



CITY COUNCIL MEETING

September 1, 2015 – Agenda

Mt. Si Senior Center, 411 Main Ave. S., North Bend, Washington

7:00 P.M. – CALL TO ORDER, ROLL CALL, FLAG SALUTE

CONSENT AGENDA:

	Pg.#
1) Minutes Council Workstudy of July 28, 2015, Special Council Meeting of August 18, 2015 & Regular Council Meeting of August 18, 2015	1
2) Payroll August 20, 2015 – 27318 through 27326 , in the amount of \$184,458.60	
3) Checks September 1, 2015 – 61533 through 61582 , in the amount of \$309,561.13	
4) AB15-089 Ordinance – Adopting NBMC 9.26 RE: Underage Gatherings Ms. Lindell	9

CITIZEN’S COMMENTS: (Please restrict comments to 3 minutes)

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

5) Proclamation National Recovery Month	Mayor Hearing	15
6) Proclamation Childhood Cancer Awareness	Mayor Hearing	17

INTRODUCTIONS:

7) AB15-090 Public Hearing Cont. , Ordinance – Adopting Transportation Impact Fee & Updating Taxes, Rates & Fees Schedule	Mr. Rigos	19
8) AB15-091 Public Hearing , Motion – Authorizing Capacity Analysis RE: Zoning Map for 2015 Comp Plan Update	Ms. Burrell	55
9) AB15-092 Public Hearing , Ordinance – Amending NBMC 18.34 Design Standards & Guidelines	Ms. Estep	75
10) AB15-093 Motion – Authorizing Contract for Sewer Comp Plan, Capital Plan and Rate Study Update	Mr. Rigos	103
11) AB15-094 Resolution & Motion – RE Mt Si Springs Pump Project	Mr. Rigos	145

MAYOR, COUNCIL & ADMINISTRATOR CONCERNS AND INITIATIVES: (Business and general information presented that may be deliberated upon by the Council. Formal action may be deferred until a subsequent meeting; immediate action may be taken upon a vote of a majority of all members of the Council.)

ADJOURNMENT:

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CITY OF NORTH BEND
CITY COUNCIL
WORKSTUDY NOTES
July 28, 2015 – 7:00 p.m.
City Hall Conference Room, 211 Main Ave. N., North Bend, WA

Councilmember Cook called the meeting to order at 7:00 p.m.

Councilmembers David Cook, Ryan Kolodejchuk, Ross Loudenback and Jonathan Rosen. Councilmembers Alan Gothelf, Jeanne Pettersen and Dee Williamson were excused.

Staff Present: Mayor Ken Hearing, City Administrator Londi Lindell, Assistant City Administrator/Finance Director Dawn Masko, Public Works Director Mark Rigos, Community & Economic Development Director Gina Estep, and City Clerk Susie Oppedal.

Transportation Impact Fees

Public Works Director Rigos explained the Public Works Work Plan for 2015 included an evaluation of the current Transportation Impact Fee (TIF) of \$4,462 per growth trip (includes ENR CCI yearly increases). He commented the TIF was officially adopted in 2009 and the last increase to its current rate happened in 2013 following a study conducted by Randy Young of Henderson, Young and Company. Mr. Rigos noted although Mr. Young’s study had suggested a TIF of \$8,977, Council adopted the lower fee.

Mr. Rigos reported since Mr. Young had retired, the City contracted with Fehr & Peers to provide an update to the TIF using the recently adopted Six Year Transportation Improvement Program 2016-2021. He explained Fehr & Peers used the prior TIF formula to conclude the City could charge \$14,250 per growth trip and noted if I-90 through-trips were excluded the fee would rise to approximately \$19,000. Additionally, he noted he had contacted the Master Builders Association earlier in the month regarding the TIF and to date had not received a response.

After discussion, Council consensus was to bring a TIF in the amount of \$14,145.96 per PM peak hour trip forward for consideration at the August 18th City Council meeting.

Ordinance Regarding Foreclosure of Delinquent LID & ULID Assessments

City Administrator Lindell explained state law provides for foreclosure of delinquent local improvement district and utility local improvement district assessments as long as such litigation is initiated prior to March 1st of each year. She reported staff was currently conducting title searches on certain properties having such delinquent assessment but required additional time to complete the review. Ms. Lindell noted the March 1st default date could be changed by Council action to a later date as allowed by RCW 35.50.030 and reviewed a proposed ordinance that would extend the deadline to

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November 1st. She commented the ordinance would come forward for Council consideration at the September 1st Council meeting.

Special Events & Economic Development Coordinator Position

Community & Economic Development Director Estep discussed the need for a part time position to help plan, coordinate and recruit special events for the City. She explained in the past the City paid Encompass staff to assist with this type of work and currently had a contract consultant perform work of a similar nature, however, the need for more hours devoted to this work had increased enough to consider hiring a part time employee. Ms. Estep noted hiring such employee would help alleviate a portion of her work load spent on event planning thus allowing her to focus on business recruitment and economic development. She added the position would run for a two year trial period and the employee would be a .50 employee with no medical benefits.

Adjournment

The workstudy closed at 8:11 p.m.

ATTEST:

David Cook, Councilmember

Susie Oppedal, City Clerk

DRAFT

<p style="text-align: center;">NORTH BEND SPECIAL CITY COUNCIL MINUTES August 18, 2015 Mt Si Senior Center Dining Room, 411 Main Ave. S., North Bend, WA</p>

CALL TO ORDER, ROLL CALL:

Mayor Hearing called the special meeting to order at 6:30 p.m.

Councilmembers Present: Councilmembers David Cook, Alan Gothelf, Ryan Kolodejchuk, Ross Loudenback, Jeanne Pettersen, Jonathan Rosen and Dee Williamson were present.

Staff Present: Mayor Ken Hearing, City Administrator Londi Lindell, Public Works Director Mark Rigos, Community & Economic Development Director Gina Estep, City Attorney Mike Kenyon, and City Clerk Susie Oppedal.

EXECUTIVE SESSION:

Mayor Hearing recessed the special meeting for an Executive Session at 6:30 p.m. to discuss potential litigation, pursuant to RCW 42.30.110(1)(i). No action was anticipated as a result of the Executive Session, which was expected to last thirty minutes.

The special meeting was reconvened at 6:59 p.m.

ADJOURNMENT:

Councilmember Gothelf **MOVED** to adjourn, seconded by Councilmember Williamson. The motion **PASSED** 7-0.

The meeting adjourned at 6:59 p.m.

ATTEST:

Kenneth G. Hearing, Mayor

Susie Oppedal, City Clerk

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NORTH BEND CITY COUNCIL MINUTES

August 18, 2015

Senior Center, 411 Main Ave. S., North Bend, Washington

CALL TO ORDER, ROLL CALL:

Mayor Hearing called the regular meeting to order at 7:03 p.m.

Councilmembers Present: Cook, Gothelf, Kolodejchuk, Loudenback, Pettersen, Rosen and Williamson.

Mayor Hearing announced an Executive Session to discuss a collective bargaining agreement, pursuant to RCW 42.30.140(4), would be added to the end of tonight's agenda.

CONSENT AGENDA:

Minutes – Council Meeting of August 4, 2015

Payroll – August 5, 2015 – 27309 through 27317, in the amount of **\$147,559.49**

Checks – August 18, 2015 – 61479 through 61532, in the amount of **\$500,684.73**

AB15-082 – Motion Authorizing Purchase of Server Room HVAC Unit

AB15-083 – Motion Authorizing Contract for Pavement Crack Seal Project

AB15-084 – Resolution 1691 Authorizing Snoqualmie Watershed Forum ILA

AB15-085 – Motion Authorizing Design Contract with G&O for NW 14th Street Project

AB15-086 – Motion Authorizing Design Contract with G&O for 412th Ave Water Main Replacement Project

Councilmember Gothelf **MOVED**, seconded by Councilmember Williamson to approve the consent agenda as presented. The motion **PASSED** 7-0.

CITIZEN'S COMMENTS:

Bob Rohrbach, 26116 215th Place SE, Maple Valley, volunteer with Saint Vincent de Paul, clarified the organization was a faith based, charitable 501C3 entity that was not affiliated directly with any church and highlighted the amount and type of funding it provides to area residents. He requested the Council consider granting human services funding to the organization as part of the 2016 grant funding cycle.

Nela Cumming, 1407 Boalch Ave NW, Encompass Executive Director, thanked Council for authorizing the design contract for the NW 14th Street Repair Project and requested they prioritize construction of the project.

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Dave Olson, 440 Main Ave S, stated the August 4th City Council minutes incorrectly stated the recent statistics on the Kiwanis Fireworks sales. He noted the organization's fireworks sales were actually two-fifths of the previous year's sales.

COMMISSION AND COMMITTEE REPORTS:

Planning Commission

No report – The next meeting is scheduled for August 27, 2015.

Parks Commission

A report of the July 22nd meeting was provided.

Economic Development Commission

No report – The next meeting is scheduled for September 24, 2015.

Community & Economic Development Committee – Councilmember Kolodejchuk, Chair
A report of the August 12th meeting was provided.

Finance & Administration Committee – Councilmember Cook, Chair

No report – The next meeting is scheduled for September 1, 2015.

Public Health & Safety Committee – Councilmember Gothelf, Chair

A report of the August 11th meeting was provided.

Transportation & Public Works Committee – Councilmember Loudenback, Chair

A report of the August 12th meeting was provided.

Council Workstudy – Mayor Pro Tem Williamson

A report of the July 28th Workstudy was provided.

Eastside Fire & Rescue Board Meeting – Councilmember Gothelf

A report of recent activity was provided.

INTRODUCTIONS:

AB15-087 – Public Hearing, Ordinance Adopting Transportation
Impact Fees & Amending Taxes, Rates & Fees Schedule

Audio: 14:27

Public Works Director Rigos provided the staff report. Kendra Breiland, Fehr & Peers, elaborated on growth trips through the I-90 corridor.

Mayor Hearing opened the Public Hearing on an Ordinance Adopting Transportation Impact Fees at 7:25 p.m.

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The following individuals spoke regarding the proposed increase in the Transportation Impact Fee:

Trisna Tanus, 11201 SE 8th Street, Bellevue, Land Use Attorney, Johns, Monroe, Mitsunaga & Kolouskova PLLC

John Day, PO Box 2930, John Day Homes

Scott Borgeson, Pulte Homes

David Hoffman, 335 116th Ave SE, Bellevue, Master Builders Association

Ryan Stokes, 8001 Silva Ave SE, Snoqualmie, Assistant Superintendent, Snoqualmie Valley School District

Brenden Elwood, 441 Meadow Drive SE

Ewing Stringfellow, PO Box 393 (Pickett Street Extension)

Dean Francis, 42811 SE 120th Street (Pickett Street Extension)

Jim Garhart, 10920 428th Ave SE (Pickett Street Extension)

Councilmember Loudenback **MOVED**, seconded by Councilmember Cook to continue the Public Hearing on an Ordinance Adopting Transportation Impact Fees until the next regularly scheduled Council Meeting on September 1, 2015. The motion **PASSED** 7-0.

AB15-088 – Ordinance Amending NBMC 2.24.020 Parks Commission **Audio: 58:54**

Senior Planner McCarty provided the staff report.

Councilmember Kolodejchuk **MOVED**, seconded by Councilmember Gothelf to approve AB15-088, an ordinance amending North Bend Municipal Code 2.24.020 Parks Commission, as a first and final reading. The motion **FAILED** 0-7.

MAYOR, COUNCIL, AND ADMINISTRATOR CONCERNS AND INITIATIVES:

Councilmembers Loudenback, Gothelf, Pettersen and Cook thanked Festival at Mt Si volunteers for their hard work, dedication and commitment to the community to ensure the success of the festival and noted it was enjoyed by all.

Councilmember Cook noted a civil war enactment would take place on August 29th & 30th at Meadowbrook Farm.

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City Administrator Lindell thanked all that provided public comment on the proposed Transportation Impact Fee and clarified certain points of law raised during public comment.

Mayor Hearing spoke regarding the following items:

- PSE's Energy Efficiency Program
- Admission Free Day at State Parks – Tuesday, August 25th
- REI's Grant Funding for Middle Fork Trail

EXECUTIVE SESSION:

Mayor Hearing recessed the regular meeting for an Executive Session at 8:17 p.m. to discuss property acquisition, pursuant to RCW 42.30.110(1)(b) and a collective bargaining agreement, pursuant to RCW 42.30.140(4),. No action was anticipated as a result of the Executive Session, which was expected to last 30 minutes and videotaping of the meeting ceased.

At 8:45 p.m. City Administrator Lindell announced to audience members outside the Council Chambers that the Executive Session was expected to last an additional 20 minutes.

The regular meeting was reconvened at 9:05 p.m.

ADJOURNMENT:

Councilmember Williamson **MOVED** to adjourn, seconded by Councilmember Gothelf. The motion **PASSED** 7-0.

The meeting adjourned at 9:05 p.m.

ATTEST:

Kenneth G. Hearing, Mayor

Susie Oppedal, City Clerk



City Council Agenda Bill

SUBJECT:		Agenda Date: September 1, 2015	AB15-089
An Ordinance Adopting North Bend Municipal Code 9.26 Relating to Underage Gatherings		Department/Committee/Individual	
		Mayor Ken Hearing	
		City Administrator – Londi Lindell	X
		City Attorney - Mike Kenyon	
		City Clerk – Susie Oppedal	
		Community & Economic Development – Gina Estep	
		Finance – Dawn Masko	
		Public Works – Mark Rigos	
Cost Impact: N/A			
Fund Source: N/A			
Timeline: Immediate			
Attachments: Ordinance			
<p>SUMMARY STATEMENT:</p> <p>The North Bend City Council pursuant to police powers delegated to it by RCW 35A.11.020, has the authority to enact laws that promote the public health, safety and general welfare of its residents. Underage persons consuming alcoholic beverages at gatherings held at private residences, rented residential premises, or privately rented commercial premises are a threat to the peace, health and safety of neighboring residents, the underage persons and the general public because underage persons who have been consuming alcoholic beverages are at greater risk of automobile accidents, suicide, and physical and sexual assault.</p> <p>Current state law, RCW 66.44.270 makes it a gross misdemeanor for any person to knowingly permit any person under the age of 21 to consume alcoholic beverages on any premises under his or her control. The attached Ordinance holds persons responsible for failing to prevent underage drinking at gatherings on property they own or otherwise control. Such persons could be subject to a civil infraction with a penalty of \$250. Chief McCulley has requested this additional tool to deal with underage parties when the officers respond to calls for service.</p>			
<p>COMMITTEE REVIEW AND RECOMMENDATION: This ordinance was reviewed by the Public Health & Safety Council Committee on August 11, 2015 with a recommendation to pass on the consent agenda.</p>			
<p>RECOMMENDED ACTION: MOTION to approve AB15-089, an ordinance adopting NBMC 9.26 regarding underage gatherings, as a first and final reading.</p>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	
September 1, 2015			

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, RELATING TO UNDERAGE GATHERINGS; ADOPTING A NEW CHAPTER 9.26 OF THE NORTH BEND MUNICIPAL CODE; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City of North Bend, pursuant to the police powers delegated to it by RCW 35A.11.020, has the authority to enact laws that promote the public health, safety and general welfare of its residents; and

WHEREAS, underage persons consuming alcoholic beverages at gatherings held at private residences, rented residential premises, or privately rented commercial premises is harmful to the underage persons themselves and a threat to the peace, health, safety, quiet enjoyment of neighboring residents and the general welfare of the public because underage persons who have been consuming alcoholic beverages are at greater risk of automobile accidents, suicide, and physical and sexual assault; and

WHEREAS, persons with the means to prevent the occurrence of these types of gatherings include those that control the private property and have failed to ensure that alcoholic beverages are not served to or consumed by underage persons at these gatherings; and

WHEREAS, RCW 66.44.270 makes it a gross misdemeanor for any person to knowingly permit any person under the age of 21 to consume alcoholic beverages on any premises under his or her control; and

WHEREAS, problems associated with gatherings involving underage persons drinking alcohol can be difficult to prevent and deter, and law enforcement requires additional methods to deal with underage drinking and its attendant problems; and

WHEREAS, if persons are held responsible by having to pay a fine for failing to prevent underage drinking at gatherings on property they own or otherwise control, they will be more likely to supervise gatherings and to stop underage drinking at gatherings on property they own or control;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. NBMC Chapter 9.26, Alcoholic Beverage Control – Underage Gatherings, Adopted: A new North Bend Municipal Code Chapter 9.26 (Alcoholic Beverage Control – Underage Gatherings) is hereby adopted to read as follows:

Chapter 9.26
ALCOHOLIC BEVERAGE CONTROL – UNDERAGE GATHERINGS

Sections:

9.26.010 Definitions.

9.26.020 Underage gatherings prohibited.

9.26.030 Exemptions.

9.26.040 Civil penalty.

9.26.010 Definitions

For the purposes of this chapter, the following definitions shall apply:

A. “Alcoholic beverage” shall mean alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, wine, or beer that contains one-half of one percent or more of alcohol by volume; and is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

B. “Property” shall mean private property, rented residential premises, or private rented commercial spaces; including but not limited to a home, yard, garage, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, whether occupied on a temporary or permanent basis, whether occupied as a dwelling, party or other social function, and whether owned, leased, rented, or used with or without compensation.

C. “Responsible person” includes:

1. The person(s) who owns, rents, leases, or otherwise has right to control property at which an underage gathering takes place;

2. The person(s) in immediate control of property at which an underage gathering takes place; or

3. The person(s) who organizes, supervises, sponsors, conducts, allows, controls, or controls access to the underage gathering.

If the property is rented or leased, the landlord or lessor is not covered by this chapter unless they fall within the category of persons described under subsections (C)(2) or (3) of this definition.

D. "Underage gathering" means a party or gathering of four or more persons at a property at which alcoholic beverages are being consumed or possessed by one or more underage persons or one or more underage persons are exhibiting effects of consuming alcoholic beverages.

E. "Underage person" shall mean any person under 19 years of age.

9.26.020 Underage gatherings prohibited.

A. An underage gathering constitutes a public nuisance, is an immediate threat to public health and safety, and is prohibited.

B. As a public nuisance, the underage gathering may be summarily abated by law enforcement by all reasonable means, singularly or in combination, including, but not limited to:

1. Issuance of a notice of civil infraction, as authorized by Chapter 7.80 RCW;
2. Public nuisance abatement procedures as set forth in NBMC 20.10.100 and
3. Any other remedy provided by law.

9.26.030 Exemptions.

A. This chapter shall not apply to any location or place that is regulated by a permit or license issued by the Washington State Liquor and Cannabis Board.

B. This chapter shall not apply to underage gatherings where the only underage persons consuming alcoholic beverages are being closely supervised in person by their parent or guardian while consuming the alcoholic beverages and while exhibiting the effects of consuming alcoholic beverages.

C. This chapter does not apply to alcoholic beverages given for medicinal purposes to an underage person by a parent, guardian, physician, or dentist.

D. This chapter does not apply to alcoholic beverages given to an underage person when such alcoholic beverage is being used in connection with religious services and the amount consumed is the minimal amount necessary for the religious service.

9.26.040 Civil penalty.

Upon identification of an underage gathering, law enforcement may issue a notice of civil infraction to any or all known responsible persons with a penalty of \$250 for each cited responsible person.

Section 2. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be 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 3. Effective Date: This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 1ST DAY OF SEPTEMBER, 2015.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Kenneth G. Hearing, Mayor

Michael R. Kenyon, City Attorney

ATTEST/AUTHENTICATED:

Published:
Effective:

Susie Oppedal, City Clerk



Office of Mayor PROCLAMATION

WHEREAS, behavioral health is an essential part of health and one's overall wellness; and

WHEREAS, prevention of mental and substance use disorders works, treatment is effective, and people recover in our area and around the Nation; and

WHEREAS, preventing and overcoming mental and/or substance use disorders is essential to achieving healthy lifestyles, both physically and emotionally; and

WHEREAS, we must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services; and

WHEREAS, in 2013, 2.5 million people aged 12 or older received substance use treatment at a specialty facility and 34.6 million adults aged 18 or older received mental health services, according to the *2013 National Survey on Drug Use and Health*. Given the serious nature of this public health problem, we must continue to reach the millions more who need help; and

WHEREAS, to help more people achieve and sustain long-term recovery, the U.S. Department of Health and Human Services, the Substance Abuse and Mental Health Services Administration, the White House Office of National Drug Control Policy, and the King County Mental Health, Chemical Abuse and Dependency Services Division invite all residents of North Bend to participate in National Recovery Month; and

NOW, THEREFORE, I, Kenneth G. Hearing, Mayor, do hereby proclaim the month of September 2015 as

NATIONAL RECOVERY MONTH

in the City of North Bend and call upon all citizens to observe this month with appropriate programs, activities, and ceremonies supporting this year's theme, "Join the Voices for Recovery: Visible, Vocal, Valuable!".



Signed this 1st day of September, 2015



Kenneth G. Hearing
Mayor



Office of Mayor PROCLAMATION

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection report cancer is the leading cause of death by disease among U.S. children between infancy and age 15. This tragic disease is detected in nearly 15,000 of our country's young people each and every year; and

WHEREAS, one in five of our nation's children loses his or her battle with cancer. Many infants, children and teens will suffer from long-term effects of comprehensive treatment, including secondary cancers; and

WHEREAS, founded over twenty years ago by Steven Firestein, a member of the philanthropic Max Factor cosmetics family, the American Cancer Fund for Children, Inc. and Kids Cancer Connection, Inc. are dedicated to helping these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection provide a variety of vital patient psychosocial services to children undergoing cancer treatment at Seattle Children's Hospital, Mary Bridge Children's Hospital in Tacoma, as well as participating hospitals throughout the country, thereby enhancing the quality of life for these children and their families; and

WHEREAS, the American Cancer Fund for Children and Kids Cancer Connection also sponsor Courageous Kid Recognition Award ceremonies, community get well cards and hospital celebrations in honor of a child's determination and bravery to fight the battle against childhood cancer;

NOW, THEREFORE, I, Kenneth G. Hearing, Mayor, do hereby proclaim September, 2015, as

CHILD CANCER AWARENESS MONTH

in the City of North Bend and call upon all citizens to join in the fight against cancer in the Snoqualmie Valley.



Signed this 1st day of September, 2015



Kenneth G. Hearing
Mayor



City Council Agenda Bill

SUBJECT:	Agenda Date: September 1, 2015	AB15-090
Continuance of Public Hearing, Ordinance Amending NBMC 17.38.120 Relating to Transportation Impact Fee & Amending Taxes, Rates & Fees Schedule Cost Impact: N/A Fund Source: N/A Timeline: Immediate	Department/Committee/Individual	
	Mayor Ken Hearing	
	City Administrator – Londi Lindell	
	City Attorney - Mike Kenyon	
	City Clerk – Susie Oppedal	
	Community & Economic Development – Gina Estep	
	Finance – Dawn Masko	
	Public Works – Mark Rigos, P.E.	X

Attachments: Ordinance, Exhibit A - Henderson & Young Company 2013 TIF, Exhibit B - Fehr & Peers 2015 TIF Update Study & Exhibit C - 2016-2021 TIP Projects Vicinity Map Updated June 1, 2015, Exhibit D – August 18, 2015 Agenda Bill, Exhibit E – Email from John Day

SUMMARY STATEMENT:

Continuance of Public Hearing.

This agenda bill is for the continuance of the August 18, 2015 Public Hearing regarding the Transportation Impact Fee (TIF) update. At the August 18 hearing, at least five members of the public expressed their concern with the TIF update. Since August 18, Public Works Director Mark Rigos has met with the Master Builders Association (David Hoffman), John Day (John Day Homes) and Scott Borgeson (Pulte Group) to discuss North Bend projects, consider grant opportunities, and evaluate TIF calculation alternatives. This meeting was very productive. See Exhibit E.

Public Process Requirements have been Satisfied.

During the August 18, 2015 public hearing, Council heard public testimony that the City had failed to follow public participation regulations associated with the adoption of the TIF Ordinance. The City does not agree with such testimony. Public meetings or hearings were held on the following dates at which time discussion occurred regarding increasing the TIF to insure that growth paid for growth:

- February 6, 2015 – City Council Meeting
- March 18, 2015 – Transportation and Public Works Council Committee Meeting
- April 8, 2015 – Transportation and Public Works Council Committee Meeting
- June 10, 2015 – Transportation and Public Works Council Committee Meeting
- July 8, 2015 – Transportation and Public Works Council Committee Meeting. Report on 3 methods proposed and 3 available TIF fees of \$19,900; \$14,190 and \$10,970; and
- July 28, 2015 – City Council Meeting. Staff presented TIF Update Study and Council directed proceeding with \$14,190 TIF.
- August 18, 2015 – City Council Meeting and Public Hearing.

Citizens had an opportunity to attend any of the foregoing meetings to discuss the TIF and provide comments. Further, in response to citizen’s requests for additional time, Council agreed to continue the hearing until September 1, 2015 to provide additional time for opponents and proponents to submit verbal or written testimony.

Council also heard testimony that the TIF Ordinance is required to be reviewed by the Planning

City Council Agenda Bill

Commission as a “development regulation”. The TIF Ordinance does not constitute an amendment to either a development regulation and/or your zoning map which requires Planning Commission review. A TIF Ordinance implements a fee. The Planning Commission does not have jurisdiction under either state law or the North Bend Municipal Code to recommend fee increases.

Work Plan

As a result of the meeting with stakeholders, staff is working with its attorney and consultant on amendments to the TIF Update Study and the Ordinance, but this work was unable to be completed by the deadline for the September 1, 2015 packet. Staff also desires additional time to analyze all other available sources of funding for transportation projects for purposes of including this funding in the TIF calculation as required by RCW 82.02.050. Although federal and state grant sources of funding have been dramatically reduced over the last few years, staff is pursuing some possible sources which may impact the calculation and wish to continue the hearing in order to include this information. Finally, a number of the stakeholders were unable to be present for this September 1, 2015 continued hearing. For all of the foregoing reasons, staff is recommending the hearing be continued again until the next regular Council meeting on October 6, 2015 (Council’s next meeting on September 15, 2015 is a joint meeting of the North Bend and Snoqualmie Councils so the TIF agenda item would not be an appropriate topic). The majority of the housing units in the City’s pipeline will seek building permit applications next spring and summer which is when an impact fee is paid so delaying until October 6, 2015 will not have a significantly adverse fiscal impact on the City.

Continued Hearing

The Mayor will open the continued TIF Public Hearing this evening for Council to consider any additional public testimony so the public has another opportunity to address City Council on the TIF update. The below Motion will then continue the Public Hearing further until the October 6, 2015 City Council Meeting so that the public has an additional opportunity to address Council on the TIF. At that meeting, the final Ordinance and final TIF Update Study will be presented to Council for its consideration and possible adoption.

COMMITTEE REVIEW AND RECOMMENDATION: This matter was considered by a quorum of City Council during the July 28, 2015 Work Study and a \$14,190 TIF was recommended to move forward.

RECOMMENDED ACTION: MOTION to continue the Public Hearing on the Transportation Impact Fee Ordinance until the October 6, 2015 City Council meeting.

