to Existing Water Main	2 EA	\$3,000.00	\$6,000.00	\$4,250.00	\$8,500.00	
19	Removal of Unsuitable Material (Trench)	10 CY	\$75.00	\$750.00	\$50.00	\$500.00	
20	Trench Excavation Safety Systems	1 LS	\$5,000.00	\$5,000.00	\$600.00	\$600.00	
21	Bank Run Gravel for Trench Backfill	700 TN	\$22.00	\$15,400.00	\$23.00	\$16,100.00	
22	Gate Valves, 8 In.	4 EA	\$1,500.00	\$6,000.00	\$1,250.00	\$5,000.00	
23	Water Sampling Station	1 EA	\$3,000.00	\$3,000.00	\$5,140.00	\$5,140.00	
24	Fire Hydrant Assembly	2 EA	\$3,500.00	\$7,000.00	\$5,000.00	\$10,000.00	
25	Service Meter	10 EA	\$1,200.00	\$12,000.00	\$1,000.00	\$10,000.00	
26	Service Pipe, 1 In. Diam.	250 LF	\$20.00	\$5,000.00	\$80.00	\$20,000.00	
27	Erosion/Water Pollution Control	1 LS	\$3,000.00	\$3,000.00	\$500.00	\$500.00	
28	Seeding, Fertilizing, and Mulching	100 SY	\$3.00	\$300.00	\$5.00	\$500.00	
29	Topsoil, Type A	15 CY	\$45.00	\$675.00	\$48.00	\$720.00	

City of Milton
 24th St East Watermain Improvements - Project #086
 Bid Tabulations
 Bid Opening July 22, 2014

NO.	ITEM	QUANTITY	ENGINEER'S ESTIMATE		Campbell Shaffer LLC	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
30	Project Documentation	1 LS	\$1,000.00	\$1,000.00	\$100.00	\$100.00
	State of Washington Sales Tax @ 9.4%			\$20,282.85		\$20,345.36
	TOTAL CONSTRUCTION COST			\$236,807.85		\$236,785.36

[Back to Agenda Bill](#)

**WATER UTILITY
6-YR CAPITAL IMPROVEMENT PLAN
PROPOSED**

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
ADDTL WATER SOURCE - TEST DRILLING PHASE 1.5	\$350,000					
24TH ST E WATERMAIN	\$230,000			UNDERWAY		
SR 161 WATERLINE	\$75,000					
15TH AVE RESERVOIR PAINTING (EXTERIOR)		\$55,000				
19TH AVE WATERMAIN		\$68,000	\$270,000			
MILTON WAY & 13TH AVE WATERMAINS			\$60,000	\$240,000		
RECONNECTION OF SERVICES - 15TH AVE		\$30,000				
WELL#10 BUILDING UPGRADES/RETROFIT		\$100,000	\$402,400			
15TH AVE WATERMAIN				\$78,500	\$131,000	
12TH AVE WATERMAIN					\$77,400	\$307,200
13TH AVE WATERMAIN					\$77,400	\$307,200
				IMPROVEMENTS NECESSARY PRIOR TO ANY PAVEMENT REPAIRS IN THIS NEIGHBORHOOD		
ANNUAL TOTALS	\$655,000	\$253,000	\$732,400	\$318,500	\$285,800	\$614,400

These items are currently included in the 2014 adopted budget.

* ALL COSTS SHOWN ARE IN 2014 DOLLARS, ESTIMATED.



To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 4, 2014 Regular Meeting
Re: TIB Overlay Program (Milton Way, Juniper to 23rd Avenue, and Taylor Street) – construction bid award

- ATTACHMENTS:**
- A. Bid Tabulations**
 - B. Option Analysis (modified handout from 7/14)**
 - C. Financial Analysis of Capital Improvement funding**
-

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required: \$1,106,100

Recommendation/Action:

“I move to authorize the Mayor to award the construction contract for the TIB Overlay Program (Milton Way, Juniper to 23rd Avenue, and Taylor Street) to Tucci & Sons for a bid amount of \$1,106,100 including tax, and to sign the related contract documents, pending approval from the Transportation Improvement Board. Funding for the overrun in cost shall be split equally between REET money and General Fund ending fund balance.”

Fiscal Impact/Source of Funds: These two overlay projects are included in the 2014 adopted budget.

Previous Council Review: At the July 14, 2014 meeting, Council was briefed by staff as to the results of the bid opening, the funding shortfall, and discussed possible options.

Issue: The overlay projects are ready for construction. Bids were received and opened on July 14, 2014.

Background: The City of Milton has received and accepted two grants for roadway overlays.

The first grant, for Taylor Street between Milton Way and the City Limits, is from the Transportation Improvement Board’s Expended Preservation Program. Total funding for this overlay project was set

at \$363,521 and requires a 10% match from the City. Council formally accepted the grant on February 6, 2012, and subsequently awarded the design contract to the engineering firm of KPG, Inc.

The second grant, for Milton Way between Juniper and 23rd Avenue, is funded through the Transportation Improvement Board's City Hardship Assistance Program. Total funding for this overlay project was set at \$316,100 and has no match requirement. However, as a condition of this grant award, TIB required that this project be combined with the previously awarded Taylor Street Overlay project for economy of scale. Council formally accepted this grant offer on January 21, 2014 and awarded the design contract to the consulting firm of KPG.

Both projects, per TIB's requirements, went out to bid as one bid package, "2014 TIB Overlay Program".

Discussion: The engineer's estimate for construction of the entire project was \$966,030. Bids were opened on Monday, July 14th, from 2 contractors. The apparent low bidder, Tucci & Sons Inc., submitted a bid of \$1,106,100 including sales tax. (Refer to bid tabulations included as Attachment A.)

As a reminder, TIB funds are paid on a reimbursement basis. Therefore, the City will incur and pay all of the costs prior to receiving payment of the grant money from TIB.

As discussed at the July 14, 2014 meeting, the low bid is substantially higher than the funding that was allocated for construction of this project. Based on Council direction, staff requested additional funding for construction from the grant agency, up to the maximum that TIB can administratively authorize.

Outlined in Attachment B is the new funding summary for both portions of the project, showing the additional funding that TIB has authorized. For the Milton Way segment, the additional \$75,000 brings the cost of construction to within approximately \$80,000 of funding. As this grant had no match requirement, to date this project has resulted in no cost to the City. Staff recommends constructing the Milton Way segment as designed, and funding the additional \$80,000 out of REET money.

Although TIB authorized an additional \$54,528 for the Taylor Street segment, this project still lacks \$318,000 in funding for construction. Attachment C is a financial analysis showing the current balance of funds that are available for capital improvement projects and the possible result of utilizing these funds for the Taylor Street Construction over-run. If staff continues to apply for funding for needed capital improvement projects at the same rate as previously, and is successful with all applications, available funds will drop from almost \$1.1M to less than \$90,000. Consequently, there will be no future capital improvement projects or funding applications, until the account balance has had a chance to recover. At a rate of approximately \$60,000/year in REET funds, it would take more than 5 years before the City would have close to \$500,000 to utilize as match money for grant applications again.

In an effort to minimize the impact of proceeding with the Taylor Street segment of this project, staff has coordinated with the design engineers and funding agency to potentially decrease the scope of

the project. The following list summarizes some of the modifications currently being considered for the Taylor Street design, and is referred to as Option 4 in Attachment B:

- Reduce depth of final overlay from 2.5" to 2.0"
- Eliminate planned sub-base repair pending visual inspection once top layers are removed
- Straight line the paving thru intersections
- Do not replace sidewalks and curb ramps at 24th Avenue Ct. and Queens Way
- Modify traffic control requirements
- Move start of project ~10 ft. south to eliminate signal loop replacement

The various impacts of these changes are estimated to result in a combined reduction of almost \$100,000 based on the low bidders original bid prices. Once Council awards the bid, staff will use the City's authority under the WSDOT Standard Specifications to issue deductive change orders that will reduce the overall cost of the project.

Even with the scope modifications outlined above, and assuming \$100,000 in deductions after award of bid, \$218,000 of the construction of Taylor Street is still un-funded. In an effort to weight the need for this project against the many needs the City still has for future grant-funded projects, staff suggests splitting the impact of this additional expenditure equally between the available REET money and the General Fund ending fund balance.

City of Milton
TIB MW Taylor St Overlay - Project #078/088
Bid Tabulations
Bid Opening July 14, 2014

