



STUDY SESSION
Tuesday, September 1, 2015

AGENDA

1. EXECUTIVE SESSION

6:00 PM

- A.** Review Performance of an Employee (RCW 42.30.110(1)(g));
Collective Bargaining Negotiations, Issues, or Proceedings (RCW
42.30.110(140)); Potential Litigation (RCW 42.30.110(1)(i))

2. CALL TO ORDER / ROLL CALL

7:00 PM

Mayor: Anne Blair
Deputy Mayor: Michael Scott Wayne Roth
Councilmembers: Sarah Blossom Val Tollefson
Steven Bonkowski Roger Townsend

**3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT
OF INTEREST DISCLOSURE**

7:05 PM

4. CITY MANAGER'S REPORT

7:10 PM

5. STAFF INTENSIVE

7:15 PM

- A.** Resolution No. 2015-05, Amending the Planning and Community
Development (PCD) Administrative Manual, AB 15-115, Planning – 10
min.
- B.** Radio Frequency Use Agreement between Washington State Patrol and
the Bainbridge Island Police Department, AB 15-158, Police –10 min.
- C.** Ordinance No. 2015-23 Relating to Wireless Communication Facilities;
Adding New Chapters 18.10 and 18.11 to the Bainbridge Island
Municipal Code, AB 15-159, Legal – 20 min.
- D.** Fire Safety Services Interlocal Agreement, AB 15-161, Executive – 10
min.

- E.** Ordinance No. 2015-07, Adopting a New BIMC Chapter 15.30, Transportation Impact Fees, AB 15-048, Public Works – 20 min.
- F.** Ordinance No. 2015-29 Relating to Engineering Design and Construction Standards; Amending Ordinance No. 94-29, AB 15-160, Public Works – 15 min.
- G.** Sewer Pre-Design Studies Budget Amendment, AB 15-163, Public Works – 15 min.

6. COUNCIL DISCUSSION

8:40 PM

7. COMMITTEE REPORTS

8:45 PM

8. REVIEW UPCOMING COUNCIL MEETING AGENDAS

8:50 PM

- A.** Upcoming Meeting Calendar

9. FOR THE GOOD OF THE ORDER

8:55 PM

10. ADJOURNMENT

9:00 PM

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Resolution No. 2015-05, Amending the Planning and Community Development (PCD) Administrative Manual, AB 15-115, Planning – 10 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-115
Proposed By: Kathy Cook, Planning Director	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: N/A

DESCRIPTION/BACKGROUND

Background:

The Administrative Manual of the Department of Planning and Community Development, adopted in November 2011 (the “Administrative Manual”), is designed to be a user-friendly manual that contains submittal requirements, land use applications, and supporting documents for land use permits all in one place. The Department has identified several updates and revisions to the Administrative Manual, originating from a variety of efforts such as the:

- Update to the Shoreline Master Program (see new Manual Section T and new Appendices 5 and 6);
- Work of the Tree Ordinance Ad Hoc Committee (see Sections B and D); and
- Work of the Design Review Board (see Sections B and C).

In addition, the department has identified several errors and/or omissions in the current Administrative Manual that are corrected by this update, shown in strikethrough/underline format. This includes new Manual Section Q: Submittal Requirements for *Farm Management Plans*.

RECOMMENDED ACTION/MOTION

Motion:

I move the City Council forward Resolution No. 2015-05, Amending the Planning and Community Development (PCD) Administrative Manual to the September 8, 2015 Consent Agenda.

ATTACHMENTS:

Description

Type

▣	Resolution 2015-05	Resolution
▣	Exhibit A Administrative Manual	Backup Material
▣	Manual Appendix 5 Single Family Mitigation Manual	Backup Material
▣	Manual Appendix 6 Site Specific Analysis Guidance	Backup Material

RESOLUTION NO. 2015-05

A RESOLUTION of the City of Bainbridge Island, Washington, amending the Administrative Manual of the Department of Planning and Community Development.

WHEREAS, the Administrative Manual of the Department of Planning and Community Development, adopted in November 2011 (the “Administrative Manual”), is designed to be a user-friendly manual that contains submittal requirements, land use applications, and supporting documents for land use permits all in one place; and

WHEREAS, the Department has identified several updates to the Administrative Manual, originating from a variety of efforts such as the update to the Shoreline Master Program, the work of the Tree Ordinance Ad Hoc Committee and the work of the Design Review Board; and

WHEREAS, the Department has identified several errors and/or omissions in the current Administrative Manual that are corrected by this update; and

WHEREAS, the City Council desires to update the Administrative Manual to integrate amendments identified through those planning efforts; now, therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

The Administrative Manual is hereby amended as shown in Exhibit A attached hereto and made a part hereof.

PASSED by the City Council this ____ day of_____, 2015.

APPROVED by the Mayor this ____ day of_____, 2015.

Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:
PUBLISHED:
RESOLUTION NO.:

September 8, 2015
2015-05



City of Bainbridge Island



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PART 1: INTRODUCTION

This Administrative Manual is designed to supplement the City of Bainbridge Island Land Use Code. This manual identifies documents that applicants must submit in order to have a complete application for development review and decision. Consistent submissions to the City of Bainbridge Island will help the efficiency of the review process as well as clarifying requirements for applicants. The procedures required for review and approval of each type of application are detailed in Title 2: Administration, Personnel and Land Use Procedures of the Bainbridge Island Municipal Code (BIMC).

PART 2: SUBMITTAL REQUIREMENTS

An application shall not be considered complete until the required application, fee and all supporting materials are submitted to the department. The applicant shall submit an electronic copy of all required documents at the time of application submittal. The director may waive specific submittal requirements determined to be unnecessary for review of an application.

A. SUBMITTAL REQUIREMENTS TABLES

Table 1: Submittal Requirements – Zoning Applications							
	Requirement						Additional Regulations (Listed Below)
	Written Statement [1]	Site Plan [2]	Affidavit of Ownership	Environmental Checklist [3]	Landscape Plan	See additional regulations	
Zoning and Shoreline Master Program Applications							
Preapplication Conference	√	√	√	√	√	√	Part 2.B
Site Plan and Design Review (major and minor)	√	√	√	√	√	√	Part 2.C
Clearing Permits		√				√	Part 2.E
Conditional Use Permits (major and minor)	√	√	√	√	√	√	Part 2.F
Variance (major and minor)	√	√	√	√		√	Part 2.G
Minor Adjustment to Land Use Permit [4]	√	√	√	√	√	√	Part 2.K
Major Adjustment to Land Use Permit [4]	√	√	√	√	√	√	Part 2.L
Rezones (site-specific and area-wide rezones)	√	√				√	Part 2.M
Legislative Review of Development Regulations	√	√				√	Part 2.N
Housing Design Demonstration Project	√	√	√		√	√	Part 2.O
Agricultural Retail Plan	√	√	√		√		Part 2.P
Farm Management Plan	√	√	√			√	Part 2.Q
Historic Preservation Application	√	√				√	Part 2.R, Q
Comprehensive Plan Amendments	√					√	Part 2.S, R
Shoreline Master Program Applications	√	√	√	√		√	Part 2.T
NOTES							
[1] Specifications for Written Statements can be found in the additional regulations for each							

Table 1: Submittal Requirements – Zoning Applications

	Requirement						Additional Regulations (Listed Below)
	Written Statement [1]	Site Plan [2]	Affidavit of Ownership	Environmental Checklist [3]	Landscape Plan	See additional regulations	
application type.							
[2] Specifications for Site Plans can be found in the additional regulations for each application type.							
[3] When required by the State Environmental Policy Act and BIMC 16.04.							
[4] Some submittal requirements may be waived, depending on the amendment.							
[5] The applicant shall submit an electronic copy of all required documents at the time of application submittal.							

Table 2: Submittal Requirements – Subdivision Applications

	Requirement							Additional Regulations (Listed Below)
	Site Plan	Composite Site Plan [1]	Preliminary Plat	Preliminary Open Space Management Plan [2]	Landscape Plan	Final Plat	Additional Documents	
Subdivision Applications								
Boundary Line Adjustment	√						√	Part 2.H
Short Subdivision	√	√	√	√	√	√	√	Part 2.I
Long Subdivision	√	√	√	√	√	√	√	Part 2.I
Large Lot Subdivision	√	√	√			√	√	Part 2.I
Subdivision Amendments	√	√		√ [2]	√ [2]	√	√	Part 2.J
NOTES								
[1] Not required for residential subdivisions using the cluster development option in BIMC 17.04.080.A.5.								
[2] Required if open space or landscape plan is being amended.								
[3] The applicant shall submit an electronic copy of all required documents at the time of application submittal.								

B. PREAPPLICATION CONFERENCE

1. A preapplication conference application and fee as established by city council resolution shall be filed with the department of planning and community development on forms provided by that department by the owner of land for which the permit is sought or by the owner's authorized agent. Required information shall include but shall not be limited to the following documents:
 - a. Site Plan. The preliminary site plan shall be prepared consistent with applicable zoning, subdivision, shoreline, critical areas, stormwater and road and accessway standards. Elements of the plan must include the following information:
 - i. The legal description of the property, tax lot number and vicinity map.
 - ii. A scale drawing of the property indicating:
 - a) North arrow;
 - b) Written and graphic scale;
 - c) Property boundaries, easements, and ownership as set forth in the legal description;
 - d) Existing structures and improvements;
 - e) Topography at appropriate contour levels;
 - f) Location of existing vegetation, **heritage trees** and significant trees that might be impacted by the proposal;
 - g) Location of existing critical areas pursuant to BIMC 16.20 **and/or ordinary high water mark (OHWM) pursuant to BIMC 16.12;**
 - h) Existing streets, driveways, parking areas, sidewalks, walkways, signs, fences, walls, and retaining walls;
 - i) Existing and proposed circulation systems on and off the site, including all adjacent streets and rights-of-way and auto, truck, emergency, pedestrian, bicycle and transit access;
 - j) Utility and Septic Design:
 - i) The location of any existing or proposed individual or community well(s) and/or water system(s) for the subject property, and associated wellhead protection areas as required by the health district;
 - ii) Maintenance access to the proposed wellhead or water system and all areas to be cleared for a wellhead;

- iii) The location of any existing or proposed individual or community drainfields for the subject property and associated reserve drainfields as required by the health district;
- iv) Maintenance access to proposed drainfields shall also be identified; and
- v) Utilities plans, including existing and proposed hydrant locations, stormwater, drinking water, sewer, electric and telecom infrastructure.
- vi) Trees and other vegetation required or planned for preservation through future land use permit.
- k) Proposed Improvements:
 - i) All proposed improvements including proposed roads and accesses, building footprints, mechanical equipment, and parking areas and the number of auto and bicycle parking spaces as required by BIMC 18.15.020;
 - ii) Proposed buildings, structures, public or private outdoor spaces, land uses and densities on the subject property; and
 - iii) How the proposed improvements meet dimensional standards required by BIMC Title 18.
- l) Proposed open space area and type of open space as required by BIMC 18.06.060.C. 1, if applicable.
- b. Landscaping Plan (as applicable). Proposed landscaping as required by BIMC 18.15.010, including any required retention.

2. Design Review Board (DRB) Pre-application Project Review (as applicable, e.g. HDDP projects and Site Plan and Design Review)

NOTE: THIS IS A NEW SECTION

In addition to the submittal requirements specified in Section B.1, the following submittal requirements apply to projects that are subject to Design Review Board (DRB) review. The DRB Pre-application Project Review is composed of preliminary concept plans and is scheduled by the planner after the Planning Department's pre-application meeting. When the planner determines the required submittals are complete, he will assign a date for the Design Review Board's Pre-application Project Review. The purpose of the pre-application review is to review a proposed project for compliance with applicable design guidelines, and to provide the applicant with guidance as to what revisions are needed.

The planner ensures each DRB member receives the complete 11x17 packet and/or an electronic copy (pdf) of exhibits 5 working days before the

scheduled meetings for the Pre-application and Final Land Use Permit Reviews. The DRB's comments and recommendations are based on how the exhibits and drawings incorporate or interpret the design guidelines. The applicant will present the project using appropriate size graphics for the whole Board to see, either on minimum 24 x 36 boards or using a projector and screen.

The following list of Drawings/Exhibits for the Pre-application Project Review include submittals that are required for the DRB's review, as well as items that are optional, but strongly recommended. The purpose of these submittal requirements is to help the DRB fully understand a development proposal and how it conforms to the City's design guidelines. Providing this information will result in a speedier review process and avoid multiple meetings. Project submittals that do not include these required items will not be scheduled for a DRB pre-application meeting. Optional but strongly recommended items are so indicated:

- a. Project Vision Summary and Design Guideline Checklist
- b. Preliminary Proposal Information that includes:
 - i. Preliminary estimates of square footage provided/allowed for commercial space and/or residential units.
- c. Preliminary Context Analysis that includes:
 - i. Aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
 - ii. Vicinity map showing existing conditions including adjacent structures, uses and zoning.
- d. Preliminary Concept Site Plan which includes:
 - i. Preliminary footprint of new structures and their proposed entrances.
 - ii. Preliminary location and description of mechanical, accessory or trash structures on-site.
 - iii. Location of adjacent buildings and features located on the site perimeter.
- e. Preliminary Concept Floor Plan(s) that includes preliminary ground floor plan ("Bubble diagram" acceptable.)

- f. Preliminary Sections that include:
 - i. Preliminary transverse and longitudinal site sections extending to adjacent buildings within 100 feet of the property line.
 - ii. Preliminary section through the most critical area of the structure(s) with property lines, preliminary floor to floor heights, overall height, and spot elevations noted.
- g. Preliminary Elevations include:
 - i. Preliminary main elevations of each structure and of adjacent structures in context.
 - ii. Preliminary identification of material and color selections.
 - iii. Preliminary identification and discussion of mechanical screens and venting locations. *OPTIONAL, BUT STRONGLY RECOMMENDED.
- h. Preliminary Renderings are *OPTIONAL, BUT STRONGLY RECOMMENDED and can include:
 - i. Preliminary eye level perspective from major street location..
 - ii. Preliminary aerial perspective depicting entire project and adjacent buildings in context.
- i. Preliminary Exterior Lighting Plan includes preliminary location of exterior lights and indication of light spillage at night. Preliminary lighting can be included in the composite site plan and elevations and doesn't require a separate sheet. *OPTIONAL, BUT STRONGLY RECOMMENDED.

C. SITE PLAN AND DESIGN REVIEW (BIMC 2.16.040)

A site plan and design review application and fee as established by city council resolution shall be filed with the department of planning and community development on forms provided by that department by the owner of land for which the permit is sought or by the owner's authorized agent. Required information shall include but shall not be limited to the following documents:

1. A complete and detailed written statement of the intended use of the land, the sequence and timing of the proposed development and the applicant's intentions with regard to the proposed ownership of land areas, dwelling units, if any, and commercial buildings within the development, both during and after construction. The statement shall include the following:

-
- a. Intended use of the land, including the phasing of street improvements, including road construction, acreage of road area and percentage it represents of the total land area;
 - b. The availability and phasing of water system extensions;
 - c. The method of sewage disposal to include the availability and phasing of system extensions; and
 - d. Phasing of on- and off-site requirements such as sidewalks, bike paths, or improvements of adjacent streets;
2. A site plan in compliance with the requirements in section **CB.1.a**;
 3. Storm drainage design;
 4. Affidavit of ownership or agreement to work on the owner's behalf;
 5. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
 6. Architectural drawings, including floor plans, uses, building elevations, and building sections, and roof plans;
 7. Analysis of how the project meets design guidelines, if applicable;
 8. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;
 9. The proposed method of ensuring permanent retention and maintenance of circulation system, storm drainage system, sewage disposal system, parks, open space or other common private or public facilities;
 10. The requirements of Section D: Landscaping;
 11. Any other graphic materials required to adequately describe how the proposal meets specific regulations and guidelines, such as color palettes, material boards, and computerized models;
 12. For developments within the Business/Industrial (B/I) district, designated open space areas required pursuant to BIMC 18.06.060.C.1; and
 13. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on the architectural

elevations or on a form provided by the department of planning and community development.

14. A survey may be required depending on project complexity; and

15. Design Review Board (DRB) Final Design Review (as applicable)

NOTE: THIS IS A NEW SECTION

The Final Design Review is the last review by the DRB. It is presented after incorporating the recommendations from the Pre-application Project Review and can include other refinements that have occurred to the design. When the planner determines the required exhibits are complete, he will assign a date for the Final Project Review. The purpose of the final project review is to review a proposed project for compliance with applicable design guidelines, and to ensure that the project reflects any revisions recommended by the DRB at the pre-application review.

The planner ensures each DRB member receives the complete 11x17 packet and an electronic copy (pdf) of exhibits 5 working days before the scheduled meeting for the Final Project Review. The DRB comments and recommendations are based on how the exhibits and drawings incorporate or interpret the design guidelines. The applicant will present the project using appropriate size graphics for the whole Board to see, either on minimum 24 x 36 boards or using a projector and screen. Optional but strongly recommended items are so indicated:

a. Final Project Vision Summary, incorporating DRB pre-application comments, and Design Guideline Checklist

b. Final Context Analysis includes:

- i. Aerial photo (Google Earth Image is sufficient) and streetscape photos with streets and site boundaries indicated.
- ii. Vicinity map showing existing conditions including adjacent structures, uses and zoning.

c. Final Sections includes:

- i. Final transverse and longitudinal sections through the entire site extending 100 feet past the property line to adjacent buildings or buildings across a roadway.
- ii. Final transverse and longitudinal sections through each structure with property lines, floor to floor heights, overall height, and spot elevations noted.

d. Final Elevations include:

- i. Final elevations of each structure including exterior mechanical screens, venting locations and adjacent structures in context.
- ii. Final material board and color notes as needed for clarification.

- iii. Scale figures and transparent street trees or planned landscaping. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
- iv. Shadows should clarify modulation. **OPTIONAL, BUT STRONGLY RECOMMENDED.*
- e. Final Renderings are **OPTIONAL, BUT STRONGLY RECOMMENDED*
 - i. Eye level perspective renderings from two opposite street locations.
 - ii. At least one depicting entire project with adjacent buildings in context
- f. Final Exterior Lighting Plan includes descriptions, images, color and finish of selected features.
- g. Any other graphics requested during the Preliminary Site Plan Review.

D. LANDSCAPING (BIMC 2.16.040: SITE PLANS AND DESIGN REVIEW, 2.16.050: MINOR CONDITIONAL USES, 2.16.110: MAJOR CONDITIONAL USE PERMIT, 2.16.070: SHORT SUBDIVISIONS, 2.16.080: LARGE LOT SUBDIVISIONS, AND 2.16.160: LONG SUBDIVISIONS)

1. All new development except single-family residential building permits shall submit the following information at the time of land use permit application:
 - a. The address and tax lot number of the property.
 - b. Tree Retention Plan. The applicant shall submit a tree retention plan, concurrent with applicable permit application. If multiple permits are required then the applicant must submit the tree retention plan with the first and all subsequent applications. The tree retention plan may be combined with the planting plan and shall consist of:
 - i. A tree survey or aerial photograph that represents current site conditions and identifies the location of all significant trees, tree stands and their associated canopies.
 - ii. For detailed site plans and grading applications, the tree survey may be conducted by a method that locates individual trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and
 - iii. A development site plan identifying the significant trees and tree stands, as defined in BIMC 18.15.010.C, heritage trees, or other existing vegetation that are proposed to be retained.
 - iv. The International Society of Arboriculture (ISA) valuation for trees to be retained. The valuation for the trees shall be based upon

their post-construction, final development context, not a pre-construction context.

- v. Description of how the tree retention plan and planting plan meet the Total Site Tree Unit Requirements, pursuant to BIMC 18.15.010.G, if applicable.

c. Planting Plan. All plans must be prepared or approved, by a landscape architect licensed by the state of Washington, a Washington certified nursery professional or a Washington certified landscaper. The proposed landscape planting plan shall be clearly legible and show the following:

- i. A title that includes the project name, owner's name, designer's name, date and scale of no less than one inch equals 30 feet. All items shall be labeled, and north shall be oriented towards the top or left of the plan;
- ii. Property boundaries, easements, and ownership as set forth in the legal description;
- iii. Existing and proposed grades of at least five-foot intervals;
- iv. Rights-of-way, setbacks, streets and utilities within the subject property;
- v. All proposed construction and planting and any future construction and planting that is not included in the application;
- vi. Location of all existing and proposed buildings, structures, utilities and improvements within the property; and
- vii. A plant list for all proposed new planting delineating quantities, scientific and common names and sizes. Names of plants are to follow current edition of the Hortus Third, A Concise Dictionary of Plants Cultivated in the U.S. and Canada; and sizes of plants are to follow the current edition of the American Standard for Nursery Stock, American Association of Nurseryman (AAN). The planting plan shall specify the following:
 - a) Protection during construction strategies for trees and vegetation to be retained protection strategies;
 - b) Vegetation clearing strategies;
 - c) Topsoil protection and reuse strategies;
 - d) Native soil amendment strategies;
 - e) Planting times and physical limits of construction; and
 - f) Areas that require temporary or permanent irrigation.

E. CLEARING PERMITS (BIMC 2.16.030: ADMINISTRATIVE REVIEW – IN GENERAL)

1. A clearing permit application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought, or by the owner's authorized agent. Required information shall include but shall not be limited to:
 - a. The legal description of the property, tax lot number and vicinity map.
 - b. A scale drawing of the property indicating:
 - i. North arrow;
 - ii. Written and graphic scale;
 - iii. Property boundaries, easements, and ownership as set forth in the legal description;
 - iv. Existing structures and improvements;
 - v. Location of existing vegetation and significant trees that might be impacted by the proposal;
 - vi. Critical areas pursuant to BIMC 16.20;
 - vii. Trees or vegetation proposed to be removed; and
 - viii. Location and size of replacement trees or vegetation, if applicable.
 - ix. Size (dbh) of trees to be removed.

F. CONDITIONAL USE PERMITS, MAJOR AND MINOR (BIMC 2.16.110 AND 2.16.050)

A conditional use permit application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought, or by the owner's authorized agent. Required information shall include but shall not be limited to:

1. A complete and detailed written statement of the intended use of the land and the sequence and timing of the proposed development;
2. A site plan in compliance with the requirements in section ~~CB.1.a~~;
3. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
4. Affidavit of ownership or agreement to work on the owner's behalf;

5. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04;
6. Land dedicated for park and recreational facilities, if applicable;
7. The requirements of Section D: Landscaping;
8. Other plans and information deemed necessary by the director for evaluation of the merits of the proposal; and
9. Institutional development in residential zones shall submit the following items:
 - a. A traffic report, showing the effects on level of service (LOS) on affected roads;
 - b. The appropriate approvals of sewer and water supply;
 - c. A fencing plan or alternative methods to protect the public health, safety and welfare;
 - d. Vehicular, pedestrian, and bicycle access and site circulation; and
 - e. A site and building design proposal that meets the design principles and guidelines found in BIMC 18.18.030.C, Commercial/Mixed Use design guidelines.
10. For installation of outdoor lighting fixtures, evidence of compliance with the requirements of chapter 18.15.040, Outdoor Lighting, on a form provided by the department of planning and community development.

G. VARIANCE, MAJOR AND MINOR (BIMC 2.16.120 AND 2.16.060)

A variance application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought or by the owner's authorized agent. Required information shall include but shall not be limited to:

1. A complete and detailed written statement of the reason(s) for requesting the variance and the sequence and timing of any proposed development;
2. A site plan in compliance with the requirements in section **CB.1.a;**
3. Affidavit of ownership or agreement to work on the owner's behalf;

4. The terms, conditions, covenants, and agreements under which the subject property is bound, if any;
5. Detailed description of how the proposal will meet the decision criteria;
6. An environmental checklist when required by the State Environmental Policy Act and BIMC 16.04; and
7. Other plans and drawings deemed necessary by the director for evaluation of the merits of the proposal.

H. BOUNDARY LINE ADJUSTMENT (BIMC 2.16.090)

1. A boundary line adjustment application on the form prescribed by the department of planning and community development and submitted with all documentation, materials and a fee as established by the city council by resolution. Required information shall include, but not be limited to:
 - a. Affidavit of ownership of all lots involved or agreement to work on the owner's behalf;
 - b. The legal description of each lot involved prior to the lot line adjustment;
 - c. The legal description of each lot involved after the lot line adjustment;
 - d. A scale drawing containing all the information required to be provided on the final boundary line adjustments plan pursuant to subsections 2 and 3 of this section;
 - e. Copies of draft deeds conveying title to the property being transferred pursuant to the boundary line adjustment if more than one property owner is involved; and
 - f. Copies of any existing or proposed covenants or restrictions affecting the property or properties involved.
 - g. A title report for all lots involved.
 - h. Perimeter Lot closures.
2. If the department determines that the application and information submitted with the application comply with the requirements of this code and all other laws, the department shall request that the applicant provide a final boundary line adjustment plan. The final boundary line adjustment plan shall be prepared by a licensed surveyor on a mylar (stabilized drafting film) and shall include the following information:

a. A title report for all lots involved;

- b. Original deeds conveying title to the property being transferred pursuant to the boundary line adjustment if more than one property owner is involved; except that if the application only involves the aggregation of platted lots in common ownership, these deeds shall not be required;
- c. North arrow;
- d. Written and graphic scale;
- e. Existing property lines and proposed property lines for all lots involved;
- f. Legal description of all lots involved after the boundary line adjustment;
- g. All boundary lines on all lots involved, including a reference with proper bearings and distances;
- h. Identification of all lots involved as Lot 1, Lot 2, etc.;
- i. Location and dimensions of all public or private rights-of-way and easements, whether existing or proposed, and designation of any adjacent streets;
- j. Location of access to all lots involved;

k. Lot areas of all lots, before and after the Boundary Line Adjustment

- l. **Location of Ordinary High Water Mark (OHWM) if applicable, and** all existing structures on all lots involved, with distance from all boundary lines;
- m. Signature block for approval by director of department of planning and community development; and
- n. A surveyor's certificate consistent with RCW 58.09.080 and all certificates and other information required by Chapter 58.09 RCW.

I. SUBDIVISIONS, SHORT, LARGE, AND LONG (BIMC 2.16.070, 2.16.080, AND 2.16.160)

An application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought or by the owner's authorized agent. An application for a subdivision is considered complete when it satisfies the submittal requirements set forth in Tables 3-1, 3-2 and 3-3 and has been determined to be complete within the 28-day review period.

Table 3–1: Subdivision Submittal Requirements – Preapplication Review

Preapplication Review	
Proposed Site Plan consisting of:	
A. Base Map	
Purpose: To consolidate existing characteristics of the site and existing on-site conditions, as well as to gather information about the subject property and the surrounding area, and provide a graphic portrayal of areas in which development may not occur (“no-build zones”) or may occur with restrictions (“restricted building zones”).	
Form:	The following information should be provided on the base map if applicable:
Drawn or printed on durable material (mechanically reproducible).	1. North arrow and scale;
	2. Name and address of the owner of the subject property, or the authorized representative;
	3. Subject property boundaries;
	4. Total acreage;
	5. Topography with a contour interval of no less than five feet (slopes that exceed 15 percent shall be identified);
	6. The location of all easements (such utility and/or conservation easements) located on the subject property;
	7. The location and names of roads and rights-of-way, access easements, bicycle paths, greenways, and trails located on-site, or in close proximity to the subject property;
	8. The location of all utilities (water lines or wells, wellhead protection areas, sewer lines or septic systems, power and/or telephone lines) located on or affecting the subject property;
	9. The location of Ordinary High Water Mark (OHWM) pursuant to BIMC 16.12 and all critical areas pursuant to BIMC 16.20, including bodies of water (including streams, drainage course, and/or wetlands) and slopes located on the subject property, or within 150 feet of the subject property: a. “No-build zones” i. All critical areas and their associated buffers (as defined in BIMC Title 16.20) located on the subject property, and, if possible, those located within 100 feet of the subject property (aerial photographs or studies prepared for adjacent properties may be used to preliminarily assess off-site critical areas); ii. Wellhead protection areas on or affecting the subject property iii. other easements, setbacks, or buffer areas that limit development; iv. Dedicated open space or greenway areas located on the subject property. b. “Restricted building zones” (depicted in such a manner as to be graphically distinct from “no-build zones”):

Table 3–1: Subdivision Submittal Requirements – Preapplication Review

	i. Areas of significant trees and vegetation located on the subject property, or on any adjacent properties located within 100 feet of the subject property. 10. The approximate location and size of existing structures located within 100 feet of the subject property; 11. City of Bainbridge Island zoning and comprehensive plan designation for the subject property and adjacent properties (shoreline designations shall be included if applicable); 12. Vicinity map; 13. All areas of identified historical importance located on the subject property or adjacent properties, such as structures listed on the National Register for Historic Places and the 1987 Bainbridge Island Historic Survey, as prepared by the Washington State Office of Archaeology and Historic Preservation;
	14. Landscaping Plan: Prepare as an overlay to the base map or as a part of the base map. Locate all established vegetation as defined in BIMC 18.36.030. Trees may be identified individually or as tree stands.
C. Composite Site Plan (not required for nonresidential subdivisions) Purpose: To illustrate the design proposals during the preapplication conference with the department staff members. To help the applicant and the city determine which portions of a subject property are best suited to accommodate homesites, infrastructure, and open space areas.	
Form:	The following information should be provided on the proposed design map as applicable:
Composite Site Plans and any alternative configurations shall be graphically indicated on a copy of the base map, or as an attachment to the base map. The preparation of alternative configurations for all the above elements of the proposed site plan for the subject property shall be encouraged.	For Open Space Flexlot Subdivisions: 1. Residential homesite location(s) and lot lines: a. Establishment of Lot Lines. Preliminary lot lines shall be established on the composite site plan to illustrate potential division of the subject property. Preliminary lot lines are intended for review and discussion at the preapplication conference. (Ord. 2004–08 § 8, 2004: Ord. 2003–02 § 6, 2003: Ord. 96–06B § 2, 1996) b. Open space location(s): Open space areas shall be established as required pursuant to BIMC 17.12.030. The location of open space areas on a proposed site plan shall be consistent with the open space design guidelines contained in BIMC 17.12.030, open space area requirements contained in BIMC 17.12.020.A.4 and the prioritization of open space features contained in BIMC 17.12.030.A.3. For Cluster Flexlot Subdivisions: 1. Residential homesite location(s) and lot lines: a. Properties being subdivided that cluster development pursuant to BIMC 17.12.030 shall provide a maximum homesite area on the face of the plat to indicate future development area for a residential dwelling and possible

Table 3–1: Subdivision Submittal Requirements – Preapplication Review

	accessory dwelling units. Circle templates or homesites shall be clearly indicated within each lot. The standards for the maximum homesite area are provided in BIMC 18.12.020–1. b. Establishment of Lot Lines. Preliminary lot lines shall be established on the composite site plan to illustrate potential division of the subject property. Lot lines shall not cross any homesite. Preliminary lot lines are intended for review and discussion at the preapplication conference. (Ord. 2004–08 § 8, 2004: Ord. 2003–02 § 6, 2003: Ord. 96–06B § 2, 1996)
	2. Location of individual or community water supply and septic systems: a. The location of any proposed individual or community well(s) and/or water system(s) for the subject property and associated wellhead protection areas as required by the health district shall be graphically indicated on a copy of the base map, or as an overlay attachment to the base map (providing that the overlay is prepared on a transparent material). Maintenance access to the proposed wellhead or water system and all areas to be cleared for a wellhead shall also be identified. b. The location of any proposed individual or community drainfields for the subject property and associated reserve drainfields as required by the health district shall be graphically indicated on a copy of the base map, or as an overlay attachment to the base map (providing that the overlay is prepared on a transparent material). Maintenance access to proposed drainfields shall also be identified.
	3. Provision of roads and access: Roads and access consistent with the “City of Bainbridge Island Design and Construction Standards and Specifications” shall be provided to all proposed lots. Roads and access proposed shall be graphically indicated on a copy of the base map, or as an attachment to the base map.

Table 3–2: Subdivision Submittal Requirements – Preliminary Review

Preliminary Subdivision Review	
A. Preliminary Plat	
Form:	The following information should be provided on the base map if known:
Map drawn on a minimum 11–inch by 17–inch paper to scale no less than one inch to 100 feet (no less than one inch to 200 feet for short and large subdivisions). The horizontal and vertical scales for street	1. Topography with a contour interval of no less than five feet (no less than 10 feet for Large Lot Subdivisions); 2. The location of all property to be dedicated when applicable; 3. Soil logs, if appropriate; 4. A conceptual storm water plan illustrating the proposed means of storm water runoff disposal; 5. Lots labeled alphabetically (numerically for Large Lot Subdivisions), each lot

and sewer plans and profiles shall be those established by the city engineer. Five copies of the map of the proposed large lot subdivision are required. One original and six copies of the map of the proposed short and long subdivision are required.	shall designate the proposed homesite; 6. The name of the proposed subdivision; 7. The legal description of land confined within the proposed subdivision, and any ancillary easements; 8. The name, address and seal of the registered land surveyor or professional engineer who prepared preliminary plat documents; 9. The number of lots and average lot size; 10. A description, by map or text, of the route or routes of vehicular and pedestrian access to the property; the existing right-of-way and conditions of the access routes, and applicant's proposed improvements shall be mapped or described in sufficient detail to enable the city to determine their adequacy and safety; 11. A layout of proposed streets and alleys, including preliminary profiles, and any tracts proposed to be dedicated or reserved for public or common use; 12. Proposed method of water supply, with a certificate of water availability from the proposed water purveyor, if any, and a statement from the health district that the proposed domestic water supply meets applicable health standards; 13. Proposed method of sewage disposal with a certificate from the agency providing sewage disposal, if any, of system adequacy to accept, treat and discharge effluent from the proposed development, or a preliminary statement from the health district that the proposed disposal method is likely to meet applicable health standards. For subdivisions proposed to be served with on-site sewage disposal, the location of soil log holes together with data regarding percolation rate as required by the health district; 14. Any reports, studies or assessments that are required by Chapters 16.12 and 16.20 BIMC; 15. A building site application (BSA) shall be submitted, showing positioning of sewage disposal facilities; 16. A preliminary copy of restrictive covenants, dedications and/or easements, if any are proposed; 17. Environmental checklist or draft environmental impact statement; 18. Tideland or shoreline protection proposed, if applicable. 19. A title report for all lots involved. 20. Perimeter lot closures.
	ADDITIONAL REQUIREMENTS FOR SHORT AND LONG SUBDIVISIONS: Design pursuant to BIMC Table 18.12.020-1: Flex Lot Dimensional Standards for Residential Zone Districts.
	ADDITIONAL REQUIREMENTS FOR LARGE LOT SUBDIVISIONS: 1. The signature of the owner of record of the real property within the boundaries of the large lot subdivision; 2. Proposed source of potable water; 3. The location and dimensions of all property to be dedicated; 4. The appropriate location of any critical areas and their associated buffers

	located on or within 200 feet of the subject property.
NOTES: If phased development is proposed, a description or depiction of the separate divisions and a statement of the order in which divisions are proposed to be recorded; If the plat constitutes a replat, the lot, block, street, etc., of the original plat shall be shown with dotted lines in their proper positions in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines.	
B. Preliminary Open Space Management Plan (Not required for large lot subdivisions or residential subdivisions using the cluster development option in BIMC 17.04.080.A.5.)	
Form:	The Open Space Management Plan required by BIMC 17.12 shall include the following:
Consistent with the requirements of BIMC 17.12.020.A.8(b).	1. A forest management plan, if the open space is to be managed as forested open space pursuant to Title 84.34 RCW (or its successors) or as timberland under RCW 76.09.050 (or its successors); 2. For open space areas that are forested and are not part of a forest management plan as described in subsection 1, provisions shall be included for replacing significant trees that may later become diseased or die or are determined to be a hazard to life or property; 3. An identification of the management entity responsible for the maintenance of the open space areas. Open space areas shall be maintained permanently by the individual property owners, property owner's association, a conservancy organization, special public district, or the city (for properties owned by the city); 4. A plan for protecting open space features and/or existing vegetation within all open space areas, both during and after the construction phases including provisions for replacing significant trees and other vegetation that are damaged as a result of construction actions. Such a plan shall include temporary fencing to be installed around the open space during construction phases to prevent accidental damage to the open space; 5. A plan for irrigating and otherwise ensuring the survival of any newly established vegetation; and 6. Provisions for the removal of invasive species and for the general enhancement of fish and wildlife habitat, consistent with guidelines developed by the city.
C. Significant Tree/Tree Stand Retention Plan (not required for large lot subdivisions)	
Form:	The following information should be provided on the base map if known:
Prepared consistent with the requirements of BIMC 18.15.010.C	The tree retention plan may be combined with the planting plan and shall consist of: a. A tree survey or aerial photograph that represents current site conditions and identifies the location of all existing vegetation, tree stands and their associated canopies. For detailed site plans and grading applications, the tree

	survey may be conducted by a method that locates individual significant trees and tree stands, their size(s) and species. These trees shall be marked in the field at the time of permit or approval application and maintained through the construction period; and b. A development site plan identifying the existing vegetation, tree stands and their associated canopies, as defined in BMC 18.15.010.C, that are proposed to be retained, as well as proposed trees or vegetation.
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Table 3-3: Subdivision Submittal Requirements – Final Review

Final Subdivision Application Review	
A. Final Plat	
Form:	All the elements required for preliminary subdivision and the following:
a. The first sheet shall be drawn on a mylar sheet. Subsequent sheets shall be drawn on stable-base mylar, polyester film or similar durable material 18 inches by 24 inches. A line shall border each sheet having a 3-inch margin on the left side (which shall be an 18-inch side) and a 0.5-inch margin on the remaining three sides: the lower right-hand corner of the sheet obtained from the engineer. b. Drawn to scale no less than one inch to 100 feet (no less than one inch to 200 feet for short and large subdivisions) which scale shall be shown on the drawing. c. Three copies (five copies for Large Lot subdivisions) of the final plat are required.	1. A completed City of Bainbridge Island subdivision application form;
	2. The perimeter (which shall be shown by heavier lines) of the proposal, together with all internal lots and blocks;
	3. The dimensions of the perimeter and all lots;
	4. Ties to permanent monuments;
	5. Controlling reference points or monuments;
	6. The bearing and length of lines;
	7. Origin of meridian or basis of bearings;
	8. All parcels created by the division of land to be so designated as to the maximum number of primary dwelling units allowed on that parcel. This number shall be designated on each individual title;
	9. A title insurance report, confirming that the title to the land in the proposed subdivision is vested in the name of the owners whose signatures appear on the plat;
	10. A surveyor's certificate reading as follows, signed by the surveyor who prepared the final plat: "I, _____, registered as a professional land surveyor by the State of Washington, certify that this Subdivision is based on an actual survey of the land described herein, conducted by me or under my supervision, during the period of _____, 20__, through _____, 20__, that the distances, courses, and angles shown hereon correctly; and the lot corners have been staked on the ground as depicted hereon."
	11. Textual declaration of the dedication when applicable.
	12. If an applicant voluntarily sets aside more than 25% of the site as designated open space, that fact shall be noted on the face of the final plat.
	13. Perimeter lot closures.

Table 3–3: Subdivision Submittal Requirements – Final Review

	<u>14. A copy of preliminary plat conditions and responses as to how and/or when each condition is met.</u> ADDITIONAL REQUIREMENTS FOR SHORT SUBDIVISIONS 1. A disclaimer acknowledging the owners understanding that maintenance of roads remains with the lot owners, and reading: “Responsibility and expense for maintenance of streets serving lots within this short subdivision shall rest with the lot owners unless such roads have been accepted by the city”; 2. A declaration confirming that the property will not be further subdivided in violation of BIMC 17.08.020.H. Acceptable wording of this declaration: “Land in a short subdivision may not be further divided through a short subdivision within a period of five years after the recording of the final short subdivision without meeting the standards of and being reviewed as a long subdivision pursuant to BIMC 2.16.160”; 3. The names and locations of adjacent subdivisions; 4. Signature and date lines for certification by county treasurer that real property taxes are current; 5. Signature and date lines for approval by the director; 6. All conditions of approval, if applicable. ADDITIONAL REQUIREMENTS FOR LARGE LOT SUBDIVISIONS The declaration described in BIMC 2.16.080.L.
NOTE: When appropriate, in accordance with RCW 36.70A.060, the final subdivision shall contain a notice that the subject property is on or within 300 feet of lands designated agricultural lands, forest lands or mineral resource lands.	
B. Additional Documents	
	1. The signatures of all owners of the real property within the boundaries of the subdivision; 2. A road maintenance agreement in proper form unless such agreement is waived by the engineer; 3. Perimeter lot closures for final review; 4. A building site application per Kitsap County Health District, if applicable; 5. A final open space management plan; 6. Proposed restrictions or covenants running with the land when applicable.

J. MINOR ALTERATIONS TO SUBDIVISIONS (BIMC 2.16.070.O: AMENDMENT TO APPROVED SHORT SUBDIVISION, 2.16.080.N: AMENDMENT TO APPROVED LARGE LOT SUBDIVISION, AND 2.16.160.S: AMENDMENT TO APPROVED LONG SUBDIVISION)

A minor alteration to an approved short, long, or large lot subdivision shall be submitted on the form prescribed by the department of planning and community development and shall be signed by the owners of all lots involved and submitted to the department together with all documentation, materials and a fee as established by the city council by resolution. A minor alteration includes, but is not limited to, alterations of homesite locations and/or open space usage.

1. The applicant shall submit the following:
 - a. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
 - b. A copy of the existing plat or open space plan, as applicable;
 - c. A scale drawing of the proposed plat or proposed open space plan, as applicable.
2. If the department determines that the application and information submitted with the application comply with the requirements of this code and all other laws, the department shall request that the applicant provide a revised plat mylar or open space plan for recording, that meet the requirements of the final plat for the application in the first instance.

K. MINOR ADJUSTMENT TO AN APPROVED LAND USE PERMIT

A minor adjustment to an approved land use permit, other than a plat, shall be submitted on the form prescribed by the department of planning and community development and shall be signed by the owners of all lots involved and submitted to the department together with all documentation, materials and a fee as established by the city council by resolution. A minor adjustment entails small changes in dimensions or siting of structures or the location of public amenities, but do not entail changes to the intensity or the character of the use. Any change other than a minor adjustment as listed above requires a major adjustment pursuant to section L.

1. The applicant shall submit the following:

- a. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
 - b. A copy of the existing site plan, open space plan, or landscaping plan as applicable;
 - c. A scale drawing of the proposed site plan, open space plan, or landscaping plan, as applicable.
2. If the department determines that the application and information submitted with the application comply with the requirements of this code and all other laws, the department shall request that the applicant provide a final site plan, landscape plan, or open space plan for approval, that meet the requirements of the application in the first instance.

L. MAJOR ADJUSTMENTS TO AN APPROVED LAND USE PERMIT

A major adjustment to an approved land use permit, other than a plat, shall be submitted on the form prescribed by the department of planning and community development and shall be signed by the owners of all lots involved and submitted to the department together with all documentation, materials and a fee as established by the city council by resolution. Major adjustments are those that modify the basic design, intensity, density, and/or use.

1. The applicant shall submit the following:
 - a. Written description of the proposed change, including a detailed analysis of how the change complies with decision criteria of the application used in the first instance;
 - b. A copy of the existing site plan, open space plan, or landscaping plan as applicable;
 - c. A scale drawing of the proposed site plan, open space plan, or landscaping plan, as applicable.
2. The major adjustment shall follow the process required for the permit in the first instance, pursuant to BIMC Chapter 2.16, Land Use Review Procedures.

M. REZONES, SITE-SPECIFIC AND AREA-WIDE (BIMC 2.16.140)

A rezone application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

1. A complete and detailed written statement explaining how the subject property is suitable for the proposed rezone and why the rezone would not be detrimental to surrounding land uses. The statement should address topography, streets, adjacent land uses, and other pertinent factors that would justify the proposed rezone;
2. A detailed description of the proposed use for which the rezone is sought and how such action meets the decision criteria in BIMC 2.16.140;
3. A legal description of the property(ies) and tax lot number(s);
4. The names and addresses of all property owners; and
5. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

N. LEGISLATIVE REVIEW OF DEVELOPMENT REGULATIONS (2.16.180)

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

1. A complete and detailed written statement explaining the existing regulations and proposed changes (including specific language, if possible);
2. A detailed description of how the proposal meets the goals and policies set forth in the Comprehensive Plan; and
3. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

O. HOUSING DESIGN DEMONSTRATION PROJECT (BIMC 2.16.020.Q)

In addition to any submittal requirements from the underlying land use permitting process, the following additional information is required for a Housing Design Demonstration Project:

1. Survey prepared by a licensed surveyor, including information showing existing conditions and site information including, but not limited to, topography (contour interval not to exceed 5 feet), an elevation benchmark (located on or within 100 feet of the proposed site), adjacent development, vegetation, utilities, critical areas, property lines, and easements. Whenever possible, survey information should be submitted on City of Bainbridge

Island vertical and horizontal datums. All plans must be submitted at an easily reproducible engineering or architectural scale. The survey data should be integrated into all site plans and elevation drawings related to the project and the source of the survey information shall be noted;

2. Plans descriptive of drawings of the proposed innovative housing types including building footprints and building elevations, floor plans, and roof plans;
3. A description of the proposed unit type, including proposed square footage, unit mix, and number of bedrooms per unit;
4. A description of the required development standards, compared with the standards that relief is being requested. This includes, but is not limited to, setbacks, open space, density, or parking requirements. The applicant should explain how relief from specific development standards is needed to achieve the desired innovative design and the goals of this chapter;
5. Photographs of the subject and adjacent properties key to the site plan;
6. A landscape plan, including any planned removal and replanting;
7. A detailed description of any project phasing;
8. A description of how the proposed development is consistent with the surrounding neighborhood character;
9. A description of how the proposed development complies with the goals of BIMC 2.16.020.Q, project evaluation criteria as described in BIMC 2.16.020.Q, and all relevant decision criteria;
10. A completed green building checklist from Evergreen Sustainable Development, Living Building Challenge standard of the International Living Building Institute, LEED or BuiltGreen programs that require third party verification review with the requisite four and five star levels.

P. AGRICULTURAL RETAIL PLAN (BIMC 18.09.030.I.2 AND .3: AGRICULTURAL RETAIL, MINOR AND MAJOR)

An application and fee as established by city council resolution shall be made on forms prescribed by the department. The application shall contain the following:

1. A site plan in compliance with the requirements in section C.1.a, including a delineation of specific use areas (pasture, heavy use area, etc.);
2. A farm plan, if required pursuant to BIMC 18.09.030.A.1.
3. Any other materials the department or the reviewing body determines are required to adequately describe the proposal.

Q. FARM MANAGEMENT PLAN (BIMC 18.09.030)

In order to exceed maximum animal density allowances provided for in BIMC 18.09.030, a farm management plan approved by the City, its designee, or a qualified third party must be implemented and maintained. The farm management plan shall contain the following:

1. A site plan showing property lines and adjacent residences, location and area of all pasture area(s), shelter structure(s), compost and manure storage, on-site sewage system components, drinking water well(s), and critical areas and buffers;
2. Description of the type of equipment necessary or intended for use in each season and the frequency and duration of anticipated use;
3. Disclosure of any intent to spray or otherwise apply agricultural chemicals or pesticides, frequency and duration of application, and the plants, diseases, pests or other purposes they are intended for;
4. Emergency response plan and emergency response contacts
5. Description of the potential impacts of animal agriculture and use of applicable National Resource Conservation Service (NRCS) conservation practice standards or equivalent measures to mitigate impacts, including:
 - a. Water Quality and Soils. Impacts of irrigation run-off on adjacent properties, water bodies and environmentally critical areas, and proposed sediment and erosion control measures.
 - b. Noise and Odor. Impacts related to the location on the lot of the animal pasture and shelter, any trash or compost storage areas, any farm stand or additional accessory structure, and any other noise-generating or odor-generating equipment and practices.
 - c. Agricultural Chemicals. Impacts related to the use of chemicals, including any manure, fertilizer and pesticide.
 - d. Mechanical Equipment. Impacts related to the operation of equipment, including noise, odors, and vibration.

- e. Traffic and Parking. Impacts related to the number of staff onsite during work hours, and the number of potential visitors regularly associated with the site.
- f. Visual Impacts and Screening. Visual impacts relating to the proposed nature, location, design, and size of proposed features, structures and activities, including the location of pasture, composting activities and manure storage, and any existing or proposed screening.

R. HISTORIC PRESERVATION APPLICATION (BIMC 18.24: HISTORIC PRESERVATION PROGRAM)

NOTE: HPA SECTION WAS SECTION Q.

An application shall be made on forms prescribed by the department. The application shall contain the following:

1. A completed application form containing the signatures of all property owners.
2. A notarized Owner/Applicant agreement signed by all owners in the event the owners designate an agent to act in their stead.
3. An historical narrative that includes (if known): the date built or established, builder, owner, architect, architectural elements, and any information on known alterations, etc.
4. Written sources including books, magazines, newspapers, videos or movies used to research/establish significance, if available (please include in proper bibliographical form).
5. Oral histories/interviews, etc., used to research/establish significance, if available (please include in proper bibliographical form).
6. Copies of maps and photographs used in research, if available.
7. At least four (4) defining exterior photographs of the nominated property.

S. COMPREHENSIVE PLAN AMENDMENTS (BIMC 2.16.190)

NOTE: CPA SECTION WAS SECTION R.

A comprehensive plan amendment application and fee as established by city council resolution must include the following:

1. A complete and detailed written statement including the nature of and reason for the amendment request, any specific suggested changes to the plan or appendices;
2. A description of how the amendment request is consistent with all of the decision criteria specified in BIMC 2.16.190.H;
3. A completed SEPA checklist including supplemental sheet for nonproject actions; and
4. Any other reports or studies identified during the preapplication conference. (Ord. 2006-13 § 4, 2006)

T. SHORELINE MASTER PROGRAM EXEMPTIONS, SUBSTANTIAL DEVELOPMENT PERMITS, SHORELINE VARIANCES AND SHORELINE CONDITIONAL USE PERMITS (BIMC SECTIONS 2.16.165 & 16.12)

An application and fee as established by city council resolution shall be filed with the department by the owner of land for which the permit is sought or by the owner's authorized agent. A shoreline application is considered complete when it satisfies the submittal requirements set forth in Table 3-4, as applicable, and has been determined to be complete within the 28-day review period.

<u>Table 3-4: Shoreline Development Applications</u>	
<u>All Shoreline Applications (Exemptions, Substantial Development Permits, Shoreline Conditional Use Permits and Shoreline Variances)</u>	
<u>A. Site Plan</u>	
<u>Form:</u>	<u>The following information must be provided on the site plan:</u>
<u>a. Drawings must be to scale and prepared using clear printing and black ink.</u>	<u>1. Property address;</u>
	<u>2. North arrow and drawing scale;</u>
	<u>3. Topography with 5-foot contour intervals</u>

Table 3-4: Shoreline Development Applications

b. Five 11x17 drawings and one larger drawing (18x24 or 24x36) are required.	<u>Topography is available through the City's interactive mapping application on its website: http://www.ci.bainbridge-isl.wa.us/196/GIS-Mapping-Map-Gallery or from a topographical survey.</u>
	<u>4. Property boundaries and easements</u> <u>Show property lines and all easements (utility, drainage, access, etc.).</u> <u>Indicate dimensions.</u>
	<u>5. Yard setbacks</u> <u>Indicate setbacks from front and side property lines with a dashed line per BIMC 18.12 and 30 percent shoreline side yard setback (30 percent of total width of lot -- See BIMC 18.12.050M).</u>
	<u>6. Location of existing shoreline ordinary high water mark (OHWM) and extent of shoreline jurisdiction</u> <u>The shoreline jurisdiction includes areas landward for 200 feet in all directions as measured on a horizontal plain from the OHWM.</u>
	<u>7. Location of shoreline buffer</u> <u>Using BIMC Table 16.12.030-3, determine the width of your shoreline buffer and each management zone (Zone 1 and Zone 2) and show with a line. Differentiate between Zone 1 and Zone 2.</u>
	<u>8. Area calculation of each shoreline buffer management zone (Zone 1 and Zone 2) and any proposed area of encroachment</u> <u>If mitigation is required and/or if encroachment into the shoreline buffer is proposed, indicate the area (in square feet) of each zone (Zone 1 and Zone 2) and the area (in square feet) of the encroachment (e.g.: structures and/or grass lawn).</u>
	<u>9. Location of shoreline structure view setback line</u> <u>Using BIMC 16.12.030.B.3.i, indicate the location of the shoreline structure view setback line with a dashed line. This is a line connecting existing primary residences within 100 feet of property lines.</u>
	<u>10. Location of any critical areas and associated buffers and 15-foot building setback lines</u> <u>Show all on-site critical areas per BIMC 16.12.060 and associated buffers. Show reduced buffers, if proposed. Include 15-foot building setback lines from edge of buffer.</u>
	<u>11. Location of existing and proposed structures</u> <u>Show location, dimensions and square footage of all existing and proposed structures. Footprint of proposed structures (and/or alterations/additions) should be clearly differentiated from existing structures. Identify each structure by its use (residence, garage, boathouse, etc.). Show distance from property lines, shoreline OHWM and critical areas and their buffers, as appropriate. Indicate any decks, porches or retaining walls.</u>
	<u>12. Height of all proposed structures, including decks, porches or retaining walls</u>
	<u>13. Location and type of existing and proposed stormwater management structures and features</u>

Table 3-4: Shoreline Development Applications

	Show the location and type of existing and proposed stormwater system (infiltration, closed conveyance, etc.) and the location of existing and proposed outfall(s). A separate drainage plan may be needed. If you are creating new impervious surface and do not propose to install a rain garden, your project does not qualify for use of the Standard Single-Family Residential Mitigation Manual.
	14. Location of existing on-site septic system or sewer lines Indicate method and location of sewage disposal.
	15. Location and total area (in square feet) of existing and proposed impervious surfaces (e.g.: patios, driveways, wood stairs)
	16. Location and type of existing native vegetation (upland and aquatic)
	17. Location of all existing significant trees (evergreen trees greater than 10" diameter and deciduous trees greater than 12" in diameter) – indicate those to remain and those to be removed.
	ADDITIONAL DRAWINGS
	1. If your project includes grading or filling, you must provide a cross-section drawing illustrating the proposed activity as if it were cut from the side and/or front. Include: a. Location of ordinary high water mark (OHWM) b. Location of any critical areas and associated buffers c. Existing and proposed contours and elevations d. Location, type and size of existing native vegetation impacted by grading activities e. Location of post-project placement of excavated material if on-site
	2. If the primary residential structure has any attachments (e.g.: deck, balcony, etc.) you must include elevation drawings and calculations of grade.