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
August 18, 2015	Action taken to continue public hearing on September 1, 2015	7-0
September 1, 2015		

ORDINANCE

**AN ORDINANCE OF THE CITY OF NORTH BEND,
WASHINGTON, RELATING TO TRANSPORTATION
IMPACT FEES; AMENDING SECTIONS 17.38.030,
17.38.040 AND 17.38.120 OF THE NORTH BEND
MUNICIPAL CODE; PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City Council of the City of North Bend (the “Council”) finds that development activity in the City of North Bend (the “City”) will create additional demand and need for public facilities such as roads, streets, parks, schools, recreation, and open spaces; and

WHEREAS, the City is authorized by RCW 82.02.050 – .090 to require new growth and development within the City to pay impact fees representing the proportionate share of the cost of new facilities that are reasonably related to and that reasonably benefit the new development; and

WHEREAS, Section 17.38.030 of the North Bend Municipal Code assesses transportation impact fees for any development activity within the City; and

WHEREAS, pursuant to RCW 82.02.050, impact fees may be collected and spent for system improvements to public facilities that are included within a capital facilities element of a comprehensive plan; and

WHEREAS, the Capital Facilities Element of the North Bend Comprehensive Plan includes the City’s Six-Year Transportation Improvement Plan for 2016–2021 (the “TIP”); and

WHEREAS, the City’s travel demand model estimates growth in the City over the next twenty years to include 1200 new housing units and 720 new jobs, and the TIP includes at least fifteen projects that provide capacity to accommodate that future growth; and

WHEREAS, RCW 82.02.060(8) authorizes the City to impose impact fees for system improvement costs previously incurred by the City to the extent that new growth and development will be served by the previously constructed system improvements; and

WHEREAS, in developing the calculation formula for the impact fees imposed by this ordinance for system improvements to public streets and roads, the City has provided adjustments for past and future taxes paid or to be paid by the new development which are earmarked or proratable to the same new public facilities that will serve the new development; and

WHEREAS, the City has conducted extensive research documenting the procedures for measuring the impact of new developments on transportation facilities, and has prepared technical reports which serve as the basis for the actions taken by the Council; and

WHEREAS, Council finds it appropriate to amend the Taxes, Rates & Fees Schedule, last amended by Ordinance 1551, to increase transportation impact fees as supported by the Transportation Impact Fee Rate Calculations for City of North Bend,” prepared by Henderson, Young and Company dated October 15, 2013, as amended by Impact Fee Memorandum dated August 11, 2015, prepared by Fehr & Peers Associates, Inc.; and

WHEREAS, the City is interested in fostering and enabling small business investment in its commercial areas and promoting the development of certain uses through reductions of impact fees applied to certain uses, and changes of use, as further described below; and

WHEREAS, consistent with Goal 2 of the Downtown Master Plan, the City wishes to inspire new business investment in downtown commercial areas in order to improve real estate values, occupancy levels, employment opportunities and consumer activity; and

WHEREAS, consistent with Goal 6 of the Downtown Master Plan, the City wishes to promote economic growth and new business, while maintaining North Bend’s historic and small town character; and

WHEREAS, consistent with Goal 1 of the Economic Development Element of the Comprehensive Plan, the City wishes to advance the revitalization of the downtown commercial area as the civic and historic center of the community and stimulate economic development of its underdeveloped and blighted commercial areas; and

WHEREAS, the City wishes to promote pedestrian-oriented businesses within the downtown commercial area such as restaurants, coffee shops and retail to further foster its identity and character as the cultural heart of the City and a core tourist/retail destination; and

WHEREAS, due to the potential mix of residential and commercial uses and proximity of the zone to tourists destination, such as Meadowbrook Farm and the Mt Si Trailhead, the City wishes to promote pedestrian-oriented commercial uses and redevelopment within the Neighborhood Business Zone; and

WHEREAS, consistent with the City’s branding efforts focused on recreation and tourism, the City wishes to promote the development of outdoor recreation-related businesses;

WHEREAS, a public hearing was held on August 18, 2015 and the Council fully considered all public oral and written testimony prior to adoption of this Ordinance; and

WHEREAS, the notice for the public hearing was properly advertised in the City’s legal newspaper;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. NBMC 17.38.020, Definitions: North Bend Municipal Code Section 17.38.030 (Definitions) is hereby amended to read as follows:

O. “Rate study” means the “Transportation Impact Fee Rate Calculations for City of North Bend,” prepared by Henderson, Young and Company dated October 15, 2013, [as amended by Impact Fee Memorandum dated August 11, 2015, prepared by Fehr & Peers Associates, Inc.](#)

Section 2. NBMC 17.38.030, Assessment of Impact Fees, Amended: North Bend Municipal Code Section 17.38.030 (Assessment of impact fees) is hereby amended to read as follows:

17.38.030 Assessment of Impact Fees.

A. Unless exempted pursuant to NBMC 17.38.040, an applicant seeking development approval from the city for any development activity within the city shall pay, and the city shall collect prior to building permit issuance, impact fees calculated by the director according to the rates set forth in NBMC 17.38.120 and the taxes, rates and fees schedule set forth in Ordinance No. 1551 as it may be subsequently amended from time to time. Development activity subject to the impact fees assessed herein shall include, but is not limited to, the development of residential, commercial, retail, office, and industrial land, and includes the expansion of existing uses that creates a demand for additional public facilities, as well as a change in use that creates a demand for additional public facilities.

B. For a change in use of an existing building or dwelling unit, including any alteration, expansion, replacement or new accessory building, the impact fee shall be the applicable impact fee for the land use category of the new use, less any impact fee previously paid for the land use category of the prior use. If no impact fee was paid for the prior use, the impact fee for the new use shall be reduced by an amount equal to the current impact fee rate for the prior use.

C. For mixed-use developments, impact fees shall be imposed at the applicable rate set forth in NBMC 17.38.120

for each separate type of land use contained in the mixed-use development. For cottage housing with two bedrooms or less and 1600 square feet or less in size, impact fees shall be imposed at the applicable rate set forth in NBMC 17.38.120 for condominiums; for cottage housing with more than two bedrooms or more than 1600 square feet in size, impact fees shall be imposed at the rate for single-family houses.

D. Impact fees shall be paid at the rate in effect at the time the building permit is issued by the city.

E. Applicants that have been awarded credits prior to the submittal of the complete building permit application pursuant to NBMC 17.38.050 shall submit, along with the complete building permit application, a copy of the letter or certificate prepared by the director pursuant to NBMC 17.38.050 setting forth the dollar amount of the credit awarded.

F. *Repealed by Ord. 1485.*

G. The department shall not issue the required building permit or occupancy permit unless and until the impact fees set forth in NBMC 17.38.120 have been paid in the amount that they exceed exemptions or credits provided pursuant to NBMC 17.38.040 or 17.38.050.

H. The service area for impact fees shall be a single citywide service area.

Section 3. NBMC 17.38.040, Exemptions, Amended: North Bend Municipal Code Section 17.38.040 (Exemptions) is hereby amended to read as follows:

17.38.040 Exemptions.

A. The following development activity shall be fully or partially exempt from the requirement to pay impact fees as described below:

1. Alteration of an existing residential structure that does not expand the usable space or add any residential units;
2. Miscellaneous accessory use improvements, including, but not limited to, fences, walls, swimming pools, and signs;

3. Demolition or moving of a structure;
4. Expansion of an existing structure that results in the addition of 100 square feet or less of gross floor area;
5. Replacement of a structure with a new structure of the same size and use at the same site or lot when such replacement occurs within 12 months of the demolition or destruction of the prior structure. Replacement of a structure with a new structure of the same size shall be interpreted to include any structure for which the gross square footage of the building will not be increased by more than 100 square feet;
6. Any development by the city of North Bend;
7. Any change of use of an existing building or tenant space 15,000 square feet or less.
8. A reduction of ~~75%~~ 92 percent of the total traffic impact fee assessed for any restaurant (non-drive thru) or retail use in the Downtown Commercial zone; and
9. A reduction of ~~50%~~ 84 percent of the total impact fee assessed for any allowed commercial use within Downtown Commercial and Neighborhood Business zones; and
10. A reduction of 68 percent of the total impact fee assessed for any allowed commercial use within the Interchange Commercial; Interchange Mixed Use; Employment Park; or Parks, Open Space and Public Facilities zones.

B. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section, in any other section, or under other applicable law. Determinations of the director shall be in writing and shall be subject to the appeals procedures set forth in NBMC 17.38.070.

Section 4. NBMC Section 17.38.120, Transportation Impact Fee, Amended: North Bend Municipal Code Chapter 17.38.120 (Transportation Impact Fee) shall be deleted in its entirety and replaced with the following section to be read as follows:

17.38.120 Transportation Impact Fee.

The Transportation Impact Fee rates are generated from the formula for calculating impact fees set forth in the Rate Study, which is incorporated herein by reference. Except as otherwise provided for independent fee calculations in NBMC 17.38.030, exemptions in NBMC 17.38.040, and credits in NBMC 17.38.050, all development activity in the City shall pay the street and/or transportation impact fee based on the trip generation data in the below table applicable to the type of development activity at the rates established by the taxes, rates, and fees schedule adopted by ordinance:

Revised trip generation rate table for NBMC 17.38.120

ITE Code	ITE Land Use Category	New Trip Rate	% New Trips (2)	Net New Trips Per Unit of Measure		Impact Fee Per Unit @	
						\$14,145.96 per PM Peak Hour Trip End (4)	
110	Light Industrial	0.97	100%	0.97	1,000 sq ft	\$13.72	per square foot
140	Manufacturing	0.73	100%	0.73	1,000 sq ft	\$10.33	per square foot
151	Mini-warehouse	0.26	75%	0.20	1,000 sq ft	\$2.76	per square foot
210	Single family House	1.00	100%	1.00	dwelling	\$14,145.95	per dwelling unit
220	Apartment	0.62	100%	0.62	dwelling	\$8,770.49	per dwelling unit
230	Condominium	0.52	100%	0.52	dwelling	\$7,355.89	per dwelling unit
240	Mobile Home	0.59	100%	0.59	dwelling	\$8,346.11	per dwelling unit
251	Senior Housing - Detached	0.27	75%	0.20	dwelling	\$2,864.55	per dwelling unit
252	Senior Housing - Attached	0.25	75%	0.19	dwelling	\$2,652.37	per dwelling unit
253	Congregate care facility	0.17	75%	0.13	dwelling	\$1,803.61	per dwelling unit
254	Assisted living	0.22	75%	0.17	bed	\$2,334.08	per bed
310	Hotel	0.61	75%	0.46	room	\$6,471.77	per room
320	Motel	0.47	75%	0.35	room	\$4,986.45	per room
420	Marina	0.19	75%	0.14	berth	\$2,015.80	per boat berth
430	Golf course	0.30	75%	0.23	acre	\$3,182.84	per acre
440	Adult cabaret	38.67	75%	29.00	1,000 sq ft	\$410.27	per square foot
441	Live Theater	0.02	75%	0.02	seat	\$212.19	per seat
443	Movie theater - no matinee	0.07	75%	0.05	seat	\$742.66	per seat
445	Multiplex movie theater	4.91	75%	3.68	1,000 sq ft	\$52.09	per square foot
492	Health/Fitness Club	3.53	75%	2.65	1,000 sq ft	\$37.45	per square foot
522	Middle/jr high school	1.21	75%	0.91	1,000 sq ft	\$12.84	per square foot
530	High School	0.97	75%	0.73	1,000 sq ft	\$10.29	per square foot

ITE Code	ITE Land Use Category	New Trip Rate	% New Trips (2)	Net New Trips Per Unit of Measure		Impact Fee Per Unit @	
						\$14,145.96 per PM Peak Hour Trip End (4)	
560	Church	0.55	75%	0.41	1,000 sq ft	\$5.84	per square foot
565	Day care center	12.34	25%	3.09	1,000 sq ft	\$43.64	per square foot
610	Hospital	0.93	75%	0.70	1,000 sq ft	\$9.87	per square foot
620	Nursing home	0.22	75%	0.17	bed	\$2,334.08	per bed
710	General Office	1.49	100%	1.49	1,000 sq ft	\$21.08	per square foot
720	Medical office	3.57	75%	2.68	1,000 sq ft	\$37.88	per square foot
730	Government office	1.21	75%	0.91	1,000 sq ft	\$12.84	per square foot
760	R&D center	1.07	100%	1.07	1,000 sq ft	\$15.14	per square foot
812	Building materials & lumber	4.49	75%	3.37	1,000 sq ft	\$47.64	per square foot
814	Specialty retail	6.82	75%	5.12	1,000 sq ft	\$72.36	per square foot
820	Shopping Center	3.71	43%	1.60	1,000 sq ft	\$22.57	per square foot
850	Supermarket	9.48	34%	3.22	1,000 sq ft	\$45.60	per square foot
851	Convenience market-24 hr	52.41	24%	12.58	1,000 sq ft	\$177.93	per square foot
890	Furniture store	0.45	40%	0.18	1,000 sq ft	\$2.55	per square foot
896	Video rental	13.60	20%	2.72	1,000 sq ft	\$38.48	per square foot
911	Walk-in Bank	12.13	27%	3.28	1,000 sq ft	\$46.33	per square foot
912	Drive-in Bank	24.30	27%	6.56	1,000 sq ft	\$92.81	per square foot
931	Restaurant - quality	7.49	38%	2.85	1,000 sq ft	\$40.26	per square foot
932	Restaurant: sit-down	9.85	37%	3.64	1,000 sq ft	\$51.55	per square foot
933	Fast food, no drive-up	26.15	30%	7.85	1,000 sq ft	\$110.97	per square foot
934	Fast food, w/ drive-up	32.65	30%	9.80	1,000 sq ft	\$138.56	per square foot
936	Coffee/Donut no drive-up	40.75	30%	12.23	1,000 sq ft	\$172.93	per square foot
937	Coffee/Donut w/ drive-up	40.75	30%	12.23	1,000 sq ft	\$172.93	per square foot
943	Auto parts & service center	4.46	40%	1.78	1,000 sq ft	\$25.24	per square foot
944	Gas station	13.87	14%	1.94	pump	\$27,468.61	per pump
947	Self-service car wash	5.54	14%	0.78	wash stall	\$10,971.60	per wash stall
948	Automated car wash	14.12	14%	1.98	1,000 sq ft	\$27.96	per square foot

1. ITE Trip Generation (9th Edition) (2012): 4-6 PM Peak Hour Trip Ends
2. Excludes pass-by trips: see "Trip Generation Handbook: An ITE Proposed Recommended Practice" (2001)
3. The previous rate study included an error in the rate for Automated Car Washes. If calculated properly, rate would have been \$7.32 per square foot.
4. Pursuant to NBMC 17.38.110(B), an inflationary adjustment shall be made in the fee rates at the beginning of each calendar year. The annual inflationary adjustment shall be the same percentage amount as the change in the Engineering News Record Construction Cost Index for the Seattle area from the date of the previous year's adjustment.

Section 5. Amendment of Taxes, Rates and Fees Schedule. The Taxes, Rates and Fees Schedule of the City shall be amended to reflect a Transportation Impact Fee in the amount of \$14,145.96 per vehicle trip. The vehicle trip fee shall be applied to the vehicle trip table set forth in NBMC Section 17.38.120.

Section 6. 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 7. Effective Date: This ordinance shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 18TH DAY OF AUGUST, 2015.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Kenneth G. Hearing, Mayor

Michael R. Kenyon, City Attorney

ATTEST/AUTHENTICATED:

Published:
Effective:

Susie Oppedal, City Clerk

Transportation Impact Fee Rate Calculations for City of North Bend

Background

Impact fees are one-time charges paid by new development to reimburse local governments for the capital cost of public facilities that are needed to serve new development and the people who occupy or use the new development. Impact fee rates for new development are based on the type of land use: residential, retail, office, commercial, industrial, and other types of new construction.

Local governments charge impact fees for several reasons: 1) to obtain revenue to pay for some of the cost of new public facilities; 2) to implement a public policy that new development should pay a portion of the cost of facilities that it requires, and that existing development should not pay all of the cost of such facilities; and 3) to assure that adequate public facilities will be constructed to serve new development.

The Growth Management Act of 1990 created RCW 82.02.050 - 82.02.090 to authorize local governments in Washington to charge impact fees, and provide specific requirements for impact fees.

There are several important differences between impact fees and the mitigations or voluntary payments authorized by SEPA (the State Environmental Policy Act, RCW 43.21C). Two aspects of impact fees that are particularly noteworthy are: 1) the ability to charge for the cost of public facilities that are "system improvements" (i.e., that provide service to the community at large) as opposed to "project improvements" (which are "on-site" and provide service for a particular development); and 2) the ability to charge small-scale development their proportionate share, whereas SEPA exempts small developments.

Impact fees are also different than other forms of developer contributions or exactions, such as system development charges for water and sewer authorized for utilities (RCW 35.92 for municipalities, 56.16 for sewer districts, and 57.08 for water districts), local improvement districts or other special assessment districts, linkage fees, or land donations or fees in lieu of land.

Legal Requirements for Impact Fees

The following synopsis of the most significant requirements of the law includes citations to the Revised Code of Washington (RCW).

TYPES OF PUBLIC FACILITIES

Four types of public facilities can be the subject of impact fees: 1) public streets and roads; 2) publicly owned parks, open space and recreation facilities; 3) school facilities; and 4) fire protection facilities. *RCW 82.02.050(2) and (4), and RCW 82.02.090(7)*.

TYPES OF IMPROVEMENTS

The public facilities that can be paid for by impact fees are "system improvements" (which are typically outside the development "... and designed to provide service to service areas within the community at large" as provided in *RCW 82.02.050(9)*), as opposed to "project improvements" (which are typically provided by the developer on-site within the development or adjacent to the development "... and designed to provide service for a particular development project and that are necessary for the use and convenience of the occupants or users of the project" as provided in *RCW 82.02.050(6)*).

CAPITAL FACILITIES PLANS

Impact fees must be expended on public facilities in a capital facilities plan (CFP) element (or used to reimburse the government for the unused capacity of existing facilities). The CFP must conform to the Growth Management Act of 1990, and must identify existing deficiencies in facility capacity for current development, capacity of existing facilities available for new development, and additional facility capacity needed for new development. *RCW 82.02.050(4), RCW 82.02.060(7), and RCW 82.02.070(2)*.

NEW VERSUS EXISTING FACILITIES

Impact fees can be charged for new public facilities (*RCW 82.02.060(1)(a)*), and for the unused capacity of existing public facilities (*RCW 82.02.060(7)*) subject to the proportionate share limitation described above.

BENEFIT TO DEVELOPMENT

Impact fees must be limited to system improvements that are reasonably related to, and which will benefit new development. *RCW 82.02.050(3)(a) and (c)*. Local governments must establish reasonable service areas (one area, or more than one, as determined to be reasonable by the local government), and local governments must develop impact

fee rate categories for various land uses. *RCW 82.02.060(6)*.

PROPORTIONATE SHARE

Impact fees cannot exceed the development's proportionate share of system improvements that are reasonably related to the new development. The impact fee amount shall be based on a formula (or other method of calculating the fee) that determines the proportionate share. *RCW 82.02.050(3)(b) and RCW 82.02.060(1)*.

REDUCTIONS OF IMPACT FEE AMOUNTS

Impact fees rates must be adjusted to account for other revenues that the development pays (if such payments are earmarked for or proratable to the system improvements that are the basis for the impact fees). *RCW 82.02.050(1)(c) and (2) and RCW 82.02.060(1)(b)* Impact fees may be credited for the value of dedicated land, improvements or construction provided by the developer (if such facilities are in the adopted CFP and are required as a condition of development approval). *RCW 82.02.060(3)*.

EXEMPTIONS FROM IMPACT FEES

Local governments have the discretion to provide exemptions from impact fees for low-income housing and other "broad public purpose" development, but all such exemptions must be paid from public funds (other than impact fee accounts). *RCW 82.02.060(2)*.

DEVELOPER OPTIONS

Developers who are liable for impact fees can submit data and or/analysis to demonstrate that the impacts of the proposed development are less than the impacts calculated in this rate calculation. *RCW 82.02.060(5)*. Developers can pay impact fees under protest and appeal impact fee calculations. *RCW 82.02.060(4) and RCW 82.02.070(4) and (5)*. The developer can obtain a refund of the impact fees if the local government fails to expend the impact fee payments within 10 years, or terminates the impact fee requirement, or the developer does not proceed with the development (and creates no impacts). *RCW 82.02.080*.

ACCOUNTING REQUIREMENTS

The local government must separate the impact fees from other monies, expend the money on CFP projects within 10 years, and prepare annual reports of collections and expenditures. *RCW 82.02.070(1)-(3)*.

RESPONSIBILITY FOR PUBLIC FACILITIES

In general, local governments that are authorized to charge impact fees are responsible for specific public facilities for which they may charge such fees. In no case may a local government charge impact fees for private facilities, but it may charge impact fees for some public facilities that it does not administer if such facilities are "owned or operated by government entities" (RCW 82.02.090 (7)).

TIMING OF PAYMENT OF IMPACT FEES

Washington law does not specify the timing of payment of impact fees, therefore each local government can establish its own timing requirements. Impact fees are usually collected at the time the local government issues a building permit or comparable order allowing land to be developed.

Rate Calculations

The following tables present the results of the formulas and methodology used to calculate the road impact fees for the City of North Bend.

A. COST OF ROAD PROJECTS

Table A lists the projects that are eligible for impact fees because they provide capacity for trips generated by new development and they are not fully funded by other sources of funding (see "Future Capacity"). The projects are from the City's adopted Transportation Improvement Program (TIP) for 2014-19. The TIP is based on the 2012 update of the Transportation Element of the Comprehensive Plan and thus constitutes the Capital Facilities Plan required by RCW 82.02.050. Column 3 is the total cost, column 4 is the portion of the cost to eliminate existing deficiencies, column 6 is funding anticipated from other sources, and column 7 is the remaining unfunded cost that is eligible for impact fees.

(1) 2014 - 2019 TIP #	(2) Project Name	(3) Total Cost	(4) Deficiency Cost	(5) Eligible Cost	(6) Potential Funding	(7) Unfunded Cost Eligible for Impact Fee
1	Downtown Plaza	\$ 985,625	\$ 25,922	\$ 959,703	\$ 950,000	\$ 9,703
2	Right Turn Lane, North Bound Bendigo at Park Street	160,683		160,683		160,683
4	North Bend Way/Park Roundabout (Construct)	2,241,569		2,241,569	1,681,177	560,392
8	NE 12th Street - Ballarat to Pickett	935,550		935,550	701,662	233,888
9	Ballarat - 6th to 12th	560,000		560,000	420,000	140,000
11	South Fork Avenue Extension - Bendigo to NBW/8th Street - Nintendo ByPass	4,540,000		4,540,000	3,405,000	1,135,000
12	North Bend Way at SE Mount Si Road	2,241,569		2,241,569		2,241,569
13	North Bend Way at 436th Avenue SE Roundabout	2,241,569		2,241,569		2,241,569

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(1) 2014 - 2019 TIP #	(2) Project Name	(3) Total Cost	(4) Deficiency Cost	(5) Eligible Cost	(6) Potential Funding	(7) Unfunded Cost Eligible for Impact Fee
15	South Fork Avenue Extension, Mt. Si Blvd to Maloney Grove	7,961,567		7,961,567		7,961,567
16	468th Avenue SE at Middle Fork Road Roundabout	5,000,000		5,000,000	4,500,000	500,000
17	SE 146th Street at 468th Avenue SE Intersection Traffic Signal	1,000,000		1,000,000		1,000,000
19	North Bend Way/Ballararat Signal	466,875	52,337	414,538		414,538
20	Bendigo Boulevard/4th Street Intersection Reconfiguration - Roundabout	2,241,569		2,241,569		2,241,569
21	SE 20th Street Extension, Maloney Grove to 436th Ave SE	3,012,485		3,012,485		3,012,485
24	Bendigo Traffic Reconfiguration (3rd to NBW)	97,074		97,074		97,074
Totals		33,686,135	78,259	33,607,876	11,657,839	21,950,037

B. ADDITIONAL TRIPS IN NORTH BEND: 2011 - 2030

Table B shows the growth in traffic during the p.m. peak hour in North Bend between the baseline year (2011) and the planning horizon (2030).

(1) Year	(2) Trips
2011 (Base Year)	7,270
2030 (Planning Horizon Year)	9,715
Growth Trips	2,445

The trips in Table B are the total of all trip ends. One end of a trip is the origin, and the other end of the same trip is the destination. There are four possible combinations of trip ends involving North Bend:

- internal to internal = origin and destination are both in the City
- internal to external = origin is in the City, but destination is outside the City
- external to internal = origin is outside the City, but destination is in the City
- external to external = origin and destination are both outside the City, but part of the trip is through the City

Since all trips on North Bend streets benefit the vehicle making the trip, all trips in North Bend must be counted.

C. COST PER GROWTH TRIP

Table C divides the eligible cost from Table A by the additional trips from Table B to calculate the cost per trip.

Total Cost of Eligible Road Capacity (Table A)	\$ 21,950,037
Total Growth Trips in North Bend (Table B)	2,445
Cost per Growth Trip	\$ 8,977.52

In order to comply with the proportionate share requirement of RCW 82.02.050, the eligible cost is divided by the total of all additional trips from Table B including trip ends that are outside the City. The City will collect impact fees from internal trip ends because they are at development that occurs in the City. Note, however, that the internal trips are less than half of the total trip ends, therefore the City will collect less than half the eligible cost listed above, and the City will need to find other sources of revenue to pay for the remaining costs of the projects.

D. IMPACT FEE RATE SCHEDULE

Table D lists typical land use categories for which trip generation data has been published (columns 1 and 2), the trip generation rates for each land use category (column 3), adjustments for pass-by trips (column 4), and the resulting net new trips (column 5). Column 6 lists the impact fee per unit of development that is calculated by multiplying the net new trip rate from column 5 times the cost per trip from Table C (repeated in the heading of column 6).

(1)	(2)	(3)	(4)	(5)		(6)	
ITE Code	ITE Land Use Category	P.M. Peak Trip Rate ¹	% New Trips ²	Net New Trips Per Unit of Measure		Impact Fee Per Unit @ \$ 8,977.52 per Trip	
110	Light Industrial	0.97	100%	0.97	1,000 sq ft	\$ 8.71	per square foot
140	Manufacturing	0.73	100%	0.73	1,000 sq ft	6.55	per square foot
151	Mini-warehouse	0.26	75%	0.20	1,000 sq ft	1.75	per square foot
210	Single family House	1.01	100%	1.01	dwelling	9,067.30	per dwelling unit
220	Apartment	0.62	100%	0.62	dwelling	5,566.06	per dwelling unit
230	Condominium	0.52	100%	0.52	dwelling	4,668.31	per dwelling unit
240	Mobile Home	0.59	100%	0.59	dwelling	5,296.74	per dwelling unit
251	Senior Housing - Detached	0.27	75%	0.20	dwelling	1,817.95	per dwelling unit
252	Senior Housing - Attached	0.16	75%	0.12	dwelling	1,077.30	per dwelling unit
253	Congregate care facility	0.17	75%	0.13	dwelling	1,144.63	per dwelling unit
254	Assisted living	0.22	75%	0.17	bed	1,481.29	per bed
310	Hotel	0.59	75%	0.44	room	3,972.55	per room
320	Motel	0.47	75%	0.35	room	3,164.58	per room
420	Marina	0.19	75%	0.14	berth	1,279.30	per boat berth
430	Golf course	0.30	75%	0.23	acre	2,019.94	per acre
440	Adult cabaret	38.67	75%	29.00	1,000 sq ft	260.37	per square foot
441	Live Theater	0.02	75%	0.02	seat	134.66	per seat
443	Movie theater - no matinee	0.07	75%	0.05	seat	471.32	per seat
445	Multiplex movie theater	3.80	75%	2.85	1,000 sq ft	25.59	per square foot
492	Health/Fitness Club	3.53	75%	2.65	1,000 sq ft	23.77	per square foot

¹ "Trip Generation", 8th Edition (2008), Institute of Transportation Engineers. "P.M. Peak" = 4:00 – 6:00 p.m.

² Calculated by Henderson, Young & Company from data in "Trip Generation Handbook: An ITE Recommended Practice (2001), Institute of Transportation Engineers. "% New Trips" is the reciprocal of pass-by trips in ITE.

EXHIBIT A Council Packet September 1, 2015

(1)	(2)	(3)	(4)	(5)		(6)	
ITE Code	ITE Land Use Category	P.M. Peak Trip Rate ¹	% New Trips ²	Net New Trips Per Unit of Measure		Impact Fee Per Unit @ \$ 8,977.52 per Trip	
522	Middle/jr high school	1.19	75%	0.89	1,000 sq ft	8.01	per square foot
530	High School	0.97	75%	0.73	1,000 sq ft	6.53	per square foot
560	Church	0.55	75%	0.41	1,000 sq ft	3.70	per square foot
565	Day care center	12.46	25%	3.12	1,000 sq ft	27.96	per square foot
610	Hospital	1.14	75%	0.86	1,000 sq ft	7.68	per square foot
620	Nursing home	0.22	75%	0.17	bed	1,481.29	per bed
710	General Office	1.49	100%	1.49	1,000 sq ft	13.38	per square foot
720	Medical office	3.46	75%	2.60	1,000 sq ft	23.30	per square foot
730	Government office	1.21	75%	0.91	1,000 sq ft	8.15	per square foot
760	R&D center	1.07	100%	1.07	1,000 sq ft	9.61	per square foot
812	Building materials & lumber	4.49	75%	3.37	1,000 sq ft	30.23	per square foot
814	Specialty retail	2.71	75%	2.03	1,000 sq ft	18.25	per square foot
820	Shopping Center	3.73	43%	1.60	1,000 sq ft	14.40	per square foot
850	Supermarket	10.50	34%	3.57	1,000 sq ft	32.05	per square foot
851	Convenience market-24 hr	52.41	24%	12.58	1,000 sq ft	112.92	per square foot
890	Furniture store	0.45	40%	0.18	1,000 sq ft	1.62	per square foot
896	Video rental	31.54	20%	6.31	1,000 sq ft	56.63	per square foot
911	Walk-in Bank	12.13	27%	3.28	1,000 sq ft	29.40	per square foot
912	Drive-in Bank	25.82	27%	6.97	1,000 sq ft	62.59	per square foot
931	Restaurant - quality	7.49	38%	2.85	1,000 sq ft	25.55	per square foot
932	Restaurant: sit-down	11.15	37%	4.13	1,000 sq ft	37.04	per square foot
933	Fast food, no drive-up	26.15	30%	7.85	1,000 sq ft	70.43	per square foot
934	Fast food, w/ drive-up	33.84	30%	10.15	1,000 sq ft	91.14	per square foot
936	Coffee/Donut no drive-up	40.75	30%	12.23	1,000 sq ft	109.75	per square foot
937	Coffee/Donut w/ drive-up	42.93	30%	12.88	1,000 sq ft	115.62	per square foot
943	Auto parts & service center	4.46	40%	1.78	1,000 sq ft	16.02	per square foot
944	Gas station	13.87	14%	1.94	pump	17,432.55	per pump
947	Self-service car wash	5.54	14%	0.78	wash stall	6,962.96	per wash stall
948	Automated car wash	77.50	14%	10.85	1,000 sq ft	97.41	per square foot



MEMORANDUM

Date: August 11, 2015
To: Mark Rigos, City of North Bend
From: Sarah Keenan and Kendra Breiland, Fehr & Peers
Subject: 2015 North Bend Transportation Impact Fee Update

The City of North Bend contracted with Fehr & Peers to evaluate options for updating the City's transportation impact fees to reflect updated growth assumptions and project costs. As a part of this update, Fehr & Peers considered the following:

- Updated list of projects based on the City's 6-year 2016-2021 Transportation Improvement Program
- City growth expectations between 2015 and 2035
- Options for calculating an impact fee and the resulting cost per PM peak hour trip
- Rates charged by other jurisdictions in the Puget Sound

This memo describes our findings under each of the above topics. Based on discussion with City staff and feedback at a July 28, 2015 City Council work study, this transportation impact fee rate study addendum supports increasing the City's per PM peak hour trip impact fee to \$14,145.96.