NO.	Schedule A - Taylor Street		ENGINEER'S ESTIMATE		TUCCI & SONS INC.		MILES RESOURCES LLC					
	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT				
1	Minor Changes	1 FA	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00				
2	SPCC Plan	1 LS	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00				
3	Mobilization	1 LS	\$45,000.00	\$45,000.00	\$22,000.00	\$22,000.00	\$73,000.00	\$73,000.00				
4	Traffic Control Supervisor	1 LS	\$15,000.00	\$15,000.00	\$31,000.00	\$31,000.00	\$30,000.00	\$30,000.00				
5	Flaggers and Spotters	850 HR	\$45.00	\$38,250.00	\$48.50	\$41,225.00	\$60.00	\$51,000.00				
6	Other Traffic Control Labor	200 HR	\$50.00	\$10,000.00	\$54.00	\$10,800.00	\$60.00	\$12,000.00				
7	Portable Changeable Message Sign	1,000 HR	\$3.00	\$3,000.00	\$3.00	\$3,000.00	\$10.00	\$10,000.00				
8	Sequential Arrow Sign	200 HR	\$2.50	\$500.00	\$2.00	\$400.00	\$10.00	\$2,000.00				
9	Other Temporary Traffic Control	1 LS	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00	\$4,500.00	\$4,500.00				
10	Asphalt Pavement Removal Incl. Haul	75 SY	\$15.00	\$1,125.00	\$30.00	\$2,250.00	\$30.00	\$2,250.00				
11	Cement Conc. Sidewalk Removal Incl. Haul	80 SY	\$30.00	\$2,400.00	\$35.00	\$2,800.00	\$50.00	\$4,000.00				
12	Cement Conc. Curb Removal Incl. Haul	125 LF	\$8.00	\$1,000.00	\$10.00	\$1,250.00	\$20.00	\$2,500.00				
13	Unsuitable Foundation Excavation Incl. Haul	80 CY	\$45.00	\$3,600.00	\$158.00	\$12,640.00	\$50.00	\$4,000.00				
14	Construction Geotextile for Separation	1,200 SY	\$6.00	\$7,200.00	\$1.00	\$1,200.00	\$1.50	\$1,800.00				
15	Crushed Surfacing Top Course	850 TON	\$30.00	\$25,500.00	\$52.00	\$44,200.00	\$35.00	\$29,750.00				
16	Pavement Repair Excavation Incl. Haul	800 CY	\$55.00	\$44,000.00	\$117.00	\$93,600.00	\$95.00	\$76,000.00				
17	Additional 10 Inch Base Repair Excavation Incl. Haul	250 CY	\$60.00	\$15,000.00	\$102.00	\$25,500.00	\$45.00	\$11,250.00				
18	HMA for Prelevel Cl. 1/2" PG 64-22	100 TON	\$100.00	\$10,000.00	\$187.00	\$18,700.00	\$120.00	\$12,000.00				
19	HMA for Overlay Cl. 1/2" PG 64-22	2,100 TON	\$80.00	\$168,000.00	\$78.70	\$165,270.00	\$97.00	\$203,700.00				
20	HMA for Pavement Repair Cl. 1/2" PG 64-22	1,100 TON	\$90.00	\$99,000.00	\$133.00	\$146,300.00	\$110.00	\$121,000.00				
21	Planing Bituminous Pavement	3,200 SY	\$5.00	\$16,000.00	\$6.00	\$19,200.00	\$7.00	\$22,400.00				
22	Joint/Crack Sealing	1 FA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00				
23	Adjust Catch Basin	3 EA	\$500.00	\$1,500.00	\$425.00	\$1,275.00	\$400.00	\$1,200.00				
24	Adjust Manhole	12 EA	\$550.00	\$6,600.00	\$425.00	\$5,100.00	\$400.00	\$4,800.00				
25	Adjust Water Valve	5 EA	\$350.00	\$1,750.00	\$315.00	\$1,575.00	\$300.00	\$1,500.00				
26	Erosion/Water Pollution Control	1 FA	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00				
27	Inlet Protection	20 EA	\$75.00	\$1,500.00	\$100.00	\$2,000.00	\$100.00	\$2,000.00				
28	Property Restoration	1 FA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00				
29	Cement Conc. Traffic Curb and Gutter	130 LF	\$25.00	\$3,250.00	\$22.00	\$2,860.00	\$30.00	\$3,900.00				
30	Cement Conc. Pedestrian Curb	110 LF	\$20.00	\$2,200.00	\$21.00	\$2,310.00	\$30.00	\$3,300.00				
31	Raised Pavement Marker Type 2	2 HUND	\$500.00	\$1,000.00	\$240.00	\$480.00	\$250.00	\$500.00				
32	Replace Surface Monument	8 EA	\$350.00	\$2,800.00	\$500.00	\$4,000.00	\$400.00	\$3,200.00				
33	Cement Conc. Sidewalk	20 SY	\$40.00	\$800.00	\$38.00	\$760.00	\$80.00	\$1,600.00				
34	Cement Conc. Curb Ramp Type Parallel A	5 EA	\$1,500.00	\$7,500.00	\$932.00	\$4,660.00	\$2,000.00	\$10,000.00				
35	Cement Conc. Curb Ramp Type Parallel B	1 EA	\$1,500.00	\$1,500.00	\$932.00	\$932.00	\$2,000.00	\$2,000.00				

Sealed bids were opened at the City of Milton, City Hall, 1000 Laurel Street, Milton, Washington 98354 on Monday, July 14, 2014 at 10:00 a.m.
Note: We hereby certify that these tabulated bids represent all bids received and that the additions of all prices shown have been checked and corrected.

Leticia Neal
Leticia Neal, P.E. 7/14/2014

City of Milton
TIB MW Taylor St Overlay - Project #078/088
Bid Tabulations
Bid Opening July 14, 2014

36	Cement Conc. Curb Ramp	1	EA	\$1,500.00	\$1,500.00	\$932.00	\$932.00	\$2,500.00	\$2,500.00			
37	Adjust Gas Valve	1	EA	\$350.00	\$350.00	\$500.00	\$500.00	\$300.00	\$300.00			
38	Traffic Loop Installation, Complete	1	LS	\$2,600.00	\$2,600.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00			
39	Plastic Stop Line	150	LF	\$8.00	\$1,200.00	\$4.00	\$600.00	\$4.00	\$600.00			
40	Paint Line, 4-Inch	19,300	LF	\$0.50	\$9,650.00	\$0.21	\$4,053.00	\$0.25	\$4,825.00			
	State of Washington Sales Tax @ 0.0%				\$0.00		\$0.00		\$0.00			
TOTAL CONSTRUCTION COST - SCH. A					\$579,775.00		\$708,372.00		\$742,875.00			
Schedule B - Milton Way												
NO.	ITEM	QUANTITY		ENGINEER'S ESTIMATE		TUCCI & SONS INC.		MILES RESOURCES LLC				
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT			
1	Minor Changes	1	FA	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00			
2	SPCC Plan	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00			
3	Mobilization	1	LS	\$28,000.00	\$28,000.00	\$2,000.00	\$2,000.00	\$49,000.00	\$49,000.00			
4	Traffic Control Supervisor	1	LS	\$12,000.00	\$12,000.00	\$7,600.00	\$7,600.00	\$20,000.00	\$20,000.00			
5	Flaggers and Spotters	700	HR	\$45.00	\$31,500.00	\$48.50	\$33,950.00	\$60.00	\$42,000.00			
6	Other Traffic Control Labor	100	HR	\$50.00	\$5,000.00	\$54.00	\$5,400.00	\$60.00	\$6,000.00			
7	Portable Changeable Message Sign	700	HR	\$3.00	\$2,100.00	\$3.00	\$2,100.00	\$10.00	\$7,000.00			
8	Sequential Arrow Sign	200	HR	\$2.50	\$500.00	\$2.00	\$400.00	\$10.00	\$2,000.00			
9	Other Temporary Traffic Control	1	LS	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00			
10	Asphalt Pavement Removal Incl. Haul	10	SY	\$15.00	\$150.00	\$200.00	\$2,000.00	\$100.00	\$1,000.00			
11	Cement Conc. Sidewalk Removal Incl. Haul	200	SY	\$30.00	\$6,000.00	\$23.00	\$4,600.00	\$50.00	\$10,000.00			
12	Cement Conc. Curb Removal Incl. Haul	300	LF	\$8.00	\$2,400.00	\$10.00	\$3,000.00	\$20.00	\$6,000.00			
13	Unsuitable Foundation Excavation Incl. Haul	30	CY	\$45.00	\$1,350.00	\$158.00	\$4,740.00	\$50.00	\$1,500.00			
14	Construction Geotextile for Separation	100	SY	\$6.00	\$600.00	\$1.00	\$100.00	\$1.50	\$150.00			
15	Crushed Surfacing Top Course	160	TON	\$30.00	\$4,800.00	\$52.00	\$8,320.00	\$35.00	\$5,600.00			
16	Pavement Repair Excavation Incl. Haul	350	CY	\$55.00	\$19,250.00	\$117.00	\$40,950.00	\$95.00	\$33,250.00			
17	HMA for Prelevel Cl. 1/2" PG 64-22	50	TON	\$100.00	\$5,000.00	\$230.00	\$11,500.00	\$120.00	\$6,000.00			
18	HMA for Overlay Cl. 1/2" PG 64-22	1,100	TON	\$80.00	\$88,000.00	\$81.30	\$89,430.00	\$97.00	\$106,700.00			
19	HMA for Pavement Repair Cl. 1/2" PG 64-22	450	TON	\$90.00	\$40,500.00	\$131.00	\$58,950.00	\$110.00	\$49,500.00			
20	Thickened Edge	100	LF	\$5.00	\$500.00	\$2.00	\$200.00	\$5.00	\$500.00			
21	Planing Bituminous Pavement	3,000	SY	\$5.00	\$15,000.00	\$6.40	\$19,200.00	\$7.00	\$21,000.00			
22	Joint/Crack Sealing	1	FA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00			
23	Adjust Catch Basin	1	EA	\$500.00	\$500.00	\$500.00	\$500.00	\$400.00	\$400.00			

City of Milton
TIB MW Taylor St Overlay - Project #078/088
Bid Tabulations
Bid Opening July 14, 2014