B. No Net Loss Documentation

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, and applicant must either:

☐ **Use the Standard Single-Family Residential Mitigation Manual** -- To give homeowners a simple alternative for meeting the no net loss standard, the Standard Residential Mitigation Manual outlines mitigation requirements for common types of single-family residential development in lieu of completing a site-specific analysis. Not all applicants may use the manual. Your project must be located within a qualifying site and be listed among the development and structure types and maximum size constraints covered by the manual. **For example, if your proposed single-family residence has over a 4,000 square foot footprint or you are creating new impervious surface area and not proposing to install a rain garden, you may not use the manual and a site-specific impact analysis is required.** The checklist included in the manual describes the type of information needed to review a project and should be submitted with the permit application. **The Standard Single-Family Residential Mitigation Manual is located in Appendix 5. Submit the checklist and supporting documents with your application.**

or

Table 3-4: Shoreline Development Applications

☐ **Submit a site-specific analysis** -- A site-specific analysis is a technical report that identifies existing conditions and ecological functions, impacts from the project, and proposed mitigation (if needed). The site-specific analysis must be prepared in accordance with the submittal requirements provided by planning staff. These are submittal requirements for the technical report itself; however, there are a number of regulations that apply when mitigation is required (see below). The site-specific analysis must be completed by a qualified professional. **Minimum content requirements for the site-specific analysis are provided in Appendix 6. Submit the site-specific analysis with your application.**

C. Additional Documents

Depending on existing site conditions and proposed development activities, your application may require additional reports and/or studies to identify and assess potential project impacts. These include:

- | | |
|--|---|
| | 1. Wetland delineation and categorization (See BIMC 16.12.060.L) |
| | 2. Geotechnical Report (See BIMC 16.12.060.K) |
| | 3. Bluff Management Plan (See BIMC 16.12.060.K) |
| | 4. Drainage plan demonstrating consideration of Low Impact Development (LID) techniques |
| | 5. State Environmental Policy Act (SEPA) Checklist |

D. Assurances

When mitigation is required – using either the Standard Single-Family Residential Mitigation Manual or a site-specific analysis, an applicant must:

- | | |
|--|--|
| | 1. Provide a surety (through a permanent easement and/or notice to title) that the mitigation area will be protected in perpetuity (See BIMC 16.12.030.B.2.e). A sample notice to title is provided in Appendix 7. |
| | 2. Provide a performance assurance device to assure that mitigation work is completed (unless mitigation work is completed prior to final occupancy). A sample performance assurance device is provided in Appendix 7. |
| | 3. Provide a monitoring plan (including maintenance and contingency measures) for a minimum duration of five years. The monitoring plan will require a monitoring and maintenance assurance device to ensure mitigation meets performance objectives (See BIMC 16.12.030.B.2.f). A sample monitoring and maintenance assurance device is provided in Appendix 7. |

E. Decision Criteria

Each type of shoreline review has specific decision criteria. Decision criteria and other review procedures summarized here are provided in Bainbridge Island Municipal Code (BIMC) 2.16.165 – Shoreline Master Program Administration. In all cases, the applicant(s) shall have the burden of proving that a proposed development is consistent with the approval criteria and master program policies and regulations (WAC 90.58.140(7) or its successor). Applications for shoreline variances and shoreline conditional use permits must include a summary of how the project meets these decision criteria.

1. Shoreline Variances

1. Shoreline variance permits for development and/or uses that will be located landward of the

Table 3-4: Shoreline Development Applications

ordinary high water mark (OHWM), and/or landward of any wetland, as defined in Chapter 16.12 BIMC, may be authorized, provided the applicant can demonstrate all of the following:

- The strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes, or significantly interferes with, reasonable use of the property;
- The hardship described in subsection G.4.a.i of this section is specifically related to the property, and is the result of unique conditions such as irregular lot shape, size, or natural features and the application of the master program, and not, for example, from deed restrictions or the applicant's own actions;
- The design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program and will not cause adverse impacts to the shoreline environment;
- The variance will not constitute a grant of special privilege not enjoyed by the other properties in the area;
- The variance requested is the minimum necessary to afford relief; and
- The public interest will suffer no substantial detrimental effect.

2. Shoreline variance permits, where the development will be located either waterward of the ordinary high water mark (OHWM) or within or within any wetland, defined in Chapter 16.12 BIMC, may be approved or approved with conditions or modifications subject to approval by Ecology, if the decision maker finds the applicant has demonstrated compliance with all of the following criteria:

- The strict application of the bulk, dimensional or performance standards set forth in the applicable master program precludes all reasonable use of the property;
- The proposal is consistent with the criteria established under subsections G.4.a.ii through vi of this section; and
- The public rights of navigation and use of the shorelines will not be adversely affected.

3. In the granting of all shoreline variance permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area. For example, if shoreline variances were granted to other developments in the area where similar circumstances exist, the total of the shoreline variances should also remain consistent with the policies of Chapter 90.58 RCW or its successor and should not produce substantial adverse effects to the shoreline environment.

2. Shoreline Conditional Use Permits

1. Uses classified as conditional uses may be authorized; provided, that pursuant to WAC 173-27-140 and 173-27-160 or their successors, the applicant can demonstrate all of the following:

- The proposed use will be consistent with the policies of RCW 90.58.020 or its successor and the policies of the master program;
- The proposed use will not interfere with the normal public use of the public shorelines;
- That the proposed use of the site and design of the project is compatible with other authorized uses within the area and with uses planned for the area under the comprehensive plan and shoreline master program;
- The proposed use will cause no unreasonably adverse effects to the shoreline environment designation in which it is located;
- The public interest suffers no substantial detrimental effect (WAC 173- 14-140(1) or its successor); and
- The proposed use is consistent with the provisions of the zoning ordinance (BIMC Title

Table 3-4: Shoreline Development Applications

- 18).
2. Other uses which are not listed in the master program as permitted or conditional uses and are also not prohibited may be authorized as conditional uses, provided the applicant can demonstrate, in addition to the criteria set forth in subsection H.4.a of this section, that (i) extraordinary circumstances preclude reasonable economic use of the property in a manner consistent with the policies of RCW 90.58.020, or its successor, and that (ii) the proposed use would not produce significant adverse effects on the shoreline environment.
 3. In the granting of all shoreline conditional use permits, consideration shall be given to the cumulative impact of additional requests for like actions in the area.

PART 3: NOTICING

A. NOTICING

1. The notice of application shall contain the following information:
 - a. Date of application, date of notice of complete application, and date of notice of application;
 - b. Applicant, agent, and project name;
 - c. Description of proposed project, location and street address if applicable;
 - d. Vicinity map;
 - e. Identification of requested permits, requested studies, other permits not included in the application and existing environmental documents pertaining to the proposal;
 - f. A statement of the date, time and place of any scheduled public hearing related to the application;
 - g. A statement of the 21-day comment period for non-SEPA projects and 14-day comment period for SEPA projects and any appeal rights;
 - h. Statements of the right for any person to comment on the application, receive notice of and participate in any public hearing, and request a copy of any decision; and
 - i. A statement of the preliminary determination, if any, of development regulations that will be used for project mitigation.
2. The public hearing notice shall contain the following information:
 - a. Applicant, agent and project name;
 - b. Name, telephone number, and email address of the lead staff;
 - c. Hearing date, time and place;
 - d. Location of the proposal and street address if applicable;
 - e. Brief description of the proposal and requested permit;
 - f. Vicinity map;
 - g. Citation of the code section requiring public hearing;
 - h. SEPA determination, if applicable;

- i. Procedures for public comment;
- j. Appeal procedures when appropriate;
- k. A brief description of the decision being appealed and the name of the appellant, if applicable; and
- l. A statement of who may participate in the appeal, if applicable.

PART 4: DEFINITIONS

1. Composite Site Plan

A site plan that contains elements of the base map and elements of the proposed subdivision such as circle templates, community water or septic location (if applicable), open space provisions, and road and accessway location. Composite site plans are comprised of the assembly or printing of multiple overlay layers on the base map.

2. Conceptual Storm Water Plan

A preliminary plan prepared by a licensed civil engineer consistent with the standards contained within BIMC 15.20. The conceptual storm water plan shall describe the proposed methodology for storm water management on the subject property, and shall confirm that the proposed method is feasible for the site.

3. Health Officer

The county health officer unless the city employs its own health officer.

4. Road Maintenance Agreement

A covenant or other agreement that addresses the responsibility for road maintenance.

PART 5: APPENDICES

APPENDIX 1: APPLICATION FEE SCHEDULE

The most recent fee schedule is attached as adopted by council resolution.

APPENDIX 2: SUGGESTED LANDSCAPE MATERIALS MATRIX

Table 18.15.010-3 provides a list of suggested plant materials recommended for use on Bainbridge Island. Additional plants may be added to this list as deemed appropriate by the department. Plants shall be selected based upon site-specific conditions that may affect plant growth such as sun exposure, soil types, shoreline conditions, adjacent site improvements, etc. Plant material selection shall be coordinated with utility company requirements to avoid conflicts.

Plant Materials Matrix			Type of Area or Need							
Suggested Species										
			Parking lot trees							
			Landscape buffer areas							
			Critical areas – Uplands							
			Critical areas – Wetlands/streams							
			Native species							
			Drought resistant							
			Shoreline							
Large deciduous trees			Near utility lines							
Acer macrophyllum	Bigleaf Maple			X	X	X				
Acer rubrum species	Red Maple variety		X	X					X	
Acer saccharum	Sugar Maple		X	X						
Acer platanoides species	Norway Maple variety		X	X					X	
Alnus oregona	Red Alder			X	X	X	X			
Fagus sylvatica	European Beech		X				X	X		
Fraxinus latifolia	Oregon Ash			X	X	X				
Ginkgo biloba 'Sentry'	Columnar Maidenhair		X				X			
Liquidambar styraciflua	American Sweet Gum		X	X			X	X		
Liriodendron tulipifera	Tulip Tree		X							
Platanus x acerifolia	London Plane		X							
Populus trichocarpa	Black Cottonwood				X	X				
Quercus species	Oak variety		X	X			X			
Quercus robur 'Fastigiata'	Upright English Oak		X	X			X	X		
Quercus rubra species	Eastern Red Oak		X	X			X			
Salix species	Willow variety				X	X		X		
Tilia cordata	Littleleaf Linden		X	X				X		
Medium deciduous trees										
Acer campestre	Hedge Maple		X				X		X	
Betula species	Birch variety		X							
Carpinus betulus	European Hornbeam		X	X			X	X		

Plant Materials Matrix									
Suggested Species			Type of Area or Need						
			Parking lot trees						
			Landscape buffer areas						
			Critical areas – Uplands						
			Critical areas – Wetlands/streams						
			Native species						
			Drought resistant						
			Shoreline						
			Near utility lines						
Cercidiphyllum japonicum	Katsura Tree		X						
Cornus species	Dogwood variety			X		X	X		
Fraxinus pennsylvanica 'Marshall'	Marshall's Seedless Ash	X	X				X		
Populus tremuloides	Quaking Aspen				X	X			
Prunus species	Flowering Cherry variety	X	X				X	X	
Pyrus calleryana species	Flowering Pear variety	X	X				X		
Zelkova serrata 'Village Green'	Sawleaf Zelkova	X	X						
Small deciduous trees									
Acer circinatum	Vine Maple		X	X	X	X			X
Acer davidii	David Maple		X						
Acer ginnala	Amur Maple	X	X					X	X
Acer palmatum	Japanese Maple		X						X
Amelanchier species	Serviceberry variety		X	X	X	X			X
Carpinus species	Hornbeam variety	X	X				X	X	
Cornus florida	Eastern Dogwood		X						X
Cornus kousa	Kousa Dogwood	X	X						X
Corylus cornuta californica	Western Hazelnut		X	X			X	X	X
Crataegus species	Hawthorn variety		X	X			X	X	X
Magnolia species	Magnolia variety	X	X					X	X
Malus species	Flowering Crabapple		X						X
Prunus species	Flowering Cherry Plum		X				X	X	X
Rhus typhina	Staghorn Sumac	X	X				X	X	X
Styrax japonica	Japanese Snowball		X						X
Evergreen trees									
Abies grandis	Grand Fir		X	X			X		
Cedrus deodara	Deodar Cedar		X					X	X
Chamaecyparis lawsoniana	Port Orford Cedar		X	X			X	X	X
Chamaecyparis nootkatensis	Alaska Cedar		X	X			X	X	X
Calocedrus decurrens	Incense Cedar		X						
Picea sitchensis	Sitka Spruce		X		X	X			X
Pinus contorta	Shore Pine	X	X	X			X	X	X
Pinus contorta latifolia	Lodgepole Pine		X					X	X

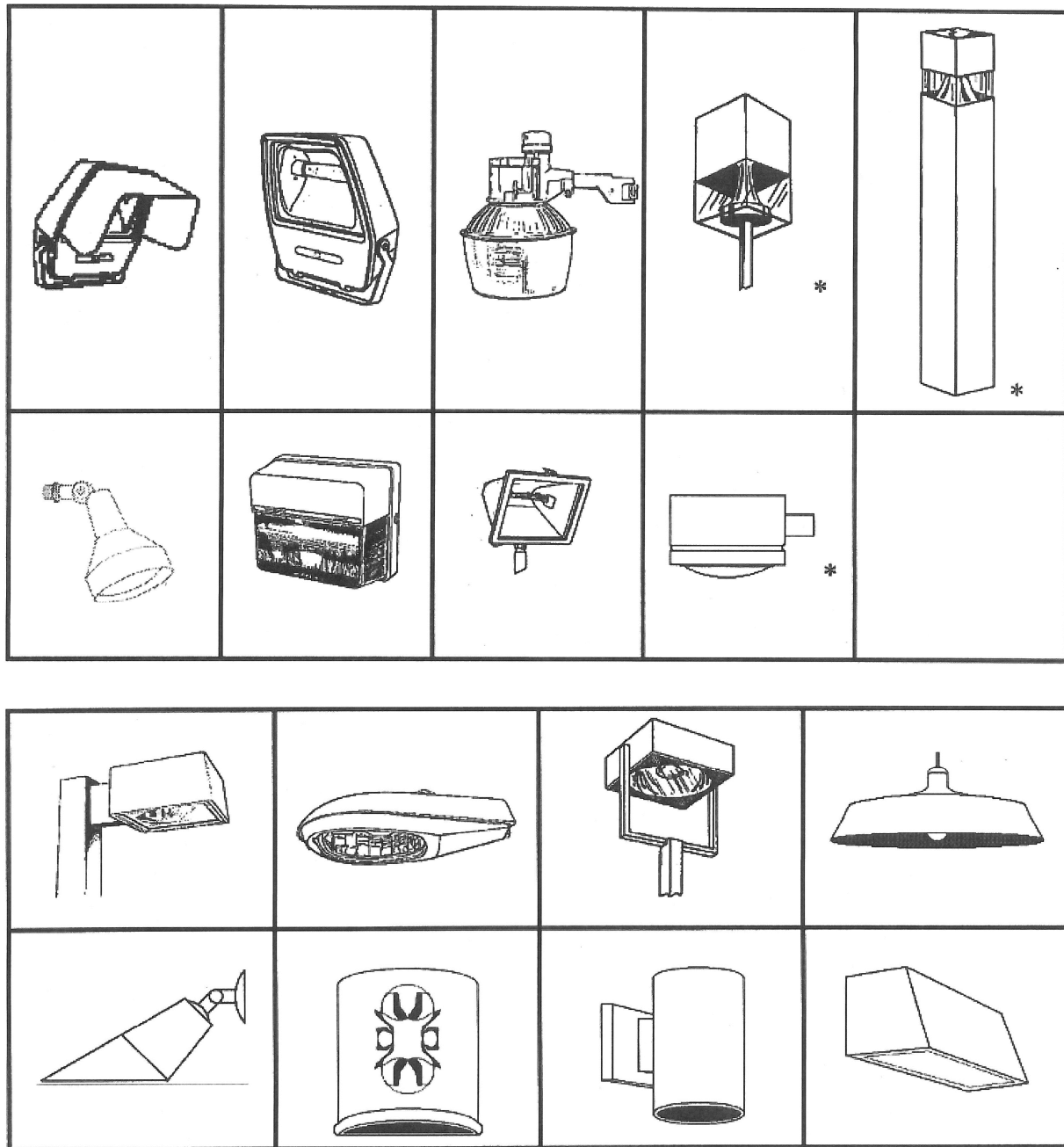
Plant Materials Matrix									
Suggested Species			Type of Area or Need						
			Parking lot trees						
			Landscape buffer areas						
			Critical areas – Uplands						
			Critical areas – Wetlands/streams						
			Native species						
			Drought resistant						
			Shoreline						
			Near utility lines						
Pinus densiflora	Japanese Red Pine		X				X		
Pinus monticola	Western White Pine		X	X			X	X	
Pinus nigra	Austrian Black Pine		X	X			X	X	
Pinus ponderosa	Ponderosa Pine		X				X		
Pinus sylvestris	Scotch Pine		X	X			X	X	
Pinus thunbergii	Japanese Black Pine		X				X	X	
Pseudotsuga menziesii	Douglas Fir		X	X			X	X	X
Sequoiadendron sempervirens	Coastal Sequoia		X					X	
Taxus brevifolia	Western Yew		X		X	X		X	
Thuja plicata	Western Red Cedar		X		X	X			
Tsuga heterophylla	Western Hemlock		X		X	X	X		
Deciduous shrubs									
Amelanchier alnifolia	Western Serviceberry		X	X	X	X		X	
Berberis species	Barberry variety		X				X		
Callicarpa japonica	Japanese Beautyberry		X						
Cornus stolonifera	Red-Osier Dogwood		X	X	X	X		X	
Enkianthus campanulatus	Red-Veined Enkianthus		X						
Elaeagnus species	Elaeagnus variety		X				X	X	
Euonymus alata 'Compacta'	Winged Eonymus		X					X	
Hamamelis mollis	Chinese Witch Hazel		X						
Holodiscus discolor	Ocean Spray			X	X	X	X	X	
Hydrangea lacecap varieties	Lacecap Hydrangea		X						
Potentilla fruticosa	Potentilla		X				X	X	
Physocarpus capitatus	Pacific Ninebark				X	X			
Rhamnus purshiana	Cascara Sagrada			X	X	X			
Ribes sanguineum	Red-Flowering Currant			X	X	X			
Rosa nutkana	Nootka Rose			X	X	X		X	
Rosa rugosa	Rugosa Rose		X				X	X	
Rubus parviflorus	Thimbleberry		X	X	X	X			
Rubus spectabilis	Salmonberry		X	X	X	X		X	
Salix species	Willow variety				X	X		X	
Sambucus racemosa	Red Elderberry			X	X	X		X	
Spiraea species	Spiraea variety				X	X	X	X	

Plant Materials Matrix									
Suggested Species			Type of Area or Need						
			Parking lot trees						
			Landscape buffer areas						
			Critical areas – Uplands						
			Critical areas – Wetlands/streams						
			Native species						
			Drought resistant						
			Shoreline						
			Near utility lines						
Symphoricarpos albus	Snowberry		X		X	X			
Syringa vulgaris cultivars	Lilacs		X					X	
Vaccinium parvifolium	Red Huckleberry			X	X				
Viburnum x burkwoodii	Burkwood Viburnum		X					X	
Evergreen shrubs									
Arbutus unedo	Strawberry Tree		X			X	X		X
Cotoneaster species	Cotoneaster variety		X			X	X		
Ilex crenata	Japanese Holly		X						
Kalmia latifolia	Mountain Laurel		X						
Ligustrum japonicum	Japanese Privet		X						
Myrica californica	Pacific Wax Myrtle		X	X	X	X	X	X	
Umbellularia californica	California Bay Laurel		X	X			X	X	X
Osmarea x burkwoodii	Burkwood Osmarea		X				X		
Osmanthus delavayi	Delavay Osmanthus		X				X	X	
Photinia frazeri	Japanese Photinia		X				X	X	
Pieris floribunda	Mountain Pieris		X					X	
Pieris japonica	Japanese Pieris		X					X	
Prunus lusitanica	Portuguese Laurel		X				X		
Pinus mugo	Mugho Pine		X				X	X	
Rhododendron species and hybrids	Rhododendrons and Azaleas		X	X		X		X	
Vaccinium ovatum	Evergreen Huckleberry		X	X	X	X		X	
Viburnum sinus species	Laurustinus variety		X				X	X	
Cornus alba 'Sibirica'	Siberian Dogwood								
Groundcovers									
Arctostaphylos uva-ursi	Kinnikinnick		X	X		X	X	X	
Berberis nervosa	Cascade Mahonia		X	X		X	X		
Calluna vulgaris	Scotch Heather		X					X	
Ceanothus gloriosus	Point Reyes Ceanothus		X				X	X	
Cotoneaster microphyllus 'Cochleatus'	Rockspray Cotoneaster		X				X	X	
Erica carnea	Winter Heath		X					X	
Erica x darleyensis	Mediterranean Heather		X						
Euonymus fortunei	Winter Creeper Euonymus		X					X	

Plant Materials Matrix									
Suggested Species			Type of Area or Need						
			Parking lot trees						
			Landscape buffer areas						
			Critical areas – Uplands						
			Critical areas – Wetlands/streams						
			Native species						
			Drought resistant						
			Shoreline						
			Near utility lines						
Gaultheria shallon	Salal		X	X	X	X	X	X	
Hypericum calycinum	St Johnswart		X					X	
Ilex crenata varieties and cultivars	Japanese Holly		X						
Mahonia species	Mahonia variety		X					X	
Pachysandra terminalis	Japanese Spurge		X				X		
Sarcococca hookerana	Sarcococca		X						
Vinca minor	Periwinkle		X				X	X	
Source: Hough, Beck & Baird Inc.									

(Ord. 98-20 § 13, 1998; Ord. 96-09 § 2, 1996)

APPENDIX 3: LIGHTING ILLUSTRATIONS



APPENDIX 4: APPLICATION FORMS

The most recent application forms are attached.

APPENDIX 5: STANDARD SINGLE-FAMILY RESIDENTIAL MITIGATION MANUAL

The Standard Single-Family Residential Mitigation Manual (July 2012) is attached.

APPENDIX 6: SITE-SPECIFIC IMPACT ANALYSIS MINIMUM CONTENT REQUIREMENTS

APPENDIX 75: SUPPORTING DOCUMENTS

The most recent supporting documents (e.g., landscaping performance agreement) are attached.



Single Family Residence Shoreline Mitigation Manual



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Introduction

This manual provides guidance for City of Bainbridge Island (City) homeowners as well as City staff and consultants on requirements and mitigation opportunities for specific types of single-family residential (SFR) development within the shoreline jurisdiction of the City.

Under Washington State Shoreline Management Act Guidelines [WAC 173-26-186(8) & 201(2)(c)], all new development, activities and uses must meet the standard of no net loss of ecological functions and shoreline processes. To ensure the standard of no net loss is met, any adverse impacts from new, repaired, or replaced development must be mitigated in accordance with the Mitigation Sequence (see Page 2) described in WAC 173-26-201((2)(e)). When there are permanent impacts not addressed in sequence number 2, 3, or 4 the applicant must provide mitigation for the remaining adverse impacts to meet the no net loss standard.

The City's Shoreline Management Program (SMP) regulations require an applicant submit a site-specific analysis to demonstrate that the no net loss standard has been met. A site-specific analysis is a technical report that identifies existing conditions and ecological functions, impacts from the project, and proposed mitigation.

To give homeowners a low cost alternative for meeting the no net loss standard, this manual was developed and provides mitigation for common types of SFR development as an alternative to submitting a site-specific analysis.

This manual provides City requirements for single family residences when mitigating construction, repair or replacement of SFR primary and accessory structures. Subdivisions, including short plats and other development, and uses or activities not associated with SFR development, are required to provide a site-specific analysis in accordance with the SMP Section 4.1.2 Environmental Impacts.

A homeowner can use this shoreline mitigation manual if:

- the SFR is not part of a new subdivision application; and
- the proposed project is located within a qualifying site (see below); and
- the proposed project is listed among the development and structure types and maximum size constraints covered by this guidance (shown in Table 1).

What sites qualify for this approach?

Sites which qualify for this manual are SFR shoreline parcels that are not adjacent to a marsh or a lagoon. Marshes and lagoons are a critical habitat feature for many protected species and therefore development proposals affecting these sites require a higher level of examination. Proposed development on SFR sites with an adjacent marsh or lagoon must complete a site-specific analysis that complies with the requirements of SMP Section 4.1.2, Environmental Impacts, and/or Appendix B, Critical Areas.

Washington State Shoreline Management Act Guidelines:

http://www.ecy.wa.gov/programs/sea/sma/guidelines/downloads/Draft_2002_SMP_Rule.pdf

What is mitigation?

Mitigation is the process of avoiding, limiting, reducing, or eliminating the adverse environmental impacts of a project over time, and ultimately compensating for impacts that remain. Mitigation for impacts follows a specific sequence described in WAC 173-26-201((2)(e)) as follows:

1. **Avoid** the impact altogether by not taking a certain action or parts of an action;
2. **Minimize** impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology or by taking affirmative steps to avoid or reduce impacts;
3. **Rectify** the impact by repairing, rehabilitating, or restoring the affected environment;
4. **Reduce** or eliminate the impact over time by preservation and maintenance operations;
5. **Compensate** for the impact by replacing, enhancing, or providing substitute resources or environments; and
6. **Monitor** the impact and the mitigation activities and take appropriate corrective measures as needed.

The mitigation strategies identified in this manual are for environmental impacts that cannot reasonably be avoided (steps 2 through 6 of this sequence).

New in-water or overwater structures (such as shoreline stabilization construction or docks) are not covered by this guidance. Applications for new in-water or overwater development must submit a site-specific analysis in accordance with the City's SMP.

An applicant must also obtain a U.S. Army Corps of Engineers (USACE) and Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA) for any new in-water or overwater structure as well as for a repair or replacement of an existing structure. Mitigation is typically required by those agencies as well, however the City may determine that mitigation and permit conditions required by federal and state agencies are sufficient to meet City requirements according to provisions in the SMP. Note that the SMP prohibits new overwater covered moorage in the marine environment .



Shoreline with native vegetation.

Mitigation activities prescribed for the qualifying types of construction in this document are selected to directly compensate for environmental impacts that are not prevented through careful site design, structure design or use of best practices. Examples of best practices are low impact development methods for managing stormwater, retractable docks or beach nourishment for shoreline stabilization. For example, permanent clearing of vegetation is mitigated by replanting vegetation, and any permitted fill placed below the ordinary high water mark (OHWM) is mitigated by removing fill already located below the OHWM.

Mitigation is first required to be conducted on the same parcel (on site) as the proposed construction unless impractical. In most cases, more mitigation is required when it will occur on a different parcel (off site).

These measures ensure that mitigation is clearly linked to the type and location of impact the development would have on the shoreline. This approach also supports the City's responsibility to ensure there is no net loss of shoreline functions.

In some cases, onsite mitigation may not be feasible or offsite mitigation may be preferred based on shoreline physical processes. In either case, check with City of Bainbridge Island Planning and Community Development Department for preferred locations recommended by the City's Shoreline Restoration Plan or for other guidance related to acceptable offsite mitigation. In limited cases, a reduction in mitigation requirements for offsite compensatory mitigation may be allowed if the Administrator determines a greater ecological benefit is achieved at the proposed location.



Bainbridge Island shoreline and dock.



Homes near this marsh would not qualify for the mitigation approach in this manual.

What kinds of SFR development qualify for this guidance?

SFR development that qualify for this guidance includes: a new home, accessory structure (to existing SFR), and expansion, replacement, and repair of a SFR or accessory structure. Within these SFR development categories, structures that qualify must be within specific size constraints. The types of structures and size constraints for use of this manual are provided in Table 1. Examples include construction of a new home no larger than 4000 ft²; an accessory structure to an existing home, such as a detached garage no larger than 580 ft², a patio no larger than 120 ft²; stairs to the beach between 50 ft² and 300 ft² (mitigation is not required for stairs less than 50 ft²) ; remodel of an existing structure; and replacement or repair of shoreline structures such as a bulkhead, stairs or a dock. Note that the listed size constraints are not the maximum permitted by City regulations, but are the maximum for which this manual can be used to determine appropriate mitigation without a site-specific study.

Development of each of these structures typically results in one or more of the following shoreline and nearshore disturbances that require mitigation: 1) vegetation is cleared, 2) new impervious surface is created, 3) fill is placed below the OHWM or 4) aquatic habitat is permanently disturbed. Table 1 identifies which of these disturbances may apply based on your proposed development.

To use Table 1:

- 1 Select the category of development (new, accessory etc.) that applies to your project from the first column.
- 2 Select the type of structure from the second column.
- 3 Check to make sure your proposed development is within the maximum size constraints for that structure. If they are not, you will need a site-specific analysis.
- 4 Review the impacts requiring mitigation and identify those that apply to your project.
- 5 For each impact requiring mitigation, go to the corresponding section under Mitigation Requirements for a description of what is required.

Table 1. Qualified Single Family Residential (SFR) developments and associated impacts requiring mitigation.

			Impacts Requiring Mitigation			
Development Category	Structure Type	Maximum Size Constraints (based on footprint)	Vegetation is Cleared	New Impervious Surface is Created	Permitted Fill is Placed Below OHWM	Aquatic Habitat is Disturbed
New ^a	SRF including any accessory development	4,000 ft ²	◆	◆		
	Driveway or parking area	No maximum	◆	◆		
Accessory Note: the footprint of existing SRF including all accessory developments with the exception of a guest house or accessory dwelling unit (ADU) cannot exceed 4000 ft ²	Detached garage or carport	580 ft ²	◆	◆		
	Guest house or ADU	800 ft ²	◆	◆		
	Boathouse (only in upland)	200 ft ²	◆	◆		
	Patio –with or without BBQ pit or deck	120 ft ²	◆	◆		
	Hot tub + deck/patio	120 ft ²	◆	◆		
	Sport court	200 ft ²	◆	◆		
	Gazebo, utility shed, well house, greenhouse	200 ft ²	◆	◆		
	Retaining wall – new or replacement (upland)	3.5 ft. depth and 4 ft. height with no surcharge ^b	◆	◆		
	Deck (attached to house)	400 ft ²	◆	◆		
	Stairs to beach ^c	50 ft ² to 300 ft ²	◆	◆ ^d		

Table 1. Qualified SFR developments and associated impacts requiring mitigation (CONTINUED).

Development Category	Structure Type	Maximum Size Constraints (based on footprint)	Impacts Requiring Mitigation			
			Vegetation is Cleared	New Impervious Surface is Created	Permitted Fill is Placed Below OHWM	Aquatic Habitat is Disturbed
SFR (primary) Replacement or Expansion Note: the footprint of replaced or expanded SFR including all accessory developments cannot exceed 4000 ft ²	Replace (demolished)	Same size as existing structure in same location	No Mitigation Requirement			
		Expand size	◆	◆		
	Expansion of or addition to SFR	4,000 ft ² including existing structure	◆	◆		
Accessory replacement ^e	Bulkhead	Same as existing	◆	◆	◆	
	Boathouse	200 ft ²	◆	◆	◆	◆ ^f
	Stairs to beach ^c	50 ft ² to 300 ft ²	◆	◆ ^d	◆	
	Dock	Same as existing	◆		◆	◆ ^f
Accessory repair ^e	Bulkhead	3.5 ft. depth and 4 ft. height with no surcharge ^b			◆	
	Boathouse	200 ft ²			◆	◆ ^f
	Stairs to beach ^c	50 ft ² to 300 ft ²	◆	◆ ^d	◆	
	Dock	Same as existing			◆	◆ ^{d, f}

^a New dock, or other new in-water or overwater structures are not covered by this manual. Covered moorage is prohibited by the City.

^b Surcharge is the slope above and behind a retaining wall or bulkhead.

^c No mitigation is required for beach stairs with a footprint smaller than 50 ft².

^d If stairs are grated and pass stormwater freely no mitigation for impervious area is required.

^e This program does not cover mitigation required for use of barges. If you intend to use a barge for construction, you will need to submit a site-specific study.

^f Repairs or replacements of this in-water and overwater structure are exempt from this mitigation requirement if the footprint and impact is reduced (such as by replacing wood decking with grating to increase light penetration and reducing the number of pilings). Specific requirements for footprint and impact reduction are explained in the section called *Mitigation Exemption for Repair or Replacement of Overwater Structures*.

Mitigation Requirements

Review each section that follows as it pertains to your project's environmental impacts.

Vegetation is Cleared

Shoreline vegetation is considered important to supporting the ecological functions found in the nearshore. Vegetation along the shoreline at minimum infiltrates stormwater, and can provide large woody debris, bank stability, food sources such as detritus and insects for aquatic species, and temperature moderation of the beach and nearshore substrate. Multistoried vegetation can provide an overhanging, complex network of branches, trunks, stems and roots that also moderate nearshore wave energy.

Native vegetation is preferred for shorelines because native species are better adapted to local physical conditions such as soil, geology, and climate and therefore require less maintenance, are resistant to most pests and diseases, and require little or no irrigation or fertilizers, once established. Thus maintaining native plant species along the shoreline can also have consequent benefits on maintaining water quality. Native vegetation also provides more food sources for native wildlife.

Mitigation for vegetation cleared in the shoreline jurisdiction requires replacement with an equivalent or larger area of native multistoried vegetation (includes groundcovers, shrubs, and trees). Areas planted for mitigation are subject to final approval by the Administrator and must be recorded with the County Auditor on a Notice on Title, or other similar document, prior to approval of the project. Areas planted for mitigation are intended to be protected in perpetuity, although future alterations may be allowed with an approved mitigation plan.

What best describes the character of the vegetation in the area you will be clearing?

Is it predominantly:

- Mowed grass or lawn?
- Non-native landscaping?
- Native Vegetation?

Based on the dominant character of the vegetation that will be cleared and where you intend to plant, different ratios of native vegetation planted area to cleared area are required. These ratios are provided in *Mitigation Requirements for Vegetation Clearing*.

If you intend to plant native vegetation within 30 feet landward of the OHWM (called Zone 1 of the Shoreline Buffer—see Figure 1) the ratios for planting in Zone 1 are lower than if you plant outside of Zone 1. The lower ratio is intended to encourage homeowners to plant in Zone 1 where native vegetation has the greatest effect on nearshore habitat and processes. Ratios are also higher if you are clearing native vegetation, as compared with removing mowed grass or lawn, for the same reason.

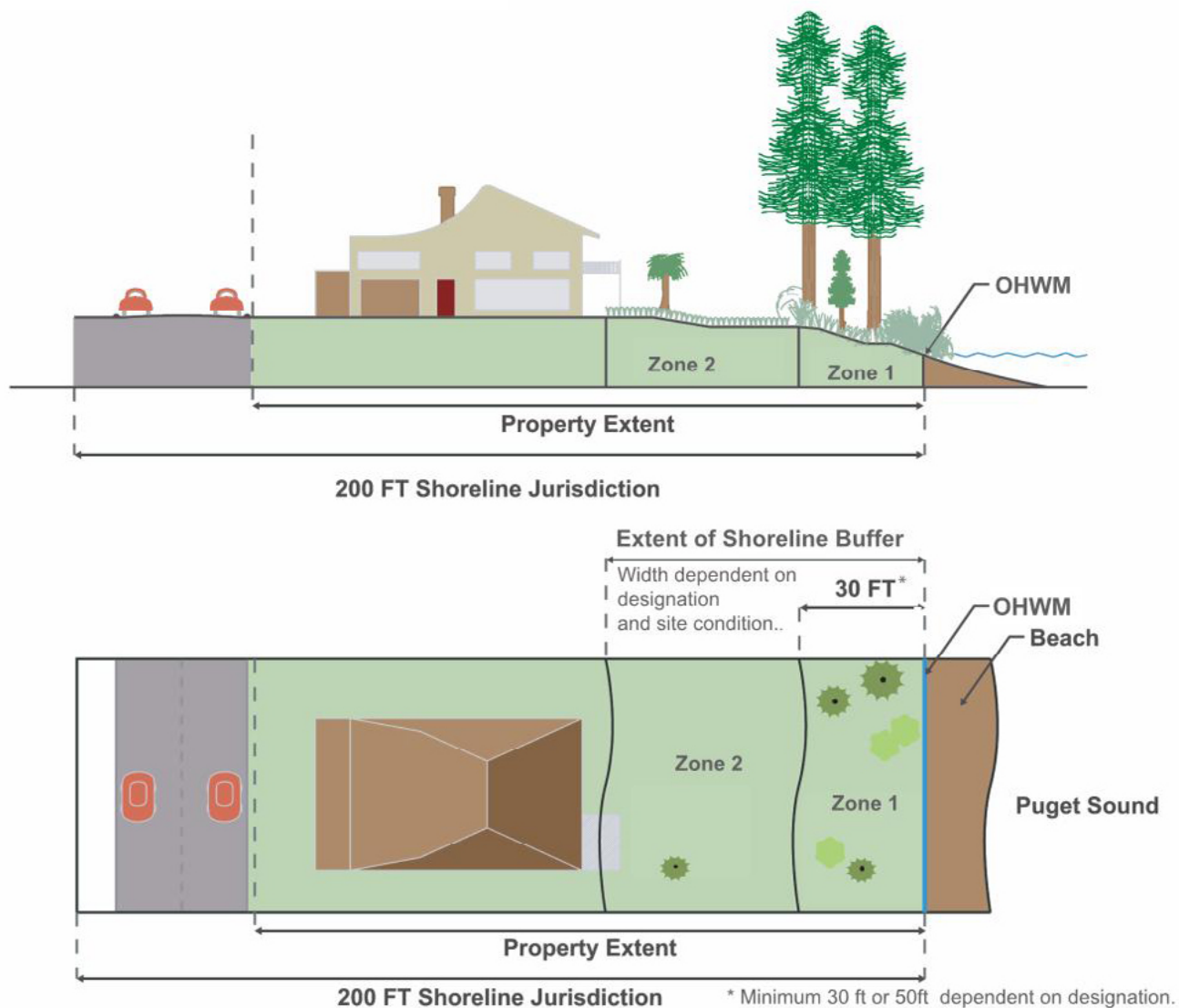


Figure 1. Zones related to the shoreline buffer area.

What is Native Vegetation?

Native vegetation is an assemblage of plants native to Bainbridge Island, which are species that occur or historically occurred on the island based upon the best available scientific and historical documentation. Native vegetation includes a selection of multistoried species (ground covers, shrubs and trees). Acceptable species are listed in Appendix A. Other species may be planted if it can be demonstrated they are native and appropriate to the site conditions.

When planting native vegetation for mitigation, you must provide a plan view of the project area showing where clearing will occur and where native vegetation will be planted for mitigation (including species, spacing and plant sizes). Species are to be planted with spacing designed to achieve a minimum 65 percent native vegetation coverage within 10 years within the replanted area. To assist you, a list of native species suitable for the City's shorelines is provided in Appendix A along with planting details showing typical tree, shrub and groundcover spacing and recommended plant sizes.

Note that your planting plan may be designed to protect views from your primary SFR.



Figure 2. Planting should incorporate trees, shrubs, and groundcovers to provide multiple layers of vegetation (multistoried).

Mitigation Requirements for Vegetation Clearing

Select character of vegetation being cleared	Will mitigation planting be located within Zone 1?	Mitigation Requirement
Area is comprised of mowed grass or lawn	YES	Plant ½ the equivalent area of mowed grass or lawn with multistoried, native vegetation
	NO	Plant the equivalent area of mowed grass or lawn with multistoried, native vegetation.
Area is comprised of non-native landscaping (including groundcovers, shrubs or trees).	YES	Plant the equivalent area of cleared non-native landscaping with multistoried, native vegetation.
	NO	Plant 2 times the area of cleared non-native landscaping with multistoried, native vegetation.
Area is comprised of native landscaping (including groundcovers, shrubs or trees).	YES	Plant 2 times the area of cleared native landscaping to multistoried native vegetation.
	NO	Plant 3 times the area of cleared native landscaping with multistoried, native vegetation

New Impervious Surface is Created

To mitigate for new impervious surface, you can:

- Remove existing impervious surface of equal area within your shoreline buffer and replant with native vegetation, or
- Install a rain garden that is sized to be at least 20 percent of the area of your new impervious surface.

The use of a rain garden for mitigating impervious surface is based on the understanding that rain gardens can help provide the water collection, retention, and infiltration capacity that are lost when vegetated areas are made impervious. The Rain Garden Handbook for Western Washington Homeowners describes how rain-gardens mimic a native forest by collecting, absorbing, and filtering stormwater runoff from rooftops, driveways, patios, and other areas that don't allow water to soak in.

To install a rain garden, follow the methods available at www.raingarden.wsu.edu/index.html. There you will find instructions for calculating your drainage area, and locating, designing (sizing), planting and maintaining your rain garden. Local landscape architects, Kitsap County WSU Extension office, Kitsap County Conservation District, and the City's Planning and Community Development Department are other resources available for assistance.

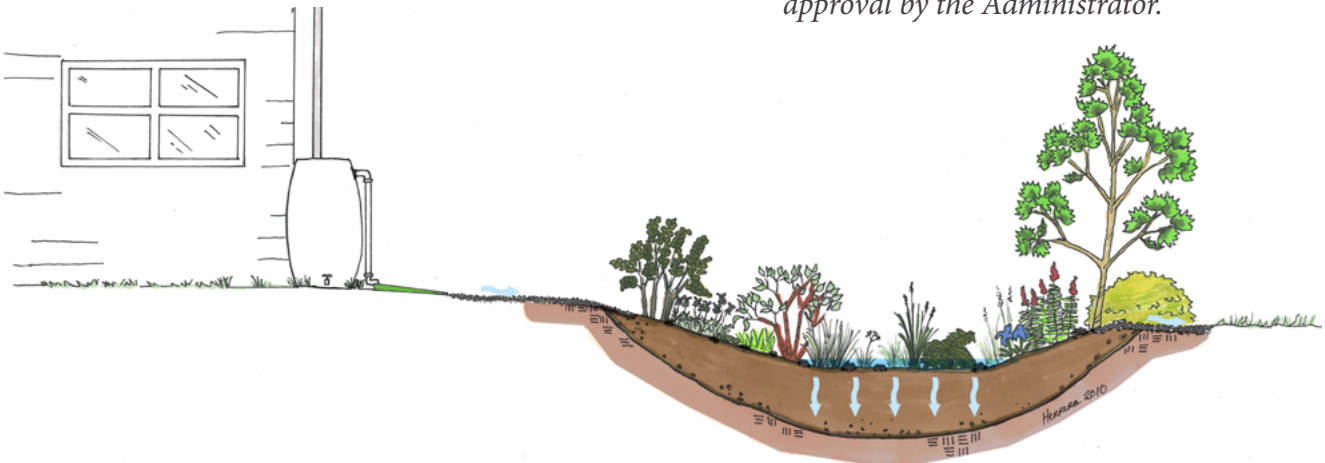


Figure 3. Rain gardens can help mitigate stormwater runoff from new impervious surfaces.

The Rain Garden Handbook for
Western Washington Homeowners:
www.raingarden.wsu.edu/index.html

Rain Garden Installation Guidance:
www.raingarden.wsu.edu/index.html

Rain Gardens

- Can be shaped and sized to fit your yard
- Are constructed with soil mixes that allow water to soak in rapidly and support healthy plant growth
- Can be landscaped with a variety of plants that look beautiful and help manage stormwater

Caution:

Collecting and allowing water to soak into a landslide hazard area can cause instability and potentially endanger your structure. If you need to place your rain-garden on or near a landslide hazard area (any slope greater than 15 percent), a letter or report from a qualified licensed geologist or geotechnical engineer that evaluates the site and your rain garden design must be submitted with your application for review and approval by the Administrator.

Permitted Fill Material is Placed below OHWM

Fill placed below the OHWM permanently eliminates aquatic habitat and can interrupt nearshore sediment flow. These factors both eliminate and reduce ecological functions within the area of fill and may adversely affect adjacent shorelines through reduced sediment supply and increased fragmentation of habitat.

All shoreline structures or modifications that include placing fill below the OHWM will require an equivalent volume of fill removal from below the OHWM elsewhere for mitigation (Table 2). Typical shoreline structures and modifications that include fill placed below the OHWM include stairs, boathouses, docks and bulkheads.

If mitigation for fill removal will occur within the same parcel, the volume removed must be at minimum equal to the volume of fill material placed. If the fill removal occurs on a different parcel, than the volume removed must be two times the volume of fill material placed. See Table 2. This is to encourage mitigation for fill placement at the same location as the environmental impact.

Examples of types of fill that may be removed for mitigation include construction debris such as concrete pieces, riprap, creosote logs, pilings, and failing bulkheads.

In addition to fill removal, bulkhead repair or replacement will require beach nourishment in addition to fill removal as part of mitigation (Table 2).

Beach nourishment differs from fill because it is mobile and permeable, unlike piers, concrete, riprap, or other immobile elements typically associated with nearshore structures. Beach nourishment provides spawning habitat for forage fish species, which are food sources for salmon and other fish species, birds, and marine mammals. While nearshore structures can provide a type of nearshore habitat (for example docks provide holdfasts for barnacles and mussels), these habitats do not improve impaired features of the nearshore ecosystem or support natural geomorphic processes in the way that mobile beach sand can.



Removing unused piers can provide shoreline mitigation.

Retractable Structures

In many instances structures can be constructed that can be retracted when not in use (for example retractable access stairs or docks). Retractable structures associated with a SFR are exempt from the City's requirement for mitigation for impacts occurring waterward of the OHWM.

In addition, if the footprint of fill below the OHWM is smaller than 10 square feet, the structure is exempt from providing mitigation as the area is considered too small to significantly impact aquatic resources.

Table 2. Mitigation requirements for fill material placed below the OHWM.

Development Type	Location of Fill Removal		Beach Nourishment Required?
	On Site	Off Site ^a	
• Stair construction, repair or replacement • Boathouse repair or replacement • Dock repair or replacement	Remove fill equivalent to volume placed below OHWM	Remove fill equivalent to 2 times volume placed below OHWM	No
• Bulkhead repair or replacement	Remove fill equivalent to volume placed below OHWM	Remove fill equivalent to 2 times volume placed below OHWM	Yes

^a A reduced ratio for offsite fill removal may be used in limited instances when the Administrator determines that a greater ecological benefit is obtained at an offsite location than would occur on site.

What is beach nourishment?

Beach nourishment is where sediment (usually sand) is placed to protect an eroding beach. Beach sediment lost through alongshore drift or erosion is replaced from sources outside of the eroding beach (often an upland source). Nourishment creates “soft” (non-permanent) protection by creating a larger sand reservoir, pushing the shoreline seaward. Beach nourishment can protect beaches and your property, and avoid or minimize the negative effects of bulkheads.



A shoreline that has recently undergone beach nourishment.

How do I provide beach nourishment?

Generally, beach nourishment should be located onsite, waterward of the bulkhead; however nourishment may be located off site if the Administrator determines that a greater ecological benefit is obtained at an offsite location than would occur on site. For example, nourishment will be more effective if it is placed in the up-drift area of a drift cell. Its benefit will be longer lasting and spread over a greater portion of the drift cell. The City can help you determine the best location for beach nourishment.

Beach nourishment should cover an area, at minimum, equivalent to the length of the repaired or replaced bulkhead. It should be comprised of mobile sediments suitable for nearshore forage fish spawning habitat. Beach nourishment material should be comprised of 100 percent WDFW Fish Mix or other material approved by the Administrator.

The volume of nourishment should rise at least 1-foot above OHWM and have a foreshore slope no greater than 1 vertical unit per 5 horizontal units (1:5 slope).

The frequency of nourishment must follow WDFW recommendations or occur every five years over a 25-year period. The frequency of nourishment may be less if a sediment loss analysis completed by a qualified professional recommends otherwise. The required frequency of nourishment will be documented in an agreement between you and the City.

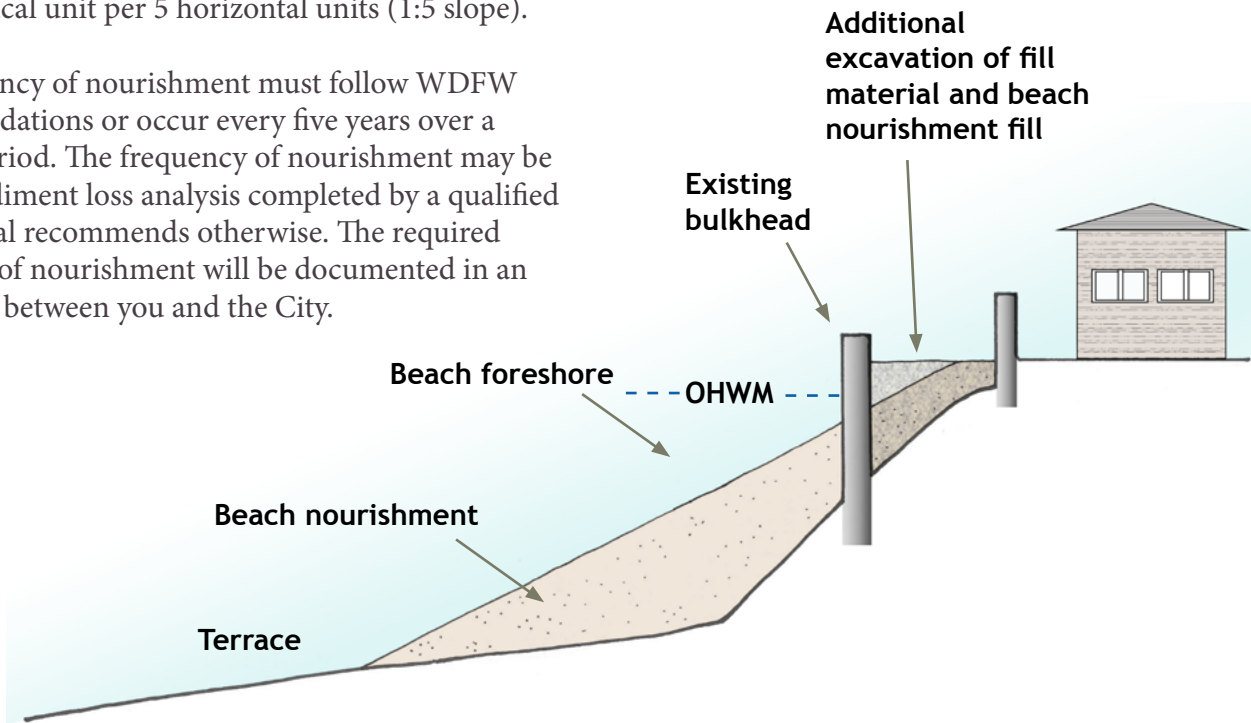


Figure 4. Beach nourishment illustration.

Aquatic Habitat is Disturbed

In-water or overwater structures have the potential to interrupt or negatively affect ecological functions and processes such as shading or eliminating aquatic habitat, increasing predator opportunities, and interrupting nearshore sediment flow and beach formation. Mitigation is required for repair or replacement because impacts continue to occur for the life of the structure. Construction activities related to repair or replacement may also temporarily affect fish and wildlife, water quality, or shoreline processes.

New in-water or overwater structures are not covered by this manual. Only repair or replacement of in-water or overwater structures are covered by this manual and they must fall within the size constraints identified in Table 1. Qualifying projects must satisfy the SMP requirements for a repair or replacement and must mitigate for the loss of ecological functions.

In-water and overwater repairs and replacements covered by this guidance include bulkheads, boathouses, stairs to the beach, and docks (the

components of a dock include ramps, piers and floats, and requirements apply to all components). Note that in-water and overwater repairs and replacements of any structure may require permits from USACE and WDFW, as well as the City.

Upon project completion all areas of shoreline disturbed for the repair or replacement should be restored to as near pre-project configuration as possible and replanted with native vegetation appropriate to the site and approved by the City.

Exemption from mitigation is provided for repair or replacement of structures which meet certain structure impact reduction provisions (such as narrowing a dock or using grating to increase sunlight penetration). These are detailed in the section called *Mitigation Exemption for Repair or Replacement of Overwater Structures*. When there is no reduction of the structure, you are required to remove an equivalent or greater area of overwater structure elsewhere within the City; contact the Planning and Community Development Department for more details and appropriate locations.

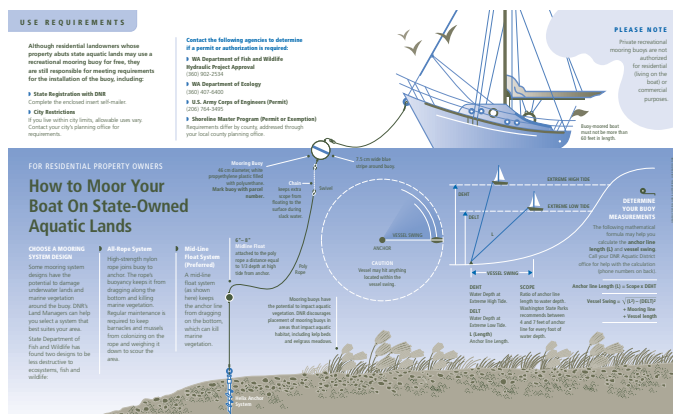
Mitigation Exemption for Repair or Replacement of Overwater Structures

Replacement of docks or stairs with retractable systems are exempt from City required mitigation for impacts to ecological functions and processes occurring waterward of OHWM. Repairs or replacements that reduce the shading footprint of an existing dock are also exempt.

To qualify, any two of the following measures may be used, in accordance with provisions in the SMP:

- Replace dock surface with grating or gridding
- Reduce dock width, to meet current SMP and USACE requirements
- Increase dock height, to meet current SMP, WDFW or USACE recommendations.

These alterations must conform to the most recent design guidance provided by the USACE found in its current *Regional General Permit for Residential Inland Marine Overwater Structures* (Permit Number CENWS-OD-RG-RGP-6) or meet City requirements, whichever standard provides a smaller footprint and greater light penetration. The Department of Planning and Community Development is available to assist with making this determination. Please contact the department if you have any questions.



Washington State Department of Natural Resources' *Recreational Mooring Buoys* brochure. Find the brochure at http://www.dnr.wa.gov/Publications/aqr_mooring_buoy_brochure.pdf.