UPDATED LIST OF PROJECTS

The City adopted a 2016-2021 Transportation Improvement Program. We used this new program to update the list of projects that could be considered by impact fees, as well as the increased costs assumed for some of the projects.

To be eligible for impact fees, projects must add capacity for future growth. Projects that only address existing deficiencies and/or maintenance needs are not impact-fee eligible. If a project addresses an existing deficiency, but also adds capacity for future growth, the portion of the project addressing the existing deficiency is subtracted before impact fee funding is assessed. Table 1 shows projects from the 2016-2021 Transportation Improvement Program that provide



capacity to accommodate future growth, identifying the portion of project costs eligible for impact fees.

Table 1-2016-2021 Transportation Improvement Program Project List

<i>Priority</i>	<i>Year</i>	<i>Description</i>	<i>Total Project Cost</i>	<i>Deficiency</i>	<i>Eligible Cost</i>
1	2016	Right Turn Lane, North Bound Bendigo at Park Street	\$500,000	\$0	\$500,000
4	2017	North Bend Way / Park Roundabout - Construct	\$2,350,000	\$0	\$2,350,000
4b	2017	Downtown Plaza	\$1,650,000	\$25,922	\$1,624,078
5	2017	NW 14th Street Reconstruction East of Bendigo (Phase 1)	\$490,000	\$0	\$490,000
6	2018	NE 12th Street - Ballarat to Pickett	\$3,300,000	\$0	\$3,300,000
7	2018	Ballarat - 6th St to 12 th St	\$2,750,000	\$0	\$2,750,000
8	2019	East North Bend Way/SE Tanner Road/SE 140th St Intersection Reconfiguration	\$3,600,000	\$0	\$3,600,000
9	2019	Bendigo Blvd/4th St Intersection Reconfiguration - Roundabout	\$2,500,000	\$0	\$2,500,000
10	2019	468th Avenue SE at Middle Fork Road Roundabout	\$5,000,000	\$0	\$5,000,000
12	2020	North Bend Way at 436th Avenue SE Roundabout	\$2,241,569	\$0	\$2,241,569
13	2020	North Bend Way at SE Mount Si Road	\$2,241,569	\$0	\$2,241,569
14	2020	South Fork Avenue Extension - Bendigo to NBW/8th Street - Nintendo ByPass	\$4,540,000	\$0	\$4,540,000



17	2020	SE 20th Street Extension, Maloney Grove Road to 436th Ave SE	\$3,012,485	\$0	\$3,012,485
20	2021	Bendigo Traffic Reconfiguration (3rd to NBW)	\$97,074	\$0	\$97,074
21	2021	North Bend Way/Ballarat Traffic Signals	\$650,000	\$52,337	\$597,663
Total			\$34,922,697	\$78,259	\$34,844,438

CITY GROWTH EXPECTATIONS

The growth in the City of North Bend over the next 20 years was estimated from the City’s travel demand model. The total growth in PM Peak Hour trip ends was 2,445. Some of these trips are trips passing through the city on I-90, some begin in North Bend and end in other cities, some begin in other cities and end in North Bend, and some are completely internal to the City. The City expects to add about 1,200 new housing units and 720 new jobs over the next 20 years.

OPTIONS FOR CALCULATING IMPACT FEES AND THE RESULTANT COST PER TRIP

There are several different options available to the city for calculating impact fees.

In 2013, the City hired Henderson, Young & Company to conduct a transportation impact fee study. The methodology consisted of dividing the total cost of eligible projects by the total growth in trips ends (2,445 using the city’s travel demand model- see above). This resulted in an impact fee of \$8,977.52 per PM peak hour trip, which was later reduced to \$4,489.16 based on a review of project eligibility. Since then, the City has collected transportation impact fees (current balance is \$257,560), project costs have increased, and some new projects have been added to the list. Based on these updates and replicating the previous impact fee calculation method, the new impact fee rate is \$14,145.95 per PM peak hour trip end. The specific formula used to calculate this cost per trip is shown below.



Total Eligible Project Costs	\$ 34,844,438
Subtract Transportation Impact Fee Account Balance as of July 2015	- <u>\$257,560</u>
Total Impact Fee Cost	\$34,456,878

Divide by Growth in PM Peak Hour Trip Ends ÷ 2,445

Cost Per Trip End \$14,145.96

Another option is to replicate the method from the previous study, but eliminate the growth in through trips on I-90. These trips are not related to growth in the City, and they do not use City streets. Since this method reduces the number of trips, the rate would rise to \$19,900 per PM peak hour trip. This would be the highest impact fee in the state.

A third option is to use a methodology Fehr & Peers frequently applies to impact fee rate studies. This process uses a different method for calculating the growth in trip ends, as estimated by the Institute of Transportation Engineers (ITE) Trip Generation Manual, and deducts the portion of projects' capacity that is used by growth outside the City. This method would result in an impact fee of \$10,970 per PM peak hour trip.

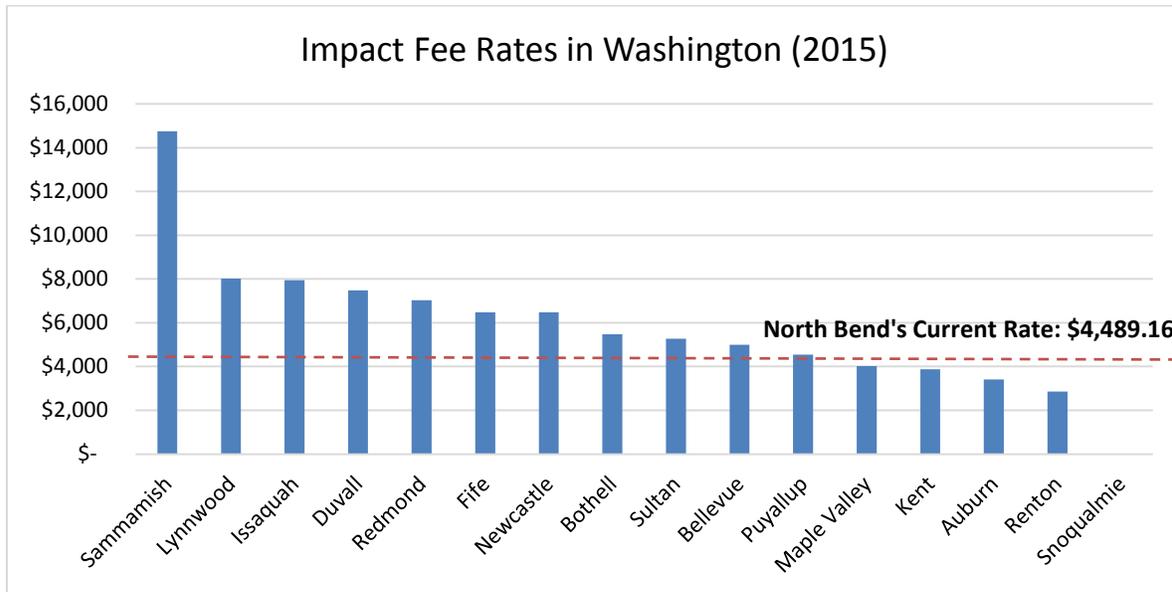
OPTION SELECTED

The City of North Bend decided to go with the first option in updating transportation impact fee rates. This methodology considers the City's current transportation impact fee balance and also takes into the account the increase in total transportation project costs since 2013. The resulting transportation impact fee is \$14,145.96 per PM peak hour trip for residential uses.



HOW THIS IMPACT FEE RATE COMPARES WITH OTHER COMMUNITIES

Table 2 shows the impact fees of other cities in Washington.



RATE SCHEDULE

Table 3 summarizes the proposed rate schedule, which applies the new \$14,145.96 PM peak hour trip rate and also incorporates trip rates from the 9th Edition of the ITE Trip Generation Manual. The rightmost column shows the City's current rate.



Table 3 – Proposed Impact Fee Rate Schedule

ITE Code	ITE Land Use Category	New Trip Rate	% New Trips (2)	Net New Trips Per Unit of Measure		Impact Fee Per Unit @ \$14,145.96 per PM Peak Hour Trip End		Previous Fee Schedule	
110	Light Industrial	0.97	100%	0.97	1,000 sq ft	\$13.72	per square foot	\$4.35	per square foot
140	Manufacturing	0.73	100%	0.73	1,000 sq ft	\$10.33	per square foot	\$3.28	per square foot
151	Mini-warehouse	0.26	75%	0.20	1,000 sq ft	\$2.76	per square foot	\$0.88	per square foot
210	Single family House	1.00	100%	1.00	dwelling	\$14,145.95	per dwelling unit	\$4,534.05	per dwelling unit
220	Apartment	0.62	100%	0.62	dwelling	\$8,770.49	per dwelling unit	\$2,783.28	per dwelling unit
230	Condominium	0.52	100%	0.52	dwelling	\$7,355.89	per dwelling unit	\$2,334.36	per dwelling unit
240	Mobile Home	0.59	100%	0.59	dwelling	\$8,346.11	per dwelling unit	\$2,648.60	per dwelling unit
251	Senior Housing - Detached	0.27	75%	0.20	dwelling	\$2,864.55	per dwelling unit	\$909.05	per dwelling unit
252	Senior Housing - Attached	0.25	75%	0.19	dwelling	\$2,652.37	per dwelling unit	\$538.70	per dwelling unit
253	Congregate care facility	0.17	75%	0.13	dwelling	\$1,803.61	per dwelling unit	\$572.37	per dwelling unit
254	Assisted living	0.22	75%	0.17	bed	\$2,334.08	per bed	\$740.71	per bed
310	Hotel	0.61	75%	0.46	room	\$6,471.77	per room	\$1,986.45	per room
320	Motel	0.47	75%	0.35	room	\$4,986.45	per room	\$1,582.43	per room
420	Marina	0.19	75%	0.14	berth	\$2,015.80	per boat berth	\$639.70	per boat berth
430	Golf course	0.30	75%	0.23	acre	\$3,182.84	per acre	\$1,010.06	per acre
440	Adult cabaret	38.67	75%	29.00	1,000 sq ft	\$410.27	per square foot	\$130.20	per square foot
441	Live Theater	0.02	75%	0.02	seat	\$212.19	per seat	\$67.34	per seat
443	Movie theater - no matinee	0.07	75%	0.05	seat	\$742.66	per seat	\$235.68	per seat
445	Multiplex movie theater	4.91	75%	3.68	1,000 sq ft	\$52.09	per square foot	\$12.79	per square foot
492	Health/Fitness Club	3.53	75%	2.65	1,000 sq ft	\$37.45	per square foot	\$11.89	per square foot
522	Middl/jr high school	1.21	75%	0.91	1,000 sq ft	\$12.84	per square foot	\$4.01	per square foot
530	High School	0.97	75%	0.73	1,000 sq ft	\$10.29	per square foot	\$3.27	per square foot
560	Church	0.55	75%	0.41	1,000 sq ft	\$5.84	per square foot	\$1.85	per square foot
565	Day care center	12.34	25%	3.09	1,000 sq ft	\$43.64	per square foot	\$13.98	per square foot
610	Hospital	0.93	75%	0.70	1,000 sq ft	\$9.87	per square foot	\$3.84	per square foot
620	Nursing home	0.22	75%	0.17	bed	\$2,334.08	per bed	\$740.71	per bed
710	General Office	1.49	100%	1.49	1,000 sq ft	\$21.08	per square foot	\$6.69	per square foot
720	Medical office	3.57	75%	2.68	1,000 sq ft	\$37.88	per square foot	\$11.65	per square foot
730	Government office	1.21	75%	0.91	1,000 sq ft	\$12.84	per square foot	\$4.07	per square foot
760	R&D center	1.07	100%	1.07	1,000 sq ft	\$15.14	per square foot	\$4.80	per square foot
812	Building materials &	4.49	75%	3.37	1,000 sq ft	\$47.64	per square foot	\$15.12	per square foot



ITE Code	ITE Land Use Category	New Trip Rate	% New Trips (2)	Net New Trips Per Unit of Measure		Impact Fee Per Unit @ \$14,145.96 per PM Peak Hour Trip End		Previous Fee Schedule	
	lumber								
814	Specialty retail	6.82	75%	5.12	1,000 sq ft	\$72.36	per square foot	\$9.12	per square foot
820	Shopping Center	3.71	43%	1.60	1,000 sq ft	\$22.57	per square foot	\$7.20	per square foot
850	Supermarket	9.48	34%	3.22	1,000 sq ft	\$45.60	per square foot	\$16.03	per square foot
851	Convenience market-24 hr	52.41	24%	12.58	1,000 sq ft	\$177.93	per square foot	\$56.47	per square foot
890	Furniture store	0.45	40%	0.18	1,000 sq ft	\$2.55	per square foot	\$0.81	per square foot
896	Video rental	13.60	20%	2.72	1,000 sq ft	\$38.48	per square foot	\$28.32	per square foot
911	Walk-in Bank	12.13	27%	3.28	1,000 sq ft	\$46.33	per square foot	\$14.70	per square foot
912	Drive-in Bank	24.30	27%	6.56	1,000 sq ft	\$92.81	per square foot	\$31.30	per square foot
931	Restaurant - quality	7.49	38%	2.85	1,000 sq ft	\$40.26	per square foot	\$12.78	per square foot
932	Restaurant: sit-down	9.85	37%	3.64	1,000 sq ft	\$51.55	per square foot	\$18.52	per square foot
933	Fast food, no drive-up	26.15	30%	7.85	1,000 sq ft	\$110.97	per square foot	\$35.22	per square foot
934	Fast food, w/ drive-up	32.65	30%	9.80	1,000 sq ft	\$138.56	per square foot	\$45.57	per square foot
936	Coffee/Donut no drive-up	40.75	30%	12.23	1,000 sq ft	\$172.93	per square foot	\$54.88	per square foot
937	Coffee/Donut w/ drive-up	40.75	30%	12.23	1,000 sq ft	\$172.93	per square foot	\$57.82	per square foot
943	Auto parts & service center	4.46	40%	1.78	1,000 sq ft	\$25.24	per square foot	\$8.01	per square foot
944	Gas station	13.87	14%	1.94	pump	\$27,468.61	per pump	\$8,717.04	per pump
947	Self-service car wash	5.54	14%	0.78	wash stall	\$10,971.60	per wash stall	\$3,481.79	per wash stall
948	Automated car wash	14.12	14%	1.98	1,000 sq ft	\$27.96	per square foot	\$48.71	per square foot (3)

1. ITE Trip Generation (9th Edition) (2012): 4-6 PM Peak Hour Trip Ends
2. Excludes pass-by trips: see "Trip Generation Handbook: An ITE Proposed Recommended Practice" (2001)
3. The previous rate study included an error in the rate for Automated Car Washes. If calculated properly, rate would have been \$7.32 per square foot.

City of North Bend 2016-2021 TIP PROJECTS

UPDATED JUNE 1, 2015

TIP projects to be CONSTRUCTED in 2015:
 Cedar Falls Way Sidewalk

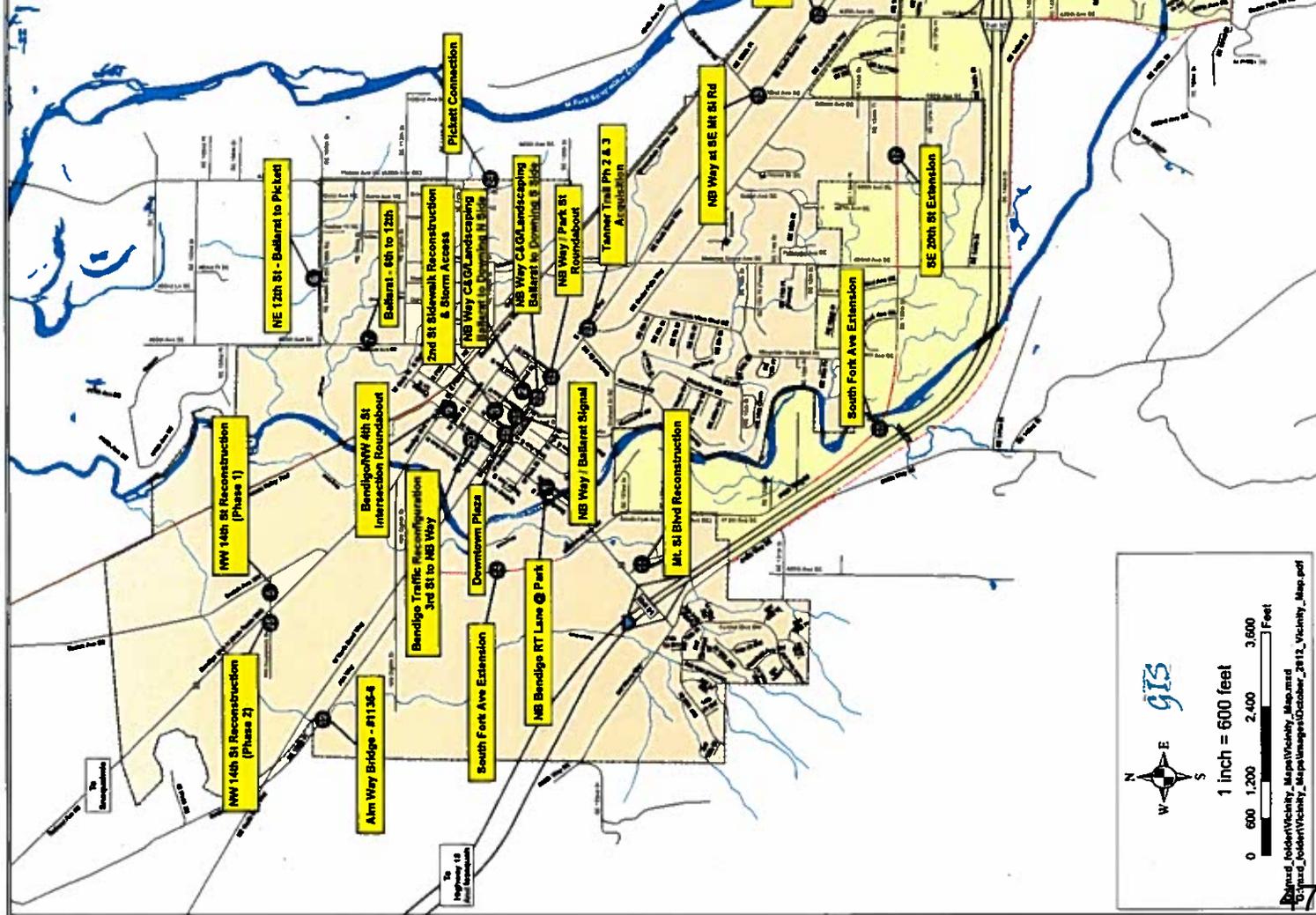
TIP projects ADDED in 2015:
 #5 - NW 14th St Reconstruction (Phase 1)
 #74 - Pickett Connection

Legend

- North Bend City Limits
- Urban Growth Area Limits
- Streets, Roads and Highways
- Interstate Freeway
- Creeks or Streams
- River, Lake or Pond

CITY WIDE TIP

25	2016-2021	Sidewalk Trip Hazard Elimination
27	2016-2021	Pavement Overlay Program
28	2016-2021	Chip Seal
29	2016-2021	Crack Seal
30	2016-2021	Alley Reconstruct & Paving - annual cost



GIS

1 inch = 600 feet

0 600 1,200 2,400 3,600 Feet

North Bend, Oregon
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City Council Agenda Bill

SUBJECT:	Agenda Date: August 18, 2015	AB15-087
Public Hearing and Ordinance Amending NBMC 17.38.120 Relating to Transportation Impact Fee & Amending Taxes, Rates & Fees Schedule	Department/Committee/Individual	
	Mayor Ken Hearing	
	City Administrator – Londi Lindell	
	City Attorney - Mike Kenyon	
	City Clerk – Susie Oppedal	
	Community & Economic Development – Gina Estep	
	Finance – Dawn Masko	
	Public Works – Mark Rigos	X
Cost Impact: N/A		
Fund Source: N/A		
Timeline: Immediate		
Attachments: Ordinance, Exhibit A - Henderson & Young Company 2013 TIF, Exhibit B - Fehr & Peers 2015 TIF Update Study & Exhibit C - 2016-2021 TIP Projects Vicinity Map Updated June 1, 2015		

SUMMARY STATEMENT:

I. Introduction:

City Council’s policy continues to be that growth should pay for growth. This is especially true for mitigating impacts and protecting public safety from increasing traffic due to growth and development. The Growth Management Act (GMA) of 1990 created RCW 82.02.050 through .090 which authorized local governments to charge impact fees consistent with Council policy so developers pay fees representing their proportionate share of the cost of facilities to serve such new growth and development.

II. TIF History:

North Bend Public Works Department’s 2015 Work Plan includes an evaluation of the Transportation Impact Fee (TIF). The current TIF is ~\$4,462 per Growth Trip, which is the same charge for a new (SFR) single family residence. It’s a one-time charge paid by new development to reimburse local governments for the capital cost of public facilities that are needed to serve new development and the people who occupy or use the new development. A brief history of the City of North Bend’s TIF is as follows.

1. Pre-2009, the City lacked a TIF.
2. 2009-2013, the City’s TIF was \$700 per new growth trip.
3. In 2013, the City contracted with Henderson, Young & Company to evaluate North Bend’s TIF. Initially, Randy Young from Henderson & Young recommended a new TIF of \$8,977.52 (see attached Henderson & Young Company 2013 TIF - Exhibit A). However, two large projects were removed from the TIF calculation {originates from 6-year TIP}, which subsequently lowered the TIF to \$4,489.16.
4. Based on an annual CPI Adjustment, the TIF was increased on January 1, 2015 to ~\$4,646.

III. Recent TIF Discussions:

City Council has discussed updating the TIF during the past 12 months. There are many transportation projects in the 6-year Transportation Improvement Program (TIP) (see Exhibit C- 2016-2021 TIP Projects Vicinity Map). The update of the TIF was discussed at the February 2015 City Council Retreat, July 28, 2015 City Council Work Study and less formally during several Transportation and Public Works Committee (TPW) meetings during the past several months.

1. Back in 2014, the TIF was briefly discussed at one or two Transportation and Public Works (TPW) Committee (TPW) meetings. TPW indicated they wanted staff to have the current TIF re-evaluated to insure growth was paying for growth.
2. During the City Council Retreat in February 2015, a TIF overview presentation was provided by

City Council Agenda Bill

Public Works Director Rigos to City Council. Council approved Rigos / staff to move forward with a TIF impact update.

3. In spring 2015, Mr. Rigos reached out to Randy Young, but Mr. Young was retiring in the next several weeks. In June 2015, the City contracted with Fehr & Peers (consultant) from Seattle to begin the TIF update. Don Samdahl and Kendra Breiland are the primary contacts with the consultant. The contract between the City and the consultant is for less than \$7,500.
4. Mr. Rigos reached out to Master Builders Association via email to MBA staff Alex Wilford and David Hoffman on Friday July 10, 2015. Additionally, Rigos emailed Hoffman on July 20, 2015. No response emails have been provided by MBA. Furthermore, Rigos left a voicemail with Hoffman on July 17, 2015, and a return phone call has not been received.
5. At the July 28, 2015 Council Work Study Council requested City staff move forward with the first TIF formula presented by the consultant.

IV. Three TIF Formulas Were Considered:

For North Bend's 6-year TIP list (recently approved for 2016-2021), the consultant and Rigos identified a project list (available upon request) of \$35 million in projects being eligible for inclusion into the TIF program calculation. The consultant evaluated potential fee structures in three ways:

1. The consultant replicated the 2013 Henderson & Young program formula with updated project costs and calculated the TIF to be approx. \$14,190 per growth trip. A second reason for the TIF increase is the substantial number of transportation projects that have been added to the 2016-2021 TIP since the 2013-2018 TIP was approved (for the 2013 TIF).
2. The consultant updated the 2013 formula with updated project costs as noted above, but excluded I-90 'thru-trips'. This approach increased the potential upper end of the TIF to approximately \$19,900 per growth trip.
3. The consultant updated the methodology to follow her company's typical formula calculation, which intentionally eliminates external 'trip ends'. That process resulted in a rate of \$10,970 per trip.

V. Commercial Development:

Council previously elected to provide exemptions for certain commercial development activities for broad public purposes pursuant to RCW 82.02.060(2). Council previously debated its goal of stimulating economic redevelopment of certain commercial zones including its historic downtown and accordingly provided varying degrees of exemptions from impact fee payment under Section 17.38.040. The attached Ordinance continues the reductions for restaurants (non-drive thru) or retail use in the Downtown commercial zone and other commercial zones at varying percentages. Accordingly, the proposed increase in the TIF should have little negative impact on future commercial development due to these reductions set forth in Section 17.38.040.

V. Required Public Hearing:

In order for the City to adopt a revised TIF, a public hearing must be held on the issue first. The public hearing is scheduled for August 18, 2015. The City Clerk provided the public notice for the hearing through typical advertisement channels.

City Council Agenda Bill

VI. Conclusion:

As discussed at the July 2015 Council Work Study, which was open to the public, Council’s favored approach is Formula 1, which does not intend to “re-invent the wheel” with respect to the calculation. The City North Bend has conducted extensive research documenting the procedures for measuring the impact of new developments on transportation facilities, and has prepared technical reports which serve as the basis for the actions taken by the Council; and such studies support the increased number of transportation capital projects and increased (design and construction) project costs to establish the TIF at \$14,145.96.

COMMITTEE REVIEW AND RECOMMENDATION: This matter was considered by a quorum of City Council during the July 28, 2015 Work Study and Formula #1 was recommended to move forward.

RECOMMENDED ACTION: **MOTION to approve AB15-087, an ordinance adopting an updated Transportation Impact Fee in the amount of \$14,145.96 per PM peak hour trip, as a first and final reading.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
August 18, 2015	Public Hearing Continued to 9/1/15 CC	7-0

Susie Oppedal

From: John Day <JDay@johndayhomes.com>
Sent: Thursday, August 20, 2015 12:45 PM
To: Londi Lindell
Subject: TIF

Londi,

I just wanted you to know that I feel like we have a very positive meeting with Mark this morning regarding the TIF and am hopeful that this is moving in the right direction. Thanks for your help.

John Day
President

John Day Homes Inc and Fury Site Works inc

425-531-0180



City Council Agenda Bill

SUBJECT:	Agenda Date: September 1, 2015	AB15-091
<p>Public Hearing and Motion Authorizing a Capacity Analysis Based on the Proposed Zoning Map for the 2015 Comprehensive Plan Update</p> <p>Cost Impact: N/A</p> <p>Fund Source: N/A</p> <p>Timeline: Immediate</p>	Department/Committee/Individual	
	Mayor Ken Hearing	
	City Administrator – Londi Lindell	
	City Attorney - Mike Kenyon	
	City Clerk – Susie Oppedal	
	Community & Economic Development – Jamie Burrell & Lynn Fredenburg	X
	Finance – Dawn Masko	
	Public Works – Mark Rigos	
Attachments: Zoning Map, Supplemental information of Zoning Designations, Public Comment, Public Hearing Notice		
<p>SUMMARY STATEMENT:</p> <p>The City is currently updating the Comprehensive Plan as required by the Growth Management Act (GMA) – Chapter 36.70A RCW. The Land Use Element of the Comprehensive Plan contains the Zoning and Land Use Designation maps, which establish the zoning and land use designations for all land use within the City and its Urban Growth Area (UGA). This Element also contains the Capacity Analysis for meeting growth targets based on the zoning.</p> <p>The zoning map attached to this agenda bill represents the Planning Commission recommendation and edits provided by the CED Council Committee and Council Workstudy. The amendments to the current zoning map based on the above referenced input are as follows:</p> <ol style="list-style-type: none"> 1. Parcels within the Limited Commercial Overlay District in the HDR zone, as shown on the current City of North Bend zoning map, are proposed to be re-designated from Residential to Commercial on the Comprehensive Plan Land Use Map, and re-zoned from High Density Residential to Downtown Commercial. 2. Parcels on 4th Street, as shown on the current City of North Bend zoning map as within the Neighborhood Business District, are proposed to be rezoned to Downtown Commercial (Comprehensive Plan designation to remain Commercial). 3. Parcels on SE Orchard Drive, including 1023089116 (vacant), 0923089046 (220 SE Orchard Dr.), and 1023089191 (240 SE Orchard Dr.), are proposed to be re-zoned from Low Density Residential to High Density Residential. (Comprehensive Plan designation to remain Residential.) 4. Parcels on the north side of North Bend Way between the entrance to Torguson Park and Thrasher Avenue NE are proposed to be re-zoned from Low Density Residential to High Density Residential, with application of a Limited Commercial Overlay District. (Comprehensive Plan designation to remain Residential.) 5. Certain parcels within the Neighborhood Business District between SE 140th and SE North Bend Way (except those fronting directly to SE North Bend Way) are proposed to be re-designated from Commercial to Residential on the Comprehensive Plan Land Use Map, and re-zoned from Neighborhood Business to Low Density Residential. 		

City Council Agenda Bill

6. Parcels 132308-9025, 132308-9053, 132308-9065 and 132308-9066 between SE 140th and SE North Bend Way are proposed to be re-designated from Business to Employment Park on the Comprehensive Plan Land Use Map, and re-zoned from Neighborhood Business to Employment Park 2.