24	Adjust Manhole	7	EA	\$550.00	\$3,850.00	\$425.00	\$2,975.00	\$400.00	\$2,800.00				
25	Adjust Water Valve	11	EA	\$350.00	\$3,850.00	\$325.00	\$3,575.00	\$300.00	\$3,300.00				
26	Erosion/Water Pollution Control	1	FA	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00				
27	Inlet Protection	13	EA	\$75.00	\$975.00	\$100.00	\$1,300.00	\$100.00	\$1,300.00				
28	Property Restoration	1	FA	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00				
29	Cement Conc. Traffic Curb and Gutter	300	LF	\$25.00	\$7,500.00	\$22.00	\$6,600.00	\$30.00	\$9,000.00				
30	Cement Conc. Pedestrian Curb	120	LF	\$20.00	\$2,400.00	\$21.00	\$2,520.00	\$30.00	\$3,600.00				
31	Raised Pavement Marker Type 2	0.4	HUND	\$500.00	\$200.00	\$240.00	\$96.00	\$250.00	\$100.00				
32	Adjust Monoment Case and Cover	1	EA	\$350.00	\$350.00	\$500.00	\$500.00	\$300.00	\$300.00				
33	Cement Conc. Sidewalk	90	SY	\$40.00	\$3,600.00	\$38.00	\$3,420.00	\$80.00	\$7,200.00				
34	Cement Concrete Curb Ramp Type Perpedicular A	2	EA	\$1,500.00	\$3,000.00	\$820.00	\$1,640.00	\$2,500.00	\$5,000.00				
35	Cement Concrete Curb Ramp Type Parallel A	3	EA	\$1,500.00	\$4,500.00	\$932.00	\$2,796.00	\$2,000.00	\$6,000.00				
36	Cement Concrete Curb Ramp Type Parallel B	2	EA	\$1,500.00	\$3,000.00	\$932.00	\$1,864.00	\$2,000.00	\$4,000.00				
37	Cement Conc. Curb Ramp Type Single Direction A	2	EA	\$1,500.00	\$3,000.00	\$1,120.00	\$2,240.00	\$2,500.00	\$5,000.00				
38	Cement Concrete Curb Ramp	1	EA	\$1,200.00	\$1,200.00	\$932.00	\$932.00	\$2,500.00	\$2,500.00				
39	Traffic Loop Installation, Complete	1	LS	\$9,100.00	\$9,100.00	\$12,900.00	\$12,900.00	\$15,000.00	\$15,000.00				
40	Accessible Pederstrian Signal System, Complete	1	LS	\$36,000.00	\$36,000.00	\$27,700.00	\$27,700.00	\$25,000.00	\$25,000.00				
41	Plastic Stop Line	120	LF	\$8.00	\$960.00	\$4.00	\$480.00	\$4.00	\$480.00				
42	Plastic Crosswalk Line	800	SF	\$8.00	\$6,400.00	\$3.00	\$2,400.00	\$3.00	\$2,400.00				
43	Plastic Traffic Arrow	10	EA	\$100.00	\$1,000.00	\$65.00	\$650.00	\$75.00	\$750.00				
44	Paint Line, 4-Inch	5,200	LF	\$0.50	\$2,600.00	\$0.21	\$1,092.00	\$0.25	\$1,300.00				
45	Paint Line, 8-Inch	240	LF	\$0.50	\$120.00	\$0.45	\$108.00	\$0.50	\$120.00				
	State of Washington Sales Tax @ 0.0%				\$0.00		\$0.00		\$0.00				
	TOTAL CONSTRUCTION COST - SCH. B				\$386,255.00		\$397,728.00		\$491,750.00				
	TOTAL CONSTRUCTION COST - SCH. A & B				\$966,030.00		\$1,106,100.00		\$1,234,625.00				
	Error in bid - corrected in Bid Tabulations												

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SUPPLEMENTAL INFORMATION: Overlay Project – Approval

	Taylor Overlay	Milton Way (23 rd to Juniper)
Grant amount:	\$305,358	\$243,100
Add'l TIB money:	\$ 54,528	\$ 75,000
City match:	<u>\$ 30,536</u>	<u>\$ 0</u>
Total funding:	\$390,422	\$318,100
Bid received:	\$708,372	\$397,728
Overage:	(\$317,950)	(\$ 79,628)
% of construction:	44.9%	20%

~~Option 1 – Accept and proceed~~

~~This option would require an additional \$534,215 in City funds. If the City even has this amount in the REET account, utilizing it for this project would put the account down to zero, leaving no funds to use as match money for other project. **This option is not recommended.**~~

Option 2 – Accept additional TIB funding and proceed

TIB has committed to the increases shown above for each project. This additional money is authorized with the requirement that the projects not be decreased in length. The additional funding for the Milton Way Overlay brings the funding to within less than \$80,000 of what is needed for construction. However, even with the additional funding, the Taylor Street Overlay is still lacking \$320,000 to match the bid amount for construction. The two together would require \$397,578 in funding from the City to complete construction.

Option 3 – Request additional funding from TIB

TIB can award additional funding in certain cases, but only by a decision of the Board. This option would delay proceeding with the project until after the next Board meeting, which is not until the end of September. This would push construction out to 2015, may jeopardize overall funding, and would likely require re-bidding the project in the spring.

Option 4 – Decrease the scope of the project

City staff, the design engineers, and TIB have collaborated to potentially reduce the scope of the Taylor Street segment of the project. These reductions are estimated to result in a possible cost saving of approximately \$100,000 without substantively decreasing the length of the project or the overall quality of the finished product. The reduction would leave \$218,000 unaccounted for in funding for the Taylor Street portion. **Staff recommends awarding the bid, with the intent to revise the scope to the Taylor Street segment, and splitting the additional funding necessary between the available REET money and the General Fund ending fund balance.**

	Cash & Investment Balance 7/1/2014	Anticipated Expenditures 2014	Anticipated Revenues 2014	Anticipated Expenditures 2015	Anticipated Revenues 2015	Cash & Investment Balance (est) 12/31/2015
Cap Improvement Fund	640,012					
20th Ave Ct		(65,000)				
ADA Restroom (Grant)		(225,000)	218,250			
Activity Ctr Improvements (Grant)		(250,000)	250,000			
Milton Way Sidewalks (Grant)		(81,000)	71,280	(724,000)	637,120	
<i>Taylor St Overlay (Grant)</i>		(773,000)	418,000			
<i>Milton Way Overlay (Grant)</i>		(470,725)	391,100			
Oak St Pedestrian Improv (Pending Grant)				(1,485,000)	1,465,000	
Main St, 15th to 17th (Pending Grant)				(426,000)	340,800	
5th Ave Overlay (Pending Grant)				(380,000)	342,000	
MW Sidewalks, Vine to Porter (Pending Grant)				(384,000)	307,200	
MW Sidewalks, Yuma to Vine (Pending Grant)				(387,000)	309,600	
28th Ave Extension (Pending Grant)				(1,075,000)	967,500	
Subtotal	640,012	(1,864,725)	1,348,630	(4,861,000)	4,369,220	(367,863)
REET1	93,762					
REET Collections/July-Dec (est)			18,000			
REET Collections/2015 (est)					36,000	
Debt Svc - Trsfr to Street Fund				(94,780)		
Subtotal	93,762	-	18,000	(94,780)	36,000	52,982
REET2	269,864					
REET Collections/July-Dec (est)			18,000			
REET Collections/2015 (est)					36,000	
Reserve for Parks Improvement		(4,500)		(4,500)		
Subtotal	269,864	(4,500)	18,000	(4,500)	36,000	314,864
Traffic Impact Fee Fund	89,036					
Local Impact Fees			-		-	
In-Lieu of Fees			-		-	
Subtotal	89,036	-	-	-	-	89,036
Combined Totals	1,092,674	(1,869,225)	1,384,630	(4,960,280)	4,441,220	89,019

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To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 4, 2014 Regular Session
Re: **Sole Source – AMR meters**

ATTACHMENTS: A. Request for Sole Source
B. Sole Source Justification
C. Resolution 14-XXXX

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required: \$14,228.48

Recommendation/Action: Two motions are necessary.

1. "I move to adopt Resolution 14-XXXX waiving the competitive bidding requirements and authorizing the sole source purchase of Sensus Automated Radioread System equipment for electric meters from Hughes Supply."
2. "I move to approve purchasing approximately \$15,000 of AMR electric meters."

Fiscal Impact/Source of Funds: This sole source resolution will have virtually no fiscal impact. Replacing meters that fail is part of the cost of doing business, and as such monies are included in the adopted budget. Installing new meters for new development is paid for by the developer.

Previous Council Review: N/A

Issue: Continued purchase and installation of AMR meters

Discussion: Although the City-wide meter replacement program is complete, the Electric Utility needs to have AMR meters in stock for replacement of existing meters as well as installation of new meters when development occurs. The cost above, if approved, covers the purchase of one pallet of 96 meters.

RCW 39.04.280(1)(a) specifically addresses purchasing without bids from a sole source, and RCW 35.23.352(9) makes this section applicable to code cities with a population less than 20,000 such as Milton. To purchase by sole source, the City Council must either apply a previously-adopted written policy or pass a resolution that

states “the purchase is clearly and legitimately limited to a single source or supply.” The background and justification for this resolution is attached.

SOLE SOURCE JUSTIFICATION

Requisition Item: SENSUS FLEX NET electric watt hour meters **Purchase Order Number:** varies

Prior Purchase Order Number (if item had been approved previously): varies but was 00056776 on 02/24/2009

1. **Please describe the item and its function:** SENSUS FLEX NET electric watt hour meters; for the purpose of metering and billing City residences for the use of power.

2. **This is a sole source* because:**

- Sole provide of a licensed or patented good or service
- Sole provider of items that is compatible with existing equipment, inventory, systems, programs or services
- Sole provider of goods and services for which the City has established a standard**
- Sole provider of factory-authorized warranty service
- Sole provider of goods or services that will meet the specialized needs of the City or perform the intended function (please detail below or in an attachment)
- The vendor/distributor is a holder of a used item that would represent good value and is advantageous to the City (please attach information on market price survey, availability, etc.)

3. **What necessary features does this vendor provide which are not available from other vendors? Please be specific.**

Hughes Supply is the only authorized dealer for the electric metering system.

4. **What steps were taken to verify that these features are not available elsewhere?**

Other brands/manufacturers were examined (please list phone numbers and names, and explain why these were not suitable)

The purchase and installment of any other brand would not work with this system.

Other vendors were contacted (please list phone numbers and names, and explain why these were not suitable).

NA (see above)

*Sole Source: only one vendor possesses the unique and singularly available capability to meet the requirement of the solicitation.

**Procurements of items for which the City has established a standard by designating a brand or manufacturer or by pre-approving via a testing shall be competitively bid if there is more than one vendor of the item.

**CITY OF MILTON
RESOLUTION NO. 14-XXXX**

**A RESOLUTION TO WAIVE THE PUBLIC BIDDING REQUIREMENTS
FOR THE SOLE SOURCE PURCHASE FROM HUGHES SUPPLY OF
SENSUS AUTOMATED METER RADIOREAD SYSTEM EQUIPMENT
FOR THE ELECTRIC DIVISION.**

WHEREAS, the City has diligently searched for other vendors that provide this product;
and

WHEREAS, Hughes Supply is the only authorized dealer for the Invensys AMR electric
metering system; and

WHEREAS, the Invensys AMR Metering System meets the City's current needs and
long-term goals; and

WHEREAS, this system was accepted by the City Council and has been integrated into
the City's utility billing system; **NOW, THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL
OF THE CITY OF MILTON, WASHINGTON**

That because there is clearly and legitimately only one source capable of supplying the
Invensys AMR Metering System for electric metering equipment, and the Invensys AMR
Metering System was previously identified as meeting the City's needs and was subsequently
incorporated into the City's utility billing system, the City hereby waives competitive bidding
requirements and authorizes the purchase of the Invensys AMR Metering System electrical
metering equipment from Hughes Supply.