Some considerations when planning to repair or replace your dock to avoid mitigation:

- Use a mooring buoy instead of repairing or replacing your dock.
- Replace your fixed dock with a dock that can be retracted when not in use to minimize disturbance to aquatic habitat.
- Share a neighbor's dock instead of repairing or replacing yours.

To avoid mitigation for repairs or replacements of both fixed or floating docks, the city requires that both of the following be met:

- The dock is no wider than 4 feet for a single use dock and 6 feet for a joint use dock.
- Grating or gridding and replacement floats must be installed that result in a total open area of a minimum of 30 percent. For example, this can be achieved by installing grating with 60 percent open area on at least 50 percent of the dock or by grating a larger percentage of the dock with openings of less than 60 percent. The following equation is used:

$$\% \text{ Grating Open Area} * \% \text{ Dock Area} = > 30\%$$

$$\text{Example } 0.6 (60\%) * 0.5 (50\%) = 0.3 (30\%)$$

What is the Process for Obtaining Approval to Use this Guidance?

- Submit your project proposal, completed checklist, and site plan along with your list of required mitigation activities and their proposed design to Planning and Community Development for review and approval by the Administrator.
- Obtain all required shoreline permits as outlined in Table 4-1 of the SMP.
- Submit these applications along with your project proposal.
- A preapplication conference may be required.

A checklist is provided in this manual to assist you with submitting a complete proposal that fulfills the requirements of this manual. Please contact Planning and Community Development by phone at (206) 780-3750 or by email at pcd@bainbridgewa.gov if you have any questions.

Checklists for Mitigation Approval

For each item below, please attach additional information to this checklist as needed to describe fully your project and proposed mitigation.

General Checklist for All Sites

	ITEM	NOTES
☐	Project description	Include a brief description of your proposed structure, along with its footprint.
☐	List of impacts requiring mitigation	See Table 1.
☐	Proposed mitigation description	Will mitigation be onsite or offsite? For offsite mitigation, provide location and confirmation that the property owner has agreed to have mitigation on their property.
☐	Site plan	Show locations of existing and proposed structure(s) as well as location(s) for mitigation.

Checklist for Various Impact Types

- | | ITEM | |
|--------------------------|--------------------------------------|---|
| ☐ | Vegetation Clearing | ☐ Areas of Clearing and Replanting
☐ Species List
☐ Example Spacing for Planting Species
☐ Plant Sizes |
| ☐ | Creation of New Impervious Area | ☐ Provide the location and area of impervious surface to be removed and replanted.
<div style="text-align: center;">OR</div> ☐ If constructing a RAIN GARDEN
☐ Drainage area calculation
☐ Location and size of rain garden using methods from <i>Rain Garden Handbook for Western Washington Homeowners</i> found at www.raingarden.wsu.edu/index.html |
| ☐ | Permitted Fill Below OHWM | ☐ Provide calculation of fill volume and proposed location for removing required fill volume |
| ☐ | Beach Nourishment | ☐ Provide location and volume to be deposited
☐ Provide frequency of nourishment |
| ☐ | USACE permit or WDFW HPA is obtained | ☐ Brief description of mitigation requirements
☐ Provide copy of each permit and any associated conditions |

Appendix A

Native Plant List and Suggested Plant Spacing

Native Plant List

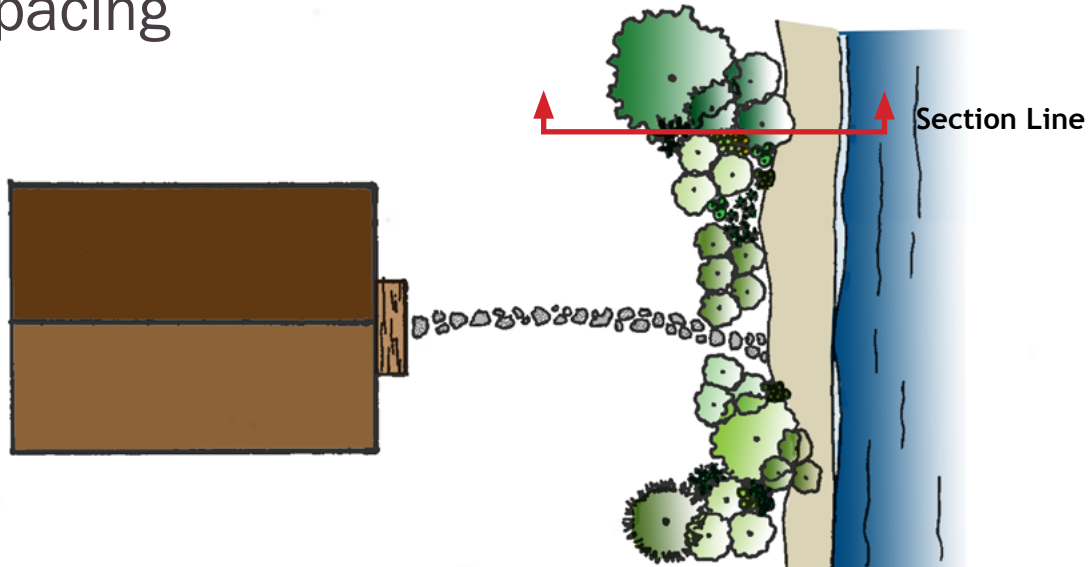
The following tables provide a list of native trees, shrubs, groundcovers, and seed mixes for different site conditions along with their recommended on-center spacing, maintenance notes, and aesthetic qualities.

Additional information on native plants appropriate for Bainbridge Island can be found at:

http://www.kitsapgov.com/dcd/lu_env/native_plants/native_plants.pdf

Examples of a plan view of a planting plan and a section view showing typical plant spacing are provided below.

Plant Spacing



Plan view of native multistoried plant clusters.

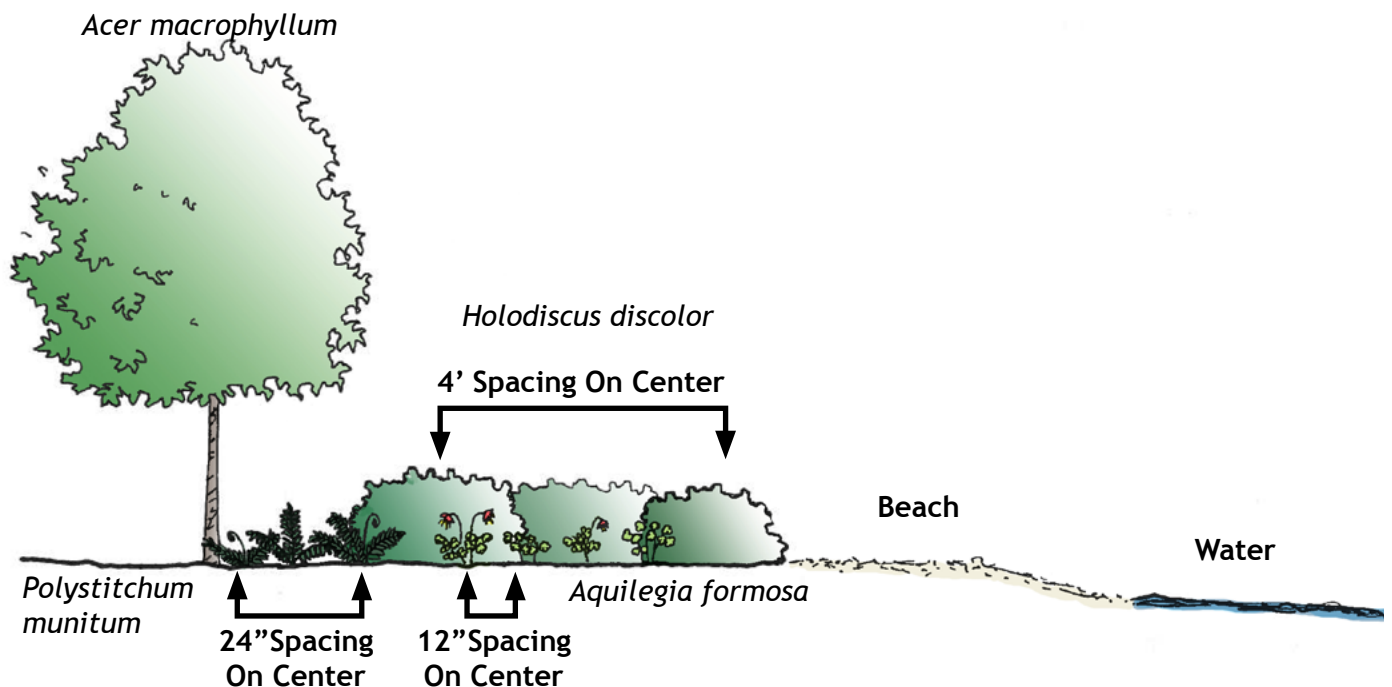


Illustration of on-center native plant spacing.

Bainbridge Island Mitigation Manual Plant List

Deciduous Trees				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Acer circinatum</i>	Vine maple	Part shade. Moist soil.	10' to 15'	✓	✓	✓	10'	Provides vibrant fall color. Good for seasonally wet soils.	✓	✓				
<i>Acer macrophyllum</i>	Big-leaf maple	Part shade to full sun. Moist, well drained soils.	90'			✓	30'	Vigorous grower. Good for seasonally wet or seasonally dry soils. Plant away from pond inlets and outlets to avoid leaf litter debris clogging structures.	✓	✓				
<i>Alnus rubra</i>	Red alder	Full sun. Poor, moist soil.	100'			✓	15'	Short lived tree. Plan on harvesting and/or replacing in 50 year cycle. Important species for nitrogen fixation. They establish well on disturbed sites.		✓	✓			
<i>Amelanchier alnifolia</i>	Serviceberry	Full sun. Well drained soil. Very drought tolerant.	10'			✓	10'	Early spring bloomer. Use this tree for Spring interest. Good for seasonally dry soils.	✓	✓				✓
<i>Arbutus menziesii</i>	Pacific madrone	Full sun. Well drained, poor, dry rocky soil.	50'			✓	20'	Difficult species to transplant.	✓					✓
<i>Corylus cornuta</i>	Western hazelnut	Part shade to full sun. Well drained soil. Understory species.	20'			✓	15'	This small tree is sometime classified as a shrub. The spring flowers appear before the leaves in yellow catkins. The fall leaves are pale yellow.	✓					✓
<i>Fraxinus latifolia</i>	Oregon ash	Part shade to full sun. Moist to saturated soils.	75'	✓		✓	20'	Fast growing for first third of life span and long lived. Good for seasonally wet soils. This species is often found growing in dense stands.		✓				
<i>Prunus emarginata</i>	Bitter cherry	Part shade to full sun. Dry to moist sites.	30'	✓	✓	✓	15'	Short lived. Plan on harvesting and/or replacing within 40 to 50 years.	✓	✓				

Bainbridge Island Mitigation Manual Plant List

Deciduous Trees				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Rhamnus purshiana</i>	Cascara	Part shade. Moist, well drained soils.	30'			✓	15'	Usually an understory species, Cascara is a beautiful small tree that produces berries attractive to birds and small mammals.	✓	✓				
<i>Salix hookeriana</i>	Hooker's willow	Full sun. Moist, sand/gravelly soil. Flood tolerant.	20'	✓	✓			Native willow that will sprout multiple stems.		✓				✓
<i>Salix lucida</i> var. <i>lasianдра</i>	Pacific willow	Full sun. Moist, sand/gravelly soil. Flood tolerant.	40'	✓	✓	✓	6'	This fast growing species is one of the tallest native willows.		✓	✓	✓	✓	
<i>Salix scouleriana</i>	Scouler's willow	Full sun. Moist, sand/gravel soil.	30'	✓	✓	✓	6'	A native to moist woodland and meadow areas, Scouler's willow grows rapidly and can reseed after soil disturbance.		✓	✓	✓		
<i>Sorbus sitchensis</i>	Sitka mountain ash	Full sun. Moist, rich soil.	10'	✓		✓	6'	A small tree or shrub, this species is often multi-stemmed with a rounded crown. Flowers are creamy white and the fruits persist in winter, providing important winter forage for birds and wildlife.		✓	✓			

Conifers				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Pinus contorta</i> var. <i>contorta</i>	Shore pine	Full sun. Well drained soil.	50'			✓	30'	This slender evergreen has orange-brown twigs that darken with age. Cones are asymmetrical and 1" to 2" long. Good to plant along the upland border of a pond.	✓					✓
<i>Picea sitchensis</i>	Sitka spruce	Part shade to full sun. Moist or saturated soils.	250'	✓		✓	30'	Large evergreen with sage green or light green foliage.		✓	✓			

Bainbridge Island Mitigation Manual Plant List

Conifers				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Thuja plicata</i>	Western red cedar	Full shade to full sun. Moist to swampy soil.	100'	✓	✓	✓	30'	Long-lived western native that can survive moist, mucky conditions.		✓	✓			
<i>Tsuga heterophylla</i>	Western hemlock	Full shade. Wet soil.	150'	✓	✓	✓	30'	Young trees have foliage with a feathery appearance. The 1" long cones are small and papery. Species can be shallow rooted and prone to blow down in some locations.		✓	✓			

Deciduous Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Cornus sericea (stolonifera)</i>	Red-osier dogwood	Shady stream banks. Moist, well drained soils.	15'	✓	✓	✓	4'	Plant minimum of 4' from all walkways, roads, and fences in order to avoid pruning. Prune 2-3 branches of a multi-stemmed specimen to the base every other year to stimulate new branch development. New branches have bright red color and will provide winter interest.		✓	✓			
<i>Holodiscus discolor</i>	Ocean spray	Part shade to full sun. Well drained, dry soil.	15'			✓	4'	Large, vase-shaped shrub with arching branches. The big foamy white clusters of flowers bloom throughout the summer months, making this an excellent pollinator species. Good for seasonally dry soil.	✓	✓				✓
<i>Lonicera involucrata</i>	Black twinberry	Part shade. Moist soils.	2' to 7'			✓	4'	This erect, thinly branches species has twin tubular yellow flowers. The shiny black fruits are cupped by two showy purplish-maroon bracts.	✓					

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Deciduous Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Myrica gale</i>	Sweet gale	Part shade to full sun. Moist to wet soils.	5'	✓		✓	4'	Upright growth form. Can be used as a windbreak when planted in rows. Good nitrogen-fixing soil properties. Has a spicy scent on hot summer days. Can grow in relatively poor soils.		✓				

Deciduous Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Myrica californica</i>	California gale	Part shade to full sun. Moist to wet soils.	6'-18'	✓		✓	4'	A large shrub to small tree with an upright growth pattern. Great for border planting.		✓				
<i>Oemleria cerasiformis</i>	Indian plum	Part shade. Moist to dry, well-drained soil.	5'-16'			✓	4'	An early bloomer, Indian plum is one of the first shrubs to flower in the spring. The drooping chains of white flowers appear just before the leaves. Birds love the small fruit that begin as yellow-gold and transform into a bluish-black color later in the summer. In the sun, this species can grow as a large, dense plant, but in the shade it will take on a more open and sprawling growth form.	✓	✓				
<i>Philadelphus lewisii</i>	Mock orange	Part shade to full sun. Well drained soil.	5' -10'			✓	4'	This species is an ornamental favorite. The white flowers that appear in late spring and early summer have a lovely sweet smell. This species is great for pollinators, along borders, and clustered in odd numbers.	✓	✓				
<i>Physocarpus capitatus</i>	Pacific ninebark	Full sun. Moist soil.	6' -12'	✓			3'	This multi-stemmed shrub has interesting bark that looks as if it is shedding layers. The flowers appear as white clusters in later spring and early summer.		✓				

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Deciduous Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Ribes sanguineum</i>	Red-flowering currant	Part shade to full sun. Moist to dry, well drained soil.	8' -10'		✓	✓	4'	The pink to deep red sprays of flowers on this shrub are a favorite early source of food for hummingbirds. Other birds eat the blue-black berries before the end of summer.	✓	✓				
<i>Rosa nutkana</i>	Nootka rose	Full sun. Moist soil.	3' -6'	✓	✓	✓	4'	Fast growing. Good for seasonally wet or seasonally dry soils. Bright pink flowers May through June. Rose hips are purplish-red in fall.		✓				
<i>Rubus parviflora</i>	Thimbleberry	Part shade to full sun. Moist to dry soil.	4' -6'		✓	✓	4'	Medium growth rate. Tolerates dry to seasonally wet soil. Spreads through rhizomes. Large leaves emerge in Spring. Flowers are large, papery, and white. Edible red berries look like raspberries.	✓					
<i>Rubus spectabilis</i>	Salmonberry	Full shade to full sun. Moist soil.	3' -10'	✓	✓	✓	4'	Fast growing. Bright pink to magenta flowers appear single or in small groups from March through April. The yellow to reddish fruit provide wildlife forage.	✓	✓	✓			
<i>Sambucus racemosa</i>	Red elderberry	Part shade to full sun. Moist soil.	5' -8'			✓	10'	Fast growing. Good for seasonally wet or seasonally dry soils. This shrub can grow into the form of a small tree. Clusters of white flowers in May. Red berries appear June through July.		✓				
<i>Spiraea douglasii</i>	Douglas spirea	Full sun. Wetland or lake edge.	4' -7'	✓		✓	6'	Fast growing. Prefers moist to wet soils. Will tolerate dry soils once established, but will do best on moist or boggy sites. Needs regular water during establishment. Can form thickets in boggy areas. Large clusters of tiny pinkish red flowers. Flower plumes dry and remain on plant through winter.		✓	✓	✓	✓	

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Deciduous Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Symphoricarpus albus</i>	Snowberry	Part shade to full sun. Moist to dry, well drained soil.	2' -6'	✓	✓	✓	3'	Good for seasonally wet or seasonally dry soils. If pruned to ground in early spring, plant will resprout vigorously with more fruit. White to pink bell-shaped flowers. White waxy, non-edible fruit.						✓
<i>Symphoricarpus mollis</i>	Creeping snowberry	Full shade to full sun. Moist to dry, well drained soil.	2'	✓	✓	✓	3'	This trailing species spreads by sending out new roots from along its stem. This low-growing shrub is an excellent groundcover in areas where visibility needs to be maintained.	✓	✓				

Evergreen Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Arctostaphylos uva-ursi</i>	Kinnikinnick	Full sun. Dry soil.	12"		✓	✓	2'	Low-growing evergreen shrub that is also commonly used as a groundcover.	✓					
<i>Berberis aquifolium</i>	Tall Oregon grape	Part shade. Well drained soil.	5' -8'			✓	4'	Tall shrub with bright yellow clusters of flowers and clusters of blue fruit in late summer and fall. Good for seasonally dry soil and open areas. Good bird forage species.	✓					
<i>Berberis nervosa</i>	Dull Oregon grape	Part shade. Moist, well drained soil.	2' -3'	✓	✓	✓	3'	Low-growing shrub that prefers shade, but will tolerate open areas. Flowers are bright yellow clusters and fruits are in blue berry-like clusters.	✓	✓				
<i>Ceanothus velutinus</i>	Snowbrush	Full sun. Moist to dry soil, well drained.	20'			✓		Large, pyramidal-shaped clusters of small white flowers. This shrub has a spicy scent. The new bark is reddish or purplish in color.	✓	✓				

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Evergreen Shrubs				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Gaultheria shallon</i>	Salal	Part shade to full sun. Well drained soil.	3' -6'		✓	✓	3'	Good for seasonally dry soil. The more sun, the less the plant will spread. Spreads by layering, suckering, and sprouting. Does best with some moisture and part shade. Deer, rabbit, and snail resistant.	✓					✓
<i>Vaccinium ovatum</i>	Evergreen huckleberry	Shade to full sun. Moist, well drained soil.	3' in full sun. 15' in deep shade.	✓		✓	4'	This shrub has shiny, leathery leaves and tiny pink bell-shaped flowers that bloom from April through July. In areas with full sun, this shrub will have a more open form		✓				

Groundcovers				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Adiantum aleuticum</i>	Maidenhair fern	Full shade. Moist to wet soil.	2'	✓		✓	24"	A black-stemmed fern with delicate palmately arranged leaves.	✓	✓				
<i>Angelica lucida</i>	Sea-watch	Part shade to full sun. Moist to wet soil.	5'	✓			3'	Single-stemmed plant with tight clusters of small white flowers. Blooms in late spring.		✓				✓
<i>Aquilegia formosa</i>	Western columbine	Part shade to full sun. Moist soil.	2'	✓	✓	✓	12"	The beautiful red and yellow flowers bloom in spring and summer. The delicate leaves die back in the winter months and resprout in the spring.	✓	✓				
<i>Armeria maritima</i>	Sea thrift	Full sun. Dry soils.	12"	✓	✓		12"	A popular garden flower with a slow-growing spreading habit. Good for cut flower arrangements.	✓	✓				✓

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Groundcovers				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Aruncus sylvestris</i>	Goat's beard	Part shade. Moist soil.	3'- 5'	✓		✓	4'	A deciduous wildflower with large masses of airy white flowers that turn brownish-red as the seasons progress. This plant has a great form throughout the winter and resprouts new arching stems each spring.		✓				
<i>Aster subspicatus</i>	Douglas' aster	Part shade to full sun. Moist to dry soils.	3'	✓	✓	✓	3'	A perennial herb with bluish-purple ray flowers. Blooms in late summer.	✓					✓
<i>Athyrium filix-femina</i>	Lady fern	Full shade. Moist to wet soil.	2'-5'	✓		✓	24"	This fern has delicate feathery fronds and red stems. It is a reliable groundcover.		✓	✓			
<i>Blechnum spicant</i>	Deer fern	Full shade. Moist soil.	2'	✓		✓	24"	A low-growing, hardy fern that does well under the shade of plants.		✓				
<i>Camassia quamash</i>	Common camas	Part shade to full sun. Moist to moderately dry soils.	18"-24"	✓	✓	✓	12"	This pale to deep blue, occasionally white, lily has spike with 5 to many flowers. This showy plant blooms over a short few weeks in late spring.	✓	✓				
<i>Clarkia amoena</i>	Dwarf godetia	Full sun. Moist to moderate soils.	8"- 14"	✓	✓	✓	18"	This pink to rose-purple flower blooms in mid-summer and continues to bloom for several weeks. A taprooted species, it is good for drier sites.	✓	✓				
<i>Dicentra formosa</i>	Pacific bleeding heart	Full shade. Moist soil.	18"	✓	✓	✓	24"	A delicate-leaved plant with little pink heart-shaped flowers, this plant spreads by rhizomes (underground root systems).	✓	✓				

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Groundcovers				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Epilobium angustifolium</i>	Fireweed	Full sun. Moist to dry soil.	2'-6'		✓	✓	24"	Showy rose to purple flowers in tall spike-like clusters. This plant spreads by seed and rhizome and will continue to thrive as long as it gets sun.	✓	✓				
<i>Fragaria chiloensis</i>	Coastal strawberry	Part shade to full sun. Sandy soil.	6"	✓	✓	✓	12"- 18"	A hardy, small strawberry plant that will colonize open areas and create a dense groundcover.	✓	✓				✓
<i>Heuchera micrantha</i>	Alumroot	Full shade. Moist soil.	18"-24"	✓		✓	18"	A delicate native with a tall spike of small white flowers. Great for shady sites.	✓	✓				
<i>Lupinus polyphyllus</i>	Large-leaf lupine	Part shade. Moist soil.	12"-36"	✓	✓	✓	12"	Big, robust plant with bold, rich-green palmate leaves. The flowers are large spikes of deep-blue to purplish flowers. This plant blooms biennially and will spread from seed.	✓	✓				
<i>Mimulus guttatus</i>	Yellow monkey flower	Full sun. Moist to wet soil.	18"- 30"	✓		✓	24"	This perennial herb spread by rhizomes and has bright happy yellow flowers with crimson to reddish-brown spots.		✓	✓			
<i>Oxalis oregana</i>	Sorrel	Full shade. Moist soil.	12"	✓	✓	✓	14"	This clover-like species spreads by rhizomes and forms a nice groundcover. The small white flowers bloom in spring and summer.	✓	✓				

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Groundcovers				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Plectritis congesta</i>	Sea blush	Full sun. Moist to wet soil.	6"-24"	✓		✓	12"	This small herb has an upright stem that supports a head of showy pink flowers.	✓	✓				
<i>Polystichum munitum</i>	Sword fern	Moist to dry soil.	2' - 5'	✓	✓	✓	24"	One of the most adaptable, hardy ferns this species stays green year-round.	✓	✓				
<i>Potentilla anserina</i> var. <i>pacifica</i>	Silverweed	Part shade to full sun. Moist to wet soil.	18"	✓			24"	Small spreading plant with yellow flowers. Blooms late spring through mid-summer.		✓				✓
<i>Sedum spathulifolium</i>	Broad-leaved stonecrop	Full sun. Dry soils.	6"		✓	✓	12"	A native sedum with green and red succulent foliage. The yellow flowers bloom in June and July.	✓					✓
<i>Sidalcea hendersonii</i>	Henderson's checkermallow	Full sun. Moist to wet soil.	5'	✓			3'	A tall native herbaceous perennial with a stalk of pink to mauve flowers that bloom early to mid-summer.		✓				✓
<i>Sisyrinchium idahoense</i>	Blue eyed grass	Part shade to full sun. Moist soils.	24"	✓	✓	✓	12"	This perennial herb has grass-like leaves, but has a light blue to dark purple (sometimes white) flower.	✓	✓				
<i>Tellima grandiflora</i>	Fringecup	Part shade. Moist soil.	14" - 30"	✓		✓	18"	A perennial herb with a spike of fragrant, greenish-white flowers that turn pink or reddish as the flowers age.	✓	✓				
<i>Tolmiea menziesii</i>	Youth-on-age	Full shade. Moist soil.	6" - 12"	✓		✓	12"	Small plant that forms a delicate groundcover. The tiny flowers are brownish-purple.	✓	✓				

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Grasses, Sedges, and Rushes				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Agrostis exarata</i>	Spiked bentgrass	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	1'-3'	✓			12"	A perennial grass that grows in tufted form and has erect spikes, as its name suggests.		✓	✓			
<i>Beckmannia syzigachne</i>	American sloughgrass	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	1'-3'	✓			12"	A stout grass with somewhat spongy stems, this plant grows on its own or in groups. This species can be planted or seeded.		✓	✓			
<i>Bromus sitchensis</i>	Sitka brome	Full sun. Dry soils.	6"- 18"			✓	12"	A stout perennial grass with flowers in open, airy panicles.	✓					
<i>Carex lyngbyei</i>	Lyndgye's sedge	Part shade to full sun. Wet soils.	3'	✓			12"	A wetland sedge with lime to medium green foliage. Tops of leaf blades sometimes slightly arching. Brown flower stalks.		✓				✓
<i>Carex obnupta</i>	Slough sedge	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	1'-3'	✓			12"	A large tufted sedge with erect, then arching leaf blades and large brown arching flower heads.		✓	✓	✓		
<i>Carex stipata</i>	Saw beaked sedge	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	1'-3'	✓			12"	A tufted arching sedge, this plant has pyramidal flower clusters that turn from light green to golden as they mature. Flower stems are erect and leaves are bright spring green.		✓	✓			
<i>Danthonia californica</i>	California oat grass	Full sun. Dry to moist soil.	10"- 12"		✓	✓	12"	A delicate, native, clumping grass with purplish-red flowers.	✓	✓				
<i>Deschampsia cespitosa</i>	Tufted hairgrass	Full sun. Moist to wet soil.	18"- 4'	✓	✓	✓	12"	This large, clumping grass has big feathery flower heads with bronze arching flowers.	✓	✓	✓			✓
<i>Eleocharis palustris</i>	Common spikerush	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	1'-3'	✓			12"	A mat-forming perennial spikerush with erect slender stems.		✓	✓	✓	✓	
<i>Elymus glaucus</i>	Blue wildrye	Full shade to full sun. Dry to moist soil.	2'-4'	✓	✓	✓	12"	A tufted perennial grass that forms small clumps and has light blue-green green leaf blades.	✓	✓				✓

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Grasses, Sedges, and Rushes				Plant Placement					Seasonal Water Level Tolerance					Marine Shoreline (Saltwater Tolerant)
Latin Name	Common Name	Site Conditions	Mature Height	Wet Slopes (WS)	Dry Slopes (DS)	Top of Bank (TOB) or Upland (U)	Spacing On Center (O.C.)	Maintenance Notes and Aesthetic Qualities	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet	
<i>Elymus mollis</i>	Dune grass	Full sun. Moist to wet soil.	3'	✓			24"	An industrial strength dune grass that forms large clumps and spreads via underground stems. A hearty weed competitor.		✓				✓
<i>Festuca rubra</i>	Red fescue	Full sun to full shade. Dry to moist soil.	2'	✓	✓	✓	12"	A versatile grass that spreads by rhizome. One of the few shade tolerant grasses.	✓	✓				
<i>Glyceria occidentalis</i>	Northwestern mannagrass	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	1'-5'	✓			12"	A tall perennial wetland grass.		✓	✓	✓	✓	
<i>Hordeum brachyantherum</i>	Meadow barley	Full sun. Dry to moist soil.	1'-3'	✓	✓	✓	12"	A hardy native tolerant of wet, dry, and saline sites. This species is used for erosion control and as a groundcover. Can sometimes compete with reed canary grass.	✓	✓				
<i>Juncus ensifolius</i>	Dagger-leaf rush	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	6" to 2.5'	✓			12"	A small rush with an erect form, this wetland species spreads by rhizome.		✓	✓	✓		
<i>Juncus tenuis</i>	Slender rush	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	6" to 2'	✓			12"	This rush is best planted, due to its low seed fertility rate. A clump forming perennial rush.		✓	✓	✓		
<i>Schoenoplectus acutus</i>	Hardstem bulrush	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	3' to 6'	✓			12"	A good wetland species to use for soil stabilization and water treatment. Birds eat the seeds, but this plant is not a preferred food of deer and elk.		✓	✓	✓	✓	
<i>Schoenoplectus microcarpus</i>	Soft stem bulrush	Full sun to part shade. Moist, saturated, or seasonally to permanently flooded conditions.	2' to 3'	✓			12"	A good soil stabilization and water quality species, this plant spreads readily by rhizome.		✓	✓	✓		

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Bainbridge Island Emergent Seed Mix			Seasonal Water Level Tolerance				
Latin Name	Common Name	% Mix	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet
<i>Beckmannia syzigachne</i>	American sloughgrass	20		✓	✓	✓	
<i>Carex obnupta</i>	Slough sedge	10					
<i>Eleocharis palustris</i>	Common spikerush	10					
<i>Elymus glaucus</i>	Blue wildrye	20					
<i>Glyceria occidentalis</i>	Northwestern mannagrass	10					
<i>Juncus ensifolius</i>	Dagger-leaf rush	10					
<i>Juncus tenuis</i>	Slender rush	10					
<i>Schoenoplectus acutus</i>	Hardstem bulrush	5					
<i>Schoenoplectus microcarpus</i>	Soft stem bulrush	5					

Bainbridge Island Wetland Bottom Seed Mix			Seasonal Water Level Tolerance				
Latin Name	Common Name	% Mix	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet
<i>Agrostis exarata</i>	Spiked bentgrass	20		✓	✓	✓	✓
<i>Carex stipata</i>	Saw beaked sedge	30					
<i>Glyceria occidentalis</i>	Northwestern mannagrass	20					
<i>Schoenoplectus microcarpus</i>	Soft stem bulrush	30					

Bainbridge Island Moist to Dry Slope Seed Mix			Seasonal Water Level Tolerance				
Latin Name	Common Name	% Mix	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet
<i>Deschampsia cespitosa</i>	Tufted hairgrass	20	✓	✓			
<i>Hordeum brachyantherum</i>	Meadow barley	30					
<i>Elymus glaucus</i>	Blue wildrye	15					
<i>Festuca rubra</i> var <i>rubra</i>	Red fescue	20					
<i>Bromus carinatus</i>	California brome	15					

Bainbridge Island Mitigation Manual Plant List

Bainbridge Island Emergent Wildflower/Pollinator Seed Mix			Seasonal Water Level Tolerance				
Latin Name	Common Name	% Mix	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet
<i>Camassia quamash</i>	Common camas	25	✓	✓			
<i>Erigeron speciosus</i>	Aspen daisy	25					
<i>Lupinus polyphyllus</i>	Large-leaf lupine	25					
<i>Sisyrinchium idahoense</i>	Blue eyed grass	25					

Bainbridge Island Upland Grass Seed Mix			Seasonal Water Level Tolerance				
Latin Name	Common Name	% Mix	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet
<i>Bromus carinatus</i>	California brome	20	✓				
<i>Festuca rubra</i> var. <i>rubra</i>	Red fescue	30					
<i>Hordeum brachyantherum</i>	Meadow barley	50					

Bainbridge Island Upland Forb Seed Mix			Seasonal Water Level Tolerance				
Latin Name	Common Name	% Mix	Dry	Moist to Saturated	0 to 1 foot	1 to 2 feet	2 to 3 feet
<i>Achillea millefolium</i>	Yarrow	25	✓				
<i>Clarkia amoena</i>	Farewell-to-spring	25					
<i>Lupinus bicolor</i>	Bicolor lupine	25					
<i>Solidago canadensis</i>	Canada goldenrod	25					



Guidance for a Site Specific Analysis

All shoreline development, use and activities, regardless of whether a permit is required, must result in no net loss of ecological functions and processes necessary to sustain shoreline resources. To demonstrate that the no net loss standard is met, an applicant may either use the Standard Residential Mitigation Manual or submit a Site-Specific Impact Analysis. A site-specific analysis is a technical report that identifies existing conditions and ecological functions, impacts from the project, and proposed mitigation (if needed). The site-specific analysis must be completed by a qualified professional and submitted with the shoreline application. We encourage you to contact planning staff about the scope and content of the site-specific analysis prior to submitting your application.

1. Project description

Describe the what, where, when, who and how of the project, including:

- **What** the project or action is;
- **Where** the project is (refer to attached maps and site plan, include location within shoreline jurisdiction; (e.g.; Zone 1, Zone 2);
- **When** the project is going to take place, time line/implementation schedules;
- **Who** is going to do the project; and
- **How** the project will be accomplished, e.g.; bulldozer, pile driver, chain saw, steam roller, etc.

If it is multi-phased, describe the what, when, where and how of each phased separately. Identify any best management practices (BMPs) that will be implemented to avoid, reduce, or eliminate adverse effects or that would benefit the shoreline environment.

2. Baseline environmental conditions

Describe the physical and biological attributes of the project site (e.g., topography, vegetation, condition and trends, if applicable). Include an inventory of the existing shoreline environment including the physical, chemical and biological elements and an assessment of their condition. Include species and habitat information for fish and wildlife. Provide references to pertinent scientific and technical studies, including but not limited to the Shoreline Inventory and Characterization Report, the Shoreline Restoration Plan and other background studies prepared in support of the SMP. Include an assessment and description of any federal, state, or local special management recommendations which have been developed for wetlands, streams, nearshore species, or habitats located on or within close proximity to the site and their applicability to the project.

3. Impact avoidance and mitigation measures

The use of mitigation sequencing is required and essential to determining how the proposal contributes to the no net loss standard and how the proposed intensity of development is necessary for reasonable

use of the property. Mitigation sequencing includes the steps taken during project planning and implementation that are meant to find the least environmentally damaging practicable alternative to achieve a project need. Demonstrate the application of required mitigation sequencing with a table or bulleted list of each mitigation action and how the proposal addresses it:

1. **Avoiding** the impact altogether by not taking a certain action or parts of an action;
2. **Minimizing** impacts by limiting the degree or magnitude of the action and its implementation by using appropriate technology or by taking affirmative steps to avoid or reduce impacts;
3. **Rectifying** the impact by repairing, rehabilitating, or restoring the affected environment;
4. **Reducing** or eliminating the impact over time by preservation and maintenance operations;
5. **Compensating** for the impact by replacing, enhancing, or providing substitute resources or environments; and
6. **Monitoring** the impact and the compensation project and taking appropriate corrective measures.

Include a description and evaluation of anticipated effectiveness of proposed mitigation measures, which mitigate the impacts of the project to ensure no net loss of shoreline ecological functions, values, and proposed success criteria.

4. Impacts of Site Development

Provide an analysis documenting the project's unavoidable impacts and their effect on shoreline ecological functions and processes (including lost time when functions are not being performed) including, but not limited to: noise, dust, vegetation removal and/or disturbance, new impervious surface area, placement of fill below the ordinary high water mark, aquatic habitat disturbance (shading or eliminating, increasing predator opportunities, interrupting nearshore sediment flow and beach formation).

5. Mitigation Plan

When compensatory mitigation is required because of identified unavoidable impacts, the site-specific analysis must include a mitigation plan. This includes, but is not limited to, the following:

- A summary of mitigation goals and objectives;
- A planting plan including plant species, quantities and sizes; planting season or timing;
- Other drawings (e.g.; cross-sections) to illustrate mitigation measures (e.g.; rain garden, removal of fill, etc.);
- Performance standards – identify success criteria; compare functions lost and gained; describe anticipated parameter changes;
- Use of and reference to pertinent scientific and technical studies, including but not limited to the Shoreline Inventory and Characterization Report, the Shoreline Restoration Plan and other background studies prepared in support of the SMP;
- A monitoring plan (including maintenance plan and schedule) for a minimum duration of five years. Monitoring performance standards must be sufficient to estimate the project's impact on identified ecological functions. The monitoring plan must also include a contingency measures and maintenance surety;
- A performance bond or other security to assure that mitigation work is completed (unless mitigation work is completed prior to final occupancy);

- A maintenance bond to ensure mitigation meets performance objectives. Once implemented, you will need to provide a maintenance bond for the duration of the monitoring period (a minimum duration of 5 years); and
- An assurance (through a permanent easement and/or notice to title) that the mitigation area will be protected in perpetuity.

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Radio Frequency Use Agreement between Washington State Patrol and the Bainbridge Island Police Department, AB 15-158, Police –10 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-058
Proposed By: Police Chief Matthew Hamner	Referrals(s):

BUDGET INFORMATION

Department: Police	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Finance:

DESCRIPTION/BACKGROUND

Background:

Since September of 2006, an agreement has existed between the Washington State Patrol (WSP) and the Bainbridge Island Police Department (BIPD) to share radio frequencies for the furtherance of public safety and interoperability. The agreement states that the frequencies (call signs KOH326 and KA5287) be used for mutual aid or emergency situation only, and that they be consistent with Federal Communications Commission (FCC) rules and regulations contained in CFR 47, Part 90. The BIPD is responsible for providing, maintaining, and operating, at its own expense, the mobile or portable transmitter/receiver units and incur all associated costs if damage to operating frequencies occurs. The original agreement ended on June 30, 2011, and since that time the WSP has issued two amendments extending the termination date of the agreement. Amendment 3 seeks to extend the terms of the agreement once more, until June 30, 2020 with no additional changes.

Budget:

This agreement does not affect the budget.

RECOMMENDED ACTION/MOTION

Motion:

I move the City Council approve Amendment 3 to the Radio Frequency Use Agreement between Washington State Patrol and the Bainbridge Island Police Department and authorize the City Manager to execute the agreement.

ATTACHMENTS:

Description	Type
▣ Washington State Patrol Radio Frequency Agreement	Backup Material
▣ WSP Radio Frequency Amendment 3	Backup Material

INTERAGENCY AGREEMENT
BETWEEN
STATE OF WASHINGTON
WASHINGTON STATE PATROL
AND
BAINBRIDGE ISLAND POLICE DEPARTMENT

THIS AGREEMENT, made pursuant to chapter 39.34 RCW, is made and entered into by and between the Washington State Patrol, hereinafter referred to as "WSP," and the Bainbridge Island Police Department, hereinafter referred to as the "Department."

THE PURPOSE OF THIS AGREEMENT is for WSP to allow the Department to use the radio frequencies identified in this Agreement for the furtherance of public safety and interoperability.

IT IS, THEREFORE, MUTUALLY AGREED THAT:

FREQUENCY USE PERMIT

WSP grants to the Department permission to transmit and receive on the frequencies identified on the Radio Frequency Use Authorization Request form attached to this Interagency Agreement as Exhibit A (Radio Frequency Authorization Request) and incorporated into this Agreement.

DEPARTMENT RESPONSIBILITIES

The Department agrees to use the Frequencies:

- For mutual aid or emergency situation only.
- Consistent with Federal Communications Commission (FCC) rules and regulations contained in CFR 47, Part 90.
- Using procedures consistent with the WSP's established procedures. These procedures can be identified by contacting the training officer at the local communications center of the WSP.

Additional terms and conditions for Department use of the Frequencies are:

- The Department will provide, maintain, and operate, at its own expense, the mobile or portable transmitter/receiver units. This shall include all costs incurred if damage to operating frequencies occurs. This is not withstanding the ability to establish between WSP and the Department a separate agreement for WSP to provide certain billable services, such as radio programming, maintenance and repair, use training and dispatching.
- The Department and its employees or agents performing under this Agreement are not employees or agents of the WSP.
- Permission for use of the Frequencies, and any claim arising under such permission, is not assignable or delegable by the Department either in whole or in part.

PERIOD OF PERFORMANCE

Subject to other provisions, the period of performance of this Agreement shall commence on the date of final signature and be completed on June 30, 2011, unless terminated sooner as provided herein.

**INTERAGENCY AGREEMENT BETWEEN THE WASHINGTON STATE PATROL AND
BAINBRIDGE ISLAND POLICE DEPARTMENT (continued)**

NONDISCRIMINATION

In the performance of this Agreement, both parties shall comply with the provisions of Title VI of the Civil Rights Act of 1964 (42 USC 200d); Section 504 of the Rehabilitation Act of 1973 (29 USC 794); Chapter 49.60 Revised Code of Washington; and Title I of the Americans with Disabilities Act (42 USC 12111-12117), as now or hereafter amended. Both parties shall not discriminate on the grounds of race, color, national origin, sex, religion, marital status, age, creed, Vietnam-era and disabled status, or the presence of any sensory, mental, or physical handicap.

RECORDS MAINTENANCE

Both parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. Both parties shall retain all books, records, documents, and other material relevant to this Agreement for six (6) years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

AGREEMENT MANAGEMENT

The work described herein shall be performed under the coordination of Lieutenant Bob Day of the Department; and Mr. Marty Knorr of WSP for issues related to operational procedures and radio training, and Mr. Clark Palmer of WSP for other issues; or their successors or designees. They shall provide assistance and guidance to the other party necessary for the performance of this Agreement.

INDEMNIFICATION

Each party shall defend, protect and hold harmless the other party from and against all claims, suits and/or actions arising from any negligent or intentional act or omission of that party's employees, agents, and/or authorized subcontractor(s) while performing this Agreement.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

TERMINATION

WSP may at any time terminate permission for the Department to use the frequencies identified in this Agreement.

ORDER OF PRECEDENCE

In the event of any inconsistency in the terms of this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state statutes and regulations;
2. Special Terms and Conditions contained in the Statement of Work
3. General Terms and Conditions contained in this Agreement
4. Any other provisions of the Agreement, whether incorporated by reference or otherwise.

**INTERAGENCY AGREEMENT BETWEEN THE WASHINGTON STATE PATROL AND
BAINBRIDGE ISLAND POLICE DEPARTMENT (continued)**

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

State of Washington
Washington State Patrol

Bainbridge Island Police Department

FOR: 

John R. Batiste, Chief



Signature

9/29/06
Date

9-27-06
Date

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 2/12/02

RADIO FREQUENCY USE AUTHORIZATION REQUEST



WSP REQUESTOR

NAME Captain C. Stephen Sutton		TODAY'S DATE 8/21/2006	DIST / DET 09/00
BUREAU ISB	DIVISION/DISTRICT/SECTION Vessel and Terminal Security Division	MAIL STOP 42600	WORK PHONE (206) 389-2728

CONTACT INFORMATION FOR OTHER AGENCY

NAME Lt. Bob Day	AGENCY Bainbridge Island Police Department		
ADDRESS 280 Madison Avenue	CITY Bainbridge Island	COUNTY Kitsap	ZIP CODE 98110
PHONE NUMBER (206) 842-5211	FAX NUMBER (206) 780-8596	STATE WA	

E-MAIL
PoliceDept@ci.bainbridge-isl.wa.us

☒ REQUEST TO USE WSP FREQUENCIES ☐ REQUEST TO USE ANOTHER AGENCY'S FREQUENCIES

SERVICES REQUESTED

(Fees may apply)

- | | | |
|--|---|---|
| ☐ Radio programming | ☐ Radio maintenance and repair | ☐ Dispatch service |
| ☐ Record maintenance | ☐ Radio Procedures Training | |
| ☒ Other (Describe): Request authorization to use WSP frequencies for interoperability. | | |

AUTHORIZATION

Comments:
Required for interoperability.

Stephen Sutton	8/21/06	APPROVE	☒ Yes ☐ No
DIVISION/DISTRICT COMMANDER	DATE		

Comments:

Darrel Eidson	8/22/06	VERIFIED	☒ Yes ☐ No
ELECTRONIC SERVICES DIVISION	DATE		

Comments:

marty knorr	9/1/06	VERIFIED	☒ Yes ☐ No
COMMUNICATIONS	DATE		

Comments:

Brian A. Ursino	9/2/2006	VERIFIED	☒ Yes ☐ No
FIELD OPERATIONS BUREAU ASSISTANT CHIEF	DATE		

Comments:

Leslie M. Young	9/8/06	APPROVE	☒ Yes ☐ No
TECHNICAL SERVICES BUREAU ASSISTANT CHIEF	DATE		

ADMINISTRATIVE ACCEPTANCE

Comments:

 BUDGET AND FISCAL SERVICES	9/29/06	VERIFIED	☒ Yes ☐ No
	DATE		

FCC LICENSES INFORMATION

FREQUENCIES REQUESTED

	FCC Call Sign	NAME	TRANSMIT (TX) MHz	TX PL TONE	TX PL CODE	RECEIVE (RX) MHz	RX PL TONE	RX PL CODE	HOW MANY RADIOS? MOBILE PORTABLE	
1	KOH32 6	D8 Area	159.075	110.9	2Z	154.665	110.9	2Z	10	10 20
2	KA528 7	D8 State	155.970	110.9	2Z	155.970	CSQ		10	10 20
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Comments:

WASHINGTON STATE PATROL
INTERAGENCY AGREEMENT AMENDMENT
RADIO FREQUENCY USE

The above-referenced Agreement between the Washington State Patrol and the Bainbridge Island Police Department is hereby amended as follows:

- a. The Period of Performance is extended through June 30, 2020.

The execution of this contract shall constitute a ratification of that earlier verbal agreement between the WSP and Contractor, the terms and conditions of which are contained herein. Regardless of the date of signature and subject to other provisions in the Contract, the effective date of the Contract shall be July 1, 2015.

All other terms and conditions of the original Contract and any subsequent amendments thereto remain in full force and effect.

THIS AMENDMENT is executed by the persons signing below, who warrant that they have the authority to execute this Amendment.

STATE OF WASHINGTON
WASHINGTON STATE PATROL

CITY OF BAINBRIDGE ISLAND,
ACTING THROUGH
BAINBRIDGE ISLAND POLICE
DEPARTMENT

Simon L. Tee
Grants and Contracts Manager

Signature and Title

Date

Date

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Ordinance No. 2015-23 Relating to Wireless Communication Facilities; Adding New Chapters 18.10 and 18.11 to the Bainbridge Island Municipal Code, AB 15-159, Legal – 20 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-159
Proposed By: Lisa Marshall, City Attorney	Referrals(s): Planning Commission

BUDGET INFORMATION

Department: Legal	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

: 8/13/2015	Recommendation: Forward to City Council	
City Manager:	Legal: Yes	Finance: N/A

DESCRIPTION/BACKGROUND

See attached memorandum.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Memorandum Regarding Ordinance 2015-23	Memorandum
☐ Ordinance No. 2015-23	Ordinance



City of Bainbridge Island
EXECUTIVE DEPARTMENT
MEMORANDUM

TO: Members of the City Council

FROM: Lisa Marshall, City Attorney

DATE: August 27, 2015

RE: Proposed Ordinance 2015-23 Regarding new Wireless Communication Facilities ("WCF"s) and Eligible Facility Modifications ("EFM"s)

Background: Bainbridge Island's Existing Wireless Regulations and Coverage Issues

The City Manager has been tasked by the City Council to improve wireless and cellular coverage on Bainbridge Island in 2015. Poor wireless coverage on Bainbridge Island continues to be a primary complaint from citizens heard by the City Manager. The City's current regulations for the siting of new wireless facilities and for the modification of existing facilities is located in BIMC 18.09.030(F)(3). These regulations were adopted on May 1, 1997. Since then, wireless engineering and technology has changed dramatically and BIMC 18.09.030(F)(3) is not in compliance with existing Federal law. Current regulations categorize wireless facilities into as follows:

- Facility I: Permitted in all zones but must be located on buildings, structures. Height and area must not exceed 580 square inches, and facilities must be separated by 500 linear feet;
- Facility II: Permitted in R-4m, Winslow Mixed Use Center, HSR 1 and 2, WD-1, on buildings and other structures. Height limitation of 12 feet including support structure;
- Facility III: Permitted in R-4, B/I, WD-1. Height limitation is 15 feet if collocated, facility cannot extend beyond 15 feet of support structure. The height of a monopole is restricted to 60 feet if there is a single carrier and 120 feet if there is more than one carrier. Lattice towers are permitted only in the B/I zone. These are use regulations and not subject to a variance.

In late 2014, the City was contacted by AT&T through its attorneys which had been retained as a consultant to AT&T to confer with jurisdictions having poor or spotty wireless coverage. Poor coverage is the result of various factors, only one of which is the City's current limitations on placement and height of wireless facilities. Another factor contributing to poor coverage is the unique, elevated, and forested topography of the Island. Not only did AT&T consult with the City regarding the manner in which coverage may be improved through changed regulations, but discussed the Middle Income Tax Relief Act, discussed more thoroughly below, and the need for

the City to revise its regulations to comply with its requirements of local jurisdictions processing applications for wireless facilities. (Section 6409 of the Spectrum Act.)

Changes to Federal Law and the Spectrum Act

In 2012 Congress passed the “Middle Class Tax Relief and Job Creation Act of 2012” (the “Spectrum Act”) (Public Law 112-96; codified at 47 U.S.C. § 1455(a)). Section 6409 of the Spectrum Act (hereafter “Section 6409”) severely limits local jurisdictions’ ability to regulate modifications of existing wireless antenna support structures and base stations. The most significant limitation on cities’ regulatory authority states that jurisdictions must approve, and cannot deny, an application requesting modification of an existing tower or base station if such modification does not substantially change the physical dimensions of such tower or base station. The federal rule revisions also include what is referred to as the “shot clock” rule, which limits the time that a local government can take to either grant or deny an application. The state of Washington has added a categorical SEPA exemption for certain antenna installations.

Congress passed the Communications Act in 1934 and amended it in 1996. The 1996 Telecommunications Act was not thereafter amended – despite arguably spectacular advances in wireless and telecommunications technology – until 2012. Between 2012 and 2014, local jurisdictions and wireless carriers litigated many of the elements of the Spectrum Act and, as a result, the FCC published a clarifying document on October 21, 2014, the Report and Order.¹ (Hereafter “R&O”). The R&O clarifies and implements statutory requirements related to state and local government review of infrastructure siting, including Section 6409. In short, the intent behind the Spectrum Act and the R&O is to facilitate and expedite the deployment of equipment and infrastructure to meet the demand for wireless capacity. Furthermore, the Act encourages and facilitates the sharing of infrastructure that supports wireless communications through incentives to collocate on structures that already support wireless facilities. The R&O is 155 pages long and therefore is not attached here.

Proposed Ordinance 2015-23: The attached ordinance accomplishes three regulatory tasks necessary to bring the City’s wireless code into federal compliance and to improve coverage on the Island: (1) the ordinance repeals the existing wireless regulations in 18.04.030(F)(2). These regulations were written in 1997 and regulate WCFs based upon height, a somewhat meaningless factor given today’s technology. The regulations also restrict facilities to a few zones on the Island and are not in compliance with the Section 6409 of the Spectrum Act. (2) The ordinance adds a new Chapter 18.10 which governs new WCFs and are therefore not governed by Section 6409 of the Spectrum Act. This Chapter opens up all zones to WCFs with the important restrictions that new WCFs must be prioritized and located first in commercial zones, and lastly in residential zones. Chapter 18.10 also requires the employment of stealth and camouflage techniques to conceal WCFs. (3) The ordinance adds a new Chapter 18.11 which governs EFMs and complies with the Section 6409 of the Spectrum Act.

The discussion of this ordinance on September 1, 2015 will include a power point presentation.