7. Properties currently zoned Low Density Residential are proposed to be located within a new residential zone, *Constrained Residential (CLDR)*, with ½ acre minimum lot sizes. This includes:
 - Properties located on the east side of the South Fork Snoqualmie River where south of Cedar Falls Way, and on the west side of the South Fork Snoqualmie River where south of the Berry Estates neighborhood.
 - Properties to the northwest of the Exit 32 interchange.
 - Properties east of the Wood River neighborhood.
 - Properties along NW 14th Street off Bendigo Blvd North currently zoned LDR.

Prior to conducting the last round of Capacity Analysis, which is based on the zoning map, Staff is seeking final direction from Council to complete the Capacity Analysis based on the attached zoning map or as otherwise revised at tonight’s Council meeting.

COMMITTEE REVIEW AND RECOMMENDATION: CED Committee reviewed the proposed amendments at their June 10, 2015 meeting, following Planning Commission recommendation. City Council held a Special Workstudy on June 30, 2015 to discuss the element and recommended approval. CED Committee requested an additional meeting on this element which took place August 12, 2015 and they recommended the proposed Zoning Map.

RECOMMENDED ACTION: MOTION to approve AB15-091, providing staff direction to conduct a capacity analysis based on the proposed Zoning Map for the 2015 Comprehensive Plan Update.

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
September 1, 2015		

LAND USE AND ZONING DESIGNATIONS

How the City classifies uses of land within its incorporated boundary and its growth areas is important to the way the City will develop over the next twenty years. The present zoning code is designed to implement the principles of the *North Bend Vision Plan* by promoting neighborhoods that are pedestrian-scale, predominately residential areas with mixed commercial and residential uses permitted in the commercial and industrial core of the City.

A general description of the City of North Bend's zoning code classifications are provided in the following sections. The zones provide the direction necessary to fulfill the City's vision for greater choice and expanded opportunity for residents and businesses, while also allowing the City to meet the population, employment, and affordable housing targets mandated by Countywide Planning Policies.

E.1 Residential Land Use

Much of North Bend is identified as Residential Neighborhoods. Residential zones provide for both single-family and multi-family housing with a range of densities while also accommodating appropriately scaled commercial nodes within proximity to residential areas. Locating these uses in a "mixed-use core" within walking distance of the neighborhoods in a deliberate, pedestrian-scaled pattern, encourages people to walk and bicycle and makes for a safer and more vibrant neighborhood. New residential development is encouraged to evolve according to traditional settlement patterns, with higher densities concentrated in the "unconstrained" areas and the "mixed use core" area, and gradually diminishing at the neighborhood's edges. All residential zones (definitions below) create attractive and satisfying environments for family and household life, ensure adequate services are provided, and provide for public amenities such as passive and active recreation areas, open space, and trails, and promote the opportunity for area-wide coordination and continuity of pedestrian, bicycle, and greenbelt corridors. In addition, these zones promote a traditional neighborhood development pattern and scale which serves to maintain and enhance the existing character and pedestrian orientation.

Low-Density Residential (LDR)

Low-Density Residential designations provide for neighborhoods of predominately single-family structures at a maximum density of four dwelling units per acre. This zoning designation can accommodate for other uses that are compatible with single-family residences, including accessory dwelling units and some percentage of cottage housing within a planned neighborhood district.

Constrained Residential (CLDR)

Constrained Residential is a low density residential designation that is recognized for having development constraints, such as frequently flooded areas, geologically hazardous areas, river and stream corridors, channel migration areas, wetlands, and native wildlife and fish habitat. This zone also includes area zoned for larger lots intended to provide an additional mix of housing types and lots sizes catering to for the continuation of rural lifestyle. Density in this area is expected to reach a maximum of two dwelling units per acre. The CLDR area is currently located in floodplain and floodway areas adjacent to the South Fork of the Snoqualmie River.

Cottage Residential (CR)

Cottage Residential zoning designation provides for innovative housing types on smaller lot sizes with increased densities to create greater diversity for residents of North Bend. CR is comprised of predominately single-family smaller detached housing, though some attached housing is allowed.

High-Density Residential (HDR)

High-Density Residential zoning designations provides for attractive and satisfying pedestrian-friendly neighborhoods and/or areas of predominantly multi-family structures allowing for a mix of housing types, including affordable housing.

E.2 Parks, Open Space, and Public Facilities

Parks / Open Space or Public Facilities (POSPF)

The Parks Open Space or Public Facilities designation will include all public parks, schools and community facilities, as well as developed trails and other public recreational corridors and lands. Through the City's Parks and Open Space Element, property to be acquired for future parks or trails may be designated "future" Parks, Open Space, and Public Facilities. The "future" Park's designation may be applied without changing the underlying zoning.

The POSPF zoning may be segregated to distinguish lands designated primarily for parks and open space from lands designated primarily for public facilities. Agriculture, forestry, galleries, gardens and museums, cemeteries, as well as governmental offices are permitted.

E.3 Employment

Employment Park (EP-1 & EP-2)

The Employment Park designations include areas where the future employment growth for North Bend will occur. This designation provides for development of large and small business to meet the twenty-year job target identified for North Bend by the Growth Management Planning Council. An important consideration for the development regulations is the need for parcels of sufficient size, with few constraints, that can provide efficient use of land to meet job targets. Activities promoted in this designation could include indoor fabrication, research and development, finance and other service-related businesses, and distribution facilities. Typical heavier industrial uses will be accommodated here as well.

E.4 Commercial

Downtown Commercial (DC)

The Downtown Commercial designation will be the focus of services, entertainment, specialty retail, and mixed-use development. Development will be encouraged to conform to traditional northwest vernacular architecture and color palette, front onto streets, include pedestrian amenities, promote alternative transportation by providing bicycle racks and facilities, and develop shared parking facilities. Multi-storied development will be permitted to include residential and/or professional office uses above the street level. By promoting and enhancing commercial land uses within the historic, or traditional downtown area, redevelopment activities are encouraged which can prepare the North Bend downtown for the opportunities of the next century.

Interchange Commercial (IC)

The Interchange Commercial designation provides for business activities that typically serve the travel and tourist trade while also supplying goods and services in larger scale commercial development.

The Interchange Commercial zone provides for services to the traveling public, as well as larger scale commercial activities

Interchange Mixed-Use (IMU)

The Interchange Mixed-Use zoning designation provides a modified set of permitted “interchange commercial” activities to protect residential uses adjacent to Interchange Commercial zoning districts.

The Interchange Mixed-Use occurs where Interchange Commercial (IC) zoning is near residential (LDR, HDR) zoning. The purpose of this zoning is to provide a transitional zoning district to act as a buffer between Interchange Commercial and Residential zoning. The transitional area provides for a limited set of interchange commercial uses that are more compatible with adjacent residentially zoned parcels.

Neighborhood Business (NB)

The Neighborhood Business zone is a commercial zoning district intended to allow a variety of small-scale retail centers for shops providing goods to serve the everyday needs of the surrounding population, where mixed-use development can be encouraged.

North Bend City Council
PO Box 896
North Bend WA 98045

Comments regarding Amendments to Comprehensive Plan – for City Council meeting.

After attending the Comprehensive Plan Public Hearing of December 11th 2014, and listening to the commissions changes to the City of North Bend comprehensive plan and zoning maps. We are pleased with the direction that the planning commission has taken to propose the rezoning of a number of properties. We (Greg and Robert Bronemann) would like to comment on the rezoning of property on SE Orchard Drive (amendment 3). We are in favor of the zoning change to HDL and wanted to voice our opinion to City Council. We would have liked to see the property zoned HDL with commercial overlay. This would allow for retail on the bottom and residential above but since there is a height restriction in North Bend of 35 feet, this might be impractical. But that aside, it may allow for some small retail stores such as hiking or hiking food source grocery (energy bars, etc) since it is close to the hiking trails.

Sincerely,

Greg and Robert Bronemann



News Release
CITY OF MOUNTLAKE TERRACE
6100 219TH STREET SW, SUITE 200
MOUNTLAKE TERRACE, WASHINGTON 98043

FOR MORE INFORMATION CONTACT:

Interim Community and Economic Development Director Bill Trimm, (425) 744-6281

FOR IMMEDIATE RELEASE:

May 9, 2014

MLT Receives VISION 2040 Award for Arbor Village

MOUNTLAKE TERRACE — Mountlake Terrace's Arbor Village has been selected to receive a VISION 2040 award by the Puget Sound Regional Council (PSRC). "This is a very prestigious award from PSRC to the superb work being done by public and private organizations to achieve our region's growth, economic, and transportation strategy," said Interim Community and Economic Development Director Bill Trimm.

Arbor Village, built by the Abe family, is the first, large scale mixed use project to be developed in Mountlake Terrace's Town Center. Arbor Village is a catalyst project that implements the Town Center vision for a livable downtown that is compact, promotes housing choices, is walkable and transit oriented.

The Arbor Village project has been closely watched by area developers to determine if markets outside of the Seattle/Bellevue area are feasible for investment. Arbor Village, which opened in August 2013, is almost fully leased, and is having a positive effect in the city.

VISION 2040 awards are given each year by the Puget Sound Regional Council, the metropolitan agency that includes all cities and counties in the King-Snohomish-Pierce-Kitsap region. The awards are intended to recognize regional innovations in managing growth and sustaining quality of life.

"Mountlake Terrace's Arbor Village represents the renaissance of the city's Town Center, as it attracts new development and establishes a sense of place in the city," said Mayor Pro Tem Laura Sonmore.

Lynn Fredenburg

From: Tim Cowin <tim@tecrealestate.com>
Sent: Friday, August 21, 2015 1:03 PM
To: Lynn Fredenburg
Cc: Christina Cowin
Subject: Rezone Property North Bend - South Fork LLC

Follow Up Flag: Follow up
Flag Status: Flagged

Lynn,

How are you? I am a member of an LLC which owns property that is coming up for rezone. I received your notice concerning the September 1st public hearing for such. The property address is 12600 SE 412nd AVE, North Bend. I am confused on the proposed zoning designation for this property.

Take this as formal notice that South Fork LLC is requesting the zoning designation of this parcel to be "High Density" residential. If I am reading your letter correctly I think the City is recommending ½ acre lot minimum for the property or a "Low Density" residential zoning.

This is unacceptable to the LLC. The property is bordered to the north by a residential subdivision with lot sizes averaging less than 10,000 square feet which would be considered a medium density residential area. We are bordered to the west by the Safeway Plaza. We are less than ¼ mile from the I-90 interchange. This is a perfect property for a high density attached housing project or, low rise apartment structures similar to The Tanner Lane Apartments we are currently working on.

Please present this letter at the meeting on September 1st. I will be present also to make a presentation on behalf of this request.

Sincerely,

Timothy E. Cowin
Designated Broker
TEC Real Estate, Inc.
40 Lake Bellevue DR
Suite 245
Bellevue, WA 98005
Office: 425.373.9494
Cell: 425.766.9021
Fax: 425.644.8441

Ewing Stringfellow

P. O. Box 393 North Bend, WA 98045

Tel.: (206) 284-1170

Fax: (206) 301-9773

August 25, 2015

City of North Bend
P. O. Box 896 + faxed 425-888-5636
North Bend, WA 98045 425-891-6200

Subject: Parcel #: 102308-9112
Amendment to Comprehensive Plan
Public Hearing September 1, 2015

Attention: Honorable Mayor Kenneth Hearing and Council Members:

David Cook	Jonathan Rosen
Alan Gotheif	Jeanne Pettersen
Dee Williamson	Ross Loudenback
Ryan Kolodejchuk	

The captioned parcel should be Zoned Down Commercial for business use due to its location at the northwest corner of East North Bend Way and Thrasher Avenue NE.

In order to obtain this zone, before development is anticipated, we understand the City has a progression of land use zones to go through. The current proposed rezone of High Density Residential with application of a Limited Commercial Overlay District is, we believe, a progression step in the right direction as the City population increases and more businesses are warranted. We therefore concur with this zone before the City Council.

Sincerely,



Ewing Stringfellow

Lynn Fredenburg

From: Beki Gordon <thegordonfam@hotmail.com>
Sent: Tuesday, August 25, 2015 8:36 PM
To: Lynn Fredenburg
Subject: Come plan and Zoning map

Follow Up Flag: Follow up
Flag Status: Flagged

Please reconsider the zoning and allow residents to vote on this. North Bend is one of the last safe small towns, and we love it this way. Already older homes were demolished and their families displaced to make way for a Bartells when empty buildings and vacant lots sit idle in the Safeway complex.

When will North Bend city council see that we like this small rural feel, yet we are close distance to all the amenities that we desire in Issaquah and on the eastside? Why can't they understand residents don't want MORE housing, much less multi family housing? Please put a stop to this! We DO NOT want "high density" commercial in North Bend!!! When will the city council see that our town is already amazing and has so much going for it?

Keep our town small enough that we can still let our kids ride bikes to Scott's to get ice cream and walk to the movies. Please keep it rural so we can enjoy the unfiltered views of nature from our homes, please keep it sweet and innocent as this is our refuge from the city hustle and bustle.

Sent from my iPhone

Lynn Fredenburg

From: Pat Royce <patroyce@gmail.com>
Sent: Thursday, August 27, 2015 12:21 PM
To: Lynn Fredenburg
Subject: Fwd: Planning Meeting September 1 re: SE 140th Street Amendments

Follow Up Flag: Follow up
Flag Status: Flagged

Please excuse the errors in the earlier message. The second parcel is 132308-9068-00, the third parcel is 132308-9073-03. The corrected email should read:

Dear Ms. Fredenburg;

RE: Tax lots: 132308-9167-00, 132308-9068-00, and 132308-9073-03
street addresses: 45215 SE 140th ST., and 14002 SE 452nd AVE

I am unable to attend Tuesday evening's meeting as I am scheduled for surgery that day. I understand the proposed zoning change would restrict the use of my property to Residential use. This does not make sense to me given the industrial uses to which the adjacent property is being put and the fact that even in the Summer with the deciduous trees covered in leaves one can clearly hear the freeway from these parcels. I fear that the property would not attract anyone who would want to live in a home in the area. I believe that the best zoning for the property would be Neighborhood Business, or other Commercial designation to give a buffer to the Residential zoning to the East.

Thank you for hearing my concerns,

Susan Patricia (Pat) Royce
[360-312-0366](tel:360-312-0366)

----- Forwarded message -----

From: Pat Royce <patroyce@gmail.com>
Date: Thu, Aug 27, 2015 at 12:02 PM
Subject: Planning Meeting September 1 re: SE 140th Street Amendments
To: lfredenburg@northbendwa.gov

Dear Ms. Fredenburg;

RE: Tax lots: 132308-9167-00, 132308-9086-00, and 132308-9167-00
street addresses: 45215 SE 140th ST., and 14002 SE 452nd AVE

I am unable to attend Tuesday evening's meeting as I am scheduled for surgery that day. I understand the proposed zoning change would restrict the use of my property to Residential use. This does not make sense to me given the industrial uses to which the adjacent property is being put and the fact that even in the Summer with the deciduous trees covered in leaves one can clearly hear the freeway from these parcels. I fear that the property would not attract anyone who would want to live in a home in the area. I believe that the best zoning

for the property would be Neighborhood Business, or other Commercial designation to give a buffer to the Residential zoning to the East.

Thank you for hearing my concerns,

Susan Patricia (Pat) Royce
360-312-0366



NOTICE OF PUBLIC HEARING

Subject: Amendments to the Comprehensive Plan Land Use Map and Zoning Map

Public Hearing Date: September 1, 2015, 7pm, Mt Si Senior Center

Description of Proposal:

Amendments are proposed to the Comprehensive Plan Land Use Designation Map and North Bend Zoning Map affecting the following parcels as follows:

1. Parcels within the Limited Commercial Overlay District in the HDR zone, as shown on the current City of North Bend zoning map, are proposed to be re-designated from Residential to Commercial on the Comprehensive Plan Land Use Map, and re-zoned from High Density Residential to Downtown Commercial.
2. Parcels on 4th Street, as shown on the current City of North Bend zoning map as within the Neighborhood Business District, are proposed to be rezoned to Downtown Commercial (Comprehensive Plan designation to remain Commercial).
3. Parcels on SE Orchard Drive, including 1023089116 (vacant), 0923089046 (220 SE Orchard Dr.), and 1023089191 (240 SE Orchard Dr.), are proposed to be re-zoned from Low Density Residential to High Density Residential. (Comprehensive Plan designation to remain Residential.)
4. Parcels on the north side of North Bend Way between the entrance to Torguson Park and Thrasher Avenue NE are proposed to be re-zoned from Low Density Residential to High Density Residential, with application of a Limited Commercial Overlay District. (Comprehensive Plan designation to remain Residential.)
5. Certain parcels within the Neighborhood Business District between SE 140th and SE North Bend Way (except those fronting directly to SE North Bend Way) are proposed to be re-designated from Commercial to Residential on the Comprehensive Plan Land Use Map, and re-zoned from Neighborhood Business to Low Density Residential.
6. Parcels 132308-9025, 132308-9053, 132308-9065 and 132308-9066 between SE 140th and SE North Bend Way are proposed to be re-designated from Business to Employment Park on the Comprehensive Plan Land Use Map, and re-zoned from Neighborhood Business to Employment Park 2.
7. Properties currently zoned Low Density Residential are proposed to be located within a new residential zone, *Constrained Residential (CLDR)*, with ½ acre minimum lot sizes. This includes:
 - Properties located on the east side of the South Fork Snoqualmie River where south of Cedar Falls Way, and on the west side of the South Fork Snoqualmie River where south of the Berry Estates neighborhood.

City of North Bend Community & Economic Development
126 E. Fourth St., P.O. Box 896, North Bend, WA 98045 • Phone 425.888.5633 • Fax 425.888-5636 •
www.northbendwa.gov

- Properties to the northwest of the Exit 32 interchange.
- Properties east of the Wood River neighborhood.
- Properties along NW 14th Street off Bendigo Blvd North currently zoned LDR.

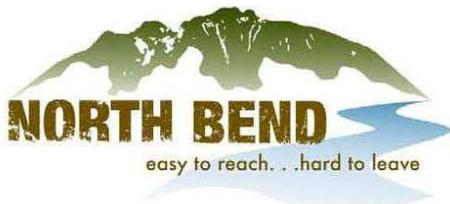
The draft map amendments, including maps depicting the above referenced areas, are available on the City's website under public notices.

Public Hearing:

On Tuesday, September 1, 2015, 7pm at the Mt Si Senior Center Conference Room (411 Main Avenue S.), the City Council will hold a public hearing to receive public comment on the amendments described above before making the final changes to the Land Use Element and Zoning Map.

For More Information or to Submit Comments:

Contact Lynn Fredenburg at the Community and Economic Development Department at (425) 888-7646, or via email to lfredenburg@northbendwa.gov. Email comments, or mail written comments to the North Bend Community and Economic Development Department, PO Box 896, North Bend, WA 98045. Written comments may be accepted until 4:30pm, Tuesday, September 1, or in person at the hearing. Comments submitted via email should include in the subject line, "Comp Plan and Zoning Map Amendments."



City Council Agenda Bill

SUBJECT:		Agenda Date: September 1, 2015		AB15-092	
Public Hearing and Ordinance Amending North Bend Municipal Code Chapter 18.34 Design Standards and Guidelines		Department/Committee/Individual			
		Mayor Ken Hearing			
		City Administrator – Londi Lindell			
		City Attorney - Mike Kenyon			
		City Clerk – Susie Oppedal			
		Community & Economic Development – Gina Estep			X
		Finance – Dawn Masko			
		Public Works – Mark Rigos			
Cost Impact: N/A					
Fund Source: N/A					
Timeline: Immediate					
Attachments: Ordinance , Exhibit A- Code Amendment, Public Hearing Notice					
<p>SUMMARY STATEMENT:</p> <p>Amendments are proposed to North Bend Municipal Code Chapter 18.34 Multifamily Design Standards. The City determined it was necessary to amend the Multifamily Design Standards in an effort to clarify and improve standards with the anticipation of additional growth in the near future.</p> <p>The Planning Commission staffed this topic in spring of 2014, making a recommendation on April 13, 2014. Due to priority of amendments and other workload, along with the major update to the Comprehensive Plan, this topic was put on hold. Subsequent to PC recommendation the CED Department recommends that all multifamily development be subject to these standards (no exemption for single stand-alone).</p>					
<p>COMMITTEE REVIEW AND RECOMMENDATION: The Community and Economic Development Committee reviewed the proposed amendments at their August 12, 2015 meeting and recommended approval with some minor amendments.</p>					
<p>RECOMMENDED ACTION: MOTION to approve AB15-092, an ordinance amending NBMC 18.34 relating to Design Standards and Guidelines, as a first and final reading.</p>					
RECORD OF COUNCIL ACTION					
<i>Meeting Date</i>		<i>Action</i>		<i>Vote</i>	
September 1, 2015					

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, AMENDING NORTH BEND MUNICIPAL CODE CHAPTER 18.34 RELATING TO DESIGN STANDARDS AND GUIDELINES, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, RCW 36.70.A.040 requires the City of North Bend to prepare a Comprehensive Land Use Plan under the Growth Management Act (GMA) and to implement the plan with development regulations, including the zoning code, which are consistent with the plan; and

WHEREAS, the City of North Bend provides regulations pertaining to the design of single family homes and cottages constructed within subdivisions, and all multifamily buildings, in North Bend Municipal Code Chapter 18.34; and

WHEREAS, said regulations are intended to ensure a livable community consistent with the goals of the City's Comprehensive Plan, which has specific direction concerning the aesthetic and functional character of the City; and

WHEREAS, RCW 36.70.A.130(4)(a) requires that the City's Comprehensive Plan and development regulations be subject to continuing review and evaluation by the City; and

WHEREAS, amendments to said regulations are necessary to address inconsistencies with other provisions of the Municipal Code, to eliminate regulations deemed unnecessary, and to clarify the language of ambiguous provisions; and

WHEREAS, amendments to said regulations have been provided to better mitigate the visual and functional impacts of multifamily buildings on surrounding development; and

WHEREAS, the City issued a State Environmental Policy Act (SEPA) Determination of Non-Significance (DNS) for the non-project amendments to NBMC Chapter 18.34 on February 12, 2014, and received no comments on the SEPA DNS; and

WHEREAS, the draft amendments were submitted to the Washington Department of Commerce for review on February 13, 2014; and

WHEREAS, the Planning Commission reviewed these amendments on February 13, 2014, February 27, 2014 and March 13, 2014 and conducted a public hearing on the amendments on February 27, 2014. No public comments were received and on March 13, 2014 the North Bend Planning Commission recommended approval of the NBMC amendments dated March 13, 2014; and

WHEREAS, pursuant to the procedures established in NBMC 20.08, notice of the public hearing and SEPA DNS was provided by publication of a legal notice in the Snoqualmie Valley Record, posting at the City’s four official posting locations, and posting of the hearing, SEPA DNS, and proposed amendment language on the City’s website and updated frequently; and

WHEREAS, the Council finds that the proposed NBMC amendments address and are consistent with the requirements of the Growth Management Act; and

WHEREAS, the Council finds that the City followed procedural requirements of NBMC Chapter 20.08 to notify and advertise amendments to the Code to the public and interested agencies, and the Planning Commission and City Council subsequently considered all written and verbal comments received during their respective processes;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The City Council adopts amendments to North Bend Municipal Code Chapter 18.34 as set forth in Exhibit A, attached hereto and incorporated herein.

Section 2. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be 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 3. Effective Date: This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 1ST DAY OF SEPTEMBER, 2015.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Kenneth G. Hearing, Mayor

Michael R. Kenyon, City Attorney

Published:
Effective:

ATTEST/AUTHENTICATED:

Susie Oppedal, City Clerk

**Chapter 18.34
DESIGN STANDARDS AND GUIDELINES**

Sections

- 18.34.010 Authority, purpose, and organization.
- 18.34.020 Users and implementation.
- 18.34.030 Applicability, exemptions, relation to other codes, and effect.
- 18.34.040 Procedural and submittal requirements.
- 18.34.050 Single family and cottage residential.
- 18.34.060 Multi-family residential.
- 18.34.070 Commercial, mixed-use and industrial buildings.
- 18.34.080 Historic buildings.
- 18.34.090 Related residential uses.

18.34.010 AUTHORITY, PURPOSE, AND ORGANIZATION.

A. Authority

These design standards and guidelines are established under the authority of the Washington State Constitution, Article XI, Section 11; Chapters 35.63, 35A.63 and 36.70A RCW. These state laws grant police powers to the City of North Bend to promote and protect the public health, safety, and welfare through a variety of land use planning and regulatory mechanisms, including design standards and guidelines.

B. Purpose

The design standards are a fundamental tool to focus on the quality of growth – to establish the physical environment, and in turn, shape the consequent, cultural, social, and economic place – the community – that North Bend can become. Communities throughout the Puget Sound region, and throughout the nation, have recognized that zoning, subdivision, and critical area regulations alone, nor cumulatively, do not achieve many of the qualitative growth and quality-of-life aspects that citizens so desire. In recent years, communities have turned to design standards as having a unique and critical role in shaping physical growth and development patterns. Unlike other codes, the design standards are comprehensive in their topic coverage, including principles that address architectural style and related matters, materials and color, building mass and scale, building orientation, site circulation, access and parking, and lot bulk and dimensional variation. Citizens have expressed the desire for a vibrant small city with dynamic and connected neighborhoods, greenbelts/pedestrian options, and architecturally appealing commercial centers that capitalize on North Bend’s unique locale. Both of these trends can be seen currently in North Bend. This is also envisioned by the City’s comprehensive plan, Resolution 639, and other policy documents, that are a concerted effort on the part of North Bend citizens, business owners, public officials, and city staff.

It is this unique combination of physical and qualitative development standards and principles that can successfully shape the future of North Bend. In addition, the following items provide the basis and applicability of this ordinance.

- i. Provide predictability of new design for citizens and users of the Design Standards and Guidelines;
- ii. Steward the natural and cultural resource heritage, including historic, visual and aesthetic qualities, that the City of North Bend and the Upper Snoqualmie Valley are richly endowed with;
- iii. Provide guidance to urban design decisions that will promote development of high environmental, visual, and aesthetic quality throughout the city, and avoid non-compatible, discordant, unsightly, and poor quality design;

- iv. Ensure that design matters are considered comprehensively, and not in isolation, on development projects;
- v. Encourage innovative and exemplary urban design and neo-traditional design and development appropriate to the North Bend context;
- vi. Use urban design as an important mechanism to achieve worthy environmental, economic, and social opportunities present in the community;
- vii. Make North Bend a more pedestrian-friendly, bicycle-friendly, and transit-friendly community with associated benefits while recognizing the role of the automobile for transportation needs;
- viii. Stimulate desirable economic development through quality design and construction;
- ix. Ensure that new development is made compatible with existing neighborhoods and areas, as appropriate to the aim of good urban design throughout the City.

C. Chapter
Organization

The design standards and guidelines are broken down into Commercial/Mixed-Use/Industrial, Single Family, Cottage, and Multi-Family.

The term “standards” or “guidelines” may be utilized throughout this document to refer to design standards and design guidelines. The effect of standards and guidelines is explained in NBMC [18.34.030\(D\)](#).

Cross-references are made between text sections and other North Bend codes where there is a directly related reference. Users must be aware that the standards are intended to work collectively to achieve overall purposes. In general, new residential and nonresidential development will need to be attentive to all applicable standards, as prescribed, depending on the specific type of development project.

18.34.020 USERS AND IMPLEMENTATION.

1. USERS

The standards will be used by the following parties. Users of this document are encouraged to review the City's Comprehensive Plan and Resolution 636 along with the City's Design Standards and Guidelines.

A. Property Owners|
Developers

The standards and guidelines acquaint property owners and developers with goals that the community has identified in planning and policy documents for the built and natural environment of their City.

B. Building Designers

The standards and guidelines will assist architects, landscape architects, and other designers of buildings and sites to know what is expected of their products

and what can make their designs consistent with North Bend's community design goals.

C. Project Neighbors
City Residents

Project neighbors and city residents will have the reassurance that new development will be held to a standard that is in line with their vision for the City of North Bend. Citizens will have more predictability regarding new development, including its fit to a site, to the neighborhood context, and to the community character.

D. City Staff
City Officials

In reviewing new development projects, city staff, city architects and city officials will rely on the standards and guidelines to help define design conditions that will be required for project approval.

2. IMPLEMENTATION

The standards will be implemented through public-sector, private-sector, and public sector-private sector initiatives.

A. Public Sector
Development

Public works projects and capital improvements such as streets, public buildings, infrastructure improvements, and public open space which are developed and built by the City with tax dollars can provide the catalyst for improved design quality and tie diverse areas of the City together.

B. Private Sector
Development

Developers will use the design standards to shape their projects to be consistent with the vision of the City reflected in the comprehensive plan, including the vision plan and Resolution 639, as well as these standards. Residential, commercial and industrial development will be built through private initiatives, but to the standards of the City.

C. Public-Private
Partnerships

Development of projects which may have public and private financing or share mutual elements will also implement the desired design quality. An example could be streets, built and paid for by the private sector, within a private residential or commercial development that are deeded back to the City for maintenance but developed to design standards. These streets provide access to development sites but also benefit the larger community by improved auto, pedestrian and bicycle access to other areas of the City. Another example is the use of impact fees – payments by the private sector to fund open space which is maintained by the City.