PASSED AND APPROVED by a vote of _____ for, _____ against, by the City
Council of the City of Milton, Washington, at a regularly scheduled meeting thereof this 4th day
of August, 2014.

Debra Perry, Mayor

Attest/Authenticated:

Katie Bolam, City Clerk



To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 4, 2014 Regular Session
Re: 5th Avenue Stormwater Treatment Facility – House Demolition contract award

ATTACHMENTS: A. Cost estimate

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required: \$35,000

Recommendation/Action:

“I move to authorize the expenditure of funds for the demolition of the existing building at 605 5th Avenue, by Campbell Shaffer LLC for a cost not to exceed \$35,000 including tax.”

Fiscal Impact/Source of Funds: This project was included in the 2013 budget and 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.

Previous Council Review: Council accepted the Department of Ecology grant for this project in the amount of \$112,000 on June 4, 2012.

Issue: The existing building on the property needs to be demolished.

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 5th Avenue, as well as the need for a formal treatment facility in the foreseeable future. Runoff from 5th 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 project design is nearing 90% completion. Prior to beginning the site work, the existing structure on the property needs to be removed. Included as Attachment A is the estimate that staff received from Campbell Shaffer, LLC to remove the house down to the foundation. An asbestos survey has been completed, and the structure is free from asbestos, resulting in a lower anticipated cost than what is shown.

Campbell Shaffer is a reputable contractor who has completed several smaller projects for the City and is on the City's small works roster.

CAMPBELL SHAFFER, LLC

P.O. Box 5000
 Spanaway, WA. 98387-4065
 (253) 606-1301

Estimate

DATE	ESTIMATE NO.
7/14/2014	60317

TO:
City of Milton 1000 Laurel St. Milton, WA. 98354

DESCRIPTION	COST	TOTAL
RESIDENTIAL DEMOLITION AT 605 5TH AVE. MILTON, WA.		
MOBILIZATION		
Mobilization	500.00	500.00T
Subtotal		500.00
DEMOLITION		
Operator & Equipment for demolition of residential home (every thing except foundation)	6,000.00	6,000.00T
Subtotal		6,000.00
DUMP FEES		
Containers, Trucking and dump fees based on 141 tons of demo (planning on 14 containers at 10 tons each at \$2,100.00 ea. This is the worst case scenario We can keep track of containers sent out and only charge for what we use. These containers are going to the landfill) If when the asbestos survey comes back clean and we are able to send this out to a recycle center than we can cut the cost per container to \$1,500.00 ea. for a total of \$21,000.00.	29,400.00	29,400.00T
Subtotal		29,400.00
EXCLUSIONS:		

Proposal subject to change or cancellation after 30 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specification above involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. 1.5% per month charged on past due accounts. If legal action is necessary to collect upon this contract attorney's fees and court cost may be added.

Thank you for your business.

TOTAL

SIGNATURE _____

CAMPBELL SHAFFER, LLC

P.O. Box 5000
 Spanaway, WA. 98387-4065
 (253) 606-1301

Estimate

DATE	ESTIMATE NO.
7/14/2014	60317

TO:
City of Milton 1000 Laurel St. Milton, WA. 98354

DESCRIPTION	COST	TOTAL
Bonding, permits or inspection fees Erosion or sediment control 2709 Milton/Pierce 9.4%	9.40%	3,374.60

Proposal subject to change or cancellation after 30 days. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specification above involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. 1.5% per month charged on past due accounts. If legal action is necessary to collect upon this contract attorney's fees and court cost may be added.

Thank you for your business.	TOTAL	\$39,274.60
------------------------------	--------------	-------------

SIGNATURE _____



To: Mayor Perry and City Councilmembers
From: Public Works Director Neal
Date: August 4, 2014 Regular Meeting
Re: Stormwater GIS mapping – contract to Gray & Osborne

ATTACHMENTS: A. Proposed scope and fee

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required: \$26,500

Recommendation/Action:

“I move to authorize the Mayor to enter into a contract with the firm Gray & Osborne, Inc. for stormwater GIS mapping services, for a cost not to exceed \$26,500.”

Fiscal Impact/Source of Funds: This work was included in the 2014 adopted budget.

Previous Council Review: N/A

Issue: To remain in compliance with its NPDES permit, the City needs to update its stormwater mapping database.

Discussion: In 2006, the City made an effort to create an electronic database of its stormwater system, in compliance with its National Pollution and Discharge Elimination System (NPDES) permit requirements. Since that time, there have been numerous projects, both City funded and associated with development, that have added and/or modified the City’s stormwater system. In order to remain in compliance with the requirements of its NPDES permit, the City needs to update its stormwater maps.

Attached is a proposed scope and fee for Gray & Osborne to complete the design work for this project (Attachment A). This work was discussed during last year’s budget process, is specifically included in the 2014 adopted budget, and utilizes revenue from monthly stormwater fees.

EXHIBIT A

SCOPE OF WORK

CITY OF MILTON STORMWATER GIS MAPPING UPDATE

Per your request, we have provided the following scope and fee proposal for the City of Milton Stormwater GIS Mapping Update project. Our proposed scope of work includes the following elements:

1. **Geodatabase Development:** Gray & Osborne will work with the City to develop the attributes, fields, and domains required for the development and update of the City's Stormwater GIS System.
2. Update the existing stormwater shapefiles to the new GIS Geodatabase format.
3. **Survey:** The City has identified 28 projects that have been completed since 2005. Of these projects, some were public works projects that may have accurate available record drawings. Approximately four private developments also have files available. For these files, Gray & Osborne will digitize and map the information into the GIS system. For the remaining approximately 15 projects, Gray & Osborne will perform survey to develop maps of the existing storm drainage systems.

To accommodate the budget the City has available for the project, we have limited our survey crew effort to 80 hours and budgeted 36 hours of Professional Land Surveyor and technician time for processing the survey information. Due to the unknown scope and effort required on these remaining 15 projects, we will perform as much survey and processing effort on these projects as this limited budget allows.

4. **Incorporate Existing Record Drawings/Survey:** Gray & Osborne will incorporate the new data into the geodatabase as developed in Tasks 1, 2, and 3. Any available record drawings will be digitized and survey will be formatted into the geodatabase. We will also record the data fields as available.
5. **Project Management and Quality Assurance/Quality Control:** We will provide project management services and quality assurance/quality control reviews of the information as required.

The not-to-exceed cost for this work is \$26,500 without written authorization from the City. Please see the enclosed Exhibit B, which provides a breakdown of the rates and level of effort for the project.

EXHIBIT B

**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST**

City of Milton - Stormwater GIS Mapping Update

Tasks	Project Manager Hours	GIS Mgr. Hours	GIS Tech. Hours	AutoCAD Tech. Hours	Professional Land Surveyor Hours	Field Survey (2 person) Hours
1 Geodatabase Development		8				
2 Update Existing Stormwater Files to New Geodatabase Format		4				
3 Survey				20	8	80
4 Incorporate Existing Record Drawings/Survey			120			
5 Project Management and Quality Assurance/Quality Control	8					
Hour Estimate:	8	12	120	20	8	80
Fully Burdened Billing Rate Range:*	\$115 to \$178	\$92 to \$115	\$45 to \$90	\$45 to \$90	\$109 to \$123	\$144 to \$210
Estimated Fully Burdened Billing Rate:*	\$130	\$90	\$55	\$80	\$123	\$185
Fully Burdened Labor Cost:	\$1,040	\$1,080	\$6,600	\$1,600	\$984	\$14,800

Total Fully Burdened Labor Cost: \$ 26,104

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ \$0.56/mile) \$ 396

TOTAL ESTIMATED COST: \$ 26,500

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



To: Mayor Perry and City Councilmembers
 From: Chris Larson, Contact Associate Planner
 Date: August 4th, 2014
 Re: 2013 Comprehensive Plan Amendments

ATTACHMENTS: 1 – Ordinance XXXX-14

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation: Staff recommends approval of the 2013 Comprehensive Plan Amendments.

“I move to approve ordinance XXXX-14 adopting the 2013 Comprehensive Plan Amendments”

Fiscal Impact/Source of Funds: This was included as part of the 2013 budget.

Previous Council Review: This item has been discussed at the Council’s November 11th, 2013 regular meeting, November 25th, 2013 Ad-Hoc meeting, December 2nd, 2013 special meeting, January 14th and March 18th 2014 Ad-Hoc Meetings, the April 21st 2014 Regular Meeting and the July 9th, 2014 Study Session.

Background: The City Council formally adopted the Visioning Report: *A Community of Neighborhoods a City of Places*, on November 19th 2012 via the passage of Resolution 12-1826. On February 4th, 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 17th 2013, which identified adoption of comprehensive plan goals and policies this year, to support the adopted Vision. Adoptions of the Goals and Policies support the adoption of the Uptown Design Standards and Guidelines.

Discussion: The proposed amendments to the City’s Comprehensive Plan will add a narrative discussing the characteristic and Vision for each District, along with goals and policies specific to each District. The attached ordinance adopts the amendments which are shown in the Exhibit A to the ordinance.

At the June 9th Council meeting the Council provided input, which has been incorporated into the attached Comp Plan amendments.

During this meeting, the Council also contemplated a different name for the “Milltown District”. The following is a list of potential names for the district, for the Council’s consideration:

- | | |
|----------------------------------|-----------------------------------|
| Lower Milton Commercial Corridor | Milton Commercial Corridor |
| Lower Milton | Pacific Highway Business District |
| Lower Milton Business District | Pacific Highway Economic District |
| West Milton Commercial District | West Milton Commercial Corridor |

Land Use Element

Exhibit A
Ord XXXX-14

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. Economic development in the Uptown District is auto-oriented and captures significant pass-through traffic, which contributes to the City's economic vitality. has occurred over the past 30 years due to the number of roof tops in the immediate retail area as well as high traffic volumes on Meridian St.