¹ WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59FCC

CITY OF BAINBRIDGE ISLAND WASHINGTON

ORDINANCE NO. 2015-23

AN ORDINANCE OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, RELATING TO WIRELESS COMMUNICATION FACILITIES; ADDING NEW CHAPTERS 18.10 AND 18.11 TO THE BAINBRIDGE ISLAND MUNICIPAL CODE; ESTABLISHING DEVELOPMENT REGULATIONS FOR CO-LOCATION, REMOVAL AND REPLACEMENT OF WIRELESS TRANSMISSION FACILITIES TO CONFORM TO FEDERAL LAW AND REGULATIONS; ESTABLISHING AN APPLICATION PROCESS; PROVIDING FOR TERMINATION OF NON-CONFORMING STRUCTURES; REPEALING BAINBRIDGE ISLAND MUNICIPAL CODE SUBSECTION 18.09.030(F)(3) RELATING TO WIRELESS COMMUNICATION FACILITIES, PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, in 1934, Congress enacted the Communications Act of 1934, creating the FCC and granting it authority over common carriers engaged in the provision of interstate or foreign communications services; and

WHEREAS, in 1996 Congress enacted Pub. L. No. 104-104, 110 Stat. 70 (the “1996 Act”), amending the Communications Act of 1934 and implementing regulations applicable to both wireless and wireline communications facilities for the purpose of removal of barriers to entry into the telecommunications market while preserving local government zoning authority except where specifically limited under the 1996 Act; and

WHEREAS, in the 1996 Act, Congress imposed substantive and procedural limitations on the traditional authority of state and local governments to regulate the location, construction, and modification of wireless facilities and incorporated those limitations into the Communications Act of 1934; and

WHEREAS, the City has adopted regulations that have been codified as part of the Bainbridge Island Municipal Code establishing local requirements for the location, construction, and modification of wireless facilities; and

WHEREAS, recent SEPA legislation is intended to shift the focus on wireless communication facilities from antenna size to visual stealth and camouflage; and

WHEREAS, the City has been identified by an AT&T Wireless survey as a city with poor wireless phone coverage; and

WHEREAS, the City desires to expand and improve wireless coverage within and around the City; and

WHEREAS, in 2012 Congress passed the “Middle Class Tax Relief and Job Creation Act of 2012” (the “Spectrum Act”) (Public Law 112-96; codified at 47 U.S.C. § 1455(a)); and

WHEREAS, Section 6409 of the Spectrum Act (hereafter “Section 6409”) implements additional substantive and procedural limitations upon state and local government authority to regulate modification of existing wireless antenna support structures and base stations; and

WHEREAS, Congress through its enactment of Section 6409, has mandated that local governments approve, and cannot deny, an application requesting modification of an existing tower or base station if such modification does not substantially change the physical dimensions of such tower or base station; and

WHEREAS, the 1996 Act empowers the Federal Communications Commission (the “FCC”) to prescribe such rules and regulations as may be necessary in the public interest to carry out the provisions of the 1996 Act, and subsequently added portions of the 1996 Act such as Section 6409; and

WHEREAS, the FCC, pursuant to its rule making authority, adopted and released a Notice of Proposed Rulemaking in September of 2013 (*In re Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies*, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 13-122) which focused in part upon whether or not the FCC should adopt rules regarding implementation of Section 6409; and

WHEREAS, on October 21, 2014, the FCC issued its report and order, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 14-153, in the above described proceeding (the “Report and Order” or “Order”) clarifying and implementing statutory requirements related to state and local government review of infrastructure siting, including Section 6409, with the intent of facilitating and expediting the deployment of equipment and infrastructure to meet the demand for wireless capacity; and

WHEREAS, the rules adopted by the FCC in its Report and Order implementing Section 6409 are intended by the FCC to spur wireless broadband deployment, in part, by facilitating the sharing of infrastructure that supports wireless communications through incentives to collocate on structures that already support wireless facilities; and

WHEREAS, the Report and Order also adopts measures that update the FCC’s review processes under the National Environmental Policy Act of 1969 (“**NEPA**”) and section 106 of the National Historic Preservation Act of 1966 (“**NHPA**”), with a particular emphasis on accommodating new wireless technologies that use smaller antennas and compact radio equipment to provide mobile voice and broadband service; and

WHEREAS, on January 5, 2015, the FCC released an Erratum to the Report and Order making certain amendments to the provisions of the Report and Order related to NEPA and Section 106 of the NHPA; and

WHEREAS, that part of the Report and Order related to implementation of Section 6409, amends 47 C.F.R. Part 1 (PART 1 – PRACTICE AND PROCEDURE) by adding new Subpart CC § 1.40001 and establishing both substantive and procedural limitations upon local government application and development requirements applicable to proposals for modification to an existing antenna support structure or an existing base station (“**Eligible Facility Request Rules**”); and

WHEREAS, the Order, among other things, defines key terms utilized in Section 6409, establishes application requirements limiting the information that can be required from an applicant, implements a 90-day shot clock for permit processing and related tolling provisions, establishes a “deemed approved” remedy for applications not timely responded to, requires cities to approve a project permit application requesting modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, and establishes development standards that govern such proposed modifications; and

WHEREAS, the Report and Order provides that the Eligible Facility Request Rules will be effective 90 days following publication in the Federal Register; and

WHEREAS, the Order was published in the Federal Register on Thursday, January 8, 2015, Federal Register; Vol. 80; No. 5, resulting in the Eligible Facility Request Rules becoming effective on April 8, 2015; and

WHEREAS, the Order is subject to appeal, however, even if an appeal is filed, the appeal will not automatically result in delay of implementation of the Eligible Facility Request Rules; and

WHEREAS, the City Council finds that it is required under Section 6409 of the Spectrum Act and the Eligible Facility Request Rules established in the Order, to adopt and implement local development and zoning regulations that are consistent with Section 6409 and the Order; and

WHEREAS, an Environmental Checklist for a non-project action was prepared under the State Environmental Policy Act (RCW Chapter 43.21C), pursuant to Washington Administrative Code Chapter 197-11, and a determination of Non-Significance (“**DNS**”) was issued on August 21, 2015; and

WHEREAS, in accordance with RCW 36.70A.106 and WAC 365-196-630, a notice of intent to adopt the proposed new development regulations was sent to the State of Washington Department of Commerce and to other state agencies to allow for a 60-day review and comment period, which comment period ended prior to adoption of this ordinance; and

WHEREAS, on August 11, 2015, the Planning Commission held a duly noticed public meeting related to the proposed development and zoning regulations set forth in the proposed ordinance and on August 11, 2015 moved to recommend to the City Council approval of the ordinance as set forth herein; and

WHEREAS, the City Council considered the proposed development and zoning regulations in the proposed ordinance on September 1, 2015 and held a public hearing on the proposed regulations on September 8, 2015; and

WHEREAS, the City Council finds that the proposed development and zoning regulations are reasonable and necessary in order bring the City's development regulations into compliance with the mandate imposed upon the City by Congress pursuant to Section 6409 and the regulations imposed upon the City by the FCC pursuant to its Report and Order dated October 21, 2014, and are therefore in the public interest;

NOW, THEREFORE, the City Council of the City of Bainbridge Island, Washington, do ordain as follows:

Section 1. New BIMC Chapter 18.10, "Use Regulations — Wireless Communication Facilities," Added. Title 18 of the Bainbridge Island Municipal Code is hereby amended to add a new Chapter 18.10, Use Regulations — Wireless Communication Facilities, to read as follows:

Use Regulations — Wireless Communication Facilities.

18.10.010 Purpose

18.10.020 Definitions

18.10.030 Permit required

18.10.040 Application requirements

18.10.050 Permit conditions

18.10.060 Permit enforcement

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18.10.010 Purpose.

This chapter addresses the issues of location and appearance associated with wireless communication facilities ("WCFs"). It provides adequate siting opportunities through a wide range of locations and options which minimize safety hazards and visual impacts sometimes associated with wireless communications technology. The chapter encourages siting of facilities on existing buildings or structures, co-location of several providers' facilities on a

single support structure, and visual mitigation measures to maintain neighborhood appearance and reduce visual clutter in the City.

18.10.020 Definitions.

A. “Antenna(s)” means any system of electromagnetically tuned wires, poles, rods, reflecting discs or similar devices used to transmit or receive electromagnetic waves between terrestrial and/or orbital based points, including, but not limited to:

1. Omni-directional (or “whip”) antenna(s), which transmits and receives radio frequency signals in a 360-degree radial pattern;

2. Directional (or “panel”) antenna(s), which transmits and receives radio frequency signals in a specific directional pattern of less than 360 degrees;

3. Parabolic antenna(s) (or “dish”) antenna(s), which is a bowl-shaped device for the reception and/or transmission of communications signals in a specific directional pattern; and

4. Ancillary antenna(s), which is an antenna less than 12 inches in its largest dimension and is not directly used to provide personal wireless communications services, such as a global positioning satellite (GPS) antenna.

B. “Co-location” means placing and arranging multiple providers’ antennas and equipment on a single support structure or equipment pad area.

C. “Electromagnetic field” or “EMF” means the field produced by the operation of equipment used in transmitting and receiving radio frequency signals.

D. “Equipment facility” means any structure used to house electronic equipment, cooling systems and back-up power systems associated with a WCF, including shelters, enclosures, cabinets and other similar structures.

E. “Facility I” means a wireless communication facility consisting of an antenna that is either: (1) four feet in height and with an area of not more than 580 square inches in the aggregate; or (2) if a tubular antenna, no more than four inches in diameter and no more than six feet in length.

F. “Facility II” means a wireless communication facility means a wireless communication facility consisting of up to three antennas, each of which is a microcell with associated equipment facilities six feet or less in height and no more than 48 square feet in floor area.

G.. “Support structure” means any structure, designed and constructed specifically to support an antenna array, including a monopole, self-supporting (lattice) tower, guy-wire support tower and any other similar structures. Any device (attachment device) used to attach a WCF to an existing structure or building (attachment structure) shall be excluded from the definition of and regulations applicable to support structures.

H. “Wireless communication facility” or “WCF” means an unstaffed facility for the transmission and/or reception of radio frequency, microwave or other signals for commercial communications purposes, including and typically consisting of antennas, equipment shelter or cabinet, transmission cables, a

support structure required to achieve the necessary elevation, and reception and transmission devices and antennas.

I. “Wireless communication services” means commercial mobile services, unlicensed wireless services, and common carrier wireless exchange access services, as defined by federal laws and regulations.

18.10.030 Permit required.

A. A wireless communication facility (WCF) permit shall be required for the location, installation or construction of any new WCF, and for any modification to an existing WCF that is not governed by Chapter 18.11 BIMC.

B. The Planning and Community Development Department may grant permit approval for:

1. A Facility I or II, or a monopole or lattice tower located in a nonresidential zone that does not exceed the maximum height of the zone; or

2. A Facility I or II in a multifamily, business, commercial, or town center zone on an existing building or structure; provided, that the facility is no higher than 15 feet above the existing building or structure or the permitted height for the zone, whichever is higher; or

3. A Facility I or II in a residential zone on a nonresidential building or structure; provided that the facility is no higher than 15 feet above the permitted height in the zone.

C. All other WCFs require conditional use permit review and approval by the City hearing examiner.

D. Additions to the height of public safety communications towers are exempt from the WCF permit requirement, and shall be considered a permitted (“P”) use in all zones where WCFs are permitted; provided, that building permits are required for these uses.

18.10.040 Application requirements.

All applications for a WCF must include, at a minimum:

A. A diagram or map showing the primary viewshed of the proposed WCF;

B. A map showing the coverage area of the proposed WCF at the requested height;

C. An explanation of the need for the proposed WCF, including an analysis of alternative sites that supports the selected site over other possible locations, particularly locations in a higher priority zone;

D. An inventory of other WCF sites operated by the applicant that are either in the City or within one mile of its borders, including specific information about location, height and design of each facility;

E. A site/landscaping plan showing the specific placement of the WCF on the site; showing the location of existing structures, trees and other significant site features; and indicating type and locations of plant materials used to screen WCF components;

F. Documentation verifying that the proposed WCF complies with any applicable regulations and specifications in accordance with the Federal Aviation Administration (FAA); and

G. Applications for facilities other than Facility I or Facility II shall also contain:

1. Photosimulations of the proposed WCF from affected properties and public rights-of-way at varying distances; and
2. Documentation of efforts to collocate on existing facilities.

18.10.050 Permit conditions.

Each permit issued by the City shall be conditioned to:

- A. Permit Term;
- B. Require that construction or installation of the WCF must commence within one year from the date of the permit, with opportunity for a one-year extension; otherwise, the permit shall be revoked without further action of the City and the rights and privileges appurtenant to the permit shall be void;
- C. Require the permittee to allow co-location of proposed WCFs on the permittee's site, unless the permittee establishes to the City's satisfaction that co-location will technically impair the existing permitted use(s) to a substantial degree;
- D. Require the permittee to maintain the WCF in a state of good repair and to maintain or replace, if necessary, vegetation and landscaping required as a condition of approving the permit;
- E. Require the permittee to notify the City of any sale, transfer, assignment of a site or WCF within sixty (60) days of such event; and
- F. Require the permittee to comply with the provisions of this title and all other applicable City ordinances and rules and regulations.

18.10.060 Permit enforcement.

The Planning and Community Development Director, or that officer's designee, shall enforce the provisions of this chapter under the code enforcement provisions of the Bainbridge Island Municipal Code.

18.10.070 Prioritized locations.

The following sites are prioritized in order of preference for locating proposed WCFs and permits shall be issued so that WCFs will be located on the highest priority site feasible:

- A. Co-location.
- B. Public buildings and structures located in nonresidential zones.
- C. Buildings and structures in business and commercial zoned sites used for research and development, commercial and business uses.
- D. Buildings and structures in residential zones not used entirely for residential use; provided, that WCFs will not be sited on vacant residential lots.

18.10.080 Development standards.

All WCFs shall be constructed or installed according to the following development standards:

A. WCFs must comply with applicable Federal Communications Commission (FCC), Federal Aviation Administration (FAA), state, and City regulations and standards;

B. Antennas shall be located, mounted and designed so that visual and aesthetic impacts upon surrounding land uses and structures are minimized, and so that they blend into the existing environment. Panel and parabolic antennas shall be screened from residential views and public rights-of-way;

C. WCFs must be screened or camouflaged employing the best available technology, such as compatible materials, location, color, artificial trees and hollow flagpoles, and other tactics to minimize visibility of the facility from public streets and residential properties;

1. A freestanding WCF shall not be allowed whenever an existing structure can meet technical and network location requirements;

2. Monopoles and lattice towers constructed in accordance with subsection (H) of this section shall be the only freestanding support structures allowed in the City, and are the preferred structures where any support structure is necessary, provided that site location and development shall preserve the pre-existing character of the site as much as possible;

3. A freestanding WCF shall comply with all required setbacks of the zoning district in which it is located;

4. WCF shall be designed and placed or installed on the site in a manner that takes maximum advantage of existing trees, mature vegetation, and structures by:

a. Using existing site features to screen the WCF from prevalent views; and

b. Using existing site features as a background in a way that the WCF blends into the background;

5. As a condition of permit approval, the City may require the applicant to supplement existing trees and mature vegetation to screen the facility;

6. A WCF shall be painted either in a nonreflective color or in a color scheme appropriate to the background against which the WCF would be viewed from a majority of points within its viewshed, and in either case the color must be approved by the City as part of permit approval;

D. Equipment facilities shall be placed underground if applicable, or, if above ground, shall:

1. Be screened from any street and adjacent property with fencing, walls, landscaping, structures or topography or a combination thereof; and

2. Not be located within required building setback areas;

E. Security fencing shall:

1. Not exceed six feet in height;

2. Be screened from view through the use of appropriate landscaping materials; and

3. If it is a chain-link fence, be camouflaged with appropriate techniques and painted or coated with a nonreflective color;

F. The City shall consider the cumulative visual effects of WCFs mounted on existing structures and/or located on a given permitted site in determining whether

the additional permits can be granted so as to not adversely affect the visual character of the City;

G. A WCF shall not be used for mounting signs, billboards or message displays of any kind;

H. In addition to the other development standards of this section, monopoles and lattice towers shall:

1. Require site plan and design review pursuant to BIMC 2.16.040 to balance the potential impacts upon adjoining and surrounding land uses;

2. Be constructed on legally conforming lots;

3. Be integrated through location, design, and color to blend in with the existing site characteristics to the greatest extent practicable. Existing vegetation around the WCF shall be preserved or improved upon to provide vegetative screening over a minimum of two-thirds of the height of the monopole or lattice tower;

4. Be subject to additional screening requirements by the planning director to mitigate visual impacts to adjoining properties or public rights-of-way as determined by site-specific conditions; and

5. Not utilize equipment operated above 45 dB, as measured from the nearest property line on which the attached WCF is located.

18.10.090 Electromagnetic field (EMF) standards compliance.

A. All WCFs shall be operated in compliance with federal standards for EMF emissions. Within six months after the issuance of its operational permit, the applicant shall submit a project implementation report which provides cumulative EMF power densities of all antennas installed at the subject site. The report shall quantify the EMF emissions and compare the results with established federal standards. Said report shall be subject to review and approval by the City for consistency with the project proposal report and the adopted federal standards. If on review the City finds that the WCF does not meet federal standards, the City may revoke or modify the permit. The applicant shall be given a reasonable time based on the nature of the problem to comply with the federal standards. If the permit is revoked, then the facility shall be removed.

B. All WCFs shall be operated in a manner that the WCF will not cause localized interference with the reception of area television or radio broadcasts, garage door openers, portable phones and other similar FCC approved devices. If on review of a registered complaint the City finds that the WCF interferes with such reception, the City may revoke or modify the permit. The applicant shall be given a reasonable time based on the nature of the problem to correct the interference. If the permit is revoked, then the facility shall be removed.

18.10.100 Facility removal.

A. A WCF shall be removed within ninety (90) days of the date the site's use is discontinued, it ceases to be operational, or the permit is revoked; or if the facility falls into disrepair and is not maintained, within ninety (90) days of a notice from the City to effect repairs and maintenance to the satisfaction of the

City. The operator of a WCF shall notify the City upon the discontinued use of a particular facility.

B. Should the operator fail to remove the WCF as required herein, and the property owner fails to remove the WCF within ninety (90) days of the date the City notifies the property owner to remove the WCF, then the WCF shall be a nuisance and subject to appropriate legal proceeding.

Section 2. New BIMC Chapter 18. 11, “Eligible Facilities Modifications,” Added.

Title 18 of the Bainbridge Island Municipal Code is hereby amended to add a new Chapter 18.11, Eligible Facilities Modifications, to as follows:

Eligible Facilities Modifications

18.11.010 Title

18.11.020 Adoption of findings and conclusions.

18.11.030 Purpose and intent

18.11.040 Definitions

18.11.050 Applicability - Relationship to other rules and regulations

18.11.060 Permit classification

18.11.070 Application submittal requirements

18.11.080 Review of application; Approval

18.11.090 Substantial change criteria

18.11.100 Nonconforming structure; Termination

18.11.110 Enforcement

18.11.010 Title.

This chapter shall be known and referred to as the “Eligible Facilities Modification Code” or “EFM Code.”

18.11.020 Adoption of findings and conclusions.

The recitals set forth in the ordinance adopting this code are adopted as findings and conclusions of the City Council.

18.11.030 Purpose and intent.

The purposes and intent of this chapter are to:

A. To implement Section 6409 of the “Middle Class Tax Relief and Job Creation Act of 2012” (the “Spectrum Act”) (Public Law 112-96; codified at 47 U.S.C. § 1455(a)) which requires the City to approve any eligible facilities request for a modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station;

B. To implement the FCC rules set forth at 47 C.F.R. Part 1 (PART 1 – PRACTICE AND PROCEDURE) new Subpart CC § 1.40001 (Wireless Facility Modifications), which rules implement Section 6409 of the Spectrum Act (“Section 6409”);

C. To establish procedural requirements and substantive criteria applicable to review and approval or denial of applications for an eligible facilities modification;

D. To ensure that application submittal requirements are related to information reasonably necessary to the determination of whether or not the proposed modification will result in a substantial change in the physical dimensions of the eligible support structure;

E. To exempt those facilities modifications approved under this chapter as eligible facilities requests from zoning and development regulations that are inconsistent with or preempted by Section 6409;

F. To preserve the City's right to continue to enforce and condition approvals under this chapter on compliance with generally applicable building, structural, electrical, and safety codes and with other laws codifying objective standards reasonably related to health and safety;

G. To promote timely decisions under this chapter;

H. To ensure that decisions are made consistently and predictably;

I. To incorporate provisions of RCW 43.21C.0384 that exempt eligible facilities modifications from review under RCW 43.21C.030(2)(c), (State Environmental Policy Act);

J. To recognize that Section 6409(a)(1) of the Spectrum Act operates to preempt any provision of the State Environmental Policy Act (RCW Ch. 43.21C) to the extent that any such provision, including RCW 43.21C.030(2)(c), would prohibit a City from approving any eligible facilities request for a modification of an existing wireless tower or base station that does not substantially change the physical dimensions of such tower or base station; and

K. To provide for termination of eligible facilities modifications approved pursuant to this chapter as nonconforming structures in the event that Section 6409(a) of the Spectrum Act is found to be unconstitutional or otherwise determined to be invalid or unenforceable and such modifications would otherwise have been in derogation of development regulations in place at the time of receipt of a completed application.

18.11.040 Definitions..

The following definitions shall apply in the interpretation and enforcement of this chapter, unless the context clearly requires otherwise. Any term or phrase not defined herein, shall have the meaning that is given to that term or phrase in Chapter 18.36 BIMC. When not inconsistent with the context, words used in the present tense include the future, words in the plural include the singular, and words in the singular include the plural. The word "shall" is always mandatory and not merely directory and the word "may" is always discretionary. References to governmental entities (whether persons or entities) refer to those entities or their successors in authority. If specific provisions of law, regulation or rule referred to herein be renumbered or amended, then the reference shall be read to refer to the renumbered or amended provision.

A. “Approval authority” is the Planning and Community Development Director or other public official, or his or her designee, who has authority under the City code to administratively issue project permit approvals.

B. “Applicant” shall mean and refer to the person, and such person’s successor in interest, owning and/or operating the transmission equipment proposed in an eligible facilities modification application to be collocated, removed or replaced.

C. “Authorized person” is the person, employees, agents, consultants, and contractors, authorized in writing by an applicant to complete and submit an eligible facilities modification application on behalf of an applicant and who is authorized to receive any notices on behalf of an applicant of any action taken by the City regarding the application.

D. “Base station” shall mean and refer to the structure or equipment at a fixed location that enables wireless communications, licensed or authorized by the FCC, between user equipment and a communications network. The term does not encompass a tower as defined in this chapter or any equipment associated with a tower.

(i) The term includes, but is not limited to, equipment associated with wireless communications services such as private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

(ii) The term includes, but is not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems and small-cell networks).

(iii) The term includes any structure other than a tower that, at the time an eligible facilities modification application is filed with the City under this Chapter, supports or houses equipment described in paragraphs (i)–(ii) above, and that has been reviewed and approved under the applicable zoning or siting process, or under another State, county or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing such support.

(iv) The term does not include any structure that, at the time a completed eligible facilities modification application is filed with the City under this section, does not support or house equipment described in paragraphs (i)–(ii) above.

E. “City” shall mean and refer to the City of Bainbridge Island.

F. “City Code” shall mean and refer to the ordinances of the City.

G. “Co-location” shall mean and refer to the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.

H. “Conceal” or “Concealment” shall mean and refer to eligible support structures and transmission facilities designed to look like some feature other than a wireless tower or base station.

I. “Deemed approved” shall mean and refer to an eligible facilities modification application that has been deemed approved upon the City’s failure to

act, and has become effective, as provided pursuant the FCC Eligible Facilities Request Rules.

J. “Eligible facilities modification application” or “application” shall, unless the context clearly requires otherwise, mean and refer to a written document submitted to the City pursuant to this chapter for review and approval of a proposed facilities modification.

K. “Eligible facilities modification” shall mean and refer to any proposed facilities modification that has been determined pursuant to the provisions of this chapter to be subject to this chapter and which does not result in a substantial change in the physical dimensions of an eligible support structure.

L. “Eligible facilities modification permit” or “permit” shall, unless the context clearly requires otherwise, mean and refer to a written document issued by the approval authority pursuant to this chapter approving an eligible facilities modification application.

M. “Eligible support structure” shall mean and refer to any existing tower or base station as defined in this chapter, provided that it is in existence at the time the eligible facilities modification application is filed with the City under this chapter.

N. “Existing” shall, for purpose of this chapter and as applied to a tower or base station, mean and refer to a constructed tower or base station that has been reviewed and approved under the applicable zoning or siting process of the City, or under another State, county or local regulatory review process; provided that, a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

O. “Proposed facilities modification” shall mean and refer to a proposal submitted by an applicant to modify an eligible support structure which the applicant asserts is subject to review under Section 6409, and involving:

- (i) Co-location of new transmission equipment;
- (ii) Removal of transmission equipment; or
- (iii) Replacement of transmission equipment.

P. “FCC” shall mean and refer to the Federal Communications Commission or its successor.

Q. “FCC Eligible Facilities Request Rules” shall mean and refer to 47 C.F.R. Part 1 (PART 1 – PRACTICE AND PROCEDURE), Subpart CC § 1.40001 as established pursuant to its Report and Order in, *In re Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies*, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 14-153, or as may be thereafter amended.

R. “Section 6409” shall mean and refer to Section 6409 of the Spectrum Act, defined below.

S. “Site” shall, for towers other than towers in the public rights-of-way, mean and refer to the current boundaries of the leased or owned property surrounding the tower and any access or utility easements currently related to the site, and, for other eligible support structures, shall mean and be further restricted to, that area

in proximity to the structure and to other transmission equipment already deployed on the ground.

T. "Small cell facility" shall mean and refer to a personal wireless services facility that meets both of the following qualifications:

(i) Each antenna is located inside an antenna enclosure of no more than three cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all of its exposed elements could fit within an imaginary enclosure of no more than three cubic feet; and

(ii) Primary equipment enclosures are no larger than seventeen cubic feet in volume. The following associated equipment may be located outside the primary equipment enclosure and if so located, are not included in the calculation of equipment volume: electric meter, concealment, telecomm demarcation box, ground-based enclosures, battery back-up power systems, grounding equipment, power transfer switch, and cut-off switch.

U. "Small cell network" shall mean and refer to a collection of interrelated small cell facilities designed to deliver personal wireless services.

V. "Spectrum Act" shall mean and refer to the "Middle Class Tax Relief and Job Creation Act of 2012" (Public Law 112-96; codified at 47 U.S.C. § 1455(a)).

W. "Substantial change criteria" shall mean and refer to the criteria set forth in this Chapter at BIMC 18.11.090.

X. "Transmission Equipment" shall mean and refer to equipment that facilitates transmission for any wireless communication service licensed or authorized by the FCC, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

Y. "Tower" shall mean and refer to any structure built for the sole or primary purpose of supporting any antennas and their associated facilities, licensed or authorized by the FCC, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul, and the associated site.

18.11.050 Applicability - Relationship to other rules and regulations.

A. Sole and Exclusive Procedure. Except as may be otherwise provided in this chapter, and notwithstanding any other provisions in the City code, the provisions of this chapter shall be the sole and exclusive procedure for review and approval of a proposed facilities modification which the applicant asserts is subject to review under Section 6409. To the extent that other provisions of the City code establish a parallel process for review and approval of a project permit application for a proposed facilities modification, the provisions of this chapter shall control. In the event that any part of an application for project permit approval includes a proposed facilities modification, the proposed facilities modification portion of the application shall be reviewed under the provisions of

this chapter. In the event that an application for project permit approval includes a proposal to modify an eligible support structure, and the applicant does not assert in the application that the proposal is subject to review under Section 6409, such proposal shall not be subject to review under this chapter and may be subject to review under other applicable provisions of the City code.

B. Non-Conforming Structures. This chapter shall not apply to a proposed facility modification to an eligible support structure that is not a legal conforming or legal non-conforming structure at the time a completed eligible facilities modification application is filed with the City. To the extent that the non-conforming structures and use provisions of the City code would operate to prohibit or condition approval of a proposed facilities modification application otherwise allowed under this chapter, such provisions are superseded by the provisions of this chapter and shall not apply.

C. Replacement of Eligible Support Structure. This chapter shall not apply to a proposed facility modification to an eligible support structure that will involve replacement of a tower or base station.

D. First Deployment; Base Station. This chapter shall not apply to a proposed facility modification to a structure, other than a tower, that does not, at the time of submittal of the application, already house or support transmission equipment lawfully installed within or upon, or attached to, the structure.

E. Interpretation. Interpretations of this chapter shall be guided by Section 6409; the FCC Eligible Facilities Request Rules, the FCC's Report and Order in, *In re Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies*, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC 14-153; and BIMC §§ 18.11.020 and 18.11.030.

F. SEPA Review. Unless otherwise provided by law or regulation, decisions pertaining to an eligible facilities modification application are not subject to, and are exempt from, the requirements of RCW 43.21C.030(2)(c), if:

1. The proposed facilities modification would not increase the height of the eligible support structure by more than ten percent, or twenty feet, whichever is greater; or

2. The mounting of equipment that would involve adding an appurtenance to the body of the eligible support structure would not protrude from the edge of the structure more than twenty feet, or more than the width of the structure at the level of the appurtenance, whichever is greater;* or

3. The authority to condition or deny an application pursuant to Chapter 43.21 RCW is preempted, or otherwise supplanted, by Section 6409 of the Spectrum Act.

*Note: See, RCW 43.21C.0384 and WAC 197-11-800(25)

G. Reservation of Authority. Nothing herein is intended or shall operate to waive or limit the City's right to enforce, or condition approval on, compliance with generally applicable building, structural, electrical, and safety codes and with other laws codifying objective standards reasonably related to health and safety.

18.11.060 Permit classification.

An eligible facilities modification permit shall be classified as an administrative permit subject to review and approval or denial by the approval authority.

18.11.070 Application submittal requirements; Determination of completeness.

A. Purpose. This section sets forth the submittal requirements for an eligible facilities modification application (“EFM application”). The purpose of the submittal requirements is to ensure that the City has all information and documentation that is reasonable necessary to determine if the applicant’s proposed facilities modification will substantially change the physical dimensions of an eligible support structure. The submittal requirements are not intended to require the applicant to establish the need for the proposed modifications or to justify the business decision to propose such modifications.

B. Submittal Requirements. No EFM application shall be deemed complete unless it is in writing; accompanied by the applicable application and review fee; includes the required submittals; and attested to by the authorized person certifying the truth and accuracy of the information provided in the application. The application shall include the following submittals, unless waived by the approval authority:

1. The following contact information for the authorized person:
 - a. Name;
 - b. Title;
 - c. Mailing address;
 - d. Phone number; and
 - f. E-mail address (optional);
2. The following contact information for the applicant:
 - a. Legal and dba names, and if applicable, all states of incorporation;
 - b. Mailing address;
 - c. Contact phone number(s);
 - d. Washington State tax identification number;
 - e. The name and address of applicant’s registered agent; and
 - f. The names and home addresses of all principals or managing members if applicant is a non-corporate entity, such as a partnership or limited liability company;
3. An assertion that the proposed facilities modification is subject to review under Section 6409 of the Spectrum Act;
4. Copies of any environmental documents required by any federal agency. These shall include the environmental assessment required by 47 C.F.R. Part 1 (PART 1 – PRACTICE AND PROCEDURE), Section 1.1307, as amended, or, in the event that an FCC environmental assessment is not required, a statement that described the specific factors that obviate the requirement for an environmental assessment;
5. *If the applicant is not the owner or person in control of the eligible support structure and/or site* — an attestation that the owner or person in control of the eligible support structure and/or site has consented to the proposed facilities modification. If the eligible support structure is located in a public right of way, the applicant must also attest that applicant has authorization to install, maintain and operate transmission equipment in, under and above the public right of way;

6. *If the applicant proposes a modification involving co-location of transmission equipment or the replacement of transmission equipment* — Complete copies of the underlying land use approvals for siting of the tower or base station proposed to be modified, establishing that, at the time of submittal of the application, such tower or base station constituted an eligible support structure;

7. *If the applicant proposes a modification that will result in an increase in height of the eligible support structure* — Record drawings, as-built plans, or the equivalent, showing the height of the eligible support structure (a) as originally constructed and granted approval by the City or other applicable local zoning or similar regulatory authority; or (b) as of the most recent modification received by the City, or other local zoning or regulatory approval, prior to the passage of the Spectrum Act, whichever height is greater;

8. *If the applicant proposes a modification to an eligible support structure, which structure, or proposed modification of the same, is subject to pre-existing restrictions or requirements imposed by a reviewing official or decision-making body pursuant to authority granted under the City code, or an ordinance or a municipal code of another local government authority* — A copy of the document (e.g., CUP or SUP) setting forth such pre-existing restrictions or requirements together with a certification that the proposed facilities modification conforms to such restrictions or requirements; provided that, such certification shall have no application to the extent the proposed facilities modification relates solely to an increase in height, increase in width, addition of cabinets, or new excavation, that does not result in a substantial change in the physical dimensions of the eligible support structure;

9. *If the applicant proposes a modification to an eligible support structure, which structure, or proposed modification of the same, is subject to pre-existing concealment restrictions or requirements, or was constructed with concealment elements* — Applicant shall set forth the facts and circumstances demonstrating that the proposed modification would not defeat the existing concealment elements of the eligible support structure. If the proposed modification will alter the exterior dimensions or appearance of the eligible support structure, applicant shall include a detailed visual simulation depicting how the eligible support structure will appear after the proposed modification is complete. The visual simulation shall depict to scale the eligible support structure in relation to the trees, landscaping and other structures adjacent to, or in the immediate vicinity of, the eligible support structure;

10. *If the applicant proposes a modification that will protrude from the edge of a non-tower eligible support structure* — Record drawings, as-built plans, or the equivalent, showing at a minimum the edge of the eligible support structure at the location of the proposed modification;

11. *If the applicant proposes a modification to an eligible support structure that will (a) include any excavation; (b) would result in a protrusion from the edge of a tower that exceeds an existing protrusion of any transmission equipment attached to a tower; or (c) would protrude from the edge of a non-tower eligible support structure* — A description of the boundaries of the site

together with a scale drawing based on an accurate traverse, with angular and lineal dimensions, depicting the boundaries of the site in relation to the tower or base station proposed to be modified and depicting the proposed location, elevation and dimensions of the new or replacement transmission equipment. The City may require a survey by a land surveyor licensed in the state of Washington when, in the judgment of the approval authority, a survey is reasonably necessary to verify the boundaries of the site to determine if the proposed facilities modification would result in a substantial change in the physical dimensions of the eligible support structure;

12. *If the applicant proposes a modification to the eligible support structure that includes hardening through structural enhancement* — A technical report by a qualified engineer accredited by the state of Washington, demonstrating that the structural enhancement is performed in connection with and is necessary to support the proposed co-location, removal, or replacement of transmission equipment and conforms to applicable code requirements. The City may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of necessity.

13. *If the applicant proposes a modification to a tower* — A stamped report by a Washington State-registered professional engineer demonstrating that the tower with the proposed modifications will comply with applicable structural, electrical and safety codes, including by way of example, and not limitation, EIA/TIA-222-Revision G, published by the American National Standards Institute (as amended), allowable wind speed for the applicable zone in which the tower is located, and describing the general structural capacity of the tower with the proposed modifications, including:

- a. The number and type of antennas that can be accommodated;
- b. The basis for the calculation of capacity; and
- c. A written statement that the proposal complies with all federal guidelines regarding interference and ANSI standards as adopted by the FCC, including but not limited to nonionizing electromagnetic radiation (NIER) standards.

The City may retain the services of an independent technical expert to review, evaluate, and provide an opinion regarding the applicant's demonstration of compliance;

14. *If the applicant proposes a modification to a base station* — A stamped report by a Washington State-registered professional engineer demonstrating that the base station, with the proposed modifications, will comply with applicable structural, electrical and safety codes;

15. *If the applicant proposes a modification requiring, alteration to the eligible support structure, excavation, installation of new equipment cabinets, or any other activities impacting or altering the land, existing structures, fencing, or landscaping on the site* — A detailed site plan and drawings, showing the true north point, a graphic scale and, drawn to an appropriate decimal scale, indicating and depicting:

- a. The location, elevation and dimensions of the existing eligible support structure;

- b. The location, elevation and dimensions of the existing transmission equipment;
- c. The location, elevation and dimensions of the transmission equipment, if any, proposed to be collocated or that will replace existing transmission equipment;
- d. The location, elevation and dimensions of any proposed new equipment cabinets and the intended use of each;
- e. Any proposed modification to the eligible support structure;
- f. The location of existing structures on the site, including fencing, screening, trees, and other significant site features; and
- g. The location of any areas where excavation is proposed showing the elevations, depths, and width of the proposed excavation and materials and dimensions of the equipment to be placed in the area excavated.

C. Waiver of Submittal Requirement. The approval authority may waive any submittal requirement upon determination that the required submittal, or part thereof, is not reasonably related to the substantial change criteria. A waiver, to be effective, must be in writing and signed by the approval authority.

D. When Received. An EFM application, and any supplemental submittals, shall be deemed received by the City upon the date such application or supplemental submittal is filed with the Planning and Community Development Department. An application, and any supplemental submittals, must be filed in person during regular business hours of the City and must be accompanied by the applicable permit review fee(s). Any application received by the City without contemporaneous payment, or deposit, of the applicable permit review fees will be rejected.

E. Completed Application; Determination; Tolling.

1. Determination of Completeness. The approval authority shall, within thirty (30) days of receipt of the application, review the application for completeness. An EFM application is complete if it includes the applicable permit review fee(s) and contains all of the applicable submittal requirements set forth at BIMC 18.11.070(B) of this chapter, unless waived by the approval authority pursuant to BIMC 18.11.070(C). The determination of completeness shall not preclude the approval authority from requesting additional information or studies either at the time of the determination of completeness or subsequently if new or additional information is required, or substantial changes in the proposed action occur, or the proposed facilities modification is modified by applicant, as determined by the approval authority.

2. Incomplete Application. The approval authority shall notify the applicant within thirty (30) days of receipt of the application that the application is incomplete. Such notice shall clearly and specifically delineate all missing documents or information.

3. Tolling Timeframe for Review. The application review period begins to run when the application is received, and may be tolled when the approval authority determines that the application is incomplete and provides notice as set forth below. The application review period may also be tolled by mutual

agreement of the approval authority and applicant. The timeframe for review is not tolled by a moratorium on the review of eligible facility modification applications.

a. To toll the timeframe for review for incompleteness, the approval authority must provide written notice to the applicant within thirty (30) days of the date of receipt of the application, clearly and specifically delineating all missing documents or information. Such delineated information is limited to submittals set forth in BIMC 18.11.070(B) and any supplemental information requested by the approval authority that is reasonably related to determining whether the proposed facilities modification will substantially change the physical dimension of an eligible support structure.

b. The timeframe for review begins running again when the City is in receipt of applicant's supplemental submission in response to the approval authority's notice of incompleteness.

c. Following a supplemental submission, the approval authority shall have ten (10) days to notify the applicant that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this paragraph (3)(c). Except as may be otherwise agreed to by the applicant and the approval authority, second or subsequent notices of incompleteness may not specify missing documents or information that were not delineated in the original notice of incompleteness.

d. A notice of incompleteness from the City will be deemed received by the applicant upon the earlier of personal service upon the authorized person, delivery by electronic mail to the authorized person (if such delivery is authorized for receipt of notice by the authorized person), or three (3) days from deposit of the notice in the United States Mail, postage prepaid, in an envelope properly addressed to the authorized person using the address set forth in the application.

4. Modification of Application. In the event that after submittal of the application, or as a result of any subsequent submittals, applicant modifies the proposed facilities modification described in the initial application, the application as modified will be considered a new application subject to commencement of a new application review period; provided that, applicant and the approval authority may, in the alternative, enter into a mutually agreeable tolling agreement allowing the City to request additional submittals and additional time that may be reasonably necessary for review of the modified application.

18.11.080 Review of application; Approval.

A. Review of Application. The approval authority shall review an EFM application to determine if the proposed facilities modification is subject to this chapter, and if so, if the proposed facilities modification will result in a substantial change to the physical dimensions of an eligible support structure.

B. Timeframe for Review. Within sixty (60) days of the date on which the City receives an EFM application, less any time period that may be excluded under the tolling provisions of this chapter or a tolling agreement between the applicant and the approval authority, the approval authority shall approve the

application and contemporaneously issue an eligible facilities modification permit (“EFM permit”) unless the approval authority determines that the application is not subject to this chapter, or the proposed facilities modification will substantially change the physical dimension of an eligible support structure.

C. Approval; Denial. An EFM application shall be approved, and an EFM permit issued, upon determination by the approval authority that the proposed facilities modification is subject to this chapter and that it does not substantially change the physical dimensions of an eligible support structure. An EFM application shall be denied upon determination by the approval authority that the proposed facilities modification is not subject to this chapter or will substantially change the physical dimensions of an eligible support structure. A proposed facilities modification will substantially change the physical dimensions of an eligible support structure if it meets any of the substantial change criteria as defined in BIMC 18.11.090.

D. Deemed Approved Application. Pursuant to the FCC Eligible Facilities Request Rules, an EFM application may be deemed approved upon the City’s failure to act. An application that has been deemed approved shall be and constitute the equivalent of an eligible facilities modification permit, except as may be otherwise determined by a court of competent jurisdiction, and shall be subject to generally applicable enforcement and compliance requirements in the same manner as an EFM permit issued pursuant to this chapter.

E. Denial of Application. A written denial of an EFM application setting forth the reasons for the denial shall be provided to the applicant.

F. Code Requirements. Any EFM permit issued pursuant to this chapter, and any application that has been deemed approved, shall be and is conditioned upon compliance with any generally applicable building, structural, electrical, and safety codes and other laws codifying objective standards reasonably related to health and safety. Violation of any such applicable code or standard shall be deemed to be a violation of the eligible facilities modification, permit, or deemed approved application.

G. Term of Eligible Facilities Modification Permit. An EFM permit issued pursuant to this chapter, and any deemed approve application, shall be valid for a term of 180 days from the date of issuance, or the date the application is deemed approved.

H. Remedies. Notwithstanding any other provisions in the City code, no administrative review is provided for review of a decision to condition, deny or approve an application. Applicant and the City retain any and all remedies that are available at law or in equity, including, by way of example and not limitation, those remedies set forth in the FCC Eligible Facilities Request Rules and remedies available under the Land Use Petition Act. In the event no other time period is provided at law for bringing an action for a remedy, any action challenging a denial of an application or notice of a deemed approved remedy, shall be brought within thirty (30) days following the date of denial or following the date of notification of the deemed approved remedy.*

*Note: The FCC Report and Order in, *In re Acceleration of Broadband Deployment by Improving Wireless Facilities Siting Policies*, WT Docket Nos. 13-238, 13-32; WC Docket No. 11-59; FCC

14-153, Par's 234 – 236, provides that the City shall have 30 days from the date of notification by the applicant of a deemed granted remedy to bring a legal action in a court of competent jurisdiction to challenge the deemed granted remedy, and that the applicant shall have 30 days from the date of denial to bring a legal action in a court of competent challenging a denial of the application.

18.11.090 Substantial change criteria.

A proposed facilities modification will substantially change the physical dimensions of an eligible support structure if it meets any of the following criteria:

A. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten (10) feet, whichever is greater;

B. Changes in height should be measured from the original support structure in cases where deployments are or will be separated horizontally, such as on buildings' rooftops; in other circumstances, changes in height should be measured from the dimensions of the tower or base station, inclusive of originally approved appurtenances and any modifications that were approved prior to the passage of the Spectrum Act;*

C. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six feet;

D. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and base stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure; and:

1. It entails any excavation or deployment outside the current site;
2. It would defeat the concealment elements of the eligible support structure; or

3. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided however that this limitation does not apply to any modification that is noncompliant only in a manner that would not exceed the thresholds identified in this section BIMC 18.11.090.

*Note: The FCC rules refer to the date of passage of the Spectrum Act. The Spectrum Act was enacted on February 22, 2012. Presumably the FCC intended to refer to the date of enactment as the date of passage.

18.11.100. Non-conforming structure; Termination.

A. Application. The provisions of this section BIMC 18.11.100 shall apply to any facilities modification constructed, installed, placed or erected pursuant to an eligible facilities modification permit, or pursuant to a deemed approved remedy, which facilities modification did not conform to zoning and/or development regulations, exclusive of this chapter, in effect at the time the completed eligible facilities modification application was filed.

B. Non-Conforming Structure Determination. A facilities modification to which this section applies is subject to termination as a non-conforming structure upon the following conditions:

1. Final, Non-Appealable Decision. An appellate court, in a final and non-appealable decision, determines that Section 6409(a)(1) of the Spectrum Act is unconstitutional or otherwise determined to be invalid or unenforceable; and

2. Notice of Non-Conforming Structure Determination. The City provides written notice to the applicant that the City has determined that the facilities modification did not conform to zoning and/or development regulations, exclusive of this chapter, in effect at the time the completed eligible facilities modification application was filed and that the facilities modification constitutes a non-conforming structure pursuant to the provisions hereof and must be made conforming or the facilities modification terminated.

C. Conformance; Termination. Upon receipt of notice of the City's non-conforming structure determination, applicant shall abate the non-conformance by either conforming the site to the zoning and development regulations in effect at the time the completed eligible facilities modification application was filed, or removing the facilities modification and returning the site to the condition that existed prior to the construction, installation, placement or erection of the facilities modification. The time period for conformance shall be one (1) year from the date of the City's notice of the non-conforming structure determination.

D. Health and Safety Codes. Nothing in this section shall relieve the applicant from compliance with applicable building, structural, electrical, and safety codes and with other laws codifying objective standards reasonably related to health and safety.

E. Administrative Appeal. The applicant, or its successors or assigns, may appeal the City's determination of non-conformance to the City Hearing Examiner by filing a notice of appeal within fourteen (14) calendar days of the date of the determination of non-conformance, excluding holidays.

18.11.110 Enforcement; Violation.

Compliance with the provisions of this chapter is mandatory. Any violation hereof is subject to enforcement under the code enforcement provisions set forth in City Code.

Section 3. Repealer. Bainbridge Island Municipal Code Subsection 18.09.030(F)(3), entitled "Wireless Communications Facility," is hereby repealed in its entirety.

Section 4. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or

otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

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

ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE ____ DAY OF _____, 2015.

CITY OF BAINBRIDGE ISLAND

Anne Blair, Mayor

ATTEST/AUTHENTICATED:

Rosalind Lassoff, City Clerk

Filed with the City Clerk: _____

Passed by the City Council: _____

Ordinance No.: _____

Date of Publication: _____

Effective Date: _____

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Fire Safety Services Interlocal Agreement, AB 15-161, Executive – 10 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-161
Proposed By: Doug Schulze, City Manager	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: Development Services	
Expenditure Req: \$160,000	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

Background:

The current Interlocal Agreement between the City of Bainbridge Island and the Bainbridge Island Fire District expires on December 31, 2015. Terms of a new ILA have been discussed with the Bainbridge Island Fire District. The purpose of the Agreement is to establish the scope of services to be provide by BIFD to the City and the fee to be paid by the City for said services.

The most significant changes to the Agreement are the fee to be charged and the BIFD role in emergency preparedness support. In 2011, the City shifted emergency preparedness coordination and training to BIFD. Unfortunately, this shift resulted in emergency preparedness falling off the City's priorities. The City has emergency powers, authority and responsibilities established by RCW 38.52, which cannot be shifted to another entity. During the past two years, City staff have been working to improve the organizations emergency management capabilities. The new Interlocal Agreement re-establishes the City's emergency preparedness role and returns primary Emergency Operations facility responsibility to the City.

The BIFD has also provided documentation to support a substantial fee increase. In particular, the fee increase is associated with increased permit and inspection activity. Since the effective date of the current ILA, the number of annual plan reviews and inspections has doubled. The current annual fee is just under \$85,000 and the proposed new fee is \$160,000.

For a reason that cannot be explained, the City has not been charging the fire permit and inspection fees, which are authorized in the current adopted fee schedule. New revenues generated by charging the authorized fees will be sufficient to pay the entire fee to be charged by BIFD.

RECOMMENDED ACTION/MOTION**Motion:**

I move the City Council forward the Fire Safety Services Interlocal Agreement to the September 8, 2015 consent agenda.

ATTACHMENTS:

Description	Type
❑ Draft Fire Services Interlocal Agreement	Backup Material
❑ Fire Safety Services Historical Figures	Backup Material
❑ Spreadsheet	Backup Material

FIRE SAFETY SERVICES AGREEMENT

This Agreement is entered into as of the ____ day of _____, 2015, between Kitsap Fire Protection District No. 2 (Bainbridge Island Fire Department), a municipal corporation, hereinafter referred to as the "Fire Department", and the City of Bainbridge Island, a municipal corporation, hereinafter referred to as the "City."

This Agreement is entered into by the City under the authority of RCW 35A.11.040 and the District under the authority of RCW 52.12.031 and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.

The parties acknowledge that the Fire Department's authority to provide services on behalf of the City under the current Fire Code, as amended by City ordinances, is established by this Agreement consistent with RCW 19.27.050.

To carry out the purposes of this Agreement and in consideration of the benefits to be received by each party it is agreed as follows:

1. **Term.** This Agreement shall be effective January 1, 2016, and shall continue in full force and effect through December 31, 2018. The Agreement shall be updated each fiscal year subject to the terms described in this Agreement.

2. **Department Regular Services.**

2.1 Because the City is part of Kitsap Fire Protection District No. 2 (Bainbridge Island Fire Department), the following basic services are provided within the City as a part of the Department normal operations.

- A. Fire prevention services
- B. Fire suppression services
- C. Emergency Medical services
- D. Hazardous material incident response services

2.2 The Department shall provide the following specialized services within the City.

- A. **International Fire Code inspection services in compliance with chapter 19.27 RCW:** The services including an annual safety inspection of commercial and apartment structures shall all be performed by an inspector trained in hazardous materials requirements and approved by the City Manager or his designee.
- B. **International Fire Code preconstruction building plan review services in compliance with chapter 19.27 RCW:** The services shall be performed by an inspector trained in hazardous materials requirements and approved by the City Manager or his designee.
- C. **International Fire Code fire investigation services in compliance with chapter 48.48 RCW:** The services shall be performed by an investigator who has been

trained in arson investigation. On request of the City, the Department shall provide the City with a copy of any investigation report. In the event the Department shall determine from its investigation that the cause of a fire was intentional or of suspicious origin, the Department shall provide all evidence of the determination to the City Prosecuting Attorney.

D. **Water flow testing services:** The services shall be performed as needed to assist the City Planning & Community Development Department.

E. The training levels, experience and certification requirements for Department personnel who perform specialized services under the terms of this agreement shall be established by the Fire Chief or his designee. The Fire Chief shall provide adequate notice to the City of the requirements and any changes in the requirements.

F. The specialized services provided for in paragraph 2.2 shall be conducted in accordance with the regulations and procedures contained in Exhibit A attached to this agreement and incorporated herein by this reference.

2.3 The specialized services shall be performed in cooperation with the City Planning & Community Development Department and the City Prosecuting Attorney. The parties agree that operational procedures shall be jointly prepared to govern the scheduling and performance of the services. The Department shall not be responsible for initiating or conducting court proceedings for the enforcement of the International Fire Code or any City ordinances.

2.4 The City agrees that in the event it shall adopt or amend any City ordinances that will increase the services required to be provided by Department personnel, the City will provide the Department with a minimum 30 days' notice together with a copy of the proposed action. The parties further agree to negotiate consideration for the increase in services, if any, of the ordinances on the Department.

2.5 The services to be provided by the Department to the City under the terms of this Agreement shall apply to the entire City.

3. **Fire Chief and Fire Marshal:** The City agrees that it will appoint the Chief and Fire Marshal of the Department as the Fire Chief and Fire Marshal of the City for the purpose of the enforcement of the International Fire Code. The City appointed Fire Chief and Fire Marshal shall cooperate with the City Building Official and City Manager to enforce the provisions of the International Fire Code.

4. **Reports:** The Department agrees to provide the City with a copy of its annual report, together with quarterly reports within forty-five days of the end of each calendar quarter, indicating the number and nature of responses by the Department that occur each quarter within the City.

5. **Payment by City for Services:** In exchange for the rendition of the basic services by the Department, as set forth in this Agreement, the City agrees, to pay to the Department a lump sum Annual Service Fee of one-hundred sixty thousand dollars (\$160,000) in 2016.
6. **Adjustment in Scope or Cost of Services (2016 – 2018):** If there are no changes in the scope of services as described in Exhibit A, then the costs in Exhibit B will be adjusted for 2017 and 2018 based on the June to June Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bremerton metropolitan area. This amount shall be not less than 0% and not more than 3% annually.
7. **Police Support:** The City agrees that in the event the Department shall request police assistance at the scene of any emergency within the City limits, the City shall exercise best efforts to provide the necessary police support services, if available.
8. **Implementation and Enforcement of City Codes.** The City agrees during the term of this agreement to enact and apply the International Building and Fire Codes at a level at least equal to the codes required by the State of Washington. The City agrees that all court costs and other legal services incurred in the enforcement of the Fire Code within City limits shall be paid by the City and shall not be considered an operating expense of the Fire Department.

The City further agrees to consult with the Fire Department in the preparation and enactment of any codes relating to access for emergency vehicles, addressing, fire flow requirements, general fire safety, and fire protection system requirements.

The City's Building Official agrees to not issue building permits for any new or remodeled building or structure subject to Fire Code requirements until the Fire Department has reviewed and approved a fire protection plan for the building or structure. The Fire Department's approval or disapproval will issue within four weeks from the time a fully completed fire protection plan is received by the Fire Department.

The City's designated Building Official agrees to not issue a temporary or a permanent certificate of occupancy for any new or remodeled building or structure subject to Fire Code requirements until the Fire Department has conducted a final inspection of all fire protection requirements and verified that the requirements are met. Provided that, the Fire Department shall conduct a final inspection after receiving a notification from the Building Official to carry out a final inspection in accordance with current policy and practice.

9. **Fees for Services.** The City shall charge developers or property owners for services related to this Agreement, as provided for in the most current Fee Schedule adopted by the City Council. The Fire Department shall keep records of its services for the City. All fee collections will be administered by the City and all revenues will be deposited in City funds.
10. **Adoption of City Codes.** If the City adopts any building code, fire code or other ordinance that changes the scope of level of services provided by the Fire Department under the terms of this Agreement, the parties agree to renegotiate the affected provisions, including but not limited to the payment provisions of this Agreement. The Fire Department is responsible for managing and proposing adoption of new Fire Code provisions.

11. **Emergency Powers.** The City shall retain all emergency powers and authority as found in RCW 38.52. The Fire Department agrees to provide the support services as outlined in Exhibit A.
12. **Liability.** Each of the parties shall, at all times, be solely responsible for the acts or omissions of its personnel that occur or arise in any way out of the performance of this contract by its personnel only, and to save and hold the other party and its personnel and officials harmless from all costs, expenses, losses and damages, including costs of defense, incurred as a result of any acts or omissions of the party's personnel relating to the performance of this contract.
13. **Insurance.** The Department shall provide insurance coverage for all operations, facilities, equipment and personnel of the Department. The insurance shall include all risk property insurance, insuring Department equipment and buildings at replacement cost; comprehensive general liability insurance with a minimum policy limit of \$2,000,000 per occurrence; errors and omissions insurance including civil rights coverage, covering the actions of the Department and the legislative body of the Department; auto insurance, including comprehensive and collision coverage at agreed replacement cost and liability coverage with a minimum policy limit of \$2,000,000 per occurrence; boiler and machinery insurance and a fidelity bond covering the actions of Department personnel. The Department shall furnish to the City appropriate documentation showing that such coverage is in effect and that the City is named as an additional insured on the policies where permitted by the insurance carrier.
14. **Notification.** The City agrees to notify the Department by telephone and in writing in the event the City shall make any changes in the road or street network within City, shall temporarily or permanently close any road or street to vehicular traffic or become aware of any changes or interruptions in the water service to any area within the City.
15. **City Council Meetings.** The Department Chief or the Chief's designee shall attend all meetings of the City Council when requested to do so by the Council or Manager.
16. **Notices.** All notices, requests, demands and other communications required by this agreement shall be in writing and, except as expressly provided elsewhere in this agreement, shall be deemed to have been given at the time of delivery if personally delivered or at the time of mailing first class, postage pre-paid addressed to the party at its address as stated in this agreement or at such address as any party may designate at any time in writing. Notices to the City shall be directed to the City Clerk. Notices to the Department shall be directed to the Fire Chief.
17. **Severability.** If any provision of this Agreement or its application is held invalid, the remainder of the Agreement, or the application of the remainder of the Agreement, shall not be affected.
18. **Modification.** This Agreement represents the entire Agreement between the parties. No change, termination or attempted waiver of any of the provisions of this Agreement shall be binding on either of the parties unless executed in writing by authorized representatives of each of the parties. The Agreement shall not be modified, supplemented or otherwise affected by the course of dealing between the parties.