18.34.030 APPLICABILITY, EXEMPTIONS, RELATION TO OTHER CODES, AND EFFECT.

A. Applicability

As necessary, compliance with design standards is checked at both the conceptual land use approval stage and the building permit stage. The design standards apply to:

1. All new residential and nonresidential construction and exterior tenant improvements (TIs) that require a building permit under the International Building Code (IBC), except as noted under subsection B of this section must follow these standards and guidelines.
2. Exterior-only nonresidential building or structure tenant improvements that require a building permit, where such improvements equal or exceed 20 percent of the King County assessed valuation of a building or structure.
3. Exterior-only multifamily residential building or structure tenant improvements that require a building permit, where such improvements equal or exceed 20 percent of the assessed valuation of a building or structure.
4. In addition to building permits, design standards apply to site plan approvals that precede issuance of building- or construction-related permits. For example, the standards apply to parking and landscaping reviews, subdivisions, short subdivisions, binding site plans, development agreements, planned neighborhood districts, conditional use permits and variances. The degree of application depends on the specific land use action.
5. Clearing/grading permits. Where a clearing/grading permit is required, the clearing and grading plan shall be reviewed for compliance with applicable design standards.
6. Where any single development project element triggers the design standards, the standards apply to all project improvements proposed. The purpose of this provision is to ensure that development improvements properly complement and coordinate with one another.

B. Exemptions

1. All development that does not require a building permit under the International Building Code (IBC).
2. Developments listed as exempt from other construction permits (e.g., exempt from clearing and grading permit).
3. Interior-only tenant improvements.
4. Exterior tenant improvements that do not meet threshold guidelines noted in subsections (A)(2) and (A)(3) of this section.
5. Exterior tenant improvements that are "in-kind" maintenance and/or repair only.

6. Manufactured home design is regulated under NBMC Performance Standards, Table 18.10.050(1.12).

Applicants are encouraged to consult with city staff at the Pre Application Meeting or earlier to determine applicability and exemptions. In cases where these standards conflict with a concomitant or development agreement (existing at the time of adoption of these standards), the principles set forth in the concomitant or development agreement supersede these standards.

C. Deviation from Standards

An applicant may request a deviation from strict conformance to provisions of the design standards and guidelines set forth in NBMC 18.34.010 through 18.34.090.

In approving deviations from the standards, the Community and Economic Development Director shall prepare written findings that the proposed deviation is justified based on one of the following, and must find that the deviation is otherwise consistent with the purpose and intent of the provision from which the deviation is being sought, as well as the purpose and intent of the design standards and guidelines as a whole:

1. Site-specific limitations that prevent a building design from adhering to the design standards and guidelines;
2. The deviations better accommodate or improve the existing physical conditions of the subject property in the sole discretion of the Community and Economic Development Director; or
3. The deviations enable implementation of low-impact or sustainable design techniques that may not otherwise be possible under strict conformance to the design standards and guidelines.

D. Relation to Other Codes

The design standards supplement and/or complement the City's zoning code (this title), critical areas regulations (Chapters [14.05](#) through [14.12](#) NBMC), International Building Code (NBMC Title [15](#)), and other land use regulations.

Where design standards conflict with other land use regulations, or where uncertainty exists regarding the interpretation of the standards, respective provisions of NBMC [18.04.020](#), Conflicting regulations, and NBMC [18.04.030](#), Interpretation, shall apply.

and restrictions (i.e., CC&Rs). CC&Rs typically address any number of design-related matters, for example, building colors, roof materials, sign guidelines, or otherwise. CC&Rs for development projects shall not be inconsistent with the design standards. As part of City review, the CC&Rs for development projects shall be reviewed by the City for consistency with the design standards. Project-related permits shall not be issued where CC&Rs would be inconsistent with design standards.

E. Effect

The design standards and design guidelines carry the full effect of the police power to regulate the public health, safety, and welfare per enabling authority outlined in NBMC [18.34.010](#).

Design standards are obligatory and utilize the terms “shall,” “must,” “required” and like synonyms, as well as antonyms such as “prohibited” or “not allowed.” City staff and/or affected decision makers have authority to deny development projects where design standards are not followed.

Applicants are encouraged to follow design guidelines which utilize the terms “should,” “preferred,” “recommended” and like synonyms, as well as antonyms “discouraged,” “not preferred” and the like. City staff and/or affected decision makers shall not have authority to deny development projects where design guidelines are not summarily or cumulatively followed in a development project.

18.34.040 PROCEDURAL AND SUBMITTAL REQUIREMENTS.

A. Procedures

Compliance with applicable design standards is evaluated under the major permit or approval being sought. For example, to construct a commercial building, site plan approval and subsequent building permit is required. Applicable design standards are evaluated against the site plan. If approved, design-related conditions are part of the approval. Said design conditions are then tied to subsequent construction permits.

Regarding larger single-family subdivisions, design requirements related to the subdivision are reviewed with the plat; design requirements relating to variation in building elevations, and the requirement for porches are reviewed at the building permit stage.

The City reserves the right to utilize design consultants (e.g., architects, landscape architects, critical areas consultants, etc.) to review project submittals. Charges to retain said consultants are billed to project applicants under provisions of Chapter [20.09](#) NBMC.

B. Submittal Requirements

The North Bend Municipal Code identifies a set of complete application requirements for different development project types. Complete applications address written and graphic information that is required pursuant to project review in relation to the design standards. Development project types that engage the design standards include:

1. Site plans (unless exempt as identified in NBMC [18.34.030\(B\)](#));
2. Subdivisions (including plats and short plats);
3. Building permit application (some development projects do not engage any of the items in subsections (C)(1) and (C)(2) of this section, and design standards are reviewed as part of a building permit application);
4. Other construction-related permits (as an example, clearing and grading plans are reviewed against applicable design standards before a clearing/grading permit is issued).

All development project submittals are responsible to include written descriptions, scaled elevation plans and site plans, architectural drawings, renderings and or graphics, and material and color samples (as necessary). This information enables city staff to evaluate the project's compliance with design standards.

As previously indicated, compliance with design standards may be checked at the land use approval stage and the building permit stage.

18.34.050 SINGLE FAMILY AND COTTAGE RESIDENTIAL.

The following subsection of this chapter outlines the design standards and guidelines for single family and cottage homes over four units/lots. This subsection should also be read along with performance standards in NBMC 18.10.050 for associated cottage and single-family design standards. This subsection is organized as follows:

1. ARCHITECTURAL STYLE AND RELATED MATTERS
2. MATERIALS AND COLOR
3. BUILDING MASS AND SCALE
4. BUILDING ORIENTATION
5. SITE CIRCULATION, ACCESS AND PARKING
6. LOT BULK AND DIMENSIONAL VARIATION

1. ARCHITECTURAL STYLE AND RELATED MATTERS

The City of North Bend promotes a variation between homes through the use of quality materials and craftsmanship, regardless of style, in its residential development. An emphasis is placed on creating compact, pedestrian-oriented development and appealing neighborhoods for all to enjoy.

The following design standards provide guidance to help preserve, maintain, and enhance future residential construction.

A. Building Variation

Buildings shall vary, and in so doing provide a range of compatible styles, elevations, designs, home sizes, home prices, and neighborhood diversity.

<u># of Units/lots</u>	<u>Minimum # of Floor Plans</u>
16 or less	2
17 to 50	4
50 or more*	4

<u># of Units/lots</u>	<u>Minimum # of Elevation Plans</u>
16 or less	2 per floor plan
17 to 50	3 per floor plan
50 or more*	16

**Note: For 50 or more units/lots –4 floor plans and 4 elevations per floor plan or 16 elevations with more than 4 floor plans is acceptable.*

All homes as permitted in Table 18.10.030 using identical elevation plan and detail shall be separated by at least two homes with different elevations. Identical elevations may not be across the street from one another.

Where varying elevation is required, a minimum of 3 of the following variations must be utilized:

1. Differing window size, design and placement;
2. Differing porch or stoop size, design and placement;

3. Differing trim details -- Including accent trim and garage and entry doors;
4. Differing siding material, texture and appearance;
5. Differing facade modulation -- Including bays, projections, and recesses;
6. Differing roof form -- Including gable direction, projections, and pitch;

B. Building Entries

For single family developments a minimum of 70 percent of principal dwellings in subdivisions of over four lots shall have their front entrance articulated with a covered entry porch, covered stoop, or other similar feature integrated with the design of a home. Stoops may not constitute more than 20 percent of the 70 percent requirement. Porches and stoops shall constitute usable areas, not less than 80 sq. ft., with a minimum depth of six feet as measured at the porch or stoop floor from the wall of the house to the center of the supporting post or structure. Porches may wrap around front corners to the side of buildings, and should vary in size and type. In addition to the 70 percent porch/stoop requirement for homes on subdivisions over four lots, all other dwellings are encouraged to have a front porch or stoop as appropriate to their architectural design.

For Cottage Homes each unit shall include an attached front porch not less than 80 sq. ft. minimum, with a minimum depth of six feet.

C. Yard Space |
Balconies

See Single family and Cottage Performance Standards in NBMC.

D. Roof Type

Multiple gables (including stepped or opposing gables), hipped roofs, dormers, sheds, and other roof variations are encouraged as appropriate to architectural style.

Eaves and gables shall provide a minimum of 18" of overhang. Developments containing more than 50 units shall provide a minimum of two differing primary roof pitches for homes within the development (e.g., some homes with a primary pitch of 7:12, some homes with a primary pitch of 5:12). The difference in pitch shall be at least two feet for every 12 feet of run.

E. Window Types

Window types and window placement should be seen as an opportunity to provide interest and individuality amongst building facades, especially street-facing facades and those in public view.

To give dimension to building walls and to provide relief and shadow lines, all street-facing or street-visible windows and doors shall be trimmed a minimum of two inches in width, or be recessed from the face of the wall a minimum of two inches.

2. MATERIALS AND COLOR.

To obtain architectural integrity of new construction, natural building materials that are consistent with authentic architectural styles are encouraged. This is achieved through appropriate use of color to highlight and emphasize residential homes and features, and to discourage color monotony, especially in larger development projects.

A. Siding Materials

1. Narrower (e.g., six-inch exposure) machined (beveled or otherwise) clapboard siding is encouraged. Other appropriate materials may include cedar shakes, shingles, board and batten, and brick or stone. A combination of siding materials and embellishments can provide textural variety and visual interest to facades.
2. Due to its harmful environmental impacts and synthetic appearance, vinyl siding is prohibited.
3. Panel siding such as T1-11 and like materials may be utilized in limited accent fashion, not in widespread application.

B. Roof Materials

Where asphalt shingles are used, they shall be of an architectural grade (multiple shingle-style layers rather than flat three-tab) for better durability, as well as greater texture and shadow lines. Tile, slate, high quality asphalt, metal, cedar-shake roofs, and synthetic roof products resembling natural material are acceptable.

C. Building Colors

<u># of Units</u>	<u>Minimum Color Variation</u>
4 to 16	4 colors
17 to 50	8 colors
50 units or more	12 colors

A varied range of exterior residential building colors is required for new residential buildings. Color variation shall apply to building façade and trim. Singular trim color throughout a development is discouraged. The palette of exterior colors to be used within the development shall be provided to the Community and Economic Development Department prior to the issuance of the first building permit within the development for demonstrating conformance to these standards.

Continual or predominant use of monotone colors (e.g., similar beige or gray tones) on new dwellings is not acceptable. Darker, natural-tone colors are encouraged, to better blend with North Bend’s natural surroundings.

3. BUILDING MASS | SCALE

To ensure that residential building mass and scale is appropriate to North Bend’s small city context and is human in scale.

Articulation and/or modulation of primary facades and facades in public view shall be used to break up building mass and scale. Unmodulated primary and publicly viewable (street-facing) facades should not extend more than approximately 30 feet. Modulation should be sufficient to break up wall planes. Roofline articulation should also be utilized, and can be accomplished with multi-gabled roofs, stepped roofs, or otherwise.

Facade and roofline articulation should be complemented with other architectural features as appropriate to architectural style, including variation in building materials; variation in fenestration; variation in building color; and elements like porches, chimneys, and finer details.

4. BUILDING ORIENTATION

To ensure that buildings relate to the public street, provide pedestrian orientation, and integrate well with surrounding neighborhoods and development.

Fences constructed between the front of the building and the public street shall be limited to four feet in height to maintain orientation of the building to the public street.

The front door shall face the street or common open space area.

5. SITE CIRCULATION, ACCESS AND PARKING

The following width limitations are required to minimize disruption of vehicular access on the sidewalk and streetscape.

A. Garage Setbacks

For single family homes, a minimum of 50 percent of the units within any subdivision or binding site plan shall set back the garage from the front wall of the home a minimum of 5 feet. The remaining 50 percent of the units may contain a garage flush with the front wall of the home, provided a porch of not less than 80sq.ft. is provided.

Within Cottage Residential zones (CR), all garages shall be set back minimum 5 feet from the front wall of the home and shall occupy no more than 50 percent of the width of the street facing façade of the home.

B. Driveway Widths

Within Low Density zones (LDR) Driveway crossings at the sidewalk and/or public street (not including alleys) shall be no greater than 20 feet in width for front-loaded double or triple bay garages, and no greater than 16 feet for front-accessed side-loaded garages.

C. Sidewalk Access

See Single-Family and Cottage Performance Standards in NBMC.

6. LOT BULK AND DIMENSIONAL VARIATION

To provide design interest and prevent monotony of subdivision designs and building layout, a variety of housing size and a style options shall be developed within neighborhood and throughout the City of North Bend.

1. Homes shall be sited with front yard setbacks in proportion to one another forming a build-to line, generally not varying more than 5 feet from one another, unless necessary due to topography, lot shape, or road curvature.
2. To break up visual monotony on a straight street, no more than four homes in a row shall be sited at the same front-yard setback.

18.34.060 MULTI-FAMILY RESIDENTIAL.

The following subsection of this chapter outlines the design standards and guidelines for multi-family buildings. This subsection should also be read along with performance standards in NBMC 18.10.050 for associated design standards. This subsection is organized as follows:

1. ARCHITECTURAL STYLE AND RELATED MATTERS
2. MATERIALS AND COLOR
3. BUILDING MASS AND SCALE
4. BUILDING ORIENTATION
5. SITE CIRCULATION, ACCESS AND PARKING
6. LOT BULK AND DIMENSIONAL VARIATION

1. ARCHITECTURAL STYLE

The City of North Bend promotes a variation between homes through the use of quality materials and craftsmanship, regardless of style, in its residential development. An emphasis is placed on creating compact, pedestrian-oriented development and appealing neighborhoods for all to enjoy.

The following design standards provide guidance to help preserve, maintain, and enhance future residential construction.

A. Building Variation

Buildings shall vary, and in so doing provide a range of compatible styles, elevations, designs, home sizes, home prices, and neighborhood diversity.

<u># of Buildings</u>	<u>Minimum # of Building Type</u>	<u>Minimum # of Elevations</u>
2 to 3	1	2
6 or more	2	2

Where varying elevation is required, a differing roof form including gable direction, projections, and pitch, is required. In addition to a minimum of three of the following variations must be employed to be considered a separate elevation for a given floor plan.

1. Differing window size, design and placement;
2. Differing porch or stoop size, design and placement;
3. Differing trim details (including accent trim and garage and entry doors);
4. Differing siding material, texture and appearance;
5. Differing facade modulation (including bays, projections, and recesses);

All Multifamily buildings of identical elevation may not be located adjacent to or across the street from one another, nor be over-utilized in a larger multi-family project.

B. Building Entries

Each building shall provide a primary pedestrian entrance, located on the front side of the building. Primary pedestrian entrances that serve ground floor dwelling units shall be distinguished by means of a covered porch or stoop.

Primary pedestrian entrances may either serve individual dwelling units or a number of dwelling units in common.

A walkway made of concrete, unit pavers, or brick, with a minimum width of 5 feet, shall directly connect primary pedestrian entrances with the nearest sidewalk.

All exterior doorways shall be trimmed with visible architectural detail, with a total minimum width of 3.5 inches.

Exterior stairs facing primary circulation routes must be designed to blend with the structure. A maximum of one flight of stairs per building may be located on the side of a building facing the street. In no case shall exterior stairs project more than five feet from the face of the building nor shall the risers of a projecting portion of the stairs be visible from the street.

C. Yard Space |
Balconies

A portion of individual multi-family rear yard space should be improved, for example, with a patio or deck. Where townhouse-style designs are not utilized and individual exterior yard space is not available, upper floor balconies of usable area (e.g., five-foot width by eight-foot depth) shall be provided for respective units.

D. Roof Type

<u># of Units</u>	<u>Minimum Eaves Width</u>
<i>Under 4</i>	18"
<i>4 or more</i>	24"

Continuous rooflines shall be articulated with dormers, significant gables, or ridge line offsets a minimum of 2' every 50 lineal feet.

Primary roof pitches may be a minimum of 4:12. When the minimum pitch is being used, the roofline and building elevations shall be broken with gables, with a roof width of 4:12 and greater to add architectural variety.

Building eaves shall be used to create architectural interest through shadow lines and design variety. The size of over hangs and architectural detailing shall be appropriate to the overall architectural style of the building. Eaves on roofs of 6:12 pitch or lower shall have a minimum depth of 24" --Generous overhangs are encouraged.

To ensure that larger pieces of mechanical equipment are visually unobtrusive, rooftop mechanical equipment shall be concealed by and integrated into the roof form of the building.

Except for solar panels, to the degree practical, vent stacks, metal chimneys, and pipes shall be clustered to avoid rooftop clutter, and where practical located on the roof slope facing away from public streets. Solar panels to the extent possible shall lay flush with the roof line.

E. Window Types

Window types and window placement should be seen as an opportunity to provide interest and individuality amongst building facades, especially street-facing facades and those in public view.

A minimum of 20% of front façades (as measured between the top and bottom plate) shall be glazed.

All windows shall be trimmed on all sides. Total trim width shall be a minimum of 3.5 inches. Such trim should provide a color appropriate to the exterior color of the building.

2. MATERIALS AND COLOR

To obtain architectural integrity of new construction, natural building materials that are consistent with authentic architectural styles are encouraged. This is achieved through appropriate use of color to highlight and emphasize residential homes and features, and to discourage color monotony, especially in larger development projects.

A. Siding Materials

1. Narrower (e.g., six-inch exposure) machined (beveled or otherwise) clapboard siding is encouraged. Clapboards may be complemented with cedar shakes, shingles, board and batten, and architectural grade brick or stone accents as appropriate. A combination of siding materials and embellishments can provide textural variety and visual interest to facades.
2. Due to its harmful environmental impacts and synthetic appearance, vinyl siding is prohibited.
3. Panel siding such as T1-11 and like materials may be utilized in limited accent fashion, not in widespread application.

B. Roof Materials

Where asphalt shingles are used, they shall be of an architectural grade (multiple shingle-style layers rather than flat three-tab) for better durability, as well as greater texture and shadow lines. Tile, slate, high quality asphalt, metal, cedar-shake roofs, and synthetic roof products resembling natural material are acceptable.

C. Building Colors

A complementary palette of colors and materials shall be used with individual projects and buildings. Colors and materials selected shall provide variety, while at the same time maintaining unity within a project and compatibility with the residential character of North Bend. Color variation shall apply to building façade and Trim. Singular trim color throughout a development is discouraged.

3. BUILDING MASS AND SCALE

To ensure that residential building mass and scale is appropriate to North Bend’s small city context and is human in scale.

Articulation and/or modulation of primary facades and facades in public view shall be used to break up building mass and scale. Unmodulated primary and publicly viewable facades should not extend more than 30 feet. Modulation should be sufficient to break up wall planes. Roofline articulation should also be utilized, and can be accomplished with multigabled roofs, stepped roofs, or otherwise.

Facade and roofline articulation should be complemented with other architectural features as appropriate to architectural style, including variation in building materials; variation in fenestration; variation in building color; and elements like porches, chimneys, and finer details.

Building location on a lot, including subtle variations in front yard and side yard setbacks, should be utilized to reduce building mass and bulk, especially on larger development projects (see also NBMC [18.34.110](#)). For example, front yard setbacks might vary by five feet (see also NBMC [18.34.110\(B\)\(1\)](#)).

In the CR district, multi-family dwellings permitted through a PND approval are limited to up to four units in size. Where permitted in other districts (e.g., HDR, DC, NB), individual multi-family buildings shall not exceed 10 units in size.

All structures shall have a maximum building height of 35’. A mix of density and building types is encouraged, but in no case shall individual buildings contain over 10 dwelling units.

4. BUILDING ORIENTATION

To ensure that buildings relate to the public street, provide pedestrian orientation, and integrate well with surrounding neighborhoods and development.

Fences constructed between the front of the building and the public street shall be limited to four feet in height to maintain orientation of the building to the public street.

Primary pedestrian entrances shall face either a public street, an internal circulation route with sidewalks consistent with this chapter, or open space.

The fronts and rears of buildings shall not face each other. This requirement may be waived for individual buildings, where there is no other practical way to provide access given the parameters.

5. SITE CIRCULATION, ACCSS AND PARKING

The following width limitations are required to minimize disruption of vehicular access on the sidewalk and streetscape

- A. Parking, Garages |
Carpools | Surface

Parking (both garages/carports and surface parking) shall be located to the side or rear of the building, away from the public street. Side yard parking, including garages/carports or surface parking areas, is limited to not more than 35 percent of lot width for multi-family buildings. Detached garages and carports for multi-family buildings shall be compatible with design of the main building.

Primary residential parking areas shall not front on public streets or internal circulation routes. Except for single units above garages; off-street parking (both surface and garages) shall be located to the side or rear of buildings where fronting public streets.

Where a driveway or alley connects to a primary circulation route, parking served by the driveway or alley shall trigger landscaping at entrance.

Surface parking areas shall be limited to a maximum of 8 stalls in any one location.

Open surface parking areas at the rear of buildings shall include landscape screens to buffer parking areas from adjacent residential development.

B. Driveway Widths

When Possible minimize driveways or curb cuts, so as to not disturb the movement of pedestrians, and thereby minimize streetscape impact.

Driveway crossings are to be no wider than 20'

No driveways serving individual dwelling units shall be allowed from primary or internal circulation routes constructed as public streets.

Exceptions: The City may impose additional restrictions to parking area and vehicle access point locations to reduce impacts to public safety, pedestrian movement, or on-street vehicle circulation. The City may allow additional entrances or vehicle access lanes if other compelling site planning reasons outweigh the impact of an increased number of sidewalk crossings.

C. Sidewalk Access

A continuous sidewalk a minimum of five feet in width shall connect all multifamily homes directly to the public sidewalk, rather than relying on access via an internal drive lane.

Pedestrian access shall be provided in accordance with the Americans with Disabilities Act.

Pedestrian access shall be provided from the main street off of which the parcel is located. Where a project fronts two streets, access shall be provided from both streets.

Pedestrian connections shall be provided from housing areas to adjacent open space and park areas.

On-site pedestrian circulation routes shall be shown on site plans. Pedestrian pathways are to be integrated with required on-site landscaping, including parking areas.

6. LOT BULK AND DIMENSIONAL VARIATION

To provide design interest and prevent monotony of subdivision designs and building layout, a variety of housing size and a style options shall be developed within neighborhood and throughout the City of North Bend.

Buildings that are part of a complex of three or more buildings should use variable lot sizes, variable front yard setbacks, and side yard setbacks, as appropriate, for design interest.

18.34.070 COMMERCIAL, MIXED-USE AND INDUSTRIAL DESIGN STANDARDS AND GUIDELINES.

All commercial, mixed-use and industrial development shall comply with the City of North Bend Commercial/Mixed-Use/Industrial Design Standards and Guidelines dated May 2010, which are hereby adopted by reference, and any properly adopted amendments thereto. A copy of the current version of such guidelines shall be on file with the City of North Bend community and economic development department and with the city clerk. The City of North Bend Commercial/Mixed-Use/Industrial Design Standards and Guidelines shall be considered a part of this chapter as if fully set forth herein.

18.34.180 HISTORIC BUILDINGS.

1. HISTORIC RESIDENTIAL AND NON-RESIDENTIAL BUILDINGS

To recognize designated historic buildings as significant community assets and to promote the preservation, rehabilitation and/or restoration of the original architectural form, composition, scale, elements, and details of historic residential and non-residential buildings.

A. Design Standards

The rehabilitation of historic buildings is encouraged. Prior alterations to historic buildings that are compatible with the historic architectural character may be preserved or restored. Rehabilitation and restoration projects should preserve the distinctive architectural character and material qualities of the building.

Staff and/or resources of the Snoqualmie Valley Historical Museum and the King County Cultural Resources Office, as well as other sources and experts, are resources that should be consulted for technical and financial assistance related to historic resources and development adjacent or near to historic buildings or districts.

Additions to historic buildings should be limited, and located as inconspicuously as possible (e.g., to the rear of buildings). Where made, additions shall be compatible with the original architectural style and features of the building.

Infill development proximate to historic buildings should be compatible with the scale, architectural qualities, and traditional uses of these resources.

The Secretary of the Interior's Standards for the Treatment of Historic Properties (1995) shall be additionally utilized for guiding the preservation, rehabilitation and restoration of historic buildings. A copy of the S.O.I. standards is available from the department of community services

18.34.190 RELATED RESIDENTIAL USES.

A. Related Residential Uses

Applies to new construction and/or new use of buildings.

Where permitted, bed and breakfast establishments, boarding houses, childcare/day care facilities, adult family homes, home occupations, or other permitted business uses occurring in a single family or multi-family dwelling shall maintain the appearance of a single-family or multi-family residence. Permitted signage for related residential uses is addressed in Chapter [18.20](#) NBMC.

Parking beyond that required for the principal tenants of the above-mentioned uses shall be located strictly in side yard or rear yard areas and screened by a fence or other sight-obscuring vegetation; provided, that on-street parking may partially satisfy space requirements.

B. Accessory Dwelling Units

If an ADU extends beyond the footprint of the principal SF dwelling, it must be consistent with the architectural style, materials, and color(s) of the principal residence.

Detached ADUs shall not be higher than the principal SF structure.

C. Accessory Structures

In SF and MF buildings, individual or common mechanical or other equipment and accessory structures shall be located and visually screened and operated so as not to have adverse visual impacts or create noise disturbances.

¹ Code reviser's note: Ordinance 1420 adds the provisions of this section as Section [18.34.090](#). The section has been editorially renumbered to prevent duplication of numbering.



NOTICE OF PUBLIC HEARING

Project Name: Proposed amendments to North Bend Municipal Code
NBMC 18.34, Design Standards and Guidelines

Notice of Hearing:	August 19, 2015
Public Hearing Date:	September 1, 2015
Applicant:	City of North Bend
Location:	City wide.

Description of Proposal:

The City’s residential design standards are being updated to better address multifamily housing design, and more clearly distinguish which design standards apply to single family, cottage, and multifamily housing. The language of the amendments is available on the City’s website under public notices.

Public Hearing:

On Tuesday, September 1st, 2015 7pm at the Mt. Si Senior Center (411 Main Avenue S), the City Council will hold a public hearing to receive comment on the amendments described above. Written comments may be accepted until 4:30pm, Tuesday, September 1st, or in person at the hearing. Email or deliver comments to the contact below.

Responsible Official:

Gina Estep, Community and Economic Development Director

Threshold Determination: SEPA DNS

The City of North Bend (lead agency for this proposal) determined on February 12, 2014 that this proposal does not have a probable significant adverse impact on the environment that cannot be mitigated through compliance with the conditions of the North Bend Municipal Code and other applicable regulations. The North Bend Planning Commission also held a Public Hearing on this amendment February 27, 2014.

For More Information:

Please contact Senior Planner Jamie Burrell at the Community and Economic Development Department at (425) 888-7642 or via email to jburrell@northbendwa.gov. Email or mail written comments for either the DNS or the Public Hearing to the North Bend Community and Economic Development Department, PO Box 896, North Bend, WA 98045.



City Council Agenda Bill

SUBJECT:	Agenda Date: September 1, 2015	AB15-093
A Motion Authorizing a Contract with Tetra Tech to Create a Sewer Comprehensive Plan, Capital Facilities Plan, and Perform a Sewer Rate Study	Department/Committee/Individual	
	Mayor Ken Hearing	
	City Administrator – Londi Lindell	
	City Attorney - Mike Kenyon	
	City Clerk – Susie Oppedal	
	Community & Economic Development – Gina Estep	
	Finance – Dawn Masko	
	Public Works – Mark Rigos, P.E.	X
Cost Impact: \$382,487		
Fund Source: Sewer Operating Fund		
Timeline: Immediate		

Attachments: Exhibit A (Contract with Work Scope and Fee Estimate)

SUMMARY STATEMENT:

Existing Condition of WWTP

Over the last few years, Council has authorized significant improvements to the City’s Wastewater Treatment WWTP (WWTP) in an effort to respond to operational issues which have arisen due to the age and condition of the WWTP. The original WWTP was constructed in the 1950s and has been added to, expanded and repaired since its original construction. Council has directed staff to implement a plan to insure that Council’s second priority of government “maintaining basic infrastructure” is advanced.

Sewer Comprehensive Plan, Facilities Plan & Rate Study

State law requires that the City of North Bend prepare planning documents at least every six years to determine what capital facilities are required to deliver services and how a City will fund such capital facilities. See Chapter 36.70A RCW. Further, the City is regulated under the Federal Clean Water Act and the National Pollutant Discharge Elimination System (NPDES) permit program which controls water pollution by regulating point sources that discharge into any waters of the United States. The Washington State Department of Ecology regulates our NPDES permit for our WWTP and requires certain planning documents exist in order for the City to be compliant with the foregoing regulations including a Sewer Comprehensive Plan and a Capital Facilities Plan. In order to increase sewer connection fees or rates, the City must have a rational basis to establish the basis for the fees and conducting a sewer rate study is the method used to adjust such fees and/or rates.