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 and office uses, including a public library. 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 a state-controlled facility also known as State Route 161, providing



Land Use Element

north/south regional connections to Pierce and King County destinations. [The portions of Meridian Avenue E abutting the Uptown District](#) ~~are currently undergoing frontage~~ [have recently undergone improvements designed and constructed by WSDOT, with an estimated completion date sometime in late 2014.](#)

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. [The portion of Milton Way in the Uptown District is a 60-foot-wide right-of-way.](#)

Jovita Boulevard E feeds into the [Uptown](#) District from the east, directly across from the entrance to the northerly commercial center.

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.

Land Use Element



Through urban revitalization efforts, Milton’s commercial center will be transformed into the vibrant, pedestrian friendly commercial center it deserves to be; attractive to both old and young alike and accessible by motorized and pedestrian traffic. 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.

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.



Land Use Element

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~~ Require storefronts oriented toward a “Main Street” along Milton Way with parking located behind the buildings where feasible.

Pol. UD 1.4 Provide on-street parallel parking along Milton Way within the existing right-of-way.

Pol. UD 1.5 ~~Encourage~~ Require storefront development along Milton Way and signage along Meridian Avenue E that reinforces the gateway entrance to Milton at the Milton Way/Meridian Avenue E intersection and encourages development of a walkable district along Milton Way. ~~drive-through establishments to location along Meridian Avenue instead of along Milton Way.~~

Pol. UD 1.6 Support the existing grocery stores that serve as anchors for the retail centers north and south of Milton Way, including maintaining ~~requisite~~ required parking, and access and visibility.

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, In multiple-story buildings ~~limit~~ encourage 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 parallel parking.

Pol. UD 1.9 Provide flexibility in development standards while maintaining an inviting visual environment.

Pol. UD 1.9¹⁰ Establish an internal circulation system in the commercial areas with internal “~~streets~~” drive isles and pedestrian walkways that clearly define and enhance the pedestrian realm.

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

Pol. UD 2.1 Design Milton Way and internal circulation 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 provides connectivity along public streets and ~~connected and directly connected~~ connects pedestrian amenities in the right of way, to key destinations within the District.

Land Use Element Goals and Policies

Pol. UD 2.3 Develop a plan for pedestrians to safely cross roadways both on the periphery and internal to the district, in order to provide for a safe an inviting pedestrian atmosphere throughout 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.

Pol. UD 2.5 Orient new buildings along Milton Way 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 ~~encourage~~ modern, contemporary architecture for new buildings, while allowing for necessary maintenance and upkeep of existing buildings to avoid blight.

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.

Land Use Element Goals and Policies

Pol. UD 5.3 Provide incentives for redevelopment that would provide increased flexibility for future development opportunities. Incentives may include flexibility in development standards, expedited permit review, City-led investments in stormwater facilities to serve the Uptown District or other similar measures.

Land Use Element Goals and Policies

MILLTOWN DISTRICT

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

- 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.

Land Use Element Goals and Policies

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.

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.

**CITY OF MILTON
ORDINANCE ___-13**

**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 19th, 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 30th, and the City Council held a public hearing on November 12th, to obtain input from citizens on the proposed amendments; and

WHEREAS, staff performed a SEPA analysis and issued a Mitigated Determination of Nonsignificance on October 4th, 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 ____ day of ____ 2014.

CITY OF MILTON

Debra Perry, Mayor

ATTEST/AUTHENTICATED:

Lisa Tylor, Deputy City Clerk

Approved as to form:

Bio Park, City Attorney

Date of Publication:

Effective:



To: Mayor Perry and City Councilmembers
From: Chris Larson, Contact Associate Planner
Date: August 4th, 2014
Re: Uptown Design Standards and Guidelines

ATTACHMENTS: 1 – Ordinance XXXX-14
2 – Uptown Design Standards and Guidelines Errata Sheets
3 – June 9th Study Session Minutes

TYPE OF ACTION:

Information Only Discussion Action Expenditure Required

Recommendation: Staff recommends approval of the Uptown Design Standards and Guidelines dated October 30th, 2014 as amended in the errata sheets included as attachment 2 to this staff report.

“I move to approve ordinance XXXX-14, adopting the Uptown Design Standards and Guidelines, as amended in the errata sheets included as exhibit A to the ordinance.”

Fiscal Impact/Source of Funds: \$33,839 was included in the 2013 budget for development of Uptown Design Standards and Guidelines. Expenditures to date, including incorporation of the errata sheets and final document production, have exceeded the originally budgeted amount by \$2,980 and will come out of the ending fund balance.

Previous Council Review: This item has been discussed at the Council’s November 11th, 2013 regular meeting, November 25th, 2013 Ad-Hoc meeting, December 2nd, 2013 special meeting, January 14th and March 18th 2014 Ad-Hoc Meetings, the April 21st 2014 Regular Meeting and the July 9th, 2014 Study Session.

Background: The Council was presented, at their July 9th meeting, with a list of options to amend the design standard in order to address input from property owners regarding drive-thru businesses along Meridian, and the fact that Milton Way is more appropriate to implementing the vision of the Uptown District, than Meridian is.

Direction was given, by the Council, to “soften” the approach toward Meridian, by reducing the building frontage requirement down to 35% (from 55%), and to allow drive thru lanes to be located between the building and Meridian provided adequate screening is installed.

This direction from Council was paired with input from property owners. In making the revisions contained in the latest version, Staff has been able to incorporate some of the changes from property owners, and address some of their major concerns

Discussion: This direction from Council, to amend the Design Standards and Guidelines, requires amendments to numerous places in the Design Standards and Guidelines, as well as the ordinance. These changes are detailed below:

Design Standards and Guidelines In order to allow for an efficient review of the new changes, errata sheets have been created. The errata sheets show only the pages to be amended, from the Uptown Design Standards and Guidelines dated October 30th, 2013. These can be directly substituted with the original pages in the DSG. (NOTE: the October 30th, 2014 version of the DSG is the only version that was created and presented to Council; an additional copy of the original October 30th DSG will be available at the meeting).

Reduce building frontage along Meridian St. to 35%:

The ratio of building to parking lot is listed in numerous spots. In these locations, the requirement was amended to identify the different building frontage requirements for Milton Way (55%), and Meridian St (35%).

- DSG Pg 30, 31 & 34– Adds a separate requirement for building frontage along Meridian and Milton Way.

Allow drive-thru between building and Meridian St:

A new section has been created to allow a drive thru where the change in elevation, from the road to the site, exceeds 42 inches. This measurement excludes certain properties that have greater potential for street level floors and entrances, from the drive-thru allowance. This includes the Hollywood Video Site.

- DSG Pg 9 – Removing the 2 story build to line.
- DSG Pg 13 – Allowance for drive-thrus provided screening is provided.

Require screening where a drive thru abuts Meridian:

A provision has been added to require screening between a drive thru and the road. The same standard that is used for screening between parking lots and roads, has been applied.

- DSG Pg 13 – Allowance for drive-thrus provided screening is provided.
- DSG Pg 36 – Amended to require parking lot screening for drive-thrus.

Other non-substantive/clarification changes

- Added language in various places indicating Milton Way on street parking is envisioned but NOT required.
- Removed applicability from DSG; they remain only in the ordinance.
- Amended language on Pg 13 to reference no requirement for entrance along Meridian.

Ordinance

The ordinance has also been amended since it was last presented to the Council. These amendments include clarification, addressing input from key stakeholders regarding applicability and proportional compliance, among other various minor changes.

Applicability:

The applicability sections have been amended to clearly state that only the portion of an existing building, or parking lot that is being modified, is the portion that needs to meet the proposed design standards; unless that modification exceeds 50% of the building or parking lot.

Proportional Compliance:

The proportional compliance section has been amended to incorporate “site ownership” as a boundary for full compliance with the standards. For example, if the design standards require someone to perform improvements on property they do not control, they can obtain relief through a proportional compliance decision.

**CITY OF MILTON
ORDINANCE ____-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 19th, 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 28th, September 25th regularly scheduled meetings as well as at the September 11th and October 9th committee meetings; and

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

WHEREAS, the City Council held a public hearing on December 2nd, 2013; 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, the proposed Uptown Design Standards and Guidelines will promote and encourage development consistent with the City's adopted Visioning Report: A Community of Neighborhoods, a City of Places; and

WHEREAS, a determination of non-significance was issued for the proposal on October 4th, 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~~ 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, applicable to the type of development activity being undertaken (i.e., new buildings shall be required to comply with the standards and guidelines applicable to new buildings, parking lot standards shall apply to parking lot reconfiguration, etc.):

1. New buildings
2. Expansion of building footprint. The new square footage associated with the building expansion is required to meet the applicable criteria of the Uptown Design Standards and Guidelines, except where such expansion is greater than 50% of the gross square footage of the building, in which case the entire building shall be brought into compliance with the applicable criteria of the Uptown Design Standards and Guidelines.
3. Parking lot reconfiguration. The reconfigured portion of the parking lot shall meet the applicable criteria of the Uptown Design Standards and Guidelines, except where such expansion is greater than 50% of the overall parking lot, at which point, the entire parking lot shall be brought into compliance with the applicable criteria of the Uptown Design Standards and Guidelines. 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 are exempt.
4. External façade modification resulting in modification of more than 2550% of the building 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. The standards and guidelines adopted in section 17.43.040(A) are not intended to and shall not be construed to modify, alter or supersede any provisions related to allowed or prohibited uses in the underlying zoning code.

D. In the event that a formal code interpretation is requested, the Director shall follow the process in Chapter 17.76 MMC, Administration and Enforcement, and Chapter 17.71 MMC, Permit Decision and Appeal procedure.