19. **Benefits.** This Agreement is entered into for the benefit of the parties to this Agreement only and shall confer no benefits, direct or implied, on any third persons.
20. **Litigation.** In the event of litigation concerning the terms of or performance under this Agreement, the prevailing party, in addition to costs, shall be entitled to reasonable attorneys' fees as determined by the court.
21. **Non-Exclusive Agreement.** The parties to this Agreement shall not be precluded from entering into similar Agreements with other municipal corporations; provided, however, that any such Agreement entered into by the Department shall not result in any decrease in service to the City.
22. **Renegotiation of Terms.** With the exception of the term of this Agreement provided in Paragraph 1, either party that wishes to renegotiate any provision of this Agreement may give to the other party thirty (30) days written notice of such intent, setting forth the provisions to be renegotiated. The parties agree that in the event of such notice, they shall engage in good faith negotiation. This Agreement may be revised at any time by agreement of the parties.
23. **Administrators.** No joint board is created by this Agreement. Accordingly, this Agreement shall be administered by the Fire Chief and the City Manager.
24. **Real and Personal Property.** No real or personal property will be acquired, held, used, or disposed of under this Agreement.

BAINBRIDGE ISLAND FIRE DEPARTMENT

By: Hank Teran

Its: Fire Chief

Date: _____

CITY OF BAINBRIDGE ISLAND

By: Douglas Schulze

Its: City Manager

Date: _____

EXHIBIT A
Scope of Fire Safety Services 2016 – 2018

Introduction: The Fire Safety Services Agreement includes five categories of services: (1) fire code management services with relation to land development and construction projects; (2) emergency preparedness support; (3) commercial building fire and life safety inspections; (4) outdoor burning; and (5) addressing (to include single family, short plats, commercial/mixed use structures, and road names). Following is a detailed scope of work for each category of service:

A. Fire Code Management Services

1. Planning Division – Plan Reviews and Inspections:

Attend pre-application meetings as requested by City. Review development plans including, but not limited to: site plans, subdivisions, short plats, conditional use permits, planned unit developments, and variances. Consult with property owners, developers, architects, engineers, and contractors as requested. Fire Department review focuses on conformance with the adopted Fire Code and includes such items as access for emergency vehicles, adequacy of water supply for fire suppression, general life safety requirements, and fire protection system requirements involving such items as sprinklers, fire hydrants, underground waterlines, and alarms.

2. Building Division – Plan Review and Inspections:

a. Construction Drawing Plan Reviews: Review detailed construction drawings associated with new or existing structures and fire protection systems subject to Fire Code requirements. Consult with property owners, developers, architects, engineers, and contractors as requested. Review other types of construction drawings as requested by the City when Fire Department expertise is needed. Ensure that any building and required fire protection system complies with the International Fire Code and other applicable City ordinances. Fire protection systems may include one or more of the following elements depending on the type of occupancy: sprinklers, fire alarms, fixed extinguishing systems (e.g., range hood systems), hydrants, and underground waterlines. When requested by the City, review proposed extensions of existing water systems to assess the adequacy of existing water supply for fighting fires.

b. On-site Construction Inspections: Ensure that fire protection systems are installed according to plan and observe field tests to insure systems are working properly. Insure that all general fire protection requirements have been met and approve a certificate of occupancy.

c. Business License Inspections/Consultations: At the time of Annual Fire and Life Safety inspections of commercial properties, the Fire Department shall confirm that each business has a valid City of Bainbridge Island Business License. If a

business is operating without a business license, the Fire Department will notify the City Finance Department. When requested, the Fire Department will provide technical consultation and support to the Building Division. The Fire Department may be called upon when issues arise involving Fire Code compliance and/or general life safety conditions.

3. Fire Code Policy Development and Consultation

Develop or modify policies and ordinances to address fire protection needs of the community (e.g., fire flow requirements, fire sprinkler system standards, road access standards, traffic calming measures, and preventative building codes). Serve the community as a technical resource on fire protection policies and systems. Participate in designated community and intergovernmental meetings to insure fire protection and other emergency service issues are addressed in land use plans and policies.

B. Emergency Preparedness Support

1. Public Outreach

The Fire Department will coordinate and implement the Map-Your-Neighborhood (M-Y-N) program already established by the City. This includes disseminating information and meeting with M-Y-N groups that are newly formed or already established. The City will provide GIS support to track M-Y-N groups.

In addition, the Fire Department will coordinate with the City of Bainbridge Island to conduct at least two (2) emergency preparedness events each year.

2. Emergency Operations Facility and Training

The City of Bainbridge Island will provide a primary facility from which to conduct emergency operations. The Fire Department will provide an alternate facility from which to conduct emergency operations. The Fire Department and City will coordinate emergency preparedness operations training and exercises at least twice annually. A Fire Department representative will participate, as frequently as possible, and serve on the City's Emergency Operations Committee.

C. Commercial Building Fire Safety Inspections

1. Commercial Building Fire Safety Inspection Program

Conduct fire and life safety inspections of commercial and multi-family residential occupancies. Inspections will be conducted as determined by the Fire Department. Annual fire and life safety inspections of apartments and condominiums constructed before 1985 are mandated by Ordinance 2000 – 20.

2. Confidence Testing of Automated Fire Protection Systems

Review submitted confidence test reports of automated fire protection systems in commercial and multi-family buildings as required by the International Fire Code.

D. Outdoor Burning

1. Outdoor Burning Permit Administration

Issue written permits for legal forms of outdoor burning consistent with State law and the Bainbridge Island Municipal Code (e.g., agriculture burn to protect crops).

2. Complaint Investigation and Enforcement

Respond to public complaints regarding outdoor burning and determine if outdoor burning is legal. Take any corrective actions necessary to control or extinguish an illegal or uncontrolled fire.

Report violations of outdoor burning regulations to the City's Code Compliance Officer. The City elects to name the Fire Department as its designated agent for enforcement of all violations of the City's outdoor burning regulations.

E. Address Issuance and Road Name Assignment Services:

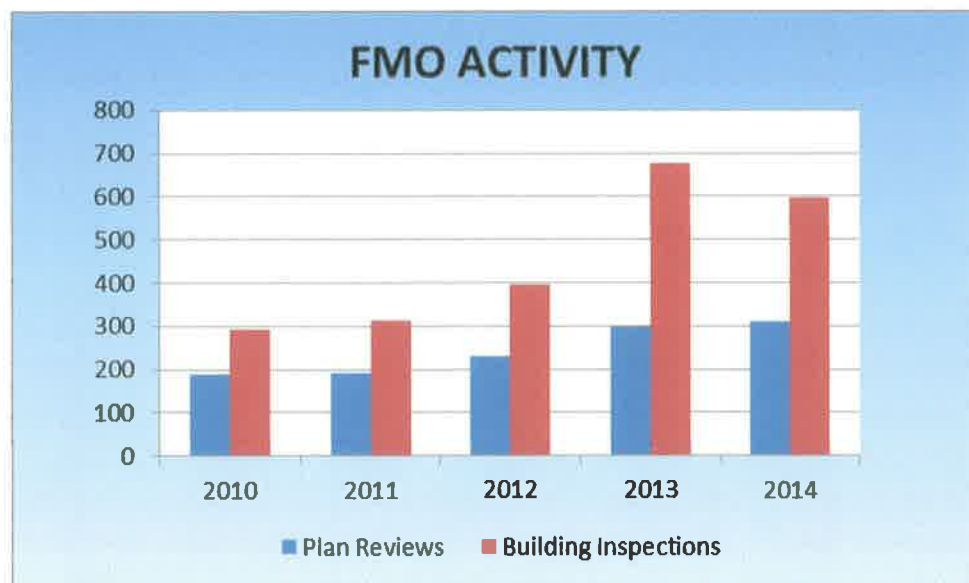
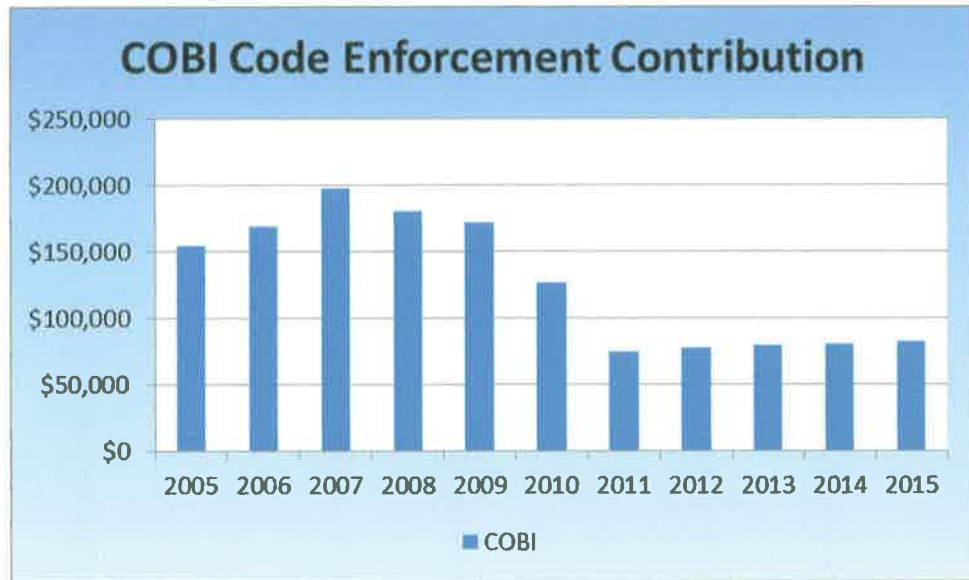
Research and recommend addresses for single family, short plat, commercial and mixed use structures, and road names for the City.

The City shall be the receiving agency for all address requests, road name issuance, and fee collection. The City will forward all completed requests to the Fire Department for processing in accordance with the agreed upon procedure.

The Fire Department will return the recommended address or road name to the City upon completion. The City shall notify applicant of address or road name upon approval.

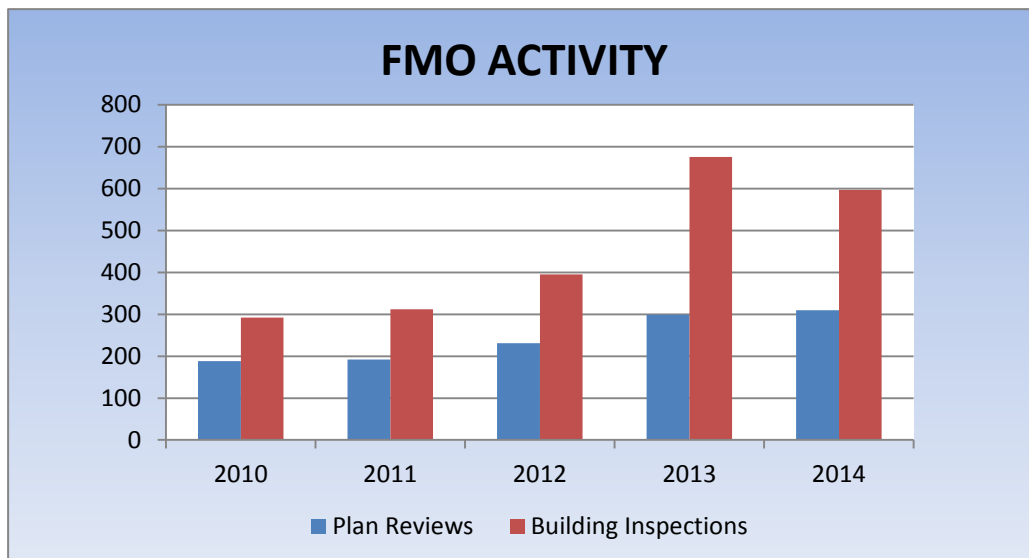
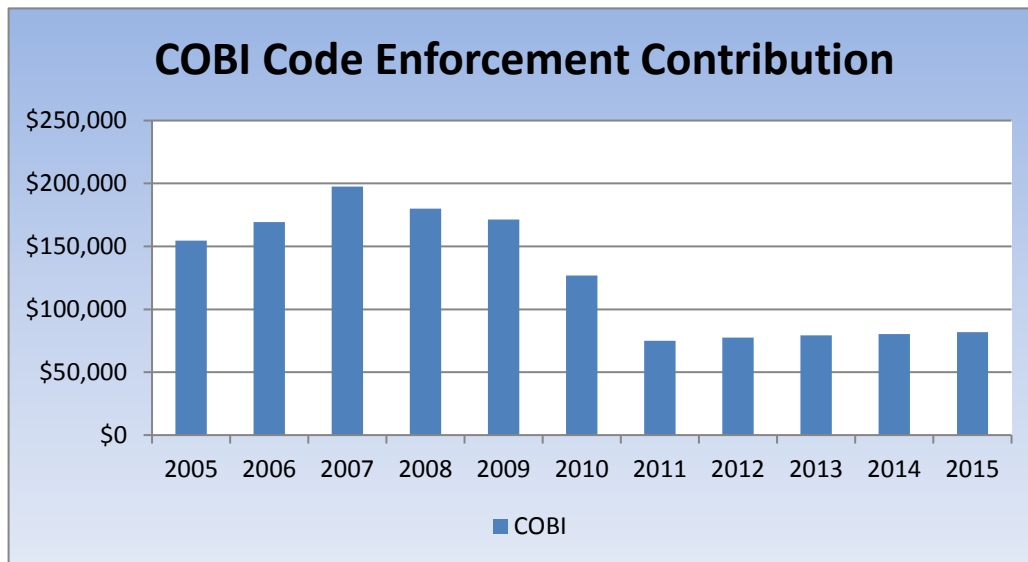
Fire Safety Services Agreement

Historical Figures



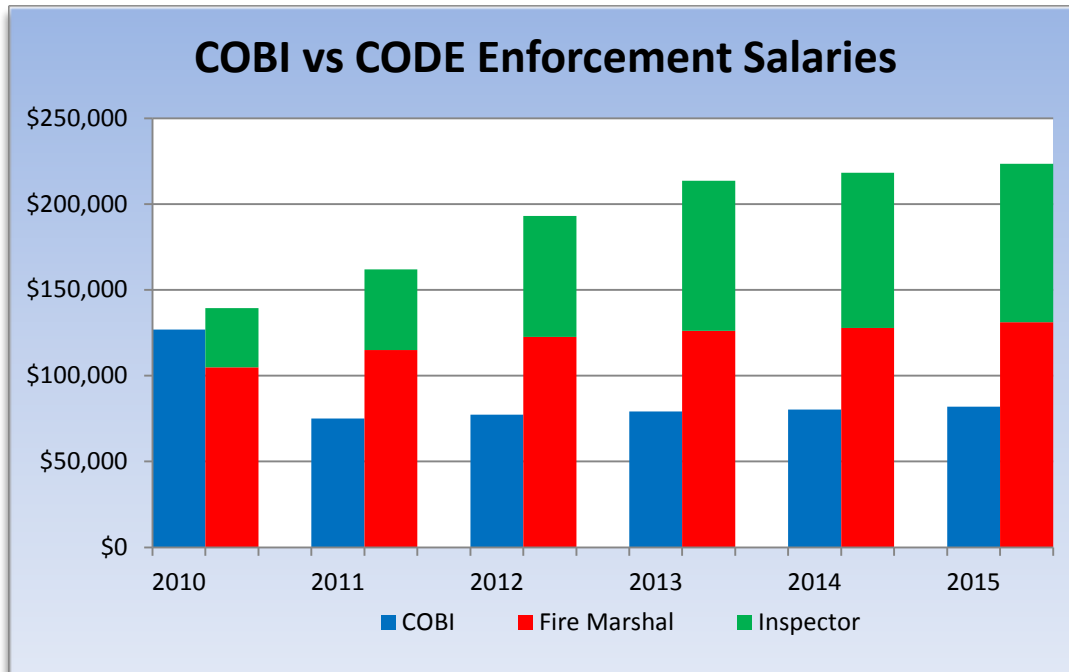
FIRE SAFETY SERVICES AGREEMENT FEES

	COBI Fees
2005	\$ 154,500
2006	\$ 169,359
2007	\$ 197,430
2008	\$ 180,000
2009	\$ 171,396
2010	\$ 126,925
2011	\$ 75,000
2012	\$ 77,400
2013	\$ 79,181
2014	\$ 80,290
2015	\$ 81,895



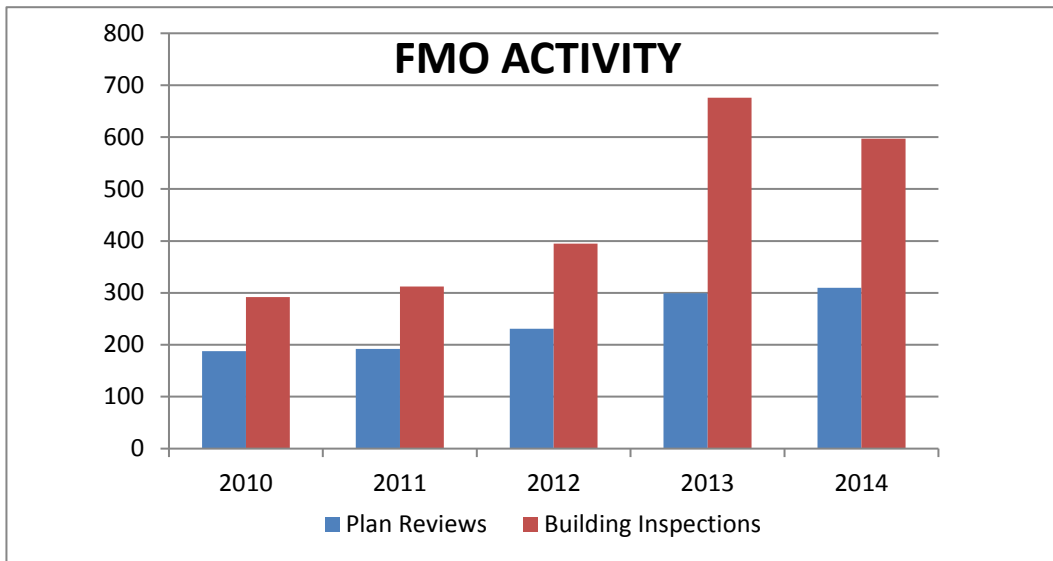
FMO OFFICE SALARIES/COBI FEES

	COBI	Fire Marshal	Inspector
2010	\$ 126,925.00	\$ 104,953.00	\$ 34,369.00
2011	\$ 75,000.00	\$ 114,946.00	\$ 47,004.00
2012	\$ 77,400.00	\$ 122,534.00	\$ 70,643.00
2013	\$ 79,181.00	\$ 126,086.00	\$ 87,606.00
2014	\$ 80,290.00	\$ 127,848.00	\$ 90,468.00
2015	\$ 81,895.91	\$ 131,185.00	\$ 92,287.00
		\$ 91,829.50	\$ 73,829.60
		70%	80%
			\$ 165,659.10



FMO OFFICE ACTIVITY

	Plan Reviews	Building Inspections
2010	188	292
2011	192	312
2012	231	395
2013	299	676
2014	310	597



City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Ordinance No. 2015-07, Adopting a New BIMC Chapter 15.30, Transportation Impact Fees, AB 15-048, Public Works – 20 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-048
Proposed By: Public Works Director Barry Loveless	Referrals(s): Study Session

BUDGET INFORMATION

Department: Public Works	Fund: N/A	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Consider placement of Ordinance No. 2015-07, relating to Transportation Impact Fees and adding BIMC Chapter 15.30 to the September 8, 2015 consent agenda.

Background:

The 2004 Island-wide Transportation Plan identified traffic transportation impact fees as a potential revenue source to provide for transportation improvements to accommodate future growth. More recently, members of City Council expressed interest in studying transportation impact fees; therefore, this item was added to the City's 2014 Work Plan.

At the March 10, 2015 City Council meeting, city staff and Consultant Transportation Solutions, Inc. (TSI) presented an update on the Transportation Impact Fee Rate Analysis report prepared by TSI dated March 2015. See attached finalized report dated August 2015 which was updated following the deferment of the July 21, 2015 City Council meeting.

The attached ordinance is a result of a combination of recommendations received from the 2004 Island-wide Transportation Plan and comments received from the more recent March 10th City Council meeting.

RECOMMENDED ACTION/MOTION

Motion:

I move that the City Council forward Ordinance No. 2015-07, relating to Transportation Impact Fees and

adding Chapter 15.30 of the Bainbridge Island Municipal Code to the September 8, 2015 consent agenda.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2015-07	Ordinance
▣ Transportation Impact Fee Rate Study	Backup Material

ORDINANCE NO. 2015-07

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting a new Chapter 15.30, Transportation Impact Fees, of the Bainbridge Island Municipal Code.

WHEREAS, the 2004 Island-wide Transportation Plan identified traffic impact fees as a potential revenue source to provide for transportation improvements to accommodate future growth; and

WHEREAS, in 2014, members of City Council expressed interest in studying transportation impact fees; therefore, this item was added to the City's 2014 Work Plan; and

WHEREAS, at the March 10, 2015 City Council meeting, City staff and Consultant Transportation Solutions, Inc. (TSI) presented an update to the City Council on the *Transportation Impact Fee Rate Analysis* report prepared by TSI; and

WHEREAS, this ordinance is a result of a combination of recommendations by the 2004 Island-wide Transportation Plan and comments received at the March 10, 2015 City Council meeting;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DO ORDAIN AS FOLLOWS

Section 1. A new Chapter 15.30 of the Bainbridge Island Municipal Code, Transportation Impact Fees, is hereby adopted to read as follows:

Chapter 15.30 TRANSPORTATION IMPACT FEES

Sections:

15.30.010	Purpose and intent.
15.30.020	Findings and authority.
15.30.030	Definitions.
15.30.040	Transportation impact fees methodology and applicability.
15.30.050	Assessment of transportation impact fees.
15.30.060	Independent Fee Calculations.
15.30.070	Exemptions.
15.30.080	Credits.
15.30.090	Adjustments.
15.30.100	Establishment of transportation impact fee fund.
15.30.110	Administrative guidelines.
15.30.120	Refunds.
15.30.130	Use of funds.

- 15.30.140 Periodic adjustment of fees.
- 15.30.150 Administrative fees.
- 15.30.160 Reviews by the Director and appeals.
- 15.30.170 Existing authority unimpaired.
- 15.30.180 Relationship to State Environmental Policy Act (SEPA).
- 15.30.190 Relationship to concurrency management.
- 15.30.200 Transportation Impact Fee Schedule.

15.30.010 Purpose and intent

A. The purpose and intent of this chapter is to provide for the collection of a transportation impact fee (“TrIF”) for streets and roads, and for certain other matters in connection therewith:

1. Adopt a program for the purpose of jointly funding, from public and private sources, system improvements necessitated in whole or in part by development and growth within the service area.
2. Provide a fair and predictable method for allocating the cost of reasonable and necessary transportation improvements between the public and private sectors.
3. Create a mechanism to charge and collect transportation impact fees from new development.
4. Provide a portion of the funding for reasonable and necessary system improvements to mitigate the cumulative impacts of growth and development in the service area.
5. Create a system for the collection and administration of transportation impact fees.

B. This Chapter 15.30 supplements existing authority of the city to regulate development. This chapter does not supplant the requirements of environmental review and mitigation under the State Environmental Policy Act (SEPA) and Title 16 BIMC. However, a developer required to pay a fee as mitigation under SEPA and Title 16 BIMC for system improvements identified in the rate study shall not be required to pay impact fees under this chapter for those same improvements.

15.30.020 Findings and authority

The City Council finds and determines that development activities, including but not limited to new residential, commercial, retail, office, and industrial development, in the city of Bainbridge Island will create additional demand and need for transportation facilities in the city, and the city council finds that such development activity should pay a proportionate share of the cost of new transportation facilities needed to serve the development activity. The city of Bainbridge Island has conducted extensive research and analysis documenting the procedures for measuring the impact of new development activity on its transportation facilities, and has prepared and relied upon an appropriate TrIF rate study relating to the establishment of TrIFs. The TrIF rate study utilizes a methodology for calculating TrIFs that fulfills all of the requirements of RCW 82.02.060(1). A copy of the TrIF rate study relied upon by the city shall be kept on file with the

City of Bainbridge Island Public Works department and is available to the public for review. Pursuant to Chapter 82.02 RCW, the City Council adopts this chapter to assess TrIFs for streets and roads. The provisions of this chapter shall be liberally construed in order to carry out the purposes of the City Council in establishing the TrIF program.

15.30.030 Definitions

The following words and terms shall have the following meanings for the purposes of this chapter, unless the context clearly requires otherwise. Terms not defined herein shall be defined pursuant to RCW 82.02.090, or given their usual and customary meaning.

A. “Applicant” means a person who applies for a building permit under the BIMC and who is the owner of the subject property or the authorized agent of the property owner.

B. “Building Permit” means an official document or certification which is issued by the City and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving, or repair of a building or structure.

C. “Capital Facilities Plan” means the capital facilities element of the City’s Comprehensive Plan adopted pursuant to Chapter 36.70A RCW and such plan as amended.

D. “Development” means any construction or expansion of a building, structure, or use for which a permit, approval, or other authorization is required that creates additional demand and need for transportation improvements; provided, that such development generates at least one new p.m. peak hour trip, when the permit, approval, or other authorization for the development is processed pursuant to Title 17 BIMC (Subdivision and Boundary Line Adjustments), or in the case of tenant improvement permits, “development” means any proposed new use or expanded existing use that generates additional trips per unit according to the trip generation rates established in the Transportation Impact Fee Rate Schedule in BIMC 15.30.200. Development does not include buildings or structures constructed by a regional transit authority.

E. “Development Approval” means any written authorization from the City which authorizes the commencement of a development activity.

F. “Director” means the director of the department of public works of the City of Bainbridge Island or her/his designee.

G. “Encumber/Encumbered” means to reserve, set aside, or otherwise earmark the TrIFs in order to pay for commitments, contractual obligations, or other liabilities incurred for system improvements.

H. “TrIF Rate Schedule” means the list of TrIF rates per land use category as set forth in BIMC 15.30.200.

I. “Hearing Examiner” means the hearing examiner operating pursuant to the powers and duties set forth by BIMC 2.14.030.

J. “Independent Fee Calculation” means the street and road impact calculation, and/or economic documentation prepared by an applicant, to support the assessment of a TrIF other than by the use of the rates listed in the TrIF rate schedule, or the calculations prepared by the director where none of the fee categories or fee amounts in the TrIF rate schedule accurately describe or capture the impacts of the development activity on the City’s transportation facilities.

K. “P.M. Peak Hour Trips” means the total vehicular trips entering and leaving a place of new development activity on the adjacent public streets or roads during the p.m. peak hour. The p.m. peak hour is the highest volume of traffic for a continuous hour between 4:00 p.m. and 6:00 p.m. on weekdays.

L. “Project Improvements” means site improvements and facilities that are planned and designed to provide service for a particular development activity and are necessary for the use and convenience of the occupants or users of the project and are not system improvements.

M. “RCW” means the Revised Code of Washington or, when followed or preceded by a numerical designation, a provision of the Revised Code of Washington.

N. “Service Area” means a geographic area over which a particular TrIF is applied. For the City of Bainbridge Island, the service area encompasses the current city limits.

O. “Square Footage” means the square footage of the gross floor area of the development as defined in the BIMC.

P. “Street” or “Road” means a public right-of-way and all related appurtenances, which enables motor vehicles, transit vehicles, bicycles, and pedestrians to travel between destinations, and affords the principal means of access to abutting property, including avenue, place, way, drive, lane, boulevard, highway, street, and other thoroughfare. For purposes of this chapter, public streets and roads are collectively referred to as transportation facilities.

Q. “System Improvements” means transportation improvement projects that are included in the City of Bainbridge Island comprehensive plan transportation element, and such plan as amended, and are designed to provide service to service areas within the community at large, in contrast to project improvements that serve specific development.

R. “Transportation Facilities” means any and all transportation infrastructure of the City constructed pursuant to City design and development standards and requirements, including without limitation roads, bridges, overpasses, sidewalks, curbs, turn lanes, bike lanes, traffic signals, roundabouts, traffic signs, HOV lanes, bus shelters, and associated landscaping. The cost of the transportation improvement shall include any debt service payments, including interest, for any of these improvements.

S. “Transportation Impact Fee (TrIF)” means a payment of money imposed by the City on development activity pursuant to this chapter as a condition of granting development approval to pay for transportation improvements needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for transportation improvements, that is a proportionate share of the cost of the transportation improvements, and that is used for improvements that reasonably benefit the new development.

“Transportation impact fee” does not include a building permit fee, administrative fee for collecting and handling TrIFs, appeal fee, or independent fee calculation review fee.

T. “TrIF Rate Study” means the “Rate Study for Transportation Impact Fees, City of Bainbridge Island” dated May 11, 2015 and other studies relied upon by the City in establishing the TrIF methodology and TrIF rate schedule.

U. Transportation Impact Fee Fund(s)” means the fund(s) established for the TrIFs that are collected. The funds(s) shall be established pursuant to BIMC 15.30.100, and shall comply with the requirements of RCW 82.02.070.

15.30.040 Transportation impact fees methodology and applicability

The TrIF rates are generated pursuant to a formula for calculating TrIFs set forth in the rate study. Except as otherwise provided for by independent fee calculations in BIMC 15.30.060, exemptions in BIMC 15.30.070, and credits in BIMC 15.30.080, all new development activity in the City will be charged the TrIF applicable to the type of development per the TrIF rate schedule.

15.30.050 Assessment of Transportation Impact Fees

A. The City shall collect TrIFs, based on the land use categories in the rate schedule from any applicant seeking to conduct development activity that includes expansion, replacement, or new accessory building and which requires the issuance of a building permit, including but not limited to, development of residential, commercial, office, and industrial land, and includes the expansion of existing uses that creates a demand for additional system improvements. The public works department is authorized to determine the appropriate land use category found in the TrIF rate schedule that applies to the application.

B. All TrIFs shall be due and payable prior to issuance of the building permit based on the land use categories in the adopted TrIF rate schedule.

Unless the use of an independent fee calculation has been approved, or unless a development agreement entered into pursuant to RCW 36.70B.170 provides otherwise, the TrIF shall be calculated based on the TrIF rate schedule in effect at the time the Building Permit is issued.

C. The public works department shall establish the TrIF rate for a land use that is not listed in the TrIF rate schedule. The applicant shall submit all information requested by the City for purposes of determining the TrIF rate pursuant to BIMC 15.30.060.

D. For a change in use of an existing building or dwelling unit, or portion thereof, that meets the requirements of subsection (A) of this section, except for development activity exempt under BIMC 15.30.070, the TrIF shall be the applicable TrIF for the land use category of the new use, less the TrIF for the land use category of the prior use. For any change in use that includes expansion, replacement, or new accessory building, the TrIF shall be the applicable TrIF for the land use category of the new gross floor area (or if applicable, gross leasable area), less the TrIF for the land use category of the prior gross floor area (or if applicable, gross leasable area). The net TrIF shall be calculated by the following equation:

Net TrIF = X – Y, where:

X = (new gross floor area and/or dwelling units)*(fee per unit for the new land use category);
and

Y = (prior gross floor area and/or dwelling units)*(fee per unit for the prior land use category).

If the net TrIF is a negative number, the applicant will not be required to pay TrIFs for the development activity. The applicant will not be compensated by the City for a negative TrIF.

E. For mixed use developments, TrIFs shall be imposed for the proportionate share of each land use based on the applicable measurement in the TrIF rates set forth in the TrIF rate schedule.

F. The City shall not issue the required building permit until the TrIFs set forth in the TrIF rate schedule have been paid as set forth in the TrIF rate schedule less any credits allowable under this chapter.

G. The City will assess TrIFs based on a single service area encompassing the entire city.

15.30.060 Independent Fee Calculations

A. If in the judgment of the director none of the TrIF categories or TrIF amounts set forth in the TrIF rate schedule accurately describes the impacts resulting from the proposed development activity, the applicant shall provide to the director for review and evaluation an independent fee calculation, prepared by a traffic engineer approved by the director. The director may impose on the proposed development activity an alternative TrIF based on this calculation.

B. The applicant may opt not to have the TrIFs determined according to the fee structure listed in the TrIF rate schedule, in which case the applicant shall prepare and submit to the director an independent fee calculation for the proposed development activity. The documentation submitted shall be prepared using procedures consistent with those established in the current edition of the Institute of Transportation Engineers Trip Generation Manual. An independent fee calculation shall be limited to adjustments in trip generation rates used in the TrIF rate study, and shall not include travel demand forecasts, trip distribution, transportation service area zones, costs of street and road projects, or cost allocation procedures.

C. An applicant requesting an independent fee calculation will be required to pay the City an administrative processing fee to cover the cost of reviewing the independent fee calculation. The fee required by the City for conducting an independent fee calculation review shall be as set forth by BIMC 15.30.209. However, if the director initiates the independent fee calculation as set forth by subsection (A) of this section, the applicant shall not be required to pay to the City an administrative processing fee.

D. There is a rebuttable presumption that the calculations set forth in the TrIF rate study and the fees set forth in the TrIF rate schedule are valid. The director shall consider the documentation submitted by the applicant, but is not required to accept such documentation or analysis which the director reasonably deems to be inapplicable, inaccurate or unreliable. The director may require the applicant to submit additional or different documentation for consideration. The

director is authorized to adjust the TrIFs on a case-by-case basis based on the independent fee calculation, the specific characteristics of the development and/or principles of fairness.

E. Determinations made by the director pursuant to this section may be appealed as established in Chapter 2.16 BIMC.

15.30.070 Exemptions

A. The following development activity shall be exempted from the payment of TrIFs:

1. Alteration, expansion, or replacement of an existing single family home.
2. Alteration of a nonresidential structure that does not expand the usable space or add any residential units.
3. Any legal accessory dwelling unit approved under Title 18 BIMC, Zoning, because it is considered part of the associated single-family use.
4. Miscellaneous improvements that do not generate increased p.m. peak hour trips including, but not limited to, fences, walls, residential swimming pools, and signs.
5. Demolition or moving of a structure when additional p.m. peak hour trips are not generated.
6. A change of use that does not generate additional trips per unit of development according to the trip generation rates established in the Transportation Impact Fee Rate Schedule in BIMC 15.30.200.
7. Miscellaneous permits for activities that do not generate any new trips.
8. Rezones, comprehensive plan amendments, subdivisions, boundary line adjustment and lot line eliminations, or any other land use permits.
9. Buildings or structures constructed by a regional transit authority pursuant to RCW 82.02.090.
10. Any building permit application that has been submitted to the City before 4:00 p.m. the business day before the effective date of the ordinance codified in this chapter that has been deemed complete based on the information on file as of the effective date of the ordinance codified in this chapter.
11. Affordable housing as defined by as defined by BIMC 18.21.020 and 18.36.030(16) or their successors.
12. Pursuant to RCW 82.02.060, the City may provide exemptions for development activities with broad public purposes; provided that the impact fees from such development activity shall be paid from public funds other than impact fee funds. The director shall be authorized to determine whether a particular development activity falls within an exemption identified in this section or under other applicable law. Determinations of the director shall be in writing and shall be subject to the appeals procedures established in Chapter 2.16 BIMC.

15.30.080 Credits

A. At an applicant's request, the director may award a credit or credits against TrIFs for the total value of system improvements, including dedications of land, improvements and/or construction provided by the applicant. Credits will be given only if the land, improvements, and/or the facility constructed are for one or more of the system improvements listed in the TrIF rate study as the basis for calculating the TrIF.

B. Each request for a credit or credits shall include a legal description of the dedicated land, a detailed description of improvements or construction provided, and an adequate description of the development activity to which the credit will be applied.

C. For each request for a credit or credits, the applicant shall estimate the value of the dedicated land, improvements, or construction for review and approval by the director. In the event that the director disagrees with the applicant's valuation, the applicant may submit an appraisal of the fair market value of the dedicated land improvements or construction estimate for the director's consideration. The appraisal shall be prepared by a state certified appraiser holding a MAI (Member of the American Institute of Appraisers) designation and/or a construction estimate prepared by a licensed engineer in good standing pursuant to RCW 18.43 F. After receiving and reviewing the appraisal or valuation, the Director will determine the dollar amount of any credit, the basis for the credit, the legal description of the real property dedicated where applicable, and the adequate description of the system improvement to which the credit may be applied with issuance of the building permit. If the total value of any such dedication, improvement or construction cost exceeds the amount of the TrIF obligation, the developer will not be entitled to reimbursement of the difference.

D. No credit shall be given for project improvements or right-of-way dedications for direct access improvements to and/or within the subject development activity above and beyond what is proposed in the City of Bainbridge Island comprehensive plan transportation element 20-year list.

E. Any claim for credit must be made before payment of the TrIF and prior to the issuance of the building permit.

F. Determinations made by the director pursuant to this section shall be subject to the appeals procedures established in Chapter 2.16 BIMC.

15.30.090 Adjustments

Pursuant to and consistent with the requirements of RCW 82.02.060, the TrIF rate study has provided adjustments for future taxes to be paid by the development activity which are earmarked or pro-ratable to the same new system improvements which will serve the new development activity. The TrIF rates in the TrIF rate schedule have been reasonably adjusted for taxes and other revenue sources which are anticipated to be available to fund public improvements.

15.30.100 Establishment of Transportation Impact Fee Fund

A. The City shall establish a separate TrIF fund for the fees collected pursuant to this chapter which shall be designated as the Transportation Impact Fee Fund. Funds withdrawn from the fund must be used in accordance with the provisions of this chapter and applicable state law. Interest earned on the fees shall be retained in the fund and expended for the purposes for which the TrIFs were collected.

B. On an annual basis, the finance director shall provide a report to the council on the transportation impact fee fund showing the source and amount of all moneys collected, earned, or received, and the public improvements that were financed in whole or in part by TrIFs.

C. TrIFs shall be expended or encumbered within ten years of receipt.

D. In order to comply with RCW 82.02.060(2), TrIFs for development activity as specified under exemptions BIMC 15.30.070(A) (10) and (B) shall be paid for with public funds other than from transportation impact fee funds.

15.30.110 Administrative guidelines

A. The finance director is hereby authorized to adopt internal guidelines for the administration of TrIFs, which may include the adoption of a procedures guide for the administration of TrIFs.

B. The director is hereby authorized to adopt internal guidelines for the calculation of TrIFs, which may include the adoption of a procedures guide for the calculation of TrIFs.

15.30.120 Refunds

A. If the City fails to expend or encumber the TrIFs within ten years of when the fees were paid, the current owner of the property on which TrIFs have been paid may receive a refund of such fees. In determining whether TrIFs have been expended or encumbered, TrIFs shall be considered expended or encumbered on a first-in, first-out basis.

B. The City shall notify potential claimants by first class mail deposited with the United States Postal Service at the last known address of such claimants of the availability of a refund. A potential claimant or claimants must be the owner of record of the real property against which the TrIF was assessed.

C. Property owners seeking a refund of TrIFs must submit a written request for a refund of the fees to the director within one year of the date the right to claim the refund arises or the date that notice is given, whichever is later.

D. Any TrIFs for which no application for a refund has been made within this one-year period shall be retained by the City and expended or encumbered on the appropriate system improvements.

E. Refunds of TrIFs or offsets against subsequent TrIFs under this section shall include any interest earned on the TrIFs by the City.

F. When the City seeks to terminate any or all components of the TrIF program, all unexpended or unencumbered funds from any terminated component or components, including interest earned, shall be refunded pursuant to this section. Upon the finding that any or all fee requirements are to be terminated, the City shall place notice of such termination and the availability of refunds in a newspaper of general circulation within the City at least two times and shall notify all potential claimants by first class mail at the last known address of the claimants. All funds available for refund shall be retained for a period of one year after the second publication. At the end of one year, any remaining funds shall be retained by the City, but must be expended or encumbered for the appropriate system improvements. This notice requirement shall not apply if there are no unexpended or unencumbered balances within the fund or funds being terminated.

G. The City shall also refund to the current owner of property for which TrIFs have been paid all TrIFs paid, including interest earned on the TrIFs, if the development activity for which the TrIFs were imposed did not occur; provided, however, that if the City has expended or encumbered the TrIFs in good faith prior to the application for a refund, the director can decline to provide the refund. If, within a period of three years, the same or subsequent owner of the property proceeds with the same or substantially similar development activity, the owner can petition the director for an offset in the amount of the fee originally paid and not refunded. The petitioner must provide receipts of TrIFs previously paid for a development activity of the same or substantially similar nature on the same real property or some portion thereof. The director shall determine whether to grant an offset, and the determinations of the director may be appealed pursuant to the procedure established in Chapter 2.16 BIMC.

15.30.130 Use of funds

A. Pursuant to this chapter, transportation impact fees:

1. Shall be used for system improvements that will reasonably benefit the new development activity;
2. Shall not be imposed to make up for deficiencies in existing transportation facilities serving existing development; and
3. Shall not be used for maintenance or operation.

B. TrIFs may be spent for system improvements as herein defined and, including, but not limited to, transportation planning, engineering design studies, land survey, right-of-way acquisition, site improvements, necessary off-site improvements, engineering, architectural, permitting, financing, administrative expenses, construction of streets and roads and related facilities such as shoulders, curbs, gutters, sidewalks, bike lanes, storm drainage, streetscapes and installation of traffic signals, roundabouts, signs and street lights, applicable impact fees or mitigation costs, and any other expenses which can be capitalized.

C. TrIFs may also be used to recoup system improvement costs previously incurred by the City to the extent that new development activity will be served by the previously constructed system improvements or incurred costs, provided such fee shall not be imposed to make up for any deficiencies in the City's existing transportation facilities.

D. In the event that bonds or similar debt instruments are or have been issued for the advanced provision of public improvements for which TrIFs may be expended, TrIFs may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities or improvements provided are consistent with the requirements of this section and are used to serve the new development activity.

15.30.140 Periodic adjustment of fees

A. The TrIFs in the TrIF rate schedule shall be indexed to provide for an automatic fee adjustment according to the following schedule every two years beginning January 1, 2017, to reflect changes in project costs due to industry trends. The Washington State Department of Transportation Construction Cost Index (CCI) will be used to determine the adjustment in fees. The adjustment will be based on a two-year simple moving average, the mean of the previous two years' CCI, of the two most recent calendar years' CCI data that is available.

B. The TrIF rate study supporting the TrIFs in the TrIF rate schedule shall be updated periodically, unless the City determines that circumstances have not changed to warrant an update.

15.30.150 Administrative fees

A. There shall be a fee for the administration of the TrIF program. Administrative fees shall be used to defray the cost incurred by the City in the administration and update of the TrIF program. The administrative fee is not creditable or refundable.

B. The administrative fee, in addition to the TrIF, shall be paid by the applicant to the City at the same time as the TrIF is paid.

15.30.160 Reviews by the Director and appeals

A. In order to obtain a building permit, any applicant may pay the TrIFs imposed by this chapter under protest and file for a review by the director, followed by the option to appeal to the hearing examiner. No building permit shall be issued until the TrIFs at issue have been paid.

Alternatively, any applicant may file for a review by the director, followed by the option to appeal to the hearing examiner, without first paying the TrIFs, providing the applicant is willing to postpone issuance of the building permit until after the appeal process when the final amount of the TrIFs are known.

B. Reviews by the director and appeals regarding the TrIF imposed on any development activity may only be filed by the applicant for the development activity at issue.

C. Before an appeal can be filed, the applicant must first file a request for review by the director with the public works department specifying the grounds thereof, as provided herein:

1. The request shall be in writing on the form provided by the City;
2. The request for review by the director shall be filed within 14 calendar days after the applicant's payment of the TrIF at issue. The failure to timely file such a request shall constitute a final bar to later seek such review;
3. No administrative fee will be imposed for the request for review by the director; and
4. The director shall issue his/her determination in writing.

D. Following the determination issued by the director, the applicant may elect to appeal the director's decision to the hearing examiner. Any determinations which the director is authorized to make pursuant to this chapter may be appealed to the hearing examiner.

E. Appeals to the hearing examiner must be filed within 14 calendar days of the director's issuance of a written determination by filing a letter of appeal with the public works department specifying the grounds thereof, and depositing the necessary appeal fee as set forth by the procedures established in Chapter 2.16 BIMC. The failure to timely file an appeal shall constitute a final bar to later seek such review. The director shall transmit to the office of the hearing examiner all papers constituting the record for the determination, including, where appropriate, the independent fee calculation.

F. The city shall fix a time for the hearing of the appeal and give notice to the parties in interest. In those cases where the proposed development activity may require a public hearing under the authority of other chapters of the BIMC, the hearings may be combined. At the hearing, any party may appear in person or by agent or attorney.

G. The hearing examiner is authorized to make findings of fact regarding the applicability of the impact fees to an applicant's development activity, the availability or amount of the credit, or the accuracy or applicability of an independent fee calculation. The hearing examiner's determination shall be final unless appealed to the superior court of Kitsap County in accordance with the procedures in RCW 34.05.510 through 34.05.598, and with the appeal being filed with the city clerk within 30 days after issuance of the decision of the hearing examiner.

H. The hearing examiner may, so long as such action is in conformance with the provisions of this chapter, reverse or affirm, in whole or in part, or may modify the determinations of the director with respect to the amount of the TrIFs imposed or the credit awarded.

15.30.170 Existing authority unimpaired

Nothing in this chapter shall preclude the city from requiring the applicant or the proponent of a development activity to mitigate significant probable adverse environmental impacts of a specific development activity pursuant to the State Environmental Policy Act, Chapter 43.21C RCW, based on the environmental documents accompanying the underlying development

approval process, and/or Chapter 58.17 RCW, governing plats and subdivisions; so long as the exercise of such authority is consistent with the provisions of Chapters 43.21C and 82.02 RCW.

15.30.180 Relationship to State Environmental Policy Act (SEPA)

A. Development activity shall be subject to the environmental review pursuant to SEPA and other applicable city ordinances and regulations.

B. Mitigation in addition to the payment of TrIF shall be required for identified adverse impacts appropriate for mitigation pursuant to SEPA that are not mitigated by a TrIF program.

C. Applicants for projects for new construction or for expansion of a building or structure which have completed SEPA review and received an environmental determination prior to the effective date of the ordinance codified in this chapter but for which the building permit has not been issued shall:

1. Implement the applicable transportation system improvement mitigation requirements, if any, of the SEPA determination; and
2. Pay the TrIF under this chapter with credits for SEPA mitigation that includes system improvements included in the TrIF rate schedule.

This subsection (C) shall not apply to an application for a subsequent change of use of the building or portions thereof.

15.30.190 Relationship to concurrency management

Neither compliance with this chapter or the payment of any fee hereunder shall constitute a determination of transportation concurrency under this chapter.

15.30.200 Transportation Impact Fee Rate Schedule

The Transportation Impact Fee Rate Schedule is as follows:

A. Transportation Impact Fee Rate Schedule – Residential

				Impact Fee Per Trip Rate: \$1,632.47		
Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee per Development Unit ⁴
Dwelling	210	Single-Family Detached Housing	1.00	0%	1.000	\$1,632.47 per DU
Dwelling	220	Apartment	0.62	0%	0.620	\$1,012.13 per DU
Dwelling	231	Low-Rise Condo / Townhouse	0.78	0%	0.780	\$1,273.33 per DU
Dwelling	240	Mobile Home Park	0.59	0%	0.590	\$963.16 per DU
Dwelling - Group	251	Sr. Housing Detached	0.27	0%	0.270	\$440.77 per DU
Dwelling - Group	252	Sr. Housing Attached	0.25	0%	0.250	\$408.12 per DU
Dwelling - Group	253	Congregate Care Facility	0.17	0%	0.170	\$277.52 per DU
Dwelling - Group	254 ⁶	Assisted Living	0.22	0%	0.220	\$359.14 per Bed
Dwelling - Group	620 ⁶	Nursing Home	0.22	0%	0.220	\$359.14 per Bed

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm).
Note: Sq. Ft. rate expressed per 1000 SF (KSF).

³ Average Pass-by Rates, per Trip Generation Manual (9th edition) User's Guide and Handbook: an ITE Recommended Practice, 2012. Additional pass-by rate adjusted based on local conditions and engineering judgment.

⁴ DU = Dwelling Unit

B. Transportation Impact Fee Rate Schedule – Non-Residential

Transportation Impact Fee Rate Schedule – Non-Residential			Impact Fee per Trip Rate: \$1,632.47			
Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee Per Development Unit ⁴
Education	520	Public Elementary School	1.21	0%	1.210	\$1,975.29 per KSF
Education	522	Public Middle/Junior High School	1.19	0%	1.190	\$1,942.64 per KSF
Education	530	Public High School	0.97	0%	0.970	\$1,583.50 per KSF
Education	534	Private School K-8 (limited data)	3.27	0%	3.270	\$5,338.18 per KSF
Education	536	Private School K-12 (limited data)	2.75	0%	2.750	\$4,489.29 per KSF
Industrial	110	General Light Industrial	0.97	0%	0.970	\$1,583.50 per KSF
Industrial	130	Industrial Park	0.85	0%	0.850	\$1,387.60 per KSF
Industrial	140	Manufacturing	0.73	0%	0.730	\$1,191.70 per KSF
Institutional	566	Cemetery	0.84	0%	0.840	Per acre
Medical	610	Hospital	0.93	0%	0.930	\$1,518.20 per KSF
Medical	630	Clinic (limited data)	5.18	0%	5.180	\$8,456.19 per KSF
Medical	720	Medical/Dental Office	3.57	0%	3.570	\$5,827.92 per KSF
Office	710	General Office	1.49	0%	1.490	\$2,432.38 per KSF
Office	715	Single Tenant Office	1.74	0%	1.740	\$2,840.50 per KSF
Park and Ride	090	Park and Ride with Bus Service	0.62	0%	0.620	\$1,012.13 per Space
Port and Terminal	030	Intermodal Truck Terminal	0.83	0%	0.830	\$1,354.95 per KSF
Recreation	411	City Park	3.50	25%	2.625	\$4,285.23 per Acre
Recreation	420	Marina (limited data)	0.19	25%	0.143	\$232.63 per Slip
Recreation	430	Golf Course	0.30	25%	0.225	\$367.31 per Acre
Recreation	437	Bowling Alley	1.51	25%	1.133	\$1,849.59 per KSF
Recreation	441	Live Theater (limited data)	0.02	25%	0.015	\$24.49 per KSF
Recreation	444	Movie Theater	3.80	25%	2.850	\$4,652.54 per KSF
Recreation	491	Racquet/Tennis Club	0.84	25%	0.630	\$1,028.46 per KSF
Recreation	492	Health Fitness Club	3.53	25%	2.648	\$4,321.96 per KSF
Recreation	493	Athletic Club	5.96	25%	4.470	\$7,297.14 per KSF
Recreation	495	Recreational Community Center	2.74	25%	2.055	\$3,354.73 per KSF
Retail – Automotive	853	Convenience Market w/Gas Pumps	19.07	66%	6.484	\$10,584.61 per VSP
Retail – Automotive	941	Quick Lubrication Vehicle Stop	5.19	42%	3.010	\$4,914.06 per VSP
Retail – Automotive	944	Gasoline/Service Station	13.87	42%	8.045	\$13,132.57 per VSP
Retail – Automotive	945	Gas Station w/Convenience Market	13.51	56%	5.944	\$9,704.05 per VSP
Retail – Automotive	946	Gas Station w/Convenience Market and Car Wash	13.86	56%	6.098	\$13,123.10 per VSP
Retail – Automotive	947	Self-Serve Car Wash	5.54	42%	3.213	\$5,245.45 per VSP
Retail - Large	814	Variety Store	6.82	34%	4.501	\$7,348.07 per KSF
Retail - Large	815	Free Standing Discount Store	4.98	17%	4.133	\$6,747.65 per KSF
Retail - Large	850	Supermarket	9.48	36%	6.067	\$9,904.52 per KSF
Retail - Large	854	Discount Supermarket	8.34	23%	6.422	\$10,483.40 per KSF
Retail - Small	590	Library	7.30	0%	7.300	\$11,917.03 per KSF
Retail - Small	816	Hardware/Paint Store	4.84	26%	3.582	\$4,503.66 per KSF
Retail - Small	826	Specialty Retail Center	2.71	34%	1.789	\$2,920.49 per KSF
Retail - Small	841	Automobile Sales	2.62	0%	2.620	\$4,277.07 per KSF
Retail - Small	843	Automobile Parts Sales	5.98	43%	3.409	\$5,565.09 per KSF
Retail - Small	848	Tire Store	4.15	28%	2.988	\$4,877.82 per KSF
Retail - Small	851	Convenience Market	52.41	61%	20.440	\$33,367.52 per KSF
Retail - Small	876	Apparel Store	3.83	34%	2.528	\$4,126.88 per KSF
Retail - Small	879	Arts and Crafts Store	6.21	34%	4.099	\$6,691.49 per KSF
Retail - Small	880	Pharmacy/Drug Store w/o Drive-Thru	8.40	53%	3.948	\$6,993.50 per KSF
Retail - Small	881	Pharmacy/Drug Store w/Drive-Thru	9.91	49%	5.054	\$7,603.56 per KSF
Retail - Small	890	Furniture Store	0.45	53%	0.212	\$346.08 per KSF
Retail - Small	896	DVD/Video Rental Store	13.60	49%	6.936	\$11,322.81 per KSF
Retail - Small	911	Walk-in Bank (limited data)	12.13	47%	6.429	\$10,494.99 per KSF
Retail - Small	912	Drive-in Bank	24.30	47%	12.879	\$21,024.58 per KSF
Retail - Small	925	Drinking Place	11.34	0%	11.340	\$18,512.21 per KSF
Retail - Small	931	Quality Restaurant	7.49	44%	4.194	\$6,847.23 per KSF
Retail - Small	932	High Turnover Restaurant	9.85	43%	5.615	\$9,165.50 per KSF
Retail - Small	933	Fast Food w/o Drive-Thru	26.15	49%	13.337	\$21,771.44 per KSF
Retail - Small	934	Fast Food w/Drive-Thru	32.65	50%	16.325	\$26,650.07 per KSF
Retail - Small	936	Coffee/Donut Shop w/o Drive-Thru	40.75	49%	20.783	\$37,252.97 per KSF
Retail - Small	942	Automobile Care Center	3.11	28%	2.239	\$3,655.43 per KSF

Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee Per Development Unit ⁴
Services	151	Mini Warehouse	0.26	0%	0.260	\$424.44 per KSF
Services	310	Hotel	0.60	0%	0.600	\$979.48 per KSF
Services	320	Motel	0.47	0%	0.470	\$767.26 per KSF
Services	560	Church	0.55	0%	0.550	\$897.86 per KSF
Services	565	Day Care Center	12.34	75%	3.085	\$5,036.17 per KSF
Services	732	US Post Office	11.22	47%	5.947	\$9,707.65 per KSF

- 1 Institute of Transportation Engineers, Trip Generation Manual (9th Edition)
- 2 Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF.
- 3 Average Pass-by Rates, per Trip Generation Manual (9th edition) User's Guide and Handbook: an ITE Recommended Practice, 2012.
- 4 Additional pass-by rate adjusted based on local conditions and engineering judgment.
Sq. Ft. = Square Feet, VSP = vehicle servicing position

C. Administrative Fee 2%, added to calculated fee total

D. Independent Fee Calculation Review: \$500.00.

Section 2. This ordinance shall take effect and be in force on October 1, 2015.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2015.