In order for staff to implement a plan for the City’s future on WWTP operations and be proactive and not merely reactive to problems at the WWTP, it is imperative that we fully evaluate our current WWTP’s condition and consider alternatives. Alternatives may include a total reconstruction of the WWTP at the current location, an expansion and reconstruction of only those facilities requiring such reconstruction, a new WWTP at an alternative location and a possible regional model involving the City of Snoqualmie and/or the Snoqualmie Tribe. Further, the WWTP will likely be nearing its current rated and permitted capacity within the next five years. A study is needed to determine the capacity of our existing WWTP and determine what improvements are needed to provide new capacity for growth. This study allows the City to allocate the costs to such new growth. Prior to constructing modifications to the WWTP, state law requires that a sewer comprehensive plan and capital facilities plan be prepared by the City and approved by the Washington State Department of Ecology (DOE). The most recent Comprehensive Plan was completed in 2001 (“2001 Plan”), is outdated and does not include any of the improvements made since 2001 such as the ULID #6 sewer, the new headworks, the new brush aerators on the oxidation ditch, the new solids disposal system, and other projects completed this year.

City Council Agenda Bill

The City also has a compelling interest to insure that the City's connection fee (GFC fee) authorized under state law satisfies Council goal that "growth pay for growth". Due to the age of the City's prior rate study and the City's 2001 Plan, we believe the GFC fee being paid by new housing units to connect to our sewer system may not accurately reflect their fair share of capital costs associated with providing these housing units sewer capacity. Accordingly, the proposed scope of work provides for a fast track Sewer Rate Study in order to implement modifications to insure that this fee protects existing ratepayers from subsidizing developers who are constructing homes in North Bend.

In order to seek grants and plan future capital improvements to the WWTP, the City requires a Wastewater Facilities Plan which will provide preliminary designs on new capital improvements to the WWTP.

Advertisement – Request for Qualifications

On April 29, 2015 the City advertised a Request for Qualifications (RFQ) in the Daily Journal of Commerce for consultants to develop a Sewer Comprehensive Plan, Wastewater Facilities Plan, and Sewer Rate Study for the City's sewer system. Five consultants responded to the RFQ and their Statements of Qualifications (SOQs) were scored by a panel consisting of Mark Rigos, Don DeBerg, Mark Fogle, and Carrie Lee. The top three consultants were then interviewed and ranked with Tetra Tech ranked number 1, Gray & Osborne ranked number 2, and CH2M ranked number 3. State law requires that the City select the consultant based only upon qualifications and without consideration of price. Once selected, the City may enter into negotiations with the highest ranked consultant.

Selection of Tetra Tech

Tetra Tech showed a strong understanding of the existing WWTP and the challenges it faces in the coming years with the current growth rate, temperature restrictions on the South Fork of the Snoqualmie River, and the challenges faced by small treatment plants, in general. Accordingly, the City's team selected Tetra Tech and contract negotiations began in July, 2015. Tetra Tech's initial proposal to perform the base scope of work (sewer comprehensive plan, facilities plan and rate study) was \$460,806 and the fee to perform this work and a regional plant assessment was \$703,301. These amounts were unacceptable to the City so negotiations continued.

The final work scope is attached and the fee estimate has been reduced to \$382,487 which includes the base scope of work and a one day workshop with the City of Snoqualmie and the Snoqualmie Tribe to discuss and analyze a regional model. The City checked with five other cities who contracted with consultants and paid a fee to have these plans and rate studies prepared. Tetra Tech's reduced fee estimate is consistent with industry standard for similar plans prepared for other sewer purveyors of similar size and complexity.

Scope of Work

The planning process will include condition assessments of our existing collection system and treatment plant, a growth analysis, permitting requirements analysis, environmental documentation, public participation, and alternatives analysis for the WWTP, effluent disposal, and biosolids disposal. There will be five alternatives analyzed for the WWTP, four alternatives for the effluent disposal, and three alternatives for biosolids disposal, all detailed in the attached scope of work. This will include some evaluation of a regional alternative although the larger study was determined to be cost prohibitive at this time to pursue. Additionally, two rate studies will be performed. The first will occur immediately after contract execution to account for recent expenses at the WWTP that are not included in our current rate structure. A second rate study will be performed after the planning document is approved by DOE to account for the chosen alternative for expansion of the WWTP and collection system. Completion and approval of this plan will make the City eligible for grants and low-interest loans that we would

City Council Agenda Bill

otherwise not be eligible to receive. Additionally, it will give the City a road map of improvements and timelines for when those improvements are needed. Staff recommends approval of this contract.

COMMITTEE REVIEW AND RECOMMENDATION: At the August 12, 2015 Transportation and Public Works Committee, Council Committee was advised that staff was continuing to negotiate with Tetra Tech to reduce the fee. By email, staff recommended to Committee that this item be approved.

RECOMMENDED ACTION: MOTION to approve AB15-093, authorizing a contract with Tetra Tech to create a Sewer Comprehensive Plan, Capital Facilities Plan, and perform a Sewer Rate Study in an amount not to exceed \$382,500, in form and content acceptable to the City Attorney.

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
September 1, 2015		

**CONTRACT FOR SERVICES
City of North Bend and Tetra Tech, Inc.**

This Agreement is entered into by and between the City of North Bend, Washington, a municipal corporation of the State of Washington, hereinafter referred to as "the City," and Tetra Tech, Inc., hereinafter referred to as "the Consultant."

WHEREAS, the City has determined the need to have certain services performed for its citizens; and

WHEREAS, the City desires to have the Consultant perform such services pursuant to certain terms and conditions; NOW, THEREFORE,

IN CONSIDERATION OF the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described on Exhibit "A" attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Consultant shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith.
2. **Compensation and Method of Payment.** The City shall pay the Consultant for services rendered within ten (10) days after City Council voucher approval. The Consultant will bill the City monthly based upon actual time expended and expenses incurred on the project based on the fee proposal in Exhibit "B", the Consultant shall be paid a total amount not to exceed \$382,500 without written modification of the Agreement signed by the City. The Consultant shall complete and return Exhibit "C", Taxpayer Identification Number, to the City prior to or along with the first billing invoice submittal.
3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing September 1, 2015, and ending upon completion of all items in Exhibit "A", unless sooner terminated under the provisions hereinafter specified or extended through a mutually agreed upon written amendment to this agreement.
4. **Ownership, Form, and Use of Documents.** All documents, drawings, specifications, and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall provide to the City all final documents, reports, or studies in printed and electronic form unless otherwise designated in Exhibit A. Unless otherwise directed in writing by the City, all final documents, reports, or studies shall be provided to the City in both a PDF and Word format. Where applicable, all Complete Plan Set Drawings shall include all Specifications and shall be submitted to the City in the most updated version of AutoCAD in an unrestricted format and in accordance with City Code. The Consultant shall not be responsible for any use or modifications of said documents, drawings, specifications, or other materials by the City or its representatives for any purpose other than the project specified in the Agreement.
5. **Independent Consultant.** The Consultant and the City agree that the Consultant is an independent Consultant with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA, state industrial insurance, state workers compensation, or otherwise assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

6. **Indemnification.** The Consultant shall indemnify, defend, and hold harmless the City, its officers, agents, and employees, from and against any and all claims, losses, or liability, including attorneys' and expert witness fees, arising from injury or death to persons or damage to property occasioned by any negligent act, omission, or failure of the Consultant, its officers, agents, and employees, in performing the work required by this Agreement. With respect to the performance of this Agreement and as to claims against the City, its officers, agents, and employees, the Consultant expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees, and agrees that the obligation to indemnify, defend, and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Consultant. This waiver is mutually negotiated by the parties. This paragraph shall not apply to any damage resulting from the sole negligence of the City, its agents, and employees. To the extent that any of the damages referenced by this paragraph were caused by or resulted from the concurrent negligence of the City, its agents, or employees, this obligation to indemnify, defend, and hold harmless is valid and enforceable only to the extent of the negligence of the Consultant, its officers, agents, and employees.

7. **Insurance.**
 - A. The Consultant shall procure and maintain in full force throughout the duration of the Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence/aggregate for personal injury and property damage. Said policy shall name the City of North Bend as an additional named insured and shall include a provision prohibiting cancellation or reduction in the amount of said policy except upon thirty (30) days prior written notice to the City. Cancellation of the required insurance shall automatically result in termination of this Agreement.

 - B. In addition to the insurance provided for in Paragraph A above, the Consultant shall procure and maintain in full force professional liability insurance for those services delivered pursuant to this Agreement that, either directly through Consultant employees or indirectly through contractual or other arrangements with third parties, involve providing professional services. Such professional liability insurance shall be maintained in an amount not less than \$1,000,000 combined single limit per claim/aggregate. For the purposes of this Paragraph "professional services" shall include, but not be limited to, the provision of any services provided by any licensed professional.

 - C. Certificates of coverage as required by Paragraphs A and B above shall be delivered to the City within fifteen (15) days of execution of this Agreement.

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

 - B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

 - C. The Consultant has received, and shall adhere to, the City's Identity Theft Prevention Program ("Red Flag" rules) a copy of which is attached as Exhibit "D".

9. **Taxes, Licenses and Permits.**
- A. The Consultant shall procure and maintain a City Business License in accordance with NBMC Chapter 5.04, Business Licenses and Business and Occupation Tax, prior to beginning work under this agreement. The Consultant shall also ensure that, and be responsible for, all Consultants, sub-Consultants, and suppliers, obtain a City Business License.
- B. The Consultant acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Contract, including NBMC Chapters 5.04 and 5.05, and the Consultant agrees to comply with all applicable laws regarding the reporting of income, maintenance of records, and all other requirements and obligations imposed pursuant to applicable law. If the City does not receive, or is assessed, made liable, or responsible in any manner for such charges or taxes, the Consultant shall reimburse and hold the City harmless from such costs, including attorney's fees. The Consultant shall also require all Consultants, sub-Consultants, and suppliers, pay all charges and taxes in accordance with this section.
- C. In the event the Consultant fails to pay any taxes, assessments, penalties, or fees imposed by the City or any other governmental body, then the Consultant authorizes the City to deduct and withhold and/or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. This provision shall, at a minimum, apply to taxes and fees imposed by City ordinance. Any such payments shall be deducted from the Consultant's total compensation.
10. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the performance of this Agreement. The City shall have the right to conduct an audit of the Consultant's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of the Consultant.
11. **Termination.** This Agreement may at any time be terminated by the City upon giving to the Consultant thirty (30) days written notice of the City's intention to terminate the same. If the Consultant's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement immediately.
12. **Discrimination Prohibited.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement on the basis of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
13. **Assignment and Subcontract.** The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.
14. **Entire Agreement.** This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Either party may request changes to the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

15. **Notices.** Notices to the City of North Bend shall be sent to the following address:

Londi Lindell, City Administrator
City of North Bend
P.O. Box 896
211 Main Avenue North
North Bend, Washington 98045
Phone number: (425) 888-1211

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

John Markus
Tetra Tech, Inc.
1420 Fifth Avenue
Suite 500
Seattle, WA 98101
Phone Number: (206) 883-9370

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

CITY OF NORTH BEND, WASHINGTON

[CONSULTANT]

By: _____

By: _____

Kenneth G. Hearing

Title: Mayor

Title: _____

Date: _____

Date: _____

Attest/Authenticated:

Susie Oppedal, City Clerk

Approved As To Form:

Michael R. Kenyon, City Attorney

Exhibit A

City of North Bend

WASTEWATER FACILITIES PLAN SCOPE OF SERVICE, SCHEDULE, AND BUDGET

August 5, 2015

OBJECTIVES

This document defines the scope of work, schedule and budget for preparing a Wastewater Facilities Plan for the City of North Bend. The plan will identify improvements that are needed to collect and treat wastewater in the City's sewer service area in the next 50 years, and provide a Capital Improvement Plan (CIP) to implement the improvements for the next 20 years. The Facility Plan will comply with requirements for a Wastewater Facilities Engineering Report as defined in WAC 173-240-060 and with requirements for a federal Wastewater Facilities Plan as defined in 40 CFR 35.917-1. The plan will be submitted to Ecology for approval so the City can proceed with design and implementation of the recommended improvements.

The City will use the CIP as a basis for updating the wastewater facilities development fee that the City charges for new sewer connections. The current development fee was established to fund capital improvements recommended in the City's 1999 *Wastewater Facilities Plan* and 2001 *Comprehensive Sewer Plan*.

The City did not experience the rate of growth that was projected in the 2001 *Sewer Plan* due to a number of circumstances including a local building moratorium concerning water rights and regional economic stagnation. The building moratorium was lifted in 2009 when the water right for the Centennial Well was granted by the State to the City.

The only significant extension of the sewage collection system since the City adopted the 2001 *Sewer Plan* was the extension of sewers into the unincorporated Urban Growth Area (UGA) of the City known as Truck Town. For the last three years the City has experienced moderate growth due to development. In the last 6 months numerous developers have proposed major projects in the City that would accelerate growth and require significant capacity at the existing wastewater facilities.

Many of the treatment plant improvements recommended in the 2001 *Sewer Plan* have been completed. In 2015, the City constructed six "critical improvements" to the plant that were identified in a wastewater treatment plant evaluation completed in 2014. The 2014 evaluation also recommended 13 "high priority improvements" that are needed for the plant to consistently and reliably to meet the

discharge requirements set forth in the City's NPDES permit, and predesign of the high priority improvements will be completed in 2015.

The scope of services for this project is broken-down into a series of tasks to provide an organized approach and guide for completing this project within the defined schedule and budget. The following sections describe the work to be accomplished, the involvement of the City and the associated work product deliverable associated with each Task. Some tasks will require the active participation of City staff from the Planning, Finance and Public Works Departments.

TASK 1 PROJECT MANAGEMENT

This task includes administrative and technical oversight activities necessary to complete this project to meet the City of North Bend's needs on time and on budget.

Subtask 1.1 Prepare and Implement Project Management Plan

This task includes the preparation and implementation of a project management plan specifically tailored to the needs of this project. Implementation of the project management plan will ensure that effective communication is achieved and maintained between the City of North Bend and Tetra Tech (Tt) during the project. The project management plan also describes the work products, identifies project team members and their roles and responsibilities, provides a detailed schedule for accomplishing each task, defines communication protocols, identifies quality assurance and control requirements and responsibilities, project document filing structure, and contact information of all designated key members of the project team within Tetra Tech, Tt sub consultants, the City of North Bend, and selected government, public and private agencies.

Subtask 1.2 Project Startup Meeting

Conduct a two hour startup meeting with City staff and key project team members to discuss project approach, schedule, and anticipated work products. Tetra Tech team representatives will include John Markus, Jim Santroch, and David Scott.

Subtask 1.3 Progress Meetings

Progress meetings will be held periodically to coordinate work activities and keep the City informed of progress to date. Meetings are anticipated to be approximately every three to four weeks; however, meetings may be held more or less frequently, depending on the project requirements at the time. Assume a total of 12 progress meetings over 12 months. Meetings may also be held via conference call. Tetra Tech will prepare agendas and meeting minutes for distribution to the project team.

Subtask 1.4 Monthly Progress Reports and Billings

The Tetra Tech project manager will review project invoices each month to assure that the invoice is consistent and reflective of the work accomplished on the project. Each invoice will be accompanied by a written summary describing the work accomplished during the invoice period, any unresolved issues affecting the schedule or budget, and the work to be accomplished during the next invoicing period.

Subtask 1.5 Quality Assurance Reviews

Quality Assurance reviews will be conducted at important milestones by senior Tt staff to assure conformance with contract requirements and internal standards.

Work Products: Project Management Plan, Meeting Agendas and Minutes, Monthly Progress Reports and Invoices, Quality Assurance Reviews.

TASK 2 – BACKGROUND INFORMATION

Tetra Tech already has most of the North Bend background information needed for the Facility Plan. The work of this task includes gathering and reviewing additional key information directly from the City that is necessary for the wastewater facilities plan including:

- New areas to be served by the City sewer system in the next 50-year period.
- Planning areas, including zoning, level of development and GMA Urban Growth Boundaries in the next 50- year period.
- Population growth projections for land use planning areas, including separate projections for: 1) areas served by old existing sewers, 2) areas served by new sewer extensions, and 3) areas served by septic tanks in the next 50- year period.
- The most recent water system maps, system descriptions, and Comprehensive Water System Plans for the City and Salal Water District.
- Sewer collection system studies, engineering reports and record construction drawings.
- Sewer collection system deficiencies and operational issues
- Sewer collection system operational records

Work Products: List of required background information and documents.

TASK 3 – REGULATIONS, REQUIREMENTS AND PERMITS

This task includes Tetra Tech coordination with regulatory authorities and preparation of an overview of the regulations that apply to the City wastewater facilities such as established by the EPA, WAC, DOE,

DOH, King County, Puget Sound Clean Air Agency, NEPA, SEPA, SERP, ESA, Cultural Resource Protection and others. Subtask 6.3 below includes review of additional regulatory requirements that would apply to regional wastewater facilities to serve the City of North Bend, City of Snoqualmie and the Snoqualmie Tribe.

Work Products: Chapter on regulations in facility plan

TASK 4 - LAND USE AND PLANNING AREA

This task will define the basic planning area, including existing and future land use, existing population, and population projections so that an adequate and sustainable plan can be developed to meet the City's sewage needs in the service area. Tetra Tech will use the information provided by the City in response to the request for data identified in Task 2.

Work products: Chapter on land use, planning area and population in facility plan.

TASK 5 – COLLECTION SYSTEM

This task consists of defining capacity of the existing wastewater collection system and identifying improvements to the system that will be required to provide reliable sewer service to both existing and future developments within the City's planned service areas during the planning period. This task will be accomplished through completion of the following subtasks.

Subtask 5.1 Existing Collection System

This subtask includes delineating the areas served by the existing collection system and identifying all known concerns including capacity limitations, reliability, and condition of the existing piping systems and pump stations.

Tetra Tech will review operational records provided by the City to determine the location, cause, magnitude, and extent of any known overflows or significant surcharging in the collection system and the type and extent of any corrective action measures implemented to prevent a recurrence. Tetra Tech will visit each of two existing City pump stations to evaluate the general condition of the stations and to evaluate the nature and extent of any remote monitoring system, standby power, flood protection measures, maintenance access and security measures.

There are three known privately owned and operated wastewater pump stations that convey sewage to the City's collection system. Tetra Tech proposes to conduct an on-site reconnaissance of each of these facilities in a manner as described above and to determine if these facilities are operated and maintained in compliance with WAC 173-240-104.

Work Product: Chapter on existing collection system in facility plan.

Subtask 5.2 Sewer Pipe Condition Assessment Scoping (Optional)

Tetra Tech will develop a draft scope of work to be performed by outside contractor to determine the current condition of the existing sewer pipes in the City. The City will proceed with this work in the future as budget allows. The draft scope of work for the outside contractor will include the following activities:

- Sewer cleaning followed by video inspection
- Sewer video inspection to determine pipe material and condition
- Sewer smoke testing

Tetra Tech will prepare a separate scope and budget to evaluate the sewer condition assessment data and develop recommendations to correct sewer deficiencies identified by the sewer assessment.

Work products: Outside Contractor Scope of work for condition assessment, Tetra Tech Scope of work for planning improvements to correct collection system deficiencies.

Subtask 5.3 Infiltration and Inflow Analysis Scoping (Optional)

Tetra Tech will identify sewers likely to have significant I/I based on available record information and the Subtask 5.2 condition assessment. We will develop a draft scope of work for a detailed I/I analysis to be performed by the City in the future as budget allows. The draft scope of work will include the following activities:

- Outside contractor scope of work to monitor I/I, rainfall and groundwater levels during winter wet weather.
- Tetra Tech scope of work and budget to evaluate the I/I monitoring data and develop recommendations to correct excessive I/I.

Work products: Outside Contractor Scope of work for I/I monitoring, Tetra Tech Scope of work for planning improvements to correct excessive I/I.

Subtask 5.4 Flow Estimates

Tetra Tech will analyze historical wastewater flow data based on the last 5 years of records. Tetra Tech will evaluate the unit flow rates, peaking factors, and inflow and infiltration (I/I) identified in the 2001 Sewer Plan and compare them with the flow data for the last 5 years. Tetra Tech will determine if I/I exceeds EPA standards for excessive I/I and adjust the flow factors if the results indicate that adjustment

is appropriate. Sewage flow graphs will be developed to show trends, data patterns and response to rainfall and extended periods of anticipated high groundwater.

Tetra Tech will estimate future sewage flow rates at 6-, 20- and 50-years. Wastewater projections will be based on the population to be served by the City's sewage collection system. This includes residential, commercial, industrial and institutional population equivalents. Flows will be estimated based on the following approach and assumptions:

- Areas that will likely continue to use on-site wastewater treatment and disposal systems (i.e. septic tanks) will be excluded from the analysis.
- Flow projections will be based on historical trends, water use records, population projections, land use and level of development from the latest Comprehensive Water Plan and other planning information provided by the City. Peaking factors, unit flow rates and I/I allowances will be based on historical trends, Ecology guidelines and Tetra Tech judgment.
- Assume total I/I from existing and new sewers will be controlled by the end of the 20 year planning period to meet EPA and Ecology criteria for non-excessive I/I by implementing I/I improvements per Subtask 5.3 .
- All new sewers will be gravity sewers, or possibly pressure sewer systems but not vacuum sewers.
- Assume the quantity of additional flow contributed by commercial and industrial sources in the future will be directly proportional to the increase in residential population.
- Flow projections for potential future major industrial dischargers will be based on specific City input.

Work Product: Chapter on collection system flows in facility plan.

Subtask 5.5 Sewer System Capacity analysis and Modeling

Tetra Tech will construct a model of the existing sewer system and use the model to estimate existing and future flows and capacity deficiencies. This will be accomplished through the following subtasks.

Construct Model. Tetra Tech will construct the sewer model based on the hydraulic capacity analysis of the existing collection system presented in the 2001 Wastewater Facilities Plan, subsequent record drawings and, where necessary, supplemental measure down information provided by the City. It will use EPA SWMM Version 5 software, which is in the public domain, to model the sewer system. The model of the existing network will, in general, skeletonize the trunk sewers to be considered. Node basins will be determined and domestic and commercial flows will be distributed throughout the model. Modeling will use simplifying assumptions and the approach will be determined by Tt based on previous experience.

Calibrate Model. The model will be calibrated with the record data at the treatment works during both dry and wet periods. In addition, recorded pump run times will be used to assess the degree of calibration at the modeled pump stations.

Sewer Capacity Assessment A hydraulic capacity assessment of the existing trunk sewer system will be undertaken in relation to current flows. Current capacity will be quantified using the model and any capacity problems will be highlighted. In addition, the operational knowledge of City staff will be incorporated into a qualitative discussion of sewer network performance. The hydraulic capacity impact of the projected 6-, 20- and 50-year flows on the existing trunk sewer system will also be assessed using the model.

Work Products: EPA SWMM model of existing trunk sewer network.

Subtask 5.6 Future Collection System

Tetra Tech will develop a master plan for upgrading and extending the sewer system during the planning period at 6-, 20- and 50-years to ensure reliable conveyance of wastewater discharged by the City's users to the wastewater treatment plant. This master plan will change depending on how development actually occurs in the future. The City will need to update the master plan as development occurs, typically about every 6 years. The City will require developers to prepare basin plans for their developments and perform more detailed analyses on the sewer system improvements, including sewer and pump station size, type and location, when design begins to serve new development.

The master plan will include identification of appropriate corrective action measures to address excessive I/I. The plan will be based on the projected pattern of development provided by the City in Task 2 and flows consistent with those determined in Subtask 5.4. The evaluation process will consider:

- Appropriate sites for pump stations
- Pump station type and capacity
- Layout of trunk sewers
- Increase in trunk sewer diameter
- Capacity of existing pump stations

A skeletonized version of the master plan for the future sewage collection system will be incorporated into the EPA SWMM model.

Work Products: Description, map and EPA SWMM model of future sewer system improvements.

Subtask 5.7 Recommended Collection System Improvements

Tetra Tech will develop preliminary schedules for design and construction of future improvements for the City's collection system. Cost opinions will be developed for preliminary budgeting and funding purposes. The recommended plan will delineate collection system improvements that are anticipated to be developer financed and those that will be City financed.

Work Products: Chapter on sewage collection system in facility plan, EPA SWMM model of existing and future trunk sewer network.

TASK 6 – REGIONAL TREATMENT (RT)

This task is a preliminary feasibility analysis of regional wastewater facilities to serve North Bend, Snoqualmie and the Snoqualmie Tribe. The task includes a kickoff workshop to determine whether analysis of a regional treatment alternative is warranted. If analysis is warranted, then the following regional and local alternatives will be developed and compared and the results will be presented in a report:

- A regional treatment plant at the City of Snoqualmie's current Water Reclamation Facility, including forming an Upper Valley Sewer District (UVSD) for governance of the regional facilities.
- Separate treatment plants at Snoqualmie and North Bend, assuming the Snoqualmie Tribe will continue to discharge to the Snoqualmie treatment plant.

Subtask 6.1 RT Kickoff Workshop

The kickoff workshop will be held to discuss the plans and drivers for each entity in pursuing regionalization, issues to be aware of, and review the following planning information. Tetra Tech will provide North Bend planning information from Tasks 2, 3, and 4 above. Snoqualmie and the Snoqualmie Tribe will assemble and provide their relevant planning information at least a week before the workshop:

1. Planning/Growth plans Boundaries – City limits, planning area, population, land use, zoning, development, community, Tribal and other plans for the next 6-, 20- and 50-year periods
2. Environmental Conditions – surface water, soil geology, climate, flood plain, shorelines, sensitive areas, historic sites.
3. Regulatory Requirements – Ecology and Health requirements, water rights and water quality issues, reclaimed water, FEMA flood elevations and flood control plans.
4. Facilities – reports, record drawings, AutoCAD files and GIS files of existing wastewater treatment facilities, collection system serving the Snoqualmie Tribe and key infrastructure that is supported by these facilities (reclaimed water systems, outfalls, water treatment facilities, key customers and systems transmitting flows to each treatment facilities)
5. Mapping – available right-of-way maps for pipeline routes from North Bend to Snoqualmie

6. Related Infrastructure – water supply and distribution, reclaimed water use, irrigation water use, Snoqualmie Valley Trail, pipeline right-of-way, river crossings, utilities (power, gas and cable communications).

At the end of the workshop the Cities and Tribe will determine whether to develop a regional facility alternative as outlined in optional Subtasks 6.2 through 6.8 below or with a revised scope of work.

Work Products: Meeting Agenda and Minutes.

Subtask 6.2 RT Flows and Loads (Optional)

This task will determine future wastewater flows and loads to be used for the analysis.

1. North Bend – Use the North Bend flow and load estimates developed in Task 7.2 below.
2. Snoqualmie - Use the Snoqualmie flow and load estimates as presented in the *City of Snoqualmie Draft General Sewer/Wastewater Facility Plan, November 2012*. Tetra Tech will review these estimates and advise if changes appear warranted for the regional alternative analysis, and extend the 2032 estimates for the next 20- and 50-year periods.
3. Snoqualmie Tribe – Use estimates provided by the Tribe for wastewater flow and load projections for the next 6-, 20- and 50-year periods. Tetra Tech will review these estimates and advise if changes appear warranted for the regional alternative analysis.

Subtask 6.3 RT Regulatory Requirements (Optional)

Analyze and summarize regulatory requirements and permits of agencies such as EPA, DOE, DOH, IHS, King County, Puget Sound Clean Air Agency, NEPA, SEPA, ESA, Cultural Resource issues and others relevant to regional treatment, including:

1. WAC requirements – Discuss WAC requirements for regional sewer planning, treatment, reuse, effluent disposal and sludge management.
2. In stream Flows– Discuss in stream flow issues and solutions for impacts that may result from transfer of sewage from North Bend to Snoqualmie.
 - Examine how much of North Bend’s effluent may be required to be discharged close to North Bend’s existing outfall to mitigate for water withdrawal under North Bend’s existing water rights and maintain current in-stream flow levels upstream of Snoqualmie Falls .
 - Determine how much additional reclaimed water may be created at the Snoqualmie wastewater plant based on addition of sewage flows from North Bend, and how much wastewater flow would be available at the Snoqualmie discharge location to provide mitigation for new Snoqualmie water rights.

3. Water Quality: Discuss water quality requirements for outfalls at North Bend and Snoqualmie, including: TMDL limits, temperature, dissolved oxygen, toxics, nitrogen, phosphorus, fecal coliforms and pH.
4. Odor: Discuss odor control requirements and needs at all considered treatment plant sites. Improved odor control is needed at the existing North Bend and Snoqualmie sites.
5. Solids Handling: Discuss solid handling requirements.
6. Flooding: Discuss flood protection requirements and impacts on wastewater systems. The North Bend treatment plant site is situated in the flood plain, while the Snoqualmie treatment plant site is located above the flood plain.
7. Sensitive Areas: Discuss sensitive area issues such as seismic and liquefaction issues, flooding, open space, and shoreline issues for regional and separate treatment plants and pipeline from North Bend to Snoqualmie.
8. NEPA, SEPA, SERP, ESA and Cultural Resources: Discuss additional planning that will be required for an approved regional Wastewater Facility Plan.