1. In making the interpretation, the Director shall refer to 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.~~

2. In case of inconsistency or conflict, regulations, conditions, or procedural requirements that are specific to an individual land use shall supersede regulations, conditions, or procedural requirements of general application.

3. The interpretation shall be in writing and shall include references to all provision of the City’s adopted codes and regulations referenced or relied upon in making the determination.

4. In addition to the provisions of Chapter 17.76, the Director shall enter findings of facts in substantial similarity to those found below in subsection E.1 –E.5.

~~DE.~~ Proportional Compliance: Where strict application of a standard or guideline will interfere with the use, existing building, site operations or use, circulation or access, or site ownership, the applicant may request a proportional compliance decision. A proportional compliance decision determines the extent to which a redevelopment project needs to meet the design standards and guidelines. It is intended to assure, for example, that a parking lot modification does not trigger the requirement for façade compliance with the design standards and guidelines; that a building modification that does not alter the parking or circulation patterns does not trigger parking and circulation compliance, etc. In requesting a proportional compliance decision, the applicant shall submit to the Director a written request that addresses required findings 1-4 below. In making a decision on the request, the Director shall follow the process for code interpretations in Chapter 17.76 MMC, Administration and Enforcement, and Chapter 17.71 MMC, Permit Decision and Appeal procedure, and 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 solely 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;

~~EF~~. 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 showingshow~~ that the proposed alternative is equivalent or demonstrably superior to the requirements of the standards and guidelines. In requesting an alternative to the Design Standards and Guidelines, the applicant shall submit to the Director a written request that addresses required findings 1-4. In making this decision the director shall enter findings of fact in substantial similarity to those found above in subsection ~~DE~~.1 ~~D.E~~.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 30th, 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
Preapplication Meeting	None	None	Optional	Recommended	Recommended	Recommended
Notification Requirement	None	None	500 feet	500 feet	500 feet	Citywide
Neighborhood Meeting	None	None	Optional	Required	Required	Optional
Written Report	None	Staff	Staff	Applicable Director	Applicable Director	Applicable Director
Open Record Hearing	None	None	None	Hearing Examiner	Hearing Examiner	Planning Commission
Closed Record Hearing	None	None	None	None	City Council	City Council
Decision-Maker	Applicable Director	Applicable Director/HE	Applicable Director	Hearing Examiner	City Council	City Council
Administrative Appeal	None	Hearing Examiner	Hearing Examiner	City Council	None	None
Judicial Appeal	Superior Court	Superior Court	Superior Court	Superior Court	Superior Court	Growth Management Hearings Board or Superior Court
Type of Review/Permit	Enforcement Action MMC Titles 5 – 18	Code Interpretation MMC Titles 8 – 18	Minor Site Plan Approval Chapter 17.62 MMC	Preliminary Subdivision Chapter 16.12 MMC	Planned Development Master Plan Chapter 17.38 MMC	Code Amendment MMC Title 17
	Engineering and Utilities MMC Titles 12, 13, 16	Home Occupation Chapter 17.44 MMC	Preliminary Short Plat Chapter 16.28 MMC	Binding Site Plan Chapter 16.30 MMC ¹	Special Use Permit Chapter 17.42 MMC ⁴	Comprehensive Plan Amendment Chapter 17.67 MMC
	Clear and Grade Permit Chapter 13.26 MMC	Final Subdivision Chapter 16.12 MMC ^{1,2}	Minor Wireless Communication Facility Chapter 17.58 MMC	Major Wireless Communication Facility Chapter 17.58 MMC		Zoning Map Amendment⁵ Chapter 17.68 MMC
	Storm Water Drainage Permit Chapter 13.26 MMC	Deviation from Standards Chapter 12.24, 13.26 or 17.50 MMC	Modifications to Process IV Decisions	Mobile Home Park Chapter 17.60 MMC ¹		Shoreline Master Plan Amendment Chapter 18.12 MMC
	Building Permit MMC Title 15	Nonconforming Sign Chapter 17.50 MMC	SEPA Threshold determination not otherwise	Major Site Plan Approval Chapter 17.62 MMC		

	Administrative			Quasi-Judicial		Legislative
	Process I	Process II	Process III	Process IV	Process V	Process VI
			combined Chapter 18.16 MMC			
	Boundary Line Revision Chapter 16.29 MMC ¹	Nonconforming Structures or Uses Chapter 17.52 MMC	Shoreline Substantial Development Permit ⁶ Chapter 18.12 MMC	Conditional Use Permit Chapter 17.64 MMC		
	Sign Permits Chapter 17.50 MMC	Critical Areas Decision (Map) Chapter 18.16 MMC ¹		Revocation of Decision All Processes		
	Temporary Use Chapter 17.56 MMC	Design Review (Chapter 17.43 MMC-17.43)		Variance Chapter 17.65 MMC ³		
	Critical Areas or Exemption Chapter 18.16 MMC			Shoreline Conditional Use Permit or Shoreline Variance ⁶ Chapter 18.12 MMC		
	Final Short Plat Chapter 16.28 MMC ¹			Reasonable Use Exception 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 _____, 2013.

CITY OF MILTON

Debra Perry, Mayor

ATTEST/AUTHENTICATED:

Lisa Tylor, Deputy City Clerk

Approved as to form:

Bio Park, City Attorney

Date of Publication: _____
Effective Date: _____

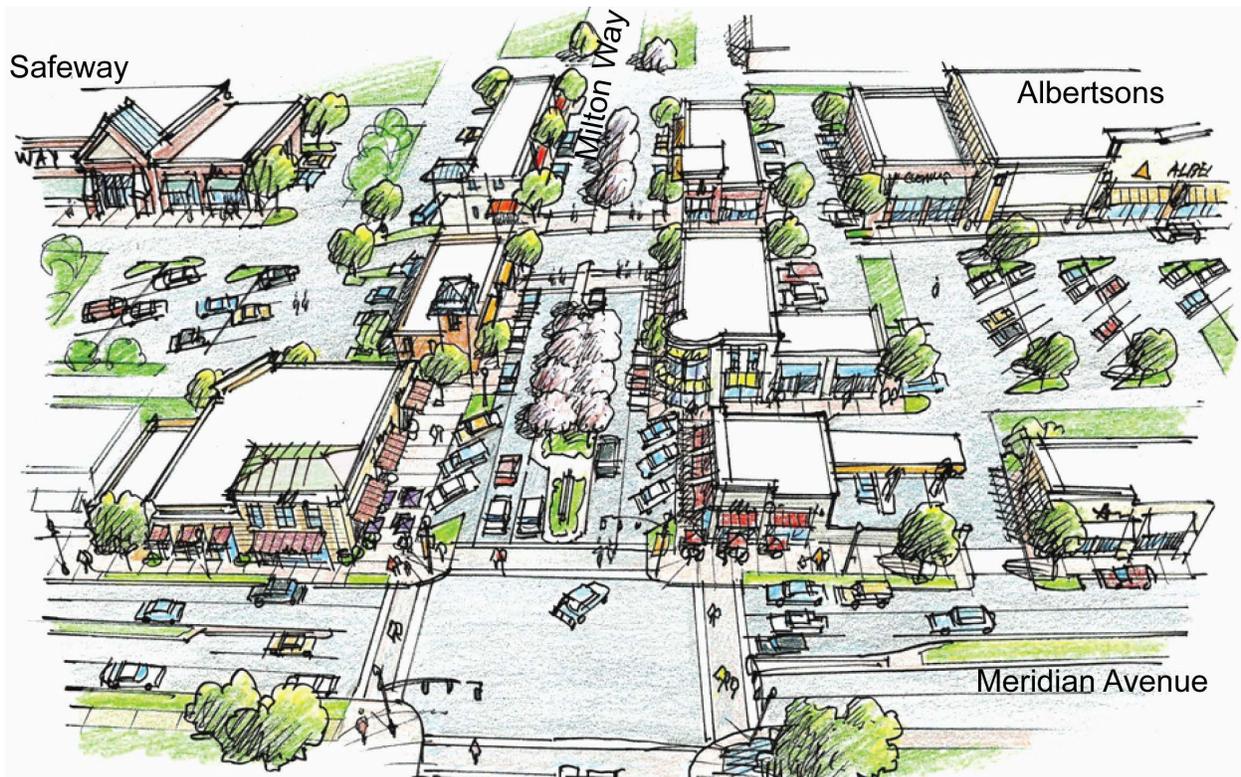
[Back to Agenda Bill](#)



City of Milton

UPTOWN DESIGN STANDARDS & GUIDELINES

ERRATA SHEETS



October 30, 2013 August 4, 2014
City Council Meeting Draft

KPG, Inc.
Seth Harry & Associates
Studio 3MW

City of Milton

UPTOWN DESIGN GUIDELINES & STANDARDS

ERRATA SHEETS

~~October 30, 2013~~ August 4, 2014
City Council Meeting Draft

KPG, Inc.
Seth Harry & Associates
Studio 3MW

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

Note: on-street parking is envisioned on Milton Way, though not a requirement in these Guidelines



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

Note: on-street parking is envisioned on Milton Way, though not a requirement in these Guidelines

- 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 (though not a requirement of these Guidelines) 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

The provisions in the Guidelines apply to the Uptown District area identified in Figure 3. See Milton Municipal Code (MMC 17.43) for the type and scale of development that shall be required to meet the Design Guidelines requirements.