APPROVED BY THE MAYOR this _____ day of _____, 2015.

Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: June 30, 2015
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2015-07



TRANSPORTATION IMPACT FEE RATE STUDY

PREPARED BY:



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AUGUST 2015

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1. Impact Fee Rate Study Overview

1.1 Introduction

This rate study summarizes the policy and technical development of a Transportation Impact Fee program for the City of Bainbridge Island, Washington. The following technical segments will describe the impact fees, basis for fees, rate methodology, proposed projects, analyses performed to determine impact fees, and rate schedules.

1.2 Definition of Impact Fees

Impact fees are a comprehensive grouping of charges based on new development within a local municipality. These fees are assessed to pay for capital facility improvement projects necessitated by new development growth (including but not limited to parks, schools, streets/roads, etc.).

Transportation Impact Fees are collected to fund improvements that add capacity to the transportation system, accommodating the travel demand created by new development in Bainbridge Island. The Revised Code of Washington (RCW) Section 82.02.050 identifies the intent of impact fees as the following:

- To ensure that adequate facilities are available to serve new growth and development;
- To promote orderly growth and development by establishing standards by which counties, cities, and towns may require, by ordinance, that new growth and development pay a proportionate share of the cost of new facilities needed to serve new growth and development; and
- To ensure that impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact.

1.3 Statutory Basis for Impact Fees

The purpose of this study is to establish the rates for impact fees for streets in the City of Bainbridge Island, Washington.

Transportation Impact Fees are a financing mechanism authorized by the Growth Management Act (GMA) of Washington State (see RCW 36.70A.070 and 82.02.050 et seq.). However, impact fees are not mandatory; they are simply authorized by the GMA as a local option. State law imposes strict limitations on impact fees. These limitations are intended to assure property owners that the fees collected are reasonably related to their actual impacts and will not be used for unrelated purposes.

Most importantly, impact fees may only be imposed by local governments to the extent that the costs of transportation system improvements needed for future growth exceed the foreseeable future public revenues; i.e., it must be shown that there are unfunded costs due to growth. The growth assumptions, level of service policy, transportation needs assessment based on that policy and the financial need analysis must all be documented in the adopted comprehensive plan.

If impact fees are imposed, the funds collected from developments can be expended only on transportation system improvements, which are: (a) identified in the comprehensive plan as needed for growth, and (b) reasonably related to the impacts of the new development from which fees are collected.

Specifically, condition (a) requires that impact fees are not used on improvements needed to remedy existing deficiencies. Those needs must be entirely funded from public sector resources. Condition (b) is satisfied if the local government defines a reasonable service area, identifies the public facilities within the service area

that require improvement during the designated planning period, and prepares a fee schedule taking into account the type and size of the development as well as the type of public facility being funded.

To achieve the goal of simplicity, impact fee calculations are applied on an average basis for the entire transportation system, rather than project-by-project. This is a key difference between impact fees and State Environmental Policy Act (SEPA) mitigation, whereby pro-rata shares of specific project improvements are collected.

Pre-calculated impact fees are easier to administer than traditional SEPA development mitigation, at the point of development review. However, more complex administrative procedures are necessary to track the funds collected from each development. This is necessary to assure that the funds are expended only on eligible transportation system improvements, and also to assure that impact fee revenues are used within six years. Fees not expended within six years must be refunded with interest to the current owner of the property.

The methodology and results described next are consistent with the requirements of the GMA. All calculations are based on the adopted transportation facilities list described in the City of Bainbridge Island Comprehensive Plan. The procedures described herein can be formally enacted by an impact fee ordinance incorporating this report by reference.

2. Impact Fee Analysis

2.1 Methodology

The primary basis for the impact fee is that growth should pay a proportionate share of the cost to provide the future transportation capacity. This is developed by comparing the improvement costs for growth in the Comprehensive Plan's adopted transportation facilities list to an estimate of capacity of the facilities used by growth. The analysis strictly focuses on those projects that provide capacity improvements needed for growth. The improvements for maintenance such as pavement overlays and physical obsolescence, as well as improvements necessary to mitigate existing level of service deficiencies and not eligible for funding with impact fees. However, agencies have been encouraged by the Department of Commerce to consider multimodal transportation improvements and, to that end, shoulder widening, sidewalks, bike lanes and parallel trails are reasonable to include as both vehicle and non-motorized capacity enhancements.

2.2 Current Impact Fee Methodology in Bainbridge Island

The City of Bainbridge Island does not currently have a Transportation Impact Fee. This study will be the basis of a program that implements Transportation Impact Fees for the City.

2.3 Other Impact Fee Methodologies

Other cities and counties employ various methodologies to compute impact fees. Some cities charge the full cost of every project attributable to growth in their fee. This method assumes that existing residents get no benefit from the projects, and growth creates 100% of the need for the projects. This is seldom true and is not consistent with GMA requirements, but happens nevertheless.

Other agencies go through rigorous analyses to compute the growth share of every capital project to more accurately capture the growth share of each project. The City of Sammamish chose this approach. This approach requires significant analysis in traffic forecasting tools and proportionate share calculation. The Sammamish example is interesting in that the resulting impact fee, the highest in the state, represented about 35% of the City's Capital Program cost. The recovery of expended costs on capital projects that serve growth is rare, but was used in the City of Sammamish to recover the cost of the 228th Avenue Project. The City of Newcastle adopted a similar approach to recover costs for the Coal Creek Parkway improvements.

Other agencies choose to set the impact fee by what they consider to be a rate acceptable to the market and comparable to their neighbors so as not to discourage development. This method typically results in an underfunded Capital Program that lags behind the impacts of growth and ultimately results in concurrency failures.

Other cities use zone-based fee structures to capture the differences between commercial and residential zones. This can create challenges when the impact fee on the north side of the street is 10 times higher than the fee on the south side. This is why many cities use a single-zone structure.

Each method comes with advantages and risks. In general, the higher the fee, the more supporting documentation is required.

Cities also allow various levels of adjustment for special conditions within their impact fee ordinances. Deductions for trip length associated with certain land uses, reductions to trip generation in mixed-use areas, and credits for provision for alternative modes or TDM programs are all utilized.

2.4 Projects Eligible for Impact Fees

Not all planned transportation projects and programs are eligible for impact fees. The complete list of projects is divided below into the following categories, in order to arrive at a list of qualifying improvements that will form the basis for impact fees calculated for the City of Bainbridge Island:

- Project Improvements
- Planned Transportation Projects needed within 6 years
- Maintenance Projects

2.4.1 Project Improvements

Project improvements are transportation improvements necessary for a specific development that do not provide significant system benefits. These are typically low-volume local streets that serve driveways and parking areas. They may provide connections to other developments, but not for the purpose of significant system capacity. Other project improvements include safety improvements and new access connections to existing arterials that serve only one development. Project improvements are typically required by other development regulations or as SEPA mitigation for specific development impacts not anticipated in the Comprehensive Plan. Project improvements are not eligible for impact fees. For the purpose of this rate analysis, roadway extensions that connected existing developments, but were not significant arterials, were considered project improvements that could be required under other City codes and regulations, but would not be included in the impact fee calculation.

2.4.2 Planned Transportation Projects

The roadway projects identified in the Six-Year Capital Improvement Plan (CIP) are anticipated to be needed to serve motorized traffic growth for the next six years. The roadway capacity provided is accomplished by adding turn lanes to increase through lane capacity, by lane widening or separating non-motorized modes, adding signals or roundabouts for intersection capacity, and other improvements to increase the capacity of the roadway system for all modes. The proportional share of these projects reasonably related to growth are eligible for impact fees.

2.4.3 Maintenance Projects and Programs

Maintenance programs, general studies, and non-capital activities are generally not eligible for impact fees. A component of ongoing pavement preservation could be eligible for impact fees if it is demonstrated that growth increases the magnitude of pavement reconstruction requirements. For instance, if existing conditions require a two-inch asphalt overly, but added traffic from growth requires a three-inch asphalt overlay to achieve the same pavement life, the cost of the additional inch of asphalt could be attributed to growth. Also, if the overlay or reconstruction provides increased lane widths, intersection improvements, or shoulder widening the cost of the expansion could be considered eligible.

The projects below are not included in the impact fee calculation list, because of their classification as primarily maintenance projects. These projects will be each be more thoroughly evaluated to determine if any portion of the project may be eligible for inclusion in the impact fee program.

Project Title	Location	Project Description	Cost Budgeted
Annual Roads Preservation	Various	Activities to maintain/improve PCI	\$4,162,000
Annual Roadside Safety Repairs	Various	Guardrails, shoulders, clear zones, etc.	\$300,000
Madison Avenue Overlay	HS to Winslow	Overlay	\$505,000
Mountain View Road Reconstruction & Drainage		Reconstruction and drainage	\$139,000
Country Club Road Reconstruction & Drainage	Toe Jam to Seawall	Reconstruction and drainage	\$250,000
Yeomalt Road Reconstruction & Drainage		Reconstruction and drainage	\$510,000
Total			\$5,866,000

2.5 Eligible Project Costs

Project costs for each eligible group of impact fee projects in the City of Bainbridge Island are summarized below. Eligible project cost is calculated as the share of total project cost which is attributable to capacity improvements, primarily the cost of widening. Existing and future capacity is based on the City's road design capacity standards as well as functional classification and pavement width information contained in the City's pavement management database. Capacity calculations also consider adjustments for the presence or absence of shoulders and/or multimodal facilities. Ongoing or future maintenance is not an eligible impact fee cost. Some projects have been removed from the project list because they are not capacity projects or are considered maintenance projects/programs.

2.5.1 Planned Roadway Projects

The eligible cost of planned roadway projects identified in the City's Capital Improvement Plan totals \$3,900,556 and is summarized below.

Project Title	Location	Project Description	Cost Budgeted	Eligible Cost
Fort Ward Hill Reconstruction, Phase 2	Bolero to Top of hill	Road reconstruction including 10' travel lanes and addition of 5' shoulders	\$811,000	\$233,974
Valley Road Reconstruction	Sunrise to Falk	Road reconstruction and storm drainage improvements	\$274,628	\$79,230
Wing Point Way Reconstruction	Ferncliff to Park	Road reconstruction including new sidewalk and shoulder	\$2,170,000	\$375,410
Knetchel Way	Madison to Ericksen	Asphalt overlay, sidewalk infill,	\$150,320	\$18,828
Wardwell Road Reconstruction & Drainage	Sportsman's Club to Triple Crown	Road reconstruction including lane widening and added shoulder, Woodward Creek culvert replacement	\$513,403	\$214,089
Wyatt Way Reconstruction	Madison to Lovell	Capacity improvements to Madison/Wyatt intersection. Complete multimodal facilities on both sides. Additional ROW needed.	\$3,700,000	\$2,081,358
Winslow Way Reconstruction, Phase 2	Madison to Grow	Road reconstruction, multimodal facilities	\$1,500,000*	\$432,750
Sportsman's Club & New Brooklyn		Intersection capacity improvements	\$993,000	\$464,917
Total			\$10,112,351	\$3,900,556

*Estimated cost based on similar projects

2.5.2 Planned Multimodal Projects

The eligible cost of planned multimodal improvement projects identified in the City's Capital Improvement Plan totals \$2,283,088 and is summarized below. These projects provide both non-motorized capacity and increased vehicle capacity by virtue of reducing conflicts between vehicles and non-motorized modes in the travel lanes.

Project Title	Location	Project Description	Cost Budgeted	Eligible Cost
SR305/Olympic Drive NM, Phase 1-2	Winslow Way to Harbor Dr	Non-motorized facilities	\$1,342,000	\$169,068
Sound to Olympic Trail, Phase 2/4	Winslow Way to HS Road	Separated trail	\$2,250,000	\$293,164
SR305 Shoulder Improvements	Vineyard Ln to HS Road	Shoulder improvements	\$156,362	\$43,765
C40 – Miller Road	Tolo to Pederson Hill	Shoulder improvements	\$1,010,000	\$296,524
C40 – Eagle Harbor, Phase 1	Past Bucklin to Wyatt Head of Bay	Bike climbing lane, Cooper Creek culvert replacement	\$1,233,000	\$517,662
C40 – Fletcher Bay Rd	New Brooklyn to HS Rd	Shoulder improvements	\$470,000	\$186,362
C40 – Lynwood Center	Bucklin to Point White	Shoulder improvements	\$505,000	\$200,240
C40 – Eagle Harbor Phase, 2	Past Bucklin to McDonald	Shoulder improvements	\$700,000	\$277,560
C40 – Bucklin Hill Rd, Phase 2	Blakely to Fletcher Bay	Shoulder improvements	\$580,000	\$298,743
Total			\$8,246,362	\$2,283,088

2.5.3. Planned Regional Roadway Projects

Mobility in Bainbridge Island is impacted not only by the local roadway network but also by State Route 305 which runs north-south from the Bainbridge Island Ferry Terminal to the Agate Pass Bridge. The Washington State DOT Highway System Plan includes an SR 305 corridor improvement project which would include intersection improvements and transit queue jump lanes along the corridor. Estimated cost for this corridor project is \$6,891,191 in 2014 dollars.

2.6 Growth Share of Project Costs

The growth share of project costs for the City of Bainbridge Island has been computed based upon proportional trip generation (the increase in traffic compared to current traffic) resulting from growth.

Growth share of the eligible project cost is defined as the proportion of the impacted roadway capacity which will be consumed by six-year traffic growth, as forecasted by the calibrated citywide travel demand model.

The citywide travel demand model was developed in TransCAD software using existing land use and roadway information provided by the City and Kitsap County. Trip generation was based upon rates established by the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition* and calibrated based on 2014 traffic counts and knowledge of local conditions. The trip distribution and traffic assignment sub-models were calibrated based on local knowledge and regional and national guidance, including the Kitsap County travel demand model. A base year model graphic and calibration results are included in Appendix D.

Future traffic conditions were forecasted by incorporating 20-year land use growth forecasts provided by Puget Sound Regional Council (PSRC) and Kitsap County, as well as any planned roadway capacity improvements. Twenty-year traffic growth is displayed graphically in Appendix D. Six-year traffic growth was linearly interpolated from the twenty-year forecast.

A citywide transportation impact fee rate was calculated by dividing the capacity-based growth share of eligible project cost by forecasted six-year PM peak hour trip growth citywide. The result is an impact fee which charges added transportation demand proportionately to their capacity usage and which can be revised as growth forecasts and planned projects change. The methodology can be described as follows:

$$[\text{TrIF-Eligible Project Cost}] = [\text{Total Project Cost}] * [\text{Added Capacity} / \text{Total Capacity}]$$

$$[\text{Growth Share of TrIF-Eligible Project Cost}] = [\text{ADT Growth}] / [\text{Total Future ADT}]$$

$$[\text{Impact Fee Rate (\$/PM trip)}] = [\text{Growth Share of TrIF-Eligible Project Cost}] / [\text{Net new PM peak hour trips}]$$

The following tables summarize the budgeted cost, eligible cost, growth share, and forecasted daily trip growth for each of the roadway and multimodal projects identified in the City's Capital Improvement Plan.

Roadway Project Title	Total Cost	Capacity-Related	Eligible Cost	Growth Share (%)	Growth Share (\$)	New Trips (ADT)
Fort Ward Hill Reconstruction, Phase 2	\$811,000	28.9%	\$233,974	12.8%	\$29,995	74
Valley Road Reconstruction	\$274,628	28.9%	\$79,230	9.9%	\$7,828	57
Wing Point Way Reconstruction	\$2,170,000	17.3%	\$375,410	21.1%	\$79,212	73
Ketchel Way	\$150,320	12.5%	\$18,828	28.1%	\$5,298	47
Wardwell Road Reconstruction & Drainage	\$513,403	41.7%	\$214,089	5.8%	\$12,332	16
Wyatt Way Reconstruction	\$3,700,000	56.3%	\$2,081,358	11.6%	\$241,438	559
Winslow Way Reconstruction, Phase 2	\$1,500,000	28.9%	\$432,750	87.5%	\$378,743	505
Sportsman's Club & New Brooklyn	\$993,000	46.8%	\$464,917	4.0%	\$18,550	231
TOTAL	\$10,112,351	38.6%	\$3,900,556	19.8%	\$773,395	1,562

Multimodal Project Title	Total Cost	Capacity-Related	Eligible Cost	Growth Share (%)	Growth Share (\$)	New Trips (ADT)
SR305/Olympic Drive NM, Phase 1-2	\$1,342,000	12.6%	\$169,068	15.8%	\$26,763	440
Sound to Olympic Trail, Phase 2/4	\$2,250,000	13.0%	\$293,164	38.2%	\$112,018	619
SR305 Shoulder Improvements	\$156,362	28.0%	\$43,765	13.4%	\$5,873	467
C40 - Miller Road	\$1,010,000	29.4%	\$296,524	12.3%	\$36,561	429
C40 - Eagle Harbor, Phase 1	\$1,233,000	42.0%	\$517,662	11.1%	\$57,202	577
C40 - Fletcher Bay Road	\$470,000	39.7%	\$186,362	8.2%	\$15,263	404
C40 - Lynwood Center	\$505,000	39.7%	\$200,240	3.6%	\$7,109	175
C40 - Eagle Harbor, Phase 2	\$700,000	39.7%	\$277,560	3.4%	\$9,298	165
C40 - Bucklin Hill Rd, Phase 2	\$580,000	51.5%	\$298,743	2.6%	\$7,827	176
TOTAL	\$8,246,362	27.7%	\$2,283,088	12.2%	\$277,915	3,452

2.7 Proportionate Growth Share and Impact Fee Calculation for Planned Roadway Projects

Impact fees were calculated based upon the growth share's costs identified in Section 2.6 above. The proportionate growth share impact fee for planned roadway projects is based upon a conservative and defensible fee established from the total project costs and estimated six-year traffic growth is shown below:

$$\text{Growth Share of Eligible Project Costs of \$773,395 divided by 644 new PM trips} = \$1,200.92/\text{PM trip}$$

2.8 Growth Share and Impact Fee Calculation for Multimodal Projects

Although impact fees were calculated based upon the growth share's costs in Section 2.7 above, this represents the minimum impact fee rate to be collected by the City of Bainbridge Island. It is reasonable to expect growth to utilize non-motorized facilities in proportion to existing development. Including planned non-motorized facility improvement costs in impact fee rate calculation yields:

$$\text{Growth Share of Eligible Project Costs of \$277,915 divided by 644 new PM trips} = \$431.55/\text{PM trip}$$

2.9 Potential SR 305 Improvements

The City of Bainbridge Island has implemented non-motorized improvements in the SR 305 right-of-way using city and grant funds in the past. The city's current population is about 23,000. Cities with a population of less than 25,000 are not required to maintain state routes. However, the city will likely cross the 25,000 population threshold in the next 2 to 4 years based upon PSRC projections, longer if historic growth rates are applied, and depending upon the actual rate of growth in the city. This would create a situation in which maintenance and potential improvements related to growth in the areas of SR 305 that are not limited access (Ferry Terminal to Winslow Way and a few other intersections) become the responsibility of the city. As traffic volumes increase and LOS degrades on SR 305 it is the side street delay that increases more than the through delay. Local city generated and destined trips will suffer the greater delays.

2.10 Combined Transportation Impact Fee

By combining the impact fee rates listed above for each project category, an overall impact fee rate can be calculated:

$$\begin{aligned} \text{Roadway Improvement: } & \$1,200.92 / \text{PM trip} \\ \text{Multimodal Improvement: } & \$431.55 / \text{PM trip} \end{aligned}$$

$$\text{Total Impact Fee: } \$1,632.47 / \text{PM trip}$$

2.11 Resulting Transportation Impact Fees

If the above calculated rates were adopted in an impact fee ordinance, the fees paid by several typical developments are summarized below

• Single-family home	\$1,632.47	per unit
• Apartment	\$1,012.13	per unit
• Assisted living	\$359.14	per bed
• General office	\$2.43	per square foot
• Specialty retail center	\$2.92	per square foot
• Light industrial	\$1.58	per square foot

3. Additional Issues for Consideration

3.1 Anticipated Annual Revenues from Impact Fees

Based on anticipated residential and employment projections for the City of Bainbridge Island, below is the anticipated annual revenue from the proposed Transportation Impact Fees:

Estimated growth trips per year: 107 trips/year x \$1,632.47/PM trip = \$174,674/year

3.2 Anticipated Grant Revenue

Roadway projects are generally eligible for state and federal grant funds. These funds are not predictable and vary in amount by grantor. Fifty percent of the total project cost is a reasonable estimate for grants on roadway projects. Fewer grants are available for multimodal improvements. For the purposes of this analysis, grants are assumed to cover 20 percent of overall project cost.

3.3 Anticipated Need for Other Public Funds

Based on a growth share of 6% of total project cost (17% of impact fee eligible cost) and a 20% assumption for grants, the City will still need to identify other revenue sources to cover approximately 74% of the cost of planned roadway projects.

4. Impact Fee Rate Schedule

The table in **Attachment A** establishes the effective Transportation Impact Fee for various land uses both residential and non-residential in Bainbridge Island. It includes adjustments for pass-by trips.

5. Future Impact Fee Updates

5.1 Future Impact Fee Updates

The Bainbridge Island impact fee rate analysis generated in this report should be reviewed and approved or updated in the following manner:

- A. *The schedule in **Attachment A** should be reviewed by the Council no later than three years after the effective date of the approved ordinance, and every three years thereafter.*

and

- B. *The schedule in **Attachment A** should be reviewed by the Council in conjunction with the update of the Transportation Improvement Program.*

6. Transportation Impact Fee Comparison

6.1 Comparison of 2013 TIF Base Rates in Western Washington

To provide a relative comparison of the City of Bainbridge Island Transportation Impact Fees to those within the State of Washington and on a national level, below are some road impact fee metrics from the *Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington*¹. The Bainbridge Island rate of \$1,566.04 per trip would be below the average impact fee, but far from the lowest in Washington.

Washington Average Transportation Impact Fee:	\$2,880
Washington Maximum Transportation Impact Fee:	\$14,707 (City of Sammamish)
Washington Minimum Transportation Impact Fee:	\$515 (Kitsap County)
City of Poulsbo Transportation Impact Fee:	\$2,835
City of Gig Harbor Transportation Impact Fee:	\$2,102
Pierce County Transportation Impact Fee:	\$1,742
Kitsap County Transportation Impact Fee:	\$515
Proposed Bainbridge Island Transportation Impact Fee:	\$1,632.47

Attachment B provides the *Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington* documentation identified above.

¹City of Bellingham, WA Public Works. “*Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington*” (Chris Comeau, AICP, 2012)

7. Credits and Adjustments

7.1 Impact Fee Credits

An applicant may request that credit for impact fees be awarded to him/her for the total value of system improvements, including dedications of land, improvements, and/or construction provided by the applicant. Credits should be considered on a case-by-case basis and should not exceed the impact fee payable.

Claims for credit should be made before the payment of the impact fee. Credits for the construction should be provided only if the land, improvements, and/or the facility constructed are listed as planned transportation projects in the Rate Analysis and Impact Fee Ordinance. No credit should be given for code-based frontage improvements or right-of-way dedications, or direct access improvements to and/or within the subject development (project improvements) unless the improvement is part of a project listed in the Rate Analysis and Impact Fee Ordinance.

7.2 Impact Fee Adjustments

An applicant may submit an independent fee calculation for the proposed development activity. The documentation submitted should be prepared by a traffic engineer licensed in Washington State and should be limited to adjustments in the trip generation rates used in the fee calculation. The impact fee per trip should not be adjusted.

Attachment A - IMPACT FEE RATE SCHEDULE

Transportation Impact Fee Rate Schedule – Residential

				Impact Fee Per Trip Rate: \$1,632.47		
Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee per Development Unit ⁴
Dwelling	210	Single-Family Detached Housing	1.00	0%	1.000	\$1,632.47 per DU
Dwelling	220	Apartment	0.62	0%	0.620	\$1,012.13 per DU
Dwelling	231	Low-Rise Condo / Townhouse	0.78	0%	0.780	\$1,273.33 per DU
Dwelling	240	Mobile Home Park	0.59	0%	0.590	\$963.16 per DU
Dwelling - Group	251	Sr. Housing Detached	0.27	0%	0.270	\$440.77 per DU
Dwelling - Group	252	Sr. Housing Attached	0.25	0%	0.250	\$408.12 per DU
Dwelling - Group	253	Congregate Care Facility	0.17	0%	0.170	\$277.52 per DU
Dwelling - Group	254 ⁶	Assisted Living	0.22	0%	0.220	\$359.14 per Bed
Dwelling - Group	620 ⁶	Nursing Home	0.22	0%	0.220	\$359.14 per Bed

¹ Institute of Transportation Engineers, Trip Generation Manual (9th Edition)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note:
Sq. Ft. rate expressed per 1000 SF (KSF).

³ Average Pass-by Rates, per Trip Generation Manual (9th edition) User's Guide and Handbook: an ITE
Recommended Practice, 2012. Additional pass-by rate adjusted based on local conditions and engineering
judgment.

⁴ DU = Dwelling Unit

Transportation Impact Fee Rate Schedule – Non-Residential

			Impact Fee per Trip Rate: \$1,632.47					
Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee Per Development Unit ⁴		
Education	520	Public Elementary School	1.21	0%	1.210	\$1,975.29	per	KSF
Education	522	Public Middle/Junior High School	1.19	0%	1.190	\$1,942.64	per	KSF
Education	530	Public High School	0.97	0%	0.970	\$1,583.50	per	KSF
Education	534	Private School K-8 (limited data)	3.27	0%	3.270	\$5,338.18	per	KSF
Education	536	Private School K-12 (limited data)	2.75	0%	2.750	\$4,489.29	per	KSF
Industrial	110	General Light Industrial	0.97	0%	0.970	\$1,583.50	per	KSF
Industrial	130	Industrial Park	0.85	0%	0.850	\$1,387.60	per	KSF
Industrial	140	Manufacturing	0.73	0%	0.730	\$1,191.70	per	KSF
Institutional	566	Cemetery	0.84	0%	0.840		Per	acre
Medical	610	Hospital	0.93	0%	0.930	\$1,518.20	per	KSF
Medical	630	Clinic (limited data)	5.18	0%	5.180	\$8,456.19	per	KSF
Medical	720	Medical/Dental Office	3.57	0%	3.570	\$5,827.92	per	KSF
Office	710	General Office	1.49	0%	1.490	\$2,432.38	per	KSF
Office	715	Single Tenant Office	1.74	0%	1.740	\$2,840.50	per	KSF
Park and Ride	090	Park and Ride with Bus Service	0.62	0%	0.620	\$1,012.13	per	Space
Port and Terminal	030	Intermodal Truck Terminal	0.83	0%	0.830	\$1,354.95	per	KSF
Recreation	411	City Park	3.50	25%	2.625	\$4,285.23	per	Acre
Recreation	420	Marina (limited data)	0.19	25%	0.143	\$232.63	per	Slip
Recreation	430	Golf Course	0.30	25%	0.225	\$367.31	per	Acre
Recreation	437	Bowling Alley	1.51	25%	1.133	\$1,849.59	per	KSF
Recreation	441	Live Theater (limited data)	0.02	25%	0.015	\$24.49	per	KSF
Recreation	444	Movie Theater	3.80	25%	2.850	\$4,652.54	per	KSF
Recreation	491	Racquet/Tennis Club	0.84	25%	0.630	\$1,028.46	per	KSF
Recreation	492	Health Fitness Club	3.53	25%	2.648	\$4,321.96	per	KSF
Recreation	493	Athletic Club	5.96	25%	4.470	\$7,297.14	per	KSF
Recreation	495	Recreational Community Center	2.74	25%	2.055	\$3,354.73	per	KSF
Retail – Automotive	853	Convenience Market w/Gas Pumps	19.07	66%	6.484	\$10,584.61	per	VSP
Retail – Automotive	941	Quick Lubrication Vehicle Stop	5.19	42%	3.010	\$4,914.06	per	VSP
Retail – Automotive	944	Gasoline/Service Station	13.87	42%	8.045	\$13,132.57	per	VSP
Retail – Automotive	945	Gas Station w/Convenience Market	13.51	56%	5.944	\$9,704.05	per	VSP
Retail – Automotive	946	Gas Station w/Convenience Market and Car Wash	13.86	56%	6.098	\$13,123.10	per	VSP
Retail – Automotive	947	Self-Serve Car Wash	5.54	42%	3.213	\$5,245.45	per	VSP
Retail - Large	814	Variety Store	6.82	34%	4.501	\$7,348.07	per	KSF
Retail - Large	815	Free Standing Discount Store	4.98	17%	4.133	\$6,747.65	per	KSF
Retail - Large	850	Supermarket	9.48	36%	6.067	\$9,904.52	per	KSF
Retail - Large	854	Discount Supermarket	8.34	23%	6.422	\$10,483.40	per	KSF
Retail - Small	590	Library	7.30	0%	7.300	\$11,917.03	per	KSF
Retail - Small	816	Hardware/Paint Store	4.84	26%	3.582	\$4,503.66	per	KSF
Retail - Small	826	Specialty Retail Center	2.71	34%	1.789	\$2,920.49	per	KSF
Retail - Small	841	Automobile Sales	2.62	0%	2.620	\$4,277.07	per	KSF
Retail - Small	843	Automobile Parts Sales	5.98	43%	3.409	\$5,565.09	per	KSF
Retail - Small	848	Tire Store	4.15	28%	2.988	\$4,877.82	per	KSF
Retail - Small	851	Convenience Market	52.41	61%	20.440	\$33,367.52	per	KSF
Retail - Small	876	Apparel Store	3.83	34%	2.528	\$4,126.88	per	KSF
Retail - Small	879	Arts and Crafts Store	6.21	34%	4.099	\$6,691.49	per	KSF
Retail - Small	880	Pharmacy/Drug Store w/o Drive-Thru	8.40	53%	3.948	\$6,993.50	per	KSF
Retail - Small	881	Pharmacy/Drug Store w/Drive-Thru	9.91	49%	5.054	\$7,603.56	per	KSF
Retail - Small	890	Furniture Store	0.45	53%	0.212	\$346.08	per	KSF
Retail - Small	896	DVD/Video Rental Store	13.60	49%	6.936	\$11,322.81	per	KSF
Retail - Small	911	Walk-in Bank (limited data)	12.13	47%	6.429	\$10,494.99	per	KSF
Retail - Small	912	Drive-in Bank	24.30	47%	12.879	\$21,024.58	per	KSF
Retail - Small	925	Drinking Place	11.34	0%	11.340	\$18,512.21	per	KSF
Retail - Small	931	Quality Restaurant	7.49	44%	4.194	\$6,847.23	per	KSF
Retail - Small	932	High Turnover Restaurant	9.85	43%	5.615	\$9,165.50	per	KSF
Retail - Small	933	Fast Food w/o Drive-Thru	26.15	49%	13.337	\$21,771.44	per	KSF
Retail - Small	934	Fast Food w/Drive-Thru	32.65	50%	16.325	\$26,650.07	per	KSF
Retail - Small	936	Coffee/Donut Shop w/o Drive-Thru	40.75	49%	20.783	\$37,252.97	per	KSF
Retail - Small	942	Automobile Care Center	3.11	28%	2.239	\$3,655.43	per	KSF
Services	151	Mini Warehouse	0.26	0%	0.260	\$424.44	per	KSF
Services	310	Hotel	0.60	0%	0.600	\$979.48	per	KSF
Services	320	Motel	0.47	0%	0.470	\$767.26	per	KSF
Services	560	Church	0.55	0%	0.550	\$897.86	per	KSF
Services	565	Day Care Center	12.34	75%	3.085	\$5,036.17	per	KSF
Services	732	US Post Office	11.22	47%	5.947	\$9,707.65	per	KSF

1 Institute of Transportation Engineers, [Trip Generation Manual \(9th Edition\)](#)

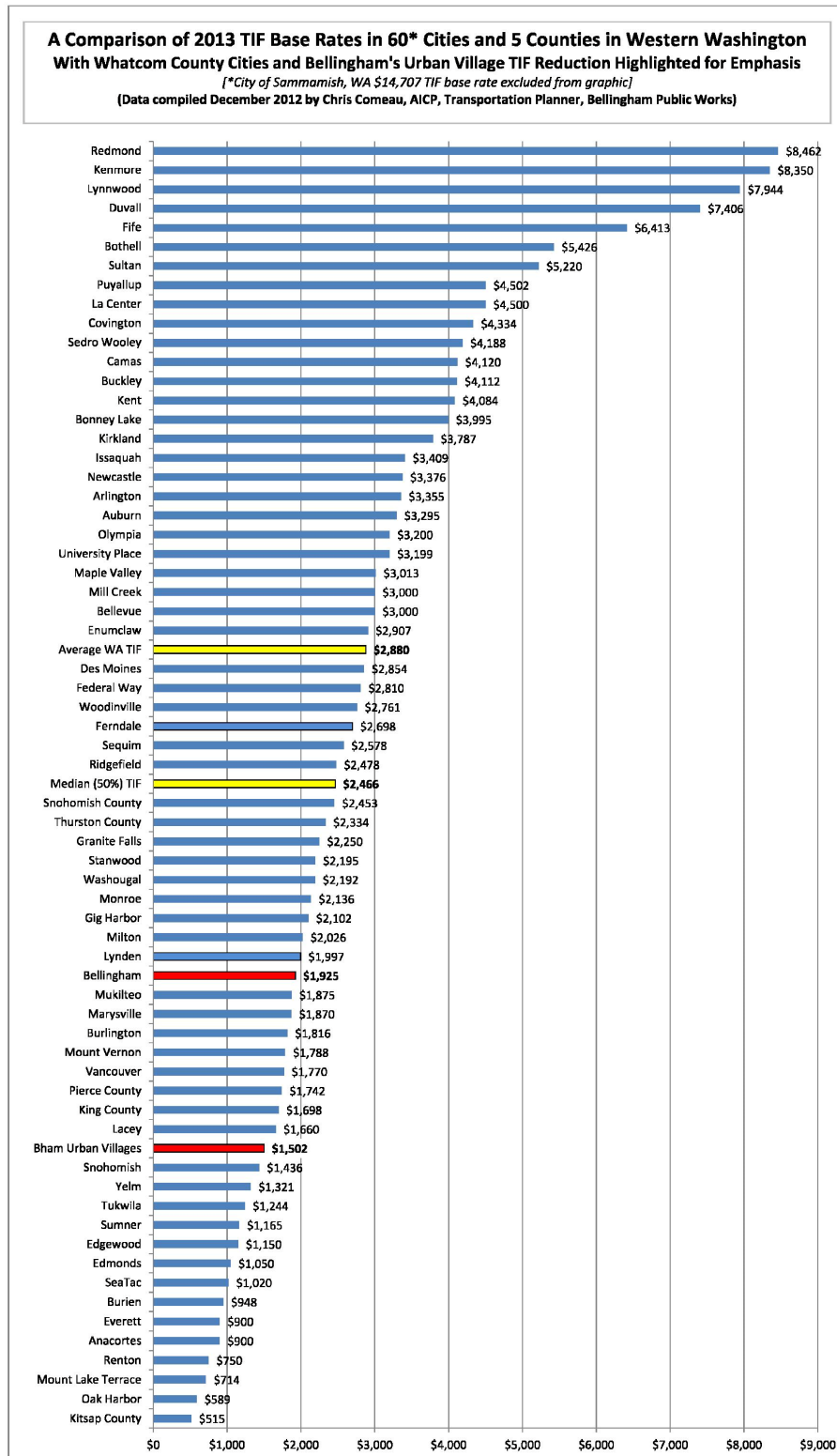
2 Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF.

3 Average Pass-by Rates, per Trip Generation Manual (9th edition) User's Guide and Handbook: an ITE Recommended Practice, 2012. Additional pass-by rate adjusted based on local conditions and engineering judgment.

4 Sq. Ft. = Square Feet, VSP = vehicle servicing position

Attachment B

COMPARISON OF 2013 TIF BASE RATES IN 60 CITIES AND 5 COUNTIES IN WESTERN WASHINGTON



Attachment C - GROWTH SHARE CALCULATION

City of Bainbridge Island Transportation Impact Fee Worksheet

Roadway Project List	Total Cost	Capacity-Related ¹	Eligible Cost	Growth Share of Added Capacity	Growth Share of Cost
Fort Ward Hill Reconstruction, Phase 2	\$ 811,000	28.9%	\$ 233,974	12.8%	\$ 29,995
Valley Road Reconstruction	\$ 274,628	28.9%	\$ 79,230	9.9%	\$ 7,828
Wing Point Way Reconstruction	\$ 2,170,000	17.3%	\$ 375,410	21.1%	\$ 79,212
Knetchel Way	\$ 150,320	12.5%	\$ 18,828	28.1%	\$ 5,298
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Sportsman's Club & New Brooklyn	\$ 993,000	46.8%	\$ 464,917	4.0%	\$ 18,550
	\$ 10,112,351		\$ 3,900,556		\$ 773,395

Multimodal Project List	Total Cost	Capacity-Related ¹	Eligible Cost	Growth Share of Added Capacity	Growth Share of Cost
SR305/Olympic Drive NM, Phase 1-2	\$ 1,342,000	12.6%	\$ 169,068	15.8%	\$ 26,763
Sound to Olympic Trail, Phase 2/4	\$ 2,250,000	13.0%	\$ 293,164	38.2%	\$ 112,018
SR305 Shoulder Improvements	\$ 156,362	28.0%	\$ 43,765	13.4%	\$ 5,873
C40 - Miller Road	\$ 1,010,000	29.4%	\$ 296,524	12.3%	\$ 36,561
C40 - Eagle Harbor, Phase 1	\$ 1,233,000	42.0%	\$ 517,662	11.1%	\$ 57,202
C40 - Fletcher Bay Road	\$ 470,000	39.7%	\$ 186,362	8.2%	\$ 15,263
C40 - Lynwood Center	\$ 505,000	39.7%	\$ 200,240	3.6%	\$ 7,109
C40 - Eagle Harbor, Phase 2	\$ 700,000	39.7%	\$ 277,560	3.4%	\$ 9,298
C40 - Bucklin Hill Rd, Phase 2	\$ 580,000	51.5%	\$ 298,743	2.6%	\$ 7,827
	\$ 8,246,362		\$ 2,283,088		\$ 277,915

¹Proportion of total cost which is equal to proportion of added capacity to future capacity (per City road design standards and HCM-based capacity analysis)

Total New Trips Forecasted

New PM Peak Hour Trips

644

Traffic Impact Fee

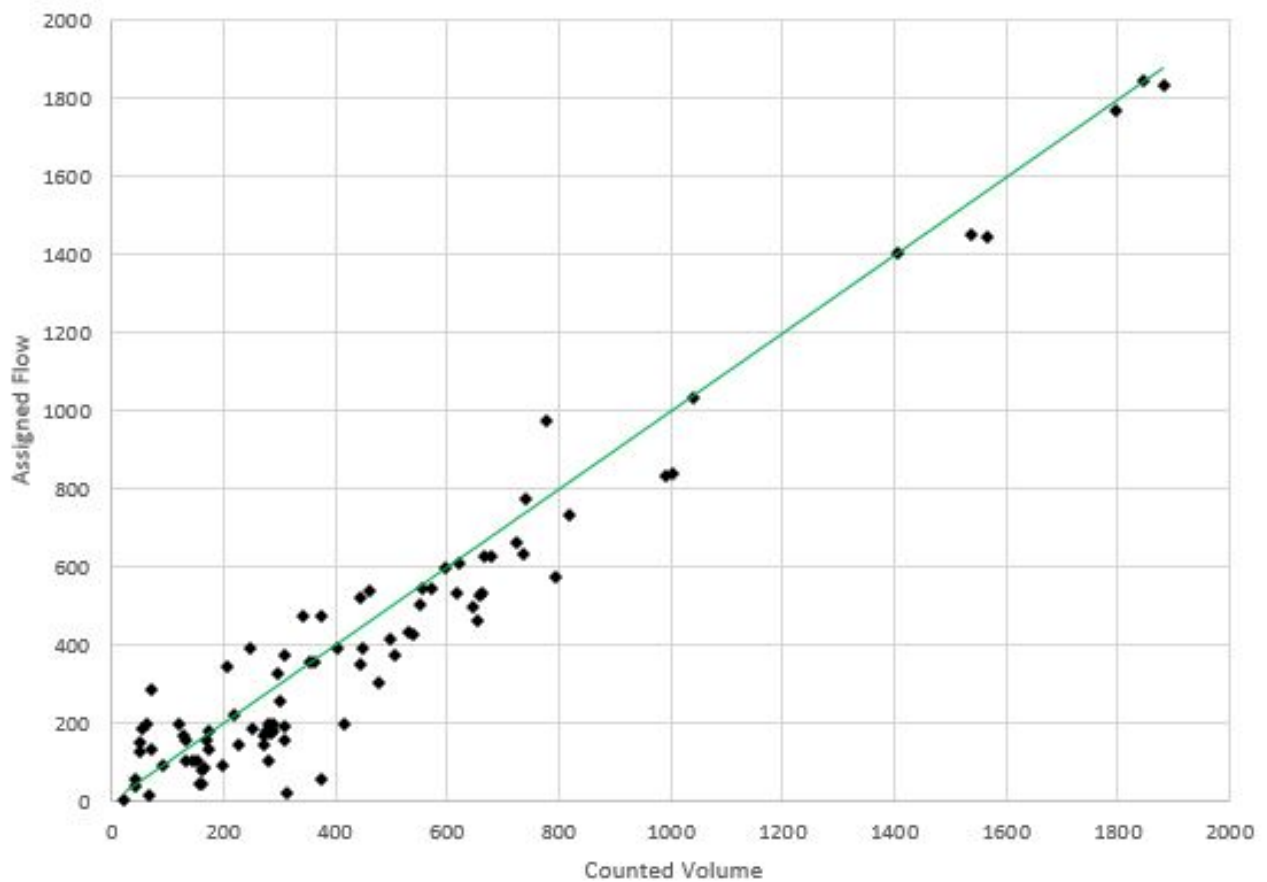
Roadway Improvement	\$ 1,200.92	per PM peak hour trip
Multimodal Improvement	\$ 431.55	per PM peak hour trip
Total Impact Fee	\$ 1,632.47	per PM peak hour trip

Anticipated Six-Year Cost/Revenue

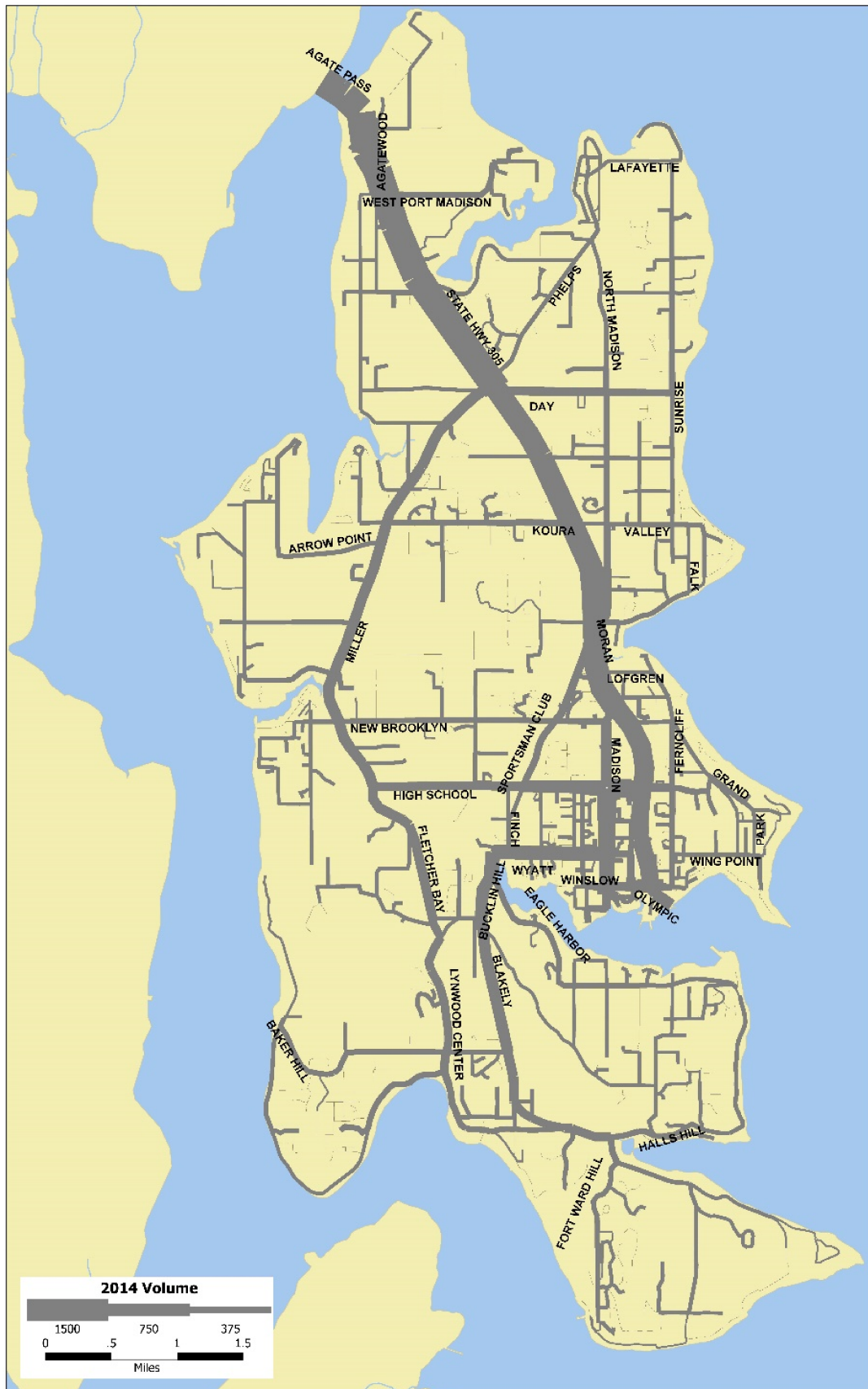
Total Project Cost	\$ 18,358,713	
Grant Funding (%)	20%	assumed
Grant Funding (\$)	\$ 3,671,743	
Impact Fee Revenue (\$)	\$ 1,051,311	
Impact Fee Revenue (%)	5.7%	
City Share (%)	74.3%	
Six-Year Unfunded Commitment (\$)	\$ 13,635,660	
Annual Commitment	\$ 2,272,610	

Attachment D - TRAVEL DEMAND MODEL GRAPHICS

2014 Model Calibration



2014 Network Volumes



2014-2035 Traffic Growth with TrIF Project Overlay



City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Ordinance No. 2015-29 Relating to Engineering Design and Construction Standards; Amending Ordinance No. 94-29, AB 15-160, Public Works – 15 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-160
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: N/A	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Consider placement of Ordinance No. 2015-29, relating to Engineering Design and Construction Standards, amending Ordinance No. 94-29 on the September 8, 2015 consent agenda.

Background:

The City Council adopted Ordinance No. 94-29, Section 2, relating to the “Engineering Design and Development Standards Manual” at the 1/5/95 City Council meeting. In 1996, the City Council adopted Ordinance No. 96-47 amending Chapter 7. In 1997, Ordinance No. 96-47 was repealed, and Ordinance No. 97-23 amended Ordinance No. 94-29 adopting the “Engineering Design and Construction Standards” dated April 1997.

Recent decisions issued by the City Hearing Examiner expressed his opinion that any changes to the City’s Design & Construction Standards issued since the City Council adoption of Ordinance 97-23 lack regulatory authority.

Ordinance No. 2015-29 adopts Exhibit A which includes changes made to the “Engineering Design and Construction Standards” Manual since adoption of Ordinance. No. 97-23.

To view the current Design & Construction Standards, please visit:
<http://www.bainbridgewa.gov/169/Design-Construction-Standards>

RECOMMENDED ACTION/MOTION

Motion:

I move that the City Council forward Ordinance No. 2015-29, relating to Engineering Design and Construction Standards, amending Ordinance No. 94-29 to the September 8, 2015 consent agenda.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2015-29	Ordinance
▣ Ordinance No. 2015-29 Exhibit A	Backup Material

ORDINANCE NO. 2015-29

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to Engineering Design and Construction Standards, amending Ordinance No. 94-29.

WHEREAS, the City has previously adopted by ordinance certain City documents that set forth standards for certain public infrastructure design, construction, operation, and maintenance; and

WHEREAS, those document have since been updated; and

WHEREAS, the City Council desires to adopt an ordinance reflecting those changes; now, therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON,
DO ORDAIN AS FOLLOWS:

Section 1. Section 2 of Ordinance No. 94-29 of the City of Bainbridge Island is amended to read as follows:

The following City documents, as presently existing and as hereafter amended, are adopted by reference:

- A. Engineering Design and Construction Standards dated April 1997 as revised to include the documents attached hereto as Exhibit A and incorporated herein by this reference.

Section 2. This ordinance shall take effect and be in force five days after its passage, approval and publication as provided by law.

PASSED by the City Council this ____ day of September, 2015.

APPROVED by the Mayor this ____ day of September, 2015.

Anne S. Blair, Mayor

ATTEST / AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

PASSED BY THE CITY COUNCIL:

PUBLICATION DATE:
EFFECTIVE DATE:
ORDINACE NO.: 2015-29

Ordinance No. 2015-29
Exhibit A

Design and Construction Standards & Specifications Additions, Deletions and/or Modifications	
Date	Description
05-03-00	Add Revised Drawing 10-110
07-06-00	Add Revised Drawing 10-050
07-03-01	Add & Replace Section 6 – Site Access
07-03-02	Add & Replace Section 8 – Road Elements & Roadside Features
09-08-03	Delete Dwg. No. 10-160. Add Dwg. No.'s 10-160, 161, 162, 163, 164, 165, 166, & 167
03-01-04	Add & Replace Section 8-22 – Traffic Control Signs

PUMPER PORT - 4" STORZ
WITH BLIND CAP.

PUMPER CONNECTION--
(2 EACH)
COUPLING 2 1/2" NST
HOSE CONNECTION

BOLT TIE LOCATER WIRE TO
LOWER FLANGE W/6" SLACK
FOR CONNECTING LOCATING
DEVICE.

PROPERTY LINE

DO NOT
BLOCK
DRAIN HOLES

BURY HYDRANT

1/2 CU. YD. MIN. WASHED
GRAVEL PASSING 1-1/2"
AND RETAINED ON 1/4"
MESH FOR DRAIN.

16"x8"x4" MIN. SIZE CONC.
BLOCK UNDER HYDRANT
AND VALVE.

6" DUCTILE IRON PIPE,
CEMENT LINED, LENGTH
NOT TO EXCEED 50'
FROM VALVE

TEE W/6" FLANGE
ON SIDE
NORMALLY 3'-6"
TRENCH

LOCATER WIRE - 12 GAUGE
TWO PIECE CAST IRON
VALVE BOX & LID

FINISHED GRADE

SPLICE LOCATER WIRE TO
WIRE ALONG MAIN USING A
SPLIT BOLT CONNECT

6" GATE VALVE, FLANGE
X MECHANICAL JOINT

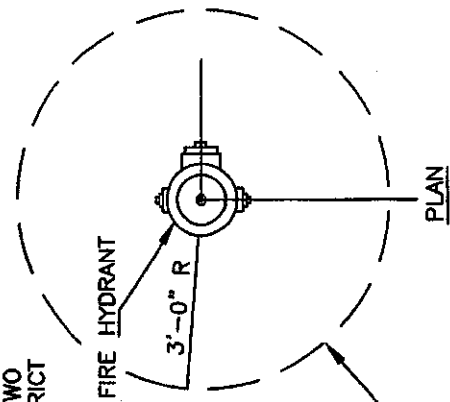
CONC. BLOCKING

5 1/4" MAIN VALVE OPENING FIRE HYDRANT
6" MECHANICAL JOINT INLET, 1 1/2" PENTAGON
OPERATING NUT. FIRE HYDRANT TO BE PAINTED TWO
COATS OF RUSTOLEUM. ACCORDING TO FIRE DISTRICT
FIRE FLOW ORDINANCE

NOTE: IF CONC. IS NOT
SPECIFIED, BACKFILL
TO BE COMPACTED IN
6" LAYERS.