Subtask 6.4 RT Alternative Development (Optional)

Evaluate the following alternatives providing a description, schematic diagram, site plan, estimated capital costs, annual O&M costs and 20-year life cycle cost. Solids residuals options will be considered similar to task 9 below.

Regional Treatment Plant – Expansion of the Snoqualmie treatment plant into a regional facility will be analyzed. This option includes conveying sewage from North Bend and the Snoqualmie Tribe to Snoqualmie for treatment and effluent disposal. Two treatment options will be explored including 1) expansion of the existing plant as recommended in the *City of Snoqualmie Draft General Sewer/Wastewater Facility Plan, November 2012* and 2) membrane bio-reactor (MBR) technology. Effluent disposal options will also be evaluated including reclaimed water production versus in-river discharge and maintaining minimum flows in the river as required by North Bend water rights.

Separate Treatment Plants – Evaluate continuing with separate treatment plants at Snoqualmie and North Bend. Key assumptions for separate treatment plants are as follows:

- North Bend Treatment Plant – Develop an initial, representative alternative for upgrading the existing North Bend plant to meet projected needs through year 2035 and beyond. This will be accomplished as described in subtask 7.3, first bullet.
- Snoqualmie Treatment Plant – Develop a treatment plant alternative for Snoqualmie flows and Snoqualmie Tribe flows based on the improvements recommended *City of Snoqualmie Draft General Sewer/Wastewater Facility Plan, November 2012* and the *2015 30% Treatment Plant Improvements Design* currently being developed by Snoqualmie. Review these improvements

and advise if changes are needed for representative alternatives and develop capital and O&M cost estimates.

Work Product: Draft technical memorandum on plant alternatives.

Subtask 6.5 RT Alternative Comparison (Optional)

Compare the alternatives based on cost and qualitative criteria and identify a preferred alternative.

1. Cost comparison – Develop tables with estimated capital, O&M and equipment replacement costs for the alternatives through year 2035, and a present worth cost for each alternative.
2. Sewer Rates - Estimate sewer rate increases that would be needed to cover the additional cost for the proposed facilities, based on the current rate structures, revenues and latecomer fees. This will be developed as described in subtask 11.3 below.
3. Phasing – Identify ways to phase implementation of the project and the capital contributions to be made for the project by North Bend, Snoqualmie and the Snoqualmie Tribe. Assess how the City of Snoqualmie could phase in the recommended improvements to its UV Disinfection System and Standby generator upgrades so that they are consistent with the regional alternative.
4. Qualitative comparison - Develop qualitative scoring criteria and matrices with North Bend, Snoqualmie and Snoqualmie Tribe staff to compare the alternatives. Example scoring criteria include public acceptance, water quality impacts, protection of the environment, reliability, regulatory risk, flood risk, ease of operation, future expansion, and others.
5. Regulatory Compliance – Compare ability of separate plants and regional plant to meet current and anticipated future discharge standards.
6. Governance – Identify options for governance. This will be considered in more detail as described in subtask 6.7 below

Work Product: Draft technical memorandum on alternative comparison.

Subtask 6.6 RT Workshop (Optional)

Conduct a workshop with staff from North Bend, Snoqualmie and the Snoqualmie Tribe to review the results from subtask 6.2 through 6.5 and determine whether to move forward with some form of regionalization and how to proceed with regionalization in the wastewater facility plan.

Work Products: Meeting Agenda and Minutes.

Subtask 6.7 RT Governance (Optional)

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Wastewater Facilities Plan

Scope of Work

If a decision is made in subtask 6.6 to move forward with some form of regionalization, then Triangle and Tetra Tech will hold discussion meetings and a follow-up three hour workshop with the parties to address governance issues and concerns. Discussion items will include responsibilities, actions necessary to implement such an arrangement, draft agreement elements, and items of mutual interest to allow participants an understanding of key components of an arrangement among the entities.

Following the workshop Triangle will communicate with workshop participants to assess whether another workshop or meeting is necessary to obtain a general consensus on the Upper Valley Sewer District.

Work Products: Meeting minutes and agendas, Governance memorandum detailing discussion items and agreements

Subtask 6.8 RT Report (Optional)

Prepare a draft and final report on feasibility of regional treatment, for consideration as a regional alternative in the North Bend Wastewater Facility Plan. Tetra Tech will attend a two hour meeting with North Bend, Snoqualmie and the Snoqualmie Tribe to discuss the Draft Plan.

Work Products: Draft and Final Report.

TASK 7 – NORTH BEND WASTEWATER TREATMENT PLANT

This task consists of defining the existing North Bend wastewater treatment plant facilities and identifying improvements that will be needed to provide reliable sewer service to both existing and future developments within North Bend’s planned service area for the next 6-, 20- and 50-year periods. This task will be accomplished through completion of the following subtasks.

Subtask 7.1 Existing NB wastewater treatment Facilities

The work of this subtask includes describing the existing treatment plant facilities and their performance, condition, and reliability. The work of this task will include a site visit, discussion with Wastewater Treatment plant operations staff and review of recent NPDES and other operating data to evaluate the performance of the wastewater treatment plant. The intent of this effort will be to document facility upgrades, modifications, and to identify limitations and concerns with regard to the operation, performance and reliability of the existing wastewater treatment plant.

This task will address all known concerns associated with the discharge of the City’s wastewater treatment plant effluent to the South Fork of the Snoqualmie River. It will review the most recent condition evaluation of the wastewater treatment plant outfall and diffuser, total maximum daily load (TMDL) studies and pollutant load allocation reports that might affect the City of North Bend’s ability to comply with the existing and future NPDES permit during the planning period.

Tetra Tech will review the capacity and reliability of each process within the wastewater treatment plant to determine if existing processes at the plant are consistent with the current state design standards and the reliability classification of the plant. Processes to be evaluated include: influent pumping, screening and other preliminary treatment processes; activated sludge treatment process including aeration system, return activated sludge pumping system and waste sludge pumping systems and clarification systems; wastewater disinfection system; on-site storm water collection and disposal, flood protection, emergency power system; plant water systems; waste sludge handling, treatment, and disposal systems; plant odor control systems, SCADA system, buildings, laboratory and security. Tetra Tech will identify and integrate the need for any needed “high priority” improvements that have not been implemented.

Work Products: Chapter on existing North Bend treatment plant in facility plan.

Subtask 7.2 NB Flow and Load Estimates

Tetra Tech will analyze the historical wastewater flow data and pollutant load data for 5-day Biochemical Oxygen Demand, 5 day Carbonaceous Biochemical Oxygen Demand, total Kjeldahl nitrogen, and total suspended solids based on the last 5 years of wastewater treatment plant (WWTP) records. It will use the results of subtask 5.4 above for the historical flow analysis. For the historical load analysis Tetra Tech will evaluate the unit loading rates and peaking factors identified in the 2001 Sewer Plan and compare them with the loadings reported at the treatment plant for the last 5 years. Tetra Tech will adjust loading factors if the results indicate that adjustment is appropriate. Sewage pollutant loading graphs will be developed to show trends, data patterns, and response to rainfall and extended periods of anticipated high groundwater.

Tetra Tech will estimate future sewage flow rates and pollutant loads at 6-year, 20-year, and 50-years. Tetra Tech will use the results of subtask 5.4 above to estimate future flows. Future load estimates will be based on the population to be served by the City’s sewage collection system. This includes residential, commercial, industrial and institutional population equivalents. Areas that will likely continue to use on-site wastewater treatment and disposal systems (i.e. septic tanks) will be excluded from the analysis. Projected loads will be determined using unit loading rates and peak factors. Load projections for potential future major industrial dischargers will be based on specific City input; additional commercial and industrial sources in the future will be directly proportional to the increase in the residential population. It is assumed the City does not have any significant industrial dischargers that generate high-strength wastewater to the treatment plants. This will be checked by reviewing the City’s industrial user reports submitted to Ecology as part of achieving compliance with the National Pollutant Discharge Elimination System (NPDES) permit issued to the City for the wastewater treatment plant.

Work Products: Chapter on North Bend treatment plant flow and load analysis in facility plan.

Subtask 7.3 NB Treatment Plant Alternatives

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Scope of Work

The work of this subtask includes developing and evaluating alternatives to address known existing deficiencies in the wastewater treatment plant and any upgrades required to maintain adequate treatment of wastewater throughout the planning period.

It will develop alternatives to a planning level design, including preliminary layout, sizing and planning level construction cost estimates for the alternatives. Alternatives will be evaluated in terms of capital cost, annual cost, present worth cost, ease of operations and maintenance, reliability, and complexity. Cost estimates will be based on cost curves where available, or site work, equipment and structural cost with other costs estimated by percentage allowance. Present worth costs will be evaluated with a simple present worth analysis without consideration of salvage value.

The wastewater treatment alternatives will address all known capacity and compliance issues for present and future flows including but not limited to BOD and ammonia loads, high temperatures issues identified in the recent TMDL study, and reliability and redundancy requirements, flood protection, storm water management, noise and odor. The recommendations and implementation plan derived from the WWTP Effluent Temperature Reduction study will be incorporated in to the alternatives analysis. Tetra Tech will evaluate up to five alternatives for the City to provide for adequate treatment of the City's sewage as follows.

1. Expand Existing Plant – This would expand the existing plant with conventional technology such as by adding more oxidation ditches, clarifiers and UV disinfection.
2. New Plant on Same Site – This would completely remove the existing plant and construct a new plant on the same site.
3. Regional Treatment Plant at Snoqualmie and Upper Valley Sewer District – This would be accomplished as described in Task 6 above.
4. New Plant with alternative technology on same site – This would consider a new plant with alternative technology such as membrane bioreactors on the existing site.
5. New Plant with same technology as existing on new site – This would consider a new plant with conventional technology on a new site, farther from developed areas to mitigate noise, odor and aesthetic concerns.

Work Products: Chapter on North Bend treatment alternatives in facility plan.

TASK 8 – NORTH BEND EFFLUENT DISPOSAL

Describe the existing North Bend outfall including the existing condition and performance. Performance of the outfall will be based on existing information and does not include new detailed analysis or dilution modeling.

Develop and compare alternatives for effluent disposal for the North Bend plant locations and levels of treatment and recommend effluent disposal improvements. Evaluate three alternatives for effluent disposal at a separate North Bend plant such as,

- South Fork Outfall – This would use the existing outfall (or an upgraded outfall) to the South Fork of the Snoqualmie River. During dry weather this reach of the river has extremely low flows and is very sensitive to ammonia and high temperatures. This alternative could require more than secondary treatment to meet ammonia and temperature load allocations in the Snoqualmie River TMDL and to meet other limits such as for residual metals. Performance of an upgraded outfall will assume the maximum allowable mixing zone and will not include detailed analysis or dilution modeling.
- Indirect Stream Flow Augmentation – This would use rapid infiltration along the South Fork to augment stream flows and reduce thermal discharges to the river during low flows from June through September, together with discharge of flows with non-excessive thermal loads a South Fork Outfall. A planning analysis of the rapid infiltration system will be developed by Golder Associates.
- Main Stem Outfall - A new outfall on the main stem (Middle Fork) of the Snoqualmie River will be considered. The main stem has significantly higher flows than the South Fork, and this would simplify meeting ammonia and temperature requirements. This could be limited by North Bend's water rights requirements for maintaining minimum flows in the river, depending on where river flows are monitored. Performance of the outfall will assume the maximum allowable mixing zone and will not include detailed analysis or dilution modeling.
- Reclaimed Water Reuse–Reuse will be considered for a separate North Bend plant. This will be limited by North Bend's water rights requirements for maintaining minimum flows in the river and tribal concerns about maintaining benthic habitat in the South Fork.

Regional Treatment Effluent Disposal will be considered in Subtask 6.4 above.

Work Products: Chapter on North Bend effluent disposal alternatives analysis in facility plan.

TASK 9 –NORTH BEND RESIDUALS

Describe the existing North Bend residuals facilities for sewage sludge, scum and screenings and their performance, condition, and reliability. Estimate the quantity of solids residuals for existing and future conditions.

Develop and compare residual solids alternatives to provide cost effective treatment, disposal and reuse for existing and future conditions, and recommend residuals facility improvements. Evaluate three alternatives for managing residual solids at a separate North Bend plant such as:

- Landfill – Dewatered sewage sludge to regional landfill. This is currently an economical approach for existing conditions in North Bend and Snoqualmie. Tetra Tech will evaluate continuing this in the future and potential expansion needed for the existing sludge dewatering and loading facilities.
- Class B Biosolids – Dewatered Class B biosolids to land application. Tetra Tech will evaluate aerobic digestion, sludge ponds or other Class B sludge stabilization processes and potential improvements needed for the existing sludge dewatering and loading facilities.
- Class A Biosolids – Thermally dried Class A biosolids to land application. Tetra Tech can consider thermal drying or other Class A sludge stabilization facilities and potential expansion needed for the existing sludge dewatering and loading facilities.

Work Products: Chapter on North Bend treatment residuals analysis in facility plan.

TASK 10– REPORT

Tetra Tech will prepare draft and final versions of the Wastewater Facilities Plan.

Subtask 10.1 Draft Wastewater Facilities Plan

Tetra Tech will prepare a Draft Wastewater Facility Plan, including an executive summary. Tetra Tech will attend a two hour meeting with the City staff to discuss the Draft Plan. Tetra Tech will assist the City one meeting with the regulatory agency, DOE.

Subtask 10.2 Final Wastewater Facilities Plan

Tetra Tech will revise the Draft Wastewater Facilities Plan to address appropriate comments received. Tetra Tech will meet with the City to determine the disposition of all comments received and the nature of the any revision that might be necessary. The scope and level of effort required to address the public and regulatory agencies (e.g. DOE) comments are difficult to predict. Our estimate to complete this subtask assumes that only minor revision of the draft document will be required. Revisions requiring extensive work or analysis will be considered a material change to the underlining assumptions to this scope of services and will require renegotiation of the scope and budget for this subtask and overarching Task.

Work Products: Tetra Tech will provide six printed copies of the draft and final Facility Plan and two CD electronic copies in PFD format to the City.

TASK 11– RATE STUDY AND FINANCING

This task includes preparation of a Comprehensive Sewer Rate Study to revise rates for current and upcoming costs, preparation of a North Bend Financial Plan to pay the costs for implementing the Wastewater Facility Plan and preparation of a Regional Financial Plan, if regional facilities are selected as the recommended plan.

Subtask 11.1 Comprehensive Sewer Rate Study

FCS Group and Tetra Tech will prepare a Comprehensive Sewer Rate Study early in the project to recommend changes to existing sewer rates to pay for the wastewater facilities plan and other current and upcoming sewer system costs for approximately the next 3 years, through year 2018. FCSG will review the City's existing financial information to identify existing costs, revenue and deficiencies. The City, with assistance from Tetra Tech, will provide FCSG with estimates of upcoming new operational changes, high priority capital improvements and other increased costs expected through year 2018 that are needed and cannot be deferred until the wastewater facility plan is complete. The Rate Study will propose changes to monthly user charges and distribute costs to users assuming the existing rate structures. Other fee changes, such as system development charges will be updated to incorporate system capital investments. A review of charges for LID No. 6 will be conducted to determine alternative options for recovering costs. Four review meetings with the City are anticipated including two with City staff and up to two presentations to the City Council.

This task assumes the priority for the City in this initial phase is identifying the revenue levels to meet current system needs. A cost of service study that evaluates equity between the City's customer classes can be conducted as a separate effort at a later date after adoption of the wastewater facilities plan.

Work Products: Draft and final rate study.

Subtask 11.2 North Bend Financial Plan

FCS Group and Tetra Tech will develop a North Bend financial plan to implement the recommended plan identified by the Facility Plan, including changes to the existing North Bend sewer rates and system development charges. Tetra Tech will provide a table with yearly estimates of capital and O&M costs for recommended improvements during the next 20-years. The financial plan will identify potential sources of grants and loans and analyze rate impacts for up to four funding scenarios with different levels of funding from outside sources.

Work Products: Chapter on financial plan in facility plan. Supporting model will be provided.

Subtask 11.3 Regional Financial Plan (Optional)

FCS Group and Tetra Tech will develop a regional financial plan to implement regional wastewater facilities, if regional facilities are selected in the facility plan. The financial plan will analyze and recommend cost allocations and user charges for North Bend, Snoqualmie and the Snoqualmie Tribe

based on the incremental cost or savings identified from regionalization. Tetra Tech will provide a table with yearly estimates of capital and O&M costs for recommended improvements during the next 20-years. The financial plan will identify potential sources of grants and loans and analyze rate impacts for up to four funding scenarios with different levels of funding from outside sources.

Work Products: Chapter on regional financial plan in the regional treatment feasibility report.

Subtask 11.4 Federal Grants (Optional)

Don Roecker will conduct a funding screening effort to identify potential federal funding assistance for North Bend and regional wastewater facilities. This funding screening effort will review existing agency and legislative grant funding programs that could possibly be used for the project or a specific project component. This effort will include the approximate amount of assistance that may be available, the advantages and the disadvantages and include a follow up road map of each feasible funding option. In addition, this activity will provide an estimate of the probability of actually securing the funding. This effort will target continuations, extensions and developing opportunities of Congressional or Agency water related infrastructure funding programs. Specific funding screening activities will be as follows.

1. Research North Bend’s background and funding history for wastewater facilities. Contact the traditional funding agencies that provide financial assistance to this type of project to determine (1) the approximate amount and type of assistance that may be available, (2) the funding program advantages and disadvantages, (3) any published or suggested “affordability” criteria that the agency uses in determining eligibility or project selection, (4) a road-map and time line of each feasible funding option and (5) an estimate of the probability of securing funding.
2. Prepare an outline (in agenda format) of the information learned and meet with the Owner in a “funding workshop” in North Bend. This “funding workshop” would be used to discuss the update and provide the Owner with an opportunity to learn about the factors that influence the funding process. It will also provide the Owner with a chance to provide their own unique perspective on the project and its need that may benefit any future funding pursuit. In addition, review the current status and/or availability of direct legislative funding that is currently under transition.
3. Prepare a written workshop summary, in the form of meeting minutes, summarizing both research described above and the results of the “funding workshop”. This summary would include funding program references, legislative funding options and funding strategies discussed.
4. Be available to discuss the workshop summary and for a reasonable time thereafter (several months) to answer any funding related questions.

Work Products: Outline of information learned, funding workshop agenda and meeting minutes.

TASK 12 – PUBLIC PARTICIPATION

Tetra Tech will conduct City Council presentations to meet state and federal facility plan requirements. Tetra Tech and Triangle Associates can also conduct optional public involvement and outreach efforts to aid in identifying the recommended wastewater facilities including the location of the treatment plant, mitigation and other facilities.

Subtask 12.1 City Council Presentations

Conduct two (2) presentations at City Council meetings to comply with minimum public involvement requirements for a wastewater facilities plan. This will inform the general public of the progress of the planning effort and gain feedback from the public.

Assumptions

- City will provide 30-day public notice of meeting.
- City will prepare minutes for the meetings
- City will receive public comments on meetings

Work Products

- Presentation materials.
- Assist City with responses to public comments

Subtask 12.2 Project Mailings and Communications (Optional)

Prepare and coordinate three project/informational mailings to the public within the North Bend sewer service area. This task involves the work to coordinate preparation of up to three (3) mailers. Triangle Associates anticipates needing to answer occasional questions from members of the public. As such, this task also includes communication with members of the public (as needed).

Assumptions

- Copy and postage for mailings are the responsibility of the City.
- Triangle Associates will communicate with members of the public either by phone or email, assuming over the life of this contract at 2 hours per month.
- Triangle Associates will draft the content and do the design and layout of the project mailings.

Work Products

- Three (3) draft and final project mailings.
- Communication log to record phone or email conversations with members of the public.

Subtask 12.3 Supplemental Public Meetings (Optional)

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Wastewater Facilities Plan

Scope of Work

Conduct up to two (2) public meetings throughout the facility planning process. This will be to further inform the general public of the progress of the planning effort and to gain feedback from the public. During the meetings, participants will have the ability to give verbal or written feedback. Live polling can also be used during the meeting. Triangle Associates will individually follow-up with participants who have questions that cannot be answered at the meeting.

Assumptions

- Triangle Associates will facilitate the public meetings.
- The City will be responsible for printing and postage for public notices, other mailings, and for making arrangements for suitable meeting venues.
- The City will post public meeting notices on City websites, list-services, social media, blogs, and other sites.
- Tetra Tech will prepare maps and other graphics for the meetings.
- Refreshments will be available.

Work Products

- Meeting materials (including comment feedback forms).
- Presentation materials.
- Draft and final meeting agendas.
- Meeting summary.

Subtask 12.4 Stakeholder Workshops (Optional)

Conduct up to four (4) stakeholder workshops or field trips throughout the facility planning process. The stakeholder group the project team will work with a Sewer Advisory Committee, which will provide recommendations to staff regarding the development of the recommended plan. Workshops will be interactive sessions designed to solicit feedback and input on the recommended plan. Field trips to relevant sites (wastewater treatment plants, outfalls, etc.) are another option to engage and solicit feedback from the Sewer Advisory Committee.

Assumptions

- The Sewer Advisory Committee will be formed by the City.
- The City will be responsible for printing and postage for public notices, other mailings, and for making arrangements for suitable meeting venues.
- Tetra Tech will prepare maps and other graphics for the workshops/field trips.

Work Products

- Meeting/field trip materials.
- Draft and final presentation materials.
- Draft and final meeting/field trip agendas.
- Meeting/field trip summaries.

Subtask 12.5 Web Updates (Optional)

Provide web updates to a project website. This will involve development of text and graphics to update the site and coordination with the web site administrator.

Assumptions

- The website to be used will be through the existing City website and items will be posted by the City.

Work Products

- Updates to the website.

Subtask 12.6 Press Releases (Optional)

Provide press releases in support of facility planning tasks. This assumes two (2) press releases.

Assumptions

- Triangle Associates will draft two press releases and they will be approved by the City.
- The City will be responsible for distributing the press releases to its media list.

Work Product

- Two draft and final press releases.

Subtask 12.7 Interviews (Optional)

If needed and desirable, Triangle Associates can conduct individual interviews with members of the public or members of the Sewer Advisory Committee. The purpose of these interviews would be to gain a better understanding of the range of perspectives and areas of potential conflict, and to provide more detailed information to a small subset of citizens who can then help spread information to the public. Triangle can provide interview summaries to City staff.

Assumptions

- Triangle Associates can hold 10-20 interviews (if needed).

Work Product

- Brief summary of interview findings.

TASK 13– ENVIRONMENTAL DOCUMENTATION

The purpose of this task is to evaluate the potential environmental impacts of implementing the Facility Plan. ESA will prepare appropriate environmental documentation as described below, which assumes the recommended plan will be to upgrade the North Bend treatment plant at the existing site. After the alternatives review a decision will be made on further environmental documentation, if any, that will be needed to support the City’s plan for new facilities. If necessary, a supplemental scope will be developed for preparation of additional environmental documentation, such as an environmental assessment, environmental impact statement, and environmental site assessment.

Subtask 13.1 SEPA Checklist

ESA will prepare a SEPA Environmental Checklist consistent with WAC 197-11, as amended, and the City’s SEPA ordinance. The approach will be to disclose and describe, at an appropriate level of detail, impacts that are reasonably anticipated from the proposed project and that would result in an adverse impact on environmental quality. The SEPA Checklist will be expanded with emphasis placed on key elements of the environment identified as being of potential risk. The City will perform the public notification and distribution tasks.

Work Products: Approximately 15-page SEPA checklist.

Subtask 13.2 SERP Environmental Report

ESA will prepare an Environmental Report and Cross-cutter review consistent with the Department of Ecology and EPA requirements for federal funding eligibility. The documentation will be prepared in accordance with the State Environmental Review Process (SERP), and will describe the treatment and conveyance aspects of the Wastewater Facility Plan prepared for the project, and assumes that expansion will occur within the existing treatment plant boundaries and that no modifications will be made to the outfall. ESA will also distribute copies of the Environmental Report to all required parties for their review and incorporate any comments. Comments are anticipated to be minor in nature.

A Cross-cutter checklist and associated documentation will be prepared for inclusion in the Facility Plan. At this time we anticipate that a Biological Assessment will be needed to comply with Section 7 of the Endangered Species Act, and that a Cultural Resources report will be required for compliance with Section 106 of the National Historic Preservation Act. We are anticipating that no modifications will occur to the outfall and that some field work and testing will be required to characterize the potential for encountering cultural resources at the site. If possible, we will conduct the sampling in conjunction with any geotechnical work being done at the site, in addition to shovel probes.

Work Products: Approximately 10-page Environmental Report and Cross-Cutter Checklist, in addition to required supplemental information such as biological assessment, cultural resources review, and sole-

source aquifer checklist for compliance with federal regulation review. Other additional special reporting for cross-cutter elements is not anticipated.

SCHEDULE

Tetra Tech will submit a draft of the Wastewater Facilities Plan within 10 months after written authorization to proceed. The final Facility Plan will be submitted to the City within 30 days of receipt of comments on the draft Report.

BUDGET

Tetra Tech will complete the scope of service of this Task Order on a time and materials basis and will not exceed the authorized price of \$382,500. The level of effort that Tetra Tech anticipates is presented in the attached Price Proposal.

 Price Proposal		Price Summary / Totals						Task Pricing Totals	382,487	
North Bend Wastewater Facility Plan and Rate Study <i>Wastewater Facilities Plan and Rate Study without Options</i>		Bill Rate >	Specify Add'l Fees on Setup						0	
		Proj Area >	Technology Use Fee (1,763 hrs) = \$5,289						incl. in ODCs	
Submitted to: Don DeBerg, City Engineer (Attn: 425-888-7652)		Pricing by Resource							Total Price	382,487
Contract Type: T&M										
Project Phases / Tasks	Total Labor Hrs	Labor Rate Esc.	Labor	Subs	Travel	Mat'l's & Equip	ODCs	Task Pricing Totals		
	1,763	1.96%	280,745	89,628	-	897	11,217	382,487		
001 Project Management	185		32,431	-	-	546	1,268	34,245		
1. Project Management Plan	30	2.00%	5,034				201	5,235		
2. Startup Meeting	13	2.00%	2,416			78	92	2,586		
3. Progress Meetings	66	2.00%	11,856			468	459	12,783		
4. Progress Reports and Billings	36	2.00%	5,824				236	6,060		
5. Quality Assurance Reviews	40	2.00%	7,301				281	7,582		
002 North Bend Background Information	64		11,176	-	-	39	427	11,641		
1. Planning	32	2.00%	5,588			39	213	5,840		
2. Infrastructure	32	2.00%	5,588				213	5,801		
003 Regulations, Requirements and Permit	30		4,685	-	-	-	188	4,873		
1. City of North Bend	6	2.00%	863				36	899		
2. County	8	2.00%	1,274				51	1,325		
3. State	8	2.00%	1,274				51	1,325		
4. Federal	8	2.00%	1,274				51	1,325		
004 Land Use and Planning	56		9,656	-	-	-	371	10,026		
1. Planning Boundaries	16	2.00%	2,794				107	2,901		
2. Land Use	16	2.00%	2,794				107	2,901		
3. Population	24	2.00%	4,068				157	4,225		
005 North Bend Collection System	220		34,206	4,200	-	117	1,378	39,901		
1. Existing Facilities	40	2.00%	7,402			78	275	7,756		
2. Condition Assessment Scoping OPTIONAL	-							-		
3. I/I Analysis Scoping OPTIONAL	-	2.00%						-		
4. Flow Estimates	20	2.00%	3,086				125	3,211		
5. Capacity Analysis & Modeling	64	2.00%	8,653				374	9,027		
6. Future Collection System	48	2.00%	7,249	2,100		39	296	9,684		
7. Recommended collection system improvements	48	2.00%	7,815	2,100			308	10,223		
006 Regional Treatment	32		6,363	-	-	78	230	6,670		
1. Kickoff Workshop	32	2.00%	6,363			78	230	6,670		
2. Flows and Loads OPTIONAL	-							-		
3. Regulatory Requirements OPTIONAL	-							-		
4. Alternative Development OPTIONAL	-		-	-	-	-	-	-		
Regional Plant at Snoqualmie	-	2.00%						-		
Separate Snoqualmie Plant	-	2.00%						-		
Separate North Bend Plant (See subtask 7.3 below)	-	2.00%						-		
5. Alternative Comparison OPTIONAL	-		-	-	-	-	-	-		
Cost comparison	-	2.00%						-		
Sewer Rate Increases (see subtask 11.3)	-	2.00%						-		
Phasing	-	2.00%						-		
Qualitative comparison	-	2.00%						-		
Regulatory compliance	-	2.00%						-		
Governance Options	-	2.00%						-		
6. Alternatives Review Workshop OPTIONAL	-		-	-	-	-	-	-		
7. Governance Development OPTIONAL	-		-	-	-	-	-	-		
8. Report OPTIONAL	-		-	-	-	-	-	-		
Draft	-	2.00%						-		
Final	-	2.00%						-		
007 North Bend Treatment Plant	352		52,552	3,150	-	-	2,160	57,862		
1. Existing Facilities	44	2.00%	6,441				267	6,708		
2. Flow & Load Estimates	24	2.00%	3,552				147	3,699		
3. Treatment Alternatives (five)	216		32,739	-	-	-	1,336	34,075		
1. Expand plant	36	2.00%	5,315				220	5,534		
2. New plant on same site	44	2.00%	6,318				265	6,582		
3. Regional plant at Snoqualmie (see task 6 above)	-	2.00%						-		
4. New plant with alternate technology on same site	72	2.00%	11,344				454	11,799		
5. New plant with same technology as existing on new site	64	2.00%	9,762				397	10,159		
4. Recommended Treatment Improvements	68	2.00%	9,820	3,150			410	13,380		

008 North Bend Effluent Disposal	126		19,968	12,075		89	797	31,877
1. Existing outfall condition and performance	14	2.00%	2,156				87	2,243
2. Alternatives (four)	80		12,775	10,500		39	508	23,823
1. South Fork Outfall	16	2.00%	2,634				103	2,738
2. Indirect Stream Flow Augmentation (or reuse)	22	2.00%	3,338	10,500				13,974
3. Main Stem Outfall	42	2.00%	6,804			39	269	7,111
4. Regional Treatment Outfall (see subtask 6.4 above)		2.00%						
3. Recommended Effluent Disposal Improvements	32	2.00%	5,035	1,575			202	6,811
009 Residuals	162		24,368	2,100			998	27,466
1. Existing Facilities	28	2.00%	4,312				175	4,486
2. Residuals Estimates	6	2.00%	863				36	899
3. Alternatives	68		10,425				423	10,848
1. Landfill	12	2.00%	1,726				72	1,799
2. Class B Biosolids	28	2.00%	4,349				175	4,525
3. Class A Biosolids (or another Class B Biosolids alternative)	28	2.00%	4,349				175	4,525
4. Recommended Residuals Improvements	60	2.00%	8,768	2,100			364	11,232
010 Report	396		61,508			39	2,480	64,027
1. Draft Report	300	2.00%	45,925			39	1,864	47,828
2. Final Report	96	2.00%	15,583				615	16,199
011 Rate Study & Financing Plan	64		10,341	40,803		39	409	51,593
1. Rate Study	32	2.00%	5,171	25,316		39	205	30,730
2. North Bend Financial Plan	32	2.00%	5,171	15,488			205	20,863
3. Regional Financial Plan OPTIONAL	-							-
4. Federal Funding Assistance OPTIONAL	-							-
012 Public Participation	40		7,084				269	7,352
1. City Council Presentations	40	2.00%	7,084				269	7,352
2. Project Mailings and Communications OPTIONAL	-							-
3. Supplemental Public meetings OPTIONAL	-							-
4. Stakeholder Workshops OPTIONAL	-							-
5. Web Updates OPTIONAL	-							-
6. Press Releases OPTIONAL	-							-
7. Interviews OPTIONAL	-							-
013 Environmental Documentation	36		6,409	27,300			243	33,952
1. SEPA Checklist	16	2.00%	2,794	4,200			107	7,101
2. SERP Checklist	20	2.00%	3,615	23,100			136	26,851
Totals	1,763	1.96%	280,745	89,628		897	11,217	382,487

EXHIBIT C

CITY OF NORTH BEND
P.O. Box 896
211 Main Avenue North
North Bend, WA 98045
Phone: (206) 888-1211
FAX: (206) 831-6200

TAX IDENTIFICATION NUMBER

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

Please complete the following information request form and return it to the City of North Bend before or along the submittal of the first billing voucher.