- ~~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.~~~~

Introduction & Applicability

~~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.~~

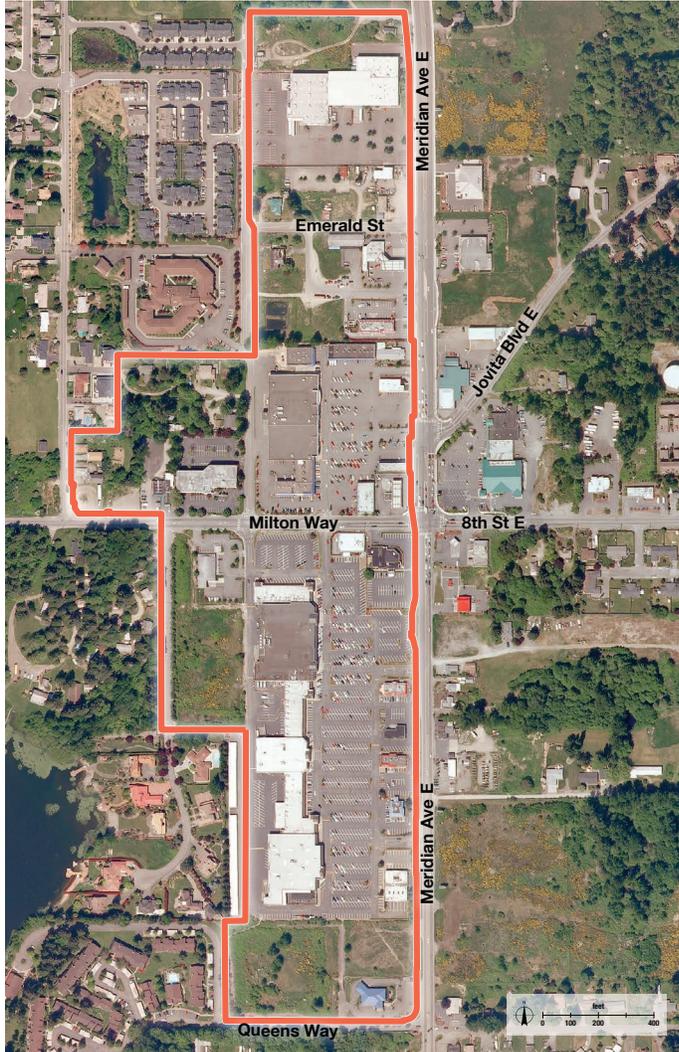


Figure 3.
District Boundary
2009 USDA NAIP Orthoimagery

- ~~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.

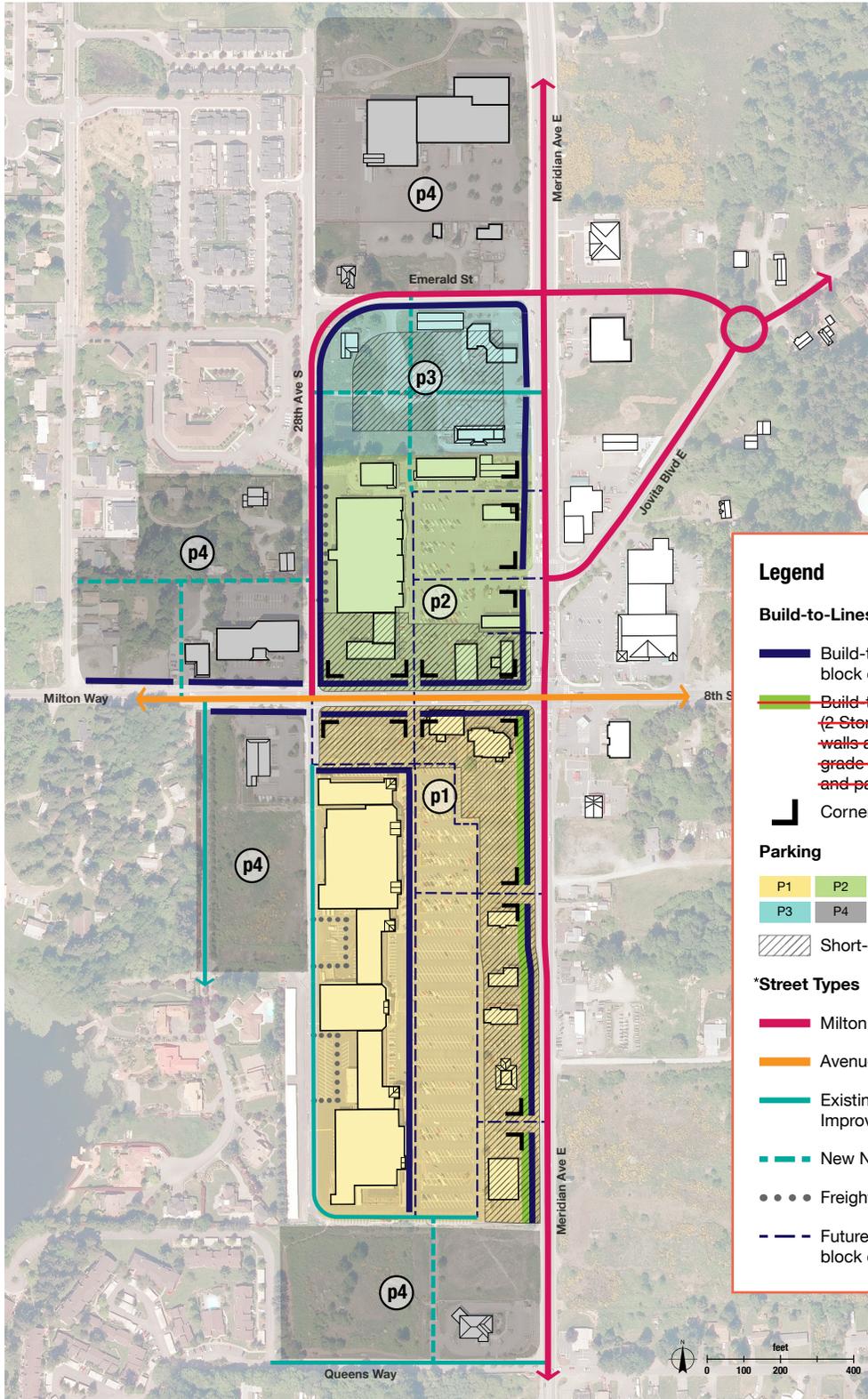


Figure 5.
District Parking and
Build-To Diagram

Note: Remove Build-to-Line at Parking Level (2 Story Building) from graphic

Legend

Build-to-Lines & Corner Features

- Build-to-Line (at Grade): through block connections required
- Build-to-Line at Parking Level (2-Story Building) ~~Retaining walls and stairs required where grade changes between street and parking lots.~~
- Corner Building Feature

Parking

- P1 P2 Shared Parking
- P3 P4 District
- Short-term Parking

***Street Types**

- Milton Through Street
- Avenue
- Existing Circulation (to be Improved as Neighborhood Street)
- New Neighborhood Street
- Freight / Loading
- Future Private Street (through block connection)

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.

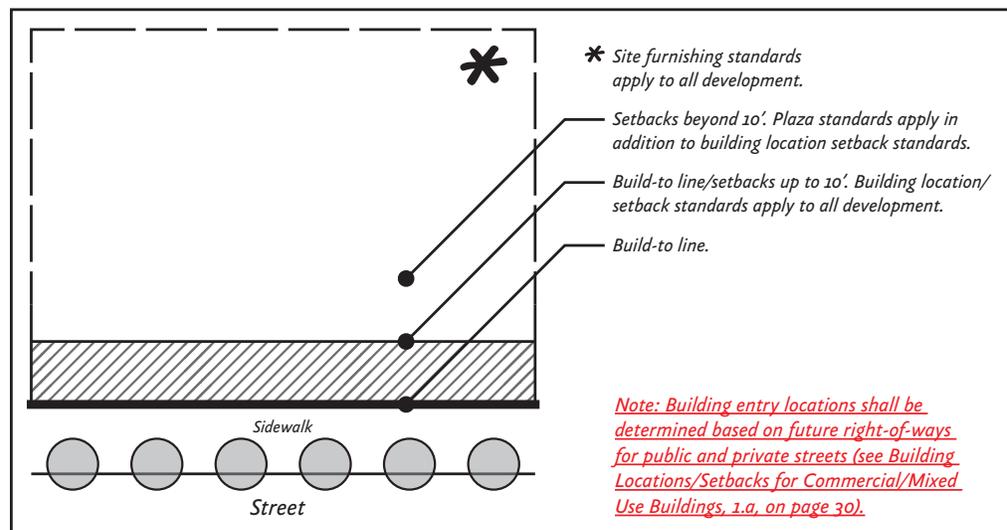


Figure 6. Site design applicability.



Figure 7. Envisioned infill in commercial areas

Base image from Seth Harry & Associates

Note: on-street parking is envisioned on Milton Way, though not a requirement in these Guidelines



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

Image from Seth Harry & Associates

Note: on-street parking is envisioned on Milton Way, though not a requirement in these Guidelines

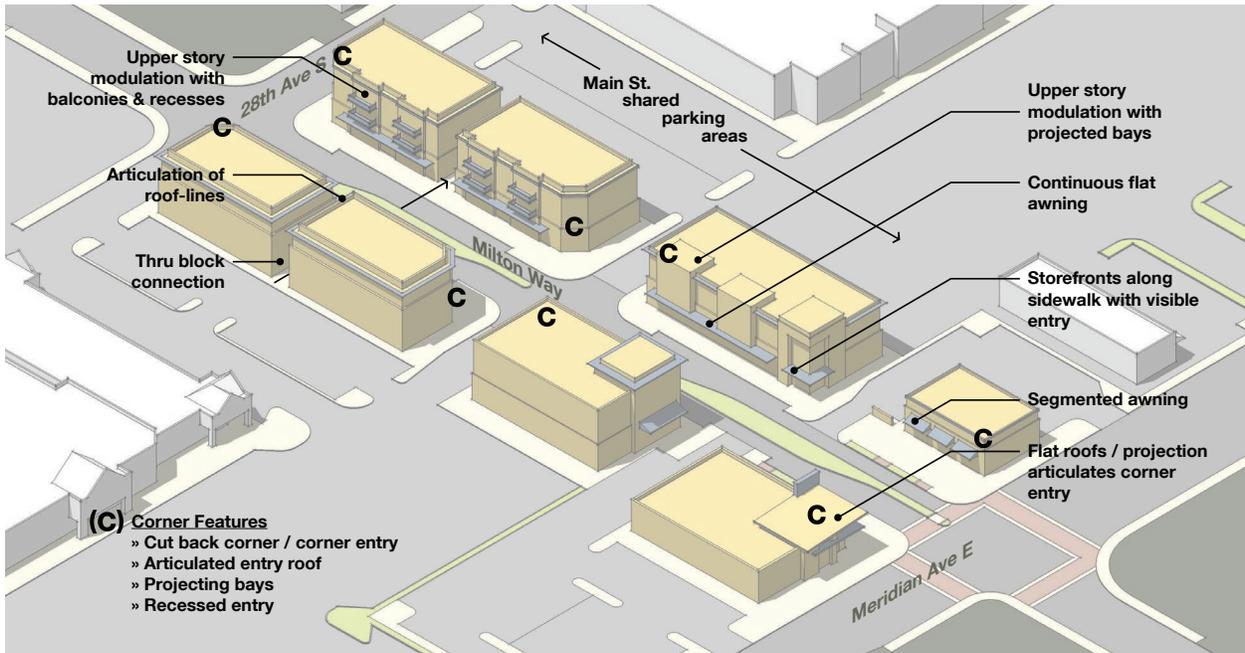


Figure 9. Illustrates the intent of the Vision and the Guidelines for building-street relationships, through block connections, shared parking and building massing. Many design solutions are possible for the features called out in this illustration.