FIRE HYDRANT

30"



MIN. AREA OF LEVEL
GROUND SURFACE

SECTION



CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS

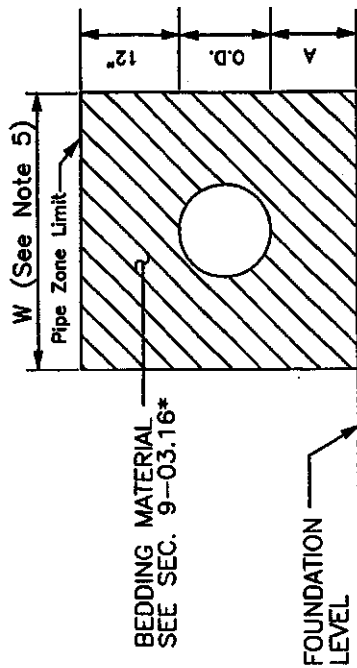
FIRE HYDRANT ASSEMBLY

DATE	REVISION	BY	APPROVED
5/3/00	ADD 4" STORZ ADAPTOR TO NOZZLE	LCF	W.A.S.

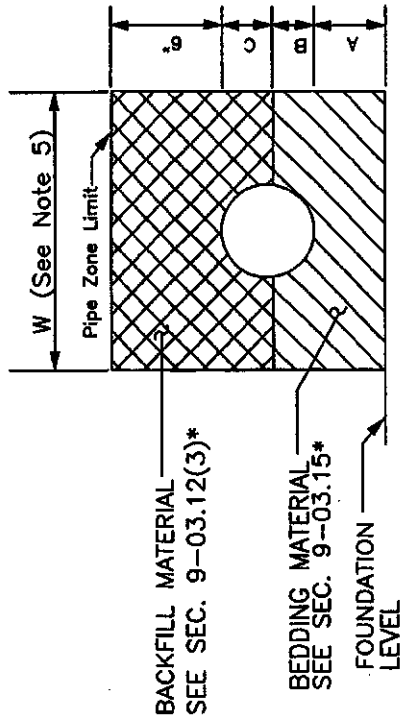
Rev. 1

APPROVED *M. J. J.* 4/18/97
CITY ENGINEER

DWG. NO.
10-110



BEDDING FOR FLEXIBLE PIPE



BEDDING FOR RIGID PIPE

NOTES:

1. PROVIDE UNIFORM SUPPORT UNDER BARREL.
2. HAND TAMP UNDER HAUNCHES.
3. COMPACT BEDDING MATERIAL TO 95% MAX. DENSITY EXCEPT DIRECTLY OVER PIPE, HAND TAMP ONLY.
4. PIPE MUST BE ANCHORED IN SUCH A MANNER AS TO ENSURE FLOW LINE IS MAINTAINED.
5. MAX. WIDTH=I.D. +30" FOR PIPE 15" DIAM. OR SMALLER.
MAX. WIDTH=1.5 I.D. +18" FOR PIPE 18" DIAM. OR LARGER.

* STANDARD SPECIFICATIONS

	DIMENSION
A	4" MIN. 27" & UNDER 6" MIN. OVER 27" I.D.
B	1/2 O.D.
C	1/2 O.D.



CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS

PIPE BEDDING FOR SANITARY SEWER
IN TRENCHES ONLY

APPROVED *Jeffrey M. Jensen* 4/18/97 DWG. NO.
CITY ENGINEER DATE 10-050

7-2-05	Revised notes and dimensions	By	W. B. Jensen
05/01/05	Revised	By	W. B. Jensen

SECTION 6 - SITE ACCESS

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April 1997

SECTION 6

SITE ACCESS

6 - 01 GENERAL

Access to State Highways is regulated by the Washington State Department of Transportation (WSDOT). The property owner desiring access to a state highway is responsible to coordinate with WSDOT for satisfactory completion of any requirements.

Access to public and private roads is regulated by the City of Bainbridge Island through the Road Approach Permit process. No construction of access points or related improvements will be allowed without a valid Road Approach Permit. Permits will be evaluated and issued based on the ability of the proposed access or use to meet these standards.

If a proposed property access point cannot meet these standards, the city engineer may designate one or more access points based on traffic safety, operational needs, and conformance to as many of the requirements of these standards as possible.

Access points for parking or loading areas shall be designed so that backing maneuvers from or onto a public street right-of-way will not occur. This does not apply to single family or duplex residential uses on non-arterial roads.

Where necessary for the safe and efficient movement of traffic, the city engineer may require investigation by the applicant to determine whether access points should be designed to limit turning movements. The city engineer may also require joint access and circulation agreements between neighboring properties to further provide safe and efficient movement of traffic.

Temporary access may be granted to undeveloped property prior to completion of a final development plan if access is needed for construction of preliminary site access. Temporary access points are subject to removal, relocation, or redesign after final development plan approval.

Secondary access for emergency vehicles may be required for certain high volume or public safety sensitive developments. They shall be designed to the satisfaction of the city engineer based on review by the Bainbridge Island Fire Marshal.

No relocation, alteration or reconstruction of existing access points is permitted without prior written approval from the city engineer.

SITE ACCESS

- 02 CONSTRUCTION OF ACCESS POINTS

The construction of all access points involving removal of existing vertical curb or vertical curb and gutter shall conform to this section.

When cutting through or crossing vertical curbs, gutters and sidewalks, access approaches must extend from the curb to back of sidewalk and be of Portland Cement Concrete.

When an opening for an access or for any other purpose is to be constructed through an existing Portland Cement Concrete vertical curb, the existing curb, or curb and gutter, shall be saw cut at the limits of work or removed to the nearest construction joint and the opening replaced with standard curb and driveway.

Existing street trees, street lights, traffic signal facilities, utility poles, and fire hydrants must be shown on any plan for access point construction in an area of existing vertical curb.

Prior to commencing any necessary removal or relocation of any public utilities, due to construction of an access point, the applicant/developer must secure approval from the agency having ownership or control of such facilities or features.

6 - 03 LOCATION OF ACCESS POINTS

See Standard Drawing 6-010.

Where a property has frontage on more than one roadway, access will generally be limited to the lowest volume roadway where the impacts of a new access will be minimized. Access onto other higher volume roads may be denied in the interest of traffic safety or in order to lessen congestion on the higher volume road.

Access points for commercial or industrial property uses should be placed directly opposite each other wherever possible. If this is not possible, a separation between the nearest edges of such opposite access points shall be as close to the spacing as shown on Standard Drawing 6-010 as possible. When such spacing cannot be attained, the city engineer may require investigation to substantiate whether or not left turns should be prohibited into or out of the access point.

Access to commercial or industrial use corner lots shall be located on the lower volume roadway and as close as practicable to the property line most distant from the intersection.

No portion of an access will be permitted within a radius-return.

The nearest edge of any access radius must be at least 3 feet from the nearest point of a fire hydrant no parking zone, utility pole, traffic signal installation or light standard, mailbox cluster or other similar appurtenance.

6 - 04 CORNER CLEARANCE FROM INTERSECTIONS

See Standard Drawing 6-020.

Standard Drawing 6-020, Corner Clearances, shall be used to determine corner clearances from access points for residential, commercial or industrial property uses fronting arterial and non-arterial streets operating at various speeds under signalized or stop sign traffic control. The following conditions also apply:

For rural and other high-speed (45 mph or greater) roads, corner clearances on the order of two times as great as those shown on Standard Drawing 6-020 are desirable.

In cases where corner clearances are not attainable because property frontages are narrow, a minimum corner clearance of 50 feet or as close to 50 feet as possible shall be maintained. When minimum corner clearances cannot be attained, the city engineer may require investigation to substantiate whether or not left turns should be prohibited into or out of the access point.

For access points near stop or signalized intersections the city engineer may require studies to determine whether stopping queues will block the access point.

6 - 05 ACCESS POINT SEPARATION OR SPACING

See Standard Drawing 6-010.

Where two or more access points serve adjacent residential property uses, the minimum distance between nearest edges of access points (not including flares or radii) must be at least 10 feet.

Where two or more access points serve the same or adjacent commercial or industrial property uses, the minimum distance shall be as shown on Standard Drawing 6-010, Commercial/Industrial Access Point Spacing. Desirable access point spacing for arterials is 200 feet or more.

In cases where the minimum access point spacing as shown on Standard Drawing 6-010 are not obtainable due to narrow existing property frontages, the access point spacing shall be as close to the required spacing as possible. In these cases, the city engineer may require investigation to substantiate whether or not left turns should be prohibited into or out of the access point.

Provisions for joint access may be required for two adjacent developments where a proposed new access will not meet the spacing requirements of this chapter or to limit the number of access points on collectors or arterials. In the event the adjacent property is not ready for development, the first property ready for development may use an interim access.

SITE ACCESS

6 - 06 NUMBER OF ACCESS POINTS

The standard number of access points for a development are:

1. Residential property uses - one two-way access point.
2. Commercial or Industrial property uses - one two-way access point or two one-way access points per 500 feet of total property frontage.

Additional access points, for residential property uses, may be considered by the city engineer provided a plan is submitted to the city engineer indicating that more than one access point is required to adequately handle specific sit conditions, and will not be detrimental to traffic flow on adjacent roads.

Additional access points, for commercial or industrial property uses, may be considered by the city engineer provided a development or circulation plan is submitted to the city engineer indicating that more than the maximum number of access points permitted are required to adequately handle access point volumes, and will not be detrimental to traffic flow on adjacent roads.

Commercial or industrial developments located adjacent to two or more roadways may be allowed more than one access point per 500 feet if corner clearances as required in Standard Drawing 6-020 are met.

For large developments, it is often desirable to consolidate access traffic at a single point which can be signalized. Proposed signalization must meet appropriate warrants in the MUTCD. Access point signals should be coordinated with adjacent traffic signals and located to provide satisfactory signal progression for through traffic.

When property frontages are narrow, such that minimum access point spacing criteria cannot be met, it may be necessary to require joint access locations at property lines.

The requirements of this section are not intended to override the need for a secondary access for emergency vehicles if such access has been determined by the Fire Marshal to be necessary under the provisions of Section 10.207 of the Uniform Fire Code.

6 - 07 ACCESS POINT TYPES, RADII AND WIDTHS

See Standard Drawings 6-030, 8-120, 8-130, 8-140 through 8-170

A. DRIVEWAYS

SITE ACCESS

In areas requiring cement concrete curb and gutter, new private property access points will require the installation of Drop Curb Driveways as shown on Standard Drawings 8-120, 8-130, and 8-140.

B. RADIUS-RETURNS

Radius-returns will be required for access points when specified in Standard Drawing 6-030, Access Point Types, Radii and Widths, and whenever islands are constructed in the access point to control turning movements.

C. ASPHALT OR CEMENT CONCRETE APPROACHES

In areas where curbing is not a requirement, asphalt or cement concrete approaches shall be used as shown in Standard Drawings 8-150 through 8-180.

D. NOTES - STANDARD DRAWING 6-030

1. For access points with an anticipated usage of less than 2000 VPD (Vehicles Per Day), drop curb driveways (Standard Drawings 8-120, 8-130 or 8-140) for curbed areas or asphalt or concrete approaches (Standard Drawings 8-150 through 8-180) for shouldered areas must be used.
2. Street intersections must utilize radius-returns if the daily traffic volume is 2000 VPD or greater.
3. Larger access point radii (typically between 40 and 50 feet but possibly as much as 70 feet) may be required for access points when multi-unit vehicles or single unit vehicles exceeding 30 feet in length comprise 10% or greater of the traffic expected to use the access point.

In designing these larger vehicle access points, methodology as contained in the WSDOT Design Manual, Chapter 920, Road Approaches, particularly Figure 920-2b, entitled Commercial Approach - Single Approach Type D will be used as a guide, keeping in mind the following:

- a. If a commercial or industrial access point is going to have significant number of both trucks and passenger cars, then consideration shall be given to separating trucks from passenger cars. This would entail separating both access points and site circulation.
- b. Vehicles should be able to utilize radius-return access points without encroaching on adjacent lanes of traffic.

E. WIDTHS

1. The maximum two-way access point width shall be 30 feet for residential property uses (single family or duplex) and 40 feet for commercial property uses, except, the maximum two-way access point width for industrial property uses may be 50 feet. Wider commercial or industrial widths may be approved by the city engineer where a substantial percentage of oversized vehicles traffic exists. In this case, the access should be sized to accommodate the largest design vehicle likely to use the access with considerable frequency.
2. Residential access points shall have a minimum width of 10 feet. Commercial or Industrial access points shall have a minimum width of 25 feet fronting a non-arterial, and 30 feet fronting an arterial.
3. One-way access point widths for commercial or industrial access points may range from 20 to 22 feet.

6 - 08 HORIZONTAL ALIGNMENT OF ACCESS POINTS

All access points shall be angled a minimum of 75 degrees to the street, 90 degrees preferred, unless designated right turn only in which case the angle must be at least 45 degrees and then only with the city engineer's approval. EXCEPTION: Access points designed for large vehicles shall be angled a minimum of 85 degrees to the street.

6 - 09 VERTICAL ALIGNMENT OF ACCESS POINTS

See Standard Drawing 6-040.

Back edges of access points shall be at the same elevation as the back of the sidewalk adjacent to the access point approach. EXCEPTION: The city engineer may allow a deviation from this requirement for a reverse slope driveway situation if the applicant/developer can demonstrate such a deviation will allow a safe sight distance to be maintained.

Approach grades and configuration shall accommodate future street widening to prevent major access point reconstruction.

For maximum access grades, see Standard Drawing 6-040, Access Point Grades.

6 - 10 LEFT TURN, ACCELERATION, DECELERATION LANES

The need for left turn, acceleration and deceleration lanes in conjunction with development proposals will be determined by the city engineer on a case-by-case basis. Evaluation by the city engineer may require submittal of traffic data by the applicant/developer.

6 - 11 MEDIANS

The necessity for median treatment in conjunction with development proposals will be determined by the city engineer on a case-by-case basis.

6 - 12 TRANSIT STOPS

See Standard Drawing 6-050.

Generally, bus pullouts will be specified if (1) traffic and passenger boarding and debarking conditions warrant; (2) traffic flow would be greatly hindered due to in lane stopping; or (3) the posted speed limit is in excess of 35 mph.

A. LOCATIONS FOR BUS PULLOUTS

1. Placement of Bus Pullouts on the far side of signalized intersections immediately following the intersection is preferred. When no signalized intersection exists, the pullout should be placed on the far side of the intersection. Sight distance shall be determined by consulting Table 7.1 for all roads. Distance between pullouts should not be greater than 1000 feet.
2. If far side pullouts are not possible, near side pullouts will be evaluated. Mid-block pullouts are generally discouraged.
3. Bus pullouts should be constructed on both sides of a two-way street in a complementary pair if possible.
4. Maintaining adequate separation between access point/intersections and bus pullouts can increase the safety and efficiency of both the roadway and the transit service.

5. When locating a bus pullout in reference to existing access points or an access point in reference to an existing bus pullout, the following guidelines need to be taken into consideration:
 - a. A minimum distance of 105 feet, 125 feet preferred, should be maintained between the pullout and the access point on arterial roadways and a minimum of 55 feet, 75 feet preferred, on non-arterial roads. This distance is measured from the edge of the access point to the front or back of the transit vehicle, whichever end is closer.
 - b. Driveways within the limits of a bus pullout are discouraged. Any exception to this requirement will require approval by the city engineer.

B. DESIGN OF BUS PULLOUTS

Bus pullouts should be designed as depicted in Standard Drawing 6-050. All pullout designs must follow applicable guidelines for facilities used by the handicapped (Americans With Disabilities Act). The Community Transit Systems Planning Office should be contacted for specific design questions.

C. OTHER DESIGN REFERENCES

Chapter 1060, entitled Transit Benefit Facilities, WSDOT Design Manual.

SECTION 8 - ROAD ELEMENTS AND ROADSIDE FEATURES

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Revise July 2002

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Revised July 2002

CITY OF BAINBRIDGE ISLAND DESIGN AND CONSTRUCTION STANDARDS AND SPECIFICATIONS

SECTION 8

ROAD ELEMENTS AND ROADSIDE FEATURES

8 - 01 STREET ENDS

See Standard Drawing 8-010.

Permanent street ends of 150 feet or less in length (measured from the edge of traveled way of the intersecting street to the end of the street) will not require a circular turnaround or hammerhead.

Permanent street ends between 150 and 1000 feet (measured from the edge of traveled way of the intersecting street to the beginning of cul-de-sac) shall be provided with a circular turnaround or hammerhead as shown on Standard Drawing 8-010. Temporary street ends may use a hammerhead design in lieu of a cul-de-sac.

Permanent street ends in excess of 1000 feet are discouraged but will be considered for cases where lots are large and/or difficult terrain exists, provided, the number of single family lots served by the street does not exceed 25 or the Average Daily Trip (ADT) generated from the properties served by the street does not exceed 250.

The maximum grade in any street end within the cul-de-sac turnaround shall be 6 percent in any direction.

The city engineer will require off-street walkways to connect a street end at its terminus with other streets, parks, schools, bus stops, or other pedestrian traffic generators, if a demonstrated need exists. The City engineer may also require street ends be designed for future emergency vehicle access where connection to an existing street or future street is feasible.

See Standard Drawing 8-010, Street Ends, for layout.

8 - 02 MEDIANS

Where required for traffic control or landscape planters, medians shall be in addition to, not part of, the specified roadway width. Roadway on each side of median shall be not less than one half of the roadway width. Medians shall be designed so as not to limit turning radii or sight distance at intersections. Median curb edges shall be as specified in Section 8-04, or shoulder and ditch; except where median shoulders are provided in lieu of curb, they shall be a minimum 4 feet in width. Medians may be grassed, landscaped, or surfaced with aggregate or pavement.

8 - 03 SURVEY MONUMENTS AND CORNERS

See Standard Drawings 8-020, 8-030, 8-035.

All existing survey control monuments on or proximate to a construction site shall be referenced and tied to a minimum of three (3) off-site structures or monuments. All existing survey control monuments which are disturbed, lost, or destroyed during surveying or building shall be replaced, at the expense of the responsible builder or developer, by a Professional Land Surveyor registered in the State of Washington. Such replacement shall be documented and certified by the responsible Professional Land Surveyor.

Where specified in these standards, survey monuments shall be located in accordance with Standard Drawings 8-020 or 8-030 as appropriate in all subdivision and short plats where required.

Boundaries of final plats and short plats shall be established with markers described below except that boundary corners that consist of section or quarter section corners shall be established in accordance with Standard Drawing 8-020. In the case where a property corner is occupied by a fence post or other obstruction, an offset marker shall be provided along one of the boundary lines. Offset monuments shall only be set to witness section and quarter section corners.

Markers shall meet the following standards:

Standard steel reinforcing bars shall be at least 24 inches in length and at least ½-inch in diameter or at least .75 inches inside diameter for iron pipe. Such pipe or rebar shall be permanently tagged with the Land Surveyor's registration number.

Intersection points of a plat boundary with the centerline of a City road right-of-way centerline shall be monumented in accordance with Standard Drawing 8-020.

Monument, case, and cover shall be set in accordance with Standard Drawing 8-020 for all PC, PT, center of circular turnaround and intersection points. The point of intersection (PI) will be acceptable in lieu of a PC and PT for plat road curves, provided that such PI falls within the right-of-way.

Monument cases and covers shall be properly raised when road surface is raised due to paving. All new monument cases shall be referenced and tied prior to paving, and location verified by a Washington Professional Land Surveyor after paving.

ROAD ELEMENTS AND ROADSIDE FEATURES

8 - 04 CURB DETAILS

See Standard Drawings 8-040, 8-050.

Vertical Curb and Gutter 18 inches wide or curb alone 6 inches wide and 12 inches high (see Standard Detail 8-040) shall be used for all curbed roadways except as modified below:

Thickened asphalt edge, 12 inches wide, will be preferred for rural streets.

Extruded Cement Concrete Curb (see Standard Drawing 8-050) may be used for parking areas which will not become part of the city road system.

8 - 05 CONCRETE SIDEWALKS

See Standard Drawings 8-060, 8-070, 8-090, 8-100.

A. FOR URBAN AREAS

Concrete sidewalks shall be provided as indicated in the City's Comprehensive Plan. This location is to be determined on a case-by-case-basis, subject to approval by the city engineer, to facilitate public transportation use and be consistent with the Comprehensive Plan.

Permanent street ends, ultimately serving 8 or less residential lots (80 ADT or less) will not require sidewalks on either side. Paragraphs 1 and 2 may be waived or modified by the city engineer in the following cases:

1. On existing streets where it would be unduly difficult or impractical to construct a sidewalk due to grade and/or construction problems.
2. In subdivisions where the proposed design provides for a comprehensive internal walkway system outside of public right-of-way.

The concrete sidewalk requirements specified above may be waived in favor of asphalt walkways by the city engineer when conditions dictate a flexible pavement design. The width of asphalt walkways when constructed behind a curb and gutter section shall conform to those for concrete sidewalks.

ROAD ELEMENTS AND ROADSIDE FEATURES

B. CURB RAMPS (WHEELCHAIR RAMPS)

Curb ramps shall be provided at all pedestrian crossings having vertical curb sections. One ramp shall be used on each curb return on residential streets and unsignalized intersections. At signalized intersections, a curb ramp shall be aligned with each crosswalk. Curb ramps shall also be provided to enable passage across radius return access points.

See Standard Drawings 8-060, 8-070, and 8-080.

C. WIDTH

1. Sidewalks fronting residential property uses shall be constructed of Portland Cement Concrete, 5 foot minimum width.
2. Sidewalk fronting commercial or industrial property uses shall be constructed of Portland Cement Concrete, 7 feet minimum (excluding curb) width.
3. Width of sidewalk is measured from the back of the curb to the back of the sidewalk when the sidewalk is adjacent to the curb.
4. Meandering sidewalks shall maintain the full design width around obstructions that cannot be relocated. Additional right-of-way (or easement) may be required to either relocate the obstruction or meander the sidewalk.
5. At bus stops, a landing pad at least 10 feet deep and 15 feet wide shall be provided for wheelchair operations.

D. THICKNESS

Concrete sidewalks shall be 4 inches thick when placed behind vertical curb, 5 inches thick when placed behind rolled curb, and 6 to 8 inches thick at dropped curb driveways (see Standard Drawings 8-120, 8-130, 8-140).

8 - 06 ASPHALT WALKWAYS

Surfacing details for shoulder and off-shoulder asphalt walkways are specified in Section 8-11. See Standard Drawing 8-110.

8 - 07 MULTI-USE TRAIL

Multi-use trails may be used as a substitute for Portland Cement Concrete sidewalks or asphalt walkways in rural areas for equestrian usage or as determined by the city engineer.

ROAD ELEMENTS AND ROADSIDE FEATURES

Multi-use trails shall be a minimum of 6 feet wide. Access easements shall comply with Section 8-08. Surfacing materials shall be as specified in Section 8-11.

Multi-use trails shall be a minimum of 4 feet from the edge of the vehicular traveled way unless no practical alternative exists and when approved by the city engineer.

Access easement terminations shall be installed as required by the city engineer.

8 - 08 SPECIAL ACCESS EASEMENTS

Where it is necessary to facilitate pedestrian circulation between neighborhoods, schools, shopping areas, transit facilities, or other activity centers, the city engineer may require the dedication of a public access easement or tract. Pedestrian access easements or tracts shall be a minimum of 5 feet wide.

Improvements to the easement shall include a sidewalk, walkway, or trail consistent with other non-motorized facilities in the area. Fences shall be constructed along access easements in residential areas where buildings will be located nearer than 25 feet to the edge of the easement. Diverters or bollards shall be installed when required by the city engineer.

8 - 09 BIKEWAYS OR BIKE LANES

Bikeways or bike lanes locations will be consistent to the City's Comprehensive Plan. Widths vary according to AASHTO Standards for Class I, II, and III Bikeways.

8 - 10 DRIVEWAYS

See Standard Drawings 8-120, 8-130, 8-140, 8-150, 8-160, 8-170, 8-175 and 8-180.

For residential property uses utilizing vertical curbs, access points shall be constructed as shown on Standard Drawing 8-130, Drop Curb Driveway-Residential with Planter.

For commercial or industrial property uses utilizing vertical curbs, access points shall be constructed as shown on Standard Drawing 8-140, Drop Curb Driveway-Commercial/Industrial.

Where no curbing exists along the roadway, an asphalt approach may be used as shown in Standard Drawings 8-150 and 8-170. As an alternative, a Portland Cement Concrete approach may be used as shown in Standard Drawings 8-160 and 8-180.

Driveways are discussed in detail in Section 6, Site Access.

ROAD ELEMENTS AND ROADSIDE FEATURES

8 - 11 SURFACING REQUIREMENTS

All materials and workmanship shall be in accordance with the *WSDOT/APWA Specifications*, these standards, and as approved by the city engineer.

The following are the minimum requirements for surfacing for specific facilities as described elsewhere in these standards.

<u>Facility</u>	<u>Surfacing Requirements</u>
1. Arterials	Per specific design
2. Non-arterials	See Standard Drawings 7-020, 7-030, 7-040, 7-050, 7-060, 7-065 and 7-066
3. Concrete Sidewalks	4" Portland Cement Concrete (adjacent to vertical curb) 5" Portland Cement Concrete (adjacent to rolled curb) 6" or 8" Portland Cement Concrete (adjacent to dropped curb)
4. Asphalt Shoulder	Same as 1 or 2 above (road shoulder)
5. Asphalt Walkway	2" Class B ACP (Modified) (off-shoulder) over 2" CSTC
6. Multi-Use Trail	4" of ¾" minus crushed rock or cinders
7. Bikeway	Same as 1 or 2 (road shoulder)
8. Bikeway	2" Class B ACP over (off-road) 2" CSTC

Arterial road/streets shall be designed with a structural section that takes into account the load bearing capacity of the soils and the traffic carrying requirements of the roadway. Plans shall be accompanied by the soils and traffic analysis on which the design is based. Shoulders shall be constructed to the same structural section as the roadway.

Pavement designs submitted to the City shall be based on a design life of 20 years with a growth factor of 2%.

All minimum surfacing requirements assume an acceptable, well drained, stable, compacted subgrade. Additional measures may be required at the city engineer's discretion if evidence exists of unstable subgrade.

Crushed surfacing top course (CSTC) may be substituted for ATB in the ratio of 2.0 inches of CSTC per inch of ATB (compacted depths) where it can be demonstrated to the city engineer's satisfaction that it can be placed without contamination of any surfacing materials.

ROAD ELEMENTS AND ROADSIDE FEATURES

Pavement markings when required by the Engineer shall be hot applied or cold applied thermoplastics, reflectorized, in accordance with Section 8-22 of the WSDOT/APWA Specifications. Painted markings may be used when approved by the Engineer.

Modified Class B ACP for Off-Shoulder Walkway. ACP Class B shall be modified by elimination of the coarse aggregate; i.e., substitute the 3/8" screen for the 5/8" screen.

The gradation requirements for gravel borrow as specified in WSDOT/APWA Specifications, Section 9-03.13, is superseded by the following:

GRAVEL BORROW		
% Passing	1-1/4" square opening	100*
% Passing	1/4" square opening	25 - 75
% Passing	US No. 40 sieve	0 - 25
% Passing	US No. 100 sieve	0 - 5
% Passing	Sand Equivalent	50 min.
All percentages by weight	Sand Equivalent	50 min.

* The largest aggregate shall be no larger than one-half the total depth of the gravel borrow course. If requested by the contractor, the screen size may be increased with the Engineer's approval if the larger size aggregate will be necessary.

8 - 12 GUARDRAIL

Evaluation of embankments for guardrail installations shall be in accordance with Chapter 710 of the *WSDOT Design Manual* or the *AASHTO Roadside Design Guide*.

Guardrail installations shall conform to WSDOT/APWA Plan C-1, Beam Guardrail Type 1.

End anchors shall conform to WSDOT/APWA Plan C-6, Beam Guardrail Anchor Type 1.

8 - 13 BOLLARDS

See Standard Drawing 8-190.

- A. When necessary to deny motor vehicle access to an easement, tract, or trail, the point of access shall be closed by two bollards supporting a cable or chain and a road closed barricade sign. Signs shall be similar to a Type I barricade as shown in Standard Drawing 8-200. Bollards shall be 12 feet apart.

ROAD ELEMENTS AND ROADSIDE FEATURES

- B. Bollard design shall be in accordance with Standard Drawings 8-190 or other design acceptable to the city engineer. No fire apparatus access roads shall be blocked in this manner without the concurrence of the city fire marshal.

8 - 14 ROADWAY BARRICADES

See Standard Drawings 8-190, 8-200, 8-210.

Temporary and permanent barricades shall conform to the MUTCD and these standards.

Type I or Type II barricades are intended for use in situations where traffic is maintained through the construction area. They may be used singly or in groups to mark a specific hazard or they may be used in a series for channelizing traffic.

On construction projects when a road section is closed to traffic, Type III barricades shall be erected at the points of closure. Type III barricades shall extend completely across a roadway and its shoulders (as a fence) or from curb to curb. Where provision must be made for access of equipment and authorized vehicles, the Type III barricades shall be provided with movable sections that can be closed when work is not in progress, or with indirect openings that will discourage public entry. Where job site access is provided through the Type III barricades, the developer/contractor shall assure proper closure at the end of each working day.

In the general case, Type III permanent barricades shall be installed to close arterial roadways or other through streets hazardous to traffic. They shall also be used off lanes where tapers are not sufficiently delineated.

Signs may be erected on barricades, particularly those of the fixed type. The ROAD CLOSED and Detour Arrow signs, and the Large Arrow warning signs may be mounted effectively on or above the barricade that closes the roadway.

For night time use, it is desirable to add flashing warning lights when barricades are used singly and steady-burn lights when barricades are used in a series for channelization.

8 - 15 STREET ILLUMINATION

See Standard Drawing 8-350.

Luminaires of suitable type and candlepower shall be provided where directed by the city engineer on arterials and as intersection identifiers where other streets intersect arterials. Type of installation shall be as per *WSDOT/APWA Specifications* and as required by the city engineer. No installation will be permitted within a sidewalk unless the unobstructed sidewalk width is equal to or greater than the minimum required for that sidewalk.

A. STREET LIGHT CONSTRUCTION

All workmanship, materials, and testing shall be in accordance with WSDOT/APWA, MUTCD, NEC, or City of Bainbridge Island development guidelines unless otherwise specified below. In cases of conflict the most stringent guideline shall apply.

Electrical permits and inspections are required for all street lighting installations. The contractor is responsible for obtaining said permits prior to any type of actual construction. These permits are available from the Department of Labor and Industry in Bremerton.

A clearly marked service disconnect shall be provided for every lighting circuit. The location and installation of the disconnect shall conform to National Electrical Code (NEC) and City standards. The service disconnect shall not be mounted on the luminaire pole. The service disconnect shall be of a type equal to a Meyers MEUGL-M100C-UM or Unicom CP111B-01113A service, 120-240 VAC, 103W, Caltrans Type 3B with contactors, photo electric cell and test switch. All service disconnects shall be used to their fullest capabilities, i.e., maximum number of luminaires per circuit.

All lighting wire shall be copper with a minimum size of #8. All wire shall be suitable for wet locations. All wire shall be installed in schedule 40 PVC conduit with a minimum diameter of 1-1/4 inches. A bushing or bell-end shall be used at the end of a conduit that terminates at a junction box or luminaire pole. Conductor identification shall be an integral part of the insulation of the conductors throughout the system, i.e., color coded wire. Equipment grounding conductor shall be #8 copper. All splices or taps shall be made by approved methods utilizing epoxy kits rated at 600 volts (i.e., 3-M 82-A2). All splices shall be made with pressure type connectors (wire nuts will not be allowed). Direct burial wire will not be allowed. All other installation shall conform to NEC, WSDOT/APWA, and MUTCD standards.

ROAD ELEMENTS AND ROADSIDE FEATURES

Each luminaire pole shall have an in-line, fused, water tight electrical disconnect located at the base of the pole. Access to these fused disconnects shall be through the hand-hole on the pole. The hand-hole shall be facing away from on-coming traffic. Additional conductor length shall be left inside the pole and pull or junction box equal to a loop having a diameter of one foot. Load side of in-line fuse to luminaire head shall be cable and pole bracket wire, 2 conductor, 19 strand copper #10 and shall be supported at the end of the luminaire arm by an approved means. Fuse size, disconnect installation, and grounding in pole shall conform to NEC standards.

Approved pull boxes or junction boxes shall be installed when conduit runs are more than 200 feet. In addition, a pull box or junction box shall be located within 10 feet of each luminaire pole and at every road crossing. Boxes shall be clearly and indelibly marked as lighting boxes by the legend, "L.T." or "LIGHTING". See WSDOT Standard Plan J-11a.

All lighting poles shall have tapered round shafts with a linear taper of between 0.125 and 0.14 inches per foot. All poles shall be Hapco 50700-005 or 50700-006 for single arm and Hapco 50701-010 for twin arm or approved equal. In existing developed areas, the City may approve/require use of other poles to establish consistency within the developed area.

Mounting heights, arm length, power source, luminaire, and wattage shall be as follows:

Mounting Height:	40 feet
Curb Overhang:	4 feet
Power Source:	240 VAC, Single Phase, 3 wire
Luminaire Type:	High Pressure Sodium Flat Lens Medium Cutoff I.E.S. Type 3
Distribution Wattage:	200 Watt, Residential Street Intersection 150 Watt, Residential Street 400 Watt, Collector

Portland Cement Concrete bases shall follow WSDOT Standard Plan J-1b, Sheet 1, Foundation Detail. Conduit shall extend between 3 and 6 inches above the concrete base.

Any modification to approved plans shall be reviewed and approved by the city engineer prior to installation.

8 - 16 MAIL BOXES

See Standard Drawings 8-220, 8-230, 8-240.

The responsibilities for location and installation of mailboxes in connection with the construction or reconstruction of City roads are as follows:

A. CITY ENGINEER RESPONSIBILITY

1. Requires road construction plans, whether for construction by the Department of Public Works or by a private developer, to show clearly the designated location or relocation of mailboxes, whether single or in clusters.
2. Requires with this information any necessary widening or reconfiguration of sidewalks with suitable knock-outs or open strips for mailbox posts or pedestals. The city engineer may require special turnouts for mail delivery vehicles for roads classified as arterials or neighborhood collectors.
3. Requires Mailbox Turnouts, for 3 or more mailboxes, in accordance with Standard Drawing 8-250, along all streets, except where such street is posted at 25 mph or less.
4. Requires these plans to bear a statement on the first sheet that mailbox locations as shown on these plans have been coordinated with the local postmaster. This will be a prerequisite to plan approval.
5. Requires construction of mailbox locations in accordance with these plans, subject to inspection and enforcement procedures.

B. LOCAL POSTMASTER RESPONSIBILITY

1. Designates location and manner of grouping of mailboxes. Note on the plans the type of mailbox delivery: Neighborhood Delivery and Collection Box Unit (NDCBU), Wood Structure Cluster or individual type box. Authenticate by stamp or signature when this data has been correctly incorporated into the plans.
2. Does all necessary coordination with owners or residents involved to secure agreement as to mailbox location, in accordance with these standards, and to instruct them regarding mailbox installation. Actual installation or relocation of NDCBUs is the responsibility of the developer or homeowners association.

C. OWNER OR RESIDENT RESPONSIBILITY

The owners or residents served by mailboxes, at time of original installation, will:

1. If using individual mailboxes, clustered or separated, install and thereafter maintain their own mailboxes as instructed by the U.S. Postal Service.
2. If NDCBU delivery, rely on U.S. Postal Service to provide and maintain NDCBUs.

D. DEVELOPER/CONTRACTOR RESPONSIBILITY

Existing mailboxes and no plans to replace them with NDCBUs:

If it is necessary to remove or otherwise disturb existing mailboxes within the limits of any project, the developer/contractor shall install the boxes temporarily in a position that their function will not be impaired. After construction has been completed, the developer/contractor shall reinstall boxes at locations in accordance with these Standards or as approved by the city engineer and use only existing posts or materials except where in conflict with these Standards. Any damage caused by the builder or his contractor is to be repaired at the expense of the Developer.

Existing NDCBUs or plans to install NDCBUs:

The developer/contractor shall call the City of Bainbridge Island Postmaster to approve the location of the NDCBU and make the necessary location. Install the NDCBU as approved by the Postmaster.

E. INSTALLATION METHODS

Installation methods are as follows:

1. Single or double mailbox installations shall be set in accordance with Standard Drawing 8-220.
2. In more urbanized areas, boxes shall be clustered together when practical and when reasonably convenient to the houses served in accordance with Standard Drawings 8-820, 8-230, 8-240 and 8-250.
3. NDCBUs (Standard Drawing 8-240) will be installed by the U.S. Postal Service.
4. When mailboxes are located in the sidewalk, individually or in clusters, sidewalks shall be widened to provide a minimum of 6 feet of clearance around the mailboxes.

ROAD ELEMENTS AND ROADSIDE FEATURES

8 - 17 SIDE SLOPES

- A. Side slopes shall generally be constructed no steeper than 3 to 1 for fill slopes and 2 to 1 for cut slopes. Steeper slopes may be approved by the city engineer upon showing that the steeper slopes, based on geotechnical analyses, will be stable. Slopes shall not exceed 2 to 1 for fill slopes and 1 to 1 for cut slopes.
- B. Side slopes shall be stabilized by grass sod or seeding or by other planting or surfacing materials acceptable to the city engineer.

8 - 18 STREET TREES AND LANDSCAPING

(RESERVED)

8 - 19 ROADSIDE OBSTACLES

- A. WSDOT Clear Zone distances shall be used as a guide for evaluation and placement of old, and placement of new, roadside features within the public right-of-way.

For posted speeds greater than 35 mph, clear zone distances are contained within Chapter 710, Traffic Barriers, of the WSDOT Design Manual. The same distances are also included in Appendix 1, entitled "Control Zone Guidelines - Utilities" of the WSDOT Utility Manual.

- B. In general, existing or new roadside features which could present a hazard to the public should be placed outside of clear zone areas unless justified to the city engineer's satisfaction by suitable engineering studies considering traffic safety, or, where shielded by a barrier, placed in an area normally inaccessible to vehicles or utilize a breakaway design. **EXCEPTION:** Clustered Mailboxes or NDCBU Mailboxes in accordance with Standard Drawings 8-220, 8-230, and 8-240 placed along streets posted at 25 mph or less.
- C. Locations of poles shall be compatible with driveways, intersections, and other roadway features (i.e., they shall not interfere with sight distance, roadway signing, traffic signals, culverts, etc.). To the greatest extent possible, installation of poles and other above ground appurtenances will not be permitted in sidewalks or walkways.
- D. Costs of relocating poles or obstacles to achieve these standards are the responsibility of the developer whose project necessitates compliance with these standards. This is not intended to prevent the developer from making financial arrangements with an appropriate utility or other owner of the obstacle to accomplish removal of the pole or obstacle.

ROAD ELEMENTS AND ROADSIDE FEATURES

8 - 20 SAFETY RAILS

See Standard Drawing 8-260, 8-270, and 8-280.

Wooden railings may be used when approved by the city engineer. Wooden railings shall be sturdily constructed of pressure treated timbers and hot dipped galvanized carriage bolts (no nails allowed). Posts shall be minimum 4 x 4 on four (4) foot centers. Three (3) 3 x 6 rails shall be bolted to the posts. Alternate designs may be considered.

8 - 21 ROCK WALLS (ROCKERIES)

See Standard Drawings 8-290, 8-300, and 8-310.

To provide a competent and adequate rockery structure, rock walls intended for cut sections over 8 feet in height and fill sections over 4 feet in height shall require design by a geotechnical engineer or other professional engineer qualified in rock wall design. Construction of such rockeries shall be constructed in accordance with these standards and the geotechnical engineer's supplemental recommendations.

A geotechnical engineer shall be retained to monitor rockery construction and to verify, in writing, that the rockery was constructed in general accordance with these standards and with his/her supplemental recommendations, in a professional manner and of competent and suitable materials.

Where rockeries cannot be constructed without significant foundation settlement or outward thrust upon the rockery, a structural wall of acceptable design such as a reinforced concrete retaining wall shall be provided. Such structural wall shall be designed by a professional engineer qualified in retaining wall design.

A. MATERIALS

Rock density shall be greater than one hundred sixty (160) pcf.

Rock Size	Rock Weight	Average Dimenison
One Man	50 - 200 pounds	12 - 18 inches
Two Man	200 - 700 pounds	18 - 28 inches
Three Man	700 - 2000 pounds	28 - 36 inches
Four Man	2000 - 4000 pounds	36 - 48 inches
Five Man	4000 - 6000 pounds	48 - 54 inches
Six Man	6000 - 8000 pounds	54 - 60 inches

ROAD ELEMENTS AND ROADSIDE FEATURES

In rockeries over eight feet in height, it shall not be possible to move the large sized rocks (four to six man size) with a pry bar. If these rocks can be moved, the rockery should not be considered capable of restraining any significant lateral load.

B. ROCKERY CONSTRUCTION

1. **Geotechnical Engineer** - The geotechnical engineer retained to provide necessary supplemental rockery construction guidelines shall be a practicing geotechnical/civil engineer licensed as a professional civil engineer in the State of Washington who has at least four years of professional employment as a geotechnical engineer in responsible charge, including experience with fill construction and stability and rockery construction.
2. **Guarantee or Warranty** - The developer/contractor shall furnish to the city engineer any guarantee or warranty furnished as a normal trade practice in connection with the materials used or construction methods employed.
3. **Slopes** - Slopes above rockeries should be kept as flat as possible, but shall not exceed 2:1 (Horizontal:Vertical) unless the rockery is designed specifically to provide some restraint to the load imposed by the slope. Any slope existing above a completed rockery shall be provided with a vegetative cover to help reduce the potential for surface water flow induced erosion. It shall consist of a deep root, rapid growth vegetative mat and typically will be placed by hydroseeding and covered with a mulch.
4. **Monitoring** - All rockeries constructed against cuts in excess of eight feet in height and fills in excess of four feet in height shall be periodically monitored during construction by the geotechnical engineer to verify the nature and quality of the materials being used are appropriate, that the construction procedures are appropriate, and that the rockery is being constructed in a generally professional manner and in accordance with these Standards and any supplemental recommendations by the geotechnical engineer. On completion of the rockery, the geotechnical engineer shall submit to the city engineer copies of his/her rockery examination reports along with a final report summarizing rockery construction.
5. **Fill Compaction** - Where rockeries are constructed in front of a fill, the fill shall be placed and compacted in a manner that will provide a competent fill mass. To achieve this goal, all fills shall consist of relatively clean, organic and debris free granular materials with a maximum size of four inches. Ideally, but particularly if placement and compaction is to take place during the wet season, they shall contain no more than five percent fines (silt and clay size particles passing the number 200 mesh sieve). All fills shall be placed in thin lifts not exceeding ten inches in loose thickness. Each lift shall be compacted to at least 95 percent of the maximum dry density, as determined by ASTM Test Method D-1557-78 (Modified Proctor), before any additional fill is placed and compacted. In-place density tests shall be performed at random locations within each lift

ROAD ELEMENTS AND ROADSIDE FEATURES

of the fill to verify this degree of compaction is being achieved. Walls over 4 feet in height must be designed by a licensed engineer.

6. **Fill Construction and Reinforcement**

- a. For rockeries 8 feet in height and less, the fill shall be overbuilt beyond the location of the fill face to be protected. See Standard Drawing 8-300.
- b. For rockeries greater than 8 feet in height, the fill shall be reinforced using a geogrid or geotechnical fabric. This form of construction requires a design by the geotechnical engineer for each specific use. The vertical spacing of the reinforcement, the specific type of reinforcement, and the distance to which it must extend back into the fill, and the amount of lapping must be determined on a rockery-by-rockery basis. See Standard Drawing 8-310.

7. **Rockery Keyway** - A keyway consisting of a shallow trench of between twelve (12) and eighteen (18) inches in depth shall be constructed the full length of the rockery, and inclined back slightly towards the face being protected. It shall be dug as wide as the rockery (including the width of the rock filter layer). The keyway subgrade shall be firm and to the geotechnical engineer's satisfaction.

8. **Keyway and Rockery Drainage** - On completion of keyway excavation, a shallow ditch or trench, approximately twelve (12) inches wide and deep, shall be dug along the rear edge of the keyway. A minimum four-inch diameter perforated or slotted drain pipe, or equivalent approved by the engineer, shall be placed in this shallow trench and shall be bedded on and surrounded by a free-draining rock. This drain pipe shall be installed with sufficient gradient to initiate flow, and shall be connected to a positive and permanent discharge.

Positive and permanent drainage shall be considered to mean an existing, or to be installed, storm drain system, a swale, ditch or other form of surface water flow collection system, a detention or retention pond, or other stable native site feature or previously installed collection system.

9. **Rockery Thickness** - The individual rockery thickness, including the rock filter layer, shall be at least 40 percent of the rockery height as a guide. The individual rocks shall be arranged in a single course thick, when measured to include the filter layer is equal to the required rockery thickness.

10. **Rock Selection** - Rock shall be as nearly rectangular as possible. Any rock of basically rounded or tetrahedral form shall be rejected or used for filling large void spaces. The rock material shall be hard, sound, durable, and free from weathered portions, seams, cracks, and other defects.

ROAD ELEMENTS AND ROADSIDE FEATURES

11. **Rock Placement** - The first course of rock shall be placed on firm unyielding soil. There shall be full contact between the rock and soil. The bottom of the first course of rock shall be a minimum of twelve (12) inches below the lowest adjacent site grade. Rocks shall be placed so that there are no continuous joint planes in either the vertical or lateral direction. Each rock shall bear on at least two rocks below it. The final course shall have a continuous appearance and be placed at the base of the facing so that it will be stable and have a stable appearance.
12. **Face Inclination** - The face of the rockery shall be inclined at a gradient of about 1:6 (Horizontal:Vertical) back towards the face being protected.
13. **Voids** - rock selection and placement shall be such that there will be minimum voids and, in the exposed face, no open voids over six (6) inches across in any direction. After setting each course of rock, all voids between the rocks shall be chinked on the back with quarry rock to eliminate any void sufficient to pass a two-inch square probe.
14. **Filter Layer** - A drainage filter shall be installed between the rear face of the rockery and the solid face being protected. This filter layer shall be at least twelve (12) inches thick (18 inches for walls greater than 8 feet in height). It shall be composed of two to four inch quarry spalls or other material approved by the geotechnical engineer. The material shall be placed in lifts to an elevation approximately six (6) inches below the top of each course of rocks as they are placed, until the uppermost course is placed. Any such material spilling onto the bearing surface of one rock course shall be removed before setting the next course.
15. **Surface Drainage** - Surface drainage from above the rockery shall be intercepted and directed away from the rockery to a positive and permanent discharge well below and beyond the toe of the rockery.

8 - 22 TRAFFIC CONTROL SIGNS

The developer is responsible for providing all traffic control signs. Traffic control signing shall comply with the provisions as established by the U.S Department of Transportation on Uniform Traffic Control Devices (MUTCD) most recent edition with two exceptions.

1. Stop signs shall be 30 inches in diameter with high intensity reflectorization sheeting.
2. Mounting height shall be seven (7) feet from the bottom of the sign to the finished grade.

8 - 23 STREET DESIGNATION SIGNING

A. DESCRIPTION

This work shall consist of furnishing and installing street designation signing in accordance with the Plans, these Specifications, and the Standard Plans at the locations shown in the Plans or where designated by the Engineer.

B. MATERIALS

1. **Sign Panels:** Signs shall be constructed of extruded aluminum material conforming to ASTM B 209 alloy 6061-T6 or alloy 5052-H36 or H38. Vertical dimensions of sign shall be nine (9) inches and extruded aluminum thickness shall be 1/4 inch at the outer edge and taper to 1/8 inch in the center portion of the sign panel. Maximum horizontal dimension of the sign shall not exceed 42 inches. The panel shall have square corners.
2. **Reflective Sheeting:** Reflective sheeting shall be double-faced reflectorized engineer grade vinyl, color green. The reflective sheeting shall cover the entire sign panel. No borders are to be present.
3. **Lettering:** Three types of lettering are defined for use on street designation signs. The lettering types are as follows:
 - a. **Identification** – defines the type of street. Types of streets may include but are not limited to the Road (RD), Drive (DR), Place (PL), Court (CT) and Avenue (AV).
 - b. **Section of City** – defines the orientation of the street within the City of Bainbridge Island roadway system coordinates. Orientation designations include North (N), East (E), South (S), West (W), and all intermediate directions such as Northeast (NE).
 - c. **Proper Street Name** – unique nomenclature by which the street shall be known and referenced. The Proper Street Name shall be attained by application to the City of Bainbridge Island. The City shall review the application for name redundancy and social appropriateness prior to granting the request.

Lettering shall be reflectorized engineer grade vinyl, color white. Lettering shall be six (6) inches in height, capitalized and in Helvetica font. When sign space is limited, Identification and Section of City lettering shall be no less than three (3) inches in height. Standard abbreviations are allowed for Identification and Section of City lettering as illustrated in the proceeding section, items "a" and "b". Standard abbreviations shall not exceed two (2) letters per abbreviation. Abbreviations shall not be used for Proper Street

ROAD ELEMENTS AND ROADSIDE FEATURES

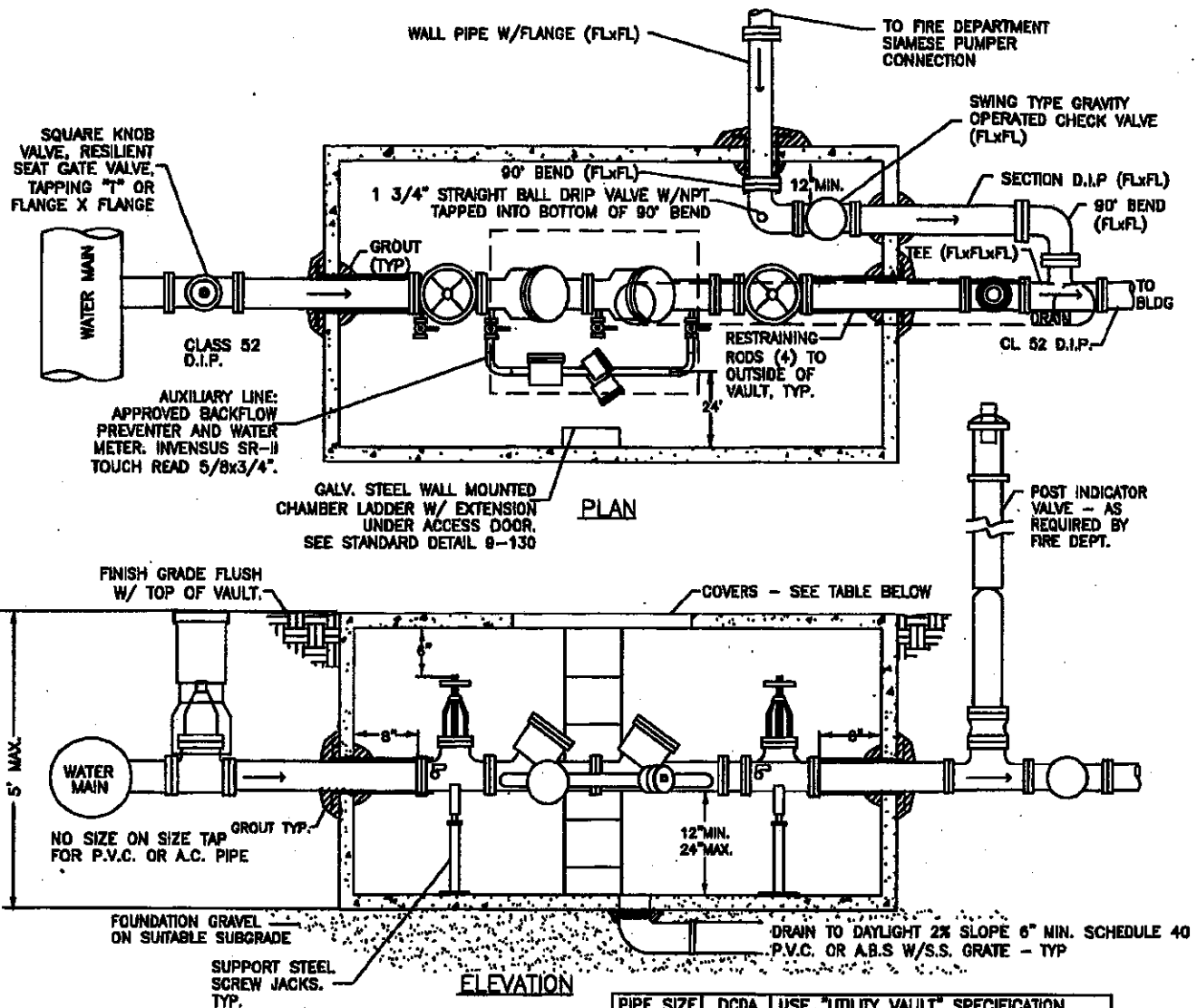
Name. A 1 1/2 inch margin shall be maintained around the sign perimeter between the outside edge of the sign and the lettering. Section of City lettering shall be placed either prior to the Proper Street Name or following the Identification in accordance with the City authorized name.

4. **Sign Posts:** All sign posts shall consist of one solid untreated Western cedar, treated Hem-fir, or treated Douglas Fir timber. Posts shall conform to guidelines for Construction Grade (Light Framing, Section 122-b West Coast Lumber Inspection Bureau or Section 40.11 Western Wood Products Association). Posts by definition are presumed square and shall have a four (4) inch nominal thickness. Posts shall not be wrapped or encased in any other materials.
5. **Mounting Hardware:** Lag bolts and flat washers shall be made of galvanized steel. Two (2) of each component is required for sign assembly. Dimensions of lag bolts shall be 2 1/2 inches in length with a 5/16 inch nominal diameter. Flat washers shall have a 5/16 inch designation. Post cap shall be made of cast aluminum that is four (4) inches by four (4) inches.

C. CONSTRUCTION REQUIREMENTS

Each street sign and mounting post to be erected in the right-of-way (ROW) must meet the following requirement:

1. Application and Issuance of a City of Bainbridge Island ROW permit.
2. No signs are to be placed in a ditchline, bio-swale or other stormwater drainage course.
3. No signs may be placed within two (2) feet of the paved or graveled driving surface.
4. Each mounting post shall be buried to a minimum depth of two (2) feet.
5. Each sign mounted on a post shall be seven (7) feet from the bottom of the sign to the finish grade.
6. No mounting post shall extend beyond the top of the mounted sign.
7. Mounting posts shall be backfilled with gravel material in accordance with WSDOT Standard Specification 9-03.9(3) for Crushed Surfacing Base Course. Native material and concrete shall not be used as backfill.