Please check the appropriate category:

Corporation Partnership Government Agency
 Individual/Proprietor Other (please explain)

TIN#: -- - - - - - - - -

SS#: -- - - - - - - - -

Print Name: _____

Print Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____

Date

Authorized Signature (required)

EXHIBIT D

CITY OF NORTH BEND
IDENTITY THEFT PREVENTION PROGRAM

I. PROGRAM ADOPTION

The City of North Bend developed this Identity Theft Prevention Program (“Program”) pursuant to the Federal Trade Commission’s Red Flags Rule (“Rule”), which implements Sections 114 and 315 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with the oversight and approval of the City’s Finance Director. After consideration of the size and complexity of the City’s operations and account systems, and the nature and scope of the City’s activities, the City Council determined that this Program was appropriate for the City, and therefore approved this Program by the adoption of Ordinance No.1351 on the 21 day of April, 2009.

II. PROGRAM PURPOSE AND DEFINITIONS

A. Fulfilling Requirements of the Red Flags Rule.

Under the Red Flags Rule, every financial institution and creditor is required to establish an identity theft prevention program tailored to its size, complexity and the nature of its operation. The Program must contain reasonable policies and procedures to:

- Identify relevant red flags as defined in the Rule and this Program for new and existing covered accounts, and incorporate those red flags into the Program;
- Detect red flags that have been incorporated into the Program;
- Respond appropriately to any red flags that are detected to prevent and mitigate identity theft; and
- Update the Program periodically to reflect changes in risks to customers or to the safety and soundness of the City from identity theft.

B. Red Flags Rule Definitions Used in this Program.

For the purposes of this Program, the following definitions apply:

Account. “Account” means a continuing relationship established by a person with a creditor to obtain a product or service for personal, family, household or business purposes.

Covered Account. A “covered account” means:

- a. Any account the City offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
- b. Any other account the City offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the City from identity theft.

Creditor. “Creditor” has the same meaning as defined in Section 701 of the Equal Credit Opportunity Act, 15 U.S.C. 1691a, and includes a person or entity that arranges for the extension, renewal or continuation of credit, including the City.

Customer. A “customer” means a person or business entity that has a covered account with the City.

Financial Institution. “Financial institution” means a state or national bank, a state or federal savings and loan association, a mutual savings bank, a state or federal credit union, or any other entity that holds a “transaction account” belonging to a customer.

Identifying Information. “Identifying information” means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including name, address, telephone number, social security number, date of birth, government passport number, employer or taxpayer identification number or unique electronic identification number.

Identity Theft. “Identity theft” means fraud committed using the identifying information of another person.

Red Flag. A “red flag” means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

Service Provider. “Service provider” means a person or business entity that provides a service directly to the City relating to or in connection with a covered account.

III. IDENTIFICATION OF RED FLAGS

In order to identify relevant red flags, the City shall review and consider the types of covered accounts that it offers and maintains, the methods it provides to open covered accounts, the methods it provides to access its covered accounts, and its previous experiences with identity theft. The City identifies the following red flags, in each of the listed categories:

A. Notification and Warnings from Credit Reporting Agencies - Red Flags.

- Report of fraud accompanying a credit report;
- Notice or report from a credit agency of a credit freeze on a customer or applicant;
- Notice or report from a credit agency of an active duty alert for an applicant; and
- Indication from a credit report of activity that is inconsistent with a customer’s usual pattern or activity.

B. Suspicious Documents - Red Flags.

- Identification document or card that appears to be forged, altered or inauthentic;
- Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
- Other document with information that is not consistent with existing customer information (such as a person’s signature on a check appears forged); and
- Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information -Red Flags.

- Identifying information presented that is inconsistent with other information the customer provides (such as inconsistent birth dates);

- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a driver's license);
- Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- Social security number presented that is the same as one given by another customer;
- An address or phone number presented that is the same as that of another person;
- Failing to provide complete personal identifying information on an application when reminded to do so (**however, by law social security numbers must not be required**); and
- Identifying information which is not consistent with the information that is on file for the customer.

D. Suspicious Account Activity or Unusual Use of Account - Red Flags.

- Change of address for an account followed by a request to change the account holder's name;
- Payments stop on an otherwise consistently up-to-date account;
- Account used in a way that is not consistent with prior use (such as very high activity);
- Mail sent to the account holder is repeatedly returned as undeliverable;
- Notice to the City that a customer is not receiving mail sent by the City;
- Notice to the City that an account has unauthorized activity;
- Breach in the City's computer system security; and
- Unauthorized access to or use of customer account information.

E. Alerts from Others - Red Flag.

- Notice to the City from a customer, a victim of identity theft, a law enforcement authority or other person that it has opened or is maintaining a fraudulent account for a person engaged in identity theft.

IV. DETECTING RED FLAGS

A. New Accounts.

In order to detect any of the red flags identified above associated with the opening of a **new account**, City personnel will take the following steps to obtain and verify the identity of the person opening the account:

- Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- Verify the customer's identity (for instance, review a driver's license or other identification card);
- Review documentation showing the existence of a business entity; and
- Independently contact the customer.

B. Existing Accounts.

In order to detect any of the red flags identified above for an **existing account**, City personnel will take the following steps to monitor transactions with an account:

- Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
- Verify the validity of requests to change billing addresses; and
- Verify changes in banking information given for billing and payment purposes.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event City personnel detect any identified red flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

A. Prevent and Mitigate Identity Theft.

- Monitor a covered account for evidence of identity theft;
- Contact the customer with the covered account;
- Change any passwords or other security codes and devices that permit access to a covered account;
- Not open a new covered account;
- Close an existing covered account;
- Reopen a covered account with a new number;
- Not attempt to collect payment on a covered account;
- Notify the Finance Director for determination of the appropriate step(s) to take;
- Notify law enforcement; or
- Determine that no response is warranted under the particular circumstances.

B. Protect Customer Identifying Information.

In order to further prevent the likelihood of identity theft occurring with respect to City accounts, the City shall take the following steps with respect to its internal operating procedures to protect customer identifying information:

- Secure the City website but provide clear notice that the website is not secure;
- Undertake complete and secure destruction of paper documents and computer files containing customer information;
- Make office computers password protected and provide that computer screens lock after a set period of time;
- Keep offices clear of papers containing customer identifying information;
- Request only the last 4 digits of social security numbers (if any);
- Maintain computer virus protection up to date; and
- Require and keep only the kinds of customer information that are necessary for City purposes.

VI. PROGRAM ADMINISTRATION

A. Oversight.

The Finance Director or other designated city employee at the level of senior management shall be responsible for developing, implementing, and updating the Program.

The Finance Director shall also be responsible for the Program administration, for appropriate training of City staff on the Program, for reviewing the annual staff report required under the Program, as well as any other staff reports regarding the detection of red flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances, and considering periodic changes to the Program.

B. Staff Training and Reports.

City staff responsible for implementing the Program shall be trained either by or under the direction of the Finance Director in the detection of red flags, and the responsive steps to be taken when a red flag is detected. Additionally, a compliance report shall be provided annually to the Finance Director. The annual compliance report shall at a minimum address the following:

1. The effectiveness of the City's policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Service provider arrangements;
3. Significant incidents involving identity theft and the City's response; and
4. Recommendations for material changes to the Program.

C. Service Provider Arrangements.

In the event the City engages a service provider to perform an activity in connection with one or more covered accounts, the City shall take the following steps to require that the service provider performs

its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

- Require, by contract, that service providers acknowledge receipt and review of the Program and agree to perform their activities with respect to City covered accounts in compliance with the terms and conditions of the Program and with all instructions and directives issued by the Finance Director relative to the Program; or
- Require, by contract, that service providers acknowledge receipt and review of the Program and agree to perform their activities with respect to City covered accounts in compliance with the terms and conditions of the service provider's identity theft prevention program and will take appropriate action to prevent and mitigate identity theft; and that the service providers agree to report promptly to the City in writing if the service provider in connection with a City covered account detects an incident of actual or attempted identity theft or is unable to resolve one or more red flags that the service provider detects in connection with a covered account.

D. Customer Identifying Information and Public Disclosure.

The identifying information of City customers with covered accounts shall be kept confidential and shall be exempt from public disclosure to the maximum extent authorized by law, including RCW 42.56.230(4). The City Council also finds and determines that public disclosure of the City's specific practices to identify, detect, prevent, and mitigate identity theft may compromise the effectiveness of such practices and hereby direct that, under the Program, knowledge of such specific practices shall be limited to the Finance Director and those City employees and service providers who need to be aware of such practices for the purpose of preventing identity theft.

VII. PROGRAM UPDATES

The Program will be periodically reviewed and updated to reflect changes in risks to customers and to the safety and soundness of the City from identity theft. The Finance Director shall at least annually review the annual compliance report and consider the City's experiences with identity theft, changes in identity theft methods, changes in identity theft detection and prevention methods, changes in types of accounts the City maintains and changes in the City's business arrangements with other entities and service providers. After considering these factors, the Finance Director shall determine whether changes to the Program, including the listing of red flags, are warranted. If warranted, the Finance Director shall present the recommended changes to the City Council for review and approval.



City Council Agenda Bill

SUBJECT:	Agenda Date: September 1, 2015	AB15-094
A Motion Authorizing the Mayor to enter into a Contract with Golder and Associates to design a Pump System at the Mt. Si Springs Plant and a Resolution Authorizing the Purchase of Equipment	Department/Committee/Individual	
	Mayor Ken Hearing	
	City Administrator – Londi Lindell	
	City Attorney - Mike Kenyon	
	City Clerk – Susie Oppedal	
	Community & Economic Development – Gina Estep	
	Finance – Dawn Masko	
	Public Works – Mark Rigos, P.E.	X
	Cost Impact: Not to Exceed \$225,600	
Fund Source: Water Capital		
Timeline: Immediate		

Attachments: Resolution for Equipment Purchase, Work Order for Design, Impeller Photo

SUMMARY STATEMENT:

City's Water Sources

The City currently has two sources of water to supply drinking water to its citizens. The Mt Si Spring source was developed in the 1960s and the Centennial Well was developed in 2010. The City cannot currently maximize the use of the Mt. Si Springs source due to a lack of control of pump speeds on the 50 year old source pumps. During the summer months, there is water available at the Spring, but because the pumps at that station are single-speed, we cannot use that water without violating our water right. This means that all water used in the dry season has to be supplied from the Centennial Well. Typically, during this time of year, river flows are low, requiring the City to mitigate for water pumped from the Centennial Well. This mitigation water is purchased from Seattle Public Utilities (SPU) at a cost of \$1.65 per hundred cubic feet. The average mitigation flows required during this time of year is approximately 400 gallons per minute, or 53 cubic feet per minute.

Improve Efficiency – Save Money

Water mitigation costs can have a significant impact on the water operating budget particularly in times of drought. For example, your 2015-2016 Biennial Budget included \$60,000 for mitigation water for calendar year 2015. Staff is seeking ways to reduce this annual operating cost and this proposed project will have that effect. Staff is proposing the replacement of two existing single-speed pumps at the Spring plant with variable frequency drive (VFD) pumps, which will give us the ability to use the water we have historically “left on the table”. This means we would be able to reduce the amount of water obtained from the Centennial Well, thereby reducing the amount of mitigation water required, which reduces costs in purchasing mitigation water from SPU. Additionally, this would replace the two aging pumps which are nearing the end of their useful life with new technology that will be more efficient and reduce operating costs. Attached is a photo of a pump impeller from one of these older pumps at the Spring plant in order to give you a sense of the age and condition of this pump.

Design Contract – Purchase Equipment

This agenda bill contains two phases of work. First is a motion to authorize the Mayor to enter into a design contract with Golder and Associates to design the project. Golder was selected from the MRSC Architects and Engineer’s List and was chosen because of their extensive knowledge of our current water system and because they are experts in this field. Additionally, they have a proven track record with the City as they were instrumental in assisting the City to obtain the water rights for the Centennial Well. The costs for their design contract are not to exceed \$25,600.

The second phase is a motion to approve a resolution to purchase the necessary equipment to make the improvements to the well to allow us to operate in the most cost efficient manner. This will include the pump units, drive motors, and motor controllers for the new pumps. Due to the timing, quotes have not been obtained, but Golder has estimated the cost to be approximately \$100,000 per pump. A minimum of three quotes will be obtained for all equipment and the purchase will be from the supplier with the lowest quote consistent with state law purchasing requirements. The Resolution authorizes the purchase of equipment not to exceed \$200,000.

Recommendation

Staff strongly recommends approval of these two items as it will give the City greater flexibility in management of the water sources and will pay for itself over approximately five years due to projected savings realized by the

City Council Agenda Bill

reduction in mitigation water required and the increased efficiency of the new pump units.		
COMMITTEE REVIEW AND RECOMMENDATION: This item was discussed at the August 12, 2015 Transportation and Public Works Committee meeting with a recommendation to proceed with obtaining quotes and estimates for the work.		
RECOMMENDED ACTION: MOTION to approve AB15-094, authorizing the Mayor to enter into a design contract with Golder and Associates for design of a variable frequency pump system at the Mt Si Spring water plant in an amount not to exceed \$25,600 and adopting a Resolution authorizing the purchase of water pump equipment not to exceed \$200,000.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
September 1, 2015		

RESOLUTION

A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, AUTHORIZING THE PURCHASE OF PUMP EQUIPMENT FOR THE MT SI SPRING WATER PLANT

WHEREAS, the City currently has two sources of water for domestic supply, consisting of the Mt. Si Spring source and the Centennial Well source; and

WHEREAS, water withdrawn from the Centennial Well during the dry season must be mitigated with water purchased from Seattle Public Utilities; and

WHEREAS, the City has not historically utilized the Mt. Si Spring to its fullest potential due to lack of variability in pumping rates at that source; and

WHEREAS, the City desires to have more flexibility in its operation of the Mt. Si Spring source; and

WHEREAS, the additional flexibility provided by variable frequency drive pumps would allow the City to better utilize the water right at the Mt. Si Springs source; and

WHEREAS, this better utilization of the water rights would reduce the amount of water pumped from the Centennial Well during low flows, thereby reducing the amount of mitigation water required;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council authorizes staff to purchase up to \$200,000 worth of pumping equipment to include pumps, motors, motor controls, and other equipment necessary for replacing two of the existing single-speed pumps at the Mt. Si Springs water plant with variable frequency drive units.

PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 1ST DAY OF SEPTEMBER, 2015.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Kenneth G. Hearing, Mayor

Michael R. Kenyon, City Attorney

Effective:
Posted:

ATTEST/AUTHENTICATED:

Susie Oppedal, City Clerk



August 27, 2015

MT. SI SPRINGS PUMP STATION VFD AND MOTOR REPLACEMENT

PROPOSAL

Submitted To: City of North Bend
1155 East North Bend Way
PO Box 896
North Bend, WA 98045

Submitted By: Golder Associates Inc.
18300 NE Union Hill Road, Suite 200
Redmond, WA 98052 USA

OP15032675



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MT. SI SPRINGS PUMP STATION VFD AND MOTOR REPLACEMENT

1.0 INTRODUCTION

The City of North Bend (City) has requested Golder Associates Inc. (Golder) to provide a proposal for the design and budget costs for upgrades to the Mt. Si Springs Pump Station (Station). These include two variable frequency drives (VFD), selection of pumps and inverter duty motor for Mt. Si Springs Pump Station (Station). This document provides the scope of work, assumptions, schedule of work and cost estimate.

Golder appreciates the opportunity to propose on the scope of work and continue to serve as your partner in providing engineering services. Your request was received via a phone conversation with Don DeBerg on August 14, 2015. Golder is qualified to respond to your request as we have licensed electrical engineering professionals on staff.

2.0 BACKGROUND

The pump station at the Mt. Si Springs (Springs) consists of three pumps that supply water the City's distribution system. Two of the pumps were installed with the original development of the Springs in 1967. The third pump was installed in 1975. The three pumps were removed and completely rebuilt between 2001 and 2005. The pumps are rated to deliver 825 gallons per minute (gpm) each and have 50 horsepower motors.

The Pacific Northwest region is currently experiencing an extreme drought event. Based on the current trajectory of the water-supply availability, the City may not have water to serve the system by mid-September without violating some of their use restrictions. The water right for the Springs requires that 3 cubic feet per second (cfs) of the Spring's production bypasses the Station and be discharged into the Snoqualmie River.

3.0 OBJECTIVES

The City would like to add two variable frequency drives (VFD) and new pumps at the Station in order to have the ability to vary the pump flow rate and maximize withdraw without violating their water rights discharge criteria of 3 cfs to the Snoqualmie River. The VFDs will allow the City to use this source more often when the pump flow rate necessary to meet this requirement are less than full pump capacity.

4.0 SCOPE OF WORK

Golder will provide the following services to meet the City's objectives.

4.1 Review of Existing Information

Golder will review the information provided for the Station and determine optimum flow rates that can be achieved both mechanically and electrically for each pump location as the pump and motor will have minimum speeds for operation.

The existing flow meter will be evaluated to determine if it will be sufficient at the lower production rates anticipated with the VFDs.

Golder will draft an electrical one-line diagram. If the City is able to provide an existing diagram, Golder will provide a review of that document (and the cost estimate will be reduced per Section 10).

Golder will consider differing options, if any, for VFD mounting.

4.2 Design

Golder will provide the necessary engineering required to produce electrical drawings and specifications for two new VFD's and two new pump/motor combinations, electrical one line drawing for installation, and installation directions. It is anticipated that existing headers and manifolds can be re-used. Drawings and specifications will be Issued for Construction and stamped and sealed by a Professional Engineer in the State of Washington.



MT. SI SPRINGS PUMP STATION VFD AND MOTOR REPLACEMENT

Golder shall also provide programming logic for the pump VFD's to work in combination to maintain minimum flow requirements as necessary.

4.3 Budgetary Cost Estimate

Golder will provide a Class 3 cost estimate as defined by AACE, -20% to +30%.

5.0 EXCLUSIONS

The following items have not been included in the proposed scope:

Golder will not evaluate the "noisy" pump. Golder can provide a certified operator to visit the site with a representative of the pump manufacturer to provide an evaluation and recommendation report. A separate scope and fee proposal can be provided, upon request.

6.0 ASSUMPTIONS

This proposal is based on the following assumptions:

- Existing motors are not inverter duty rated. A new replacement motor will be specified as inverter duty rated.
- Pumps will be replaced but existing pump manifolds can be re-used.
- The operating range requested for one of the pumps is as low as reasonably achievable up to 200 gpm
- The operating range when a second pump is added will be designed to provide flow from 200 to approximately 825 gpm, minimizing any gaps in the flow range

The City will provide:

- Manufacturer of each pump and motor, nameplate information is sufficient
- Pump curves for each pump with impeller trim
- Pump operations and maintenance manuals, if available
- City to provide pump head requirements for preferred pumping scenarios
- Electrical gear manufacturer preference, if any
- Station plot plan
- Interior wall space and clearances available for mounting VFD's
- Applicable Codes per the City's Building Department

7.0 DELIVERABLES

Golder will provide the following deliverables:

- Drawings and specifications will be Issued for Construction and stamped and sealed by a Professional Engineer in the State of Washington. City will provide all necessary contracting documents that are required for the project.
- Class 3 Cost Estimate



**MT. SI SPRINGS PUMP STATION
VFD AND MOTOR REPLACEMENT**

8.0 SCHEDULE OF WORK

Golder is committed to working with the City of North Bend to meet their timing requirements. We provide the following schedule for guidance:

Description	Duration
Notice to Proceed	1 day
Obtain and review Documents	3 days
Design and Specify VFD and motor	4 days
Issue Drawings and Specifications	3 days

Due to prior scheduled commitments, Golder cannot complete this scope of work prior to September 4, 2014.

9.0 GOLDER TEAM

Key personnel, who will work on the project, and their roles, are shown below.

Nominated Key Staff	Role in the contract
Nicole DeNovio, PhD, LG	Project Manager
David Banton, LHg	Project Director
Christopher Beck, PE	Design Engineer
Ray Anderson, PE	Electrical Engineer

10.0 COST ESTIMATE AND TERMS OF ENGAGEMENT

This work has been costed and will be undertaken in accordance with the existing On-Call contract between the City and Golder dated April 12, 2013.

A breakdown of the labor hours and cost is provided in the attached table (Table 1).

The cost and rates provided are in US dollars and exclude any local taxes.

Progress invoices will be issued monthly.

Prior to commencement of the professional services, written authorization to proceed is required from the organization responsible for payment of our fees.

11.0 HEALTH AND SAFETY

Golder places a high importance on the health, safety and security of our employees. The Golder Health and Safety Protocol for Site Work, which forms part of our terms and conditions, is available on request.

12.0 INSURANCES

Golder carries the appropriate insurances (Professional Indemnity, Public Liability, Motor and Workcover) and can provide proof of the currency of the insurances upon request.

Project Summary													
WBS	Task	Total Labor Hours	Subtotal Labor Cost	Office Services		Travel	Office	Field	Subs	Subtotal Expense Cost	Expense Fee		Total Task Cost
				7.00%	8.00%						Expense Cost	Fee Cost	
1.0	Task 1 - Coordination and Data Review												
1.1	Data Collection and review	14	\$ 2,420	\$ 169	\$ 2,589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,589
1.2	Project Setup/Coordination	21	\$ 4,230	\$ 296	\$ 4,526	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,526
1.3		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1.4		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task Total	35	\$ 6,650	\$ 465	\$ 7,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,115
2.0	Task 2 - Engineering												
2.1	Electrical Design	99	\$ 14,965	\$ 1,048	\$ 16,013	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,013
2.2	Drawing review and issue	0	\$ 2,225	\$ 156	\$ 2,381	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,381
2.3		0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task Total	99	\$ 17,190	\$ 1,204	\$ 18,394	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,394
	Total Project Cost	134	\$ 23,840	\$ 1,669	\$ 25,509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,509





13.0 CONCLUSION

We trust that this document meets the requirements outlined by you in the request for proposal. We will be in a position to commence works within 2 days on receipt of notice to proceed.

GOLDER ASSOCIATES INC.

A handwritten signature in black ink, appearing to read "Nicole M. DeNovio".

Nicole M. DeNovio, PhD, LG
Associate

A handwritten signature in black ink, appearing to read "Christopher Beck".

Christopher Beck, PE
Associate

NMD/CB/kkm

Established in 1960, Golder Associates is a global, employee-owned organization that helps clients find sustainable solutions to the challenges of finite resources, energy and water supply and management, waste management, urbanization, and climate change. We provide a wide range of independent consulting, design, and construction services in our specialist areas of earth, environment, and energy. By building strong relationships and meeting the needs of clients, our people have created one of the most trusted professional services organizations in the world.

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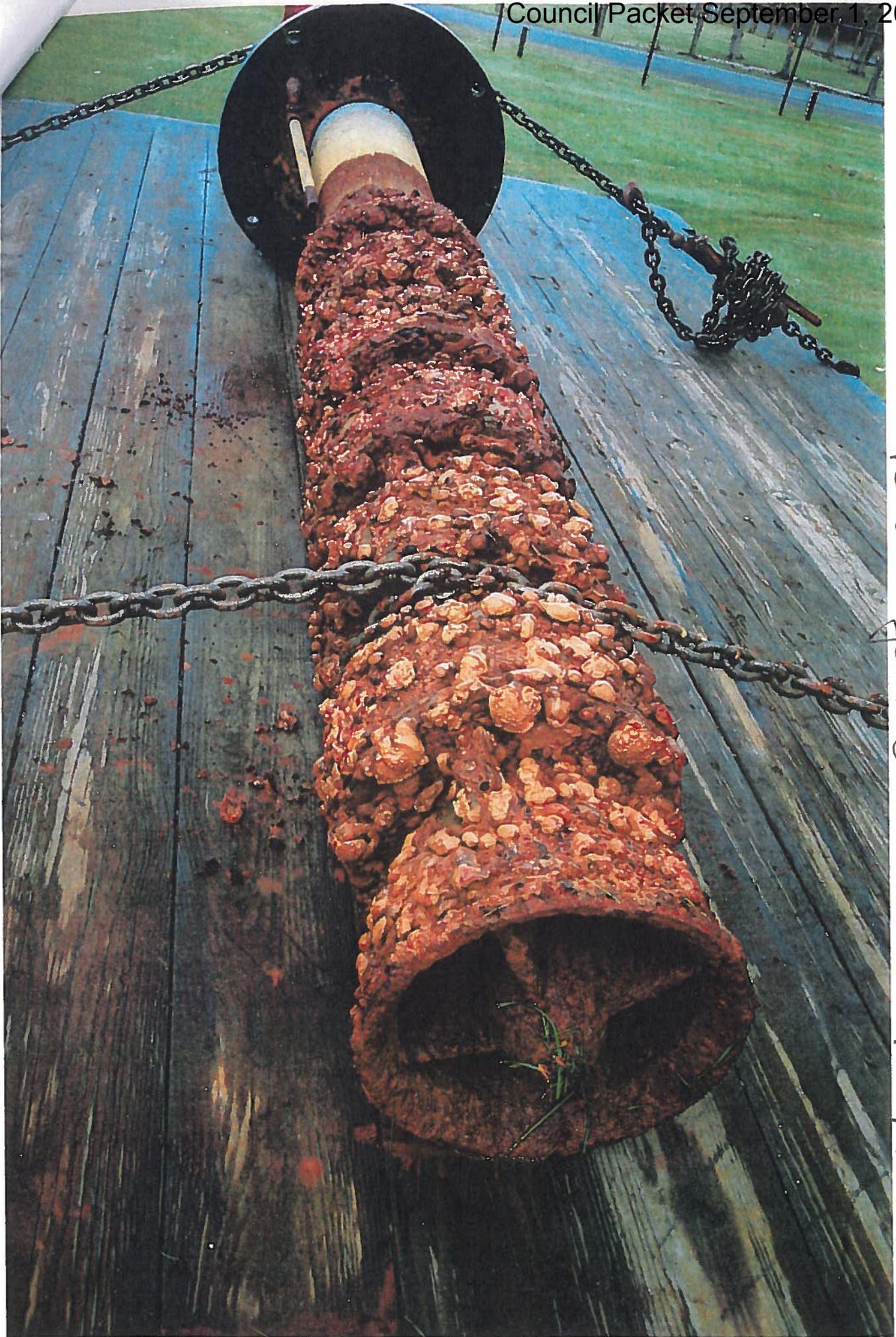
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WT SI Spring #3 Pump
Removed for Overhaul.

18-14-05