Base image from Seth Harry & Associates

Note: on-street parking is envisioned on Milton Way, though not a requirement in these Guidelines

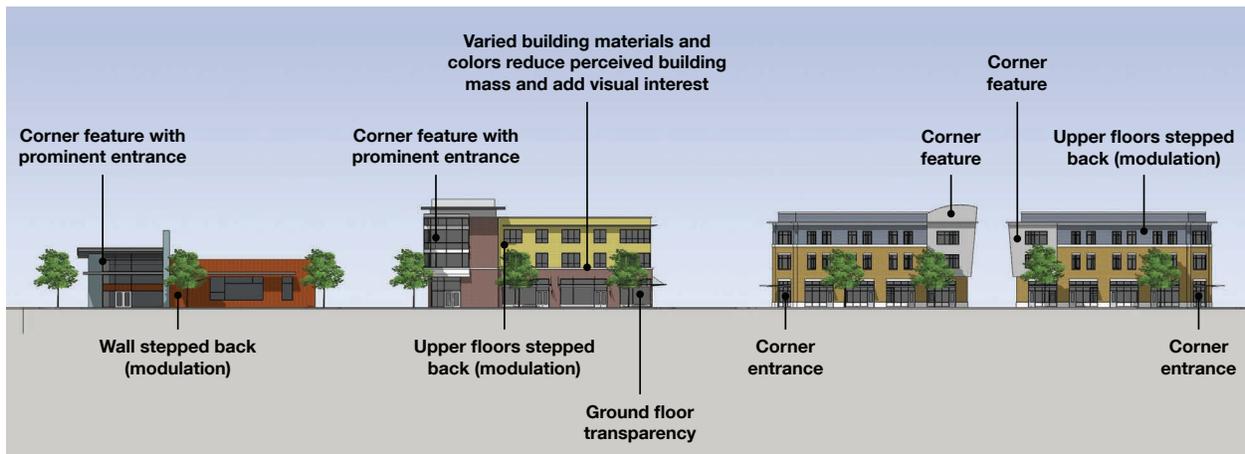


Figure 10. Illustrates the intent of the Vision and the Guidelines for building elevations. Many design solutions are possible for the features called out in this illustration.

Base image from Seth Harry & Associates

Shopping Centers

~~Figure 5 on page 9 identifies build-to lines and corner feature requirements in the Uptown District. 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~~ may be developed at street parking lot 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 and may be provided at street level. 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.~~

Drive-throughs are allowed along Meridian between buildings and the street where there is a grade change of greater than 42", between the street elevation and the site elevation, provided that screening is provided as identified in the Parking Lot and Drive-Through Screening section on page 36.

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.

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, potential 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, potential 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).



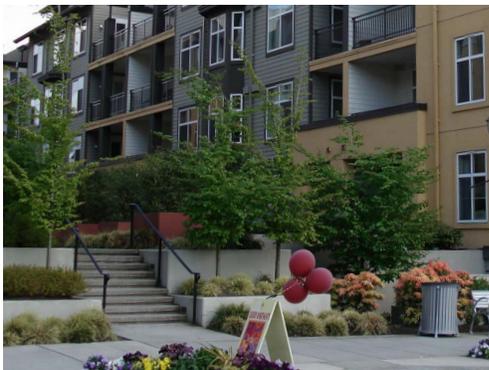
Through block pedestrian walkway.



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 set back** 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:

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 set back** to highlight building entrances, plazas or to provide wider sidewalks, as follows (specific standards for site furnishings are located on page 26 **and building frontage requirements on page 34**). Building entry locations shall be determined based upon **existing and** future right-of-ways for all public **streets** and **land areas identified for future** private streets **identified as shown** 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.



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.

- 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 on Milton Way, and 35% on Meridian. The remaining buildings and associated parking may be setback set back further from the street.
- f. Properties fronting Milton Way. Parcels fronting Milton Way shall be setback set back 10 feet from the right-of-way to allow for sidewalks.
- g. Recessed entrances are allowed.
- h. On-street parking. Buildings may be setback set back 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.



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 on Milton Way and 35% of the property frontage on Meridian 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.



Trellis used as parking lot screen.



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

Parking Lot and Drive-Through Screening

Intent

- **Reduce Visual Prominence.** To reduce visual impact of parking and drive-through lanes on public and private streets through use of 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 foot 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.



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.

Note: Allowed access points (driveways) for the Safeway and Albertson's shopping centers only are identified in Figure 4 on page 7. Additional entry driveways in these shopping centers are not allowed.

Back to Agenda Bill



CITY COUNCIL MINUTES

Study Session
Monday – June 9, 2014
7:00 p.m.

CALL TO ORDER

Mayor Perry called the special meeting to order at 7:02 p.m. and led the Pledge of Allegiance.

ROLL CALL

Present: Mayor Perry, Mayor Pro Tem Taylor, Councilmembers Whalen, Jones, Ott, Morton, Manley (arrived after roll call), and Zaroudny

STAFF PRESENT

City Administrator Langford, City Attorney Park, Public Works Director Neal, Finance Director Tylor, City Clerk Bolam

ACTION ITEMS

A. Office Remodel

Director Neal explained the need for additional funds, and passed out a summary.

Councilmember Morton expressed concern about the various additional items not detailed on the agenda bill, and the fact that the skimming/sheetrock work and ceiling panels were not included in the original bid. Mayor Perry clarified that the carpet and the sink are the only two additional items that should have been needed; she doesn't know why the other items were not originally included.

The meeting was recessed at 7:18 pm to see the space and called back to order at 7:38 pm.

Discussion regarding various details ensued.

COUNCILMEMBER OTT MOVED, seconded by Councilmember Whalen, to authorize an increase in the old Police Department remodel project, for a new not to exceed cost of \$40,000, with new vinyl windows added to the scope.

Councilmember Manley believes we can get everything on the scope including vinyl windows for \$31,000. Councilmember Ott explained the inclusion of tax and potential electrical costs.

The motion was voted on and passed 6/1 (Morton).

STUDY ITEMS

A. Comprehensive Plan & Uptown Design Standards

Planner Larson explained the packet materials. Questions and discussion ensued. Councilmembers indicated personal preference for the Conceptual Options presented:

- Councilmember Whalen – option 2, with serious concerns about drive-thru lanes between buildings and Meridian when on the same plane
- Councilmember Zaroudny – option 2
- Councilmember Ott – option 2
- Councilmember Manley – option 2 – like to see landscaping or other such visual buffer hiding a drive-thru – opposes on-street parking on Milton Way – not in favor of a drive-thru on the corner of Meridian and Milton Way
- Councilmember Morton – option 2 – does not want to see a drive-thru on the corner of Meridian and Milton Way
- Mayor Pro Tem Taylor – ridiculous that there is no sidewalk access from Meridian into the parking lots – without that, keeping the drive-thru lanes against the roadway may make the most sense – opposed to on-street parking on Milton Way
- Councilmember Jones – option 2 – would like a visual buffer to hide drive-thru lanes – opposed to on-street parking on Milton Way
- Councilmember Whalen – supports on-street parking on Milton Way

Planner Larson clarified that there is no requirement for a developer to put on-street parking along Milton Way. The guidelines as proposed would allow a developer or the City to install on-street parking some day if desired.

Mayor Perry said that she would like the statement regarding pass-thru traffic changed to, “Economic development has occurred on Meridian due to the number of rooftops and high traffic volumes.” She would like it noted that the standards should serve the need of everyone, walking and driving. And under Goal UD.1, both Policies UD1.3 and UD1.5 should read “require” rather than “encourage”.

Speaker	Address	Comments
Aaron Laing	Schwabe, Williamson & Wyatt	Thanked the Mayor and Council for their leadership in this process, and Planner Larson for the collaborative relationship. Said that his client has turned completely since the April letter, and would have no opposition to any of the comments in tonight’s meeting. Said that WSDOT has walled off pedestrian access along the majority length of Meridian. Favors landscaping to visually buffer any

		drive-thru aisles – supports design requirements to avoid prohibition. Addressed trigger thresholds and proportional compliance issues.
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City Attorney Park clarified the city's position related to private development's CC&Rs.

The Mayor and Councilmembers expressed strong appreciation for Planner Larson's work on this packet item and the ease of understanding due to the colored pages.

The meeting was recessed at 9:31 and called back to order at 9:39 p.m.

B. Six-Year Transportation Improvement Plan

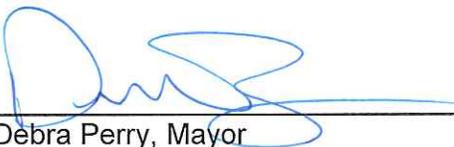
Director Neal explained this packet item and the necessity to approve it before July 1 of each calendar year. Questions and discussion ensued.

C. Re-examine Street Standards

Councilmembers chose to postpone this discussion due to time.

ADJOURNMENT

Adjourned at 9:57 p.m.



Debra Perry, Mayor

ATTEST:



Katie Bolam, City Clerk

Back to Agenda Bill