NOTES

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.

BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING.

THE WATER LINE SHALL BE TESTED, DISINFECTED AND FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.

ALL PIPE, VALVES, AND FITTINGS FROM SUPPLY MAIN SHALL BE FLANGED OR FULLY RESTRAINED.

ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION.

MAINTAIN MINIMUM 24" CLEARANCE ON ALL SIDES AROUND THE BACKFLOW PREVENTER, EXCEPT AS SHOWN.

PROVIDE AN ADEQUATE GRAVITY DRAINAGE SYSTEM TO DAYLIGHT. IF NOT POSSIBLE, PROVIDE AN ADEQUATELY SIZED SUMP PUMP SYSTEM AND ELECTRICAL SUPPLY.

DRAIN MAY BE FITTED IN SIDE PROVIDED IT COMPLETELY DRAINS.

TAMPER SWITCHES SHALL BE INSTALLED ON GATE VALVES AND CONNECTED TO BUILDING FIRE ALARM SYSTEM.

GROUT ALL VAULT PENETRATIONS WITH WATERTIGHT GROUT INSIDE AND OUTSIDE. BURY ALL RESTRAINING RODS MIN. 2".

PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT WITH A METER. METER SHALL BE INVENSUS SR II TOUCH READ 5/8" x 3/4".

PIPE SIZE	DCDA	USE "UTILITY VAULT" SPECIFICATION OR OWNER APPROVED EQUAL
4"	4"	875 LA W/ 2-332P ACCESS HATCH
6"	6"	887 TL W/ 2-332P ACCESS HATCH
8"	8"	5108 LA W/ 2-332P ACCESS HATCH



CITY OF BAINBRIDGE ISLAND STANDARD DETAILS

DOUBLE CHECK DETECTOR ASSEMBLY FOR FIRE SPRINKLER SYSTEMS 2" OR LARGER

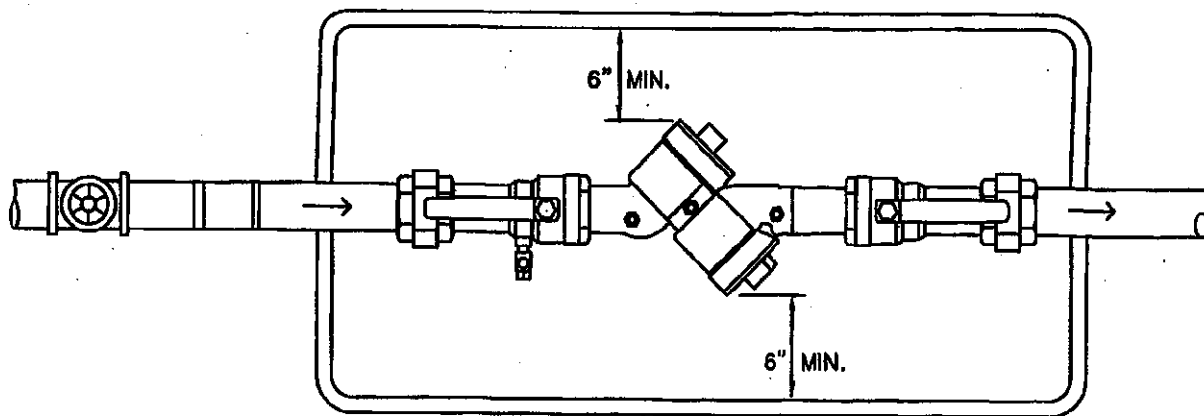
REV.

[Signature]
CITY ENGINEER

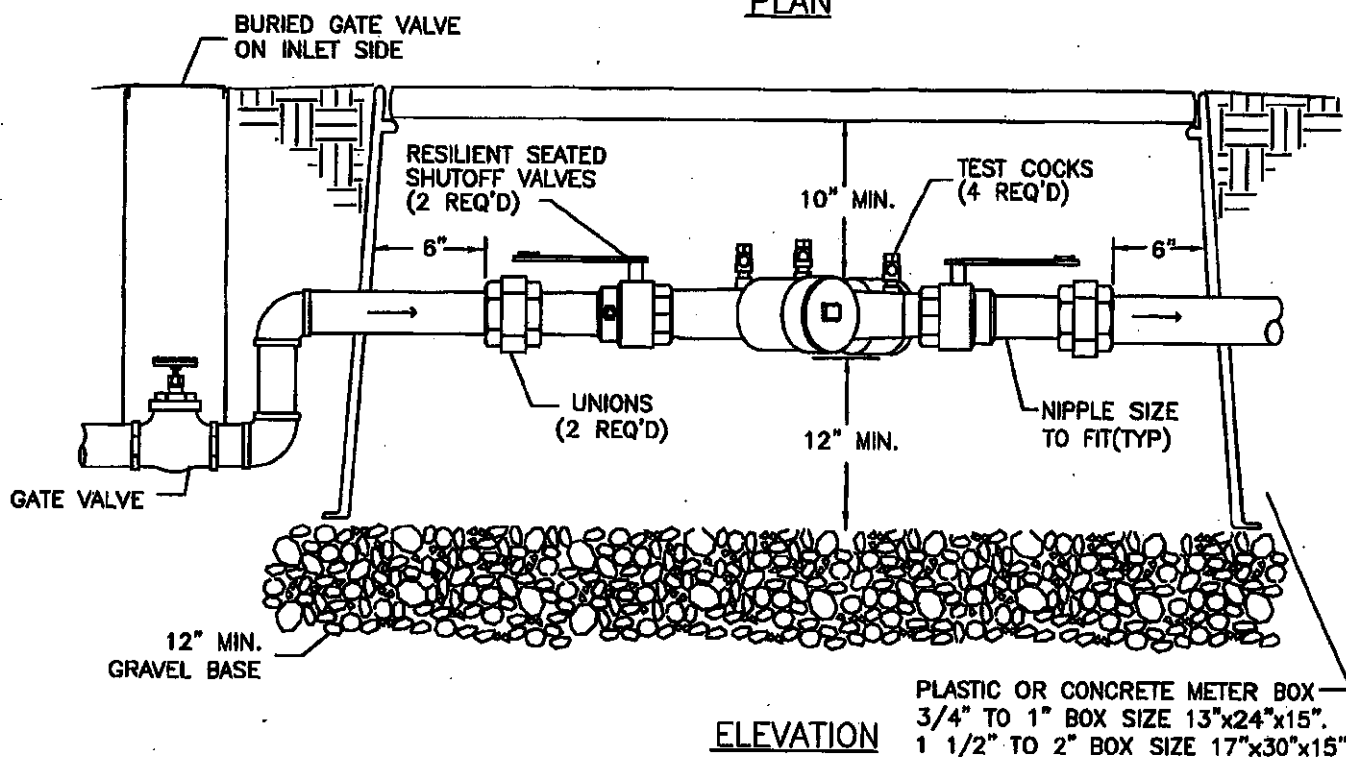
2003-09-08
DATE

DWG. NO.

10-160



PLAN



ELEVATION

NOTES:

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.

BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING OR FREEZING.

THE WATER LINE SHALL BE FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPT., OPERATIONS & MAINTENANCE DIVISION.

GATE VALVES SHALL BE BRASS AND PIPE NIPPLES AND UNIONS SHALL BE BRASS OR SCHEDULE 80 PVC.

ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.

PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT.



**CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS**

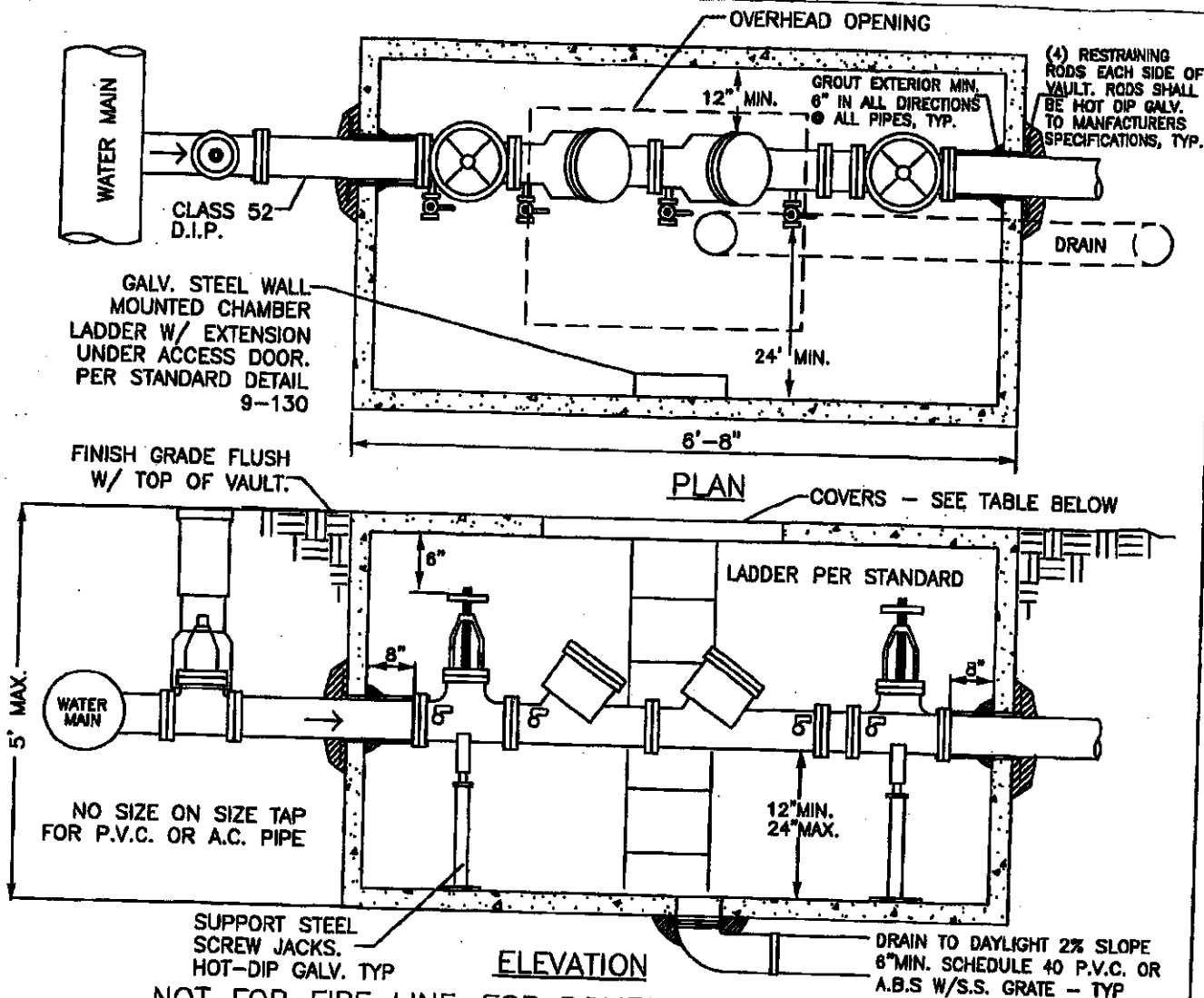
**DOUBLE CHECK VALVE ASSEMBLY
2" AND SMALLER**

REV.

CITY ENGINEER

2003-05-08
DATE

DWG. NO.
10-161



NOT FOR FIRE LINE—FOR DOMESTIC WATER SERVICE

PIPE SIZE	DCVA	USE "UTILITY VAULT" SPECIFICATION OR OWNER APPROVED EQUAL
4"	4"	675 LA W/ 2-332P ACCESS HATCH
6"	6"	687 TL W/ 2-332P ACCESS HATCH
8"	8"	5106 LA W/ 2-332P ACCESS HATCH

NOTES

- BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.
- DOUBLE CHECK VALVE ASSEMBLY'S ARE NOT APPROVED FOR FIRE PROTECTION SYSTEMS WITHIN CITY OF BAINBRIDGE ISLAND WATER SERVICE AREAS.
- INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.
- BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING.
- VAULT MAY BE BURIED UP TO 12" PROVIDED ASSEMBLY IS A MIN. 12" ABOVE FINAL GRADES PROVIDE AN ADEQUATE GRAVITY DRAINAGE SYSTEM TO DAYLIGHT. IF NOT POSSIBLE, PROVIDE AN ADEQUATELY SIZED SUMP PUMP SYSTEM AND ELECTRICAL SUPPLY. DRAIN MAY BE FITTED IN SIDE PROVIDED IT COMPLETELY DRAINS.
- THE WATER LINE SHALL BE TESTED, DISINFECTED AND FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.
- ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.
- ALL PIPE, VALVES, AND FITTINGS FROM SUPPLY MAIN SHALL BE FLANGED OR FULLY RESTRAINED.
- ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.
- THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION.
- TAMPER SWITCHES SHALL BE INSTALLED ON GATE VALVES AND CONNECTED TO BUILDING FIRE ALARM SYSTEM.
- MAINTAIN MINIMUM 24" CLEARANCE ON ALL SIDES AROUND THE BACKFLOW PREVENTER, EXCEPT AS SHOWN.
- GROUT ALL VAULT PENETRATIONS WITH WATERTIGHT GROUT INSIDE & OUTSIDE. BURY ALL RESTRAINING RODS MIN. 2".
- PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT.
- PROVIDE AN ADEQUATE GRAVITY DRAINAGE SYSTEM TO DAYLIGHT. IF NOT POSSIBLE, PROVIDE AN ADEQUATELY SIZED SUMP PUMP SYSTEM AND ELECTRICAL SUPPLY. DRAIN MAY BE IN VAULT CORNER.



CITY OF BAINBRIDGE ISLAND STANDARD DETAILS

UNDERGROUND — WITH UPSTREAM METER
DOUBLE CHECK VALVE ASSEMBLY
2 1/2" AND LARGER

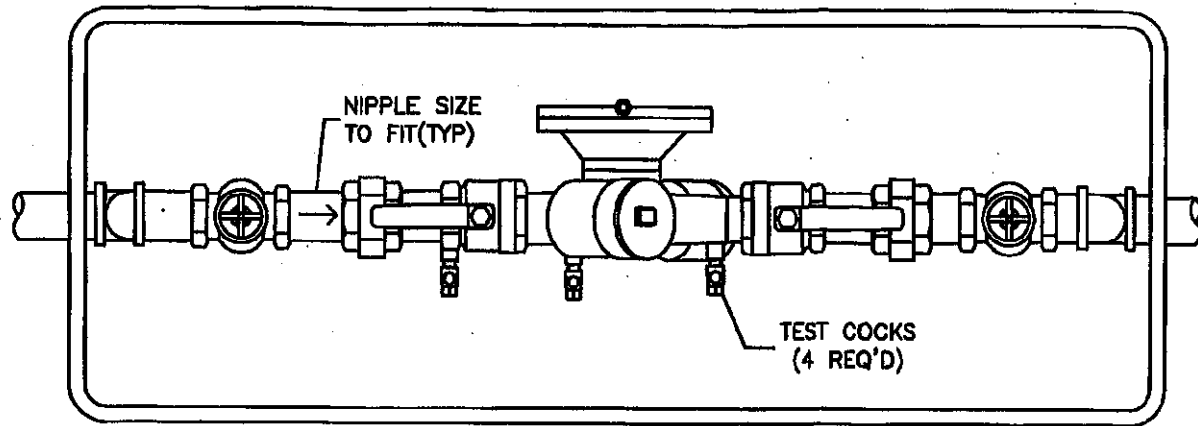
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CITY ENGINEER

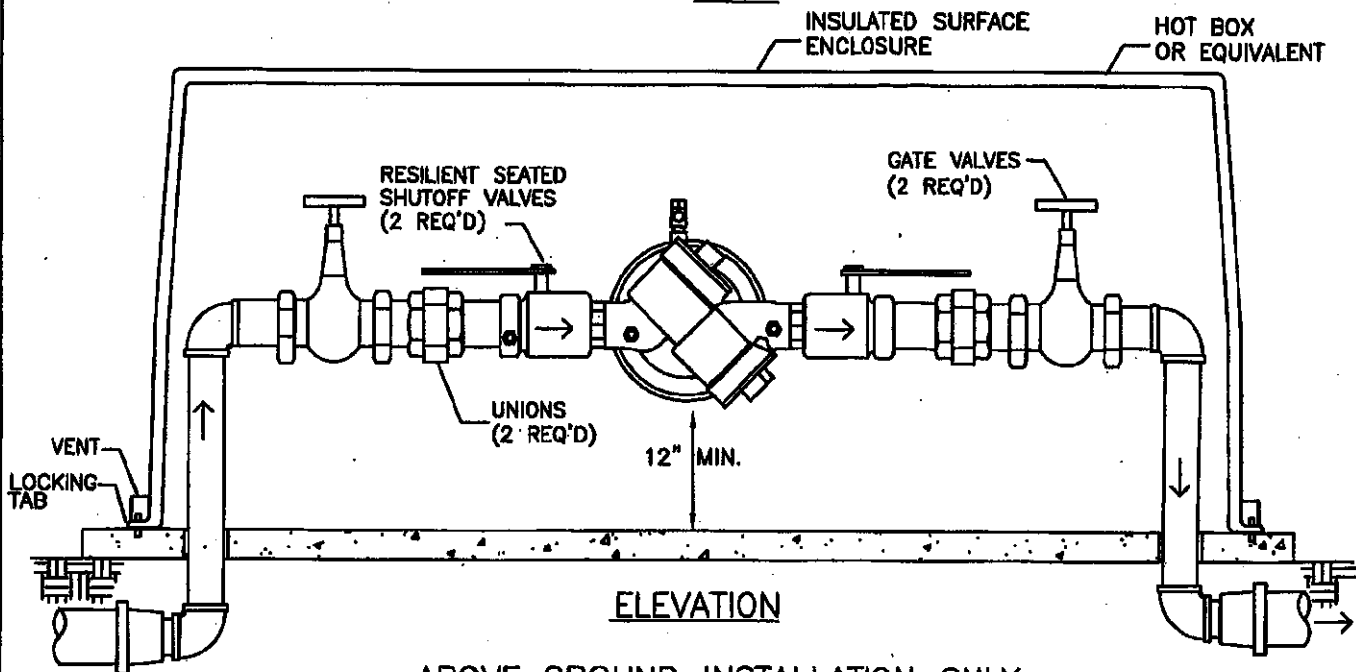
2003-09-08
DATE

DWG. NO.

10-162



PLAN



ELEVATION

ABOVE GROUND INSTALLATION ONLY

NOTES:

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.

BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING OR FREEZING.

THE WATER LINE SHALL FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.

ALL PIPE, VALVES, AND FITTINGS FROM SUPPLY MAIN SHALL BE FULLY RESTRAINED.

ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.

GATE VALVES, PIPE NIPPLES, AND UNIONS SHALL BE BRASS OR SCHEDULE 80 PVC.

PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION.



REV.

CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS

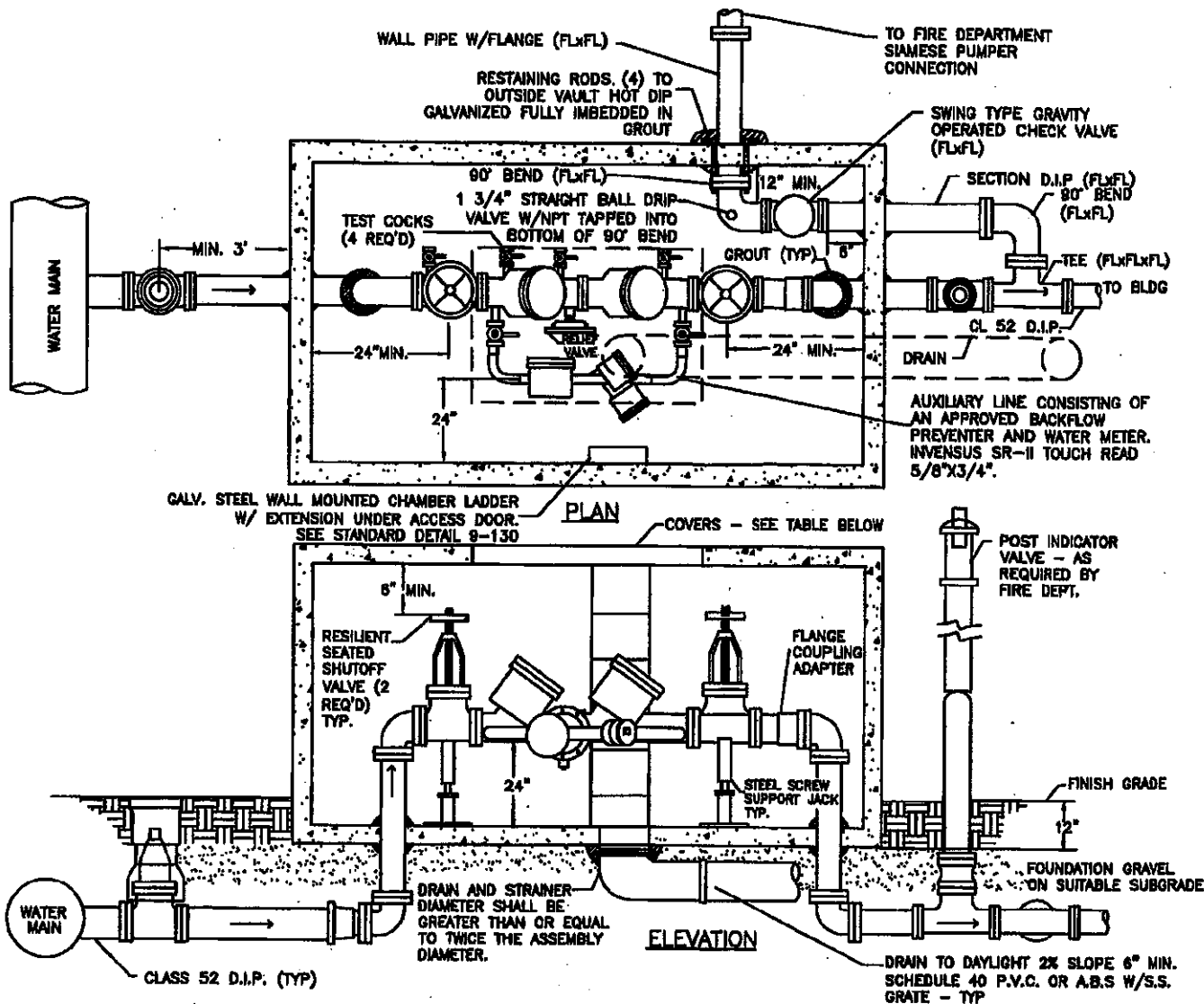
REDUCED PRESSURE BACKFLOW ASSEMBLY
2" & SMALLER

CITY ENGINEER

2003-01-08
DATE

DWG. NO.

10-163



NOTES:

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.

BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING.

VAULT MAY BE BURIED UP TO 12" PROVIDED ASSEMBLY IS A MIN. 12" ABOVE FINAL GRADE PROVIDE AN ADEQUATE GRAVITY DRAINAGE SYSTEM TO DAYLIGHT. IF NOT POSSIBLE PROVIDE AN ADEQUATELY SIZED SUMP PUMP SYSTEM AND ELECTRICAL SUPPLY. DRAIN MAY BE FIT IN SIDE PROVIDED IT COMPLETELY DRAINS.

THE WATER LINE SHALL BE TESTED, DISINFECTED AND FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.

ALL PIPE, VALVES, AND FITTINGS FROM SUPPLY MAIN SHALL BE FLANGED OR FULLY RESTRAINED.

ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION.

TAMPER SWITCHES SHALL BE INSTALLED ON GATE VALVES AND CONNECTED TO BUILDING FIRE ALARM SYSTEM.

MAINTAIN MINIMUM 24" CLEARANCE ON ALL SIDES AROUND THE BACKFLOW PREVENTER, EXCEPT AS SHOWN.

GROUT ALL VAULT PENETRATIONS WITH WATERTIGHT GROUT INSIDE AND OUTSIDE. BURY ALL RESTAINING RODS MIN. 2".

PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT.

DOUBLE CHECK VALVE ASSEMBLY'S ARE NOT APPROVED FOR FIRE PROTECTION SYSTEMS WITHIN CITY OF BAINBRIDGE ISLAND WATER SERVICE AREAS.

PIPE SIZE	RPDA	USE "UTILITY VAULT" SPECIFICATION OR OWNER APPROVED EQUAL
4"	4"	675 LA W/ 2-332P ACCESS HATCH
6"	6"	687 TL W/ 2-332P ACCESS HATCH
8"	8"	5106 LA W/ 2-332P ACCESS HATCH



CITY OF BAINBRIDGE ISLAND STANDARD DETAILS

REDUCED PRESSURE DETECTOR ASSEMBLY FIRE SPRINKLER SYSTEM 2" & LARGER

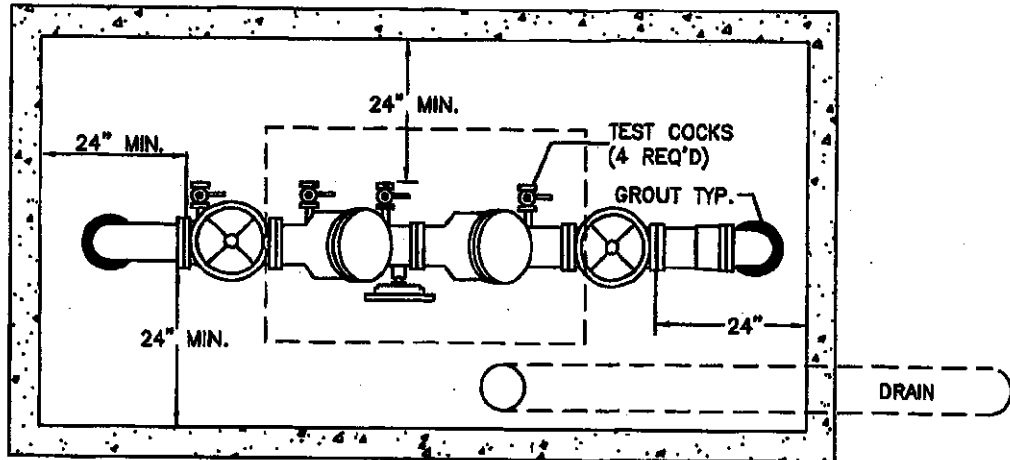
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CITY ENGINEER

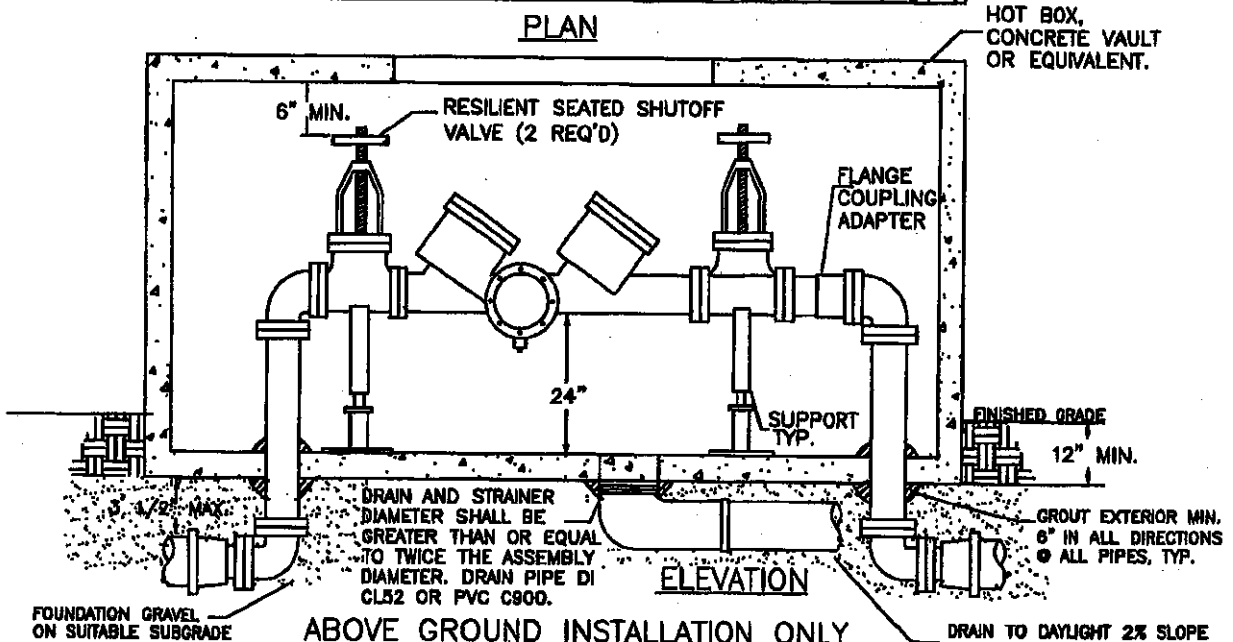
2003-01-08
DATE

DWG. NO.

10-164



PLAN



ELEVATION

ABOVE GROUND INSTALLATION ONLY

PIPE SIZE	RPBA	USE "UTILITY VAULT" SPECIFICATION OR OWNER APPROVED EQUAL
4"	4"	675 LA W/ 2-332P ACCESS HATCH
6"	6"	687 TL W/ 2-332P ACCESS HATCH
8"	8"	5106 LA W/ 2-332P ACCESS HATCH

NOTES:

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.

BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING.

THE WATER LINE SHALL BE TESTED, DISINFECTED AND FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.

ALL PIPE, VALVES, AND FITTINGS FROM SUPPLY MAIN SHALL BE FLANGED OR FULLY RESTRAINED.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION.

MAINTAIN MINIMUM 24" CLEARANCE ON ALL SIDES AROUND THE BACKFLOW PREVENTER, EXCEPT AS SHOWN.

PROVIDE AN ADEQUATE GRAVITY DRAINAGE SYSTEM TO DAYLIGHT.

GROUT ALL VAULT PENETRATIONS WITH WATERTIGHT GROUT INSIDE AND OUTSIDE. BURY ALL RESTAINING RODS MIN. 2".

PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT.

ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.



**CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS**

ABOVE GROUND WITH UPSTREAM METER
REDUCED PRESSURE BACKFLOW ASSEMBLY
2 1/2" AND LARGER

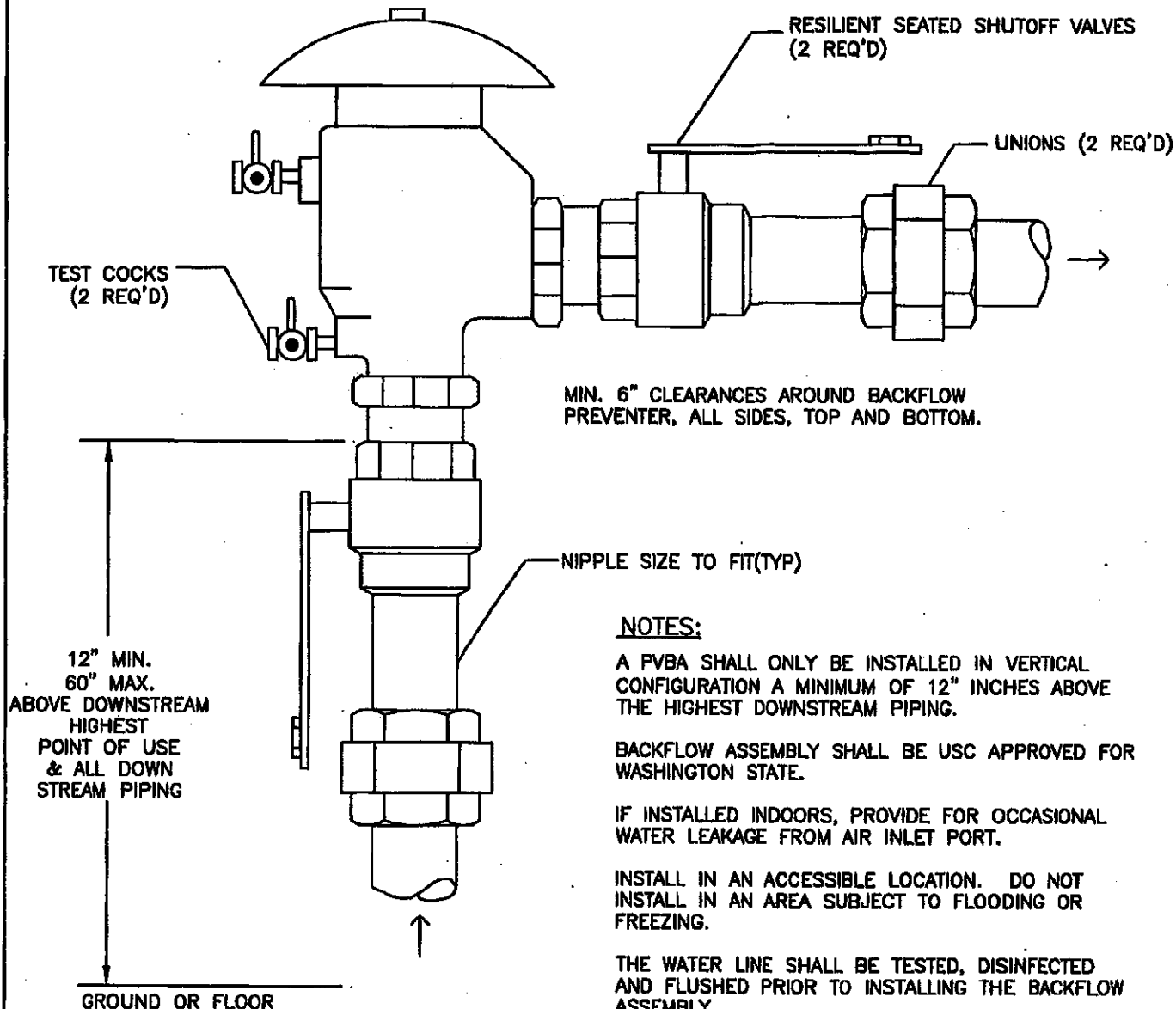
REV.

CITY ENGINEER

2002-01-08
DATE

DWG. NO.

10-165



NOTES:

A PVBA SHALL ONLY BE INSTALLED IN VERTICAL CONFIGURATION A MINIMUM OF 12" INCHES ABOVE THE HIGHEST DOWNSTREAM PIPING.

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

IF INSTALLED INDOORS, PROVIDE FOR OCCASIONAL WATER LEAKAGE FROM AIR INLET PORT.

INSTALL IN AN ACCESSIBLE LOCATION. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING OR FREEZING.

THE WATER LINE SHALL BE TESTED, DISINFECTED AND FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

GATE VALVES, PIPE NIPPLES, AND UNIONS SHALL BE BRASS OR SCHEDULE 80 PVC.

ALL FASTENERS SHALL BE HOT-DIP GALVANIZED OR STAINLESS STEEL.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPARTMENT, OPERATIONS & MAINTENANCE DIVISION.



CITY OF BAINBRIDGE ISLAND STANDARD DETAILS

PRESSURE VACUUM BREAKER ASSEMBLY FOR 2" & SMALLER

REV.

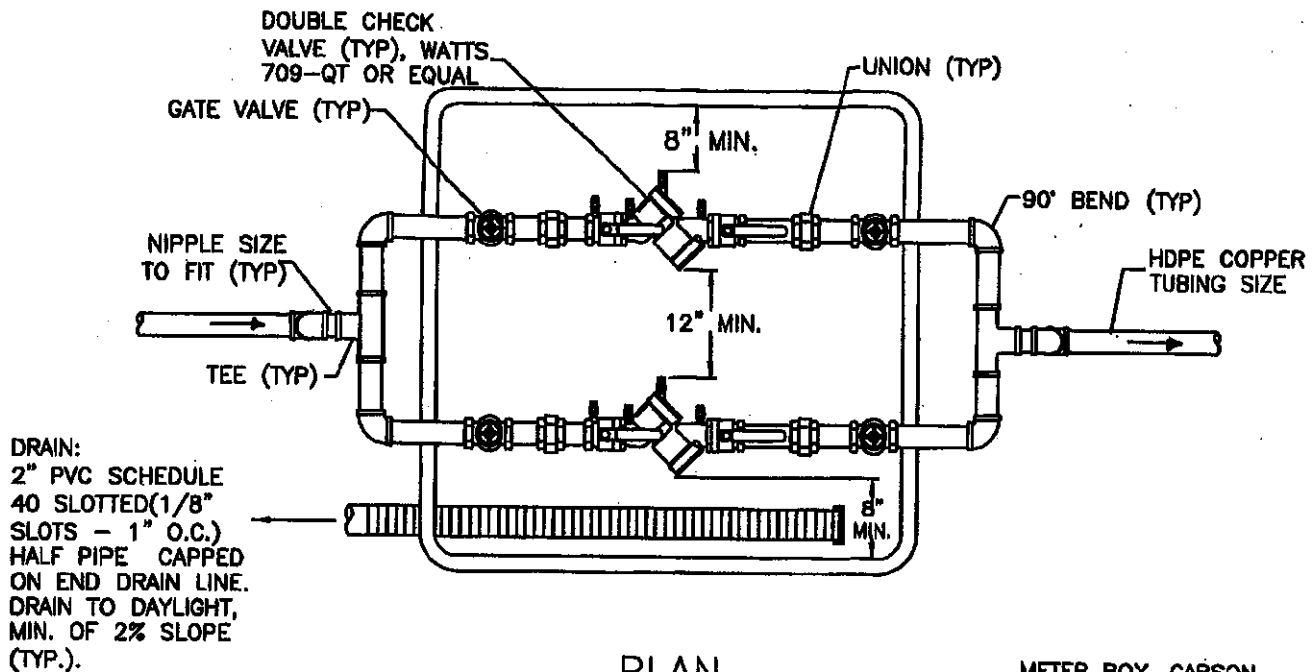
APPROVED

CITY ENGINEER

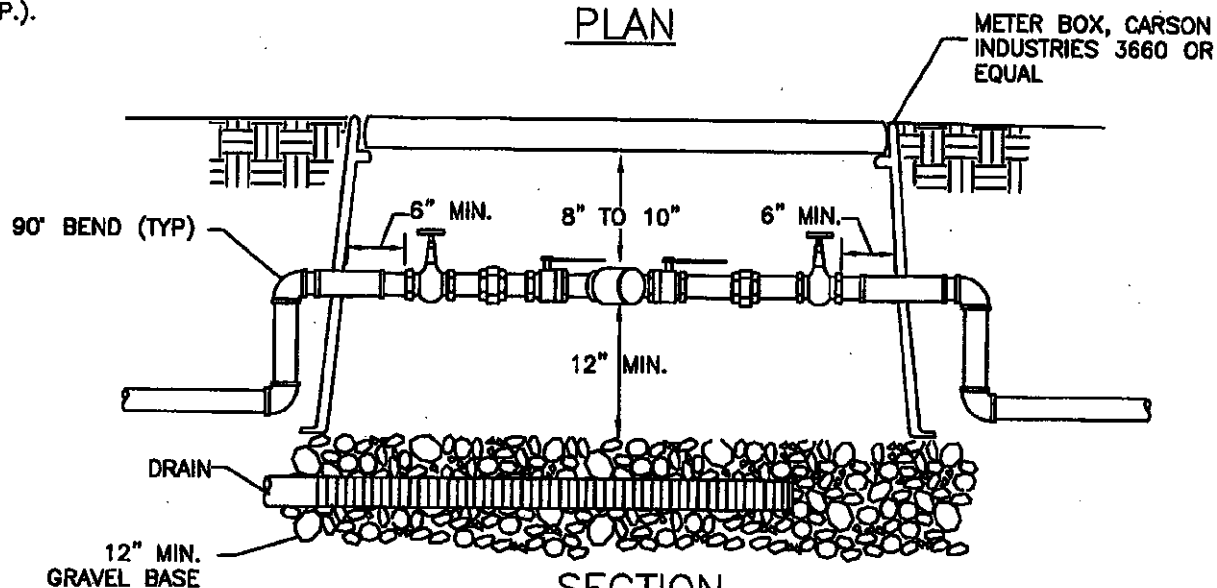
2007-07-08
DATE

DWG. NO.

10-166



PLAN



SECTION

NOTES:

BACKFLOW ASSEMBLY SHALL BE USC APPROVED FOR WASHINGTON STATE.

INSTALL ASSEMBLY IN HORIZONTAL POSITION. VERTICAL POSITION IS ALLOWED IF APPROVED BY WASHINGTON STATE DEPARTMENT OF HEALTH OR USC LIST FOR VERTICAL UP OR DOWN.

BACKFLOW ASSEMBLY SHALL BE INSTALLED IN AN ACCESSIBLE LOCATION AT OR WITHIN ONE FOOT OF THE PROPERTY LINE OR EASEMENT LINE AND ON THE OWNER'S PROPERTY UNLESS OTHERWISE APPROVED. DO NOT INSTALL IN AN AREA SUBJECT TO FLOODING OR FREEZING.

THE WATER LINE SHALL BE TESTED, DISINFECTED AND FLUSHED PRIOR TO INSTALLING THE BACKFLOW ASSEMBLY.

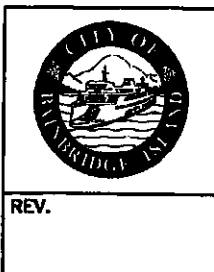
ALL ENCLOSURES SHALL BE APPROVED PRIOR TO INSTALLATION.

THE BACKFLOW ASSEMBLY SHALL BE TESTED AFTER INSTALLATION AND PRIOR TO ACCEPTANCE AND ALSO ANNUALLY THEREAFTER BY A CERTIFIED BACKFLOW ASSEMBLY TESTER. TEST RESULTS SHALL BE SUBMITTED TO THE CITY OF BAINBRIDGE ISLAND, PUBLIC WORKS DEPT., OPERATIONS & MAINTENANCE DIVISION.

GATE VALVES SHALL BE BRASS AND PIPE NIPPLES AND UNIONS SHALL BE BRASS OR SCHEDULE 80 PVC. NO SCHEDULE 40 IN BACKFLOW LINE.

PROVIDE ASSEMBLY AS A SINGLE MANUFACTURED UNIT.

ALL FASTENERS SHALL BE HOT DIP GALVANIZED OR STAINLESS STEEL.



**CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS**

**DOUBLE CHECK VALVE ASSEMBLY FOR THREE
UNITS OR GREATER - 2" AND SMALLER
UNDERGROUND**

[Signature]
CITY ENGINEER

2007-09-08
DATE

DWG. NO.
10-167

SECTION 8 - ROAD ELEMENTS AND ROADSIDE FEATURES

TABLE OF CONTENTS

SECTION 8

ROAD ELEMENTS AND ROADSIDE FEATURES

8 - 22 **TRAFFIC CONTROL SIGNS**

4. Sign Posts: The City Engineer or Engineer's Representative shall determine the type of post to be used for each application. Wood sign posts will typically be used in unpaved areas, and steel sign posts will typically be used in paved areas. All sign posts shall be installed plumb.

Wood Sign Posts: Wood sign posts shall consist of one solid untreated Western cedar timber and shall conform to guidelines for Construction Grade (Light Framing, Section 122-b West Coast Lumber Inspection Bureau or Section 40.11 Western Wood Products Association). Posts by definition are presumed square and shall have a four (4) inch nominal thickness. Posts shall not be wrapped or encased in any other materials.

Steel sign posts shall be 2" square by 12' long, perforated or knockout plugged, galvanized tube steel. Posts will be formed from cold rolled steel strip which has been zinc coated and is commercial quality (1.25 oz.) conforming to ASTM Specification A-525.

Steel sign posts installed at the time of paving shall be inserted into a sleeve embedded in the new pavement. The sleeve shall be galvanized, perforated steel, 2 1/4" x 2 1/4" x 24" long, wrapped in duct tape before embedment to prevent penetration of debris through the bottom and perforations. Before placement, a minimum 4" long bolt shall be inserted horizontally through the bottom row of perforations to prevent the sleeve from being pulled out of the pavement. 2" of the sleeve shall be exposed vertically above the pavement. Once the sign post is inserted into the sleeve, the two shall be fastened together with a 5/16" galvanized corner bolt or straight bolt.

Steel sign posts installed on existing pavement shall be inserted into a 24" long sleeve as specified above. The sleeve shall be centered and welded, full perimeter, to a galvanized 1/4" thick by 10" square steel plate. The plate shall have four 5/8" diameter holes, one per corner, and shall be fastened to the pavement using four galvanized anchor bolts, 1/2" x 5 1/2". Once the sign post is inserted into the sleeve, the two shall be fastened together with a 5/16" galvanized corner bolt or straight bolt.

Revised March 1, 2004

SECTION 8 - ROAD ELEMENTS AND ROADSIDE FEATURES

TABLE OF CONTENTS

5. Sign Mounting Hardware: shall be made of stainless or galvanized steel. Wood post hardware shall consist of two (2) 5/16" x 2 1/2" lag bolts and two 5/16" flat washers, per sign. Post cap shall be made of cast aluminum that if four (4) inches by (4) inches.

Steel post hardware shall consist of two (2) 5/16" x 2" hex head bolts, two (2) 5/16 flat washers, and two (2) hex nuts, per sign.

Revised March 1, 2004

CITY OF BAINBRIDGE ISLAND DESIGN AND CONSTRUCTION STANDARDS AND SPECIFICATIONS

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Sewer Pre-Design Studies Budget Amendment, AB 15-163, Public Works – 15 min.	Date: 9/1/2015
Agenda Item: STAFF INTENSIVE	Bill No.: 15-163
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: Sewer	
Expenditure Req: \$40,000.00	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: N/A	Finance: Yes

DESCRIPTION/BACKGROUND

Action Item:

Consider placement of the Sewer Pre-Design Studies budget amendment for sewer pump station and force main pre-design studies on the September 8, 2015 consent agenda.

Background:

The purpose of the City's General Sewer Plan (GSP) was to develop a policy and planning guide for the sewer utility over the next twenty years. The Plan presents an evaluation of the existing system and recommends improvements needed to correct existing deficiencies and to accommodate projected growth. The Plan has been submitted to the Department of Ecology (DOE) for concurrence and review. Following completion of the SEPA process and DOE concurrence, the Plan will be brought back to City Council for adoption.

The GSP identified future sewer capacity issues related to the pump stations and associated force mains at Lynwood Center and North Town Woods and recommends that additional studies be conducted. Preliminary engineering studies conducted by Public Works, prompted by near-term proposed development activity, indicate that capacity issues are occurring much sooner than anticipated in the GSP. It is recommended that a RFQ be issued for pre-design studies to identify short and/or long term solutions. It is anticipated that the studies will lead to the design of capital improvement projects to be programmed in the Capital Improvement Plan (CIP) beginning in 2016. A 2015 budget amendment will be required to begin the pre-design studies as soon as possible.

RECOMMENDED ACTION/MOTION

Motion:

I move that the City Council forward a budget amendment in the amount of \$40,000.00 from the Sewer Fund for the Sewer Pre-design Studies increasing the spending authority for this project to the September 8, 2015 consent agenda.

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Upcoming Meeting Calendar	Date: 9/1/2015
Agenda Item: REVIEW UPCOMING COUNCIL MEETING AGENDAS	Bill No.:
Proposed By:	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: N/A	Legal: N/A	Finance: N/A

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
□ Upcoming Meeting Calendar	Backup Material

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	Study Session 7 pm		Absences	Clerk	Department	Timing (min)	Business Meeting 7 pm	
Steve	Kelly		25	1-Sep			Roz		25	8-Sep	
				Executive Session (Collective Bargaining, Review Performance of an Employee, Potential Litigation) - 60 min.						Executive Session (Review Performance of an Employee, Review Applications, Review Qualification of an Applicant for City Employment-tentative) - 15 min. - added	
		LEG	20	Ordinance No. 2015-23, Relating to Wireless Communication Facilities; Adding New Chapters 18.10 and 18.11 to the Bainbridge Island Municipal Code - 1st Reading (Info.)				LEG	10	Ordinance No. 2015-23, Relating to Wireless Communication Facilities; Adding New Chapters 18.10 and 18.11 to the Bainbridge Island Municipal Code - Public Hearing (Consider Action)	
		PW	20	Ordinance No. 2015-07, Transportation Impact Fees (Info.)				PCD	10	Ordinance No. 2015-04 (Formerly 2014-07), Landscaping and Tree Ordinance - Public Hearing (Consider Action)	
		PW	15	Ordinance No. 2015-29, Ordinance No. 2015-29, Relating to Engineering Design and Construction Standards; Amending Ordinance No. 94-29 (Info.)				PW	CA	Ordinance No. 2015-07, Transportation Impact Fees (Consider Action)	
		EXEC	10	Fire Safety Services Interlocal Agreement w/ BIFD (Info.)				EXEC	CA	Fire Safety Services Interlocal Agreement w/ BIFD (Consider Action)	
		PCD	10	Resolution No. 2015-05, Amending the PCD Administrative Manual (Info.)				PCD	CA	Resolution No. 2015-05, Amending the PCD Administrative Manual (Consider Action)	
		EXEC		Equipment Sharing Interlocal Agreement w/BIMPRD (Info.)- moved to 10/6				EXEC	CA	Equipment Sharing Interlocal Agreement w/BIMPRD (Consider Action)- moved to 10/27	
		PD	10	Radio Frequency Contract Extension w/Washington State Patrol (Info.)				PD	CA	Radio Frequency Contract Extension w/Washington State Patrol (Consider Action)	
		PW	10	Sewer Pre-Design Studies Budget Amendment (Info.) - added				PW	CA	Ordinance No. 2015-29, Ordinance No. 2015-29, Relating to Engineering Design and Construction Standards; Amending Ordinance No. 94-29 (Consider Action)	
			120					PW	CA	Sewer Pre-Design Studies Budget Amendment (Consider Approval) - added	
									45		
										Work Session	
								EXEC	60	Human Services Funding Goals Workshop	
										Transportation Benefit District (following City Council meeting)	
									30	Changes from 2015 Legislative Session - moved from 9/22	

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	Study Session 7 pm		Absences	Clerk	Department	Timing (min)	Business Meeting 7 pm	
	Kelly		25	15-Sep			Roz		25	22-Sep	
		PW	30	Right-of-Way Acquisition Discussion (Consultants) - Info.				CC	5	Proclamation Declaring October, 2015 as Domesitic Violence Awareness Month	
		PW	30	Ordinance 2015-20, Update to SSWM Code BIMC 13.24, 1st Reading (Info.)				PW		Rockaway Beach Outfall Study Professional Services Agreement (Consider Action) - moved to 10/27	
		PW		Rockaway Beach Outfall Study Professional Services Agreement (Info.) - moved to 10/6				PW		Deep Culvert Assessment Study Professional Services Agreement (Consider Action) - moved to 10/27	
		PW		Deep Culvert Assessment Study Professional Services Agreement (Info.) - moved to 10/6				PCD	CA	Ordinance No. 2015-28, Amending BIMC Chapter 15.16, Flood Damage Prevention (Consider Action)	
		PCD	10	Ordinance No. 2015- 28, Amending BIMC Chapter 15.16, Flood Damage Prevention, 1st Reading (Info.)				PCD	CA	Historic Preservation Commission: Suyematsu Property Grant Opportunity (tentative) - moved to 10/6	
			95						30		
										Work Session	
								EXEC	60	Human Services Funding – 2016 Funding Framework	
										Transportation Benefit District (following City Council meeting)	
				29-Sep						30 Changes from 2015 Legislative Session - moved to 9/8	
				5th Tuesday - no meeting							

2015 PROPOSED COUNCIL CALENDAR ITEMS

Study Session 7 pm					Business Meeting 7 pm				
Absences	Clerk	Department	Timing (min)		Absences	Clerk	Department	Timing (min)	
	Kelly		25	6-Oct					13-Oct
		FIN	20	Ordinance No. 2015-26, SSWM Rates - 1st Reading (Info.)					
		FIN	15	Mid-Biennial Budget Modifications (Info)					
		FIN	10	Ordinance No. 2015-__, 2016-2021 Capital Facilities Plan, 1st Reading (Info.)					
		FIN	10	Ordinance No. 2015-27, Property Taxes Levied in 2016, 1st Reading (Consider scheduling public hearing 10/27)					
		FIN	10	Ordinance No. 2015-24, Water Rates, 1st Reading (Info.)					
		FIN	10	Ordinance No. 2015-25, Sewer Rates, 1st Reading (Info.)					
		EXEC	10	Discuss Petition Threshold for Electric Utility Ballot Proposition (Info.)					
		EXEC	10	Equipment Sharing Interlocal Agreement w/BIMPRD (Info.)- moved from 9/1					
		PW	10	Rockaway Beach Outfall Study Professional Services Agreement (Info.) - moved from 9/15					
		PW	10	Deep Culvert Assessment Study Professional Services Agreement (Info.) - moved from 9/15					
		PCD	5	Historic Preservation Commission: Suyematsu Property Grant Opportunity (tentative) - moved from 9/22					
			145						

2015 PROPOSED COUNCIL CALENDAR ITEMS

Study Session 7 pm					Business Meeting 7 pm				
Absences	Clerk	Department	Timing (min)		Absences	Clerk	Department	Timing (min)	
				20-Oct		Roz		25	27-Oct
							FIN	10	Ordinance No. 2015-__, 2016-2021 Capital Facilities Plan, 2nd Reading (Consider Action)
							FIN	10	Ordinance No. 2015-27, Property Taxes Levied in 2016, Public Hearing/2nd Reading (Consider Action)
							FIN	10	Ordinance No. 2015-24, Water Rates, 2nd Reading (Consider Action)
							FIN	10	Ordinance No. 2015-25, Sewer Rates, 2nd Reading (Consider Action)
							FIN	10	Ordinance No. 2015-__, Mid-Biennial Modifications, 1st Reading (Info.)
							FIN	10	Ordinance No. 2015-26, SSWM Rates, 2nd Reading (Consider Action)
							EXEC CA		Equipment Sharing Interlocal Agreement w/BIMPRD (Consider Action) moved from 9/8
							PW CA		Ordinance 2015-20, Update to SSWM Code BIMC 13.24, 2nd Reading (Consider Action) - moved from 10/13
							PW CA		Rockaway Beach Outfall Study Professional Services Agreement (Consider Action) - moved from 9/22
							PW CA		Deep Culvert Assessment Study Professional Services Agreement (Consider Action) - moved from 9/22
								85	

2015 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]

2015 PROPOSED COUNCIL CALENDAR ITEMS

[illegible]

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)		Absences	Clerk	Department	Timing (min)	
				Study Session 7 pm					Business Meeting 7 pm
				29-Dec					
				5th Tuesday - no meeting					